

2019-2020

**CENTRAL HIGH SCHOOL ATHLETIC  
COACHES HANDBOOK**



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## **Vision Statement**

The Central Carroll Athletic Program will be valued as a premier Athletic Program, offering exceptional opportunities TO PROMOTE UNITY, PRIDE, AND CONFIDENCE.

## **Mission Statement**

The Central Carroll Athletic Program will create an atmosphere that facilitates excellence in student athletes' academic, athletic, and social pursuits while attending Central Carroll High School, building into the young men and women long-term values, character, integrity, confidence as well as a desire to build positively into the lives of others.

## **Commitment**

### **Beliefs**

The young people involved in our program must come first.

Each individual in our program is a valued member.

Each individual involved in our program deserves the absolute best we can offer them as we positively build into their lives.

### **Goals**

Create an atmosphere within our program that radiates with faith, discipline, togetherness, toughness, respect, pride, hard work, commitment, sacrifice, and family.

Maximize each member of our program's character and talent.

Develop young men and women who are other-centered, confident, courageous, and unafraid of adversity, willing to be leaders in their families and society as a whole.

## ***Section 2--Central High Coaches' Expectations***

### **General**

- Faith
- Family
- Education
- Central High Athletics
- Be supportive of all Central High School sports/activities.
- Be positive.
- Be loyal to the Athletic Department and School.
- Present a unified front in all situations at all times.
- Act and dress professionally at all times
- Refrain from the use of profanity.
- Follow the chain of command if problems arise.
- Work to have a good relationship with fellow coaches and school staff.
- Develop relationships with players.
- Set aside times to meet with players/parents in times of need or problems.

### **School**

- Do a great job in the classroom. A bad teacher is almost always a bad coach and a liability to our entire program.
- Be early to all meetings and duty assignments

### **Athletics**

- Be early to all meetings and practices
- Be organized.
- Be available for athletes promoting togetherness among the team.

## 2019-2020 Coaching Directory

**Athletic Directors-** Darius Smiley- Winter/Spring & Wes Shiver- Fall/Winter

**Head Football-** Darius Smiley

### **Football Assistants-**

Jeffrey Cowart      Drew Fowler      Brian Kranz      David Head      Rick Dyer-CC

Jasper Harvey      Reed Murphy      Michael Pharis      Blake Morgan-CC

### **Basketball**

HC-Kenny Edwards

AC- Reed Murphy

AC- Antonio Brown

CC-Joseph Saville/Jack Keller

### **Womens Basketball**

HC- Josh Smith

AC- Sherae Bonner

### **Softball-**

HC- Dave McKenna

AC- Nathan Urquhart

AC- Kyle McCarty      CC-Ken Minick

### **Volleyball**

HC- Chris Smith

AC- Asia Alexander

### **Baseball**

HC- Wes Shiver

AC- Nathan Urquhart

AC- Randy Hill

AC- Stephen Kegley      CC-Mack McKinley

### **Wrestling**

HC- Jereme Fountain

AC- Michael Pharis

CC- Chris Sheffield, Nick D'Allesandro

**Cross Country-** HC- Jonathan Horsley

**Golf-** HC Boys- Drew Fowler

**Track-** HC- Jasper Harvey/Will Walton

AC- Brian Terry, Jonathan Horsley

**Tennis-** HC- Delanie Jones

CC- Jeff Wadlington

**Swimming-** HC- David Bush

**Soccer-** HC Boys- Mike Townson

CC-Duane Yoder

HC Girls- Ashley Hart

AC- Abigail Smith

### **Cheerleading-**

Varsity Competition- Kaci Perryman

JV Competition- Crysten Chambers

Varsity Football- Kaci Eady

JV Football/Varsity Basketball- Samantha Jordan

**TITLE: Athletic Director**

**REPORTS TO: Principal**

**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*  
*Carroll County Schools*

*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)*

**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*
- 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 Carroll County Schools*

### ***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).*

**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 Carroll County Schools*

***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*



**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*

### Section 3- Required Forms

#### Head Coach Check List

##### Pre-Season

Sport: \_\_\_\_\_

Practice is not to begin until the following checklist is completed and returned to the athletic director.

(Please initial when complete)

\_\_\_\_\_ Understand that the first day to begin practice under GHSA is \_\_\_\_\_.

\_\_\_\_\_ Understand the financial budget allocated for my sport. No purchases will be allowed without prior approval of the principal.

\_\_\_\_\_ Schedule to Principal, Assistant Principals, and Athletic Director.

\_\_\_\_\_ Proof Rules Clinic Verification to Athletic Director.

\_\_\_\_\_ State Eligibility List turned in to Jane Lyons before 1<sup>st</sup> practice.

\_\_\_\_\_ Physicals, Consent Forms, Drug Test Consent, and Concussion Forms on file with Lorie Startup before 1<sup>st</sup> practice.

\_\_\_\_\_ Transportation request turned into Becky Foley 10 days before 1<sup>st</sup> away contest.

\_\_\_\_\_ Selection/Dismissal/Practice/Games/Team Rules/Awards/Lettering, etc. are clearly understood by prospective athletes and their parents.

\_\_\_\_\_ Hold a Parent/Athlete meeting before the 1<sup>st</sup> game. (Administrator has to be there)

I verify that I have completed all of the above and am ready to begin practice:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

AD Signature: \_\_\_\_\_

**Head Coach Check List**

**Post-Season**

Sport: \_\_\_\_\_

The following needs to be completed within four weeks of completion of your sport.

- \_\_\_\_\_ All equipment has been returned, counted and secured.
- \_\_\_\_\_ Athletic Budget Report has been filled out and turned in to Mrs. Good.
- \_\_\_\_\_ All Money has been turned in and outstanding invoices paid.
- \_\_\_\_\_ All School Records & reports are updated and turned in to Athletic Director and Mrs. Duffey to put on file.
- \_\_\_\_\_ Athletic Banquet is planned and organized with an Administrator in presence.
- \_\_\_\_\_ Post season evaluations are completed for Assistants/Players.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

AD Signature: \_\_\_\_\_

## **State Standards Guidelines**

State Standards require rosters to be filled out and turned in for Eligibility.

A copy of the Parent Consent Form must be with the Head Coach at all activities. Mrs. Startup will make copies of the consent forms to put in a notebook.

Drug Consent forms need to be completed before they can practice.

Make sure each student has a Physical before the 1<sup>st</sup> day of Practice or voluntary workouts.

## **Section -4            Financial Procedures & Forms**

Forms and procedures for PO requisitions, check request requisitions and deposits:  
ALL THESE FORMS WILL BE SHARED ON GOOGLE DRIVE.

### **PO Requisitions:**

- 1.) save requisition spreadsheet to hard drive
- 2.) copy spreadsheet to start new requisition
- 3.) fill out spreadsheet for items needed (number your line, part or item number must be filled in, unit usually ea, Qty, unit price, freight, fund number, form can not be changed)
- 4.) save new requisition, then attach requisition to email to be sent to Julie Good
- 5.) the following must be in the email (these can not be added to the spreadsheet):

Vendor Name  
Street Address  
City, State Zip

Phone Number  
Fax Number  
Contact  
Email Address

### **Check Request Requisition:**

- 1.) for now this will be a form that you will print out from your computer and fill out
- 2.) all information on the form must be filled in
- 3.) after form is complete attach backup information
- 4.) put in Ms Harman's box for her signature ( Ms Harman will forward to me after signing)
- 5.) I will write check and mail or return to you

### **Deposit:**

- 1.) save the deposit form to your hard drive
- 2.) copy deposit form for each use
- 3.) date is the date you turn it in to me
- 4.) received from, amount, cash, check, description, and total must be filled in (check is the total amount of checks turned in by the student you received the money from)
- 5.) email the completed form to me
- 6.) print a copy of the form to give to me with the money
- 7.) I will sign your printed copy and put it in your box (that will be your receipt for your records)

8.) when you have a gate I will put a copy of the gate sheet in your box (this will be for your records).

When your emails are sent to me please put the following in the subject:

REQUISITION NAME FUND NUMBER

DEPOSIT NAME FUND NUMBER

### **OTHER FINANCIAL INFORMATION**

#### ***Budgets-***

*The head coach of each sport is responsible for their account. Each sport must submit a yearly budget to the AD and to Mrs. Good before you can get an account book. It needs to stay up to date and Mrs. Good is available to check to see where you stand and what she has in her system available for your sport.*

#### ***Fundraisers-***

*Fundraisers for the 2019-20 school year need to be submitted ASAP to Jared Griffis for board approval. We need it also documented on the athletic calendar to help with no overlaps in all our sports. If the request is submitted during the school year it has to be submitted two months prior for School Board Approval before it can begin. Each sport is limited to 3 fundraisers per year.*

#### ***Deposits-***

*Deposits must be turned in by 1:00 pm. You may drop your deposit in Mrs. Good's Door. In the event you have a large deposit and Mrs. Good is not here see Mr. Griffis. Your deposit sheets must list the names of the people who have given you money and the amount. The date on the form must be the date you turn it in to Mrs. Good. Only Like items can be on the form, such as donations on one, entry fees on another, student deposits on one, etc. Copy your deposit form for your records.*

***Purchases Must Have a Purchase Order Before the Purchase--****A requisition must be completed with correct prices and submitted to Mrs. Good and approved by Mr. Griffis before a purchase can be made. Funds to cover the purchase must be available in your account before it is approved.*

***Check Requests--****Check requests can be used for several different items. A list of those items are included on the Check Request Sheet on google drive. Check Request can also be used for meal money. When using a check request for meal money you must attach a complete list of students for whom the meal money is for. The list should have how much each student is getting for each meal and how many days then a total amount of the money at the end. A copy of the list should be taken with you and have each student initial by their name when they receive the money.*

*Remember to plan ahead. Mrs. Good writes checks on Tuesday's and Thursday's. She needs the request in ample time to be able to get you the check for whatever purpose you need it for.*

## **Section -5            Eligibility**

### **Eligibility Procedures**

#### **Physicals & Parent Consent Guidelines**

- The physicals need to be on the approved GHSA form.
- Must be signed by a physician.
- Parents and students need to initial and sign the consent form.
- We also need proof of insurance, if they do not have insurance the school has resources for affordable insurance. There is a cost for this insurance and there are different coverages available.
- A student cannot participate until the physical and consent forms are completed.

Southern Therapy offers free physicals once a year at the end of the school year. If a student plans on participating in any athletic activity they should have this physical done and it will cover the student for the entire following school year, since it is completed after April 1.

All physical and Parent Consent forms must be turned in to Lorie Startup as soon as you receive them. She will then enter them into the student's infinite campus under the athletics tab. All head coaches should have access to their athletes. If a parent consent form is turned in to you, make a copy before you turn it in to Lorie. Mrs. Startup will make copies for you as needed. You must travel with a parent consent form!!

#### **CHS Eligibility Procedures-**

Please submit a list of your potential athletes, alphabetical by grade level at least 4 weeks prior to the beginning of your tryouts or 1<sup>st</sup> day of practice to Jane Lyons. She is our Eligibility Coordinator. GHSA has these deadlines posted and a schedule of these dates should be included in the handbook.



If you know that an individual on your list has moved into Central High School within the last 12 months, please indicate that on your list. Transfer students require a different GHSA form submitted with more information about previous and current addresses and who the student lives with now and lived with at the previous address.

Please remember that for a transfer student to be eligible, he/she must meet academic standards as well as bona fide transfer regulations. If you think there may be a reason to file a hardship application, PLEASE discuss this with Mr. Griffis and the Athletic Director BEFORE mentioning it to the students and parents.

## Section -6            Athletic Attendance Improvement Plan

The Central High School Athletics **Attendance Improvement Program** (AIP) has been developed in an effort to improve student attendance and encourage good school attendance from all of our students. Attendance has a vital bearing on a student's educational process. The Central High School Athletics believes that students who are selected for the privilege of membership in athletics should be in school and attending class. In order to ensure this attendance is adhered to, we will enforce an attendance policy.

From the Central HS Student Handbook: *"It is expected that students and parents will take measures to ensure that their students are in school all day, every day. It is also understood that there will be days that students cannot attend school or might need to leave early or arrive late. However, Central High School takes a firm stance on student attendance; students are expected to regularly attend school. The board policy governing student attendance is printed in its entirety in the Carroll County Schools Student Handbook."*

### **Additional Extra-Curricular/Athletics Activity Requirements\***

- Students are expected to be in class a minimum of ½ day to be eligible for extra-curricular activities that day.
- Students with 6 or more **unexcused** school absences per semester per class will be placed on probation for that extracurricular activity- Probation is 10% of the schedule
- Students with 8 or more **unexcused** school absences per semester per class will be removed from that activity for the remainder of the semester and must serve 30% probation of the next sports schedule for that semester if they participate in another sport.
- Students with 8 or more **unexcused** absences per semester will go through the CHS Attendance Appeals. (See CHS Student Handbook for more details).
- Students with In-School / Out of School Suspension are not eligible to participate in Extra-Curricular Activities until that suspension is completed. Each sport has an ISS/OSS policy that is placed in conjunction with the school athletic policy.
- Excused Absences (parent notes turned in to front office, school approved trips, etc.) do not count in this policy; however students are responsible to make up any missed assignments with the class missed in a timely manner.

**\*These requirements are in addition to those already given by the school administration in the Central HS Student Handbook.**

A signature by the participant and the parent or guardian of the participant is required on this Attendance Improvement Program in order to participate. The signature signifies that you have read the above statements and agree to all requirements, rules, and regulations stated within.

Participant: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Head Coach: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 7- County Drug Test Policy

### DRUG SCREENING PROCEDURES

#### I. Definitions

A. Chain of Custody refers to the procedures for maintaining control and accountability from initial collection to final disposition for all such materials or substances and providing for accountability at each stage in handling, testing, and storing specimens and reporting test results.

B. Drugs shall mean any substance screened for under this policy can include, without limitations, amphetamines, methamphetamines, barbiturates, cocaine, marijuana, opiates, steroids, hallucinogens, alcohol or ethanol.

C. Specimen means a urine, swab, or any other sample of the human body collected from a student in accordance with the procedures designated by the testing laboratory.

D. Participating Student is any student enrolled in the Carroll County School System who participates in or applies for participation in any interscholastic extracurricular activity or any student who applies for a parking permit and intends on parking a vehicle on any Carroll County school grounds.

E. Positive or non-negative means the specimen collected indicates the presence of drugs as defined above or the specimen indicates the presence of drugs as defined above cannot be clinically ruled out using generally accepted testing criteria.

#### II. Drug Testing Procedures

A. Testing: The system shall select a certified drug testing laboratory to assist with implementing its drug testing program.

B. Chain of Custody: The system shall utilize strict "chain of custody" procedures as established by the drug testing laboratory conducting the testing process.

C. Consent and Cost: Each participating student and his or her parents are required to sign a written consent form for drug testing prior to being allowed to participate in any interscholastic extracurricular activity or apply for a parking permit and intends on parking on school grounds in the Carroll County School System. Any random testing done throughout the course of the school year will be paid for by the school system. Should a student test positive or non-negative for drug abuse, the cost of the mandatory follow-up drug test will be paid by the parent/guardian.

D. Medication: Participating students who are currently or have been taking prescription or nonprescription medication must disclose the fact at the time of drug testing and upon request, provide verification. Verification could consist of a copy of the prescription with the physician's written authorization, an original prescription bottle on which the label indicates the physician's authorization or a nonprescription bottle containing the label of contents or other information requested by the principal or designee.

E. Random Selection Process: Drug testing of participating students shall occur throughout the year as determined by Principal and the lab conducting the drug test. Individuals will be selected at random using a numerical selection process whereby each participating student's name shall remain unknown until the random selections are completed. The random selection process will be coordinated by the Drug Testing Coordinator (hereby referred to

as “Coordinator”) to be appointed by the Principal if other than the Principal. The testing of the randomly selected student numbers will be coordinated by the drug testing coordinator.

- High Schools with 0-500 students will have 10 students per month randomly chosen for Drug Screenings.

- High Schools with 501-1000 students will have 15 students per month randomly chosen for Drug Screenings.

- High Schools with 1001-1500 students will have 20 students per month randomly chosen for Drug Screenings.

- High Schools with 1501 or more students will have 25 students per month randomly chosen for Drug Screening.

F. Specimen Collection Procedures: Procedures for the collection, testing, and result verification of specimens will be developed by the testing facility in conjunction with the appropriate school officials as designated by the Superintendent. A copy of the collection procedures will be distributed to all students involved in the testing process.

G. Drug Testing Coordinator: The Principal or Principal’s designee shall serve as the site Drug Testing Coordinator. The Coordinator will receive all reports of positive or non-negative drug test results. The Coordinator shall contact the participating student whose test resulted in a positive or non-negative drug test report and that participating student’s parent/guardian to afford them the opportunity to confidentially discuss the test result and any available options for treatment and/or counseling available or known to the high school.

### III. General Prohibitions and Penalties

A. Standard of Conduct for Participating Students: The use or possession of a drug, as defined herein, by a participating student creates an unhealthy learning environment and both dangerous and detrimental to a student’s ability to participate in any interscholastic extracurricular activity or to operate a vehicle on any school ground and is hereby prohibited.

B. Penalties: Any participating student whose drug test administered pursuant to this policy renders a positive or non-negative test result as indicated by the testing laboratory or who otherwise violates this policy shall be subject to the following consequences: (Note: All drug test screening results are cumulative for the student’s high school career).

### **Penalty for First Positive or Non-negative Drug Test Result**

(For all offenses- information will be available for student/parent counseling)

1. In Athletics: the student will be suspended from participating in 20% of interscholastic athletic competitions. If not in season, suspension will begin on the GHSA start date for the next season with which the student is affiliated. Before returning to interscholastic athletic competition the participant must submit to another drug test paid for by the participant and will be required to participate in monthly screenings. The cost of these follow-up screenings will be the responsibility of the student. Students will also be required to complete an on-line Alcohol and Drug Awareness course before returning to any interscholastic or extracurricular activity. The cost of the on-line course

will be the responsibility of the student. Any positive or non-negative results at the time of the follow-up test will be considered the participant's Second Positive or Non-negative Drug Test Result. A one year suspension from all extracurricular activities will begin on the date of the second Positive or Non-negative result.

2. **Extracurricular Activities Not Including Athletics:** the participant will be suspended from participating in competitions, practices, meeting, or performances for 20 calendar days. Before returning to interscholastic extracurricular competition the participant must submit to another drug test paid for by the participant and will be required to participate in monthly screenings. The cost of these follow-up screenings will be the responsibility of the student. Students will also be required to complete an on-line Alcohol and Drug Awareness course before returning to any interscholastic or extracurricular activity. The cost of the on-line course will be the responsibility of the student. Any positive or non-negative results at the time of the follow up test will be considered the participant's Second Positive or Non-negative Drug Test Result. A one year suspension from all extracurricular activities will begin on the date of the second Positive or Non-negative result
3. **Parking on Campus:** The student will not be permitted to drive or part a vehicle on campus for 20 calendar days. Before being allowed to park on campus the student must submit to another drug test paid for by the participant and will be required to participate in monthly screenings. The cost of these follow-up screenings will be the responsibility of the student. Students will also be required to complete an on-line Alcohol and Drug Awareness course before returning to any interscholastic or extracurricular activity. The cost of the on-line course will be the responsibility of the student. Any positive or non-negative results at the time of the follow-up test will be considered the participant's Second Positive or Non-negative Drug Test. A one year suspension from all extracurricular activities will begin on the date of the second Positive or Non-negative result

**Penalty for Second Positive or Non-Negative Drug Testing Result:** The participating student will be suspended from participating in all interscholastic activity (practices and competitions), and any interscholastic extracurricular activity (practices, competitions, or performances) or parking a vehicle on school grounds for one calendar year from the date of the testing date. Any student applying for a parking permit who has had a second positive or non-negative drug screening test may not obtain a parking permit until the one year suspension has been completed. Before returning to interscholastic extracurricular competition or applying for a parking permit the participant must submit to another drug test paid for by the participant and will be required to participate in monthly screenings. The cost of these follow-up screenings will be the responsibility of the student. Students will also be required to complete an on-line Alcohol and Drug Awareness course before returning to any interscholastic or extracurricular activity. The cost of the on-line course will be the responsibility of the student.

**Penalty for Third Positive or Non-negative Drug Test Result:** The participating student will be permanently suspended from interscholastic extracurricular and from parking his or her vehicle on any Carroll County School System grounds.

**Code of Conduct:** This procedure is intended to supplement the existing policies of the Carroll County School System. All students are governed by the Carroll County School System's Code of Conduct and are subject to regular discipline procedures if violations are detected through means other than random drug testing procedures.

- C. **Refusal to Test:** A student's refusal to test or to produce a sample within a reasonable amount of time will be treated the same as a positive test result and will be counted in the cumulative number of positive test results. No student testing positive or non-negative, or refusing to test will be penalized academically. Testing results will not be released to criminal or juvenile authorities unless required by state or federal laws.
- D. If the principal chooses, the principal may ask the school resource officer to search the personal belongings, locker and/or car of a student who has a positive or non-negative drug test or refuses to test or cannot produce a sample

within a reasonable amount of time. If during the search drugs or drug paraphernalia are found, then the student is subject to arrest.

#### IV. Appeal:

A participating student who tests positive or non-negative and whose test results have been forwarded by the testing laboratory to the Coordinator for the imposition of action provided herein may appeal such a decision to the school principal whose decision shall be final and not subject to further administrative appeal. The student will be required to submit to a drug test on the next random test day, and the results must be determined to meet the requirements of the policy and procedures before the student will be permitted to participate or gain parking privileges. Note: All positive or non-negative drug tests are cumulative over a student's high school career and are also cumulative toward the suspension of practice, competitions, performances, and parking, regardless of what activity in which the student is involved during the time of the positive result.

## Section -8 Conflict Resolution

### Chain of Command

#### Conflict Resolution:

Athletic involvement can be highly emotional and issues about playing time, team selection, honors and awards can arise. It is very important that these issues be addressed as soon as possible, and as directly as possible, so that they can be resolved promptly. The following model will be used when a problem arises.

#### STEP ONE: Personal Contact between Student-Athlete and Coach

As a general rule, the issue should be presented as soon as possible to the coach by the *individual* student-athlete. If personal contact is not practical, a student-athlete may ask his/her team captain to talk with the coach. If these recommended routes are not *successful*, the coach should be contacted by the student-athlete's parent(s) at an appropriate time. Times to be avoided are:

- Either prior to or immediately after a competition
- During a practice session
- During a time when other students maybe present or when it may be readily apparent to others that a discussion is taking place
- At a time when it is apparent that there would not be sufficient time to provide for a complete discussion

Usually the best solution is to ask the coach either over the phone, via email or in person if an appointment could be made to discuss the issue. **Coaches it is recommended that you follow the 24 hour rule after a complaint has been made to give you time to meditate and gather your thoughts.** A parent or student-athlete could also contact the coach via the Athletic Office. *It is strongly recommended that the student-athlete join their parent(s) at this meeting to ensure that all sides of the issue can be thoroughly discussed and that another coach is in the meeting.*

#### STEP TWO: Personal Contact Between Coach, Student-Athlete and Athletic Director

If a satisfactory resolution is not reached through direct contact with the coach, the student-athlete and/or parent(s) should contact the Athletic Director. As a courtesy, the coach should be informed that this contact is being made. If this discussion does not result in a

satisfactory conclusion, then a meeting will be scheduled involving all concerning parties in an attempt to reach a satisfactory resolution. It is very important for all student-athletes and their parent(s) to know that any comments, concerns, or ***issues raised to the athletic director will be addressed with the coach.*** Issues concerning coaching personnel may or may not be communicated to others.

### **STEP THREE: Student-Athlete – Administration Contact**

If there is not a satisfactory resolution, the student-athlete and/or parent(s) should contact the High School Principal. As a courtesy, the Athletic Director should be informed that this contact is being made. While there is no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing, or different perceptions and experiences can lead to more productive relationships and clearer understandings in the future.



**Guidelines and Maintenance Use and Care of Facilities:**

The supervision and care of all facilities is a part of the overall public relations efforts of that individual coach. Supervision must be provided anytime students are in the dressing rooms or using other school facilities.

Members of the faculty may not give permission for non-school use of school facilities. The administration must complete a Permit for use of School Facilities Form. No keys are to be loaned or duplicated except by permission of the principal and/or local athletic director. No student manager is to have keys.

The head coach is responsible for checking out all aspects of the physical facilities on which games are to be played at least five days before the 1<sup>st</sup> contest. This check should include such things as: scoreboard, lights, field equipment, dressing rooms, rest rooms, safety of stadium seats, press box, public address system, benches, fences, gates, goals, etc.

The head coach must make sure the facility is presentable and in a 1<sup>st</sup> class manner to represent Central High School. That means trash is picked up, grass is cut on your fields, and visitors are taken care of.

The head coach should supervise training and equipment rooms, establish a system for emergency medical treatment, dressing room supervision, issuing and taking up equipment.

**Central Athletic Booster club supports all of our programs. It is recommended that you join the booster and try to get as many parents from your sport to join and help with the booster club.**

**Booster Club Meetings are held on the 3<sup>rd</sup> Monday of each Month unless special meetings are called. All Head Coaches are expected to attend at least 5 meetings so you have an idea of what's going on within the club. IF FUNDS ARE NOT AVAILABLE FOR YOUR SPORT THEN YOU NEED TO ISSUE A WRITTEN REQUEST TO THE ATHLETIC DIRECTOR FOR HELP FROM THE BOOSTER CLUB. FOLLOW THE CHAIN OF COMMAND WHEN DOING THIS SO WE CAN GET THE REQUEST ON THE NEXT MEETING OR MAKE CALLS IF NEED BE.**

**MEMBERSHIP LEVELS ARE**

**Super Lion Backer--\$500**

**Silver Lion Backer--\$100**

**Maroon Lion Backer--\$50**

**Membership forms are in Mrs. Foley's office.**

## **Section -11**

### **Discipline Policy for Central Athletics**

#### **ISS Infractions-**

1 Day infractions- Students that attend ISS for one day will be eligible to practice or play after the end of their time spent that particular day. Coaches should use good judgment and have rules in place for ISS.

Multiple Day infractions- Any student that receives multiple days of ISS cannot participate or be at the facility until the end of their last day served. This includes weekends as well. Coaches should have rules in place for multiple days missing practice and what their consequences will be for missing.

#### **OSS Infractions-**

Any OSS infraction from our students needs to be dealt with seriously. They are not permitted to be on campus until after the last day of their suspension is over. They cannot practice on the last day because they did not attend school that particular day. Coaches should have policies in their rules and guidelines for OSS infractions. OSS infractions would count towards our new Athletic Attendance Improvement Plan.

## **Section 12-**

### **Georgia High School Association**

**Cardiac Arrest Information-** done twice for school year. Handouts are available and must be signed.

**GHSA Codes for rosters-** Info will be sent to each coach that needs them

**GHSA Dates & Deadlines-**

[www.ghsa.net/sites/default/files/documents/CALENDAR19-20\\_Datescx7.pdf](http://www.ghsa.net/sites/default/files/documents/CALENDAR19-20_Datescx7.pdf)

**GHSA Constitution and By-Laws-**

[www.ghsa.net/sites/default/files/documents/Constitution/Constitution19-20Complete.pdf](http://www.ghsa.net/sites/default/files/documents/Constitution/Constitution19-20Complete.pdf)

**GHSA Rules Clinics-**

<https://learn.ghsa.net/ghsa-line-rules-clinic-schedule>

