



SPARTANBURG ONE

ATHLETIC HANDBOOK



This handbook serves as a guide to the faculty, staff, and administration of Spartanburg One 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 - 2019

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Philosophy

Spartanburg One 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 global 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 tangible evidence of the win/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 Spartanburg One 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.

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 Spartanburg 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 momentum 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 global society. Our athletic program shall:
 - 1. Provide for physical, mental, social, and emotional growth.
 - 2. Provide directed leadership and supervision that stresses self-discipline.
 - 3. 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.
 - 4. 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.
 - 5. Promote *student-centered education*.

General Athletic Policies

A. General Regulations

- South Carolina High School League Rules must be followed in
 - a. Eligibility
 - b. Transfer
 - c. Physical Exams
 - d. Insurance
 - e. 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.
- 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.
- 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.
- Any civil or criminal law infraction or conduct by a student athlete that is detrimental to the athletic program, school, and school district will result in discipline by the head coach and school administrator with the possibility of suspension or dismissal from the team.

Supervision of Athletic Teams

Spartanburg 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 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 plan should be a primary concern of all coaches. The details of the safety plan should be reviewed every year and communicated to appropriate personnel.

ALERT

- a. A-Assess
 - b. L-Lockdown
 - c. E-Evade
 - d. R-Resist
 - e. T-Tell
- B. Spartanburg 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 and 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. ***In order to be certain that all athletes have departed school property safely, coaches should never leave any student athlete unattended.***
- 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 possibly 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 coaches in providing timely transportation and other pertinent information for their sons and daughters. Communication between staff, players, and parents should happen on a consistent basis and this communication needs to be as positive as possible.

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. Spartanburg One Schools expect that principals and coaches will make appropriate parental involvement a priority before, during, and after each sports 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. Below you will find the website for the NCAA Clearinghouse. <https://web3.ncaa.org/ecwr3/>
- C. Provide parent meetings for athletes of all sports as tryouts 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 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 seasons. 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. 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.
- G. 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.
- H. 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 supervision. Parents should follow the chain of command: Head Coach, Athletic Director, and Principal.

Security and Public Safety

Spartanburg 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 departments should provide our parents with general and specific expectations that are appropriate for spectators. 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 lit, 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 aid.
- K. Alert City and County Officers to locations where money is handled.
- L. Be certain the Public Safety Officers working athletic events have updated 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 competition 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.

Health and Safety

- A. All schools must have an Emergency Action Plan (EAP) on file for all teams.

- B. All schools must use a Wet Bulb Globe Thermometer (WBGT) to determine safe conditions for practice and/or competition during periods of high heat and humidity.

- C. All schools must follow Pre-Season Practice Plans for ***ALL Fall sports.***

- D. All coaches must be CPR/AED certified.

- E. All coaches must complete courses (6) in Concussion, Heat Illness Prevention, Sudden Cardiac Arrest, Protecting Students from Abuse, and Social Media, Covid-19 for Coaches and Administrators.

SCHSL - 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 actions 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.

Spartanburg One Schools 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.

SCHSL - Sportsmanship - 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 the 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 counterproductive to the high school philosophy of promoting a total team concept.

Fireworks/Cannons/Other Explosive Devices – All fireworks/incendiary and explosive devices are prohibited on school facilities at League events. **A \$1500 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.

SCHSL - Unsportsmanlike Conduct

Unsportsmanlike acts that take place at the site of an interscholastic contest are South Carolina High School League matters. All ejections must be reported by the school to the SCHSL office by noon of the following day. The SCHSL 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.
 - Player(s) ejected from a contest may remain in the bench area.
 - A suspended athlete may be in the bench area provided they are not in uniform.
- B. Any ejection that warrants game(s) suspension will require the removal of the athlete's eligibility until the suspension has been served at the level of the ejection. Suspensions carry over from sport to sport and/or year to year. The student athlete is eligible for scrimmages and jamborees when the suspension is carried over from a previous sports season.
- C. Ejection that subjects a player to next game(s) suspension may result in a minimum of two games for all sports except football, cheer, swimming and lacrosse depending on the nature of the ejection.
- D. Any attempt to verbally abuse, make obscene gestures 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 SCHSL Office will review any other action(s) that result in an ejection with the possibility of additional penalties.

- E. Any athlete who leaves the bench area to become involved in an altercation, either physical or verbal, will be disqualified from that game and will be subject to a minimum of the next game suspension depending on his or her involvement. A school whose athletes violate this bench policy will be subject to SCHSL discipline.
- F. 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.
- G. A coach will be in violation of the standards for good sportsmanship established by the SCHSL for:
- 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 or social media;
 - Arguing with officials or going through motions indicating dislike/disdain for a decision
 - Detaining the official following the contest to request a ruling or explanation of actions taken by the official
 - Being ejected from any contest.
- H. 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 \$300.00 fine. The minimum penalty for a second offense will be two game suspension and a \$500.00 fine. If a coach is ejected from the final game of the season, the minimum penalty will be a \$500.00 fine assessed to the school.
- Coaches ejected from a contest must leave the facility/stadium immediately and not return.
 - Suspended coaches shall not be present at the venue during any contest(s) while under suspension.
- I. 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:
- To take legal action against the offender(s) that is acceptable to the SCHSL or
 - Be disciplined by the League.
- J. A school shall not allow vulgar chants by its supporters.

- K. Violation of any of the above policies will warrant SCHSL discipline for the school or individual.
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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.

RESTRICTIVE PROBATION: A team may compete in regular region scheduled contests and for a region or state championship, but may be restricted in participation in other events associated with the sport (i.e., scrimmages, jamborees, non-region contests, invitational tournaments, closed season practices, summer competitions, etc.)

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 \$50.00 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.

APPEALS: 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.

- L. **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 \$250.00 fine against the host school.

- M. Should there be an altercation caused by players, staff, or fans, only the head coaches, or security, will go on the playing field or court to stop the participants. All assistant coaches are to keep the remaining members of the team off the playing area. Officials are instructed to take all steps possible to prevent an altercation from increasing and to bring it to a stop as quickly as possible. Officials should not be involved in controlling the persons involved once it gets underway. **All cameramen must be instructed to keep the camera running and film all of the altercation. This is vital to our investigation of the responsible parties.**
- N. Altercations during summer league/camp. Altercations that occur during summer league/camp competition will be handled by the schools.
- O. In all situations of unsportsmanlike conduct committed by the school's coaches, bench personnel, and/or players, sanctions should be issued against the individual(s) as opposed to the entire team, if at all possible. It shall be the responsibility of the offending school to investigate and report to the South Carolina High School League Office all individuals involved in unsportsmanlike conduct that cannot be detected by video, game officials' report(s), or witness statements. In absence of information (videotape, witness statements) being provided by the school, the South Carolina High School League may sanction the school. The South Carolina High School League may address the reported individuals of the unsportsmanlike act individually or collectively. The South Carolina High School League shall use information obtained through video, game officials reports, law enforcement reports, witness statements, etc., and the offending schools report to determine action(s) to be taken to address the unsportsmanlike conduct.
- P. **REPEATED UNSPORTSMANLIKE BEHAVIOR:** Repeated unsportsmanlike behaviors by teams involving multiple student athletes during the same sport season may subject the school's program/team to more severe penalties, to include possible probation and/or suspension.

SCHSL - Drugs and Alcohol Policy

While at the site of a South Carolina High School 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 drugs. 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 SCHSL 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, please visit their website at www.schsl.org)

Student-Athlete Discipline

It is the desire of Spartanburg One that all students, including student athletes, develop academically, 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, the school, or the community may be suspended or removed from the team. The principal, athletic director, and/or the head coach will determine if the athlete is eligible to return to participate in future athletic events.

Spartanburg One 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 Spartanburg 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:

- Athletes are responsible first to the classroom and the related academic expectations of teachers and the school.

- Athletes should always perform at their very best academically.

- Athletes should be good school citizens at all times.
- 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.
- Athletes are expected to maintain good attendance.
- Athletes are expected to be in attendance on the day following a contest.
- 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 any time.
- 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. Spartanburg One expects 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.

Codes of Conduct

An athlete is expected to govern his/her behavior in accordance with the rules and regulations found in the Spartanburg One Student Handbook and as set forth in team rules which shall be communicated to each athlete by their head coach(es). Violation of the student's obligations under the handbook, the athletic policy, and team rules may result in removal from competitive athletics. 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.

Athletes are also expected to have exemplary behavior outside of school. An athlete arrested, under investigation, on probation etc. will be suspended from competition until cleared by the principal. (Excluding minor violations, such as traffic violations.)

Hazing

Spartanburg School District One will not tolerate hazing by students, staff, or third parties as part of any school sponsored activity. All students must avoid any action that could be viewed as planning, directing, encouraging, assisting, or engaging in any hazing activity. Students should also not engage in acts that have a foreseeable potential for causing physical harm to any person for the purpose of initiation or admission into or affiliation with any athletic team that is connected to Spartanburg School District One.

State law defines hazing as “the wrongful striking, laying open hand upon, threatening with violence or offering to do bodily harm by a superior student to a subordinate student with the intent to punish or injure the subordinate student, or other authorized treatment by the superior student of a subordinate of a tyrannical, abusive, shameful, insulting or humiliating nature.”

Any hazing activity, whether by an individual or a group, will be presumed to be a forced activity, even if the student willingly participates.

Any student who feels he/she has been subjected to hazing is encouraged to immediately notify the athletic director or the principal. All complaints will be investigated promptly and confidentially.

A student found to be in violation of this policy may be subject to discipline from the athletic department, school, and law enforcement.

Personal Health Practices

Due to the harmful effect upon the health of the individual, all athletes will refrain in or out of season from the use of: tobacco (in any form), all alcoholic beverages, steroids, illegal drugs or mood altering substances found in legal over the counter products. ***Verification*** of the above behaviors will result in immediate disciplinary action detailed below:

A. Tobacco/E-Cig./Juul/Unauthorized Substance Violations:

- **1st offense:** In or out of season, forfeiture of playing in 10% of the scheduled contests.
- **2nd offense:** In or out of season, forfeiture of playing in 20% of the scheduled contests.
- **3rd offense:** In or out of season, exclusion from all interscholastic activities for one calendar year.

B. Drugs/Alcohol Violations:

- **1st offense:** In or out of season, forfeiture of playing in 20% of the scheduled contests in the season or upcoming season and completion of the Adolescent Services Program.
- **2nd offense:** In or out of season, forfeiture of one calendar year of participation in all interscholastic activities.
- **3rd offense:** In or out of season, exclusion from all interscholastic activities for the remainder of their high school career.

C. DUI Conviction:

- **1st offense:** Forfeiture of one calendar year of participation in all interscholastic activities.
- Future offenses would result in removal from athletics for the remainder of their high school career.

D. If less than the 10% or 20% of the forfeited contests remain, there will be a carryover into the next activity including the following year, if necessary, so that the total exclusion is served.

E. During the exclusion period, the student will not participate in team activities unless approved by the coach or athletic director.

F. A student found in violation for a third offense has the right to an appeal after one calendar year from the determination of guilt. The appeal for reinstatement is contingent upon substantial proof of rehabilitation and will be made to the principal, athletic director, and the head coach.

In-School and Out-of-School Suspension

Students that are placed in ISS for a full day or more due to inappropriate conduct may not be allowed to participate in athletic contest(s) during the suspension period depending upon the severity of the infraction. The student's right to participate in contests will be determined by the principal and athletic director.

Students that have been assigned OSS are not allowed to participate in any team practice or contest during the suspension period. Absences during the time that an athlete is in OSS will be considered unexcused. Excessive unexcused absences from practice, games, or meetings may be cause for removal from athletics.

Students that have been assigned OSS for the 2nd offense in a season will be removed from that team for the remainder of the season.

Students in an Alternative School Setting

Students that are placed in an alternative setting (setting other than regular or traditional school) for disciplinary reasons may not be allowed to participate in athletics(s) during the time in which the student is in an alternative setting. The student's right to participate in athletics will be determined by the principal and district level administration.

Sportsmanship

Athletes are expected to show good sportsmanship, honesty, respect, and integrity toward fellow players, coaches, teachers, administrators, staff, opponents, and officials. Profanity and abusive language or behavior will not be tolerated. Athletes who violate this standard of behavior are subject to disciplinary action by the South Carolina High School League, the school, the athletic department, and the team. Student athletes are ambassadors of the school and should be positive role models for the younger athletes in our community.

Reporting of Injury

All injuries that occur while participating in athletics should be reported to the trainer and coach immediately. If the injury requires medical attention by a doctor or treatment center, it will be necessary to have an injury report form completed.

If injured in a manner that is not related to participation in athletics in Spartanburg One, please seek the appropriate medical attention as soon as possible. Also, please contact the coach of your current athletic team.

Team Travel

Athletes are expected to travel to and from away contests on the team bus unless it is an emergency situation. If it is necessary for an athlete not to ride the bus, he/she must complete an athletic travel release (*school specific*) form and have it signed by a parent, the head coach, and the athletic director in advance of the trip.

School Attendance

- A. A student must be in school for one half of the school day on the day of the contest in order to participate in that activity. An exception would be made if 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.

Grooming and Dress Policy

Members of the district's athletic teams are expected to be well groomed. 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 piercings shall not be worn by athletes during games or practice.
- 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.

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.

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's office and/or the guidance office.

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 director.
- 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 district 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.

2021-2022 ADL Risk Services, LLC

IMPORTANT NOTE:

AS OF JULY 1, 2019 WE ANNOUNCED WE NO LONGER USED BOLLINGER AS OUR STUDENT VOLUNTEER OR STUDENT ATHLETE INSURANCE PLAN ADMINISTRATOR. IN 2020, WE MADE THE SWITCH TO ANOTHER COMPANY CALLED ADL RISK SERVICES, LLC OUT OF MONTGOMERY, AL

SO PLEASE DISCARD ALL BOLLINGER CLAIM FORMS IF YOU HAVE NOT ALREADY DONE SO.

PLEASE, IT IS VERY IMPORTANT THAT YOUR ATHLETIC DIRECTOR, COACHES, TRAINERS AND ATHLETIC DEPARTMENT PERSONNEL AS WELL AS ALL SCHOOL PERSONNEL (PRINCIPALS, TEACHERS, SCHOOL SECRETARIES, BOOKKEEPERS AND NURSES) READ THE FOLLOWING AND FAMILIARIZE YOURSELF WITH THESE GUIDELINES.

ALL STUDENTS ARE COVERED IN DISTRICT ONE.

In the event of a Student Injury (WHETHER THE STUDENT IS AN ATHLETE OR NOT).

- You will use **one** claim form per injury (see attached).
- To be considered a covered accident, injury must occur during the school day, on school grounds, on a school sponsored and supervised activity. All athletes are covered as well.
- Treatment **must** commence within **30 days** of the injury by a legally qualified medical doctor.
- The injury form (see attached) **must** be submitted within **90 days** of the injury.

Another matter of importance is that an injured student athlete should not be allowed to participate in any interscholastic sports activity until he or she is given a written release from a medical doctor. This release should be retained on file. Should an injured student be allowed to participate in any sports activity without a medical release, a re-injury or a new injury may not be covered. (This could also present a future liability problem for the district if ignored.)

2021 - 2022 ADL Risk Services Accident/Injury Claim Form

- The form will be **PROVIDED** to the parent by the school.
- PLEASE REMIND PARENTS, THAT ALL STUDENTS IN DISTRICT ONE ARE COVERED, **HOWEVER**, THE INSURANCE THAT IS PROVIDED FOR OUR STUDENTS IS **“SUPPLEMENTAL INSURANCE ONLY”**, MEANING, THIS INSURANCE IS DESIGNED TO HELP WITH THE STUDENTS PRIMARY CARE INSURANCE PROVIDER. OUR INSURANCE WOULD BE SECONDARY.
- IF THE STUDENT IS NOT COVERED UNDER THEIR PARENTS INSURANCE, THE DISTRICT INSURANCE BECOMES PRIMARY, **HOWEVER**, OUR INSURANCE IS **“SUPPLEMENTAL ONLY”** . IT WILL PAY ONLY A PORTION OF USUAL AND CUSTOMARY CHARGES.
- PLEASE EXPLAIN OUR INSURANCE **WILL NOT COVER A STUDENT’S BILL 100%**
- PART ONE (1) of the form must be signed by an authorized school representative.
- PART TWO (2) and PART THREE (3) must be completed and signed by the parent or guardian.
- If the parent is employed, but does not have insurance, please state “NO INSURANCE” in **PART TWO (2)**.
- **PLEASE NOTE:** If the student accident claim form is not completed and signed properly, this will delay any claims being processed.
- The parent needs to communicate to the medical provider that they have secondary insurance. The parent/guardian should provide the billing information for ADL Risk Services to the medical provider. The parent should request the medical provider to bill directly to ADL Risk Services after they bill the primary health insurance. The parent will need to obtain Explanation of Benefits (EOB’s) from the primary care provider and itemized medical bills (known as a CMS-1500 or UB-04 Forms) **Balance due statements are NOT itemized bills and cannot be processed and paid by ADL Risk Services.**
- If parents need to ask follow up questions after submitting a claim, they may do so through one of the following: By Phone: 844-350-9897 or by email: info@adlrs.com
- ADL Risk Services, LLC
Plan Administrator
556 Clay Street
Montgomery, AL 36104

Note: District Administrator, please route this correspondence to your schools and athletic departments.

Athletic Booster Clubs

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 Spartanburg One Board Policies and regulations abiding by all laws governing these organizations. The club will function as a service to the athletes and the schools. 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.

Spartanburg One

Parent Organization/Boosters Organizations Financial Accounting Procedures

1. Two people will sign all checks.
2. A receipt book will be used for the receipt of cash and checks.
3. Two people will count money received and both will sign a tally sheet denoting amount received and date. The amount shown on the tally sheet should match the bank deposit.
4. Funds must be deposited on a daily basis.
5. A file should be maintained for all paid invoices. Receipts should be kept on file and available upon request.
6. Prior to payment, each invoice must be approved and signed/initialed by the appropriate officer.
7. An accurate balanced report will be distributed to the organization at each club meeting.
8. The following must be submitted on a quarterly basis to the District Office:
 - a. A report should be prepared showing an explanation of each expense. Each check should be listed (with check number) and a detailed explanation to follow. Then the expense should be categorized as either fundraising, reimbursement, supplies, concessions, scholarships, awards, food, or fees.
 - b. A report should be prepared showing an explanation of all revenue. Each deposit should be listed with date and explanation. Revenue will also need to be categorized as either fundraising, membership dues, fees, donations, supplies, or concessions.

- c. A copy of all bank statements should be submitted with the report of expenses and revenues on a quarterly basis. Due dates are as follows:

July - September Activity will be due October 31st

October - December Activity will be due January 31st

January - March Activity will be due April 30th

April - June Activity will be due July 31st

- d. The accounts of each organization should be reviewed annually by a CPA or a Committee appointed by the officers of the organization.
- e. Minutes of all meetings, both regular and called, shall be maintained by the secretary of the organization and a copy provided quarterly with the financial information.

Additional Information Recommended by the District Auditor

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