

## Athletic Handbook 2018-2019

Queen Anne's County High School  
410-758-0500

Principal: Amy Hudock: amy.hudock@qacps.org  
Athletic Director: David Wagner: david.wagner@qacps.org  
Athletic Secretary: Betty Lee: betty.lee@qacps.org



Kent Island High School  
410-604-2070

Principal: John Schrecongost: john.schrecongost@qacps.org  
Athletic Director: Daniel Harding: daniel.harding@qacps.org  
Athletic Secretary: Nancy Parks: nancy.parks@qacps.org



# Table of Contents

<b>Athletic Handbook 2018-2019</b>	<b>1</b>
<b>Table of Contents</b>	<b>2</b>
<b>I: General Information</b>	<b>6</b>
Section 1: Sportsmanship Statement	6
Expectations of SCHOOL ADMINISTRATORS	6
Expectations of COACHES and ATHLETIC DIRECTORS	6
Expectations of STUDENT-ATHLETE PARTICIPANTS	7
Expectations of PARENTS, STUDENT-ATHLETES and OTHER FANS	7
Examples of ACCEPTABLE BEHAVIOR for EVERYONE in attendance at athletic contests.	7
Examples of UNACCEPTABLE BEHAVIOR for EVERYONE in attendance at athletic contests.	8
Section 2: Education Based Athletics Statement and Governance	8
Section 3: Adding or Eliminating Sports	9
A. Protocol for Adding Sports	9
B. Protocol for Eliminating Sports	10
<b>II: Athletic Personnel</b>	<b>11</b>
Section 1: Coaches	11
A. Qualifications for Coaching Positions	11
B. Application and Selection Processes	12
C. Ongoing Requirements for Coaches	12
D. Volunteer Coaches	13
E. Promotion of Volunteer Coaches	13
Section 2: Athletic Director	14
A. Qualifications for the Athletic Director Position	14
B. Duties of the Athletic Director	14
Section 3: Evaluation of Coaches and Athletic Personnel	15
Section 4: Event Staff	15
A. Event Staff Job Descriptions	16
B. Event Staff Pay Rate	17
C. Staff Procedures for Athletic Events	18
<b>III: Program Guidelines and Regulations</b>	<b>21</b>
Section 1: Chain of Command	21
A. MPSSAA	21
B. Athletic Policy changes	21

C. Principal's Authority	22
Section 2: Practice	22
A. Heat Acclimatization Guidelines	22
Section 3: Practice Restrictions	23
Section 4: Scrimmages	24
Section 5: Contests	25
Section 7: Player Transportation	26
Section 8: Meetings	27
A. Team Meetings	27
B. Interest Meetings	27
Section 9: Overnight Trips	27
Section 10: Officials	27
Section 11: Awards	28
Section 12: Title IX Compliance	28
Section 13: Team Pictures	28
<b>IV: Coaching Guidelines and Regulations</b>	<b>29</b>
Section 1: National Federation of High Schools Code of Ethics for Coaches	29
Section 2: Queen Anne's County Public Schools' Guidelines for Coaches	30
Section 3: Expectation of Coaches	31
A. All Coaches	31
B. Head Coaches	31
C. Assistant Coaches	32
D. Communication Expectations for Coaches	33
E. Purchases	33
F. Eligibility Rosters	34
<b>V: Parents and Student Athlete Information</b>	<b>35</b>
Section 1: Bullying/Cyberbullying/Harassment and Intimidation/Hazing/Bias Behavior	35
QACPS Regulation Excerpt (JCCA-RA)	35
B. Definitions	35
C. Types of Bias	35
Section 2: Pre participation Information	36
A. Pre-participation Physical Evaluation	36
B. Head Injury/Concussion Report	37
C. Guide for Student-Athletes and Parents	37
D. Online Registration	37
Section 3: Medical Information and Injury Protocols	37
A. Transporting an Injured Student-Athlete	37
B. Standard Student Accident Report	38

C. Medical Emergencies	38
D. Student-Athlete Resuming Play after an Injury	38
E. Concussions and the Return to Play Process	38
Section 4: Squad Membership and Transfer	39
A. Try-outs	39
B. Membership	39
Section 5: General Standards for Eligibility	40
Section 6: Academic Eligibility	40
Section 7: Scholastic Eligibility Code	41
Section 8: State Eligibility Requirements	41
Section 9: Eligibility Requirements	41
Section 11: Attendance Requirement:	42
Section 12: QACPS Registered and Attending Applications	42
Section 13: Conduct of Student Athletes	43
A. General	43
B. Hazing	44
Section 14: Spectator Guidelines	45
<b>VI Regulations, Interpretations, Violations, And Appeals</b>	<b>47</b>
Section 1: Outside Participation	47
Section 2: Out of Season Practice	48
Section 3: Out of Season Coaching	48
Section 4: Camp Rule	49
Section 5: Misconduct Detrimental to a Tournament	50
Section 6: Sports Offered by QACPS Not Recognized by the MPSSAA	50
Section 7: Violation and Appeals Procedure	50
Section 8: Use of Facilities	51
Cleaning and Maintenance:	51
Use by school teams:	51
Use by Outside Organizations:	52
<b>VII: Financial Guidelines and Protocols</b>	<b>53</b>
Section 1: Budgeting	53
Section 2: Fundraising Policy	53
Section 3: Admission Policy	54
Section 4: Youth League Recognition at Contests	54
Section 5: Athletic Booster Guidelines	55
<b>VIII: Health and Safety Guidelines</b>	<b>58</b>
Section 1: Thunder/Lightning Information and Guidelines	58
Section 2: Heat Guidelines	59

Section 3: Game and Practice Restrictions Due to Heat	62
Section 4: Concussion Information	63
Definition:	63
Recognizing Concussion	63
Return to Play:	64
Concussion Flow Chart	65
Section 5: Medical Emergencies	66
In the Event of an Emergency:	66
Location of emergency supplies:	66
Section 6: Police, Fire, and Hospital Flow Chart	67
Section 7: Athletic Trainer Procedures	67
Section 8: Other Emergencies	68
<b>IX: Contributors</b>	<b>69</b>

# I: General Information

## Section 1: Sportsmanship Statement

*Queen Anne's County Public Schools athletic programs are committed to the practice of good sportsmanship, ethics and integrity. The following definitions and expectations provide valuable information.*

*“Good sportsmanship is viewed by the National Federation of High School Associations as a commitment to fair play, ethical behavior and integrity. In perception and practice, sportsmanship is defined as those qualities that are characterized by generosity and genuine concern for others. The ideals of sportsmanship apply equally to all athletic disciplines. Individuals, regardless of their role in athletics, are expected to be aware of their influence on the behavior of others and model good sportsmanship.”*

### Expectations of SCHOOL ADMINISTRATORS

- Develop a program for teaching and promoting the fundamentals of good sportsmanship within the school, the league, conference and state.
- Provide appropriate supervisory personnel for each interscholastic event.
- Support participants, coaches and directors, and fans and spectators who teach and display good sportsmanship.
- Recognize exemplary behavior and actively discourage undesirable conduct by participants, coaches and fans.
- Attend events whenever possible.

### Expectations of COACHES and ATHLETIC DIRECTORS

- Always set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior.
- Instruct participants of good sportsmanship responsibilities and demand they make sportsmanship and ethics the number one priority.
- Respect judgment of contest officials, abide by rules of the event and display no behavior that could incite fans.
- Treat opposing coaches, athletic administrators, participants and fans with respect. Shake hands with officials, opposing coaches in public.
- Develop and enforce penalties for participants who do not abide by good sportsmanship standards.

## Expectations of STUDENT-ATHLETE PARTICIPANTS

- Treat teammates with respect.
- Treat opponents with respect: i.e., shake hands after contests.
- Respect judgment of contest officials, abide by rules of the contest and display no behavior that could incite fans.
- Cooperate with officials, coaches, athletic administrators and fellow participants to conduct a fair contest.
- Seriously accept the responsibility and privilege of representing your school and community; display positive action at all times.
- Live up to the high standard of good sportsmanship established by coach or athletic administrators.

## Expectations of PARENTS, STUDENT-ATHLETES and OTHER FANS

- Realize a purchased ticket provides the privilege to observe a contest, support high school athletics, and display good sportsmanship. A ticket is not a license to verbally assault others or be generally obnoxious.
- Respect decision made by contest officials.
- Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
- Respect fans, coaches, directors and participants.
- BE A FAN . . . NOT A FANATIC.
- Individuals who do not fulfill these expectations may be required to leave by school personnel

## Examples of ACCEPTABLE BEHAVIOR for EVERYONE in attendance at athletic contests.

- Applause during introduction of players, coaches and officials
- Accept all decisions of the officials.
- Cheerleaders lead fans in encouraging school cheers, performed in a positive manner.
- Handshakes between participants and coaches at end of contest, regardless of outcome.
- Coaches, players search out opposing participants to recognize them for outstanding performance.
- Applause at the end of a contest for performances of all participants.
- Showing concern for an injured player, regardless of team.
- Encouraging surrounding people to display only sportsmanlike conduct.

- During the National Anthem, student-athletes, participants, coaches and fans remove all hats or headwear, face the flag, remain silent, place their right hand on the heart and remain still until the end of the anthem.
- During the National Anthem, if singing, follow the music and lyrics precisely.

Examples of UNACCEPTABLE BEHAVIOR for EVERYONE in attendance at athletic contests.

- Disrespectful or derogatory cheers, chants, songs or gestures.
- Booing or heckling an official's decision.
- Criticizing officials in any way; displaying anger with an official's call.
- Refusing to shake hands or give recognition for good performances.
- Blaming losses on officials, coaches or participants.
- Laughing or name-calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game or activity.
- Performing one's own cheer, instead of following the lead of cheerleaders.

## Section 2: Education Based Athletics Statement and Governance

Queen Anne's County Public Schools (QACPS) athletic programs provide educationally based environments for student-athletes to grow and develop as young adults. These programs aim to teach student-athletes life lessons through sport.

QACPS athletic programs follow the guidelines and regulations outlined in the following documents:

- Queen Anne's County Public Schools Board of Education (BOE) policies and regulations
- Queen Anne's County Public Schools Parent and Student Handbooks
- Queen Anne's County Public Schools Office of Athletics Athletic Handbook
- Maryland Public Secondary Schools Athletic Association (MPSSAA) handbook and seasonal bulletins
- National Interscholastic Athletic Administrators Association (NIAAA) policies and guidelines
- Maryland Public Secondary Schools Cheerleading Committee (MPSSCC) policies and guidelines
- Partnerships with Special Olympics

*Note: Aside from cheerleading and unified sports, all other QACPS sponsored sports adhere to MPSSAA guidelines. Cheerleading follows MPSSCC guidelines. Unified sports partner with Special Olympics of Maryland.*

## Section 3: Adding or Eliminating Sports

### A. Protocol for Adding Sports

1. Student-athletes, parents, interested community members, athletic directors or administrators may bring forth to their high school principal and athletic director a recommendation for a new sport to be considered to be added to the approved list of interscholastic sports recognized by the MPSSAA and supported by the National Federation of High Schools (NFHS) and funded by the BOE.
2. If the principal and athletic director supports the proposal, they will forward their recommendation to the Supervisor of Athletics. The Supervisor of Athletics will then proceed to step five.
3. If the local principal/athletic director does not support the proposal, an appeal may be filed with the Supervisor of Athletics within 10 business days of the local school rejection.
4. The Supervisor of Athletics will evaluate the appeal by soliciting the response of the Superintendent, high school principals, and the athletic directors. If the majority of principals and athletic directors, and the Superintendent or designee support the exploration of interest in the proposed sport, the evaluative process will continue.
5. A student-athlete survey will be administered to evaluate interest regarding participation in the recommended sport.
6. Information gathered via the interest survey will be shared with the Superintendent, high school principals and athletic directors for review. The survey must reflect that a school is able to field a competitive squad relative to the number of participants involved in the recommended sport.
7. The Supervisor of Athletics will review the interest survey, as well as the discussion of high school principals and athletic directors, and make a recommendation to the Superintendent to either move the proposal forward to the BOE for further evaluation or stop the proposal due to lack of interest.
8. If the decision is made to move the proposal on to the BOE, the Superintendent and the Supervisor of Athletics will present the recommendation. The BOE will provide direction to pursue fact finding information on costs associated with the adoption of the recommended sport. Equipment, transportation, officials, coaching stipends and added responsibilities to administrators, athletic director(s), and the Supervisor of athletics will be considered. The BOE may choose not to support the recommendation of the sport

and is not responsible for providing explanation, thus providing no further direction to the Superintendent and the Supervisor of Athletics for exploration of the proposal.

9. If so directed by the BOE, the Superintendent and the Supervisor of Athletics will present cost factors as well as any other pertinent issues to the BOE at a subsequent meeting. The BOE will make the final decision for or against the adoption of all new sports into the Queen Anne's County Interscholastic Athletic program.
10. New sports and/or additional squads can only become part of the county athletic program when BOE formally adopts the recommendation and provides the required funds.

## B. Protocol for Eliminating Sports

Existing sports can be considered for elimination from the Interscholastic athletic program if less than 50 percent of the current high schools participate in the program. The sport elimination must be approved by the Superintendent or designee in conjunction with Supervisor of athletics.

Existing sports can be considered for elimination from the interscholastic athletic program if interest wanes steadily over the course of multiple years to the point that the school is consistently unable to field a competitive squad. Using historical data, the athletic director, principal, and Supervisor of Athletics may make a recommendation to the Superintendent about removing a sport.

Sports may also be considered for elimination if the cost to fund proper equipment or facilities becomes excessive or unsustainable. This will be determined by the Superintendent or designee in conjunction with the Supervisor of athletics.

If the Superintendent is supportive, a recommendation can be submitted to the Board of Education.

## II: Athletic Personnel

### Section 1: Coaches

#### A. Qualifications for Coaching Positions

All teachers or certified professional educators of QACPS who hold coaching positions are automatically renewed unless, in writing, they are terminated at the end of the assignment or not later than the end of the school year.

Any coach may be dismissed at any time by the recommendation of the athletic director and approved by the principal. Voluntary or involuntary removal from an assignment is subject to proration.

All coaches must:

- Be CPR and First aid certified (card on file with athletic department)
- Be at least 21 years old and possess a high school diploma
- Have completed or be enrolled in a one-credit course in the prevention and care of athletic injuries (proof of completion or enrollment on file with athletic department) This must be renewed after five years by completing a Care and Prevention of Injuries Update or by more advanced coursework such as Emergency Medical Technician or National Federation Interscholastic Coaching Education Program certification.

Acceptable candidates for hire:

All individuals wishing to coach must meet the following guidelines:

- A. Teacher or certified professional educator employed by the local board of education
- B. Persons certifiable as professional educators by the state department of education
- C. Credentialed coach
  - a. Holds Maryland certificate under COMAR 13A.12.01.03D
  - b. Possesses a MPSSAA/MSDE coaching certification
  - c. Have already been coaching for two years as an emergency coach
  - d. Have spent the previous year as a successful emergency coach in the position of hire.

If no individuals meet the previous criteria, a one-year emergency coach can be hired.

- A. The local superintendent must appoint them in a one-year position
- B. The salary must be paid exclusively by the local school system
- C. An emergency coach is required to possess a MPSSAA/MSDE coaching certification prior to the start of their 4th year in the position
- D. No sport's staff may use more than 50% emergency coaches

- E. Emergency coaches must be at least 21 years old and possess a high school diploma

## B. Application and Selection Processes

Applicants must apply online through [www.qacps.org](http://www.qacps.org). All applicants must be processed through Human Resources at the Board of Education. As part of the processing procedures applicants must also be fingerprinted.

### SELECTION PROCESS for ATHLETIC PERSONNEL

1. Schools shall send to the Office of Athletics their athletic personnel vacancies as they occur. All emergency coaching vacancies should be advertised after the season is completed.
2. The Office of Athletics shall advertise all athletic personnel vacancies within 10 calendar days from the receipt of the vacancy.
3. Eligible personnel shall have 15 calendar days after the vacancy is advertised to apply.
4. A list of eligible personnel shall be made available to the school principal and athletic director, as appropriate.
5. The school principal, athletic director, athletic administrator, and head coach, when appropriate, shall be involved in the interview.
6. In accordance with COMAR, only certified teachers and professional educators will be interviewed in the first round of the selection process. After the teacher ranks have been exhausted, then, and only then, will temporary (emergency) coaches receive an interview.
7. The final selection of all athletic personnel shall be made by the school principal.
8. Appointments shall be made within 30 calendar days after the closing date.
9. The athletic director shall notify Human Resources immediately upon selection of a candidate.
10. If a vacancy should occur within 30 calendar days after the starting date of any sports season, the principal may fill the vacancy by selecting:
  - a. Personnel currently under contract for the sport in question,
  - b. or another qualified applicant, including volunteer coaches as appropriate.

*Note: In these situations, personnel may serve in an "acting" capacity until the position can be filled in accordance with the procedures outlined in this document.*

[Staffing Request Form](#)

## C. Ongoing Requirements for Coaches

- Care and Prevention of Injuries: This must be renewed after five year by completing a Care and Prevention of Injuries Update or by more advanced coursework such as Emergency Medical Technician or National Federation Interscholastic Coaching Education Program certification.

- AED and first aid certification. Documents must be submitted to the athletic department to be kept on file.
- Coaches must view the NFHS “Concussion in Sports – What You Need To Know” video and submit appropriate completion documentation to the Office of Athletic. Coaches must update their training on a biennial basis.
- Coaches must view the NFHS “A Guide to Heat Acclimatization and Heat Illness Prevention” and submit appropriate completion documentation to the Office of Athletics.
- Coaches must sign a contract for the specific sport and level or receive written approval from the Office of Athletics prior to beginning any coaching responsibilities. Coaches may not actively participate at a practice or event without a signed contract.

#### D. Volunteer Coaches

Volunteer coaches may assist coaching staff. Each appointment is for a single season and must be resubmitted the following year. Volunteer coaches may not serve as the head coach or be solely in charge of supervision at a practice or game and shall work only under the direction of the head coach.

Volunteer coaches will not receive compensation from the Queen Anne’s County BOE and are not permitted to acct compensation for these services from any source.

Volunteer coaches shall be under the direction of the head coach regarding locker room supervision, practice, contests and transportation unless he or she is a certified professional educator in QACPS.

All volunteer coaches must meet the following requirements:

- Must be at least 21 years of age
- Must Possess a high school diploma
- Must be enrolled or have completed a 1 credit course in prevention and care of athletic injuries
- Must fill out Volunteer information and be processed by Human Resources

#### E. Promotion of Volunteer Coaches

Coaches who have previously held a volunteer position may be promoted to an assistant position without opening the position up to other candidates. The athletic director and/or administration may still require an interview with this individual to ensure they are a proper fit for the position.

## Section 2: Athletic Director

### A. Qualifications for the Athletic Director Position

1. Candidates for the position of Athletic Director and Assistant Athletic Director must be eligible for a Professional Certificate from the state of Maryland and be a faculty member of the school.
2. Current Queen Anne's County Public Schools athletic directors are eligible to apply for open athletic directors positions.
3. Candidates must have experience at the high school level. To satisfy this requirement, they must:
  - a. Show evidence of satisfactory performance as a high school coach and,
  - b. Show evidence of involvement in many aspects of the athletic program.
4. Candidates must show evidence of administrative, organization and coordination skills.
5. Candidates must have the ability to develop and maintain positive relationships with coaches, parents, student-athletes, faculty members, and all other community members.
6. Candidates must be knowledgeable of county and state rules, policies and procedures.
7. All Athletic Director candidates must earn their NIAAA Registered Athletic Administrator certification (RAA) or equivalent within one year of hire.
8. ADs will be required to obtain their Certified Athletic Administrator certificate (CAA) within five years of hire.
9. Athletic Directors hired after July 1, 2013 and those not currently coaching are prohibited from coaching unless in emergency situation approved by the principal and supervisor of athletics.
10. Because the athletic director is currently only a partial position, candidates' normal teaching schedules may be considered as a factor by the school.

### B. Duties of the Athletic Director

The athletic director is responsible to the principal for organizing, administering, and overseeing the operation of the school athletic program. These responsibilities will include initiating, organizing, maintaining, developing, and evaluating athletic activities. The athletic director shall work closely with the school principal or designee in their duties.

Athletic Director and Assistant Athletic Directors shall adhere to the NIAAA Code of Ethics. The Interscholastic Athletic Administrator:

1. Strives to develop and maintain a comprehensive athletic program which seeks the highest development of all participants, while respecting the individual dignity of every athlete.

2. Considers the well-being of the entire student-athlete body as fundamental in all decisions and actions.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Organizes, directs and promotes an interscholastic athletic program that is in harmony with, and contributes to, the total school program.
5. Cooperated with the staff and school administration in establishing, implementing and supporting school policies.
6. Acts impartially in the execution of basic policies and enforcement of the conference, league and state high school association rules and regulations.
7. Fulfills professional responsibilities with honesty and integrity, and upholds the honor of the profession in all relations with student-athletes, colleagues, coaches, administrators and the general public.
8. Avoids using the position for personal gain or influence.
9. Seeks to improve the professional status and effectiveness of the interscholastic athletic administrator through participation in local, state and national in-service programs.
10. Is committed to high standards of ethics, sportsmanship and personal conduct on the part of the administrator, members of the coaching staff and the athletes representing their school.

### Section 3: Evaluation of Coaches and Athletic Personnel

1. The athletic director position will be monitored by the principal and/or designee and the County Supervisor of Athletics.
2. Paid coach positions shall be evaluated by the athletic director and principal with input and assistance from other administrators and the current coaching staff where relevant,.
3. The athletic trainer shall be evaluated by the athletic director with input from administration.
4. The method and manner in which evaluations are completed is at the school's discretion, but all coaches at that school must be evaluated in a manner that is consistent for an entire school year. I.E. once the year has begun with fall sports, changes to the evaluation process cannot be made until after the conclusion of the spring sports season.
  - Evaluation meetings must occur within 30 days of the end of the season

### Section 4: Event Staff

The following expectations will be required of all event staff:

- Wear identifiable, appropriate staff gear.
- Welcome fans to your facility in a positive way.
- Treat visiting and home teams respectfully.
- Don't offer personal comments or criticism of players, officials or coaches.

Announcers should consistently display neutrality while calling contests.

Because event staff serves a vital role in the implementation and safety of athletic events, staff are not permitted to bring guests or children with them who need to be monitored.

## A. Event Staff Job Descriptions

**Game Monitor:** This individual should be a certificated employee who is responsible for overseeing all aspects of the sporting event. The Game Monitor's responsibilities include:

- Monitoring the stands, surrounding areas
- Overseeing the ticket takers, announcers, timekeepers
- Notifying the appropriate administrator of any conditions that may develop that need immediate attention.
- Coordinating with emergency services to monitor the safety of the athletes and spectators
- Delivering and safely returning the cash box to the finance office

Unless this would cause conflict with the school day, game monitors are required to be on site at least one hour before the start of a contest to set up, greet the opposing team, and deliver the cash box to ticket takers.

**Event Support:** These individuals are responsible for assisting the game monitor with supervision of the crowd and setup and breakdown of the event. Event support staff may be assigned to monitor a set area, help with setup or breakdown of an event, and/or assist the monitor in whatever capacity is needed to successfully implement a sporting event.

Event Support staff is required to be on site at least a half hour before the start of a contest. must check in with the game monitor before leaving.

**Ticket Taker:** This individual is responsible for the admission process to an athletic event. Individual will be responsible for accurate records of attendance and the security of the revenue generated by the sale of tickets. Ticket takers should monitor the entrance and alert the game monitor or appropriate administrator to any suspicious persons or activity at the entrance of the event. Once finished, the ticket taker will return the cash box to the game monitor or appropriate administrator.

Unless this would cause conflict with the school day, ticket takers are required to be on site one hour before the start of a contest to begin admitting spectators. Ticket takers must check in with the game monitor before leaving.

**Announcer:** This individual is responsible for giving running commentary to the attendees of a game or event in real time. The announcer should work to get rosters from both teams for announcing, and should help with setup and breakdown of the press area before and after a

game. When possible, the announcer can serve a vital role in keeping an eye on the stands and alert the game monitor or appropriate administrator about potential issues.

The announcer is required to be on site at least a half hour before the start of a contest. must check in with the game monitor before leaving.

**Scorekeeper:** This individual is responsible for the elapsed time of a sporting event and also keeping the correct score for the event. The timekeeper should work to get rosters from both teams for announcing, and should help with setup and breakdown of the press area before and after a game. When possible, the announcer can serve a vital role in keeping an eye on the stands and alert the game monitor or appropriate administrator about potential issues.

The timekeeper is required to be on site at least a half hour before the start of a contest. must check in with the game monitor before leaving.

**Shot Clock Operator:** Used specifically in basketball events, this individual is responsible for the elapsed time of the shot clock as possessions change. The shot clock operator should work to get rosters from both teams for announcing, and should help with setup and breakdown of the press area before and after a game. When possible, the announcer can serve a vital role in keeping an eye on the stands and alert the game monitor or appropriate administrator about potential issues.

The shot clock operator is required to be on site at least a half hour before the start of a contest. must check in with the game monitor before leaving.

## B. Event Staff Pay Rate

Job Assignment	Cost
Game Monitor	\$100
Game Monitor (no funds collected)	\$50
Event Support	\$45
Ticket Taker	\$45
Announcer	\$45
Scorekeeper	\$45
Shot Clock Operator	\$45

5. If one person does two or more jobs, they will be paid the rate plus half of the other job's rate. I.e. an announcer can also be timekeeper and be paid \$45 (announcer) + \$22.50 (timekeeper) for a total of \$67.50. The game monitor is unable to be paid for more than one role at an event.
6. Officers and trainers need to sign the Athletic Work Roster sheet to verify their attendance.

### C. Staff Procedures for Athletic Events

Varsity Football (Stadium)		JV Football (Stadium)	
Job Description	Quantity	Job Description	Quantity
Game Monitor	2	Game Monitor	1
Event Support	2	Event Support	2
Ticket Taker	3	Ticket Taker	2
Announcer	1	Announcer	1
Scorekeeper	1	Scorekeeper	1
Deputy	1	Deputy	1
Freshman Football** (Stadium)		Men and Women's Lacrosse (Stadium)	
Job Description	Quantity	Job Description	Quantity
Game Monitor	1	Game Monitor	1
Event Support	2	Event Support	2
Ticket Taker	2	Ticket Taker	2
Announcer	1	Announcer	1
Scorekeeper	1	Scorekeeper	1
Deputy	1	Deputy	1
Men and Women's Soccer (Stadium)		Field Hockey, Baseball, Softball, Tennis***	
Job Description	Quantity	Job Description	Quantity
Game Monitor	1	Game Monitor	1
Event Support	2	Deputy	1
Ticket Taker	2		
		Track and Field (Stadium)	

Announcer	1
Scorekeeper	1
Deputy	1
Volleyball/Wrestling (Gym)	
Job Description	Quantity
Game Monitor	1
Ticket Taker	2
Announcer	1
Scorekeeper	1
Deputy	1
Women's basketball (Gym)	
Job Description	Quantity
Game Monitor	1
Event Support	2
Ticket Taker	2
Announcer	1
Scorekeeper	1
Shot Clock	1
Deputy	1
Job Description	Quantity
Game Monitor	1
Event Staff	1-2
Deputy	1
Men's basketball (Gym)	
Job Description	Quantity
Game Monitor	1
Event Support	2
Ticket Taker	2
Announcer	1
Scorekeeper	1
Shot Clock	1
Deputy	1

\*Additional game monitors (2), event support staff (3), ticket takers (2), announcer/timekeepers (1), and deputies (2) may be added for events that are expecting a large turnout. Additional staff may be brought in at the discretion of the athletic director with approval of the principal of the high school. Additional amount in parentheses.

\*\* There will be no charge for admission to Freshman Football game in the stadium

\*\*\*When there are two or more events occurring outside of the stadium (example: softball and baseball) there will only be one game monitor assigned to both events. If there is only one game occurring that day, it is up to the athletic director's discretion whether or not to assign a game monitor.

Separate monitors will be assigned on days where a stadium and other games occur concurrently. For example, one monitor at the \$100 rate would cover a lacrosse game while a separate monitor would cover baseball and softball at the \$50 rate. The duties of each monitor would be separate.

## III: Program Guidelines and Regulations

### Section 1: Chain of Command

When handling parent, athlete, or other general concerns, the following chain of command will be utilized.

7. Superintendent of Schools
6. County Athletic Supervisor
5. High School Principal
4. Athletic Administrator (where applicable)
3. Athletic Director
2. Varsity Coach
1. JV/ Assistant coaches

As a rule, it is better to share more than less. For example, if a coach receives a complaint or concern, it is important to pass that along to the athletic director so that they can be prepared to handle the concern. Similarly, it is the duty of the athletic director to inform administration when handling a parent concern.

#### A. MPSSAA

The State Superintendent of Schools shall establish rules and regulations governing high school athletic programs for boys and girls in public high schools of Maryland, which shall be supervised by an organization known as the Maryland Public Secondary Schools Athletic Association (MPSSAA).

All public high schools of Queen Anne's County are members of the MPSSAA and are governed by its rules and regulations. It is the responsibility, however, of each county school system to supplement the state regulations as necessary.

#### B. Athletic Policy changes

All decisions regarding athletic policies and policy changes shall be subject to the approval of the county Superintendent of Schools and the Queen Anne's County Board of Education (BOE).

## C. Principal's Authority

The principal of the local secondary school is responsible for the final determination of all matters related to his or her school's athletic program.

## Section 2: Practice

### A. Heat Acclimatization Guidelines

1. On single practice days, one walk-through is permitted. No padded equipment is to be worn.
2. Double practice days (beginning no earlier than practice day six) must be followed by a single-practice day or rest day. When a double-practice day is followed by a rest day, another double-practice day is permitted after the rest day.
3. All practices and walk-through sessions must be separated by three hours of continuous rest.
4. If a practice is interrupted by inclement weather or heat restrictions, the practice should recommence once conditions are deemed safe, but total practice time should not exceed its limitations.
5. The heat-acclimatization period is designed for student athletes on an individual basis. Days in which student-athletes do not practice due to a scheduled rest day, injury, illness or other reasons do not count towards the heat-acclimatization period.
6. Practice Days one through five
  - a. School teams shall conduct all practices within the general guidelines above as well as the following guidelines for practice days six through fourteen.
  - b. One walk-through session is permitted per day no longer than one hour in length.
7. Practice Days six through fourteen
  - a. School teams shall conduct all practices within the general guidelines above as well as the following guidelines for practice days six through fourteen.
  - b. On school days, teams are limited to one practice not to exceed three hours in length.
  - c. On non-school days, practice and walk-through times should be limited to five total hours with no single session longer than three hours in duration.
  - d. School teams may participate in full contact practices with all protective equipment worn.
8. Equipment Restrictions
  - a. Football
    - i. Practice day's one and two – helmets only, and shorts/t-shirts
    - ii. Practice day's three through five – helmets and shoulder pads only. Contact with blocking sleds and tackling dummies may be initiated.

- iii. Beginning practice day six – full protective equipment and full contact may begin.
- b. Field Hockey
  - i. Practice days one and two – Athletes may wear shin guards, goggles, and mouth pieces. Goalies are allowed full equipment for a maximum of 1 hour per practice session for light drilling (no physical conditioning in equipment). For the remainder of practice they may wear kickers and leg guards. If the school is in code orange or red they only kickers and leg guards can be worn.
  - ii. Practice days three through five – Goalies are allowed full equipment for scrimmaging and drilling (no physical conditioning in full equipment). If a school is in code orange or red only kickers/leg guards/helmet may be worn.
  - iii. Beginning practice day 6 and beyond – no restrictions.
- c. Soccer
  - i. Shin guards and goalie gloves can be worn beginning day one.
- d. Volleyball
  - i. Knee pads may be worn beginning day one.

### Section 3: Practice Restrictions

1. County High Schools are required to confine all organized practice sessions to the seasonal limitations as defined in the current MPSSAA Handbook.
2. Following the 14-day Heat Acclimatization period of each season, practice sessions will be reduced to maximum of two hours when student-athletes have school the following day.
3. Practice time is defined from the announced start of practice to dismissal. Published times should not include pre/post dressing time, setup and breakdown of facilities and equipment, student hall, or travel time to an outside venue. Coaches are highly encouraged to being practices as close to the end of the school day as possible.
4. Coaches must submit a practice covering dates before school starts. This schedule should be approved by the athletic director prior to the start of their tryouts. Once approved, all parents should receive a copy of the seasonal practice schedule.
5. Each team may schedule additional additional time for special sport sessions. This weekly session may include special fundraising sessions, film study sessions, sport specific teaching, specialized training, etc. These sessions must appear on the seasonal practice schedule approved by the athletic director. This cannot include any physical activity or conditioning.
6. Two practices are allowed on non-schools days except where prohibited by the state or county rules and/or regulation. Each practice is not to exceed two hours.
7. If practicing outside your typical time slot or location, coaches should make the athletic director aware to ensure no conflicts.

- a. This especially applies to Saturdays, holidays, and days with inclement weather
- 8. Teams cannot practice on Sunday
- 9. Football Practice Restriction:
  - a. During the first 14 days, practices must follow heat acclimatization guidelines.
  - b. After the heat acclimatization period, teams are permitted to have no more than two-full contact practice days per week.
  - c. Full contact is defined as full speed; live hitting to the ground.
- 10. Cheerleading Season
  - a. Cheerleading falls under MPSSCC regulations for scheduling.
- 11. Student-athletes who join the team after the first day of practice must practice for five days (may compete on the 6<sup>th</sup> day) before competing in a game. Any student-athlete who is a member of a school team advancing past the start of the next sports season is exempt from the five days of practice policy. Those student-athletes are eligible to participate in athletic contests as soon as they are added to the new team's roster.
- 12. Alumni cannot participate in high school practices or contests.
- 13. Inclement weather which causes school closure or early dismissal will cancel practice for the day. Practice may also be canceled at the discretion of the athletic director in conjunction with the principal when deemed appropriate. The Supervisor of Athletics may permit practice or games under extenuating circumstances.
- 14. Practice off campus:
  - a. Cross country and track and field
    - i. When off campus running is desired, athletic directors should work with coaches to assure that routes are chosen carefully with safety as the main concern. Routes approved by the principal should be on file with the athletic director.
    - ii. In approving designated routes, coaches and principals are asked to use the following items in their appraisal.
      - 1. Distance
      - 2. Traffic volume
      - 3. Intersections
      - 4. Off road running space
      - 5. Pedestrian traffic
      - 6. Pathway safety Supervision
- 15. With approval from the athletic director and principal, school teams with paid, non-QACPS employee coaches may practice during established teacher work hours.

## Section 4: Scrimmages

- 1. Scrimmages may not exceed three hours on school days. This does not include Saturdays after the first 14 days.
- 2. A school team is permitted to have two practice scrimmages before the regular season begins, generally one home and one away.

3. Officials will only provide services for two scrimmages for each team. Multiple team scrimmages and play-days equal one scrimmage.
4. A scrimmage is a practice or game in which no score is reported, no admission is charged, no public report is made and the sole purpose of the practice or game is purely for instructional purposes.
5. QACPS requires that scrimmages not happen more often than normal season contests are allowed according to the MPSSAA. For instance, football cannot have more than one scrimmage per week because that is the rule with their regular season games.
6. QACPS requires that athletes who participate on both varsity and junior varsity teams may not play in a number of scrimmages that exceed the maximum allowed for that sport in a week.

## Section 5: Contests

1. The athletic director is responsible for all scheduling and rescheduling of contests.
  - a. No coach is to schedule a game or scrimmage on their own without approval of the athletic director.
  - b. It is understood that the athletic director will consider input from the coaches when scheduling any contests.
  - c. Current schedules may be obtained from DigitalSports at <http://lions.digitalsports.com/?> and <http://bucs.digitalsports.com/?>.
2. Scheduling Timelines
  - a. Any coach input on future season scheduling should be done by the following timelines:
    - i. Fall – April 1<sup>st</sup>
    - ii. Winter – August 1<sup>st</sup>
    - iii. Spring – January- 1<sup>st</sup>
3. Per the Bayside Constitution, no additional contests may be scheduled after the first date of play.
4. If a team loses a JV game due to a school's inability to field a squad, then a scrimmage may be scheduled by the athletic director at the coach's request. Other factors need to be taken into account when deciding.
5. Contest Restrictions
  - a. The Bayside Conference generates schedules which can then be added to by the athletic director
  - b. Before participating in a tournament, consult the list of sanctioned contests posted by the MPSSAA. All rules pertaining to sanctioning are listed in the current MPSSAA Handbook.
  - c. Questions about scheduling should be directed to the Office of Athletics.
6. Postponed Contests

- a. A county-wide decision to postpone contests can be made by the Supervisor of Athletics.
  - b. Athletic director also have the autonomy to cancel after school athletic events as needed. This decision needs to be agreed upon by the principal and athletic administrator.
  - c. Inclement weather which causes closing of schools will automatically cancel all athletic contests and practices for that day.
7. Reschedule Contests
- a. All county scheduled contests are to be rescheduled in the chronological order of their postponement. Best practice is for postponed contest to be rescheduled for the next playable date.
  - b. Saturday is considered a playable date.
  - c. If a scheduling conflict occurs where either a varsity or junior varsity game can be scheduled, the rescheduling of JV contests is second in priority to varsity contests.

## Section 7: Player Transportation

1. When transportation is provided for athletic teams, it will be by a QACPS Transportation Division certified school bus or a QACPS approved motor coach. All participants are expected to travel with the team to and from the site of an interscholastic contest (event). If a student athlete leaves the custodial care of QACPS, the school system no longer has any responsibility over that student.
  - a. Any students who will not be returning from a contest with the team must complete a [Travel Release Form](#) before leaving.
2. It is expected that all teams will have a paid contracted coach or a certified teacher on the bus to and from all away contests.
3. If a team must leave school before the normal school day is over, the coach must prepare an alphabetical list of squad members (including managers and statisticians) to be excused from school and submit it to the attendance office, guidance counselors, principal, assistant principals, the athletic director, and teachers.
4. Students are able to transport themselves to and from all practices, regardless of location.
  - a. Teams that practice off-campus can also be provided a bus by the school system. It is the duty of the coach and athletic director to ensure all players can attend approved off-campus practices.
5. All athletes are expected to ride the school-provided transportation to and from athletic contests and scrimmages at away schools.
  - a. Teams whose home contests are off campus may transport themselves to and from contests at their home location. Each team will only have one home location to be decided in advance by the Supervisor of Athletics.

6. A coach cannot be compelled to transport a student-athlete(s). Coaches should never transport a single student-athlete except in an emergency with permission from the family and principal or designee.
7. Coaches are responsible to provide the athletic director and bus driver with a written roster of all players, managers, and coaches who are on the bus for a trip. This can be shared electronically. A separate roster should be provided for the return trip.
8. It is expected that all athletes ride the bus to and from all athletic contests. The exception to this is a student who will return home with their parents. These students must submit a signed travel release form before leaving with their parent.
9. Special Circumstance Exceptions: In some rare circumstances, athletes can be driven to contests by a member of their immediate family. These must be submitted in writing to the athletic director and approved by both the principal and Supervisor of Athletics or their respective designees. A simple doctor's appointment does not necessarily count as a special circumstance requiring exception.

## Section 8: Meetings

### A. Team Meetings

Teams may not conduct meetings during normal school hours. Remember, we are in the business of educating.

### B. Interest Meetings

We will have an interest meeting day 3 times a year, once before each season, to help coaches generate a list of players interested in trying out for the team. These meetings will be at 2 pm and be set in advance by the athletic director and principal.

## Section 9: Overnight Trips

Travel requiring an overnight stay must follow all QACPS field-trip guidelines and be approved through school administration.

## Section 10: Officials

1. Schools will only utilize officials who are registered with MPSSAA and NFHS.
2. Officials under contract with QACPS must be utilized for all interscholastic athletic games/events, tournaments and scrimmages when officials are provided.
3. The officials that service QACPS are obtained by the Supervisor of Athletics
4. Officials shall adhere to the Officials Code of Ethics established by the NFHS and uphold rules of the MPSSAA and Bayside Conference.
  - a. **\*\*Coaches: It is important that you be aware of any Bayside regulations specific to your sport, as not all officials are familiar with them.\*\***

## Section 11: Awards

1. The minimum criteria for awarding a varsity school athletic letter or other similar school awards:
  - a. The participant must complete the season in good standing.
  - b. The participant must fulfill all team-related obligations.
  - c. Additional requirements for a varsity letter must be approved by the athletic director and must be on file in the athletic office. The coach must inform his/her squad in writing of the aforementioned requirements at the first practice session.
2. The varsity award for proficiency in athletics is a seven inch chenille letter (KI or QA). The junior varsity award is the graduation year number, an award certificate accompanies this letter upon presentation.
3. Pins are given once an athlete completes a varsity season in that sport. Bars are given for subsequent years of the same sport.
4. A certificate of participation is presented to athletes competing at either the varsity or junior varsity level who do not earn a letter award.
5. The athletic director and administration have the right to withhold awards from squad members not fulfilling squad and/or school obligations.
6. Coaches may, in special cases, with the approval of the athletic director, present awards to individuals not meeting the requirements set forth for earning an athletic award.
7. Failure to return equipment at the end of each season may result in the withholding of awards and athletes may not be permitted to participate in another sport.
8. QACPS adheres to Section .08 of the MPSSAA Handbook; Awards and Recognition.

## Section 12: Title IX Compliance

Questions or concerns regarding Title IX compliance should be addressed jointly to the Supervisor of Athletics, school principal, and athletic director.

## Section 13: Team Pictures

- A. Team pictures are taken by Lifetouch. Schedules are setup for every season and can be found in Beginning Season Folders.
- B. Prior approval through the athletic director's office is necessary before any outside agency is hired to take team pictures in any sport. Coaches are not to hire or deal with agencies on their own.

## IV: Coaching Guidelines and Regulations

### Section 1: National Federation of High Schools Code of Ethics for Coaches

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors. The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character. The coach shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

1. The coach must be aware that he or she has a tremendous influence 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. The coach must constantly uphold the honor and dignity of the profession. In all personal contact with the student-athlete, officials, athletic directors, school administrators, the state high school athletic association, the media and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
3. The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse, and under no circumstances should authorize their use.
4. The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
5. The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit of letter of the rules.
6. Coaches shall actively use their influence to enhance sportsmanship by their spectators, working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
7. Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct, which will incite players or spectators against the officials. Public criticism of officials or players is both inappropriate and unethical.
8. Before and after contests, rival coaches should meet and exchange friendly greetings to set the correct one for the event.
9. A coach shall not exert pressure on faculty members to give student-athletes special consideration.

10. It is unethical for coaches to scout opponents by any means other than those adopted by the league and/or state high school athletic association.

## Section 2: Queen Anne's County Public Schools' Guidelines for Coaches

- A. Education-Based Athletics: The coach of any sports activity should consider such sport as an integral part of the total school program. Personnel in charge of such sports activities should utilize sound educational principles and practices in an effort to ensure that athletics is, at all times, a worthwhile part of the overall school program. Student-athlete involvement in the total school program must be encouraged and supported.
- B. Characteristics and Conduct of Coaches
  1. Exemplify high moral character, behavior, leadership and display appropriate conduct at all times.
  2. Respect the integrity and personality of each student-athlete.
  3. Encourage the highest standards of conduct and scholastic achievement among all student-athletes.
  4. Strive to develop leadership, initiative and good judgment in each student athlete.
  5. Follow all county state and national rules and regulations that govern the sport.
  6. Demonstrate continued interest in coaching.
  7. Display modesty in victory and graciousness in defeat.
  8. Promote ethical relationships among coaches and players.
  9. Model good health habits, to include not using alcohol, drug or tobacco products.
  10. Teach sound training practices.
  11. Refrain from verbal and physical abuse towards players, coaches, officials, and spectators.
  12. Refrain from promoting transfers or changes in residence or residence arrangement with any student-athlete, or other person of influence, or knowingly permit such activity to take place for the purpose of facilitating athletic participation.
  13. Coaches ejected for sport rule violations will notify the athletic director by the next school day, and the school principal in consultation with the athletic director will decide appropriate sanctions.
  14. Coaches ejected from an athletic contest will be prohibited from attending either JV or varsity contests involving their program for the remainder of that day as well as the next contest day.
  15. A coach ejected for the first time in a season must take the NFHS Sportsmanship course before coaching another contest. Verification of the completed course is required by the central office.
  16. Violation of any of these policies by a coach or school staff member will result in disciplinary action of up to and including termination from coaching positions.

## Section 3: Expectation of Coaches

### A. All Coaches

All coaches will:

1. Know and enforce all state, county and school athletic, policies and procedures.
2. Attend appropriate meetings in the school and at the county level.
3. Attend appropriate rules interpretation meetings.
4. Be responsible for the distribution and collection of the school's athletic equipment before, during and after the season.
5. Be responsible for squad members before, during and after a practice/contest until athletes have left the school premises.
6. Be responsible for facilitating the selection of a team captain(s), if applicable.
7. Refrain from verbal and physical abuse towards players, coaches, officials and spectators.
8. Maintain documentation for player participation in every athletic contest. If appropriate documentation is not kept by the coach, a student athlete in uniform will be considered a participant.
9. Avoid receiving financial gain or personal benefits from any returning players and/or parents.
10. Understand that any unauthorized purchase made by the coach in the name of the team or school in which the coach represent will be deducted from his/her coaching stipend. The coach will be responsible for all remaining charges in excess of the value of their stipend.
11. Squad Supervision
  - a. The coach in charge of each athletic activity is responsible for squad members from the time they report for practice of a contest until they leave the school at the conclusion of the activity.
  - b. The coach must not leave until all squad members have departed from the school, and the coach is responsible for securing the area utilized for the activity.
  - c. One coach from each sport should be physically present in the area until the students leave-in the case of late buses also.
12. On days where coaches are required to leave school before their assigned duties are over, a coach is expected to work with his/her administration to cover the duties.
13. Perform other duties as assigned.

### B. Head Coaches

Head coaches are responsible to the athletic director and will:

1. Provide a set of written training rules/code of conduct policies to their student-athletes at the beginning of the season which must include the following statement:

- a. *“Any conduct deemed detrimental to the student-athlete, team and/or overall good of the school system, anytime, on and off campus, can result in penalties ranging from verbal reprimand to removal from the team as determined by the head coach.\* Head coaches are encouraged to consult with his/her school administration before rendering penalties.*
2. Ensure that only eligible players are participating/attending practice, contests and team events. Eligibility lists will be sent out by the athletic director at each progress report.
3. Use a written rubric for objective analysis of athletes during tryouts.
  - a. If an athlete is being cut from the team, they MUST have an objective measure of their skills explaining the decision
  - b. Sample chart for taking [notes](#) during tryouts
  - c. Example handout from [QACHS Men's Lacrosse](#) showing what each athlete receives.
4. Administer appropriate forms of discipline for infraction of athletic policies, rules, or regulations, consistent with the county regulations
5. Provide written communication to the student-athlete regarding the requirements for earning an athletic award prior to the start of the season.
6. Submit all required paperwork to the athletic secretary as found in the Beginning of Season Folder by the appropriate deadline.
7. Collect and review completed required forms from each student -athlete prior to their participation.
8. Submit the following at the end of the season:
  - a. a written inventory of equipment, supplies and uniforms at the conclusion of the season in preparation for the following year.
  - b. a written list of squad members who are to receive varsity letter, participation awards and/or freshmen or jv certificates.
  - c. A list of any squad members who did not return their equipment
  - d. Season record including opponents, scores, and championships
  - e. Special requests for the following year
  - f. Other paperwork as needed
9. Submit all requested information by the proper deadlines for official use at the county, regional and state levels.
10. Familiarize themselves with all current medical protocols and guidelines involving interscholastic athletics.
11. Ensure that a Standard Student Accident Report form is submitted to the athletic director and school nurse within 24 hours for any injury unless explicitly told that the athletic trainer will be completing the form.

## C. Assistant Coaches

Assistant coaches are responsible to the head coach and will:

1. Work with the head coach to establish a uniform program at the varsity and junior varsity levels.

2. Provide the head coach with all requested information.

## D. Communication Expectations for Coaches

1. Communication should be centered on information related to the purpose, planning, or implementation of the specific activity (example: baseball practice information).
2. Adults should avoid communication with student-athletes that is purely social in nature or that does not tie directly to the activity they share. This includes one-on-one communication, after school hours and away from school grounds, and activities that occur outside of the activity.\*coordinate with language from handbook (ethics)
3. Communication between adults and student-athletes through the use of text message and email is acceptable, when the following criteria are followed:
  - a. Student-athletes who choose to communicate with adults through the use of text messages and or emails should always copy at least one other adult/parent involved in that activity.
  - b. Adults should not communicate or share pictures/videos with student-athletes through the use of personal Twitter, Facebook, Snapchat, Vine, Instagram, and or other similar social media outlets.
  - c. Adults should not be in possession of photographs of student-athletes they oversee unless the photograph is available to the entire team/club and is related directly to team/club activities.
  - d. Except for genuine emergencies, adults and student-athletes should not be communicating one-on-one between the hours of 10 pm and 6 am.
  - e. It is best practice to avoid communication that is purely of a social nature.
  - f. Always feel free to include the athletic director in communication between yourself and parents or athletes.
  - g. 24 hour rule:It is recommended that if a parent confronts a coach at an athletic event, the coach may advise all parties to hold discussion of the conflict for 24 hours, allowing tempers to cool. It is recommended that the coach contact the athletic director if any assistance or advice is needed for resolving the issue at hand.

## E. Purchases

Coaches may not purchase uniforms, equipment or supplies from any account without approval from the Athletic Director. Administrative verification of misappropriation of funds may result in immediate termination. Additionally, the coach may have their extracurricular payment withheld and be personally required to repay funds.

Additionally, if a coach uses personal funds to purchase equipment or supplies without previous approval, they may not be reimbursed.

## F: Eligibility Rosters

1. Participation rosters must be prepared and signed by each coach and submitted to the athletic director
2. Rosters must be on file with the athletic director's office as soon as the squad is determined and by the due date given in the Beginning Season folder. The form to be used is the Beginning Season form and is found in the beginning season folder given to coaches at Orientation.
3. Rosters will be made into Eligibility forms and then signed by the coach and principal and sent to the Executive Director of the Bayside Conference before their due date.
4. Additions to the original eligibility forms must be submitted to the building principal and the Executive Director of the Bayside Conference.
5. Once a student-athlete has participated in an official contest, they cannot be deleted from the roster.
6. All athletes must maintain a minimum of a 2.0 GPA. This will be enforced via progress reports which go home approximately every 4.5 weeks.
  - a. If a student is ineligible when a progress report goes out, the athlete will remain ineligible until the next report.
  - b. The final grade report of the previous year will determine eligibility for the fall season the following school year.
  - c. All freshmen are eligible to play at the start of the fall season. This is not true of the winter and spring seasons.
7. Athletes' eligibility/ineligibility changes on the day that grades are reported to parents.
  - a. For example, if grades are stored on Tuesday and go home on Friday, the athlete's status will change on Friday.
8. Coaches will receive lists of athletes who are at risk of being ineligible in advance of each progress report. This will come from the athletic director.
  - a. These advance lists do not determine eligibility.

## V: Parents and Student Athlete Information

### Section 1: Bullying/Cyberbullying/Harassment and Intimidation/Hazing/Bias Behavior

#### A. QACPS Regulation Excerpt (JCCA-RA)

The Board of Education of Queen Anne's County is committed to providing all students with an orderly school environment that is free from bullying, cyberbullying, harassment and intimidation, hazing and bias behavior. All complaints of bullying, cyberbullying, harassment and intimidation, hazing and bias behavior shall be investigated in accordance with the procedures set forth in this regulation. The school system shall discipline or take other action with regard to members of the school community who engage in unlawful bullying, cyberbullying, harassment and intimidation, hazing and bias behavior in accordance with this regulation and the Code of Student Conduct. In some cases acts of bullying, cyberbullying, harassment and intimidation, hazing and bias behavior may be deemed criminal under state and/or federal law.

#### B. Definitions

1. Hazing – an act that subjects a student to potential harm and is affiliated with initiation into a student organization or team. Hazing may involve an act committed against a student or a situation in which a student is coerced into committing an act.
2. Bullying – Repeated, conscious, willful and deliberate intent, direct or indirect, to physically or psychologically intimate or distress someone else; physical, social, or verbal actions or intimidation toward another person with negative intent. (See also Cyber-bullying, Relational Bullying), Bystanders – Individuals who observe bullying, cyberbullying.
3. Bias Behavior – (See Harassment and Intimidation) An offense, verbal, written, or symbolic in nature, committed against a person or property which is motivated by the offender's bias, a negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, or ethnicity/national origin.

#### C. Types of Bias

1. Disability – A negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, temporary or permanent, congenital or hereditarily acquired, accident, injury, advanced age, or illness.
2. Ethnicity/National Origin – A negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions.
3. Racial – A negative opinion or attitude toward a group of person who possess common physical characteristics; i.e., color of skin, eyes, hair, facial features, genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.
4. Religious – A negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
5. Sexual Orientation – A negative opinion or attitude toward a group of persons based on their sexual attraction toward and responsiveness to members of the opposite or same sex.
6. Hate Crime – Bias behavior that is a criminal offense.
7. Harassment – Intentional conduct, including verbal, physical, or written conduct, or an intentional electronic communication, that creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities, or performance, or with a student’s physical or psychological well-being and is:

Motivated by an actual or a perceived personal characteristic, including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability;

OR

Threatening or seriously intimidating; and either occur on school property, a school activity or event; or on a school bus; or substantially disrupt the orderly operation of a school. This can include harassment and stalking.

## Section 2: Pre participation Information

### A. Pre-participation Physical Evaluation

A student-athlete must be examined and certified to the high school principal as being physically fit to participate in any try-out, practice or contest of a school team. The examination shall be performed by a qualified physician, according to MPSSAA guidelines. A new pre-participation physical evaluation form must be submitted each school year of participation. Physicals are good for one calendar year

## B. Head Injury/Concussion Report

Concussion testing will be done for all freshmen, juniors, and anyone playing a sport for the first time. Concussion testing is good for This will occur towards the start of each season and be coordinated by the athletic trainer.

## C. Guide for Student-Athletes and Parents

The Guide for Student-Athletes and Parents serves to inform prospective student-athletes and their parent(s) or guardian(s) of rules and requirements for participating in interscholastic athletics.

Every prospective student-athlete and their parent(s) or guardian(s) must:

- Provide permission, residency and medical insurance information\*.
- Acknowledge the receipt of concussion awareness information.
- Acknowledge the receipt of sudden cardiac arrest information.
- Agree to abide by the Queen Anne's County Public Schools Athletic Handbook.
- Complete the media release designation.

*\*Note: Medical coverage may be provided through the purchase of scholastic accident insurance, or by providing proof of similar or superior insurance protection.*

## D. Online Registration

Schools may opt to utilize an online registration system through an approved program. Specific procedures for online registration are school-based and will be made available to communities through athletic directors.

The Athletic Supervisor will approve online programs for use by the high schools.

# Section 3: Medical Information and Injury Protocols

## A. Transporting an Injured Student-Athlete

Coaches should make every effort to notify parents. Whenever possible, a coach/school personnel should accompany an injured student-athlete when being transported.

Coaches should have with them all necessary contact information and emergency forms to provide to medical personnel.

Caution: Teams should not be left unsupervised at practice, games or during bus rides in order to accompany an injured student.

## B. Standard Student Accident Report

- A student accident form must be completed when a student-athlete is injured in a practice or game. A copy should be forwarded to the athletic director and the health assistant (school nurse) by the next school day (or within 24 hours).
- When an injury occurs, it is the coach's responsibility to submit the injury report to the athletic director, athletic trainer, and school nurse.
- The only time it is not the coach's responsibility is if the athletic trainer is on site when the injury occurs, treats the athlete, and states that a form does not need to be completed by the coach. .

### [Standard Injury Report Form](#)

## C. Medical Emergencies

In the Event of an Emergency:

- Call 911 if necessary
- Report injury to athletic director always and administration if present
- Call athletic trainer if on duty

Location of emergency supplies:

- AED
  - In hallway between cafeteria and lobby
  - At bathrooms in field house
- EPIpens
  - With AED in hallway between cafeteria and lobby
  - Nurse's office
- Blood Clean-up Kit with tourniquet
  - In hallway between cafeteria and lobby (near AED)
  - In hallway connecting gym and cafeteria

## D. Student-Athlete Resuming Play after an Injury

Any student-athlete requiring medical attention from a physician must have a medical release form from a licensed physician, certified physician's assistant, or certified nurse practitioner before being able to return to practice or compete. The medical release must be on file with the athletic trainer. The athletic trainer must submit this to the nurse and athletic director.

## E. Concussions and the Return to Play Process

Regardless of a doctor's note, the athletic trainer must give the final clearance for an athlete to return to play after a concussion. A doctor's note does not supercede the authority of the athletic

trainer. It allows the trainer to begin the return-to-play process as per MPSSAA. For full information on concussions please refer to the concussion section under health and safety.

## Section 4: Squad Membership and Transfer

### A. Try-outs

1. Any student-athlete who is officially registered and attending that school may try out for a team, providing the student-athlete resides within the school's attendance area, or is attending with special permission of the Office of Pupil Services for Queen Anne's County Public Schools. Such a try-out must be consistent with state and county policies governing athletic participation.
2. Student-athletes are subject to all rules at the start date of the specific sport season from the first day of try-outs.
3. Once a season starts, schools are not required to grant a tryout to any student who missed the tryout process. However, for some reasons (such as squad size) schools may choose to grant a tryout to a student who was officially registered and attending that school at the time tryouts began, but who missed the initial tryout process. In the same way, students who officially transfer to Queen Anne's County Public Schools from out of county, out of state or from a private school are eligible to try out for teams during that season, if the school allows such a tryout.
4. Once an athlete begins the try-out process for a sport at any Queen Anne's County Public School that athlete becomes ineligible to participate in that sport at another Queen Anne's County Public School for the remainder of the season. Families seeking an exemption to this guideline must submit their request in writing to the Coordinator of Athletics at Queen Anne's County Public School BOE (202 Chesterfield Avenue, Centreville, MD 21617).
5. Once a student-athlete begins the try-out process for a sport at any Queen Anne's County Public School that student-athlete becomes ineligible to participate in that sport at another Queen Anne's County Public School for the remainder of the season. A bona fide change in residence which designates that student-athlete to another school is the only exception.

### B. Membership

1. The coach of each sport is responsible for the determination of squad membership and playing time.
2. Once a student-athlete becomes a member of a squad, the student-athlete becomes ineligible to participate in another sport during that season at that school unless formally cut or released from a squad by the coach.

The only exception to this rule allowed by the state is a football kicker.

3. A student-athlete may not participate in a number of contests that exceeds the maximum allowed during a week and/or season. Participation is defined as physical entry into a bona fide school-sanctioned athletic contest.

4. A student-athlete who is deemed ineligible will not participate in an interscholastic event or attend any team functions as a member of the team. If he or she does participate while ineligible, the event will be forfeited.
5. Seniors are not eligible to participate on junior varsity teams or events
6. Student-athletes who have joined the team after the first day of practice must practice for five days (may compete on the 6<sup>th</sup> day) before competing in a game.
7. There are comparable team sports in the Queen Anne's County Interscholastic Athletic program. Thus, male and female student-athletes are to participate on gender designated teams.

These teams include:

Boys Soccer – Girls Soccer	Boys Basketball – Girls Basketball
Boys Lacrosse – Girls Lacrosse	Baseball – Softball
Volleyball and Field Hockey	

Co-educational sports are:

Cheerleading	Cross Country	Golf	Indoor Track
Outdoor Track	Swimming	Tennis	Unified Bocce
Unified Strength and Conditioning		Unified Tennis	Football
Wrestling			

*\*Note: Individual decisions will be made on a case by case basis by the Office of Athletics.*

8. Transgender students and or their families are encouraged to contact their athletic director and/or school administration for questions related to participating in athletics.

## Section 5: General Standards for Eligibility

A student-athlete's eligibility for participation in interscholastic athletics at the high school level shall be based on the criteria on the current MPSSAA Handbook.

## Section 6: Academic Eligibility

### A. Definitions

1. **Academic eligibility period** is the period of time during which a student-athlete may participate in interscholastic athletics and extracurricular activities. Academic eligibility periods are determined by the date of issuance of report cards reflecting grades earned during each marking period.
2. **Academic ineligibility** is the consequence for a student-athlete who fails to meet academic eligibility standards at the end of an academic probation period or academic eligibility period

3. **Academic ineligibility period** is the period of time during which a student-athlete is ineligible to participate in interscholastic athletic practices, interscholastic athletic contests or extracurricular activities, contests or performances.
4. **Interscholastic athletics** is a school-approved, individual or team interscholastic athletic contests between two or more schools.
5. **Extracurricular activities** is a school-approved non-interscholastic athletic activity for which a student-athlete does not receive a letter grade and which normally occur outside of the regular instructional day. This includes state, county and school elected and/or appointed officers of the student government.

## Section 7: Scholastic Eligibility Code

- A. To be eligible to participate in interscholastic athletics or extracurricular activities, grades nine through twelve, a student-athlete must maintain a “C” average (a 2.0 grade point average or greater) in the appropriate marking period for that season as determined by existing county grading procedures in all courses enrolled in QACPS. (See section 8 G for calculating eligibility)
- B. A student-athlete may earn maximum of one “E”, “I” or “U” grade in courses taken during that eligibility period.

## Section 8: State Eligibility Requirements

To be eligible to participate in interscholastic athletics at the high school level, a student-athlete must also meet the eligibility requirements and standards established in the current edition of the Maryland Public Secondary Schools Athletic Association Handbook.

## Section 9: Eligibility Requirements

- A. The principal of a school is responsible for the certification of academically eligible student-athletes for participation in interscholastic athletics and extracurricular activities.
- B. A student who is academically ineligible may not play in games or wear any part of a team uniform at games while ineligible.
- C. At the end of each academic eligibility period the head coach or sponsor of each activity will be notified by the athletic director who have failed to meet academic eligibility requirements are academically ineligible. Following notification, the head coach or sponsor of each activity will notify promptly the affected student-athletes.
- D. It is a best practice for coaches to receive lists of athletes who are at risk of being ineligible in advance of each progress report. This will come from the athletic director. These advance lists do not determine eligibility.

- E. Students who are ineligible may not:
  - a. Attend practice or games as part of the team.
  - b. Wear the team's jersey.
  - c. Ride the bus or travel with the team.
  - d. Miss instructional time for any team activity.
- F. Student-athletes who transfer from an out-of-county or private school are subject to the academic eligibility standards of their preceding school/school system until they establish eligibility through grades issued on an QACPS report card. Said transfers shall provide a copy of their preceding school's academic eligibility standards and their last report card before participating in a game or contest. Student-athletes remain eligible to try-out and practice with the team while awaiting clearance to play. This rule does not include the Bayside's 45 day rule.

## Section 11: Attendance Requirement:

Students who are not present for academics may not participate in extracurricular activities. The following procedures will be followed:

1. Students must be present for the school day to participate in an athletic contest or practice. Any athletes arriving more than 25 minutes after the start of first period without a doctor's note are unable to compete in any athletic event that day.
2. In the case of extenuating circumstances, the principal may make exceptions to attendance regulations.

## Section 12: QACPS Registered and Attending Applications

- A. COMAR 13A.06.03.02:** Student –athletes shall be officially registered and attending a MPSSAA member school. They represent only the school in which they are registered and at which it is anticipated they will complete their graduation requirements. Ninth grade public school student-athletes who reside in the attendance area of a high school organized grades 10-12 may participate in the interscholastic athletic program of that high school.
- B. Non-Public Placements and Home/Hospital Teaching Services:** A student –athlete placed by QACPS outside the school district or on home and hospital teaching are ineligible.
- C. Home Instruction (parent request):** Student-athletes being taught by parental request at home (home instruction) are not enrolled in the Queen Anne's County Public Schools and cannot participate in athletics.
- D. Alternative Placement:** Students who are registered and attending the alternative program full time are ineligible to participate in interscholastic athletics. Students who are

concurrently enrolled in both the alternative program and a county high school may compete.

- E. College Courses:** Student-athletes who are registered and attending a regular high school and are concurrently enrolled in college are eligible to participate in interscholastic athletic.

## Section 13: Conduct of Student Athletes

### A. General

1. Any conduct deemed detrimental to the student-athlete, team and/or overall good of the school system, anytime, on and off campus, can result in penalties ranging from verbal reprimand to removal from the team as determined by the head coach. Head coaches are encouraged to consult with his/her athletic director and school administration before rendering penalties.
2. Any student-athlete expelled, placed on extended suspension, or suspended from school may not participate in school sponsored activities and may not return to the school building or grounds.
3. If a student-athlete is removed from a contest for fighting or unsportsmanlike conduct, that student-athlete will not be permitted to play in the next scheduled contest for the team during the current season. Depending on the severity of behavior, additional time out or removal from the team may result. In regional or state games MPSSAA sanctions on state tournament participants also will apply.
4. A student-athlete who is serving a game suspension for any reason is able to ride the bus with the team, but may not compete or wear the team's full uniform. It is at the coach's discretion to bar the student athlete's attendance from the contest entirely.
5. Discipline applied under these regulations may be appealed by a student-athlete, parent or guardian of a student-athlete by contacting the athletic director.
6. Social Media: Queen Anne's County Public Schools supports student-athletes' use of social media in ways that have a positive impact on the athletic program or school climate. Student misuse of social media, whether on or off school grounds, that creates a hostile, disruptive, or unsafe school climate or brings negative attention to the athletic program, is unacceptable. Therefore, it is the practice of Queen Anne's County Public Schools to monitor social media activity and utilize the information for the safety and security of all students and staff. Misuse of social media will result in appropriate disciplinary action in accordance with BOE regulations.
7. The student athlete will refrain from using all forms of alcohol, tobacco and illegal drugs. Coaches are encouraged to make use of the many school and community agencies that deal with drugs and alcohol when they become aware that a member or members of their team might have a problem with drugs or alcohol

8. The student athlete will be required to take care of all equipment and uniforms and is accountable for that equipment. Any damage to school property will not be tolerated and disciplinary or legal action will result.
9. The student athlete will report all injuries and sickness immediately to the coaches so that treatment can be initiated as promptly as possible.

## B. Hazing

1. Purpose: The purpose of this policy is to maintain a safe environment that is free from hazing for students and staff members. Hazing activities of any type are inconsistent with the educational goals of QACPS and are prohibited at all times.
2. General Statement of Policy
  - a. No student, teacher, administrator or other QACPS employee, coach, contractor or volunteer shall plan, direct, encourage, aid or engage in hazing.
  - b. No student, teacher, administrator or other QACPS employee, coach, contractor or volunteer shall permit, condone or tolerate hazing.
  - c. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
  - d. This policy applies to hazing behavior that occurs on or off school property and during and after school hours.
3. Definition: "Hazing," means committing an act against a student and/or coercing a student into committing an act that creates a potential or substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The team hazing includes, but is not limited to:
  - a. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
  - b. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - c. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - d. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  - e. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of QACPS policies or regulations.
4. Reporting Procedures
  - a. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the

alleged acts immediately to an appropriate school district official designated by this policy. Additionally, those who are reporting an act of hazing may use the QACPS Bullying, Harassment or Intimidation reporting form located at [www.qacps.org](http://www.qacps.org) under the Parent tab, click on forms.

- b. The building principal (or designee) will be responsible for investigating reports of hazing at the building level. Any person may report hazing directly to any school employee.
  - c. Coaches, teacher, administrators, and other QACPS employees (including contractors), shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform school administration.
  - d. Submission of a good faith complaint or report of hazing will not affect the complainant or report's future employment, grades or work assignments.
5. QACPS Action
- a. All QACPS employees are mandatory reporters.
  - b. Upon receipt of a complaint or report of hazing, QACPS shall undertake or authorize an investigation by school officials or a third party designated by QACPS.
  - c. QACPS shall take immediate steps, at its discretion, to protect the complainant, reporter, students or others pending completion of an investigation of hazing.
  - d. Upon completion of the investigation, QACPS will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. QACPS will actively deter hazing and appropriately discipline prohibited behavior.
6. Reprisal
- a. QACPS will take appropriate action against any student, teacher, coach, administrator or other employee of the school district, or any contractor or volunteer, who retaliates against anyone who makes a good faith report of hazing, or who testifies, assists or participates in an investigation or hearing about a hazing incident. Retaliation includes, but is not limited to, any form or intimidation, reprisal or harassment.

## Section 14: Spectator Guidelines

The supervising personnel at an athletic function are required to maintain and enforce appropriate conduct of the spectators.

- A. Spectators represent their schools.
- B. The school system reserves the right to limit personal possessions of any kind being brought into an athletic contest or event.
- C. During contests, spectators may not play catch or pickup games inside the stadium or gymnasium.

- D. Spectators are expected to demonstrate the highest standards of sportsmanship.
- E. Booing, taunting, inappropriate cheers, or attempts to intimidate student-athletes, coaching staffs, event personnel, administrators, officials and opponents are unacceptable behaviors. Spectators should support and cheer for their teams in a positive manner.
- F. Spectators who exhibit unacceptable behavior will be asked to leave the contest without reimbursement of game fees and will not be permitted to re-enter that contest. Further disciplinary action may be imposed by the school principal.
- G. Spectators will not be permitted to leave and re-enter without paying a second admission.
- H. Spectators must comply with the QACPS' alcohol, drug and tobacco policies.
- I. Spectators may not take food or drinks into the gymnasium.
- J. Spectators must stay in the bleachers or stands. For spectator safety, there is no jumping on the bleachers or stands.
- K. Only authorized coaches for the designated activity and/or authorized school supervisory personnel so designated by the school are permitted on the sidelines. Reporters who have requested to be on the sidelines should check in with game management.
- L. Noisemakers are prohibited at athletic events.

# VI Regulations, Interpretations, Violations, And Appeals

## Section 1: Outside Participation

- A. C.O.M.A.R.02G(1): “Students, while participating on a school team, are permitted to participate on sport teams outside of the school during the high school sports season. This participation shall meet the following criteria:”
- a. The outside participation shall not conflict with the practice or contests scheduled of the school including district, regional, and State championship play unless prior approval has been obtained from the school principal and coach;
  - b. Students who elect to participate on an outside team and do not participate and practice with the school team throughout the designated sport’s season are ineligible to represent the school in all contests that determine a county, district, regional, or State championship during that sport’s season.
- B. State Interpretation: Any factor of a non-school athletic activity that causes a student-athlete to miss any portion of a school practice or contest constitutes a conflict.
- a. This would include but is not limited to practice, competition, tryouts/qualifying, travel to and from, registration, awards ceremony, etc.
  - b. *\*Note: It is expected that high school teams conduct practice for all members or engage in competition every day school is in session during the sports season.*
- C. Additional QACPS Conditions and Interpretations:
- a. Approval requests for an outside conflict will only be granted for a unique opportunity or singular event. Approval requests must be submitted in writing prior to the first playable date of that specific sport season.
  - b. A student-athlete involved in a conflict without prior approval shall forfeit his/her eligibility for the remainder of that sports season. The student-athlete will be immediately removed from the team and will not finish the season in good standing. A COMAR violation occurs, against the school, when the student-athlete participates in an event or contest after forfeiting his/her eligibility.
  - c. An outside conflict is considered approved once the principal and coach give written approval. However, if an “approved” outside same sport conflict is to occur during any part of the state tournament series, the student-athlete will be ineligible to participate in the state tournament series.
  - d. Violations are considered “conduct detrimental to the tournament” and the student-athlete would become ineligible for the state tournament series in the subsequent same sport season. Additional penalties may also be imposed.

## Section 2: Out of Season Practice

- A. C.O.M.A.R.04G(1): “Member schools and coaches of member schools shall confine all organized or formal practice for a contestant or a team to the seasonal limitations as defined in Regulation .03.”
- B. State Interpretation: Any school group or team gathering consisting of three or more players for the purpose of drilling or instruction would constitute a violation. School coaching staff may work with a maximum of two players per day. (Player is defined as any student-athlete currently enrolled in the school)
- C. Additional QACPS Conditions and Interpretations
  - a. Open weight rooms, and speed/conditioning seasons shall be:
    - i. Sponsored by the school and approved by the principal;
    - ii. Conducted with no sport specific instruction or team organization;
    - iii. Open and free to all members of the school’s student-athlete body;
    - iv. Supervised by a current QACPS employee (to include, active, paid coaches).
  - b. Pre and post-season “interest” meetings are not considered a violation.
  - c. Open gyms and open mats are currently under review by QACPS.

## Section 3: Out of Season Coaching

- A. C.O.M.A.R.04.G(2): “A coach may not coach a team representing his school beyond the sports season as defined in Regulation .03”.
- B. State Interpretation: Any paid or volunteer coach at a member school may coach a non-school team provided the team has not direct affiliation with the school. When coaching non-school teams, including returning school players on non-school teams the following criteria is observed.
  - a. The non-school team may not use a name directly connected with the school.
  - b. The non-school team may not use school uniforms, equipment or funds.
  - c. The non-school team may not use school facilities except as allowed by the local school system.
  - d. The non-school team must meet local school system standards of a non-school team.
  - e. The number of returning school players on the non-school team is limited according to the following time frame.
    - i. From the start of the fall sports season as defined in Regulation .03 to the last state championship game of the spring season, the outside teams roster does not exceed 80% of the returning players of what would constitute a starting lineup in that sport OR a modified version thereof (i.e., 7-on 7 football, 3-on 3 basketball, indoor soccer, indoor lacrosse, etc.).

- ii. From the last state championship game of the spring season to the first day of fall practice, the outside team roster is unrestricted on the number of returning players.

<b>STARTING SPORT</b>	<b>LINE UP</b>	<b>LIMIT</b>
<b>Baseball</b>	9	7
<b>Basketball</b>	5	4
<b>Cross Country</b>	7	5
<b>Field Hockey</b>	11	8
<b>Football</b>	11	8
<b>Golf</b>	4 members	3
<b>Lacrosse</b>	10	8
<b>Soccer</b>	11	8
<b>Softball</b>	9	7
<b>Swimming</b>	12 events	9 per gender
<b>Tennis</b>	8 state events	6
<b>Track &amp; Field</b>	18 events	14
<b>Volleyball</b>	6	4
<b>Wrestling</b>	13	10
Additional QACPS Conditions and Interpretations:		
<b>Cheerleading</b>	25 members	20

## Section 4: Camp Rule

- A. C.O.M.A.R.04I(2), (3): "MPSSAA member schools, member school coaches, school-related organizations, or individuals shall not sponsor or conduct a camp in which student-athletes who are returning players are involved or participate. A camp

composed of several coaches with their respective teams is a violation of this regulation.”

- B. State Interpretation: A school-related individual means any school employee, volunteer, his or her relatives and/or agents. Coaches may instruct non-school team at camps.
  - a. *\*Note: Alleged violations brought by member schools, student-athletes or coaches will be investigated by the local superintendent or his or her designee. Those sponsoring and/or conducting a camp that is under investigation will be required to supply supporting data.*

## Section 5: Misconduct Detrimental to a Tournament

- A. C.O.M.A.R.07C(11): “If a team or any student-athletes participating in state tournament contest leaves the field before completion of the contest, or fails to continue when eligible to do so, or is guilty of misconduct detrimental to the tournament, then the team, coach, or student-athletes may be suspended from the further participation in the current tournament, and from the same tournament in the succeeding year, upon the determination of the Tournament Committee and the Executive Director.”
- B. State Interpretation: Ejection from any district, regional or state tournament contest is considered misconduct detrimental to the tournament. Coaches, players and bench personnel ejected from these tournament contests are disqualified from the succeeding contest in that tournament year. Additional sanctions could be imposed depending on the circumstances.
- C. Additional QACPS Conditions and Interpretations
  - a. The Coordinator of Athletics shall determine a violation for misconduct detrimental to a tournament in sports/activities offered by QACPS not recognized by the MPSSAA.

## Section 6: Sports Offered by QACPS Not Recognized by the MPSSAA

All sports offered by QACPS and not recognized by the MPSSAA may be subject to all COMAR athletic regulations. The Coordinator of Athletics shall determine violations and the Athletic Advisory Committee will hear any and all appeals for these sports.

## Section 7: Violation and Appeals Procedure

- A. Procedures for Determining and Appealing Violations of County MPSSAA (COMAR) Athletic Rules and Regulations:
  - a. The school principal, athletic director and/or coach shall contact the Supervisor of Athletic immediately upon hearing allegations or the discovery of an alleged violation.

- b. The Supervisor of Athletic shall initiate a formal investigation of the allegations and/or alleged violation.
  - c. The school administration shall conduct a preliminary hearing as part of the investigation.
  - d. The principal or designee shall send all findings in writing within five school days after the investigation/hearing concludes.
  - e. The Supervisor of Athletics shall render a ruling and respond, in writing, within 10 school days after receiving all information regarding the alleged violation.
  - f. The Supervisor of Athletics shall cite all rules, regulations, by-laws, rulings, and/or other appropriate information related to the issue presented.
  - g. The Supervisor of Athletics ruling may be appealed in writing to the QACPS Deputy Superintendent within five school days.
  - h. The Deputy Superintendent will meet with the Supervisor of Athletics and athletic directors within five school days of receipt of the appeal.
  - i. The parties requesting the hearing shall present their case to the QACPS Athletic Advisory Committee, which will make a recommendation to the Superintendent for a ruling. This ruling shall be communicated to all concerned parties by the local school administrator.
  - j. All MPSSAA procedures must be followed for alleged state rule violations.
  - k. The Superintendent, or the Superintendent's designee, shall render a ruling in all alleged state violations.
- B. A MPSSAA member school, student-athlete or coach may appeal the imposed penalties with 30 days and request a hearing before the Appeals Committee of the MPSSAA.

## Section 8: Use of Facilities

### A. Cleaning and Maintenance:

- a. All areas should be clean with equipment returned at the end of practice, contest, or event.
- b. This is especially important in shared areas such as the weight room and gymnasium

### B. Use by school teams:

- a. All teams will be assigned designated practice areas. Use of areas outside this space must be approved by the athletic director in advance. This includes the cafeteria and auditorium for banquets and meetings
- b. Weight room: Any athletes in the weight room must be supervised by a coach or advisor. Remember that many students do not have knowledge of proper form of exercises and must be taught. Proper and constant supervision and instruction are key parts of any weight training program.

- i. The weight room operates on a tight schedule throughout the year.  
Please do not expect it to be clear without advance communication.

### C. Use by Outside Organizations:

- a. All outside organizations must have building/field/facility use approved by the BOE. They will need to submit a request complete with insurance information in advance of the desired dates. This is for liability purposes.
- b. Coaches do not have the power to allow outside teams to use school areas or equipment
  - i. All requests should be directed to the office of the Director of Operations
- c. Coaches who coach both at QACPS team and a club team must still get BOE approval to use school space in advance.

## VII: Financial Guidelines and Protocols

### Section 1: Budgeting

The interscholastic athletic program is funded by the BOE. Athletic gate receipts provided additional financial support for the interscholastic athletic program. The combined benefits afforded to both genders from all sources (e.g. BOE, athletic gate receipts, athletic booster clubs and their support groups and all other outside entities) must be equally balanced.

### Section 2: Fundraising Policy

The local participation of the school in fund raising projects, whether conducted by the total school or by student-athlete organizations, will be governed by the following considerations.

- A. The athletic fund raising projects will be planned in advance, and the number will be kept to a minimum, as determined by the athletic director and principal to meet the needs of the school.
- B. All athletic fund raising projects will be approved by the athletic director and principal. Three areas to be considered in the decision-making process are educational values for student-athletes, benefits for student-athletes and the safety of student-athletes.
- C. Student-athletes will participate in fund raising activities on a voluntary basis. If the activities of the organization depend upon fund raising by the student-athletes in the organization, all these student-athletes will be informed of the expectation to complete the fund raising project in order to participate in the activity. An exception would be extenuating circumstances in the case of individual student-athlete(s), as determined by the advisory and the principal.
- D. There will be not exploitation of student-athletes in fundraisers.
- E. All athletic fundraisers must obtain approval through school administration. The program sponsoring each approved fundraiser must be clearly identified to the public.
- F. Schools wishing to hold summer camp fundraisers supported by QACPS must complete and submit to the Office of Athletics "Summer Camp Fundraiser Request for Approval Form" no later than 4 days from the start of the camp.
- G. Teams wanting to host a tournament must cover the cost of the following from their boosters account:
  - a. All officials for the event
  - b. All trophies or awards
  - c. Any giveaways or other items to be used for the event

## Section 3: Admission Policy

- A. QACPS charges an admission fee for all spectators over the age of six. Admission may be charged for any QACPS contest held at a high school stadium, field or gymnasium.
- B. Admission fees for athletic events will be subject to annual approval of the Supervisor of Athletics and will be uniform for all county schools.
- C. Gates typically open at least 30 minutes before the start of the first contest. Schools are permitted to empty their facilities before the gate opens.
- D. To ensure safety, QACPS has a strict "NO RE-ENTRY" policy.
- E. Band and Band Helpers
  - a. No admission charge will be made to the visiting band members provided they are in uniform.
  - b. Each home school is permitted seven adult band helpers admitted free of charge to assist with the band equipment and set-up.
  - c. Band directors shall submit a list of helpers to the athletic director prior to the start of the contest.
  - d. Additional helpers will be required to pay admission.
- F. Passes for Regular Season
  - a. QACPS multi-game punch card- Individually numbered multi-game discount punch cards are available through each school's athletic director. Multi-game punch cards are only accepted at home games where the pass was purchased.
  - b. QACPS employee badge- Teachers and school personnel presenting a valid and current QACPS badge will be admitted free with one guest. This excludes playoff games.
  - c. MPSSAA administrator/coach pass- Holders of MPSSAA administrator/coach passes will be admitted free of charge at all regular season contest, in-season tournaments, district, region, and state events.
- G. Passes for Region and Playoffs: QACPS will follow MPSSAA admission guidelines for all regional and state playoff games (between \$6.00 and \$10.00 depending on the contest). QACPS-issued passes (multi-game, employee badge, senior citizen, etc.) will not be accepted at regional and state playoff events.

## Section 4: Youth League Recognition at Contests

- A. Each high school is given permission to choose ticketed contests hosted at high school facilities to invite related youth/feeder league teams and coaches to attend free of charge. This excludes playoff games.
  - a. Youth/feeder league teams for other sports – such as cross country or tennis – may be invited to join one of the selected contests at the discretion of the athletic director
  - b. High schools with multiple youth/feeder programs for the same sport may be selective in how many teams/groups are invited due to capacity issues.

- B. The athletic director is responsible for:
  - a. Working with high school head coaches to select the dates.
- C. The head coach is responsible for:
  - a. Writing a blurb recognizing the teams who are in attendance to be announced before the contest, at halftime events or other means.
  - b. Coordinating with youth league teams
- D. The youth/feeder team is responsible for:
  - a. Informing parents and family members of the youth athletes that they are required to pay the standard \$5.00 entry fee.
  - b. Requiring youth athletes to wear their team gear or uniform.
  - c. Requiring youth coaches to wear their coaching gear.
  - d. Requiring youth coaches and parents to monitor their athletes.
  - e. Require teams to arrange a common arrival time.
  - f. *\*Note: Teams/groups/organizations who fail to comply with these responsibilities will not be invited to participate from that point forward, at the discretion of school administration.*
- E. Halftime Events: The athletic director may work with youth/feeder league coaches and teams to incorporate half time events such as free throw contests or passing competitions. No money can exchange hands for these sorts of events. Prizes can be given away.

## Section 5: Athletic Booster Guidelines

- A. Purpose: These standards ensure equity and consistency in the form and function of athletic booster clubs across the school system. Athletic Booster Clubs are of great potential benefit to the goals of the school and an interscholastic athletic program. Athletic Booster Clubs will work collaboratively with the school's administration and athletic program. Athletic Booster Clubs must operate within Title IX, MPSSAA and QACPS parameters, and provide benefits in a legal, positive and equitable manner.
- B. Definitions
  - a. **Athletic Booster Clubs** are organized groups of adults who provide financial and/or non-financial support for high school athletic programs, and operate on a year-round and sustained basis. Athletic Booster Clubs are a separate organization outside the school system. There may be only one Athletic Booster Club per high school, which is designated as the official interface with the Administration.
  - b. **Team Support Groups** exist and operate under the umbrella and direction of the Athletic Booster Club.
  - c. **Benefits** are any service, goods, or monies donated from the Athletic Booster Club. All benefits must be accepted by the principal or principal's designee and records for accounting and Title IX purposes. Regardless of the source, when those benefits are donated from the Athletic Booster Club or Team Support

Group and accepted by the school administration, those benefits become property of QACPS.

- d. **Outside Community Groups** are independent organizations existing separately from QACPS and the Athletic Booster Clubs. Advanced written permission from the school Administration must be obtained before an outside group may fundraise in the name of a QACPS school or school team, or use QACPS property. Permission will only be granted for fundraising endeavors which have a defined purpose, a timeline for disbursement of any benefits and do not conflict with school or booster fundraising activities. Benefits may only be made directly to the Boosters of the Administration; never directly to a coach or team.
  - e. **Team Fundraisers** involve both student-athletes and adults connected to a specific school team. These fundraisers must follow all BOE policies and athletic regulations. These activities are not under the direction of the Athletic Booster Clubs, but operate at the discretion of the school's principal and/or designee. All funds must be deposited into a designated athletic fundraiser account.
  - f. **Liability Insurance** is a policy that protects the Athletic Booster Club, its directors, and its support groups for activities outside of QACPS events and property, in the event harm or injury occurs to participants.
- C. **Authority to Function:** The Athletic Booster Club must have the approval of the principal or designee in order to function. The Athletic Booster Club must develop and present to the principal or designee, approved bylaws that establish the structure, purpose, election process, financial accounting, and operating guidelines of the group. A representative of the high school administration shall be included at all formal meetings. An individual, organization or team support group may not raise funds on QACPS property or in the name of a school, a school team, or the school district, unless they receive advanced permission from the Athletic Booster Club and principal or designee. Upon learning about possible guideline violations, the principal may choose to initiate an investigation. The principal has the authority to suspend or disband the relationship their high school has with a booster club for guideline violations. A booster club that no longer has a relationship with a high school may or may not use the high school name or mascot in any future operations.
- D. **Annual Requirements:** It is expected that the Athletic Booster Club president will meet with the athletic director and principal or designee. The booster club president shall submit the most current versions of the following documentation for review by September 30<sup>th</sup>.
- a. A meeting calendar for the upcoming school year
  - b. A copy of the approved bylaws
  - c. A valid copy of their 501(c)(3) determination letter from the IRS
  - d. A filed copy of IRS Form 990, 990EZ, or 990N
  - e. A copy of their certificate of liability insurance
  - f. Year End Financial Statements
  - g. A draft schedule of planned fundraising events for the coming school year

- h. A support plan of anticipated benefits donated by the Athletic Booster Club and their Team Support Groups
  - i. Upon receipt of all documentation, the principal or designee will draft an authorization letter and send it to the Athletic Booster Club. This letter will state that, as a result of meeting the annual requirements, the Athletic Booster Club is authorized to exist and function in partnership with the high school for the upcoming school year. Copies of this letter will be kept on file at the high school and at the Office of Athletics at the BOE (202 Chesterfield Avenue, Centreville, MD 21617).
- E. Meetings, Communication And Advocating: Athletic Booster Clubs are expected to meet a minimum of four times during the school year. The meeting calendar must be shared with the Athletic Director and made available to all coaches, student-athletes, and families. If possible, the meeting calendar and subsequent meeting minutes should be published on school and athletic related websites.
- F. The Athletic Booster Club is expected to present at the Fall, Winter and Spring “Meet the Coaches/Orientation” nights to encourage membership, share the meeting calendar and provide updates regarding current and future projects.
- G. The Role of the Athletic Director; The Athletic Director or designee will serve as the liaison between the Athletic Boosters Club, the teams and the school administration. It is a best practice for the athletic director or designee to attend Athletic Booster Club meetings and ensure that both Athletic Booster Club bylaws and guidelines outlined in the athletic handbook are followed.
- H. Team Support Groups: With permission from the Athletic Booster Club and principal, individual Team Support Groups may exist under the umbrella and direction of the school’s Athletic Booster Club, as long as:
  - a. All funds raised from these groups must be processed through the school’s Athletic Booster Club account or a pre-designated school account.
  - b. The Athletic Booster Club will ensure that any fundraising events conducted by Team Support Groups are covered by appropriate insurance protection.
- I. Financial Accounting: All regularly scheduled Athletic Booster Club meetings should include a financial report. The Athletic Booster Club must follow school and school system guidelines and procedures. Please see the section entitled, Fundraising Policy in the QACPS Athletic Handbook.
- J. Summer League and Camp Restrictions: Athletic Booster Clubs may not use funds to pay a school team’s summer league-related expenses or coaches’ compensation. Athletic Booster Clubs may not sponsor or conduct a camp or league in which a school’s returning players are participating. A student-athlete working at a camp is not considered to be participating.
- K. Personal Effects: Nominal awards or gifts may be purchased for teams or individuals, such as plaques or T-shirts, but such purchases must be made in an equitable manner for all teams (e.g., awards given to teams for championship seasons would be considered equitable). If the Athletic Booster Club decide to help defray the cost of team or seasonal banquets, such assistance must be made in an equitable manner for all

student-athletes. Athletic Booster Clubs might support regional awards banquets (such as the Friends of Joe Cannon Scholarship Banquet) provided such benefits are accounted for in the support plan approved by the principal.

- L. Donations/Purchases: Athletic Booster Club or individual benefits must be presented to the principal or principal's designee. Donations or payments may not be presented to a coach or participant directly.

## VIII: Health and Safety Guidelines

### Section 1: Thunder/Lightning Information and Guidelines

- A. The National Weather Service has stated that lightning can strike up to a distance of 10 miles with storms traveling at a speed exceeding 50 miles per hour. However, thunder can only be heard within a distance of eight miles. Therefore, if you hear thunder and/or see lightning, you are in immediate danger and should seek protective shelter in an indoor facility at once. An indoor facility is recommended as the safest protective shelter. However, if an indoor facility is not available, an automobile is a fairly safe alternative. If neither is available, the following guidelines are recommended.
  - a. Avoid standing under large trees and telephone poles.
  - b. If the only alternative is a tree, choose a small tree in a wooded area that is not on a hill.
  - c. As a last alternative, find a ravine or valley.
  - d. In all instances outdoors, assume the crouched position.
  - e. Avoid standing water and metal objects at all times (i.e. steering wheel, metal bleachers, cleats, umbrellas, etc.)
- B. The most dangerous storms give little or no warning; thunder and lightning are not heard or seen. Up to 40% of all lightning is not accompanied by thunder and 20-40% of thunder cannot be heard due to atmospheric disturbances, thus the term "silent killer".
- C. The National Weather Service also recommends that 30 minutes should pass after the last sound of thunder is heard and/or a lightning strike is seen prior to resuming play. This is sufficient time to allow the storm to pass and move out of lightning strike range.
- D. The Intent of these guidelines is to ensure safety in situations where thunder/lightning occurs during any athletic activity. School personnel are to follow these expectations:
  - a. If thunder and/or lightning can be heard and/or seen, immediately stop the activity and seek a safe shelter. A safe shelter location is any substantial frequently inhabited building. The building should have four solid walls (not a

dugout), electrical and telephone wiring, as well as plumbing, all of which aid in grounding structure.

- b. The secondary choice for a safer location from the lightning hazard is fully enclosed vehicle with a metal roof and the windows completely closed. It is important to not touch any part of the metal framework of the vehicle while inside it during an ongoing thunderstorm.
  - c. In situations where thunder and/or lightning may or may not be present yet you feel your hair stand on end and skin tingle, immediately assume the following crouched position: drop to your knee, place your hands/arms on your legs, and lower your head. Do not lie flat.
  - d. In the event that either situation should occur, allow thirty minutes to pass after the last sound of thunder and/or lightning strike before resuming play.
    - i. In situations where multiple sounds of thunder and/or lightning strikes occur, play must resume within 1 hour after the initial suspension of the event (otherwise the event will be concluded/postponed in accordance with sports-specific rulebooks).
    - ii. If play resumes and is suspended for a second time school personnel may opt to not wait the thirty minutes and conclude/postpone the event.
- E. Events will not start or restart after 8 pm.

## Section 2: Heat Guidelines

- A. The intent of these guidelines is to minimize injury and heat-related illnesses while enhancing the player's health, performance and well-being. Coaches, student-athletes and parents are reminded to always err on the side of caution. Schools are encouraged to educate student-athletes and parents regarding the risks of dehydration on health and physical performance. Schools should work with individual student-athletes to develop fluid-replacement strategies that optimize hydration status before, during and after competition/practice. For more information, please refer to: <http://www.nfhslearn.com/electiveDetail.aspx?courseID=34000>.
- B. Each year high school student-athletes experience serious injury and even death as a result of heat-related illnesses. It has become a major concern in that the number of deaths over the last 15 years has remained constant. That statistic becomes more alarming given that heat-related illness and death are almost entirely preventable. The need to dramatically increase awareness of the issue, recognize the symptoms of heat illness and treatment of suspected cases has become a primary consideration for early season practice routines.
- C. These guidelines are recommended for fall practice where the greatest risks of heat-related illnesses occur. However, student-athletes practicing indoors, in non-air conditioned or poorly ventilated gyms are also susceptible as are student-athletes practicing for spring sports. The guidelines are also recommended for winter and spring

sports regarding the duration and intensity of practices. QACPS will evaluate whether equipment restrictions are necessary for winter and spring sports.

	<b>Dehydration</b>	<b>Heat Cramps</b>	<b>Heat Exhaustion</b>	<b>Exertional Heat Stroke</b>
<b>S I G N S  A N D  S Y M P T O M S</b>	<p>Dry mouth</p> <p>Thirst</p> <p>Being irritable or cranky</p> <p>Headache</p> <p>Seeming bored or disinterested</p> <p>Dizziness</p> <p>Cramps</p> <p>Excessive fatigue</p>	<p>Intense pain</p> <p>Persistent muscle contractions that continue during and after exercise</p>	<p>Dehydration</p> <p>Loss of coordination, dizziness or fainting</p> <p>Profuse sweating</p> <p>Pale skin</p> <p>Headache</p> <p>Nausea, vomiting or diarrhea</p> <p>Stomach/intestinal cramps or persistent muscle cramps</p>	<p>Nausea</p> <p>Vomiting or diarrhea</p> <p>Headache</p> <p>Dizziness</p> <p>Hot and wet or dry skin</p> <p>Increased heart rate, decreased blood pressure or fast breathing</p> <p>Dehydration</p> <p>Combativeness</p>
<b>T R E A T M E N T S</b>	<p>Move child to a shaded or air conditioned area</p> <p>Give him/her water or sports drink to drink</p>	<p>The child should be given a sports drink to help replace fluid and sodium losses</p> <p>Light stretching, relaxation and massage of cramped muscle</p>	<p>Move to air conditioned or shaded area</p> <p>Remove extra clothing and equipment</p> <p>Cool with cold water, fan or cold towels</p> <p>Lie down with legs above heart level</p> <p>Drink chilled water or sports drink</p> <p>Seek medical attention if little or no improvement with treatment</p>	<p>Call emergency medical services for immediate transport</p> <p>Cool child while waiting (i.e. cold towel, fan) over as much of body as possible</p> <p>Remove extra clothing or equipment</p>

## Section 3: Game and Practice Restrictions Due to Heat

As needed, QACPS central office staff may issue county-wide heat restrictions in accordance with the heat index chart below. Any such county-wide restriction will be sent to athletic administrators for consistent implementation at all school sites. It is noted that measurements taken at different facilities/fields at the same school site may result in different heat indexes (example: turf fields tend to have a higher heat index than grass fields). It is expected that athletic directors, in consultation with trainers and coaches, will monitor the heat index at their school site. Any school may implement additional, more stringent guidelines above and beyond what the county issues if the circumstances at their facility warrant such additional precautions. Coaches are to follow specific guidelines indicated for each code.

If the temperature is below 84°F, Heat Index calculations are not required.

Code	Heat Index (temperature & humidity)	Restrictions & Accommodations
<b>Red</b>	<b>Above 104</b> (recheck every 30 minutes)	<ul style="list-style-type: none"> <li>• Stop all outside activity in practice and/or play.</li> <li>• Stop all inside activity if air conditioning is unavailable.</li> </ul>
<b>Orange</b>	<b>100-104</b> (recheck every 30 minutes)	<p><b>All of restrictions listed below, plus:</b></p> <ul style="list-style-type: none"> <li>• Alter uniform by removing items—if possible and permissible by rules.</li> <li>• Allow athletes to change into dry t-shirts and shorts at defined intervals.</li> <li>• Reduce time of outside activity.</li> <li>• Reduce time of indoor activity, if air conditioning is unavailable.</li> </ul>
<b>Yellow</b>	<b>95-99</b> (recheck every 30 minutes)	<p><b>All of restrictions listed below, plus:</b></p> <ul style="list-style-type: none"> <li>• Provide <b>mandatory</b> 10-minute water breaks every 30 minutes to allow hydration as a group.</li> <li>• Reduce the time of the outside activity.</li> <li>• Consider postponing practice until later in the day.</li> <li>• Remove helmets and other equipment when athlete is not directly involved in the competition, drill, or practice and it is not otherwise required by rule.</li> </ul>
<b>Green</b>	<b>Under 95</b> (recheck every 30 minutes)	<ul style="list-style-type: none"> <li>• Have water available for athletes to take in as much as they desire.</li> <li>• Provide <b>optional</b> 10-minute water breaks every 30 minutes to allow hydration as a group.</li> <li>• Provide towels with ice to cool athletes as needed.</li> <li>• Watch/monitor athletes for necessary action.</li> </ul>

## Section 4: Concussion Information

### A. Definition:

- a. A type of traumatic brain injury causing an immediate and usually short-lived change in mental status or an alteration of normal consciousness resulting from a bump, blow, jolt, shaking or spinning of the head or body.

### B. Recognizing Concussion

- a. Concussions do not always involve a loss of consciousness. ANY traumatic, blow to the head or to another part of the body (which causes a whiplash effect to the head) should be considered as a mechanism of concussion injury. While headache is the most common symptom of concussion, all people will experience concussion differently. Therefore, all of the potential signs and symptoms of concussion should be considered.
- b. An injured student-athlete suspected of having a concussion should be immediately removed from the practice or contest and evaluated by the appropriate qualified person. However, the injured student-athlete may not re-enter the practice or contest, nor participate in subsequent practices or contests until cleared by an appropriate medical professional. For more information, please see our Head Injury Guidelines at [www.qacps.org/athletics](http://www.qacps.org/athletics).

#### c. Concussion Signs and Symptoms

Amnesia	Poor concentration	Headache
Loss of orientation	Easily distracted	Sluggishness
Balance problems	Personality changes	Inappropriate emotions
Memory problems	“Glassy Eyed”	Change of personality
“Bell rung”	Excessive sleep	Sensitivity to noise
Nausea	Ringling in the ears	Irritability
Dazed or confused	Fatigue	Sleep disturbance
Nervousness	Sadness	Loss of consciousness
Depression	Feeling “in a fog”	Vacant stare
Numbness or tingling	Seeing “stars”	Vomiting
Double vision	Feeling “slowed down”	
Drowsiness	Sensitivity to light	

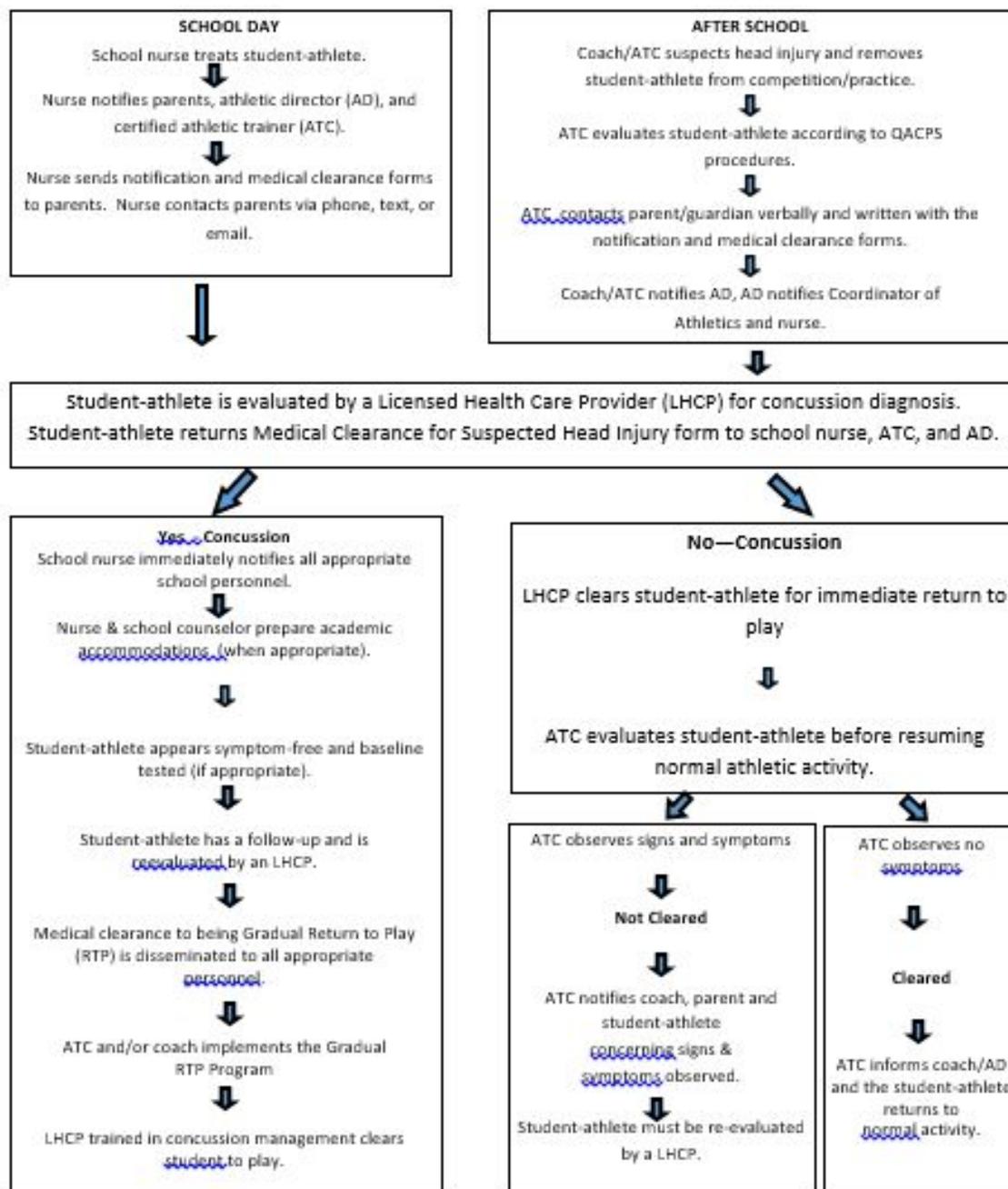
All student-athletes who get “rocked” or “dinged” and exhibit any of these signs or symptoms should be referred immediately to the athletic trainer and/or physician. If a question exists and no medical personnel are available, emergency transport (ambulance) the student-athlete to a hospital.

#### D. Return to Play:

- a. Once a doctor's note clearing the athlete to return to activity is obtained by the affected athlete, the trainer may begin the return to play process.
- b. The athletic trainer, in conjunction with the athletic director, will make the final decision in when an athlete returns to play. A doctor's note does not clear an athlete to immediately resume normal practices.
- c. The return to play process is at minimum a 5 day procedure supervised by the athletic trainer. Coaches may offer to assist the athletic trainer, but it is the athletic trainer's responsibility to ensure the athlete passes all required tests before returning to normal activity.
- d. Return to play should occur in gradual steps beginning with light aerobic exercise only to increase your heart rate (i.e. stationary cycle); moving to increase your heart rate with movement (i.e. running); then adding controlled contract if appropriate; and finally return to sports competition. Pay careful attention to your symptoms and your thinking and concentration skills at each stage or activity. After completion of each step without recurrence of symptoms, you can move to the next level of activity the next day. Move to the next level of activity only if you do not experience any symptoms at the present level. If your symptoms return, let your health care provider know, return to the first level and restart the program gradually.
  - i. **Day 1:** Low levels of physical activity include walking, light jogging, light stationary biking and light weightlifting.
  - ii. **Day 2:** Moderate levels of physical activity with body/head movement. This includes moderate jogging, brief running, and moderate intensity on the stationary cycle and moderate intensity weightlifting.
  - iii. **Day 3:** Heavy non-contact physical activity. This includes sprinting/running, high intensity stationary cycling, completing he regular lifting routine and non-contact sport specific drills.
  - iv. **Day 4:** Sports Specific practice
  - v. **Day 5:** Full contact in a controlled drill or practice.
  - vi. **Day 6:** Return to competition

## E. Concussion Flow Chart

## SECTION 7: QACPS SUSPECTED HEAD INJURY PROCEDURAL FLOWCHART



## Section 5: Medical Emergencies

### In the Event of an Emergency:

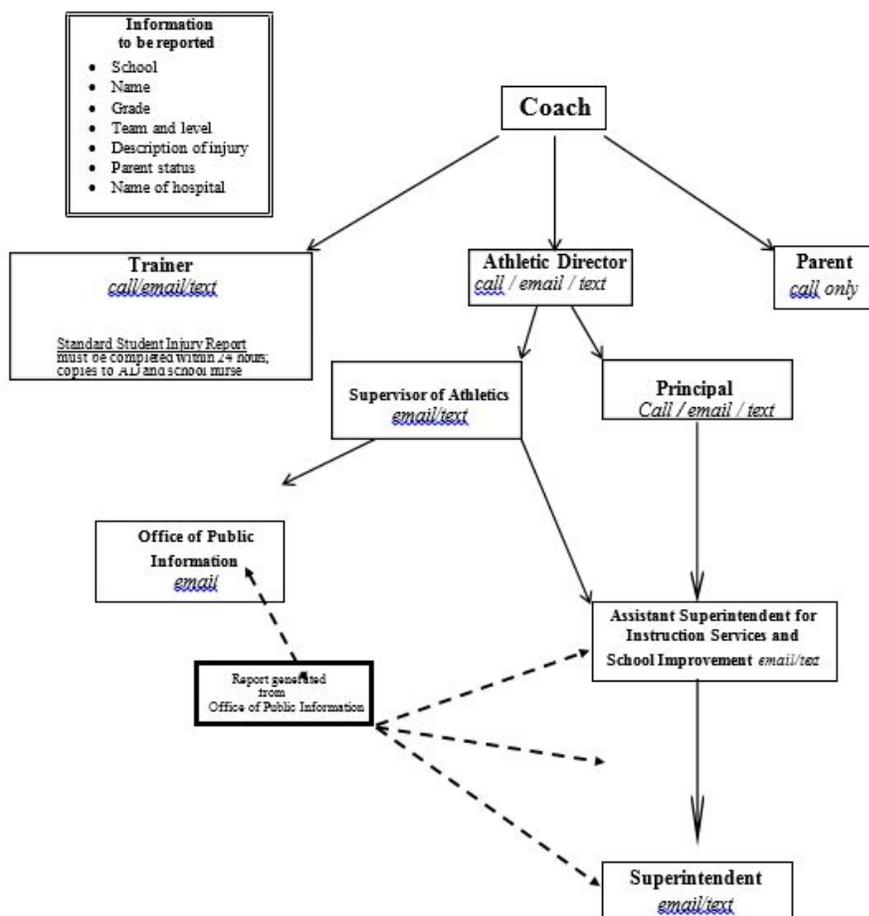
- Call 911 if necessary
- Report injury to administration if present
- Call athletic trainer if on duty

### Location of emergency supplies:

- AED
  - In hallway between cafeteria and lobby
  - At bathrooms in field house
- EpiPens
  - With AED in hallway between cafeteria and lobby
  - Nurse's office
- Blood clean-up Kit with tourniquet
  - In hallway between cafeteria and lobby (near AED)
  - In hallway connecting gym and cafeteria

## Section 6: Police, Fire, and Hospital Flow Chart

For occurrences after school hours and on non-school days  
(includes hospital trips via ambulance or parent)



## Section 7: Athletic Trainer Procedures

- A. Athletic trainers are required to keep a daily log of who is seen in their office. This must be submitted to the athletic director on the last day of the week before the weekend. The log should include at least the following information:
- Name of athlete
  - Date of visit
  - Athlete's reason for visit
  - Time in and out
  - Basic description of what was done

- B. All forms, records, and information should be copied and sent to the nurse and AD on a weekly basis.
- C. Injury reports must be submitted to the athletic director and nurse within 24 hours of occurrence
- D. The school nurse will keep a separate files and send copies to the BOE
- E. The school nurse will store information at the end of each school year.

## Section 8: Other Emergencies

Crisis Plans to come

## IX: Contributors

Project Leader: David Wagner, RAA

Contributors: Daniel Harding, CAA  
Sid Pinder  
Amy Hudock  
Jon Marketto, RAA  
Donna Clough  
Betty Lee