

District One Schools

Athletic Handbook

**District One School Spartanburg County
P. O. Box 218
Campobello, S.C. 29322**



“A Quality School System...”

Accredited by the Southern Association of Colleges
and Schools Council on Accreditation and School Improvement

This handbook serves as a guide to the faculty, staff, and administration of District One Schools in their efforts to provide a quality, co-curricular program of athletics for the students and communities of our school district. Individual schools may have specific guidelines unique to their campuses within the framework of this handbook.

Athletic Handbook Revision Committee - 2010

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Philosophy

District One Schools believes that a dynamic program of student activities is vital to the educational development of the student who chooses to participate. The Athletic Program should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society.

Athletics play an important part in the lives of our district's youth. Young people learn a great deal from their participation in interscholastic athletics. Lessons in sportsmanship, teamwork, competition, and how to win and lose gracefully are an integral part of each team in our athletic program. Athletics play an important part, too, in helping the individual student develop a healthy self-concept as well as a healthy body. Athletic competition adds to our schools' spirit and helps all students, spectators, and participants develop pride in our schools.

The major objective of the program is to provide wholesome opportunities for students to develop favorable habits and attitudes of social interaction.

Leadership should be of the highest quality so as to exemplify to the participants the desired type of behavior to be developed from the athletic program. Measurement of leadership success will not be in terms of the tangible evidence of the won and loss record, but rather in the intangible personality development factors that are an outgrowth of the major objective of the athletic program.

The athletic program should always be in conformity with the general objectives of our schools and district. The athletic administration should be in line with the general policies of our schools and district. At no time should the program place the total educational curriculum secondary in emphasis. The program should constantly strive for the development of well-rounded individuals capable of taking their place in modern society.

We believe that the opportunity for voluntary participation in a variety of student selected activities is a vital part of the students' educational experience. Such participation is a privilege that carries with it responsibilities to our schools, the activity itself, to the student body, to the community, and to the students themselves. These experiences contribute to the development of learning skills and emotional patterns enabling students to make maximum use of their education.

These voluntary student activities are considered a supplement to the district's educational programs and exist to provide experiences that will help develop our students physically, mentally, socially, and emotionally.

The interscholastic athletic program shall be conducted in accordance with existing School Board policies and regulations. Winning at all costs is not part of this district's philosophy and anyone associated with the athletic programs is expressly discouraged from promoting any and all types of pressures which might tend to neglect good sportsmanship, good mental health, and the academic programs of the district. At all times, the athletic program must be conducted in such a way as to justify it as an educational activity.

Every effort will be made to support all district programs with the best facilities, equipment and the most qualified staff. This includes the athletic program. Every effort should be made to provide for the transfer of knowledge and skills gained in the classroom to participation in our athletic program. The athletic program should provide an avenue for further development and application of this knowledge and these skills.

Students in District One School are encouraged to assess their skills and abilities and select the co-curricular activities which will most appropriately make use of those skills and abilities. It is understood that not every student will or should participate in interscholastic athletics. It is appropriate and expected that all students will supplement their educational experiences through one or more of the many opportunities that exist in our district as they may join clubs or organizations or participate in athletics or other activities. Statistics consistently indicate that the greatest educational experiences and the most successful students include a co-curricular emphasis as a vital component.

Reference also: South Carolina Coaches Association Code of Ethics

Athletic Program Objectives

As stated in our philosophy, the major objective of the program is to *provide wholesome opportunities for students to develop favorable habits and attitudes of social interaction*. Beyond this objective the program shall promote and encourage the objectives as follows:

- A. To provide a positive image of all District One Schools.
- B. To strive always for excellence that will produce winning teams within the bounds of sportsmanship and mental health of the student athlete.
- C. To foster programmatic growth and development that will increase student participation; give impetus to increasing attendance at all athletic events; promote financial support for the program, and provide for continuing maintenance and improvement of facilities.
- D. To provide opportunities which will allow students to cope with problems and compete in a supervised environment enabling students to confront situations which will prepare them to be productive citizens in our society. Our athletic program shall:
 - 1. Provide for physical, mental, and emotional growth.
 - 2. Provide for team play with development of special skills in activities of the student athlete's choice.
 - 3. Provide directed leadership and supervision that stresses self-discipline.
 - 4. Provide for the potential of achieving initial goals set by the school in general and the student athlete as an individual in the framework of team play.
 - 5. Promote behaviors and activities that foster positive social interaction and operate within a set of rules that promote a respect for the rights of others.
 - 6. Promote *student-centered education*.

Supervision of Athletic Teams

District One Schools provide coaching staffs to work with the teams in the district. Head coaches and, where appropriate and necessary, assistant coaches provide leadership and supervision. The head coach of each team shall be responsible for the supervision of his or her team during all practices, games, and trips. Parents of student athletes should be further informed that student athletes will also be provided with supervision thirty minutes before and after any practice, game or trip.

The following general guidelines are important for all coaches. Steps should be taken to see that provisions are made to ensure that all of these items are addressed.

- A. A well organized and continuous safety program should be a primary concern of all coaches. The details of the safety program should be reviewed every year and communicated to appropriate personnel.
- B. District One Schools expect that coaches never leave an activity where their student athletes are practicing or participating. No such activity should ever be left unsupervised.
- C. It is expected that parents pick up their children promptly at the end of practice. Coaches should give a list of scheduled practices with start end ending times to the parents at the beginning of the season. Every effort should be made to follow the schedule. No athlete should ever be left unsupervised after a practice, game, or trip. *Coaches should never leave any student athlete unattended in order to be certain that all athletes have departed school property safely.*
- D. It is expected that parents will pick up their children on time. In the event that parents are habitually late in picking up their children, a conference is required with the parent, the coach, and an administrator/athletic director. Possible dismissal from the team may be a consequence.
- E. All individuals employed as coaches should and are expected to use sound and acceptable teaching practices. It is the responsibility of the head coach and building administrator to ensure that this is the case.
- F. Parents can become a very important part of the school's supervisory plan. Parent meetings provide parents with the knowledge they need to assist you in providing timely transportation and other pertinent information for their sons and daughters.

Parental Involvement

Parents of student athletes make special sacrifices in order that their children might participate in the district's athletic programs. They can and should become key facilitators in our efforts to provide the very best in co-curricular activities of all types, including our athletic program. District One Schools expect that principals and coaches will make appropriate parental involvement a priority before, during and after each sport season.

The guidelines listed below and others that you might add should serve our schools, communities and students well as we include our parents in *student-centered education*.

- a. Provide parents with clearly defined eligibility guidelines as established by the South Carolina High School League.
- b. Provide parents with information relating to the requirements as established by the NCAA Clearinghouse. Some information is provided as part of this handbook and may be reproduced in the school's athletic handbook and/or as a special handout for emphasis.

**Note: Academic courses used for Clearinghouse eligibility must be taken in grades 9-12. This detail may create a problem for a student athlete who had taken a course as a seventh or eighth grade student with the intention of using the course for NCAA eligibility. Student athlete records should be screened during the freshmen year in order to avoid difficulty with this Clearinghouse guideline.*

- c. Provide parent meetings for athletes of all sports as try-outs begin. These meetings are critical and should serve as another avenue to stress many points pertaining to philosophy and practice relating to the athletic program. These meetings should provide opportunities for the administration and athletic director to address the parents as a group and for the team coaches to address matters of detail and of their expectations in their sports as well. One recommendation would be to have three of these meetings each year. One each for fall, winter and spring sports teams. Careful planning will allow for the dissemination of important information to parents and enable the district to establish appropriate channels of communication with our parents. Information about these meetings should become part of the school's athletic handbook. (See A and B above as these items should be emphasized at parent meetings.)
- d. Provide detailed practice, game day, and trip schedules to the parents as soon as possible. This information will enable the parents to join us in our efforts to

supervise and provide timely transportation for our athletes. Some details might be provided in the school's athletic handbook. More sport/team specific details should be distributed at the parent meeting and to team members.

- e. Coaches should maintain parental communication during the season as issues regarding athletes arise. Our coaching staff should initiate communication as it relates to positive issues involving student athletes. Also, should a matter of concern become evident, our staff must take the initiative in communicating with parents. This frequent, detailed communication with parents builds trust and establishes the type of rapport that is necessary if we are to do our best in working with student athletes.
- f. Booster Clubs can be an effective method of establishing parental involvement and communication. Supporting our student athletes following the season is as critical as our expectations of them during try-outs and the season itself. Awards programs and banquets provide us with another opportunity to reinforce the significance of participation in athletics. Every effort should be made to make these gatherings opportunities for effective communication promoting athletics in general as well as team and individual accomplishments. *(See Related District One School Board Policy--LEB)* Cross Reference
- g. Parents should be given details about appropriate behavior as it relates to approaching coaches during the season. Parents wishing to discuss issues concerning their child must make an appointment with the head coach. Coaches are not available immediately following practices or games due to coaching duties and supervisions. Parents should follow the chain of command: Head Coach, Athletic Director, and Principal.

Security and Public Safety

District One Schools has provided, and will continue to provide, a safe learning environment for students, faculty and staff throughout the district. It is consistent with our philosophy of athletics that this learning environment extends to the sites of athletic competition and encompasses both players and spectators. We always expect that our facilities will be well maintained, clean, and always ready for public use and enjoyment. Likewise, we expect that at any time an athletic event is planned, steps should be taken to ensure the safety of players, coaches, officials, faculty, staff, and all spectators.

Individual school athletic handbooks should provide our parents with general and specific expectations that are appropriate for spectators. Handbooks should also detail public safety information and any special notations that are particular to individual schools. City Officers, County Officers, and Emergency and Rescue staff should be used in such a way and in such numbers as to deter any inappropriate behavior and provide for the general welfare of the public. School officials should be used to support and evaluate the actions and responses of these groups of professionals and paraprofessionals. In some cases school administrators must initiate action in order to set an example and send the message that our district athletic events are family-oriented and everyone present at our athletic events will be expected to behave in such a way as to promote a positive atmosphere for our community and visitors. Good spectator sportsmanship is the expectation of the district.

Listed below are some basic security measures and notations that are important to consider as your school athletic handbook is developed. Much more detail would be appropriate for each individual school.

- a. Use any and all possible security lighting in parking areas as well as inside and outside the stadium.
- b. Have seating, especially special or reserved seating, clearly marked.
- c. Have visitor sections/seating clearly marked.
- d. Ensure that all restroom facilities are well lighted, clean and stocked with appropriate supplies.
- e. Provide easily accessible waste containers in appropriate numbers.
- f. Monitor all facilities to ensure that potential safety hazards are reported and corrected in a timely manner.

- g. Have necessary emergency tools/materials on site and ready for use. (Flashlights, bullhorns, parking cones, vests, etc.)
- h. Have all entrances and exits clearly marked.
- i. Announce or notify those in attendance of any special regulations or expectations that are appropriate for the event.
- j. Provide for any needed general first aide.
- k. Alert City and County Officers to locations where money is handled.
- l. Be certain the Public Safety Officers working athletic events have up-dated charts of the property detailing entrances and exits. Provide them with any other special materials that might assist them as they help ensure public safety.
- m. Provide for emergency and rescue services at athletic contests as is appropriate for the event.
- n. Notify all who will be in attendance (other than visiting fans) of the general expectations relating to behavior at athletic events. Use the public address system, assemblies, or printed materials in order to reach all possible audiences.
- o. Pre-plan locations and assignments for security personnel and faculty/staff members. Provide the results of this planning to each supervisor in writing in order to reduce wasted, overlapping supervision. This will also reduce pockets of supervisors and will more evenly distribute the personnel available for supervision.
- p. Give supervisors a clear explanation of the duties that they are to perform.
- q. Use appropriate communication devices to assist and make an effort to provide all supervisors with the ability to communicate quickly with other supervisors.
- r. All supervisors should wear something that is visible to the general public that will serve to reduce questions about their authority and responsibility.
- s. Monitor people as they enter an event, during the event and as they leave the event. Activity prior to and following an event can become very challenging under some circumstances.
- t. Provide for appropriate numbers of public safety officers and other supervisors. This number must be determined based on the activity, history of the

competitions with the visiting school, numbers expected to be in attendance and any special circumstances such as might be the case in a play-off game, etc.

- u. A game manager for both the district employees and visiting supervisors should be appointed. *(In most cases, this will be the principal or assistant principal along with one or more public safety officers.)*
- v. Special attention should be given to the care, supervision, and escorting of officials and all SC High School League rules should be followed. Specific individuals should be given this assignment.
- w. All supervisory staff should be instructed in such a way as they will be able to provide clear, direct and authoritative guidance and direction as needed in order to maintain an appropriate atmosphere before, during, and after the contest. Care should be taken so as to maintain a courteous and polite approach any time interpersonal communication is required. Teachers are certainly encouraged to attend any co-curricular functions and should offer assistance and supervision when necessary as an employee of the school district.
- x. School officials shall monitor the campus area or other sites of athletic contests prior to, during, and after athletic contests. School officials shall monitor events so as to be assured that students and other spectators have vacated the district property and facilities are secured.

Conduct

The South Carolina High School League Handbook addresses the conduct expected of an athlete in uniform. All persons representing a member school shall treat their opponents with respect and courtesy. Behavior that demonstrates anything less than this expectation is absolutely unacceptable.

The district expects that coaches will make a complete, detailed report to the school principal and/or athletic director of any situation involving single or multiple fighting in any athletic contest involving athletes in uniform. This report should be presented in a timely manner in order to promote prompt dispensation of the matter.

Athletes who are ejected from an athletic contest are responsible to the coach, athletic director and school administration for disciplinary actions. The district requires that a written report detailing the reasons for ejection and action taken be provided to the principal and/or athletic director in a timely manner. This report should be presented in a timely manner in order to promote prompt dispensation of the matter.

District One Schools Spartanburg County expects that all guidelines, rules and regulations as presented in the South Carolina High School League Handbook be monitored and followed for complete compliance. This is certainly the case where conduct of athletes and those involved in athletics is concerned.

The following sections on conduct and expectations during sporting events are taken directly from the SC High School League Handbook and Constitution.

Support Cheerleaders

It is necessary to regulate certain activities of cheerleading squads when they are performing at League events. This is to better insure the safety of the athletes and the officials as well as the cheerleaders themselves. *It is the responsibility of the school administration to enforce these regulations.*

- a. **FOOTBALL:** If cheerleaders are allowed along the sidelines, a parallel line five yards from the sidelines must restrict their movement toward the field. Jewelry will not be worn at any time.

- b. **BASKETBALL:** Cheerleaders must be in the bleachers except during full time-outs, end of quarters and halftime. Mascots are considered cheerleaders. Megaphones for vocal cheering will be used only by cheerleaders. Jewelry will not be worn at any time.

- c. **ALL SPORTS:** When building pyramids, no cheerleader may stand or sit on another cheerleader who does not have at least one foot or knee on the floor. Jewelry will not be worn at any time. *No basket tosses are allowed.* It is recommended that cheerleaders and cheerleader coaches/advisors follow the Spirit Rules book published by the National Federation of State High School Associations. These guides may be obtained from the League Office.

Statement of Policy

The State Athletic Administrators Association has joined with the League's Executive Committee in continuing to emphasize the urgent need for impeccable sportsmanship by our players, coaches, and fans. Good sportsmanship and good conduct go hand in hand with high school athletics. Athletic administrators, coaches, players, and officials have the greatest responsibility to see that conduct and sportsmanship are at the highest level possible.

Athletic Directors are responsible for administration and supervision of local athletic programs, including the conduct of fans at athletic events. The Board of Education should develop a sportsmanship policy and philosophy and direct the administrators to carry it out. Guidelines and policies need to be implemented, and those attending games should be informed through news media, cheerleaders, and others, that poor conduct and poor sportsmanship will not be tolerated.

Coaches must exemplify through their own actions and behavior an acceptable example of good sportsmanship and conduct. Coaches have access to their players on a daily basis and they need to take time to stress the importance of good conduct and sportsmanship by players in interscholastic contests. Allowing players to commit an unsportsmanlike act without a reprimand is really telling the player he has done nothing wrong.

Players must be held accountable for their actions and be taught what is acceptable and what is not. Actions by individuals to call attention to themselves are a distraction to any game and are counter productive to the high school philosophy of promoting a total team concept.

Fireworks – All fireworks and explosive devices are prohibited at League events. **A \$300 fine will be imposed per occurrence for violations of this rule.** Baiting and taunting must be eliminated totally from all athletic activities. It should be the goal of everyone to have the outcome of each contest determined by athletic skills and hard work and to never let baiting and taunting or other negative actions be a factor. Examples of baiting and taunting are: finger pointing, shooting motions to imply superiority, gestures with obscene connotations, excessive talking to distract or intimidate. This will also include signs or flags used to incite spectators and interfere with the orderly flow of the game.

The above list is not complete but it should give enough direction to coaches and officials to reach agreement on the kinds of conduct that must be eliminated. It will take a concerted effort, but we are convinced that we can keep interscholastic sports as the greatest perpetuator of sportsmanship in athletics today.

The South Carolina High School League expects that all persons representing a member school shall treat their opponents with respect and courtesy and anything less is unacceptable. Personal conduct of athletes, coaches, and other school personnel in which interscholastic athletics are not involved is a matter to be resolved by the member school. This position also gives the host school the authority to determine who may perform as a supplement at an athletic event.

Officials at an interscholastic athletic event are participants in the educational development of high school students. As such, they must exercise a high level of professionalism, self-discipline, independence and responsibility.

Unsportsmanlike Conduct

Unsportsmanlike acts that take place at the site of an interscholastic contest are League matters. The League shall discipline violators of the following items.

- a. An athlete who is ejected for using abusive language, flagrantly or maliciously contacting another person, making obscene gestures to opponents or spectators, shall be ineligible for a minimum of the next contest to the maximum of one year depending on the seriousness of the violation. Any attempt to verbally abuse, make obscene gesture to, threaten or strike an official or member of the opposing coaching staff, shall be considered a serious violation making the athlete ineligible for a minimum of the next two contests to the maximum of one year. Any action that warrants a maximum penalty will also require that the school be placed on immediate probation in that sport. The League Office will review any other action(s) that result in an ejection with the possibility of additional penalties.

NOTE: Any ejection that warrants games(s) suspension will require the removal of the athlete's eligibility until the suspension has been served at the level of the ejection.

- b. Any athlete who leaves the bench area to become involved in a fracas will be disqualified from that game and will be subject to a minimum of a next game suspension depending on his or her involvement. A school whose athletes violate this bench policy will be subject to League discipline.
- c. An athlete who is ejected for the second time in the same sport will have his or her athletic eligibility removed for a minimum of two weeks. An athlete who has been ejected from three contests during a school year (all sports) shall become ineligible for the remainder of the school year. Game officials must report all player ejections so that the League Office can officially notify the school of each violation. When an athlete is ejected for the second time in the same sport, the school is required to immediately begin the above prescribed penalty.
- d. A coach will be in violation of the standards for good sportsmanship established by the League for:
 1. Making degrading/critical remarks about officials during or after a contest either on the field of play, from the bench or through any public news media
 2. Arguing with officials or going through motions indicating dislike/disdain for a decision

3. Detaining the official following the contest to request a ruling or explanation of actions taken by the official; or
 4. Being ejected from any contest.
- e. A coach's action that leads to an ejection will be considered as serious unsportsmanlike conduct. The minimum penalty will be a next game suspension (Must be served at the level of ejection before resuming coaching duties at games) and a \$100.00 fine. The penalty will be doubled for a second offense. (Two games and \$200.00) *NOTE: If a coach is ejected from the final game of the season, the minimum penalty will be a \$100.00 fine assessed to the school.*
- f. A school must control its spectators. In cases where spectators physically assault an official, coach, or athlete, the school shall be given one of two options:
1. To take legal action against the offender(s) that is acceptable to the League or
 2. Be disciplined by the League.
- g. A school shall not allow vulgar chants by its supporters.
- h. Violation of any of the above policies will warrant League discipline for the school or individual.

Degrees Of League Discipline Are:

WARNING: An official notice that an inexcusable, unethical, or unsportsmanlike action is a matter of record and must not happen again.

PROBATION: A team may compete in regularly scheduled contests but may not play in a jamboree, an invitational event or for a region or state championship.

FINE: May be levied in addition to other disciplines and may range from \$25.00 to \$2,500.00 for each violation.

SUSPENSION: A suspended school may not compete against another member school or a school in another state whose association is a member of the National Federation of State High School Associations.

Note: *A school that has been placed on probation or had a program suspended during that sport season, must appeal within 10 working days. If the suspension or probation occurs during the last contest of the season, the appeal must be made prior to the beginning of the sport the next season.*

- i. **POLICE PROTECTION:** The host team must furnish adequate police protection at all varsity football and basketball games. Police protection may also be required at other contests if so deemed by the home school administration. Police protection must be given to all varsity football and basketball officials. Failure to protect the officials will bring immediate probation, pending an investigation. Failure to have required uniformed protection will result in a \$25.00 fine against the host school.
- j. **HANDLING A FRACAS:** Should a fracas begin, only the head coaches will go on the playing field or court to stop the fracas. All assistant coaches are to keep the substitutes off the playing area. The officials are instructed to stop a fracas from starting but not to be involved once it gets underway. All cameramen must be instructed to keep the camera running and film the entire fracas. This is vital to our investigation of the responsible parties.

Drugs and Alcohol Policy

While at the site of a League sponsored activity, neither a participant, game official nor a coach shall use, be in possession of or be under the influence of alcohol or any other mood altering drug. This restriction will also apply to any form of tobacco (including smokeless varieties).

A student violating this policy will be prohibited from participating in the specific event and the future eligibility status of this student will be subject to review by the South Carolina High School League. The philosophy of the League should be obvious as it attempts to address some items in our society which have been proven to be harmful to the physical as well as emotional well being of our student athletes. In this regard, the League also recognizes the responsibility of coaches and other school personnel in dealing with the problem.

The South Carolina High School League is also adamantly opposed to anabolic androgenic steroid use at the high school level. The issue goes beyond protecting the integrity of a sport. The use of steroids in sports is considered to be cheating. We stand opposed to the use of steroids by athletes and all members of the student body because of health and ethical concerns.

(For more information from the SCHSL, consult the constitution and handbook which is updated annually and can be found at [www. schsl.org](http://www.schsl.org))

Discipline

It is the desire of District One Schools that all students, including student athletes, develop physically, mentally, and morally in such a manner that, upon graduation from high school, they will be able to meet the responsibilities, values and expectations of our communities.

The Privilege of Participation - Participation in extracurricular activities is a privilege, not a right. School officials may deprive a student of the privilege of participation when they determine that the student's continued participation is not consistent with the high standards of conduct expected of all participants. In particular, whenever a student violates this code of conduct, the student is subject to losing the privilege of participation in extracurricular activities.

Any athlete exhibiting behavior(s) which cause(s) embarrassment to himself/herself, the team, the Athletic Department, or the school may be suspended from the team. The principal, athletic director, and the head coach will determine if the athlete is eligible to return to participate in future athletic events.

District One Schools expects that each athletic department will develop a set of guidelines and standards to which all student athletes are expected to adhere. Prospective student athletes and their parents should be carefully and clearly advised of the details pertaining to the disciplining of athletes. A signature of commitment from the athlete is encouraged. Parents and prospective student athletes should be advised and reminded that participation on athletic teams in District One Schools is voluntary. If, for any reason, the disciplinary guidelines established through this handbook, the school's discipline code of conduct and the various sports through the athletic director's and principal's guidance is too strict for the prospective athlete; the district expressly encourages the prospective athlete to consider not participating in this particular co-curricular activity. All student athletes are expected to follow the guidelines established for them through the documents cited above.

Generally, athletes are expected to abide by the following:

- a. Athletes are responsible first to the classroom and the related academic expectations of teachers and the school.
- b. Athletes should always perform at their very best academically.
- c. Athletes should be good school citizens at all times.
- d. Athletes must be in attendance for a portion of the school day in order to take part in an athletic practice or contest that day.

- e. Athletes are expected to maintain good attendance.
- f. Athletes are expected to be in attendance on the day following a contest.
- g. Athletes should do nothing that might embarrass or be detrimental to his/her parents, the team, him/herself, teammates, coaches, school, district, or community at anytime.
- h. Athletes are expected to "do the right thing."

Further:

Any violation of the school's discipline policy while on school property or under the supervision of school district employees on or off the district's property, will be enforced by appropriate personnel.

It is the responsibility of the individual sport coach(es) to establish any other disciplinary guidelines in conjunction with the athletic director and principal at the individual school. District One Schools expect that such additional disciplinary guidelines will be consistent across sports for each school and that such guidelines will be carefully and clearly communicated to parents and student athletes in writing prior to the season.

The appropriate administrative staff members at the schools will address misconduct by athletes outside the parameters of the "team." Coaches shall not administer punishment of any nature in an attempt to circumvent or alter the penalties outlined in the student's code of conduct established for all students in a particular school.

The athletic director shall be notified immediately in writing of any disciplinary problems and the details of action(s) which the coach plans to take. **No player shall be dismissed from a team in the district's schools until the athletic director and principal have been informed in written detail about the reason for an anticipated dismissal. It shall become the responsibility of the coach and athletic director to establish a meeting with the parents of the athlete in order to convey the details of the dismissal and allow the parents the opportunity to ask questions about the decision to dismiss.**

All disciplinary decisions affecting athletes may be appealed to the principal of the school.

Any athlete who owes fees to the school for any reason will not be allowed to practice or compete until fees are paid and the student athlete is in good standing with the school.

General Athletic Policies

I. General Regulations

A. South Carolina High School League Rules must be followed in

1. Eligibility
 2. Transfer
 3. Physical Exams
 4. Insurance
 5. Starting Dates
- and all other stipulations as outlined by the SCHSL

Each coach has the responsibility to know critical dates and information, inform team members and parents of such information, and enforce school, district and South Carolina High School League rules, regulations, and policies.

*Interscholastic activities include school-sponsored activities which involve preparation outside of the regular school day. Students involved in activities which include out-of school practice more than once a week must meet academic eligibility requirements outlined in state law and state board regulation. Such eligibility is determined at the beginning of each semester which is based on the previous semester's record of courses taken and grades received. General Assembly action in May of 1997 allows the South Carolina State Board of Education to grant a waiver of the requirements for interscholastic activities in cases where students were misinformed concerning eligibility requirements by district personnel. The District Superintendent and Athletic Director must write to the South Carolina State Board of Education to request such a waiver.

B. No athlete may quit one sport and try out for another sport after the season has begun without the mutual consent of the coaches and athletic director. Without this mutual consent, the athlete must wait until that season ends before starting another sport. This includes off-season workouts. After a player quits a team, the head coach must communicate to the athletic director of his/her decision. If a player is suspended from a team the player is not able to practice or play another sport until that season is over.

C. The completion of the sports season is required in order for the student to be eligible for a letter, team award, or individual award. (Exception: Injury which limits participation) No award will be given to any student suspended for the remainder of the season.

- D. Any civil or criminal law infraction of conduct by a student athlete that is detrimental to the athletic program, school, and school district will result in counseling by the head coach and school administrator with the possibility of suspension or dismissal from the team.

Criminal infractions: Some forms of misconduct may violate local, state, or federal criminal law. If a student participant is charged with a criminal offense other than a minor traffic violation, the student shall immediately be suspended from participation in extracurricular activities until the responsible school officials have an opportunity to review the circumstances surrounding the arrest. After reviewing the circumstances that led to the student's arrest, the school official may elect to continue the period of suspension until the criminal charges are resolved or impose disciplinary consequences, to include suspension from games or contest, based on the conduct that led to the student's arrest. Depending on the amount of time necessary for the criminal matter to be resolved and the facts of the matter, the responsible school official shall have the discretion to lift the suspension and return the student to participation on probation pending resolution of the matter. If the participant is convicted of the offense or pleads "no contest," the responsible school official will impose a minimum one game suspension up to a maximum dismissal of the participant from all extracurricular activities. If criminal charges are dropped or if the participant is found not guilty, he/she may return to regular participation (except to the extent that punishment under either the general or extracurricular code of conduct precludes a return to participation). It is important to note, however, that regardless of the outcome of any criminal charges, a participant will be subject to punishment under the two codes of conduct if the responsible school official determines that a student has engaged in conduct that violates either code of conduct.

II. **Drugs/Alcohol**

The athletic program is an extension of the regular curricular program. Additionally, it should be understood that certain activities take on additional responsibilities. These activities include leadership responsibilities where students represent the school and district in competitions that are viewed by people beyond the immediate school community. For those students who choose to participate in such activities, there should be an understanding that their participation comes with additional responsibilities. In order to promote conduct appropriate to such leadership, higher standards of conduct will be required for participation.

As part of the District One athletic program, athletes are expected to abstain from using drugs and alcohol at any time. The consequences of using these substances are all negative for all involved. There is no room in an athlete's life for these substances; therefore, use or possession of these substances at any

time is a serious matter and will be handled accordingly. If the administration or coaching staff has knowledge of a player using or distributing these substances, the policies and procedures outlined in this handbook will be applied.

It will be the discretion of the athletic director and /or administration as to whether the aforementioned violation penalties apply as they relate to other circumstances that arise as a result of student athlete's use or possession of drugs or alcohol.

- A. Use or possession of alcoholic beverages, drugs, narcotics, anabolic androgenic steroids, or hallucinating agents by athletes is prohibited. Use or possession of alcohol or other illegal drugs at school, in a school vehicle, during or prior to school activities, or observed by a member of the coaching staff, administrative staff or faculty member will be investigated by the athletic director and may result in suspension.

When a coach, teacher, or principal determines that a participant has violated the alcohol or illegal substances restrictions, the following penalties shall apply:

First Violation Penalty: The participant will be suspended immediately from a minimum of 25% of the scheduled contests in the participant's sport or activity. If the sport or activity is out of season, then the penalty will be administered at the very next season in which the student is a participant.

Second Violation Penalty: The participant will be suspended immediately for a minimum of 50% of the scheduled contests. If the sport/activity is out of season, the penalty, or remainder thereof, will be administered at the very next season in which the student participates.

Third Violation Penalty: The participant will be dismissed from participation in extracurricular activities for the remainder of the student's high school career.

- B. The use of tobacco in any form is prohibited.
 1. **First Offense:** Conference with the coach.
 2. **Second Offense:** A minimum of a two game suspension
 3. **Third Offense:** Possible dismissal from team.

Athletes should be reminded that their participation in the next sport season could be affected.

III. **School Attendance**

- A. A student must be in school for one half of the day of the contest in order to participate in that activity. An exception would be made in the student has an approved medical appointment; in which case, a signed statement from the doctor regarding the absence should be provided to the coach. All other exceptions must have the approval of the principal.
- B. A student who has been injured and has had medical treatment, cannot participate again until the date indicated by the student's physician.
- C. If a student is suspended from school he/she cannot participate until he/she is back in school. Athletes assigned to In-School Suspension are eligible for all athletic practices and games.

IV. **Equipment**

School equipment checked out by the student athlete becomes the athlete's responsibility. The athlete is expected to keep all equipment in good condition. Loss of equipment is the athlete's financial obligation.

V. **College Recruitment Policy**

The athletic department is willing to assist athletes in the attainment of scholarships. However, the athlete should work through his/her coach and inform the athletic department of specific scholarship/school interests. Athletes who are contacted by colleges should notify the head coach and athletic department of such contact. College recruitment information is available in the athletic office, the school's athletic director or the principal's/guidance office.

VI. **Conflicts in Extra-Curricular Activities**

- A. The athletic department recognizes that each student should have the opportunity for a broad range of experiences in the area of extra-curricular activities and will attempt to schedule events in a manner so as to minimize conflict.
- B. Participation in two school sports during the same season will be allowed by mutual consent of the coaches involved and the athletic directors.
- C. When conflicts do arise, the sponsors/coaches will attempt to resolve the conflict in the student's best interest. If a solution cannot be found, the principal and athletic director will assist in making the decision. After a decision is made, the student will act without penalty.

- D. School or Board approved activities will be scheduled around athletic events when possible. Students will be expected to contact the coach if they plan to participate in such an activity. A student may attend the activity without penalty.

VII. **Coaching Staff**

- A. All coaches are expected to work together and promote the total athletic program.
- B. Coaches are responsible for their sport including area and equipment. An inventory will be submitted to the athletic director.
- C. Each coach is responsible for securing the athletic area that is used. Keys are not to be loaned to any student or manager.
- D. You are encouraged to report all scores to the local media.
- E. All coaches are expected to work in harmony with the faculty and administration.
- F. Coaches are to conduct themselves in a professional manner at all times when in contact with the public. Coaches should always maintain a positive, supportive, and enthusiastic attitude about school matters when dealing with the public.

VIII. **Grooming and Dress Policy**

Members of the district's athletic teams are expected to be well groomed. He/she shows up best that shows off least. Appearance, expression, and action always influence people's opinions of athletes, the team, and the school. Once you have volunteered to be a member of a squad, you have made a choice to uphold certain standards expected of athletes in this community.

In order to further good sportsmanship, maintain good health habits, good performance, respect for rules and authority; establish leadership, team pride, and discipline; eliminate disruptive influences and disturbances in the locker rooms, on the practice fields and gymnasiums, or trips, the following grooming and dress rules will be followed by athletic team members:

- A. Hair will be of reasonable length and will be neat.
- B. Earrings and/or piercing shall not be worn by athletes while practicing, games, traveling, or any team activity.

- C. Beards and goatees shall be worn neatly.
- D. Only uniforms issued by the Athletic Department will be permitted to be worn for contests. Practice uniforms will be addressed by each sport coach and will support team unity.
- E. An athlete shall dress presentably at all times, on trips, or at assemblies or banquets.

Athletic Director Job Description

QUALIFICATIONS: 1. Valid South Carolina Teaching Credential
2. Coaching experience
3. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL: To provide students an opportunity to participate in an extracurricular athletic activity that will foster athletic skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of fair play.

SUPERVISES: Athletic Staff

EVALUATION: Performance will be evaluated by the principal.

TERMS OF EMPLOYMENT: 190 to 225 days as determined by the requirements of the specific position. Salary established by the Board.

PERFORMANCE RESPONSIBILITIES:

The athletic director will:

1. Organize and administer the overall program of extracurricular athletics, both intramural and interscholastic, for the school.
2. Provide leadership in the selection, assignment, and evaluation of athletic coaches and staff members.
3. Foster good school-community relations by keeping the community aware of and responsive to the athletic program.
4. Assume responsibility for the organization and scheduling of all interscholastic athletic events.
5. Schedule officials, team physicians, and policemen as required, and assume general responsibility for the proper supervision of home games.
6. Arrange transportation for athletic contest participants; ensure that qualified and certified (through district) drivers are available to drive activity buses.
7. Arrange provision for meals for athletes and coaches when opponent is 50 miles or more from the school.

8. Develop and implement appropriate rules and regulations governing conduct of athletic activities.
9. Establish the physical and academic requirements of eligibility for participating in each sport, and verify each athlete's eligibility as established by the High School League.
10. Prepare and administer the athletic program budget as approved to the principal.
11. Requisition program supplies and equipment according to procedures as established by the District policy.
12. Supervise all ticket sales and fund-raising events of the athletic program, and assume responsibility for proper handling of funds.
13. Arrange all details of visiting teams' needs, including lodging, meals, towels, gymnasium services, and field assistance, as appropriate.
14. Make arrangements for non-school use of playing fields and facilities.
15. Arrange field and gym practice schedules.
16. Provide for physical examination of all athletes prior to the beginning of each season.
17. Administer the insurance program covering school athletes, and assume responsibilities for all processing of reports and claims; ensure that coaches follow district policy concerning insurance coverage of all athletes.
18. Keep records of the results of all junior and senior high school athletic contests and maintain a record file of all award winners, stating the due and type of award, including athletic scholarships.
19. Direct an in-school extracurricular program designed to foster support for the athletic teams and school spirit among non-participants.
20. Plan and supervise an annual recognition program for school athletes.
21. Supervise gym activities during lunch.
22. Coordinate, for the gym and athletic facilities, the efforts of all personnel involved in the custodial agreement and act as the school liaison with the contract supervisors. Report problems and contract discrepancies to the principal.

23. Release to the press and radio appropriate publicity on coming events in athletics and on all special activities in which the athletic department participants. Establish reporting standards for all teams/coaches relating to the reporting of scores, win/loss results, etc.
24. Work with the principal to determine the need and to establish a schedule of specific assignments and reporting times for all personnel involved with duties pertaining to the activity; for example policing, ticket sales, etc.
25. Develop schedule posters as needed for use in publicizing ALL programs.
26. Maintain an attractive office area.
27. Perform other duties as assigned by the principal.

Middle School Athletic Director Job Description

Qualifications:

1. Valid SC Teaching credential
2. Coaching experience
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Principal

Job goal: To provide students an opportunity to participate in an extracurricular athletic activity that will foster athletic skills, a sense of worth and competence, acknowledge and understanding of the pleasure of sport, and the principles of fair play.

Supervises: Athletic Staff

Evaluation: Performance will be evaluated by the principal.

Terms of Employment: 190 days and athletic director supplement as established by the Board.

1. Organize and administer overall program of extracurricular athletics at school.
2. Organize and schedule all interscholastic athletic activities specific to middle school.
3. Schedule officials, security, clock keepers, etc., and assume responsibility for supervision at games.
4. Arrange transportation for athletic contests.
5. Insure that athletic facilities, practice, and playing fields are properly maintained; coordinator with the principal reporting of maintenance needs.
6. Prepare and administer athletic budget along with principal and bookkeeper.
7. Make arrangements for all non-school use of athletic fields/facilities in consultation with the principal and insure that such use complies with Board Policy.
8. Provide for physical examinations for all athletes.
9. Plan and supervise athletic awards programs.

10. Conduct workshops with all coaches, including volunteer coaches, pertaining to information in the District One Athletic Handbook, safety and health issues, transportation guidelines (activity buses), and all applicable SCHSCL regulations.
11. Work with coaches to order all equipment needed for athletics.
12. Work with Booster Club to maintain and upkeep club budget.
13. Work with high school athletic director and coaches to coordinate athletic programs.
14. Insure that all coaches liaison with classroom teachers and the principal about grades and academic success of athletes.
15. Provide leadership and assistance to the principal in the selection, assignment, and evaluation of athletic coaches and staff members.
16. Foster good school-community relations by keeping the community aware of and responsive to the athletic program.
17. Schedule officials, team physicians, and policemen as required, and assume general responsibility for the proper supervision of home games.
18. Arrange field and gym practice schedules.
19. Work with the school bookkeeper or designated person to ensure that coaches follow district policy concerning insurance coverage of all athletes and that all insurance claims follow proper procedure.
20. Keep records of the results of all middle school athletic contests and maintain a record file of all award winners, stating the date and type of award.
21. Plan and supervise an annual recognition program for school athletes.
22. Release to the press and radio appropriate publicity on coming events in athletics and on all special activities in which the athletic department participates. Establish reporting standards for all teams/coaches relating to the reporting of scores, win/loss results, etc.
23. Other duties as assigned by the principal.

Head Coach Job Description

Program Responsibilities:

1. Has full responsibilities for the over-all supervision for the program, including Freshman, Sophomore and JV teams.
2. Is in charge of assignments and duties of assistant coaches working in the sport.
3. Is responsible for keeping practice periods for the sport within the confines of the time specified by the Athletic Director; and is to keep the Director informed of practice schedules during any holiday period.
4. Is responsible for the general upkeep and protection of equipment.
5. Reports weekly, while the sport is in season, to the Athletic Director with regard to developments in the program.
6. Is directly responsible for a complete inventory of the equipment used for the sport, to be made at the end of each session.
7. Writes an annual report at the end of the season evaluating the program and making recommendations for improvements.
8. Is responsible for keeping records as requested by the Athletic Director.
9. Is responsible for drafting and submitting a budget for the sport.
10. Has the main responsibility for striving to build good sportsmanship and developing good public relations in the school and community.

PERSONNEL RESPONSIBILITIES:

1. Is responsible for assuring that any assistants know the rules in the State Activities Association Handbook and abide by them at all times.
2. Is responsible for seeing that each athlete trying out for the sport has had a physical exam and secured adequate insurance coverage.
3. Is responsible for the general health and welfare of students in the sport and gives appropriate attention to athletes who are injured, ill, or otherwise incapacitated.
4. Is responsible for the actions and conduct of the team whenever they are under District personnel jurisdiction.

5. Is responsible for seeing that the members of the team are dressed appropriately for trips to other schools.
6. Is responsible for clearing with the principal, the departure time for trips that involve loss of school time; and for seeing that the faculty is given adequate and appropriate notice.
7. Is responsible for seeing that all participants have transportation home when returning from road trips in the late evening hours.
8. Makes recommendations for letter awards, and is responsible for clarification of the award policy to athletes.
9. Shall take appropriate action to see that play areas, shower room, and locker room areas are clean and safe for student use.
10. Is responsible for explaining all district policies, including the Athletic Code, to all members of the team.

Assistant Coach(es) Job Description

Primary Responsibilities:

A. Year Around

1. Have understanding knowledge rules and regulations regarding the sport as presented in the State High School League Handbook.
2. Keep abreast of all rules and rule changes.
3. Keep abreast of new developments, innovative ideas and techniques by attendance at clinics, workshops, and by reading in the field.
4. Assist head coach in carrying out assigned responsibilities.

B. Seasonal

1. Before the Season
 - a. Assist head coach in proper registration of all athletes.
 - b. Assist head coach in making systematic issuance of equipment.
 - c. Assist head coach in providing accurate information needed to compile eligibility lists and other reports.
 - d. Meet with squad to discuss all rules and regulations, with specific emphasis on the Athletic Code.
2. During the Season
 - a. Assist in implementing athletic objectives outlined in Coaches' Handbook.
 - b. Assume responsibility for constant care of equipment and facilities.
 - c. Assume supervisory control over athletes and teams assigned and over all athletes when such control is needed.
 - d. Be in regular attendance at all contests and practice sessions.
 - e. Apply discipline in a firm and positive manner.
 - f. Emphasize safety precautions; be aware of best training procedures and injury preventive action

- g. conduct self and teams in an ethical manner during contests and practice.
 - 1. Instruct players in rules of the game, rule changes, new developments and innovative ideas.
- 3. End of Season
 - a. Assist in return, storage and inventory of school equipment.
 - b. Recommend athletes for awards.
 - c. Recommend facility maintenance and improvement.
 - d. Recommend equipment to be purchased.
 - e. Recommend schedule improvements.
 - f. Make reports as requested by head coach and athletic director.

ADDITIONAL RESPONSIBILITIES:

Additional responsibilities occurring during the season may be assigned:

- a. Scouting opponents
- b. Team trainer
- c. Equipment supervisor
- d. Filming
- e. Publicity reports
- f. Helping with game management

Middle School Coach(es) Job Description

To serve as a guide for carrying out assigned duties, the major responsibilities of head coaches are listed below. Additional responsibilities may be inherent in individual programs for various coaches and sports; these should be delegated by the athletic director whenever they arise.

Program Responsibilities:

- a. Has full responsibility for the over-all supervision for the program.
- b. Is in charge of assignments and duties of assistant coaches.
- c. Is responsible for keeping practice periods within the confines of the time specified by the athletic director; and is to keep the director informed of practice schedules during any holiday period.
- d. Is responsible for the general upkeep and protection of equipment under his jurisdiction.
- e. Reports weekly throughout the season to the athletic director with regard to the developments in the program.
- f. Is directly responsible for a complete inventory of the equipment used throughout the season, made at season's end.
- g. Writes, at the end of the season, an annual report, evaluating the program and making recommendations for improvements.
- h. Is responsible for keeping records as requested by the director.
- i. Has the main responsibility for striving to build good sportsmanship and developing good public relations in school and community.

Personnel Responsibilities:

- a. Must assure that all staff members know the rules of the sport and the district policies concerning same.
- b. Must see that each individual turning out has had a physical examination form filed with the school.
- c. Is responsible for the general health and welfare of students in the sport and gives appropriate attention to athletes who are injured or ill.
- d. Is responsible for the actions and conduct of the team on and off the field, whenever they are under his or her jurisdiction.

- e. Shall take appropriate action to see that the play areas, showers and locker rooms are clean and safe for the student participation.
- f. Is responsible for explaining all district, league, and school policies to all members of the team and other members of the staff.

Volunteer Coach(es) Guidelines

Volunteer athletic coaches are subject to all regulations and procedures established here with "Volunteer" defined as follows: (See District One School Board Policies IFCD and IFCD-A)

"Volunteer" - A person from the community who contributes his/her services on a regular basis without compensation.

Relationship to Certified Employees:

- a. Volunteer coaches are to be assigned to help coaches provide better instructional services to students.
- b. Volunteer coaches are not assigned to relieve coaches of their teaching responsibilities nor to change the over-all student-teacher ratio.
- c. Written assignments shall be established for all volunteer coaches defining their function responsibilities in each instance or general classification into which auxiliary personnel are assigned.

Such written assignments shall be jointly established by the coach or coaches to whom the volunteer coaches are to be responsible, the administrator directly responsible for each volunteer coach and the coaching personnel involved. Each of the above shall be provided with a copy of the written assignments as established.

- d. All volunteer coaches shall be under the direct supervision of a designated certificated employee who shall be responsible for their direction.
- e. Under no circumstances shall volunteer coaches be assigned any of the following responsibilities:
 1. Prescribing courses of study.
 2. Directing and/or controlling the studies of pupils.
 3. Evaluating a pupil's educational growth and development other than through informal communication with the supervision certificated individual.
- f. Making reports to parents, guardians or school administrators with respect to pupil's educational growth and development.
- g. Making reports to parents, guardians, or school administrators with respect to any teacher or other certificated employee's competency, level of preparation, classroom discipline, working environment or any other aspect related to the evaluation for certificated personnel.

- h. Prescribing disciplinary action relating to pupils.
- i. Excusing pupils from attendance or participating in any classroom or school related activity.
- j. Acting in any other capacity relating to instruction which has traditionally been delegated to the certificated personnel without the direct supervision of the supervising teacher.
- k. Per SCHSL, if a volunteer coach is ejected from a contest, he/she is removed from the coaching position.

Training:

- a. The district will provide training for auxiliary personnel through in-service workshops and other programs.
- b. Such workshops shall be developed jointly by representatives of teachers, administrators and auxiliary personnel.

Evaluation:

Certificated teachers, auxiliary personnel and administrators shall periodically review and evaluate the utilization of auxiliary personnel as it relates to the educational program for students. Recommendations for revision for the utilization of auxiliary personnel shall be made to the Office of the Superintendent of Schools.

General:

- 1. Volunteer coaches in the system shall be approved by the building principal and the athletic director.

Volunteers do not:

- a. receive any compensation for service.
 - b. treat any injuries sustained by students, though appropriate first aid may be applied.
 - c. assume the sole responsibility for a student or group of students.
- 2. A volunteer is liable for his/her actions as they might relate to injuries, transportation of athletes, etc.
 - 3. A volunteer is not covered for injuries by school district insurance.

Domain II: Content, Management and Rapport

CPS 3: Providing Content for the Athlete

The athletic director uses sound and acceptable teaching practices.
The athletic director provides for physical, mental, and emotional growth of the coaches and athletes.
The athletic director provides directed leadership and supervision that stresses self-discipline.
The athletic director provides for the potential of achieving initial goals set by the school athletic program in general and the student athlete as an individual in the framework of team play.

3A Knowledge of Sport Met _____ Not Met _____
3B Teaching Ability of Sport Met _____ Not Met _____

Overall Met _____ Not Met _____

CPS 4: Maintaining a Rapport that Enhances the Athletic Program

The athletic director plans and facilitates parent meetings for athletes of all sports as try-outs begin. These meetings are critical and should serve as another avenue to stress many points pertaining to philosophy and practice relating to the athletic program. These meetings provide opportunities for the administration and athletic director to address the parents as a group; therefore, the athletic director should ensure that each team coach should address matters of detail and of their expectations in their sports as well. The athletic director should remind coaches that they must provide detailed practice, game day, and trip schedules to the parents in writing. The athletic director should maintain parental communication during the season as issues regarding athletes arise as appropriate.

4A Rapport between Coach and Players Met _____ Not Met _____
4B Rapport between Coach and Athletic Department Met _____ Not Met _____
4C Working Relations with Teachers, Administrators, Other School Personnel Met _____ Not Met _____
4D Relationship with Other Schools and Coaches Met _____ Not Met _____

Overall Met _____ Not Met _____

Domain II: Content, Management and Rapport

CPS 5: Motivating and Managing Athlete's Behavior

The athletic director should make a complete, detailed report to the school principal of any situation involving inappropriate athlete behavior while involved in the sports program. By example, the athletic director should teach both coaches and student athletes alike what sportsmanlike conduct is.

5A Ability to Motivate Players Met _____ Not Met _____
5B Supervision of Players Met _____ Not Met _____
5C Control of Players in Games and Practices Met _____ Not Met _____

Overall Met _____ Not Met _____

Domain III: Professionalism

CPS 6: Fulfilling Professional Responsibilities

Athletic directors must exemplify through their own actions and behavior an acceptable example of good sportsmanship and conduct. Athletic directors should take time to stress the importance of good conduct and sportsmanship by players in interscholastic contests. The athletic director is responsible for ensuring the supervision of all during all practices, games, and trips. No such activity should ever be left unsupervised. The athletic director adheres to all aspects of job descriptions as found in the Spartanburg District One Policy manual and the Spartanburg District One Athletic Handbook and serves as an example of a professional for all school coaches.

6A Interest in Coaching the Sport	Met _____ Not Met _____
6B Projecting a Strong Positive Image	Met _____ Not Met _____
6C Extra Contributions to Total Athletic Program	Met _____ Not Met _____
6D Willingness and Ability to Carry Out Responsibilities Without Prodding	Met _____ Not Met _____
6E Attendance at Required League Rules Meeting	Met _____ Not Met _____
6F Adheres to all parts of job descriptions as found in the Spartanburg District One Policy manual and the Spartanburg District One Athletic Handbook	Met _____ Not Met _____
Overall	Met _____ Not Met _____

Date: _____

Signed: _____

Signed: _____

Signed: _____

Equipment Inventory

Head coaches will be responsible for the care, issuing, and storage of athletic equipment and uniforms for their programs.

- a. The head coach shall provide the Athletic Director an equipment uniform check-out sheet showing the items issued to each team member at the start of the season.
- b. Head coaches shall submit their equipment inventories to the Athletic Director, indicating the condition of each item, within three weeks of the end of the season.
- c. Head football coaches should submit a football helmet inventory at the end of each season indicating year purchased and year reconditioned.
- d. Once equipment and uniforms have been used to the point where they are no longer serviceable, the following procedures will be used for disposal:
 1. Uniforms may be sold at a reduced rate.
 2. Equipment may be sold or given away with a written liability release.

Legal Management Guidelines

- a. Under no circumstance allow individuals to participate until all paper work has been completed as required by high school league and the individual school.
- b. Keep abreast of any rule changes that may have been changed from the previous season. Have a "rules session" with the players and their parents to answer any questions they might have. This could head off potential problems and confusion later in the season.
- c. Provide a safe physical environment and never allow questionable or known unsafe techniques to be taught to the participants.
- d. Provide adequate and safe equipment at all times to the participants.
- e. Treat all injuries and complaints of pain from the participants with an attitude of concern. Make sure you and your assistants are trained in the basics of first aid.
- f. Identify any potential problems to the athletic director or an administrator as soon as you are aware of them.

Note: Report any injuries immediately and be sure to complete insurance paperwork.

- g. Both High Schools are provided Full time Athletic Trainers who are present at all home games.
- h. Middle Schools have Athletic Trainers on call.

Job Descriptions and other duties will be provided for athletic trainers by the athletic director and/or principal.

Legal Management

- A. **Properly Plan the Activity**
 - 1. Develop a season plan using progression appropriate for your athletes.
 - 2. Test players to determine their physical capacity.
 - 3. Adapt your plans to the individual needs of your athletes.
 - 4. Develop written practice plans.
 - 5. Don't deviate from your plans without good cause.

6. Keep records of your planning.

B Provide Proper Instruction

1. Keep abreast of current instructive standards for your sport.
2. Teach skills, strategies and rules in accordance with methods of your sport.
3. Make instruction clear, complete and consistent.
4. Realize that as head coach you remain responsible for supervising instruction to ensure it is proper.

C. Provide a Safe Physical Environment

1. Note and remedy hazardous conditions through regular inspection.
2. Develop a facility inspection check list for the facilities and equipment used in your sport.
3. Change any dangerous conditions that you can. Warn of the hazard and notify the athletic director.
4. Give precise rules for using the facility. Post the rules, remind the players of them and enforce them consistently.

D. Provide Adequate and Proper Equipment

1. Buy the best equipment you can afford.
2. Teach your players how to fit, use and inspect their equipment.
3. Inspect equipment regularly; the more stress place on equipment, the more frequent you should examine it.
4. Be aware of changes in equipment by keeping current on accepted standards.

E. Match Your Athletes

1. Match players in size, maturity, skill, and experience as well as age so that they are not placed in situations where the risk of injury is increased.
2. Enforce eligibility rules.
3. Modify the drill or practice structure when mismatches in ability cannot easily be corrected.

4. Be especially alert to mismatches between sexes with athletes recovering from injury and those with disabilities.

F. Evaluate Athletes for Injury or Incapacity

1. You must ensure that an athlete's health is satisfactory for participation in your sport at the beginning of the season.
2. You must determine if an illness or injury during practice or competition is sufficiently threatening that participation should be stopped.
3. You must ensure that an injured athlete is ready to return.

G. Supervise the Activity Closely

1. Be accessible to the activity and able to supervise the entire program.
2. Be alert to conditions that may be dangerous to players and take action to protect them.
3. React immediately and appropriately to emergencies.

H. Warn of Inherent Risk

1. Warn of inherent risk of the sport so they know, understand and appreciate them.
2. Use written notices, releases, videos and repeated warning to make certain your athletes understand the risks and are mindful of them.

I. Provide Appropriate Emergency Assistance

1. You have a duty to provide or secure appropriate medical assistance for injured athletes.
2. If medical assistance is not available you have a duty to provide first aid.
3. Develop a written emergency plan.

J. Keep Adequate Records

1. Practice plans.
2. Injury Reports.
3. Season schedule.
4. Medical exams.

5. Emergency plan.

K. Provide Safe Transportation

1. Use a vehicle owned by the school.

2. Do not use your car to transport athletes.

L. Follow Due Process

1. You are expected to protect the constitutional rights of your athletes.

2. The right to fair treatment.

3. The right to full expression.

4. The right not to be discriminated against.

5. The right to confidentiality regarding medical information.

Team Management

1. To identify and carry out a complete team and sport management plan
2. The main theme of team management is to be organized, consistent, and fair and to remember that the people you are working with are usually under the age of 18 years.

Preseason:

- a. Evaluate the sport/team from the previous year and identify the positives and negatives of the season. The purpose of this would be to have a constant plan for evaluation from year to year.
- b. Allow for change and adaptability as needed as teams take on different personalities.
- c. Identify prospective teams members and see that they and their parents have all the information they need to prepare for the up coming season, such as team rules, physicals information, and academic requirements.

Season:

- a. Identify for assistants or team captains what is expected of them throughout the season.
- b. Maintain an open line of communication with the players and their parents.
- c. Be alert to any unusual behavior from the participants and do not ignore it, but address it with the team member and their parents.
- d. Be consistent with all rules with all players. Avoid rules that are made on the spur of the moment.
- e. Have a plan to have scores and any team or individual information sent to the local papers and news media.

Team Management Guidelines

To identify the management responsibilities and be prepared to carry them out.

Preseason:

- A. Coaching Philosophy
- B. Objectives
- C. Coaching Style

Instructional Plan:

- A. Goals for the Season
- B. Subject Matter
- C. Organization of Subject Matter

Selecting and Training Staff:

- A. How will you train?
- B. Duties
- C. Responsibilities during the Season

Player Preparation:

- A. Recruiting
- B. Communication

Eligibility:

- A. Requirements
- B. Academic Standards
- C. Monitor Grades of Your Players

Team Rules:

- A. Discipline
- B. Safety

- C. Behavior
- D. Attendance
- E. Locker Room Behavior

Team Notebook:

- A. What should be in this notebook?

Preseason Meeting:

- A. Overview of Program
- B. Physicals and Parent Permission
- C. Eligibility
- D. Practice Time

Skill and Knowledge Evaluation:

- A. Evaluation Tools
- B. When will this take place?
- C. Will you select players based on your evaluation?

Team Captains:

- A. How do you select captains?
- B. Duties

Award System:

- A. Player of the Week
- B. How will you select?
- C. Awards at the End of Season

Risk Management:

- A. Clear Instruction
- B. Inspect Facilities

- C. First Aid
- D. Medical Records
- E. Inform Parent of Risk
- F. Emergency Plan

Parent Orientation:

- A. Rules
- B. Risk
- C. Eligibility
- D. Team Selection
- E. Practice sessions
- F. Times of Practice and Games
- G. What the Players Will Have to Purchase
- H. Discipline Code

Player Management:

- A. Do you know your duties for supervision of athletes?
- B. Discipline
- C. Drugs and Alcohol

Practice Plan:

- A. What are your objectives that day?
- B. Do you have a plan?
- C. Is it written down?
- D. Can you carry it out?

Equipment:

- A. Reporting Repairs
- B. Equipment Checks

Fiscal Management:

- A. Stay within your budget

Scouting:

- A. Who?
- B. How?
- C. When?

Transportation:

- A. Legal Responsibilities
- B. Insurance
- C. Team Travel
- D. Do not allow athletes travel to and from games with parents

Contest Management:

- A. Facility
- B. Officials
- C. Janitorial
- D. Score keepers
- E. Announcers
- F. Press
- G. Programs
- H. Staff Duties
- I. Medical Staff

- J. Crowd Control
- K. Equipment Safety

Contest:

- A. Behavior
- B. Officials
- C. Injuries
- D. Fights
- E. Timeouts
- F. Manage Staff and Players

Post Contest Activities:

- A. What message will you communicate after the game?
- B. Supervision of Dressing Facilities
- C. Whom do you thank after the game?

Publicity:

- A. How much and what type?
- B. How do you get media coverage?
- C. How do you arrange such?

Program Evaluation:

- A. Do you have a way to evaluate your players after the season?
- B. Do you have a way to evaluate your staff?

Record Keeping:

- A. Keep Records
- B. Medical

- C. Injuries
- D. Repairs
- E. Inventory
- F. Budget
- G. Awards

Parents:

- A. Parents are loaning you their children.
- B. Respect parents for being concerned.
- C. Do not feel threatened if they ask questions.
- D. Keep them informed and involved.
- E. Inform parents when problems arise (drugs and alcohol).
- F. Communicate.

Scheduling Policy and Procedures

Schedules for athletic events are to be arranged to provide the most equitable competition possible within the framework of respective sports budgets and consistent with the objectives of each school's sports program, District One policy, and High School League regulations.

It is the responsibility of the head coach of each sport to prepare a schedule for approval by the athletic director.

Factors To Be Considered In Making Schedules:

- a. Balance between home and away contests.
- b. Spacing of home and away contests.
- c. Income and expense to include security police for home games.
- d. Availability of facilities for home contest and coordination of facility use with other events.
- e. Limitations on seasons and number of contests as specified by the High School League.
- f. Starting dates set by the High School League.
- g. Dates for region and state championships.
- h. Furnish the athletic director and principal a copy of the completed schedule.
- i. Furnish the school secretary a copy of the completed schedule for the school calendar.
- j. Complete schedules as soon as possible and be aware of deadlines for sending completed schedules to the High School League.

Procedures for Canceling an Event:

An athletic event is canceled for a variety of reasons including:

- a. Inclement weather.
- b. School is canceled on the day of an event. Once it is determined to cancel an event, the athletic director must be notified. Once the athletic director is notified, the coach will :
 1. Notify opposing team.

2. Notify players, especially middle school students who must make transportation arrangements.
3. Notify school secretary
4. Notify Athletic Director
5. Notify Officials or booking agent.
6. Cancel use of activity buses.
7. Notify media.
8. Reschedule the game and notify the people listed above of the time and date.

Practice Sessions

- a. Practice start dates will be as stated in the South Carolina High School League Handbook.
- b. The length of each practice session will also be in regulation of the High School League guidelines. For example: Junior High basketball practice sessions shall not exceed 1-1/2 hours in length.
- c. Coaches and players must be present for a least $\frac{1}{2}$ of the school day in order to attend practice sessions.
- d. Practice sessions on school holidays will be decided among coaches with the approval of the principal. No organized, Sunday practices are permitted. If school facilities are opened for voluntary use, a school official must be present.
- e. When facilities are shared, practice times will be decided between coaches.
- f. Coaches will be responsible for players for an additional 30 minutes following the end of the practice session.

Transportation

The School District shall provide transportation for all players and coaches of athletic teams in authorized school vehicles when the contest has been scheduled away from the school site.

Procedure for Transportation:

- a. The Athletic director shall be responsible for making transportation arrangements for all athletic teams.
- b. All vehicle requests must be submitted in writing at least two weeks in advance for the scheduled time. (Use the transportation request form) That request should include:
 1. Size of bus
 2. Date
 3. Time of departure
 4. Destination
 5. Driver
- c. Notify the athletic director or transportation secretary of any changes or cancellations.
- d. When games are played on Saturday, keys to your transportation should be picked-up on Friday.
- e. Always use the FLEET CARD when fueling.
- f. Follow established procedures for using a SC State School bus by consulting with your transportation director.
- g. All vehicles should be received clean and returned in a clean condition. Any misuse or damage will be charged to the athletic department. No food or drink on the bus.
- h. At the completion of each trip, return your keys and transportation form to the District Office. If your bus gives you a problem, please report the situation to the transportation coordinator.
- i. Authorized travel personnel:
 1. Team

2. Coaching staff
 3. Athletic trainer
 4. Managers and support personnel as required
 5. Chaperones as approved by the Principal and Athletic Director.
- j. If an athlete travels to the game with the team, he or she should return with the team unless it is an emergency.
 - k. Under certain circumstances or exceptional situations when it creates an inconvenience to the family, athletes may be excused from riding from an athletic event on school transportation. This privilege should be kept to a minimum since our philosophy continues to be that an athlete is part of a team in all phases of team activity.
 - l. Travel release forms will be made available to all coaches.
 - m. Parents must make arrangements with the Athletic Director or Principal's designee in advance of the trip.
 - n. The athlete will be released to the parent and no one else.
 - o. Should a parent approach a coach at any away contest and request their son/daughter to ride home with them, the coach shall agree upon receiving a written request by the parent.

Accident or Breakdown

When an accident or breakdown occurs, it is the coach's responsibility to provide for the supervision and protection of players, cheerleaders, etc.

- a. Players should remain together on the bus unless otherwise instructed by the driver.
- b. Coaches should remain with the students at all times.
- c. Coaches should call the Athletic Director or Principal at the first opportunity. Be certain to carry a portable phone along with the telephone numbers of appropriate school and District officials.
- d. The coach should have a travel team list with names, addresses, and phone numbers of all passengers. This is required in case of accidents and must be available to law enforcement officers. A copy of each player's physical exam should accompany the coach in case of an emergency.
- e. A first aid kit must be present.
- f. Two coaches should accompany the bus when a contact sport is on the road.

Hall of Fame

Athletes who achieve recognition beyond the normal awards of a given school year or who have achieved exemplary status may be nominated for induction into the school's Hall of Fame. A committee composed of the Athletic director, the principal or his designee, and selected coaches, students and parents will review the nomination and determine the eligibility of the player for the award

Payment of Officials and Security

Coaches should get appropriate forms for security and officials from the athletic director or from the school's bookkeeper. Forms should be in the format as below.

Officials Sign-In Sheet

Game Date: _____

Visiting Team: _____

Sport: _____

Official's Name	Address	Social Security #	Amount Paid	Signature

Gatekeeper: _____

Principal's Signature: _____

Admission Charges for Athletic Events

Sport	Adults *	Students *	Everyone At Gate
Varsity Football	\$4.00 *	\$3.00 *	\$5.00
Varsity Basketball	\$4.00	\$4.00	
Varsity Baseball	\$3.00	\$3.00	
Varsity Softball	\$3.00	\$3.00	
Varsity Volleyball	\$3.00	\$3.00	
Varsity Soccer	\$3.00	\$3.00	
Varsity Wrestling	\$3.00	\$3.00	
Junior Varsity/ 9th Grade Football	\$3.00	\$3.00	
Junior Varsity/9th Grade Basketball	\$3.00	\$3.00	
Junior Varsity/9th Grade Baseball	\$3.00	\$3.00	
Junior Varsity/9th Grade Softball	\$2.00	\$2.00	
Junior Varsity/9th Grade Soccer	\$2.00	\$2.00	
Junior Varsity/Jr. High Wrestling	\$2.00	\$2.00	
Junior Varsity Track	\$3.00	\$3.00	
All Junior High School Athletic Events			
Football	\$3.00	\$3.00	
Basketball	\$3.00	\$3.00	
Volleyball	\$3.00	\$3.00	

- Admission in advance, Monday – Friday 8:00 am – 4:00 pm

Athletic Accident Insurance 2010 - 2011

District One Schools has purchased accident coverage to protect all students involved in Interscholastic Sports including all SC High School League approved sports, spring football, band, cheerleaders, majorettes, JROTC, student trainers and managers against accidental injury or death occurring while the policy is in force. Coverage is provided by **AIG Life Insurance Company (AIG Life)** and administered by **The Maksin Group**. The maximum benefit is **\$25,000.00** and benefits are provided on an Excess basis for covered expenses incurred within **1 year** after the date of accident.

This policy is an EXCESS POLICY. Under an excess policy any personal insurance is liable first for any injuries incurred and then the athletic insurance purchased by the District will cover the excess costs.

Excess Benefits are payable to the applicable maximum for Covered Accident Medical Services expenses that are not recoverable from another Plan Providing Accident Medical Expense Benefits

If primary medical coverage is an HMO, PPO or similar health service plan, their rules must be followed for obtaining benefits. If the HMO, PPO or similar health service plan is not utilized, benefits otherwise payable under this policy shall be reduced by 50%.

Following is an example of how an **Excess** claim is handled. A student incurs medical expenses of \$100.00 (Usual & Customary charge) for treatment of an injury sustained during football. The student's parents have private group insurance through BC/BS. The medical bills must first be submitted to BC/BS, being the primary carrier. They pay \$65.00 and send an explanation of benefits (EOB) to the parents. The parents then submit a copy of the original bills and the BC/BS EOB's to **Maksin Management Corp**, who will then pay \$35.00 (the amount of covered expense that is "in excess of accident medical expense paid by another plan providing accident medical expense benefits" and is within 80% of the Usual & Customary charge.)

Claims Instructions

In case of accident, notify school immediately. Secure claim form from school.

The claim form should be submitted within **90 days** from the date of injury.

- a. Treatment must commence within **90 days** from the date of injury.
- b. Please attach **itemized** bills from the doctor showing treatment, dates of treatment and charges to the claim form.
- c. Forward additional bills to: **Maksin Management Corp, CN 98000, Pennsauken, NJ 08110.**
- d. Please note the name of school district on all bills and correspondence. **NO ADDITIONAL CLAIM FORM IS NECESSARY.**

- e. Do **NOT** leave claim form at the hospital.
- f. All benefits will be made payable to Doctors and Hospitals involved, unless accompanied by paid receipts.
- g. If you have any questions, call the claims department toll-free at **(800) 257-6250**.

It should be understood that the policy purchased by the District is not intended to replace any insurance that parents may have or consider purchasing for their student. Instead, it is designed to work with insurance that they have.

FOR MORE INFORMATION ABOUT OTHER INSURANCE COVERAGE PROVIDED BY THE SC SCHOOL BOARDS ASSOCIATION, THE SC HIGH SCHOOL LEAGUE, OR OTHER CARRIERS, CONTACT THE DISTRICT ONE SCHOOL FINANCE OFFICE.

Cheerleaders

Cheerleading is regarded as a sport and the staff member designated as sponsor will be considered an athletic coach. This staff member is held responsible for the appropriate designations which are included in the head coach and assistant coach job descriptions. The principal and athletic director of each school should review the actual details of the job with the staff member assigned to this position. The job responsibilities include but are not limited to:

- a. Selecting and Acquiring Uniforms.
- b. Planning and Supervising Practice.
- c. Planning and Supervising Summer Practice, Summer Camps, Training Sessions, Fund Raisers.
- d. Supervising the Cheerleader Squad(s) at all Games or Official Functions.
- e. Performing Related Duties as Required.

Administrative procedures for selecting cheerleaders will follow District One Board Policy JHF and the administrative procedures as detailed in JHFA.

- a. The superintendent will appoint a District coordinator who will be responsible for coordinating the process.
- b. The superintendent will be responsible for selecting a site and setting a date for selection in April of each year. All tryouts will be held at the place and time that is designated.
- c. The superintendent will be responsible for securing four (4) to six (6) judges for the purpose of evaluating all candidates.
- d. Any student who wishes to be a candidate
- e. Must have an 80 average and pass all subjects through the 3rd nine weeks. This average must be maintained for the year.
- f. Must register at their school for tryouts prior to judging.
- g. Will be assigned a number and will be identified by that number as they perform and are evaluated by the judges.

- h. must perform before a panel of judges on the date set aside and be evaluated by the judges. Judges will complete one (1) evaluation form for each candidate.

Each school will determine the number of cheerleaders per squad prior to the selection process. A candidate who is unable to serve for any reason will be replaced by the student who had the next highest score.

All score sheets, tabulations, and related material are held by the District's auditing firm of McAbee, Holiday, and Talbert and are secure information.

High School Competition Cheer Squad

Competition Cheer is a SCHSL sanctioned sport and procedures for choosing the squad will be in line with the selection process for all sports with the exceptions outlined below.

All District One High School Competition Squad Cheer Team members will be selected by the following procedure:

- a. The superintendent will appoint a District Coordinator who will be responsible for coordinating the process.
- b. The District Coordinator will be responsible for coordinating with the athletic director and competition cheer squad coach at each high school. The tryout period and spring practice period according to SCHSL guidelines for competitive cheer will be followed.
- c. The athletic director and competition cheer coach at each high school will be responsible for determining tryout dates, criteria for making the squad, and following all applicable SCHSL rules pertaining to competitive cheer.
- d. The competition cheer coach and two judges from outside District One will choose the competition squad.
- e. Tryout dates for competitive cheer must be scheduled so that students who do not make competitive cheer squads have an opportunity to tryout for cheerleading squads according to District procedures for cheerleading grades 7-12 (District One Policy JHF and JHF-A).
- f. Students trying out for competition cheer will follow all applicable SCHSL rules and expectations as described in the District One Schools Athletic Handbook.
- g. A student who does not make the competition cheer team will be eligible to tryout for cheerleader at the high school provided all eligibility requirements are met. Students must follow District Policy JHF and JHF-A procedures for trying out for cheerleader.

Each school will determine the number of competitive cheer squad members number of on the squad.

Athletic Booster Club

The purpose of the Athletic Booster Club is to support the athletic program and to promote and encourage sportsmanship, high ideals, and attendance at athletic events. This organization will be chartered and will operate within all District One Board Policies and regulations abiding by all laws governing eleemosynary organizations. The club will function as a service to the athletes and the school. All actions of the group will be approved by the principal or the principal's designee who will serve as an ad hoc member of the organization. Activities of the club will not involve or interfere with school policy, regulations, or administration.

District One School
Parent Organizations/Booster Organizations
Financial Accounting Procedures

- a. Two persons will sign all checks.
- b. A receipt book will be used for the receipt of cash and checks.
- c. Two persons will count money received and both will sign a tally sheet denoting amount received, date, etc. The amount shown on the tally sheet should match bank deposits.
- d. Funds must be deposited on a daily basis.
- e. A file should be maintained for all paid invoices. Receipts should be kept on file and available on request.
- f. Prior to payment, each invoice must be approved and signed/initialed by the appropriate officer.
- g. An accurate balanced report will be distributed to the organization at each club meeting.
- h. The following must be submitted on quarterly basis to the District Office:
 1. A detailed explanation of each expenses. Each check should be listed and a detailed explanation to follow. (Example: Expenses will be categorized by either Fundraising, Reimbursements, Supplies, Concessions, Scholarships or Fees.
 2. A detailed explanation of all revenue. Each deposit should be listed with date and explanation. (Example: Deposit for \$500.00 is for several things. Please list this deposit as \$500.00

and show a breakdown for what it is for.) Revenue will also be categorized as Fundraising, Memberships/Dues, Donations and Concessions.

3. A copy of all bank statements should be submitted with each quarterly report.
4. The accounts of each organization should be reviewed annually by a CPA or a committee appointed by the officers of the organization.
5. Minutes of all meetings, both regular and called, shall be maintained by the secretary of the organization and copy provided quarterly with financial information.

Additional, as recommended by the district auditor: All supporter organizations are to avoid making payments directly to District personnel and to vendors for services for which the Internal Revenue Service's rules relate to the issuance of information returns (Form 1099s). These organizations should make their payments to the District or School who in turn should compensate the vendors. This will assure that the District continues to comply with Internal Revenue Services requirements.