



INTERSCHOLASTIC  
ACTIVITIES  
HANDBOOK

2020-2021

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## ATTACHMENTS

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## PURPOSE AND INTRODUCTION

The Carroll County Interscholastic Activities Handbook provides structure and guidance to the administrators, coaches, and other school personnel on issues pertaining to all interscholastic activities. Carroll County's commitment to providing a quality extra-curricular program in all middle and high schools will assist in reaching its vision of providing premier learning environments and offering exceptional opportunities to ALL students.

**Teamwork** is the actions of individuals, brought together for a common purpose or goal, which subordinate the needs of the individual to the needs of the group. In essence, each person on the team puts aside his or her individual needs to work towards the larger group objective. The interactions among the members and the work they complete is teamwork. The extra-curricular programs in Carroll County allow students to experience the relationship between practice and improvement, and how that transfers to other areas of life. As students progress in our program, they enhance technical skills, learn game strategies, and come to understand the importance of **teamwork**.

Participation in interscholastic activities is a privilege granted to those students who meet the standards of eligibility established by the Georgia High School Association (GHSA) and the Carroll County Board of Education. All Carroll County Schools Athletic Programs operate on a system-wide basis under policies adopted by the Carroll County School Board and in conjunction with the operational policies of the Georgia High School Association. The Carroll County Interscholastic Activities Handbook is a compilation of the Georgia Department of Education (GDOE) guidelines, the Georgia High School Association regulations, the Carroll County School Board policies, and in accordance with other local government guidelines that govern athletics in the State of Georgia.

### MISSION

The mission of the Carroll County School System's extra-curricular programs is to assist students in the development of the whole person through education and competition, and to stimulate a lasting attitude of discipline, sportsmanship, integrity, leadership, and social responsibility.

### VISION

The primary goal of the extra-curricular programs in Carroll County is to support the vision and mission of the Carroll County School System by providing students with premier opportunities that will lead to their academic success and personal development, as well as fostering self- fulfillment through athletics.

### BELIEFS

- We believe Carroll County students deserve premier extra-curricular opportunities.
- We believe the dignity, worth, and self-esteem of participants should be paramount in all extra-curricular activities.
- We believe the most important result of competition is the development of life-long values and skills.
- We believe well-designed athletic programs promote community and school pride.
- We believe open communication and mutual respect among coaches, parents, and athletes provide the foundation of a successful athletic program.

District forms and handbooks are maintained and may be accessed on the Carroll County Schools' web site under System Resources. The following web sites are used as reference when referring to Interscholastic Activities Handbook:

**Carroll County School System Board Policies**  
**Georgia High School Association By-Laws**  
**State Board of Education Rules**

[www.carrollcountyschools.com](http://www.carrollcountyschools.com)

[www.GHSA.net](http://www.GHSA.net)

[www.doe.k12.ga.us](http://www.doe.k12.ga.us)

## PREFACE

- \* The term advisor is used to refer to coaches, directors (band, chorus, etc.), drill teams, spirit clubs, and any other person who is assigned to supervise extracurricular or performance type activities.
- \* With the exception of the Community Coach, athletic coaches/advisors must be employed by the Carroll County School System and meet the qualifications of the Georgia High School Association (GHSA) (refer to section on Community Coach).
- \* Interscholastic athletics and other extracurricular activities in the Carroll County School System shall be administered as a part of the total school program and under the same administrative guidelines as other parts of the educational program.
- \* All events in which Carroll County Schools participate are conducted under the rules and regulations of:
  - **Carroll County Board of Education**
  - **State School Board Policy**
  - **Georgia High School Association**
  - **Southern Association of Colleges and Schools Accrediting Agency**
- \* Each coach/advisor will be responsible for reviewing and being familiar with his or her specific athletic/activity section of the Georgia High School Association Constitution and By- Laws (commonly referred to as the “white book”). They will also be responsible for reviewing and being familiar with the specific interpretations of the rules pertaining to their particular sport/activity.
- \* The extra-curricular activities are an integral part of the school program. All advisors must be considered as teachers first and advisors second, even though the two aspects of the program are interrelated.
- \* Advisors should exhibit interest in the total school program as much as possible and have the same responsibility toward faculty meetings, in-service meetings, assemblies, PTO, and other school activities as other teachers.
- \* It is the responsibility of the advisor to interpret school regulations and policies and to see that they are followed as completely as possible. Good judgment on the part of advisors can avoid embarrassment or friction and misunderstandings.

Advisors have much influence on the schools’ public relations and are in a unique position to influence behavior and character development. Therefore, it is essential the advisor’s conduct is of the highest order and assume the responsibility for assuring equally desirable conduct from the members of the teams/student groups. Some specific areas of emphasis are:

- Advisors are not to use profanity while in the performance of their duties.
- Advisors are not to use tobacco while on school grounds or in the presence of and while working with the students and/or supervising students’ activities or school-sponsored events.
- Advisors and students are not permitted to argue with officials or display other unsportsmanlike acts before, during, or after the event.
- Advisors are well groomed and appropriately dressed at all times.
- Advisors are expected to be supportive of administrative decisions, even those with which they may disagree.

Elementary, Middle or High School teachers applying to serve as an advisor/coach at another middle/high school should have the consent of the principal at the school in which the teacher is employed.

## **ALPHABETICAL LISTING OF INFORMATION**

### **ATTENDANCE/STUDENTS**

- \* Students will be permitted to participate in conditioning, tryouts, and games or practice extracurricular activities only if they have been in attendance at least one-half of the day (11:30 a.m.) according to the State Board of Education. Exceptions can be approved or not approved by the principal.
- \* Extracurricular activities must not interfere with the regular school day. Exceptions must have administrative approval.
- \* The advisor should keep a close check on academic progress and encourage all students participating in performance activities to give proper emphasis to scholastic achievement.

### **AWARDS**

- \* Principals decide which team or group receives award letters.
- \* The procedure for lettering and other awards for each interscholastic activity is submitted to local school administration in writing for approval before the beginning of each season/school year.
- \* After approval, the lettering procedure is made clear to all participants before practice begins.
- \* It is recommended that a scholastic award be given in each activity.
- \* The Principal must approve the awards furnished by the booster club, an individual or outside organization prior to its presentation.
- \* Refer to the GHSA Constitution and By-laws for further guidelines on awards (1.90-1.94).

### **BOOSTER CLUBS (ORGANIZATIONS)**

Booster organizations are an important part of the athletic and extracurricular programs in the Carroll County School System. Booster organizations play an important role in supporting, encouraging, and in advancing these programs. The following regulations and guidelines are for the establishment and operation of all booster organizations that support Carroll County Schools.

- \* The principal of each individual school must approve all booster organizations at his/her school.
- \* All booster organizations are defined for the purposes of these guidelines as a group of parents or other interested persons formed for the purpose of supporting any activities of the schools of the Carroll County School System. Parent/Teacher Organizations are included therein.
- \* All booster organizations shall have on file with the school principal the following:
  1. A constitution and by-laws which must include a statement of the purpose and objectives of the organization
  2. the officers of the organization
  3. the method of becoming a member, the meeting schedule
  4. the public site of the regular meetings
  5. a method for calling special meetings
  6. the method by which funds are appropriated,
  7. the procedure for the annual election of officers a statement that the school principal will serve as an ex-officio member 9.
- \* Booster organizations shall submit a copy of their annual budget to the principal prior to adoption of the budget by the membership.
- \* It is suggested that financial records be audited or reviewed at the end of each school year and a copy of the report submitted to the principal.
- \* No booster organization may require or mandate that students participate in the fund raising activities of the particular booster organization in order to be involved in the activity which the Booster Organization supports.

- \* All fundraisers shall be approved two months in advance by the Carroll County Board of Education.

While the Carroll County Board of Education recognizes that academic and athletic booster organizations and other parent organizations have significant autonomy, the Board also holds organizations accountable to all applicable laws and to follow all acceptable accounting procedures. While school system employees are encouraged to participate in booster organizations, they may not act as an agent of the school or system to assume debt or other liability for the school or system. The school and school system assumes no accountability or liability for booster organization funds. The board of education may suspend or terminate any booster organization for inappropriate conduct or activity. Booster organizations may not engage in activities on behalf of a school without the expressed permission of the principal or superintendent.

- \* Under no circumstances shall booster organization funds be co-mingled in any account with the school activity funds or school system funds. Booster organizations may donate funds to a school or a school system. When these funds are deposited in a school or system account, the booster organization relinquishes all control over these funds.
- \* Booster Organizations exist only to support the school and its program. All booster organizations should be aware of and abide by the Georgia High School Association (GHSA) rules governing gifts/awards to students. Advisors of each individual activity are encouraged to attend Booster Organization meetings.
- \* Principals shall ensure booster organizations adhere to the Code of Ethics in regard to providing bonuses or gifts to advisors or staffs. Booster organizations must abide by all guidelines, rules and policies set forth by the Carroll County Board of Education, State Board of Education, Georgia High School Association and all local, state and federal laws.

#### **BY-LAW 2.68: GHSA CONCUSSION POLICY:**

In accordance with Georgia law and national playing rules published by the National Federation of State High School Associations, any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the practice or contest and shall not return to play until an appropriate health care professional has determined that no concussion has occurred. (NOTE: An appropriate health care professional may include, licensed physician (MD/DO) or another licensed individual under the supervision of a licensed physician, such as a nurse practitioner, physician assistant, or certified athletic trainer who has received training in concussion evaluation and management.

- \* No athlete is allowed to return to a game or a practice on the same day that a concussion (a) has been diagnosed, OR (b) cannot be ruled out.
- \* Any athlete diagnosed with a concussion shall be cleared medically by an appropriate health care professional prior to resuming participation in any future practice or contest. The formulation of a gradual return to play protocol shall be a part of the medical clearance.
- \* It is mandatory that every coach in each GHSA sport participate in a free, online course on concussion management prepared by the NFHS and available at [www.nfhslearn.com](http://www.nfhslearn.com) at least every two years – beginning with the 2013-2014 school year.
- \* Each school will be responsible for monitoring the participation of its coaches in the concussion management course, and shall keep a record of those who participate.
- \* Each school must distribute to every athlete and his/her parent/guardian an information sheet that includes: the dangers of concussion injuries, the signs/symptoms of concussion, and the concussion management protocol outlined in this by-law. This sheet must be signed by the parent/guardian of each athlete and a copy kept on file at the school.

#### **COACHES EDUCATION REQUIREMENTS (GHSA)**

GHSA requires that an athletic coach be a professional teacher meeting the teaching requirements and be employed by only the board of education or similar governing authority, regardless of whether or not they



are paid for their services. (Note: exception when all boards of education or similar governing authorities and all principals/headmasters involved sign a consent form on an annual basis, he or she may coach at another school system), and:

- \* Be employed for 20 more hours per week on a regular basis in a professional, contracted position and hold a teaching certificate or leadership certificate, issued by the State of Georgia, or
- \* Be assigned as a student intern in a practice teaching situation under the guidance of a college or university teacher training program; or
- \* Be a retired teacher teaching or supervising less than one-half time (forty-hours considered full time).

System schools may employ persons who are not professional certificated teachers as assistant coaches in their athletic programs. These individuals are referred to as “community coaches”. (See Community Coaches)

Attached are Job Descriptions for athletic director, head coach, assistant coach, and community coach (Exhibits D, E, F, & G)

Community (Lay) Coach may not serve as a head coach at the high school level. (Note: middle school principals may recommend a community coach for a middle school head coach position only after the principal has determined there not to be a qualified candidate who is a certified Carroll County School System employee. This recommendation must go through the Department of Human Resources for approval.

## **CODE OF CONDUCT/STUDENTS**

Participants representing the Carroll County School System in interscholastic activities are expected to conform to certain standards. Each participant in interscholastic activities is expected to be an example of excellent conduct, high standards of personal appearance, and good citizenship. When a student does not meet the required standards, proper discipline measures will be enforced.

- \* Advisors will communicate expectations of behavior, academic progress, sportsmanship and consequences for not meeting expectations to all participants. Team/activity rules and consequences will be established.
- \* Students removed, suspended, or dismissed from interscholastic activities because of violations of Carroll County Discipline Code, and/or Local, State, or Federal Laws will not regain eligibility by transferring to another Carroll County School. Likewise, the Carroll County School System will honor other school systems suspension or dismissal of students from interscholastic activities which transfer to the Carroll County School System. Concerns related to these types of actions may be specifically addressed to the principal/designee.
- \* When it is necessary to take disciplinary action that is severe in nature, such as a lengthy suspension or expulsion of a participant, the principal must be consulted to assure that he/she could support the recommended action, which may be taken.
- \* Externally suspended students and students in alternative school for disciplinary reasons may not condition, tryout, practice, or participate in extracurricular activities.
- \* Carroll County School System's disciplinary code is to be strictly enforced at all times.
- \* Students involved in performance activities are not to use tobacco, illegal drugs, legal synthetic drugs, look-alikes, steroids or alcohol.
- \* If a student who participates in extracurricular activities is discovered using tobacco, illegal drugs, synthetic drugs, look-alikes, steroids or alcohol, he/she will receive the same disciplinary action as any other student and any additional punishment, which is considered appropriate by the advisor. The principal must be consulted of any additional punishment to assure that he/she could support the recommended action.
- \* Students who have been properly notified of this requirement may be prohibited from participating

in performance activities.

- \* Whenever there are problems of such consequence that might bring appeals or protests to the administration, whether in practice, games, or in the dressing rooms (example: fights, destruction of

facilities or equipment, confrontations with officials or parents, technical fouls, expulsion from a game or contest, etc.), a written report should be submitted to the principal the next morning after the occurrence.

## **COMMUNITY COACHES**

### Procedures for Approval of Community Coaches

- \* The community coach must be recommended by the head coach of the athletic team to the school principal.
- \* The principal of the school must recommend the community coach to the Carroll County Schools' Department of Human Resources after contacting three phone references.
- \* The community coach must complete fingerprinting and a criminal background check on the initial application.
- \* The principal and/or athletic director must provide proof that the community/lay coach has completed all of the GHSA requirements. (Including the GHSA Coaches Education Training and Testing Program.)
- \* The principal must submit a complete recommendation to the Carroll County Schools' Department of Human Resources.
- \* Principals will submit a list of all community coaches to Human Resources no later than the first of August of each school year. If a change is made during the school year, the principal is responsible for informing Human Resources so that the list may be kept up to date.
- \* The position of the community coach shall be a temporary position and must be submitted annually to Human Resources.
- \* The community coach shall serve at the discretion of the head coach, the principal of the school, and the local school district, any of which may terminate the services of the community coach at any time for any reason.
- \* Community coaches must be at least 21 years of age.
- \* A community coach may not assume coaching duties until meeting all conditions listed in this section along with meeting all guidelines for community coaches established by GHSA.
- \* A community coach cannot be a head varsity coach and must work under the direct supervision of a certified professional teacher.
- \* Community coaches must abide by policies, rules, regulations, procedures and guidelines of the Carroll County Board of Education, local school, and GHSA.
- \* All community coaches must attend a regular GHSA rules clinic in the sport(s) they coach as required of others on the staff. Failure to adhere to this policy will result in the school receiving a fine from GHSA.
- \* Community coaches may not coach out of season with any community team that has one or more students from the GHSA member school, including 8th graders, at which that person coaches on that team.
- \* GHSA passes will be issued to the non-certificated coach for his or her activity only. This pass will provide entry **to GHSA sponsored activities for the athletic activity only.**

## **COMPLIMENTARY PASSES**

- \* Carroll County ID Badges bearing the employee's photograph are issued to each individual county employee and serve as extra-curricular passes as permitted.
- \* Use of the extra-curricular passes shall be limited to regularly scheduled school activities. Employee ID passes shall not cover admission to events held as one-time fund raisers or GHSA sanctioned playoff games, tournaments, or other events scheduled beyond the regular season.
- \* The ID passes may be used only by the employee. If the employee is not present, the county pass may not be used.
- \* The employee is entitled to have one visitor enter the contest with them at no charge. Misuse of the



pass will result in the confiscation of the pass and possible disciplinary action against the employee.

\* The ID Badges are to be surrendered upon termination of employment.

- \* **Georgia High School Association Pass:** Only the bearer of this pass plus one will be admitted. A photo ID must be presented for state tournament level events. All GHSA pass bearers must sign on the GHSA Pass Gate Form. (Exhibit C)

### **COST TO THE PARTICIPANT**

- \* Fundraisers which could be construed as “pay to play” for the athlete or his/her family should be avoided.
- \* The financial cost to the participant should be reasonably held to a minimum.
- \* No student should be discriminated against or discouraged from participating in an activity that is sponsored by Carroll County Schools because of any personal financial obligation associated with that activity.

### **DRUG SCREENING**

Students who wish to participate in any interscholastic extracurricular activity or any student who applies for a parking permit and intends to park a vehicle on school grounds at any Carroll County School will be subject to a random drug screening. Each student will be required to complete and sign Consent for Drug Testing Form (Exhibit J) prior to participating in any interscholastic extracurricular activity.

Any student with a “positive” drug screen will be required to complete the on-line Drug Awareness Course (Georgia Drug and Alcohol- [coursefordrugsandalcohol.com/states/GA](http://coursefordrugsandalcohol.com/states/GA)) at their expense and provide proof of course completion to the building level administrator. Completion of this course is required prior to participation and after meeting requirements outlined in Board Administrative Rule JCABB-R(1).

### **ELIGIBILITY (Student)**

- \* Each coach/advisor, when applicable, is responsible for familiarizing himself/herself with the state, county and GHSA eligibility requirements and assuring the local administration that there are no violations (refer to School Board Policy IDE (3)). To ensure that there are no violations, the principal and/or superintendent, at his/her discretion, may request additional documentation and/or evidence that all eligibility requirements have been met. Examples of documentation and/or evidence include but are not limited to the following: meetings with student and parents/guardians, home visits to verify residency, copies of additional utility bills, real estate contracts and court papers dealing with divorce and guardianship.
- \* An eligibility report must be filed at least twenty days prior to the calendar date for the first game or contest in any activity. Each school is responsible for filing with GHSA the required eligibility papers (Form A for all students and Form B for transfer students). A computer form may be used if it contains all information on Form A in the same order. This form must be signed by the principal or designee
- \* Each school shall adhere to School Board Policy JBC (4) concerning student enrollment verification to be sure that each team member lives in the district with his/her legal guardian or parents.
- \* Interscholastic/performance activities must be in compliance with the Carroll County Eligibility Policies, State Board Policies, and GHSA By-Laws.

### **EMERGENCY EVACUATION PLAN**

Each high school and middle school will have an Emergency Evacuation Plan designed to give guidance to school administrators and others in preparing for any emergency that might arise at an athletic or other

large group event. Schools may use **Exhibit I** as a guideline for developing their school plans.

## **EMERGENCY SERVICES**

- \* It is suggested that the school provide a physician and/or ambulance along with a certified trainer for each home football game. At a minimum, there must be a certified trainer on site.
- \* If at a football game the physician, emergency medical personnel, or certified trainer feels that a player should be sent to the hospital, the ambulance is to be requested.
- \* It should be understood that where clear and present danger exists, the principal or his/her designee should immediately call 911.

## **EQUIPMENT AND FACILITIES USE AND CARE**

- \* The supervision and care of all facilities are part of the overall expectations and responsibility of the individual advisor as well as the administration.
- \* Supervision shall be provided any time students are in the dressing rooms or other school facilities.
- \* An equipment and supply inventory must be taken by each advisor before the beginning and at the end of each season. This form will be used for inventory control and budget planning purposes. The advisor shall see to it that all equipment is cleaned and stored. Home and visitors' dressing rooms, offices, etc., shall be kept clean and orderly at all times.
- \* In accordance to local board policy KG (Use of School Facilities), any non-school sponsored group using any school facility will require the principal to submit a Facilities Use Agreement on School Stream.
- \* No keys are to be loaned or duplicated except by permission of the principal. No student manager is to have keys assigned to him/her.
- \* The principal's designee is responsible for checking out all aspects of the facilities where games are to be played at least 10 days before the first contest. This check should include such things as scoreboard, lights, field equipment, dressing rooms, press box, public address system, benches, goals, gates, public restrooms, etc.
- \* When a uniform is checked out to an individual participant, that student is responsible for it and must pay for articles damaged by improper use or loss. Failure to do so may result in the student not being able to try out for any other activity and/or not being able to participate in the graduation ceremony.

## **CARROLL COUNTY EXTRACURRICULAR EXPECTATIONS**

The vision of Carroll County Schools is to be recognized as a premier school system. This vision encompasses extra-curricular programs, thus, it is imperative that the district's extracurricular programs strive to be of the highest quality. Having high quality programs increases student engagement, improves school climate, and improves parent/community satisfaction. Additionally, the district has a commitment to community based schools which dictates that schools have quality extracurricular programs that create a sense of accomplishment and pride throughout the communities they serve.

### **Definitions:**

- For the purpose of this document extracurricular programs are defined as competitive athletics, cheerleading, and fine arts programs.
- For the purpose of this document coaches are defined as competitive athletic coaches, cheerleading coaches, band directors and other program leaders.

### **Program Expectations:**

- We expect programs to positively change the lives of their student.
- We expect programs to work and play harder than our opponents.
- We expect programs to be better prepared than our opponents.
- We expect programs to be more fundamentally sound than our opponents.
- We expect programs to be more disciplined than our opponents.
- We expect programs to compete with more passion than our opponents.
- We expect programs to exhibit better sportsmanship than our opponents.
- We expect programs to compete for the top spots in their region/district/area each year.

### **Administrative Expectations:**

- We expect administrators to have high expectations for quality extracurricular programs.
- We expect principals to hire coaches, program leaders and athletic directors who lead by example, build relationships and accept ownership and accountability and embrace change to drive improvement.
- We expect administrators to ensure events are safe, well supervised and organized.
- We expect administrators to ensure coaches adopt and meet the district's expectations for extracurricular programs.
- We expect administrators to evaluate programs each year for meeting district expectations, participation rate, and other targets established with the head coach or program leader.
- We expect administrators to ensure facilities, fields and equipment are kept clean, attractive, and well maintained.
- We expect administrators to ensure programs follow all applicable governing policies and rules.
- We expect high school principals to ensure their head coaches or program leaders to provide guidance for the philosophy, direction and approach of middle school programs.
- We expect middle school principals to ensure their coaches are aligned to and support the high school programs philosophy, direction and approach. Additionally, we expect middle school principals to include the high school principal, high head coach or program leader in the process for hiring middle school head coaching positions.
- We expect school administrators to take steps each year to improve extracurricular facilities, equipment, and support.
- We expect administrators to find additional ways to help extracurricular programs succeed (i.e coaching assignments, teaching schedules, student scheduling (weight lifting) , fund raising, clerical support, AP assigned to support extracurricular programs, encouraging professional development, etc.).

### **Program Building Expectations:**

- We expect a consistent philosophy and approach throughout feeder programs. The head coach or program leader at the high school level will drive this effort.
- We expect programs to conduct high quality, rigorous, off season efforts. We believe this is where championships are won. (i.e. weight & conditioning program, position camps and individual player skill development efforts, etc.)
- We expect coaches, program leaders and athletic directors to exhibit professionalism in the way 1) they look; 2) communicate; 3) treat people; and 4) treat information.
- We expect coaches, program leaders and athletic directors to work hard, invest the time needed to ensure the program meets expectations, be organized, create structures & processes to give our students the best chance for success, communicate effectively, and work to improve their professional knowledge/practice.
- We expect athletic directors to assist the principal with athletic administrative tasks, ensure all programs are meeting the district's expectations, ensure a focus on improvement for all programs as well as facilities and be a visible leader in the school/community.
- We expect each school cluster to have a common extracurricular participant code of conduct.
- We expect coaches, program leaders and students to look and act in a way that reflects positively on the school and district.



- We expect coaches and program leaders to have structures and processes in place to ensure their program is well managed and organized.
- We expect coaches and program leaders to keep facilities, fields and equipment clean, attractive, and well maintained.
- We expect Middle Schools to:
  - Coordinate philosophy and approach with high school program expectations;
  - Offer weight training coordinated with high school expectations;
  - Ensure coaches work with varsity coaches to improve skills and alignment;
  - MS administrators should assist high schools with major home events if needed;
  - Work with high schools to create student transition events each spring.
- We expect high schools to conduct a student leadership program each year and have students do service projects each year.
- We expect summer camps to be of high quality.
- We expect feeder programs to have the opportunity to play a game each year at the high school site.
- We expect athletic directors, head coaches and program leaders to work closely with parent groups to coordinate support, efforts and resources to align with the needs of their programs.
- We expect coaches to work with recreation departments by holding coaching clinics for recreation coaches, attending recreation events to show interest in upcoming students/parents and other steps needed to connect this group to the school program.
- We expect programs to display evidence of past success of teams/individuals to honor their accomplishments and motivate current student participants.

#### **Branding Expectations:**

- We expect consistent use of district approved colors, mascots and logos throughout feeder programs (We do not hire coaches, program leaders, athletic directors or principals to change colors, mascots or logos.)
- We expect high school students to be visible in feeder schools (i.e. load cars in the morning, read to students, visit classrooms, eat lunch with students, etc.).
- We expect high schools to give key stakeholders spirit attire each year (i.e. feeder school administrators, board member(s), cluster advocate, mayor, and commissioner).
- We expect high schools to hold a cluster tailgate party before a home football game each year.
- We expect schools to honor the past while creating the future (i.e. hall of fames, wall of fames, record boards, championship banners, championship pictures, team reunions, bringing former players back to speak, etc.).

#### **Community & Stakeholder Engagement:**

- We expect high schools to create an exciting and positive game day experience/atmosphere.
- We expect administrators, coaches and program leaders to know, respect and honor the traditions of the school/community.
- We expect high schools to host elementary, middle school and/or recreation nights.
- We expect high schools to be inviting to class reunions by helping to make them special events for former students (act like you are glad they are there).
- We expect schools to look for ways to recognize those who once attended or who currently support the school. When someone does something special, recognize and thank them.
- We expect programs to hold parent workdays to help with preparing fields/facilities/equipment for the upcoming season (i.e. weed eating, cutting, blowing, painting, repairing items, renovation of locker areas, renovation of equipment, etc.).
- We expect coaches to engage in public relations activities such as attending recreation events, speaking to civic groups and reaching out to key stakeholders in the community.
- We expect schools to do reach with the community in an ongoing manner. Ensure coordination of efforts to show appreciation and obtain support, resources and money.

### **Communication Expectations:**

- We expect each program to have a parent meeting prior to the start of the season.
- We expect programs to have defined on-going communication with parents during the season.
- We expect banquets or end of the year team gatherings to be of high quality.
- We expect middle schools, 9th grade teams, JV teams and non-major sports to provide a short summary, including scores, to Times-Georgian after every win.
- We suggest programs find a parent/teacher to serve as a PR liaison to the newspaper, and provide Facebook posts, website updates, and parent contacts.
- We expect schools to provide information and pictures to the district for a press release for any region/district championship or runner-up.
- We expect schools and programs to thank parents, community members, and other stakeholders who support your programs.

### **District Coordination Expectations:**

- Director of School Supports will support all extracurricular programs to ensure alignment K-12.
- GHSA and Middle School eligibility questions and other such questions are to be coordinated through the Director of School Supports.
- Facility/field improvements/upgrades or issues should be communicated with the Director of School Support and coordinated through the district Director of Maintenance and/or Assistant Superintendent for Administrative Services.
- The district will develop and share a Interscholastic Activities handbook each year. School administrators are expected to ensure that all coaches and sponsors get a copy and are updated on any changes/additions.
- The district will hold a yearly meeting with athletic directors, fine arts directors and principals to discuss extracurricular issues.

### **FINANCIAL ACCOUNTING**

- \* All funds collected from students should be properly receipted and turned in to the bookkeeper on a daily basis.
- \* All purchases to be paid by the school must have advance administrative approval on a Local School Purchase Order/Check Request Form. The school will pay no bills unless purchases have prior approval by the appropriate administrator.
- \* Advisors are expected to keep a running account of expenditures and to refrain from making requests that would exceed the assigned allotment.
- \* All purchases shall be in accordance with the policies established by the Carroll County Board of Education and the laws of the State of Georgia. (Refer to Carroll County Board of Education Policy DJEA)
- \* The principal or designee must approve travel expenses in advance.

### **FUNDRAISING**

- \* The Principal shall approve all fund raising activities in advance. If a fundraiser activity is not listed on the pre-approved fundraiser list (Refer to Carroll County Board Policy JK), then, a Request for Individual Fundraising Project Form must be submitted through the Carroll County School Stream Portal for Board approval at least five weeks prior to the start of the fundraising activity.

- \* Students shall not be required to participate in fund raising in order to participate in extracurricular activities. (Refer to Carroll County School System Accounting and Procedures Manual, pages 24-26 for more details)

## **GATE RECEIPTS**

Gate receipts shall be properly accounted for by the sale of tickets and documentation through the use of gate receipt forms. (Refer to Carroll County School System Accounting and Procedures Manual, pages 24-26 for more details)

## **GENDER EQUITY IN SPORTS**

The Carroll County School System does not discriminate on the basis of gender in its athletic programs. The Equity Coordinator for the Carroll County School System will handle all Gender Equity Complaints according to School Board Policy GAE (2). The State Board of Education has a mandated "School System Compliance On Gender Equity In Sports" report which is due to the State Department of Education each year. The report is for the past fiscal year. High school principals or their designee are responsible for completing and returning individual school reports to the office of the System Equity Coordinator annually.

## **INFORMED CONSENT-Carroll County School System - Release/Emergency Medical Form**

No student shall be allowed to participate in conditioning, tryouts, practice or contest until an informed consent form, signed by the parent/guardian, has been placed on file at the school. (Exhibit A).

## **INSURANCE (ATHLETICS)**

No student shall be allowed to participate in conditioning, tryouts, practice, or contest until the advisor has proof of insurance or a signed waiver (Exhibit A). Insurance is available from a third party through the school system. Parents or participants interested in acquiring information concerning the insurance can request such through the advisor or school athletic director.

## **MIDDLE SCHOOLS**

All events in which Carroll County Schools participate shall be conducted under the rules and regulations of:

- \* **Carroll County Board Of Education,**
- \* **State School Board Policy,**
- \* **State School Standards,**
- \* **Georgia High School Association (where applicable according to Middle School**
- \* **Conference By-Laws),**
- \* **Southern Association of Colleges and Schools Accrediting Agency.**

In addition, all Middle Schools will abide by the by-laws of the West Georgia Middle School Athletic Conference (See Carroll County Schools web site under Resource Section).

Middle School extra-curricular programs will align, coordinate and cooperate with their respective varsity programs.

## **OFFICIALS (ATHLETICS)**

- \* The head coach/athletic director is responsible for securing officials but must receive administrative approval before confirmation.
- \* Written contracts will be made with officials and signed by the principal.
- \* All varsity athletic events hosted by a GHSA-member school in football, softball, volleyball, competitive cheerleading, basketball, wrestling, and baseball, shall be officiated by officials who are members of associations that are approved by the GHSA.
- \* GHSA requires the host school to provide some type of dressing facilities for football and

basketball officials at the game site, which can also be used to hold the pre-game conference.

- \* 9th Grade and JV contests must use GHSA officials.
- \* Officials shall not have present or recent affiliation with a participating school.
- \* Coaches, school officials, participants and parents shall not approach officials or enter an officials' dressing area for complaints immediately after the game.
- \* Participants will not be permitted to argue with officials or display other unsportsmanlike acts.
- \* The GHSA Constitution states: "Coaches, administrators, or players are not to make comments to the media that are critical of officials and/or their calls in a game. Penalties that could be imposed by the Executive Director will include fines and/or suspensions." Coaches who violate this will pay any fines personally.

Suggestions to assist officials:

- \* Provide a specific parking space if parking is going to be a problem.
- \* Have someone available to greet officials and show them to the dressing room.
- \* Be certain that the officials have immediate access to the dressing facilities and that the dressing facility will be locked during the game.
- \* Provide appropriate refreshments (soft drinks, etc.).
- \* Monitor possible spectator problem areas.
- \* Show some sign of appreciation to the officials at the end of the contest.

#### **OUT-OF-SEASON PRACTICE**

- \* Advisors, teachers or sponsors of all extracurricular activities shall not require students to participate in any out-of-season program (including summer) as a condition of school-year participation.
- \* Advisors are not allowed to coach a community team, which consists of any members of their high school team during the school year, including 8th graders. This does not prohibit a coach from coaching members of his team from the time school is out until the beginning of the next school year (GHSA defines the beginning of each school year as the first date of practice for the earliest GHSA sport).
- \* From the beginning of the school year as designated by GHSA until the last day of school no coach is allowed to work in a camp or clinic in which members of their team are participants unless it is during their designated season as established by the GHSA.
- \* Individual schools may set dates for their teams to have voluntary workouts as long as all GHSA by-laws are followed.

#### **PARTICIPATION**

Students are encouraged to participate in as many activities as the student and parent desire. Advisors will not prohibit or discourage participation in another school sponsored activity. Students will not be required to participate in one sport in order to be eligible to participate in another sport. Students will not be required to attend out of season activities that conflict with in-season activities.

#### **PERFORMANCE/ENHANCEMENT SUPPLEMENTS**

In order to minimize health and safety risks to student athletes, maintain ethical standards, and reduce potential liability for individuals and/or the School District, all School District personnel (including full-time, part-time, and lay coaches) are prohibited from recommending, encouraging or permitting the use of, or supplying to students, any drug, medication, or food supplement intended to enhance performance.

## **PHYSICAL CARE OF PARTICIPANTS (ATHLETICS)**

- \* At practice and games, the advisor should have a copy of the Parent Consent/Athletic Release Form (Exhibit A) in his/her possession in case of emergency.
- \* Advisors are expected to be sure that the physical facilities are safe and free of hazards, that each participant's equipment is in good condition, properly fitted and meets required safety standards.
- \* Advisors are responsible for seeing that all injuries are properly treated. In the event of a severe injury, 911 should be called.
- \* In the event of an injury or accident, the advisor shall complete an accident report and file it with the principal or his/her designee.
- \* When participants have an injury requiring medical attention, parents/guardians should be contacted.
- \* When necessary, a health advisory will be issued to address the control and prevention of communicable diseases.

## **PHYSICAL EXAMINATION**

No student shall be allowed to participate in conditioning, tryouts, practice, or compete until a physical form, Concussion Awareness Form and a Parent Consent Form are on file at the school. Copies of these forms may be picked up at the high school or middle school. (Exhibits A, B & K)

## **PRACTICE SESSIONS (ATHLETICS)**

- \* Schools shall not allow an illegal practice as outlined by GHSA Constitution and Bylaws.
- \* Definition: Practice in any extracurricular activity from the first day of school (as defined by GHSA) until the last day of the school year is defined as an assembly of two or more students participating in any extracurricular activity in; the presence of or under direct supervision of a coach in that specific activity.
- \* Advisors may conduct only conditioning sessions prior to the official starting date (weight lifting, rope jumping, running and similar activities). Conditioning sessions must preclude use of equipment unique to a particular sport. Conditioning cannot be sport specific.
- \* Practice sessions shall comply with local and state starting and ending dates.
- \* Practice sessions shall be conducted in a manner that exemplifies high standards of conduct, sportsmanship and coaching ethics.
- \* Athletes must meet all requirements for eligibility prior to participating in practice. This includes being on track academically, up to date physical, proof of residence, and parent consent. This includes spring practice for football.
- \* The advisor of each team/group is in complete charge of the practice session/meeting.
- \* Students participating in summer work outs/practices shall be monitored closely for dehydration and/or other heat-related complications.

## **PRESS BOX, PUBLIC ADDRESS, PRESS AREA, SCORING TABLES**

- \* Only those people who have a job to perform which requires them to be in the press/scoring area should be allowed to enter.
- \* Every effort should be made to assure that the people of the media have a place to sit and work when they are covering a game.
- \* Public Address Announcers are required to read the GHSA Sportsmanship Statement prior to athletic contests.
- \* Any music played over the public address system must have prior approval from the principal or his/her designee to ensure the music is school appropriate.

## **PUBLICITY**

Advisors should follow up to see that their teams/groups and individuals get proper recognition at both the local school level and from the media. Advisors will refrain from making negative comments about parents, students, or officials. Any requests for information from the media or Central Office should be acted upon as quickly as possible.

## **RECRUITING**

- \* Refer to GHSA By-Laws regarding recruiting (GHSA Rule 1.71)
- \* When advisors receive inquiries from parents or students, from a Carroll County School or other regional school, concerning the possibility of transferring to your school district:
- \* Please refrain from giving information to them, as this could be interpreted as undue influence on your part and/or a recruiting violation, which would put you and your school and students in jeopardy.
- \* Please direct all such inquiries to your Principal or his/her designee.
- \* Recruiting of students by advisors within a school at the expense of another advisor, team or group should not occur.
- \* Cooperation between members of the staff is essential for the success of the total program.
- \* It is the responsibility of the local school administration to see that undue pressure is not put on the student either directly or indirectly in his/her choice of activities.

## **SCHEDULING ATHLETICS**

- \* The head coach/advisor is responsible for planning a tentative schedule for the team/group under his supervision. No games, practices or meetings should be scheduled in which there is conflict with the regular school day unless prior administrative approval is received.
- \* In making schedules, all state, county and region requirements must be met. The GHSA Handbook should be used as a guide.
- \* Contracts for athletic events as directed by GHSA By-Laws will be made and filed by the principal or designee.
- \* The "dead-week" during the Fourth of July must be adhered to by all sports/activities.
- \* Georgia High School Association regulations, which pertain to the number of contests per week and the number of contests per season, must be strictly enforced.
- \* When applicable, the principal or the school athletic director will make arrangements for transportation, food, lodging, etc.

## **SECURITY AND SUPERVISION**

The home school is responsible for providing administrative supervision for all extra- curricular events. Principals shall ensure there is adequate security provided for each home football and basketball game. This may include providing off-duty officers to work security for games or events that draw a large crowd. (The number of off-duty officers provided by the home team shall be determined by the home school principal.) It is suggested that the home team provide one security person for every 500 people on site.

## **SUMMER LEAGUES AND SUMMER CAMPS**

- \* Participation in summer leagues or summer camps can be encouraged but cannot be used as a prerequisite for participation in an athletic or performance activity.
- \* From the first day of the school year, as defined by GHSA, until the last day of school no coach is allowed to work in a camp or clinic in which members of their team are participants unless it is



during their designated season as established by GHSA.

- \* The school employee is also directed not to require or expect participation of his/her students in a

- camp/clinic in which the employee receives any compensation beyond his/her contracted salary.
- \* The System Facilities Use Policy (Carroll County Board Policy KG) requires a facility use agreement be submitted and approved according to policy when school system facilities and fields are used for profit.
  - \* Catastrophic Insurance provided to GHSA member schools expires when school is out and does not resume until the first day of football conditioning. Normally, any school insurance that a student has obtained also expires with the end of school (this includes School Insurance that students purchase).
  - \* Non-mandatory practices may be held during the summer months in any activity.
  - \* Students may attend camps, clinics and practices from the first day school is out until the first day of the next school year as defined by GHSA.
  - \* Students may participate in football passing leagues, basketball leagues, baseball leagues, etc.
  - \* These camps, clinics, or practices may not be exclusive, i.e., any student who wishes to attend must be allowed to attend.
  - \* Camps, clinic, or practices may occur on or off school property. If they occur on school property, arrangements must be made with the proper school authorities for the use of school facilities.
  - \* Students may play on a summer league team that is coached by the high school coach after the last day of school is out until the first day of the next school year as defined by GHSA.
  - \* Coaches may coach summer league teams consisting of participants not in their high school program prior to the end of school.

#### **TICKET PRICES**

- \* The ticket prices at the gate will remain consistent (Exhibit H); however, a school may sell tickets at a discount for pre-sale which may include individual games, season passes, school activity passes, or any package of tickets as determined by the principal.
- \* Ticket sales will be properly accounted for and receipts deposited in the appropriate school account.
- \* Ticket prices at out-of-county events and region events may vary. GHSA sets ticket prices for state events. District Employee Passes are not accepted at state playoff events.
- \* Any increases in ticket prices must be approved by the Superintendent or his/her designee.

#### **TRAINERS (ATHLETIC TRAINERS)**

An athletic trainer is person licensed by the Georgia Board of Athletic Trainers who, upon the advice and consent of a physician, carries out the practice of prevention, recognition, evaluation, management, disposition, treatment, or rehabilitation of athletic injuries. In carrying out these functions, the athletic trainer is authorized to use physical modalities, such as heat, light, sound, cold, electricity, or mechanical devices related to prevention, recognition, evaluation, management, disposition, rehabilitation, and treatment. Schools may also utilize a team doctor who is a licensed physician in the State of Georgia.

Schools who contract with an outside source for certified athletic trainers must provide complete information for prior approval by the Board of Education. A contract for services must also be completed prior to any action.

#### **TRANSPORTATION (Refer To Carroll County Board Policy IFCB)**

- \* Advisors will follow all guidelines and procedures set forth by the Transportation Department when acquiring buses for transportation.
- \* Advisors will maintain a list of all students being transported to and from each extra- curricular activity at all times during the trip and will “call roll” each time they prepare to move the students from one location to another.
- \* All transportation requests within the state of Georgia must be approved by the building level administrator and the appropriate administrator at the central office level.



- \* All field trips to a destination outside of the state of Georgia must be approved by the board of education well in advance of the trip.
- \* When necessary, schools may be required to pay for part of transportation cost.
- \* Schools are responsible for any parking fees related to the trip.
- \* If a game/contest/meeting is canceled, the principal or designee will notify the Transportation Department. Failure to notify the Transportation Department of a cancellation will result in a fee being charged for each bus requested.
- \* In some extenuating circumstances a school team, squad, or individuals may qualify for a state, regional, or national competition, which may necessitate an out-of-state and/or overnight field trip.
- \* If this occurs and time restraints prohibit the superintendent from getting board approval before the scheduled event, then the superintendent/designee will review the Principal's request and approve or deny the request.
- \* The use of passenger vans to transport students to and from school related functions is inconsistent with the school system's priority of assuring the safety and security of students; and, as such, van use is not permitted.
- \* Students are required to use school transportation when traveling to a school sponsored extracurricular activity or event. A parent/guardian may sign a release provided by the advisor should the parent request to transport their student at the conclusion of the activity or event. No one may sign the release for a student except that specific student's parent/guardian.

## **WEATHER GUIDELINES**

All coaches/sponsors of sports/activities that occur during periods of extreme heat are required to follow the Carroll County School District Extreme Heat Guidelines. A scientifically approved instrument that measures the heat index must be utilized at each practice to ensure that the written policy is being followed properly. Likewise, coaches/sponsors are required to follow Carroll County School District Cold Weather Guidelines during periods of extreme cold (Exhibit I). Guidelines for following Extreme Weather Condition Procedures may also be accessed on the Carroll County schools web page under Resources.

The following are guidelines as to how to handle inclement weather with snow/ice, lightning, possible tornados, and severe thunderstorms in conjunction with practices and games:

1. Activity/Athletic Cancellations During the Day by the District
2. Adhere to all specific instructions transmitted by the Superintendent of Schools or the appropriate designee.
3. Students are to go home when school dismissal occurs.
4. School Closings Prior to School Commencing
5. No games, performances, or practices each day that school is out.

### **Lightning Detectors**

It is required by the GHSA that a working lightning detector be on-site at all outdoor athletic games. The athletic director or designee should be responsible for the device and for reporting to the head official as needed.

### **After Activities Practices or Games Have Started**

Any Principal or coach/sponsor may cancel any game, performance or practice when individual situations warrant such. Move all students, fans, coaches/sponsor etc. to safety as soon as possible. If students are traveling by bus, the bus driver can monitor weather conditions through the Transportation Department by bus radio or telephone.

### **School Cancellations with Activities Practices and/or Games Resuming**

Sometimes school may be cancelled but games, performances, and/or practices may resume at a certain time. These directives must come from the Superintendent of Schools or the appropriate designee. Do not resume practices or games, even if the weather turns nice, without approval.

When regional or state competitions occur during a time of school cancellation, each individual case will be evaluated independently to determine if a particular school can participate. The GHSA will confer with local officials as well. The directive for our schools must come from the Superintendent of Schools or the appropriate designee.

**Exhibit A**  
**Carroll County Schools**

Parent Consent/ Athletic Release

Name\_    \_ Sport    \_M          F          Date\_

Home Phone    Grade\_    Birthdate

Address\_

Name of Parent/ Guardian

Address (if different from above)\_

Mother's cell    Father's cell

Mother's Business\_    Father's Business

Person other than Parent or Guardian to Contact in case of Emergency

Name\_    Relation    Phone\_

Address\_

Student's Physician Name    \_ Office #\_

Insurance Company Name    Policy #

If student is not covered under a valid Insurance Plan, parent or guardian must read and sign statement below:

**I verify that my child is not covered under an Insurance Plan; however, I understand the risk and still prefer my child be allowed to participate. I also agree not to hold the school or anyone acting on its behalf responsible for any injury occurring to my child in the proper course of such athletic activities or travels.**

\_\_\_\_\_  
**Signature of Parent**

\_\_\_\_\_  
**Date**

**WARNING:** Although participation in supervised interscholastic athletics may be one of the least hazardous in which students will engage in or out of school, by its nature participation in interscholastic athletics includes a risk of injury which may range in severity from minor to long term catastrophic. Although serious injuries are not common in supervised school athletic programs, it is possible only to minimize, not eliminate, the risk.

Participants have the responsibility to help reduce the risk of injury. **Players must obey all safety rules, report all physical problems to their coaches, follow a proper conditioning program, and inspect their equipment daily.**

By signing this release form, you acknowledge that you have read and understand this warning. **Parents or students who do not wish to accept the risks described in this warning should not sign this release form.**

I (we) hereby give consent for \_\_\_\_\_ to:

- (1) **Compete in interscholastic athletics in Georgia High school Association (GHSA) sports, except those **CROSSED OUT** below:**

Baseball	Cross Country	Soccer	Track & Field
Basketball	Football	Softball	Volleyball
Cheerleading	Golf	Tennis	Wrestling

**PLEASE INITIAL EACH OF THE FOLLOWING STATEMENTS TO SHOW THAT THE STATEMENT HAS BEEN READ, UNDERSTOOD, AND APPROVED**

I consent to have my son/daughter represent his/her school in approved activities except those excluded by the examining physician.

I grant permission for my child to accompany any school team of which he/she is a member to out-of-town trips. The athlete will be transported to and from all school events in school approved vehicles. Parents wishing to have their child with them when returning from an event must make the arrangements with the coach.

In the event of an emergency requiring medical attention, I expect every reasonable attempt to be made to contact me. In case I cannot be reached, I grant permission for any immediate treatment deemed necessary by the attending physician and transfer of my child to a qualified medical facility. This authorization does not cover major surgery unless formally decreed prior to surgery by two licensed physicians or dentists. I release from liability the Carroll County Board of Education and school administrators or responsible party exercising responsible authority. I will be responsible for hospital or physician charges made during the exercise of the authority.

I agree not to hold the school or anyone acting on its behalf responsible for any injury occurring to my child in the proper course of such athletic activities or travels.

I acknowledge that organized school activities involves the potential for injury which is inherent in all sports. I acknowledge that even with the best coaching, use of advanced protective equipment and strict observance of rules, injuries are still a possibility. On rare occasions, these can be so severe as to result in total disability, paralysis, or even death.

I hereby grant Carroll County Schools permission to release scholastic and personal information about me to any interested educational institutions or branches of the armed forces.

Date

Signature of Parent or Guardian

\_\_\_\_\_  
Signature of Student Athlete



**■ Preparticipation Physical Evaluation**

**HISTORY FORM**

*(Note: This form is to be filled out by the patient and parent prior to seeing the physician. The physician should keep this form in the chart.)*

Date of Exam

Name

Date of birth

Sex

Age

Grade

Sc

**Medicines and Allergies:** Please list all of the prescription and over-the-counter medicines and supplements (herbal and nutritional) that you are currently taking

Do you have any allergies?

Medicines

Yes  No If yes, please identify specific allergy below.  
 Pollens

Food

Stingin Insects

Explain "Yes" answers below. Circle questions you don't know the answers to.

MEDICAL QUESTIONS	Yes	No
26. Do you cough, wheeze, or have difficulty breathing during or after exercise?		
27. Have you ever used an inhaler or taken asthma medicine?		
28. Is there anyone in your family who has asthma?		
29. Were you born without or are you missing a kidney, an eye, a testicle (males), your spleen, or any other organ?		
30. Do you have groin pain or a painful bulge or hernia in the groin area?		
31. Have you had infectious mononucleosis (mono) within the last month?		
32. Do you have any rashes, pressure sores, or other skin problems?		
33. Have you had a herpes or MRSA skin infection?		
34. Have you ever had a head injury or concussion?		
35. Have you ever had a hit or blow to the head that caused confusion, prolonged headache, or memory problems?		
36. Do you have a history of seizure disorder?		
37. Do you have headaches with exercise?		
38. Have you ever had numbness, tingling, or weakness in your arms or legs after being hit or falling?		
39. Have you ever been unable to move your arms or legs after being hit or falling?		
40. Have you ever become ill while exercising in the heat?		
41. Do you get frequent muscle cramps when exercising?		
42. Do you or someone in your family have sickle cell trait or disease?		
43. Have you had any problems with your eyes or vision?		
44. Have you had any eye injuries?		
45. Do you wear glasses or contact lenses?		
46. Do you wear protective eyewear, such as goggles or a face shield?		
47. Do you worry about your weight?		
48. Are you trying to or has anyone recommended that you gain or lose weight?		
49. Are you on a special diet or do you avoid certain types of foods?		
50. Have you ever had an eating disorder?		
51. Do you have any concerns that you would like to discuss with a doctor?		
FEMALES ONLY		
52. Have you ever had a menstrual period?		
53. How old were you when you had your first menstrual period?		
54. How many periods have you had in the last 12 months?		

Explain "yes" answers here

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**I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.**

Signature of athlete

Signature of parent/guardian

Date

# ■ Preparticipation Physical Evaluation THE ATHLETE WITH SPECIAL NEEDS: SUPPLEMENTAL HISTORY FORM

Date of Exam \_\_\_\_\_

Name \_\_\_\_\_  
Date of birth \_\_\_\_\_ Sex \_\_\_\_\_ Age Grade \_\_\_\_\_  
School \_\_\_\_\_ Sport(s) \_\_\_\_\_

1. Type of disability		
2. Date of disability		
3. Classification (if available)		
4. Cause of disability (birth, disease, accident/trauma, other)		
5. List the sports you are interested in playing		
	Yes	No
6. Do you regularly use a brace, assistive device, or prosthetic?		
7. Do you use any special brace or assistive device for sports?		
8. Do you have any rashes, pressure sores, or any other skin problems?		
9. Do you have a hearing loss? Do you use a hearing aid?		
10. Do you have a visual impairment?		
11. Do you use any special devices for bowel or bladder function?		
12. Do you have burning or discomfort when urinating?		
13. Have you had autonomic dysreflexia?		
14. Have you ever been diagnosed with a heat-related (hyperthermia) or cold-related (hypothermia) illness?		
15. Do you have muscle spasticity?		
16. Do you have frequent seizures that cannot be controlled by medication?		

**Explain "yes" answers here**

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**Please indicate if you have ever had any of the following.**

	Yes	No
Atlantoaxial instability		
X-ray evaluation for atlantoaxial instability		
Dislocated joints (more than one)		
Easy bleeding		
Enlarged spleen		
Hepatitis		
Osteopenia or osteoporosis		
Difficulty controlling bowel		
Difficulty controlling bladder		
Numbness or tingling in arms or hands		
Numbness or tingling in legs or feet		
Weakness in arms or hands		
Weakness in legs or feet		
Recent change in coordination		
Recent change in ability to walk		
Spina bifida		
Latex allergy		

**Explain "yes" answers here**

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I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of athlete

Signature of parent/guardian

Date

# ■ Preparticipation Physical Evaluation

## PHYSICAL EXAMINATION FORM

Name \_\_\_\_\_

Date of birth \_\_\_\_\_

### PHYSICIAN REMINDERS

- Consider additional questions on more sensitive issues
  - Do you feel stressed out or under a lot of pressure?
  - Do you ever feel sad, hopeless, depressed, or anxious?
  - Do you feel safe at your home or residence?
  - Have you ever tried cigarettes, chewing tobacco, snuff, or dip?
  - During the past 30 days, did you use chewing tobacco, snuff, or dip?
  - Do you drink alcohol or use any other drugs?
  - Have you ever taken anabolic steroids or used any other performance supplement?
  - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
  - Do you wear a seat belt, use a helmet, and use condoms?
- Consider reviewing questions on cardiovascular symptoms (questions 5–14).

EXAMINATION		
Height _____	Weight _____	<input type="checkbox"/> Male <input type="checkbox"/> Female
BP _____ / _____ ( _____ / _____ )	Pulse _____	Vision R 20/ _____ L 20/ _____ Corrected <input type="checkbox"/> Y <input type="checkbox"/> N
MEDICAL	NORMAL	ABNORMAL FINDINGS
Appearance <ul style="list-style-type: none"> <li>Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, arm span &gt; height, hyperlaxity, myopia, MVP, aortic insufficiency)</li> </ul>		
Eyes/ears/nose/throat <ul style="list-style-type: none"> <li>Pupils equal</li> <li>Hearing</li> </ul>		
Lymph nodes		
Heart <sup>a</sup> <ul style="list-style-type: none"> <li>Murmurs (auscultation standing, supine +/- Valsalva)</li> <li>Location of point of maximal impulse (PMI)</li> </ul>		
Pulses <ul style="list-style-type: none"> <li>Simultaneous femoral and radial pulses</li> </ul>		
Lungs		
Abdomen		
Genitourinary (males only) <sup>b</sup>		
Skin <ul style="list-style-type: none"> <li>HSV, lesions suggestive of MRSA, tinea corporis</li> </ul>		
Neurologic <sup>c</sup>		
MUSCULOSKELETAL		
Neck		
Back		
Shoulder/arm		
Elbow/forearm		
Wrist/hand/fingers		
Hip/thigh		
Knee		
Leg/ankle		
Foot/toes		
Functional <ul style="list-style-type: none"> <li>Duck-walk, single leg hop</li> </ul>		

<sup>a</sup>Consider ECG, echocardiogram, and referral to cardiology for abnormal cardiac history or exam.  
<sup>b</sup>Consider GU exam if in private setting. Having third party present is recommended.  
<sup>c</sup>Consider cognitive evaluation or baseline neuropsychiatric testing if a history of significant concussion.

Cleared for all sports without restriction

Cleared for all sports without restriction with recommendations for further evaluation or treatment for \_\_\_\_\_

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Not cleared

    Pending further evaluation

    For any sports

    For certain sports

Reason      Recommendations

**I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).**

Name of physician (print/type) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Signature of physician \_\_\_\_\_, MD or DO

# CLEARANCE FORM

Name

Sex  M  F Age

Date of birth

Cleared for all sports without restriction

Cleared for all sports without restriction with recommendations for further evaluation or treatment for

Not cleared

Pending further evaluation

For any sports

For certain sports

Reason

Recommendations

I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

Name of physician (print/type)

Date

Address Phone

Signature of physician

, MD or

DO

## EMERGENCY INFORMATION

Allergies

Other information

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**REPORTS TO:** Principal

GENERAL QUESTIONS	Yes	No
1. Has a doctor ever denied or restricted your participation in sports for any reason?		
2. Do you have any ongoing medical conditions? If so, please identify below: <input type="checkbox"/> Asthma <input type="checkbox"/> Anemia <input type="checkbox"/> Diabetes <input type="checkbox"/> Infections Other:		
3. Have you ever spent the night in the hospital?		
4. Have you ever had surgery?		
HEART HEALTH QUESTIONS ABOUT YOU	Yes	No
5. Have you ever passed out or nearly passed out DURING or AFTER exercise?		
6. Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise?		
7. Does your heart ever race or skip beats (irregular beats) during exercise?		
8. Has a doctor ever told you that you have any heart problems? If so, check all that apply: <input type="checkbox"/> High blood pressure <input type="checkbox"/> A heart murmur <input type="checkbox"/> High cholesterol <input type="checkbox"/> A heart infection <input type="checkbox"/> Kawasaki disease Other:		
9. Has a doctor ever ordered a test for your heart? (For example, ECG/EKG, echocardiogram)		
10. Do you get lightheaded or feel more short of breath than expected during exercise?		
11. Have you ever had an unexplained seizure?		
12. Do you get more tired or short of breath more quickly than your friends during exercise?		
HEART HEALTH QUESTIONS ABOUT YOUR FAMILY	Yes	No
13. Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 50 (including drowning, unexplained car accident, or sudden infant death syndrome)?		
14. Does anyone in your family have hypertrophic cardiomyopathy, Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy, long QT syndrome, short QT syndrome, Brugada syndrome, or catecholaminergic polymorphic ventricular tachycardia?		
15. Does anyone in your family have a heart problem, pacemaker, or implanted defibrillator?		
16. Has anyone in your family had unexplained fainting, unexplained seizures, or near drowning?		
BONE AND JOINT QUESTIONS	Yes	No
17. Have you ever had an injury to a bone, muscle, ligament, or tendon that caused you to miss a practice or a game?		
18. Have you ever had any broken or fractured bones or dislocated joints?		
19. Have you ever had an injury that required x-rays, MRI, CT scan, injections, therapy, a brace, a cast, or crutches?		
20. Have you ever had a stress fracture?		
21. Have you ever been told that you have or have you had an x-ray for neck instability or atlantoaxial instability? (Down syndrome or dwarfism)		
22. Do you regularly use a brace, orthotics, or other assistive device?		
23. Do you have a bone, muscle, or joint injury that bothers you?		
24. Do any of your joints become painful, swollen, feel warm, or look red?		
25. Do you have any history of juvenile arthritis or connective tissue disease?		

<p><b>JOB DESCRIPTION</b>  <b>CARROLL COUNTY SCHOOLS</b></p> <p><b><u>Athletic Director</u></b></p>
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**TITLE:** Athletic Director

**JOB OBJECTIVES** (Purpose of the position):

Coordinates and directs the entire athletic program of the school

**ESSENTIAL JOB FUNCTIONS** (Functions essential to attaining job objectives):

*Strategic Goal Area I – Student Achievement*

1. Verify each athlete's eligibility according to established physical and academic requirements for participation in each sport
2. Assist administration and instructional staff in providing the appropriate learning environment for student success
3. Work with teachers, coaches, and administration in problems of discipline concerning athletics

*Strategic Goal Area II – Stakeholder Engagement & Loyalty*

1. Promote good school and community relations by positive communication and keeping the community aware of and responsive to the athletic program
2. Work collaboratively with the administration, coaches, and athletic booster club to award and recognize outstanding achievement by student athletes
3. Attend the athletic events whenever possible and work in conjunction with administration to cover all home events
4. Assist with or monitor the monthly calendar of school interscholastic activities in conjunction with the principal, faculty, and student body

*Strategic Goal Area III – Efficient and Effective Organizational Processes*

1. Supervise all coaches in the athletic program and report to the principal any problems with or violations by a member of the coaching staff
2. Oversee the athletic budget for all programs and provide equipment and materials necessary for all athletic teams in compliance with Carroll County Schools Local School Fund Accounting-Policies and Procedures Manual

3. Ensure the completion of all eligibility reports; Gender Equity in Sports Reports; and any other reports that may be required by the Georgia High School Association, state, or school district
4. Schedule and approve the use of all athletic facilities and develop an athletic calendar for all school athletic events and facility use
5. Work with the coaches to develop schedules for all athletic events including practice schedules
6. Employ Georgia High School Association approved officials for athletic events as prescribed by the Georgia High School Association or as needed
7. Provide ambulance service and security for athletic events as prescribed by the Georgia High School Association or as needed to protect the school athletes and facilities
8. Ensure compliance with Carroll County Board Policy (IFCB-R) by providing the safe transportation of participants
9. Organize available resources in order to ensure athletic facilities, equipment, and playing fields are clean, maintained, and ready for use. During the summer, this includes supervision of maintenance for all athletic facilities
10. Be involved in the booster club and guide the club's support toward improving all athletic programs in the school
11. Enforce and follow Georgia Board of Education rules with respect to the eligibility of participants. In addition, enforce all rules and regulations stipulated by State Standards, the Georgia High School Association, the Carroll County Board of Education, and the local school that relate to student athletic participation
12. Arrange for the physical examinations required by the Georgia High School Association and keep a current physical for each student athlete involved in athletics

*Strategic Goal Area IV – Continuous System and School Improvement*

1. Assist administration in selecting, assigning, and evaluating coaching personnel
2. Maintain high quality programs that are competitive and that promote good sportsmanship
3. Ensure alignment of middle school athletic programs

4. Attend local, regional, state, and Georgia High School Association meetings as needed

5. Conduct annual performance review for all head coaches/programs
6. Assume and perform all other duties and responsibilities as assigned by the Principal

**OTHER EXPECTATIONS**

1. Adhere to the Code of Ethics for Educators in Georgia
2. Demonstrate prompt and regular attendance/timelines
3. Complete assignments and requirements on time and in compliance with directions
4. Maintain accurate, complete, and appropriate records and file reports promptly
5. Maintain confidentiality of information and records for students and staff
6. Communicate effectively with students, peers, administration, parents and public
7. Exhibit pleasant behavior and project a positive image when dealing with students, peers, administration, parents and public
8. Follow and enforce regulations concerning student conduct, discipline and attendance

**JOB STANDARDS** (Minimum qualifications needed to perform essential job functions):

1. Certified employee with valid teaching certificate
2. General knowledge of athletic programs, athletic budgets, and rules of GHSA

**JOB LOCATION** (Place(s) where work is performed):

Assigned school site

**Evaluation Instrument used for this job description:**

*Job Performance Evaluation for Athletic Director*

03/14/2011: Date job description approved by the board of education

03/14/2011: Date evaluation instrument reviewed by the board of education



**JOB DESCRIPTION  
CARROLL COUNTY  
SCHOOLS**

**Head Coach/Advisor**

**TITLE:** Head Coach/Advisor

**REPORTS TO:** Principal and Athletic

Director **JOB OBJECTIVES** (Purpose of the position):

Coordinate and direct assigned extracurricular programs

**ESSENTIAL JOB FUNCTIONS** (Functions essential to attaining job objectives):

*Strategic Goal Area I – Student Achievement*

1. Ensure each participants eligibility according to established physical and academic requirements for participation
2. Support administration and instructional staff in providing appropriate learning environment for student success
3. Work with teachers, athletic director, and administration in problems of discipline concerning participants

*Strategic Goal Area II – Stakeholder Engagement & Loyalty*

1. Promote parent and community engagement by positive communication and visibility at all levels of the program and in the community
2. Work collaboratively with the administration, athletic director, and athletic booster club to award and recognize outstanding achievement of the participants
3. Attend athletic and booster club events as assigned
4. Communicate schedules and events to appropriate groups

*Strategic Goal Area III – Efficient and Effective Organizational Processes*

1. Supervise all assistant coaches in the program and report to the athletic director and principal any problems with or violations by a member of the coaching staff
2. Manage the program budget, as well as, provide and maintain equipment



and materials necessary for all participants

3. Ensure the completion of all eligibility reports; Gender Equity in Sports Reports; and any other reports that may be required by the Georgia High School Association, Carroll County Board of Education, state or school district

Carroll County Schools

Job Description—Head Coach/Advisor

Page 2

4. Provide the athletic director and/or administration a schedule of all practices, contests, and events
5. Work with other coaches to develop schedules for all interscholastic events including practice schedules
6. Ensure Georgia High School Association approved officials for athletic events as prescribed by the Georgia High School Association or as needed (Not applicable for non-athletic advisors)
7. Ensure compliance with Carroll County Board Policy (IFCB-R) by providing the safe transportation of participants
8. Be involved in the booster club and support the club's efforts toward improving all Interscholastic activities in the school
9. Enforce and follow Georgia Board of Education rules with respect to the eligibility of participants. In addition, enforce all rules and regulations stipulated by State Standards, the Georgia High School Association, the Carroll County Board of Education, and the local school that relate to student athletic or activity participation
10. Ensure each participant has the physical examinations required by the Georgia High School Association and keep copy on file (Not applicable for non-athletic advisors)
11. Ensure athletic facilities, equipment, and playing fields are clean, maintained, and ready for use

*Strategic Goal Area IV – Continuous System and School Improvement*

1. Assist athletic director and administration in selecting, assigning, and evaluating coaching personnel or assistant advisors
2. Maintain a high quality program that is competitive and promotes good sportsmanship
3. Coordinate the alignment of middle school feeder program
4. Attend local, regional, state, and Georgia High School Association meetings as assigned
5. Assume and perform all other duties and responsibilities as assigned by the athletic director and/or administration

**OTHER EXPECTATIONS**

1. Adhere to the Code of Ethics for Educators in Georgia
2. Demonstrate prompt and regular attendance/timelines
3. Complete assignments and requirements on time and in compliance with directions
4. Maintain accurate, complete, and appropriate records and file reports promptly
5. Maintain confidentiality of information and records for students and staff
6. Communicate effectively with students, peers, administration, parents and public
7. Exhibit pleasant behavior and project a positive image when dealing with students, peers, administration, parents and public
8. Follow and enforce regulations concerning student conduct, discipline and attendance

**JOB STANDARDS** (Minimum qualifications needed to perform essential job functions):

1. Certified employee with valid teaching certificate
2. General knowledge of athletic programs, athletic budgets, and rules of GHSA

**JOB LOCATION** (Place(s) where work is performed):

Assigned school site

**Evaluation Instrument used for this job description:**

*Job Performance Evaluation for Head Coach/Advisor*

03/17/2011: Date job description approved by the board of education

03/14/2011: Date evaluation instrument reviewed by the board of education



**JOB DESCRIPTION  
CARROLL COUNTY  
SCHOOLS**

**Assistant Coach/Assistant  
Advisor**

**TITLE:** Assistant Coach/Assistant Advisor

**REPORTS TO:** Head Coach and Athletic Director

**JOB OBJECTIVES** (Purpose of the position):

Assist head coach in assigned extracurricular program

**ESSENTIAL JOB FUNCTIONS** (Functions essential to attaining job objectives):

*Strategic Goal Area I – Student Achievement*

1. Support administration and instructional staff in providing appropriate learning environment for student success
2. Work with teachers, head coach/advisor, athletic director, and administration in problems of discipline concerning participants

*Strategic Goal Area II – Stakeholder Engagement & Loyalty*

1. Promote parent and community engagement by positive communication and visibility
2. Work cooperatively with the head coach/advisor, coaching staff and entire athletic department
3. Work collaboratively with the head coach, athletic director, and athletic booster club to award and recognize outstanding achievement of the participants
4. Attend the athletic and booster club events as assigned

*Strategic Goal Area III – Efficient and Effective Organizational Processes*

1. Perform coaching duties and tasks assigned by head coach/advisor
2. Assist the head coach/advisor in preparation for athletic events, contests, and practices
3. Be involved in the booster club and support the club's efforts toward improving all interscholastic programs in the school
4. Enforce and follow Georgia Board of Education rules with respect to eligibility

of participants. In addition, enforce all rules and regulations stipulated by State Standards, the Georgia High School Association, the Carroll County Board of

Education, and the local school that relate to student athletic or activity participation

5. Support the head coach/advisor in ensuring each participant has the physical examinations required by the Georgia High School Association (Not applicable for non-athletic advisors)
6. Keep athletic facilities, equipment, and playing fields clean, maintained, and ready for use

*Strategic Goal Area IV – Continuous System and School Improvement*

1. Support the head coaches/advisors efforts to maintain a high quality program that is competitive and promotes good sportsmanship
2. Work with the middle school feeder program as assigned
3. Attend local, regional, state, and Georgia High School Association meetings as assigned
4. Assume and perform all other duties and responsibilities as assigned by the head coach or athletic director
5. Model and emphasize good sportsmanship

**OTHER EXPECTATIONS**

1. Adhere to the Code of Ethics for Educators in Georgia
2. Demonstrate prompt and regular attendance/timelines
3. Complete assignments and requirements on time and in compliance with directions
4. Maintain accurate, complete, and appropriate records and file reports promptly
5. Maintain confidentiality of information and records for students and staff
6. Communicate effectively with students, peers, administration, parents and public
7. Exhibit pleasant behavior and project a positive image when dealing with students, peers, administration, parents and public
8. Follow and enforce regulations concerning student conduct, discipline and attendance

**JOB STANDARDS** (Minimum qualifications needed to perform essential job functions):

1. Certified employee with valid teaching certificate
2. General knowledge of athletic programs, athletic budgets, and rules of GHSA

**JOB LOCATION** (Place(s) where work is performed):

Assigned school site

**Evaluation Instrument used for this job description:**

*Job Performance Evaluation for Assistant Coach/Assistant Advisor*

03/17/2011: Date job description approved by the board of education

03/14/2011: Date evaluation instrument reviewed by the board of education



**JOB DESCRIPTION  
CARROLL COUNTY  
SCHOOLS**

**Community Coach/  
Community Advisor**

**TITLE:** Community Coach/Community Advisor

**REPORTS TO:** Principal/Head Coach/Advisor

**JOB OBJECTIVES:** (Purpose of the position)

Work with and assist the head coach/advisor in assigned extracurricular program

**ESSENTIAL JOB FUNCTIONS** (Functions essential to attaining job objectives)

*Strategic Goal Area I – Student Achievement*

1. Support administration and instructional staff in providing appropriate learning environment for student success

*Strategic Goal Area II – Stakeholder Engagement & Loyalty*

1. Communicate positively with coaches, players, parents, and community
2. Work cooperatively with the coaching staff and school personnel

*Strategic Goal Area III – Efficient and Effective Organizational Processes*

1. Assist the head coach/advisor in preparation for athletic events, contests, and practices

*Strategic Goal Area IV – Continuous System and School Improvement*

1. Assist the head coach/advisor in upholding and enforcing all county and school regulations and board of education policies
2. Assume responsibilities associated with being an employee of the Carroll County Board of Education
3. Assume and perform all other duties and responsibilities as assigned by the Head Coach/Advisor
4. Model and emphasize good sportsmanship



## **OTHER EXPECTATIONS**

1. Adhere to the Code of Ethics for Educators in Georgia
2. Demonstrate prompt and regular attendance/timelines
3. Complete assignments and requirements on time and in compliance with directions
4. Maintain confidentiality of information and records for students and staff
5. Communicate effectively with students, peers, administration, parents and public
6. Exhibit pleasant behavior and project a positive image when dealing with students, peers, administration, parents and public
7. Follow and enforce regulations concerning student conduct, discipline and attendance

## **JOB STANDARDS** (Minimum qualifications needed to perform essential job functions)

National Federation Interscholastic Coaches Education Program (NFICEP)  
Training Certificates in —Sport First Aid || and —Coaching Principles

## **JOB LOCATION** (Place(s) where work is performed)

Assigned school site

## **EQUIPMENT** (Machines, devices, tools, etc., used in job performance)

1. Media equipment
2. Athletic equipment

## **CRITICAL SKILLS/EXPERTISE** (Needed for this job specifically)

1. Ability to work with others
2. Ability to relate with students
3. Ability to follow directions
4. Ability to supervise and organize

## **Name of Evaluation Instrument used for this job description:**

*Job Performance Evaluation for Community Coach/Community Advisor*

03/17/2011: Date job description approved by the board of education

03/14/2011: Date evaluation instrument reviewed by the board of education



## Exhibit H

### ***High School Athletic Events***

*Ticket Prices (2018-2019)*

#### Varsity Football

At the Gate           \$7.00/ \$8.00 (Based on Region)  
Pre-Sale               \$6.00

#### All Other Varsity Sports/All

Levels At the Gate   \$5.00

JV or 9<sup>th</sup> Games followed by Varsity  
Games At the Gate   \$5.00

All 9<sup>th</sup> Grade and JV Athletic Events  
At the Gate           \$5.00

### ***Middle School Athletic Events***

*Ticket Prices (2016-2017)*

#### All Middle School Athletic

Events At the Gate   \$5.00

**The ticket prices at the gate will remain consistent; however, a school may sell tickets at a discount for pre-sale which may include individual games, season passes, school activity passes, or any package of tickets as determined by the principal.**

# **Emergency Evacuation**

## **INTRODUCTION**

The information contained in the handbook is designed to give guidance to school administrators and others in preparing for any emergency that might arise at an athletic or other large group event.

A large group event could be anything from a graduation at a high school to a PTA meeting at a school.

There are checklists in this handbook to be completed and located in areas where large group events may occur. All administrators and other appropriate personnel should be made aware of the procedures.

# **EMERGENCY EVACUATION INSTRUCTIONS**

*(To be posted in all football, baseball, softball press boxes AND gyms)*

*(To be read by PA announcer)*

## **SEVERE LIGHTNING IN THE AREA:**

**DUE TO THE SEVERE LIGHTNING WE ARE ADVISING EVERYONE TO LEAVE THE AREA. PLEASE RETURN TO YOUR VEHICLES. IF YOU DO NOT HAVE A VEHICLE TO GO TO, THE GYM OF THE SCHOOL WILL BE OPENED.**

## **THREAT OF TORNADOES IN THE AREA:**

**DUE TO THREAT OF TORNADOES IN THE AREA, WE ARE ADVISING EVERYONE TO LEAVE THE AREA. PLEASE REPORT TO THE (Assigned area of the school other than gyms) OF THE SCHOOL**

## **ANY OTHER EMERGENCY SITUATION WHICH COULD INCLUDE BOMB THREATS, SHOTS FIRED, RIOTS, ETC:**

**WE ARE ADVISING EVERYONE TO LEAVE THE AREA IMMEDIATELY. PLEASE RETURN TO YOUR VEHICLES. IF YOU DO NOT HAVE A VEHICLE TO GO TO, THE GYM OF THE SCHOOL WILL BE OPENED. (Or another area of the school as defined by the administration or law enforcement)**

# **EMERGENCY INFORMATION**

*(To be posted in all football, baseball, softball press boxes AND gyms)*

## **IN THE EVENT OF AN EMERGENCY: DIAL 911**

### **NAME OF LOCATION:**

### **SPECIFIC DIRECTIONS TO THIS LOCATION: \_**

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### **GPS**

### **(LZ)**

### **LANDING**

### **LOCATION OF NEAREST AED: \_**

### **COORDINATES: \_**

### **ZONE:**

## **IN THE EVENT OF SEVERE LIGHTNING IN THE AREA:**

*Advise everyone to leave the area. Ask those who can to return to their vehicles. If they do not have a vehicle, have an assigned area in the school they can report to (ie. gym, cafeteria, etc.)*

## **IN THE EVENT OF TORNADOES IN THE AREA:**

*Advise everyone to leave the area. DO NOT advise them to return to their cars. Advise them to report to the assigned area of the school which is used for severe weather drills. DO NOT use any gym.*

## **IN THE EVENT OF ANY OTHER EMERGENCY SITUATION WHICH COULD INCLUDE BOMB THREATS, SHOTS FIRED, RIOTS, ETC.:**

*Advise everyone to leave the area immediately. Advise them to return to their vehicles. If they do not have a vehicle or cannot safely get to it, an area of the school should be opened.*

## **EMERGENCY CONTACTS:**

**Athletic**

**Principal:**

**Assistant Principals:**

**Director:**

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**SAFETY AND EMERGENCY PUBLIC ADDRESS ANNOUNCEMENTS**  
***(READ ONLY ON CUE FROM GAME MANAGER/ADMINISTRATOR)***

**Thrown Objects/Interfering Incidents**

LADIES AND GENTLEMEN, THE GAME OFFICIALS, COACHES AND PLAYERS OF BOTH TEAMS HAVE BEEN DIRECTED BY OFFICIALS TO REMAIN OFF THE FIELD UNTIL SUCH TIME AS ORDER HAS BEEN RESTORED. PLEASE REFRAIN FROM THROWING OBJECTS ON TO THE FIELD, OR OTHER ACTIONS INTERFERING WITH THE GAME. THANK YOU.

**Evacuation of Stadium/Gym**

MAY I HAVE YOUR ATTENTION PLEASE. AT THIS TIME THE STADIUM/GYM WILL BE EVACUATED. PLEASE EXIT IN A CALM AND ORDERLY FASHION AND WATCH FOR OFFICERS AND USHERS FOR ASSISTANCE. AGAIN, AT THIS TIME THE STADIUM WILL BE EVACUATED. PLEASE EXIT IN A CALM AND ORDERLY FASHION AND WATCH FOR OFFICERS AND USHERS FOR ASSISTANCE.

**Light System Fails**

LADIES AND GENTLEMEN, WE ARE TEMPORARILY EXPERIENCING A POWER OUTAGE. (if in gym--- EMERGENCY LIGHTS WILL PROVIDE FOR YOUR SAFETY.) GAME MANAGEMENT OFFICIALS ARE WORKING TO RESTORE POWER AS QUICKLY AS POSSIBLE. PLEASE REMAIN CALM AND REMAIN IN YOUR SEAT. YOUR COOPERATION IS APPRECIATED. THANK YOU.

**AUTOMATED EXTERNAL DIFIBRILLATOR (AED)**

**Athletic Department Plan**

*Carroll County School District*

**School**

**Sport**

**Year**

**PRACTICE PLAN**

- In the event of the need for an AED during practice...
- Responsible person for obtaining the AED when needed
- Back-up person responsible for obtaining the AED
- Location of the AED
- Estimated time from practice area to location of AED
- Full accessibility to the location of the AED?
- Keys needed for accessibility? If so, who has them?
- Is an AED on-site for practices?
- Are all coaches trained in the use of the AED?
- List the names of the AED trained coaches
- \_\_\_\_\_
- Responsible person for returning the AED to primary location?

**HOME GAME PLAN**

In the event of the need for an AED during a home game:

- Is an AED onsite for home games?
- Responsible person for obtaining the AED when needed?
- Back-up person responsible for obtaining the AED?
- Location of the AED?
- Estimated time from game area to location of AED?
- Full accessibility to the location of the AED?
- Keys needed for accessibility? If so, who has them?
- Responsible person for returning the AED to primary location?

**AWAY GAME PLAN**

- \* Do you take an AED with you to away games?
- \* If so, who is the responsible person for the AED?
- \* If not, who is the responsible person to inquire at the site about an AED?

*This plan was completed by*

*on*

Print Name

Date

*Signature*

*Title*



**QUICK GLANCE EMERGENCY INFORMATION**

**School Safety Team Members:**

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**Employees trained in CPR:**

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**AED locations:**

**|| "TO GO" Box locations:**

**Emergency Relocation Sites:**

**ON-SITE REUNIFICATION LOCATION:**

Outdoors:

Indoors:

**OFF-SITE REUNIFICATION LOCATION:**

Primary:

Contact:

Secondary:

Contact:

Alternative (school location):

Phone:

**Media Staging Area:**

**(LZ) Landing Zone:**

**School "Sweep Team:"**

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**Staff members who will assist in identification of students/parents:**

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**Fire:**

Signal:  
Actions:

**Severe Weather:**

Signal:

Actions:

**Lockdown (CODE RED):**

Signal:

Actions: (Full Lock-down)

(Soft Lock-down)

**Bomb or other similar threat:**

Signal:

Actions:

**Teacher Cards:**

**RED—assistance needed and/or missing student**

**GREEN—all OK**

**Bus Accident:**

To the scene:

Assistance with student identification and parent notification:

On-scene student checkout process:

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**Emergency Early Release:** (Middle and High dismiss first, then elementary) Implement local school plan

**Emergency Contacts:**

Emergency—911

Greystone—770-942-7880

David Colvard—678-410-9145

Atlanta Gas—770-907-4231

Ga. Power—1-888-850-4551

Brian Ottott—678-410-9146

Paulding DOT—770-445-4759

Paulding Water-770-445-2761

Lisa Cook—770-443-8000 ext. 10156

Assigned Resource Officer:

Cell #:

## **LIGHTNING DETECTOR GUIDELINES**

THE GHSA REQUIRES A LIGHTNING DETECTOR BE PRESENT AND OPERATIONAL AT ALL GHSA OUTDOOR COMPETITIONS

*The following operational guidelines apply to the operation of the SkyScan detectors:*

- *Each time SkyScan detects a lightning stroke, it will emit an audible warning tone (must be switched on) and lights the RANGE INDICATOR column.*
- *The full column will stay lit for approximately 3 seconds.*
- *The single indicator corresponding to the range of the detected stroke will then blink for approximately 25 seconds. This feature allows you to quickly see the distance to the last, closest detected stroke without waiting for the SkyScan to detect a new stroke.*
- *Since the average stroke of lightning is 6 miles long be aware that you are in immediate danger any time there is a detected lightning activity within 8-10 miles of your location.*
- *The SkyScan can also detect lightning patterns that indicate the presence of severe storms that may produce dangerous winds, heavy rains and tornadoes. When Sky Scan detects these type storms, it activates the SEVERE THUNDERSTORM WARNING and emits a 15 second continuous audible alarm different from the normal lightning alarm. The SEVERE THUNDERSTORM WARNING will stay lit as long as there is a danger.*
- *SkyScan is designed to operate in a vertical position.*
- *The RANGE SELECT SWITCH allows you to choose the distance at which detected lightning strokes will trigger the AUDIBLE WARNING TONE. The instruction book recommends that you use the AUDIBLE WARNING TONE at the maximum range whenever possible.*

*The following guidelines apply to the general use of the detectors:*

- *A fully operational lightning detector is to be present at all outdoor athletic competitions. If a school has athletic facilities that are not located on the campus, additional detector(s) will need to be purchased in the event of two games occurring at the same time.*
- *An administrator (game manager) assigned to the event should be responsible for assuring that the detector is working and at the location.*
- *If a school has more than one event taking place on the campus, the game manager should notify the other locations if detection is noted.*
- *If detection is noted at a competition on campus and there are other teams practicing outdoors, they are to be notified and advised to follow the same guidelines being followed at the game site.*
- *It is the responsibility of the school athletic director to assure that the lightning detector(s) is working properly and has a charged battery.*
- *Be aware that storms can form directly over your location, offering little or no advance warning even when using SkyScan. You must remember that SkyScan does not predict where the next lightning stroke might occur. Thunderstorms are unpredictable and should be considered extremely dangerous. Common sense and extreme caution should always be used when confronting lightning and thunderstorm activity.*
- *If detection occurs and the players are sent indoors, an announcement is to be made to the spectators advising them of the situation and requesting them to seek shelter as well. Accommodations will have to be made to allow for spectators to leave and re-enter in a situation such as this.*

## **SCHOOL SAFETY LAWS**

**In addition to everyday laws enforced in your community, which include schools, the State of Georgia has specific laws that apply directly to the school safety zone. By enforcing stricter penalties, these laws help schools to enforce rules that contribute to the overall safety of the school.**

**OCGA 20-2-1180: Loitering in a School Safety Zone.** This statute requires visitors of a public or private school to check in at the designated location and give the reason for their visit. Use this law to stop gang members, drug dealers or other dangerous groups from operating near your school.

**OCGA 20-2-1181: Disrupting a Public School.** Removing disorderly individuals can help control dangerous behavior. This code section provides that any person who disrupts or interferes with the operation of a public school shall be guilty of a misdemeanor of a high and aggravated nature. Among other things, this is widely used for bomb threats.

**OCGA 20-2-1182: Persons Other Than Students Who Insult or Abuse Teachers in the Presence of Pupils.** Use this law to deal with parents, guardians or others who are not students at your school who insult, abuse, or upbraid teachers, administrators or bus drivers after being advised of the presence of minor children. Anyone who fails to leave the premises after being advised to do so is guilty of a misdemeanor.

**OCGA 20-2-1184: Failure to Report Criminal Activity.** This law requires that any teacher or other employee of a public or private school who has reasonable cause to believe that a student at that school has committed an act on school property or during any school function, which is prohibited by any of the following statutes: 16-5-21, 16-5-24, Chapter 6 of Title 16, 16-11-127, 16-11-127.1, 16-11-132 and 16-13-30, shall report the act to his or her immediate supervisor, who shall then notify the appropriate superintendent, the police authority, and district attorney. Any person who knowingly violates this code section will be guilty of misdemeanor.

**OCGA 16-5-61: Hazing.** This law prohibits any person to "haze" any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization. "Haze" means to subject a student to an activity which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity. Any person who violates this code section shall be guilty of a misdemeanor of a high and aggravated nature.

**OCGA 16-11-127.1: Possession of a Weapon on or Within 1,000 Feet of a School.** This statute provides penalties for possession of a wide range of weapons in the School Safety Zone. This can discourage carrying and using weapons.

**OCGA 16-13-32.4: Drug-Free School Zones.** This law states it is illegal to manufacture, distribute, dispense, or possess with intent to distribute a controlled substance or marijuana on or within a school safety zone. This law provides an additional charge to any person(s) who is already charged under OCGA 16-13-30.

**OCGA 3-3-21.1: Possession of Alcoholic Beverages on Public School Grounds.** This law makes it illegal to possess alcoholic beverages on any public school grounds.

***In addition to the laws described above, some penalties for other crimes committed upon schools grounds against students or school personnel are enforced with stronger penalties, including greater minimum incarceration times. Examples of these crimes include, but not limited to, the various degrees of assault and battery crimes.***

Georgia Emergency Management Agency  
School Safety Unit  
PO Box 18055, Atlanta, GA 30316  
(404) 635-7000  
[www.gema.ga.gov](http://www.gema.ga.gov)  
Revised 03/2009

**Exhibit J**

**CARROLL COUNTY SCHOOLS**

**Consent for Participation- Student Drug Testing**

I understand that submission to testing for the presence of drugs and alcohol is a condition of participation in privileged activities in the Carroll County School System. I further understand that if I refuse to be tested, fail to report for the test, or if the test establishes a violation of the drug testing policy, I will be subject to the consequences as set forth by the drug testing policy.

By signing and dating this form, I consent to be randomly tested throughout the school year. The random testing will be done monthly throughout the school year. The selection process for random drug testing will be performed by a contracting body with the participating students being notified on the day they are to report for testing.

I hereby consent to the administration of drug tests and to the conditions listed in this consent and the accompanying general prohibitions and procedures as outlined in Policy JCABB, JCABB-R (1) of the Carroll County School System Policy Manual.

I understand that unless my parent or guardian contacts the Drug Testing Administrator after the first year, and makes a formal request to remove by name and student ID number from the testing pool, my name will be automatically reentered into the testing pool each year.

Participating Student's Printed Name:

Date:

Signature:

Parent/Guardian's Printed Name:

Date:

Signature:

# Georgia High School Association Student/Parent Concussion Awareness Form

**SCHOOL:**

**DANGERS OF CONCUSSION**

Concussions at all levels of sports have received a great deal of attention and a state law has been passed to address this issue. Adolescent athletes are particularly vulnerable to the effects of concussion. Once considered little more than a minor “ding” to the head, it is now understood that a concussion has the potential to result in death, or changes in brain function (either short-term or long-term). A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. Continued participation in any sport following a concussion can lead to worsening concussion symptoms, as well as increased risk for further injury to the brain, and even death.

Player and parental education in this area is crucial – that is the reason for this document. Refer to it regularly. This form must be signed by a parent or guardian of each student who wishes to participate in GHSA athletics. One copy needs to be returned to the school, and one retained at home.

**COMMON SIGNS AND SYMPTOMS OF CONCUSSION**

- Headache, dizziness, poor balance, moves clumsily, reduced energy level/tiredness
- Nausea or vomiting
- Blurred vision, sensitivity to light and sounds
- Fogginess of memory, difficulty concentrating, slowed thought processes, confused about surroundings or game assignments
- Unexplained changes in behavior and personality
- Loss of consciousness (NOTE: This does not occur in all concussion episodes.)

**BY-LAW 2.68: GHSA CONCUSSION POLICY:** In accordance with Georgia law and national playing rules published by the National Federation of State High School Associations, any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the practice or contest and shall not return to play until an appropriate health care professional has determined that no concussion has occurred. (NOTE: An appropriate health care professional may include licensed physician (MD/DO) or another licensed individual under the supervision of a licensed physician, such as a nurse practitioner, physician assistant, or certified athletic trainer who has received training in concussion evaluation and management.

a) No athlete is allowed to return to a game or a practice on the same day that a concussion (a) has been diagnosed, OR (b) cannot be ruled out.

b) Any athlete diagnosed with a concussion shall be cleared medically by an appropriate health care professional prior to resuming participation in any future practice or contest. The formulation of a gradual return to play protocol shall be a part of the medical clearance.

*By signing this concussion form, I give High School  
permission to transfer this concussion form to the other sports that my child may play. I am aware of the dangers of  
concussion and this signed concussion form will represent myself and my child during the 2018-2019 school year. This  
form will be stored with the athletic physical form and other accompanying forms required by the  
School*

**System. I HAVE READ THIS FORM AND I UNDERSTAND THE FACTS PRESENTED IN IT.**

\_\_\_\_\_  
**Student Name (Printed)**

\_\_\_\_\_  
**Student Name (Signed)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Name (Printed)**

\_\_\_\_\_  
**Parent Name (Signed)**

\_\_\_\_\_  
**Date**