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Columbus County Schools

ATHLETIC HANDBOOK

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Columbus County Schools Athletic Handbook

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Introduction

Athletic programs should be conducted in keeping with the highest ideals of sportsmanship and positive citizenship. Winning must not be the primary goal of the program. Development of the athlete's physical, emotional and intellectual capabilities should be the primary objective. Placing winning and losing in proper perspective are expectations for athletes, coaches, parents, and spectators.

Administration

Purpose

It is the purpose of this handbook to coordinate the responsibilities and expectations for athletics in Columbus County Schools. This handbook is developed to assist you in organizing relevant information related to your job, clearly delineating your responsibilities, and establishing consistency in the quality of our athletic program.

This manual will help principals, athletic directors, and coaches in administering their respective athletic programs. Principals, athletic directors, and coaches are responsible for following the policies administered by the North Carolina High School Athletic Association, selected Conferences, and the Columbus County Board of Education policies.

Few people have the influence of coaches on the lives of young people. You, as a coach, can make a positive difference in the athlete's future life. Remember that the true value of athletics occurs long after graduation.

Governance

Columbus County Board of Education
North Carolina High School Athletic Association (NCHSAA)
North Carolina Department of Public Instruction (NCDPI)

Chain of Command

School Board
Superintendent
Principal
Athletic Director
Head Coach
Athletic Trainer

If problems arise, it is the responsibility of the coach in charge to communicate with the Athletic Director. A proactive approach instead of a reactive approach should be maintained. The Athletic Director should be informed immediately of any problems dealing with players, assistant coaches, or community involvement. The information will be passed on to the Principal.

Principals/Athletic Directors

High School	
East Columbus	Bryan Abernethy, Principal Maurice Huey, Athletic Director
South Columbus	Adam Thompson, Principal Willie Gore, Athletic Director
West Columbus	Jeffrey Greene, Principal Jason Jones, Athletic Director
Middle School	
Acme Delco Middle	Christie Brown, Principal Greg Moss, Athletic Director
Cerro Gordo Elementary	Leslie Faulk, Principal Trey Nye, Athletic Director
Chadbourn Middle	Michael Powell, Principal Delois McKenzie, Athletic Director
Evergreen Elementary	Georgia Spaulding, Principal Marsha Britt, Athletic Director
Hallsboro Middle	Derrick Boyd, Principal Jason Nance, Athletic Director
Nakina Middle	Wendell Duncan, Principal Brian Chestnutt, Athletic Director
Tabor CityMiddle	Diana Bellamy, Principal Marcus Rising, Athletic Director
Williams Township	Jeff Spivey, Principal Jeff Lamb, Athletic Director

Member Schools

High Schools

East Columbus

South Columbus

West Columbus

Middle Schools

Acme Delco Middle

Cerro Gordo Elementary

Chadbourn Middle

Evergreen Elementary

Hallsboro Middle

Nakina Middle

Tabor City Middle

Williams Township

General Regulations

Columbus County Schools Athletics

I. General Policy

- A. No bands from visiting schools permitted at basketball games.
- B. Coaches will not be allowed to take teams to another school for games to be admitted free unless arrangements have been made in advance.
- C. Cheerleaders in uniform are to be admitted without charge to football and basketball games. Cheerleader squads must have an adult sponsor.
- D. It is the responsibility of the home team to provide dressing facilities that are separate for players and coaches.
- E. Athletes must travel to and from games with the team. Student athletes may be released to their parents/guardians only.
- F. Someone (AD, Coach, Assistant Principal, etc.) must be present with non-faculty coaches at all times they are coaching. No one can drive unless approved by the Columbus County Schools Board of Education.
- G. Columbus County Schools is a proud member of the North Carolina High School Athletic Association. The NCHSAA establishes rules and regulations governing high school athletic contests, competitions, exhibitions, and athletic participations. The NCHSAA works to educate and train member schools and persons regarding all adopted rules and regulations governing athletic participation and competition by among its members and regarding rules for particular sports and games.

The NCHSAA Handbook includes the constitution, all rules, and regulations of the Association and the officiating program, as well as a calendar of events for the academic year.

II. Fiscal Policies

- A. The athletic director and/or principal must approve all purchases.
- B. All purchase requests must be made to the vendor on the school purchase order. The order must be signed by the principal and/or athletic director.
- C. Coaches will not open personal accounts with vendors through the school.
- D. Individual purchases by athletes must be approved by the school administration. The money must be collected and receipted before the order is made.

- E. All money collected must be receipted and turned in to the bookkeeper daily.
- F. All purchase orders and invoices must be returned to the school bookkeeper.
- G. Violations of any fiscal policy may result in the violator(s) being held responsible for payment of items in question. Subsequent action may include suspension and/or termination of employment at the discretion of the superintendent and the board of education.

III. Student Attendance and Participation

- A. Coaches should encourage students to be in school at least one-half day to participate in practice or contests for that day.
- B. Students who leave school during the day may not participate in practice or contests without prior approval by the administration.
- C. Coaches should never encourage tardiness in any way.
- D. Students must not miss any class time for contests unless prior approval has been obtained from the administration.
- E. Athletes who are in ISS may practice. The athlete may resume play the day after the ISS term ends. An out-of-school suspension (OSS) student may not resume play or practice until the day after the suspension.
- F.
 - (a) A player must have been in attendance for at least 85 percent of the previous semester. Any student must be in membership to be able to make up days missed while in membership (days missed while not in membership may not be made up for athletic eligibility). For a regular 90-day semester, a student may not miss more than 13 days and be in compliance with the 85 percent rule.
 - (b) A student must, at the time of any game in which he or she participates, be a regularly enrolled member of the school's student body. "Regular enrolled" is defined as enrolled for at least one half of the "minimum load."
 - (c) The student must be enrolled within the first 15 days and in regular attendance for the present semester to be eligible for athletics. A student whose family has moved into a school district shall immediately assume the same status in the new district as that from which he moved.
 - (d) At the end of each semester, any participant who has failed to attend school 85 percent that semester is immediately ineligible.
 - (e) Waiver of the attendance policy may be granted by only the superintendent upon a hearing requested by the principal.
- G. Absent a bona fide change of residence, a Columbus County Schools student athlete transferring from one school to another during a sport season is ineligible until the conclusion of that sport.

IV. Security and Safety

- A. Coaches must always be in attendance at practices or contests. In the event of absence from school on the days of a scheduled practice, the coach must notify the athletic director in order for arrangements for practice to be made.
- B. All doors and gates must be kept closed and locked except when a coach is using that room or field.
- C. Students are not permitted in the coach's office, supply room, storage room, or concession stand without a coach.
- D. Keys are not to be given to students.
- E. After preparing for games or practice, the supervising coach will lock the dressing rooms and/or other facilities used.
- F. Non-student athletes are not to be in the gym or facility during practice or contests. These people must never compete in any way with students or coaches.
- G. Practices should be structured so as to provide the safest possible activity. Adequate water breaks and rest must be provided.

V. Supervision

- A. Coaches must provide adequate supervision during practice and contests to ensure that students are not injured as a result of negligence or carelessness. Coaches must wait until all athletes have left the premises.
- B. Coaches are to insist upon temperance in speech and conduct during all practices and at games. Profanity and unsportsmanlike conduct are not to be tolerated.
- C. Athletes are not to be permitted to shout at individuals, teams, or spectators from the school bus or when leaving the athletic facility. This includes chants. These may be allowed after leaving the opponents campus or the visiting team has left the vicinity.

VI. Care and Maintenance of Facilities and Equipment

- A. Coaches are to assign equipment, uniforms, etc. to athletes so that each student is accountable for that equipment.
- B. Game uniforms, game warm-ups, etc. are to be issued prior to each contest and taken up at the conclusion of each contest.
- C. Inventory of all uniforms and equipment must be listed and kept for future reference.
- D. Equipment, uniforms, etc. must not be left unattended.

- E. Each coach is responsible for seeing that uniforms are washed and dried immediately after use. This must be done no later than the day following the contest.
- F. Equipment and uniforms must be inventoried immediately after the season and a written account given to the athletic director.
- G. All equipment must be stored in the equipment room. Dirty uniforms should never be put in this area.
- H. Whenever the gymnasium is used for athletic practice(s), the coach will be responsible for seeing that the floor has been dry mopped.
- I. No equipment or facility will be used by an outside organization without the approval of the administration and board of education.
- J. Coaches are responsible for seeing that their field/gym or playing surfaces are in playing condition year round.

VII. Eligibility Sheets, Rules Violations and Grades

- A. Coaches should prepare a roster eight (8) days prior to the first contest, so eligibility sheets can be turned in on time to the NCHSAA. If this is not done properly and results in a fine, the coach will pay the fine.
- B. Any coach that violates a rule that results in a fine will be obligated to pay that fine.
- C. Eligibility Forms are to be turned into the Athletic Director three (3) days prior to first contest.
- D. All head coaches will monitor grades and attendance through PowerSchool.

Athletic Personnel Roles

Athletic Director

The Athletic Director is responsible for the overall administration, supervision, and coordination of the interscholastic athletic programs for the school and reports to the building principal. His/Her responsibilities include:

1. Work with the administration for recruitment and selection of staff members who would also be serving in a coaching capacity.
2. Follow district and NCHSAA guidelines when recommending coaching assignments to principals for approval using the Columbus County Schools Coaching Agreement Form.
3. Submit completed Coaching Assignment Forms and Coaching Agreement Forms to the Principal.

4. Send list of coaching assignments to NCHSAA.
5. Prepare athletic budget, requisition supplies/equipment, prepare all purchase orders, and maintain inventories, and report receipts and expenditures for all activities by administering the athletic program fairly and equitably.
6. Interpret eligibility policies to students, parents, and the community, and with the cooperation of the principal, enforce eligibility standards and policies as developed by the NCHSAA and Columbus County Schools.
 - a. Explain Columbus County Schools' policies in detail to all new coaches and review policies with all coaches.
 - b. Explain NCHSAA rules and policies to all new coaches.
 - c. Review all disciplinary policies regularly with all coaches.
 - d. Have written documentation of pre- and post-season conferences with all head coaches.
7. Regularly supervise practice and games.
8. Maintain an accurate account of all coach/participant confrontations and violation of policies and record the action taken in each case. When valid complaints are received about the athletic program, a sport, or personnel, inform the Principal and develop written responses.
9. Complete all responsibilities assigned by the principal on a daily basis.
10. Evaluate the total program and make recommendations to the administration for program improvement at the end of the sport season.
11. Prepare a pre-season checklist three weeks prior to home opener.
12. Must call officials and law enforcement for rescheduled games.
13. Make sure new coaches when hired get required trainings associated with coaching and/or relative to a particular sport.

Head Coaches/Assistant Coaches

1. Has a thorough knowledge of all the athletic policies approved by Columbus County Schools Board of Education and is responsible for its implementation by the entire staff of the sports program.
2. Has knowledge of existing system, state and conference regulations; implements same consistently and interprets them for staff.
3. Maintain discipline, adjust grievances, and work to increase morale and cooperation.

4. Provide training rules and any other unique regulations of the sport to each athlete who is considered a participant.
5. Represent the school in all athletic business at conference, state and national meetings.
6. Maintain an active program that promotes sportsmanship and welcomes competing teams and guests.
7. To expertly supervise all team personnel during practice, at games, and on trips.
8. To supply the athletic director with an alphabetical roster of team members indicating their grade level eight (8) days prior to the first contest. Coaches will be subject to paying the state fine if they are late in turning in their list for eligibility purposes. This responsibility is that of the head coach.
9. To supervise the care of all equipment, supplies, and facilities in their care. (see section VI)
10. Winter sport coaches must check the grades of team members at the end of the first semester for eligibility purposes.
11. To get written approval of the athletic director before placing an order to make a purchase.
12. Plan with the athletic director on transporting, feeding, and housing teams.
13. Check with the athletic director before rescheduling a contest. The school calendar must also be considered.
14. To keep the athletic director and principal informed of normal and abnormal happenings surrounding the team or coaching.
15. To supply the athletic director with forms, information, statistics, or other data that he feels is needed to operate an efficient department.
16. CDL Certification: It is the duty and responsibility of coaches to obtain CDL certification to drive an activity bus.
17. Determine style of play, offensive and defensive philosophy, and player selection/positioning.
18. Teaching and instruction at practice sessions.
19. Head coaches must accompany the team to and from away games on the activity bus.
20. Inform team members concerning flag etiquette.
21. Report injuries to the athletic trainer and athletic director.

22. If there is a problem between student athletes being shared with other sports during the same season, the principal and the athletic director should mediate.
23. Ensure that players who quit a sport do not participate in any other sport until the season of the sport he/she quits is complete.
24. Ensure that students have a physical exam before trying out for any sport.
25. Make sure assistant coaches have completed the online coaching course.
26. Conduct parent meetings prior to each sport to fulfill NCHSAA requirements and acquaint parents to team rules.
27. Attend NCHSAA required clinics. The coach will be responsible for payment of fines for unattended clinics.

Code of Ethics

Coaches

1. Be aware that he/she has a tremendous influence, either good or bad, in the education of the student athlete, and thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.
2. Constantly uphold the honor and dignity of the profession in all personal contact with the student athlete, officials, athletic directors, school administrators, the NCHSAA, the media, and the public. The coach shall set an example of the highest ethical and moral conduct. The use of profanity is in direct conflict with this concept and will not be tolerated.
3. Take an active role in the prevention of alcohol, drug, and tobacco use and under no circumstances tolerate their use.
4. Promote the entire interscholastic program of the school and direct his/her program in harmony with the total school program.
5. Be thoroughly acquainted with the contest rules and be responsible for their interpretation to team members. The spirit and letter of rules should be regarded as absolute values and the coach shall not try to seek an advantage by circumventing the spirit or letter of the rules.
6. Actively enhance sportsmanship among spectators by working closely with cheerleaders, the pep club sponsor, booster clubs, and administrators.
7. Respect and support contest officials. Coaches shall not indulge in conduct which will incite players or spectators against opponents or officials. Public criticism of officials or players is unethical.
8. Refrain from exerting pressure on faculty members to give student athletes special consideration.

9. Educate athletes about the negative consequences of performance enhancing drugs and supplements.

Assistant Coaches

1. Execute objectives of the sport as outlined by the head coach.
2. Instruct athletes in fundamentals, strategy, and training.
3. Assume supervision and control of student athletes as assigned.
4. Execute all responsibilities as designated by the head coach.
5. By presence at all practices, games, and trips, provide assistance and guidance for individual participants.
6. Maintain the discipline philosophy as outlined by the head coach.
7. Assist in the implementation of appropriate conditioning and weight program.

Volunteer Coaches

Prior to participating in practices or games, volunteer coaches must be approved by the Columbus County Schools Board of Education. Each volunteer coach must also have the online “Fundamentals of Coaching” course certificate sanctioned by NFHS Association.

The Coach’s Responsibility for Teaching Sportsmanship and Maintaining Crowd Control

The coach bears the greatest burden of responsibility for sportsmanship. He/she has an unequalled influence upon the activities and behavior of the players, student body, and other spectators. A school whose coach behaves in a manner likely to have adverse influence on the attitude of players or spectators shall be disciplined as follows:

I. Unsportsmanlike conduct

In the event of unsportsmanlike conduct on the part of the coach, the punishment will be determined by the principal based on the severity of the offense. In serious offenses, the appropriate central office administrator needs to be informed and may be involved in determining the appropriate course of action.

II. Ejection from a contest

High school athlete/coach – The policy/protocol will be followed as outlined by the NCHSAA.

Middle school athlete/coach – The policy/protocol will be followed as outlined in the NCDPI Middle School Athletics manual.

III. Assaulting an official (physical)

- A. Suspended from directing a team for a period of time not to exceed one year (all sports).
- B. May be reinstated only by the approval of the principal of the school and the Superintendent of Columbus County Schools.

IV. Officiating

- A. Coaches shall not approach the officials for complaints before the game, between halves, or immediately after the game.
- B. Coaches entering an official's dressing room for the purpose of complaints are in violation of state regulations.
- C. Any complaints with the officials are to be filed with the booking agent making the assignment.
- D. Coaches, participants, and school officials are also prohibited from making public statements to the news media criticizing the officials.
- E. The booking agent is to report extreme cases of unsportsmanlike conduct on the part of coaches, players, spectators, and school officials. This report is to be made to the middle school athletic director, high school athletic director and the superintendent.

V. Appeal procedure

Any coach may appeal a penalty to the Superintendent and the Columbus County Schools Board of Education (follow the Chain of Command).

Code of Conduct for Athletes

1. The conduct of an athlete in uniform is fully covered in the Rules and Regulations of the North Carolina High School Athletic Association.
2. It is the responsibility of the home team to provide the faculty supervision at all athletic contests. Police protection is required for all varsity football and basketball games.
3. Responsibility for the enforcement of all regulation and rules rests with the principal, coach and Columbus County Schools.
4. Regarding athletic fighting and being ejected from a game

- a. The head coach of the sport shall report the incident to the Athletic Director and Principal.
 - b. The school athletic director and the booking office shall report to the Columbus County Schools Board of Education when an athlete is ejected from a game for fighting (Superintendent and Assistant Superintendent).
5. All rules and regulations for the successful operation of an athletic program not covered in this manual may be found in the North Carolina High School Athletic Association Handbook.

Squad Selection

Coaches are encouraged to keep as many students as they can without unbalancing the integrity of their sport. Time, space, facilities, equipment, and other factors will place limitations on the most effective squad size for any particular sport. However, when developing a policy with respect to squad selection, please strive to maximize the opportunities for our students without diluting the quality of the program.

Cutting policies

1. Choosing the members of athletic squads is the responsibility of the coaches of those squads subject only to the decision of the Principal in matters concerning lawful non-selection of students for, and lawful dismissal of students from, extra-curricular activities such as, but not limited to, athletic teams, cheerleading, etc.
2. Non-varsity coaches shall follow policies established by the head coach.
3. Prior to squad selection, all candidates should be given the following information:
 - a. Extent of try-out period (minimum of 2 days)
 - b. Must have physical
 - c. Practice commitment if they make the team
 - d. Game commitments
4. Keep the athletic director informed of any difficulties
5. Coaches, in consultation with the principal, will have final decision on how many participants to keep on squad.

Cheerleading Guidelines

Overview

Being the most recognizable representatives of a school, cheerleaders are in a position of great influence; therefore, high standards of conduct are essential. Positive personal behavior and squad cohesiveness, demonstrate these standards. Appropriate behavior will help earn the respect of the student body, which is the core of developing effective school spirit and student involvement. Each cheerleader should strive to boost school spirit, promote good sportsmanship, develop good positive crowd involvement, and help student participants and spectators achieve the most worthwhile education objectives of the interscholastic program. All squads and coaches will adhere to the regulations and guidelines of the National Federation of the State High School Association(NFHS) and the NCHSAA.

Tryouts/Selection of Squads:

1. Cheerleader tryouts will be publicized and all students are eligible, regardless of sex or race, if they meet the eligibility and participation requirements:
 - a. They must meet grade qualifications required by the NC High School Athletic Association.
 - b. A cheerleader must have passed the minimum load of work during the preceding semester to be eligible at any point during the semester.
 - c. Must meet age eligibility requirements.
 - d. As the cheerleading squad may be co-ed in composition, uniforms will be assigned using the following guidelines: Female cheerleaders will wear warm-up suits or traditional skirts and tops. Male cheerleaders will wear warm-up suits or shorts and shirts (designed and approved by the coach and school). The coach will determine which dress is appropriate.
2. The timeline for tryout practices will be offered for a minimum of three (3) days.
3. A current medical physical must be on file.
4. A minimum of three (3) outside judges and one administrator (optional) will be secured by the coach for the tryout process.
5. Eligibility and requirements for cheerleading will be provided to interested students on or prior to the first day of tryouts. This will include, but is not limited to, student physical, parental consent, cheerleader expectations, potential costs, and a projected timeline or calendar.
6. The number of cheerleaders chosen will be determined by the coach and/or within guidelines of any conference regulations. The coach, in consultation with the principal, will have final decision in the selection of the cheering squad.
7. The principal/athletic director and coach will be responsible for approving policies regarding:
 - a. Attendance of cheerleaders
 - b. Transportation of cheerleaders

- c. Disciplinary action for misconduct, missing practice, or unusual behaviors or conditions.
 - d. Uniforms will be at the discretion of the individual school (see item d).
 - e. Pep Rallies or other participation in activities within or outside the school (Ex: camps, competitions, fund raisers)
 - f. Cheerleader sponsorship
8. Cheerleading coaches should be thoroughly familiar with the “spirit rules” outlined by the NFHS. All stunts must be carried out under the supervision of coaches who have earned NFHS training credentials. If a coach is not properly trained in the “spirit rules”, no stunt shall be executed, which would require a cheerleader’s feet to be lifted higher than waist level. No “basket tosses” shall be executed in the middle schools.

Felony Conviction

Any student athlete who is charged of a crime that carries a felony conviction is ineligible until the charge has been dropped or been lessened to a misdemeanor charge. (3470-4305 Columbus County Board of Education policy)

Upon conviction of a felony offense, a student athlete becomes automatically ineligible for athletic participation (NCHSAA policy).

Legal Considerations

Sexual Harassment

Sexual harassment of students by district employees, other students, or third parties associated with schools is prohibited. All employees, students, and third parties associated with schools must avoid any action or conduct which could be viewed as sexual harassment. The district will take prompt, appropriate, and responsive action to end sexual harassment and to prevent its reoccurrence. Teachers and school administrators are expected to use judgment and common sense, which are important elements of a proper response to a particular allegation of sexual harassment or inappropriate conduct of a sexual nature.

Negligence

Negligence is an unintentional tort that injures a person, property, or reputation. There are four elements of negligence, all of which must occur or be proven for a person to be held liable for the injury. The four elements are:

1. Had a duty that was not fulfilled
2. Breached (failed to perform) the duty through commission of a dangerous act or omission of a required supervisory responsibility

3. Was the proximate cause of an injury
4. Caused actual loss or damage

Hazing

Columbus County School's policy states disruptive conduct includes planning hazing and/or preparing to engage in hazing or being present when others are planning hazing and/or preparing to engage in hazing. Hazing means, but is not limited to, 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 intent to punish or injure the subordinate student, or other unauthorized treatment by the superior student of a subordinate student of a tyrannical, abusive, shameful, insulting or humiliating nature.

Columbus County School's policy states criminal conduct includes engaging in hazing and/or being present when others are engaging in hazing.

Hazing can also be defined as any activity expected of someone joining a group that humiliates, degrades, abuses, or endangers, regardless of the person's willingness to participate. Athletic hazing can range in scope from relatively harmless initiation rites such as having rookie team members carry travel bags to potentially dangerous activities such as exploitation. Athletic hazing will not be tolerated in Columbus County Schools and disciplinary action will be taken against those planning and/or engaging in hazing.

Title IX

Title IX of the Education Amendments of 1972 bans gender discrimination in schools, whether it is in academics or athletics. Title IX states: "No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity operated by a recipient which receives or benefits from federal financial assistance."

Benefits, opportunities, and treatments afforded sports participants are to be equivalent, but not necessarily identical. Title IX specifically looks at the following program components:

1. Accommodation of Athletic Interests and Abilities
2. Provision of Equipment and Supplies
3. Scheduling of Games and Practice Times
4. Travel and Per Diem Allowances
5. Opportunity to Receive Coaching & Academic Tutoring
6. Assignment and Compensation of Coaches and Tutors
7. Provision of Locker Rooms, Practice and Competitive Facilities

8. Provision of Medical and Training Facilities and Services
9. Publicity
10. Provision of Support Services
11. Recruitment of Student Athlete

Drug, Alcohol and Tobacco Free Schools

All employees are entitled to a safe work environment which considers their welfare and best interests. The board of education recognizes that reducing drug and alcohol abuse in the workplace improves the safety, health and productivity of employees. It is the policy of the board of education that a drug-free and alcohol-free workplace must be maintained.

All employees should be aware of the following dangers associated with drug abuse in the workplace: impairment of an employee as a result of drug abuse may create unsafe working conditions for other employees; drug impairment may be a cause of unsatisfactory job performance by an employee and may adversely affect other employees; drug abuse in the workplace may negatively affect productivity; and actions of an impaired employee may discredit the school system and may result in negative public relations and distrust.

I. Prohibited Activities

The board prohibits the unlawful manufacture, sale, distribution, dispensing, possession, or use of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, alcohol, counterfeit substance or any other controlled substance as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and further defined by regulation at 21 C.F.R. 1300.01 through 1300.04.

Employees must not be impaired by the excessive use of prescription or nonprescription drugs. This policy is not violated by an individual's proper use of a drug lawfully prescribed for that individual by a licensed health-care provider.

Employees are prohibited from using or being under the influence of alcohol while acting in the course and scope of employment duties, while at school-sponsored activities or while on school property. This policy does not apply to an employee's consumption of alcoholic beverages that are served at a reception or other similar function that occurs outside the regular workday and that the employee is authorized or required to attend as a part of his or her employment duties.

II. Applicability

This policy governs each employee before, during or after school hours while the employee is on any property owned or leased by the Board of Education; at any time during which the employee is acting in the course and scope of his or her employment with the Board of

Education; and at any time that the employee's violation of this policy has a direct and adverse effect upon his or her job performance.

III. Duty to Report

Employees who are aware of a fellow employees' on-the-job drug and/or alcohol violation must notify their immediate supervisor and the Superintendent or designee.

An employee must notify his or her supervisor in writing of any conviction under any criminal drug statute. Notification must be given no later than five business days after such conviction, in accordance with policy 7300, Staff Responsibilities. Within 10 days of receiving a notice of conviction for a violation occurring in the workplace by an superintendent for human resources or designee shall notify the funding agency of the conviction. "Conviction" as used in this policy includes the entry in a court of law or military tribunal of:

- A. a plea of guilty, nolo contendere, no contest or the equivalent;
- B. a verdict or finding of guilty; or
- C. prayer for judgment continued ("PJC") or a deferred prosecution.

IV. Consequences

Violation of this policy will subject an individual to disciplinary action by the Board of Education that could result in non-renewal or termination of employment with the school system or the requirement that the employee participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program approved by the board of education or federal, state or local health, law enforcement or other appropriate agency. Information concerning available counseling, rehabilitation and re-entry programs will be provided to employees.

Regulations for Dealing with Inclement Weather

In the event of inclement weather:

1. If school is closed, no games will be played. An exception may be granted by the superintendent whenever extreme or unusual circumstances exist.
2. No practice will be held unless an exception is granted by the Superintendent.
3. When school is closed, no other activities will occur.

In the event conditions warrant and a teacher workday is scheduled:

1. Games may be played if weather conditions warrant.
2. Practice may be held after school is dismissed.
3. Practice may not begin until teachers and staff end their workday.

Severe Weather Precautions

When conducting practices outdoors, coaches and athletic trainers must be aware of weather conditions and act appropriately if these conditions change. Every year there are news reports about athletes being injured or killed by lightning strikes. These situations are completely preventable. Lightning, however, is not the only severe weather problem encountered. Very intense rainstorms and high wind conditions can also pose a threat to the safety and well being of our athletes. Anytime extreme weather conditions exist athletes should be removed from the field and into a safe structure.

Facts about Lightning

1. The average lightning strike is six miles long.
2. The average thunderstorm is six to ten miles wide.
3. The average thunderstorm travels at a rate of 25 miles per hour.
4. Once the leading edge of a thunderstorm approaches within 10 miles, you are at immediate risk due to the possibility of lightning strikes coming from the overhanging anvil clouds. Because of this, many lightning deaths occur with clear skies directly overhead.
5. On average, thunder can only be heard over a distance of three to four miles.
6. Thunderstorms cause an average of 200 deaths and 700 injuries in the U.S. each year, most of which could have been prevented.
7. The method of counting between flash and sound to determine the distance of a lightning bolt is not a good safety guideline to use because if you can hear the thunder, the lightning is already close enough to be potentially dangerous.

Safety Precautions during a Thunderstorm

1. Take no chances—move inside a safe structure at the first sign of a storm. If you can hear thunder or see lightning, you are at risk! Move inside.
2. Do not seek refuge under a tree or beside any tall object in an open area.
3. Avoid contact with metal.
4. If caught in an open area, be a small target, crouch down.
5. Avoid high terrain and bodies of water.
6. Avoid electrical appliances and telephones inside.
7. Do not shower or take a bath during a thunderstorm.

Hot Weather Guidelines

Precautions must be taken to prevent heat-related problems. Coaches should use extreme caution when temperatures and humidity levels are high particularly in summer months. Heat related guidelines are outlined in the NCHSAA Handbook and on the NCHSAA website. These guidelines must be adhered to in order to protect student athletes from heat related stress.

First Aid Kits

1. Each school should have enough first aid kits available for each team. This does not mean every team has a kit, but during a particular sports season, each team participating in that season should have a kit. Kits can be shared among teams.
2. The Athletic Director or Athletic Trainer should coordinate distribution and re-supply of kits.
3. Items supplied in each kit may vary by sport. You may have a particular item for your sport that another sport does not need, but all kits should contain the same basic items which include the following:
 - a. Adhesive tape
 - b. Gauze pad
 - c. Assorted size band-aids
 - d. Triangular bandages
 - e. Antiseptic ointment
 - f. Ace bandage
 - g. Plastic bags for ice

Additional items necessary for management of blood/body fluid emergencies are:

- a. Rubber gloves for first aid
- b. Hand sanitizer wipes
- c. One biohazard bag
- d. Heavy duty absorbent towels (shop towels work well)
- e. Small bottle of Clorox and small spray bottle with water
- f. CPR face shield

Emergency First Aid Guidelines

1. Maintain current certification in First Aid and CPR
2. Life threatening emergencies require prompt intervention. The three most critical emergencies are: loss of breathing, loss of heartbeat, and severe bleeding.
3. Breathing Emergencies
 - a. Choking: Heimlich maneuver
 - b. No breathing: Rescue breathing
4. Circulatory Emergencies
 - a. Heart Attack: Recognize symptoms; have victim stop all activity and rest; help them to rest comfortable; call 911; assist with prescribed medication; monitor vital signs; be prepared to administer CPR if the victim's heart stops beating.
 - b. No heartbeat: Administer cardiopulmonary resuscitation
 - c. Severe bleeding: Cover with a clean bandage and apply direct pressure; elevate if no fracture is suspected; apply pressure bandages and additional bandages if necessary; use pressure points.
 - d. Shock: Signs of shock are restlessness, altered consciousness; pale, cool, moist skin, rapid breathing, and rapid pulse. Care for shock by having the victim lie down in a comfortable position; control external bleeding if present; reassure the victim; elevate legs about 12 inches unless a fracture is suspected. Do not give anything eat or drink. Call 911.
 - e. Internal bleeding: Signs are tender, swollen, bruised or hard areas of the body such as the abdomen. Rapid weak pulse, cool, moist, pail or bluish skin, vomiting or coughing blood, excessive thirst, becoming drowsy, confused, fainting, or becoming unconscious. Care for internal bleeding like a victim in shock. Call 911.
5. Burns
 - a. Critical burns: A critical burn can be life threatening and needs immediate medical attention. A critical burn is one that there is difficulty in breathing; covers more than one body part; involves the head, neck, hands, feet, or genitals; burns other than a very mild burn to

a child or an elderly person; and burn resulting from chemicals, explosions, or electricity.

- b. Care for burns: Stop the burning; cool the burned area with large amounts of cool water; cover dry, clean dressing to help prevent infections.
- c. Chemical burns: Flush with large amounts of water until medical help arrives.

6. Muscle, Bone, and Joint Injuries

Signs of serious muscle, bone or joint injuries include significant deformity; bruising and swelling; inability to use the affected part normally; bone fragments sticking out of a wound; sensation of bones grating; hearing or feeling a snap or pop at the time of injury; area is cold and numb; and cause of injury suggests that the injury may be severe.

Splinting a suspected serious injury: Splint only if the victim must be moved or transported by someone other than trained medical personnel; splint only if one can do so without causing more pain and discomfort to the victim; splint an injury in the position it is found; splint the injured area and the joints above and below the injury; and check for proper circulation before and after splinting.

Care for soft tissue strains and sprains: RICE—Rest, Ice, Compression, and Elevation. Ice for 48 to 72 hours following a soft tissue injury and then use moist heat for follow-up treatment.

7. Head and Spinal Injuries

Signals of head and spinal injuries include: changes in consciousness; severe pain or pressure in the head, neck or back; tingling or loss of sensation in the hands, fingers, feet, and toes; partial or complete loss of movement of any body part; unusual bumps or depressions on the head or over the spine; blood or other fluids in the ears or nose; heavy external bleeding of the head, neck or back; seizures; impaired breathing or vision as a result of injury; nausea or vomiting; persistent headaches; loss of balance; bruising of the head; especially around the eyes and behind the ears. Use general care for suspected head or spine injury. Minimize movement of the head and spine; maintain an open airway; control any external bleeding; keep the victim from getting chilled or overheated; call 911 for help.

8. Sudden Illness

Signals of sudden illness include feeling light headed, dizzy, confused or weak; changes in skin color, sweating; nausea or vomiting; and diarrhea. General care of sudden illness includes: care for any life threatening illness first; help the victim rest comfortably; help the victim from getting overheated or chilled; reassure the victim; watch for changes in consciousness and breathing; monitor vital signs; and do not give anything to eat or drink unless the victim is fully conscious.

If the victim:

- a. Vomits: Place victim on his/her side.
- b. Faints: Position him/her on the back and elevate legs 12 inches if you do not suspect head or back injury.
- c. Has a diabetic emergency: Give the victim some form of sugar.
- d. Has a seizure: Do not hold or restrain the person or place anything between teeth. Remove any nearby objects that might cause injury. Cushion the victim's head using folded clothing or small pillow.

9. Poisoning

If a poisoning incident has occurred, try to find out what type of poison it was, how much was taken, and when it was taken. General care includes: caring for life threatening problems immediately and calling the Poison Control Center for assistance.

10. Bites and Stings

General care includes washing the area with soap and water; cold pack; watch for allergic reaction, call 911 if needed.

11. School personnel should never substitute their opinion for that of a licensed practitioner.

NCAA Clearinghouse

The Clearinghouse is a central repository for information on high school curriculums that that NCAA maintains to conduct evaluations on incoming freshmen. The operation conduct evaluations of high school graduates records in light of current NCAA initial eligibility requirements.

A prospective student athlete needs to apply and receive a “final” certification by the Clearinghouse in order to participate in college athletics at the Division I or II levels. A student athlete does not need to apply if he or she will attend a junior college, NAIA or NCAA Division III institution.

If student athletes will be attending a Division I or II institution they may apply after they have made that decision. The Clearinghouse will normally make a “preliminary” decision (one which reflects course work taken prior to high school graduation) only during the senior year. The Clearinghouse will issue a “final” certification only upon receipt of a transcript proving high school graduation.

Student athletes may delay the decision to register for the Clearinghouse and still be permitted to practice with their college team. However, they may not compete in any intercollegiate competition until “final” certification has been received. It is suggested that student athletes wait

to apply for the Clearinghouse until either they are sure they will attend a Division I or II school or are being actively recruited by one. (Actively recruited meaning personally contacted by a coach.)

The registration materials have been mailed to all U.S. high schools free of charge. Most often forms are maintained in the school Guidance Office. A student may also write directly to the Clearinghouse to have the materials mailed to his/her home.

Columbus County Schools Sports Camps

All sport camps must be approved by Columbus County Schools system.

1. Coaches must submit all information to the site-based athletic director.
2. Site-based athletic directors will submit a plan to the Principal and Superintendent for approval.
3. Sport camps may begin after the last required teacher workday.
4. All facilities must be cleaned and maintained after sport camps are complete.

Fund Raising Activities Policy

School fund raising activities take the time of students, parents, teachers, office personnel, and the administration. The schools are supported through taxation, and fund raising activities and events are to be held to a respectable minimum.

All funds raised in this way must be spent for the purpose for which the money was collected or raised. All fund raisers must be approved by the Superintendent and the Board of Education.

Summer Practice

Coaches are allowed to work with their players during the summer in all sports, but beware of dead periods set forth by the NCHSAA. The purpose of these workouts should be individual development and instruction rather than team practice. There shall be no interschool play during the summer workouts. Any competition shall be non-school related. You must follow all NCHSAA Rules and Regulations.

Commercial Driver's License (CDL)

It is the responsibility of the head coach to transport athletes to and from events; therefore, each coach should obtain a commercial driver's license. In order to accomplish this, the coach should contact the Athletic Director and Director of Transportation to gain knowledge of the requirements for this license.

Columbus County Schools High School Athletic Supplements

Number	Sport/Position	Board Approved Supplement
1	Head Football	8%
4	Assistant Football	4.5%
1	Head JV Football	5%
1	Athletic Trainer	4.5%
 		
1	Head Basketball(Boys)	6%
1	Assistant Basketball (Boys)	2%
1	Head Basketball(Girls)	6%
1	Assistant Basketball (Girls)	2%
1	JV Basketball(Boys)	4%
1	JV Basketball(Girls)	4%
 		
1	Head Varsity Baseball	6%
1	Assistant Baseball	2%
1	JV Baseball	4%
 		
1	Track(Boys)	4%
1	Track(Girls)	4%
 		
1	Volleyball	5%
1	JV Volleyball	3.5%
 		
1	Softball	6%
1	Assistant Softball	2%
1	JV Softball	4%
 		
1	Tennis(Boys)	3%
1	Tennis(Girls)	3%
 		
1	Cheerleader	6.5%
1	JV Cheerleader	6%
 		
1	Golf	2%
 		
1	Bowling	2.5%
 		
1	Head Soccer(Boys)	6%
1	Head Soccer(Girls)	6%
 		
1	Athletic Director	6%

**Columbus County Schools
Middle School Athletic Supplements**

Number	Sport/Position	Board Approved Supplement
1	Football	3%
1	Assistant Football	2.5%
1	Basketball(Boys)	2.5%
1	Baseball(Boys)	2.5%
1	Soccer(Boys)	2.5%
1	Basketball(Girls)	2.5%
1	Softball(Girls)	2.5%
1	Soccer(Girls)	2.5%
1	Cheerleading	3%(2% if one sport)
1	Volleyball	2.5%

Fair Labor Standards Act

Any person who is not a certified teacher/coach and not employed by Columbus County Schools and is serving as a full-time or part-time coach must first be approved by the Principal, Superintendent, and Board of Education. If a salary is agreed upon, wages must be arranged in a contract before that person begins coaching the sport. All policies required by Columbus County Schools, such as a background check, must also be completed.

Employees of Columbus County Schools are divided into two categories: classified and licensed. Licensed positions include teachers, counselors, media coordinators, principals, assistant principals, psychologists, social workers, central office administrators requiring teacher licensure, and other positions requiring licensure by the Department of Public Instruction. Classified positions include clerical personnel, teacher assistants, ISS tutors in grades 6-12, interpreters, custodians, occupational and physical therapists, central office administrators not requiring teacher licensure, child nutrition workers, facility services workers, transportation workers, bus drivers and any other positions not requiring licensure by the Department of Public Instruction.

The Fair Labor Standards Act (FSLA) establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. Overtime pay at a rate of not less than one and one-half times their regular rates of pay is required after 40 hours of work in a workweek.

The Superintendent will ensure that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors will make every effort to avoid circumstances which require non-exempt employees to work more than 40 hours each week. A copy of the Fair Labor Standards Act and any administrative procedures established by the Superintendent will be available to employees in the personnel office.

All classified personnel must get clearance from the Principal, Superintendent, and Board of Education before any coaching can begin. If approved, every employer covered by FSLA must keep accurate records about the employee as well as data about the hours worked and wages earned.

Season Evaluation Report High School/Middle School Coaches

Name _____ School _____ Position _____

Code: S=Satisfactory I=Improving US=Unsatisfactory NO=Not Observed

Professional and Personal Relations	S	I	US	NO
1. Cooperates with building principal				
2. Rapport with coaching staff of his school				
3. Organization of staff				
4. Relationship with participants				
5. Relationship with student body				
6. Relationship with faculty				
7. Relationship with parents and community				
8. Relationship with game officials				
9. Relationship with news media				
10. Relationship with opponents				
11. Conduct during games				
12. Conduct during tryouts				
13. Attendance at district and league meetings				
14. Attends coaching clinics, etc.				
15. Ability to motivate staff and players toward desired goals				

Comments on the above items:

Item # _____

Item # _____

Item # _____

Coaching and Related Areas

	S	I	US	NO
1. Caliber and quality of instruction				
2. Teaches fundamental skills				
3. Handling of athletic injuries				
4. Care of equipment				
5. Supervision of participants and team discipline				
6. Organization of practice sessions				
7. Pre-season planning				
8. Supervision of managers				
9. Management of budget				
10. Follows purchasing procedures				
11. Game organization				
12. Follows district, league and state policies				
13. Willing to devote time and energy to coaching duties				

Comments on the above items:

Item # _____

Item # _____

III. Related Information

1. Areas of strength: _____

2. Areas Needing Improvement: _____

3. Recommendations: _____

Signature of Coach

Signature of Principal

Signature of Evaluator

Date

**Columbus County Schools
Athletic Handbook**

Coaches Signature Sheet

Effective _____
Date Month Year

I have read all documentation pertaining to the Athletic Handbook for Columbus County Schools.

I understand my job description as explained to me by the Athletic Director and Superintendent's Designee.

I accept all responsibilities for my actions while representing my assigned school and Columbus County Schools' athletic expectations, with relevance to rules, conduct, and as related to Columbus County Schools Board Policy.

Signature of Employee

Signature of Principal

Date

Date