2017-18
Athletics Handbook
(Parent, Student-Athlete, Coaches, Administrators)

“Our Children
Our Future”
INTRODUCTION

An athletic program in a school is educationally sound and consistent with the overall academic philosophy. Athletics is an excellent means of bringing together home, school, and community and must be considered an integral part of the school curriculum. The interscholastic athletic program should provide the opportunity to compete in athletic contests with other schools, aid the student in acquiring new friendships, further community and school spirit, and develop good sportsmanship. This handbook should assist all personnel in interpreting the procedures of the Sullivan County Schools' athletic programs. Upon principals' discretion, individual schools may have additional rules they implement beyond expectations outlined in this handbook. Each school, staff member, coach, athlete, and parent are to abide by Sullivan County Department of Education Policy 4.301 (Interscholastic Athletics) and the bylaws of the TSSAA/TMSAA.

PHILOSOPHY

Athletics help the player achieve a higher standard of mental, moral, social and physical fitness. Through athletic competition, the player relates the rules of the game to the rules of life. The athletic department's programs contribute to school spirit and offer the best means of a close and wholesome relationship between the school and the community it represents. At no time should the program place the total educational curriculum secondary in emphasis; the program should function as a part of the whole curriculum and should constantly strive for the development of a well-rounded individual, capable of taking his/her place in society. The coaching staff should maintain good rapport with the non-coaching members of the faculty and should show support for their programs by attending their performances.

GOALS

The goals of Sullivan County Schools' athletic programs are:
1. To always strive for playing excellence.
2. To ensure growth and development that will raise the number of individual participants.
3. To provide for the physical, mental and emotional growth and development of all our athletes.
4. To encourage team play with the development of loyalty, cooperation, fair play, and other desirable traits.

5. To establish and maintain an effective on-going public relations program with the community.

**TENNESSEE SECONDARY SCHOOL/ MIDDLE SCHOOL ATHLETIC ASSOCIATIONS (TSSAA/TMSAA)**

School personnel are responsible for adhering to all of the by-laws of the TSSAA/TMSAA. Coaches are expected to review the by-laws on the TSSAA website at www.tssaa.org. High schools and middle schools can participate in cooperative agreements according to TSSAA/TMSAA rules. All agreements must be approved by both schools and by the Sullivan County Board of Education.

**SPORTS OFFERED**

The Sullivan County Board of Education is committed to an athletic program that is as broad in scope as financial resources and student interests permit. Efforts are constantly being made to provide opportunities for participation in interscholastic athletics to an ever-increasing number of students. The following is a list of current athletic programs that may be offered in Sullivan County Schools; some schools offer both boys and girls teams in some sports. Not all sports will be offered at all schools.

- Baseball
- Cheerleading
- Golf*
- Swimming*
- Track/Field
- Basketball
- Cross Country
- Soccer*
- Dance*
- Wrestling*
- Football
- Softball
- Tennis*
- Volleyball

*Indicates High School Sports Only

**NON-TSSAA and TMSAA SPORTS**

Schools or sports that do not fall under TSSAA or TMSAA will adhere to their governing body.
**DIRECTOR OF SCHOOLS**

The Director of Schools is responsible to the Sullivan County Board of Education. The Director is charged with the overall operation of the school system to ensure the smooth, efficient operation of all components, including the athletic program at each school. The Director expects that the rules and regulations of the Sullivan County Board of Education, the Tennessee Secondary School Athletic Association (TSSAA) and the Tennessee Middle School Athletic Association (TMSAA) are followed. (In the interest of clarity and readability, the term TSSAA will refer also to TMSAA.)

**SCHOOL CLOSINGS (SCDE Policy 1.8011)**

When an emergency arises for which the Director of Schools has officially closed a school or schools during that day, all school activities in which students are involved will be postponed or cancelled. Scheduled activities may take place with the knowledge and consent of both the director of schools and, if applicable, the building principal. No employee or student shall be penalized for failure to participate in such an event. TSSAA/TMSAA tournament events are beyond the control of Sullivan County Schools. The decision to participate will be made by the principal, in consultation with the Director of Schools and the transportation supervisor.

**PRINCIPAL**

The Principal of the school is held responsible for the operation of the athletic program. The appointments of the athletic director, and all coaches, including head and assistant coached are made at the discretion of an interview committee as vacancies arise. Specific duties include but are not limited to the following:

1. Following directives from Director of Schools.
2. Compliance with request forms for coaching supplement forms as allocated by Director of Schools.
3. Coaching staff selection committee.
4. Approval and signing of all game contracts and TSSAA/TMSAA forms.
5. Overseeing conduct of students (fans and athletes) at athletic events.
6. Assignment of administrative coverage at home athletic events.
7. Ensuring that the athletic department’s program is integrated into the total school program.
8. Ensure that Sullivan County Department of Education Policy/Procedure 4.301 PO2 regarding Non-faculty Coaches and the prohibition of utilizing volunteer coaches is followed.
9. Develop, control and approve all expenditures of monies related to athletic purchases (budget and internal club accounts) and collections of money, following the **Tennessee Internal School Uniform Accounting Policy (TCA 49-2-110)**. This will include (but not be limited to) ticket reconciliation, separation of duties, internal controls, bank deposits, etc. Refer to the **Tennessee Internal School Uniform Accounting Policy**. Other staff will assist as needed.

10. Approve all game contracts after coaches develop schedules with input from the Athletic Director.

**ATHLETIC DIRECTOR**

The athletic director (AD) at each school is responsible to the principal of the school and assists the principal in supervision of the coaches and others involved in the school's athletic programs. The athletic director is to provide overall leadership and coordination among the school's various athletic teams that provide students worthwhile learning experiences. Specific duties include but are not limited to the following:

1. Responsible to the principal on the overall athletic department program
2. Establish and maintain an open line of communication
3. Responsible for administering all interscholastic rules and regulations of the TSSAA, TMSAA, the Sullivan County Board of Education and all building level policies.
4. Responsible for sending completed schedules to the TSSAA to have officials assigned at home contests
5. Schedule all gym activities (games and practices). Sports 'in season' will always have priority in the use of school facilities.
6. Approve all required TSSAA forms (eligibility lists, district tournaments lists, etc.)
7. Prepare transportation requests (when possible request must be made by the coach at least two weeks in advance of the trip)
8. Advise individual sports' booster clubs, as needed
9. Responsible for overall condition of athletic facilities with the individual Head Coach responsible for daily conditions.
10. Purchase all awards, letters, certificates, pins, etc., for all athletic teams
11. Ensure that all equipment is properly inventoried and stored with the head coach of each sport
12. Responsible for hiring security for home contests, when needed
13. Assist local sportswriters and media personnel with information concerning our
athletic teams, players and coaches.
14. Represent the school in all athletic department business at the county, conference, and state meeting.
15. Verify athletes' eligibility.
16. Serve as the tournament director for all TSSAA tournaments that are assigned to the school.
17. Arrange athletic staff meetings as they are needed.
18. Along with the Athletic Trainer, maintain a permanent file of parent/player permission forms, required medical forms, awards and other appropriate athletic information.
19. Report all negligence in the performance of duties by members of the coaching staff to the principal.
20. Work with the band and cheerleaders and their sponsors in coordinating activities
22. Make arrangements to have announcers and scorekeepers at contests as required
23. Serve as the liaison between the athletes, parents and the coaching staff with the school's principal and other administrators.
24. Resolve conflicts that may develop from time to time within the ranks of the Athletic Department.
25. Maintain an active program that promotes sportsmanship and welcomes the competing teams and guests.
26. Responsible for the annual review of the coaches' emergency action plan
   Constantly evaluates the overall athletic program, always seeking ways of improving interscholastic athletics.
27. Advise the principal on athletic department matters.
28. Perform other duties as the principal may direct.
29. Enforce school rules and ensure athletes follow the district code of behavior and discipline policy.

HEAD COACH

The head coach of each sport is responsible to the athletic director who provides overall objectives for the athletic department in conjunction with the school's principal. In most cases, the head coach must advise, coordinate and support a staff of assistant coaches in conjunction with the athletic director and the principal. The head coach understands the proper administrative chain of command and refers all student and parent requests or grievances through proper channels. The head coach is responsible to instruct athletes in
the fundamental skills, strategy and physical training necessary for them to realize a
degree of individual and team success. At the same time, the student shall receive
instruction that will lead to the formulation of moral values, pride of accomplishment,
acceptable social behavior, self-discipline and self-confidence. The duties of the head
coach include but are not limited to the following:

1. Conduct a parent meeting before practice starts to inform and communicate all
procedures and expectations with parents and to establish and maintain an open
line of communication throughout the season. Coaches should make sure that
parents/guardians are aware of specific times and plans and then coaches should
make every effort to meet those announced times. **Communication is the key.**

Coaches should limit social media and text messaging as a form a
communication. Coaches are encouraged to use apps such as “Remind” or
“Group Me” as oppose to personally texting information to players. Likewise,
coaches are encouraged to utilize “Google Calendars” to post schedules and
information. *(SCDE Policy 4.406)*

2. Verify that all athletes adhere to the rules and regulations of the Sullivan County
School Board, TSSAA, and all building level-policies.

3. Prepare a list of names (roster) of ALL students trying out for any team. This list
should be provided as soon as possible to the Athletic Director in order for each
athlete to be declared eligible for participation prior to the first contest.

5. Tryouts must be conducted and must be fair and equitable.

6. Explain eligibility requirements to prospective athletes.

7. Check eligibility of athletes (The athletic director will verify eligibility when grade
information becomes available from data processing.).

8. Verify that every athlete has completed, in full, all of the required TSSAA, and
school required forms PRIOR to participating in tryouts, practices, or contests
(including required physical).

9. Conduct practices during your season and within the time frame allotted by the
TSSAA Calendar. Practices should also be in such a manner that skills are
developed and within a reasonable time limit that respects time needed for
schoolwork and family.

10. **Ensure there is proper supervision when players under your charge are
    in the locker room!** A coach should be in the locker room area when
athletes are in the locker room. They shall remain in that area until all athletes have left the locker room. (SCDE Policy 6.408)

11. Be responsible for team members, managers, and trainers whenever they are under your supervision before, during, and after practices and contests.

12. Provide the proper environment for the safety and health of the athletes under your supervision, including prevention of and proper care of athletic injuries.

13. Be sure that an accident report has been completed and turned in to the appropriate person when any student athlete has been injured at practice or in a contest within 24 hours of the injury (See Accident Reports).

14. Explain to the athletes the proper handling and daily care of equipment.

15. Cooperate with the local media (newspaper, radio, and TV).

16. Request in writing bus transportation requests at least two weeks PRIOR to the athletic trip.

17. Follow all applicable rules and district policies regarding the transporting of students.

18. To comply with Sullivan County School Board procedures when purchasing items from your budget. The principal or principal's designee must approve all purchase orders prior to submitting an order to the principal. Failure to follow this procedure may result in the coach being held personally responsible for the expenditure!

19. Constantly encourage athletes in their academic endeavors in addition to their athletic endeavors.

20. Responsible for ensuring that the proper first-aid equipment is on hand at all times and that injured athletes receive proper treatment.

21. Regular communication with the athletic director.

22. Responsible for the securing of facilities under your direction.

23. Schedule your awards banquet, picnic or ceremony within the guidelines requested by the athletic director in a timely manner.

24. Attend required meetings of the TSSAA/TMSAA and school coaching staff. Failure to do so may result in a fine from the TSSAA/TMSAA to be paid at Coaches expense.

25. Provide a written list of equipment and facility needs to the Athletic Director as needed.

26. Submit game schedule upon completion to the athletic director. Notify AD, Athletic Trainer, and Scheduling Coordinator of any changes in schedules ASAP.

27. Conducts self before the students and the community so as to instill respect and good
28. Understands the proper administrative line of command and refers all requests or grievances through proper channels.

29. Maintains discipline, adjusts grievances and works to increase morale and cooperation.

30. Performs such other duties, which may be assigned by the athletic director and/or principal.

ASSISTANT COACH

The assistant coach reports to the head coach. Duties include but are not limited to the following:

1. Assist the head coach in verifying that athletes adhere to the rules and regulations set by the TSSAA/TMSAA, the Sullivan County School Board and all building-level policies and procedures, and report any violations to the appropriate party.

2. Ensure supervision of all student athletes at all times. A coach should be in the locker room area when athletes are in the locker room. They shall remain in that area until all athletes have left the locker room.

3. Provide the proper environment for the safety and health of the athletes, including the prevention of and proper care of injuries

4. Perform any duties deemed necessary by the head coach

5. Understands the proper administrative chain of command and refers all student and parent requests or grievances through proper channels

6. Conducts self before the students and the community so as to instill respect and good sportsmanship.

Athletes

1. Play hard, but play fair.

2. An athlete must learn that losing is part of the game, and that he/she should be gracious in defeat and modest in victory.

3. The use of profanity or illegal tactics is strictly prohibited.

4. Players and coaches should congratulate the opponent on a well-played game after the contest regardless of the outcome.

5. Abide by the decision of game officials. No one but the appointed team captain
should talk to an official, and a captain should speak in a tone of respect and only for the purpose of clarifying a call or asking the official to watch for a certain situation.

6. Athletes should always show respect for students, faculty members, and officials at all times.

7. Athletes should be well groomed and attempt to make a good impression, always remembering that they represent their school, community, home, and family.

8. Maintain poise and self-control at all times.

9. Student athletes are expected to follow all school rules and school board policies.

10. Attend and be on time to all practices, workouts, and team events.

11. Understand that playing time is earned, not given.

12. Follow the eligibility guidelines, academic requirement, and behavior requirements set forth by the TSSAA/TMSAA, Sullivan County Board of Education, and/or School.

Parents

(from the TSSAA handbook)

1. Accept and understand the seriousness of your responsibility, and the privilege of being a parent of a student-athlete who is representing the school and community.

2. Remember that school athletics are learning experiences for students and that mistakes are sometimes made.

3. Praise student-athletes in their attempt to improve themselves as students, as athletes, and as people.

4. A ticket is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious.

5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.

6. Show respect for the opposing players, coaches, spectators, and support groups. Treat them as you would a guest in your own home.

7. Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student-athlete, and admire their willingness to
participate in full view of the public.

8. Recognize and show appreciation for outstanding plays by either team.

9. Refrain from the use of any controlled substances (alcohol, drugs, etc.) before, and during games, and afterwards on or near the site of the event.

10. Use only those cheers that support and uplift the teams involved.

11. Communicate openly with your son/daughter about being a good sport.

12. Be a role model. You must set an example for the students/athletes.

13. Out of respect for the student-athlete and coaches, no conference will be had with a coach until 24 hours after a game. Parents and fans are not to enter the field of play or court after a game for any confrontation or conversation. If a conference is needed with a coach, parent must contact the school principal to set up the meeting.

EXTRA CURRICULAR ACTIVITIES AND DISCIPLINE
Sullivan County Schools promotes good sportsmanship. “Athletic events are played according to the rules of the Tennessee Secondary School Athletic Association (TSSAA). These rules provide for a fair competition among players. All spectators are expected to promote good sportsmanship at all times. Each one is expected to take personal responsibility for keeping each game at a high level of sportsmanship.” (TSSAA creed) Therefore, poor sportsmanship such as; taunting of players, officials and/or fans, racial or ethnic slurs, profanity, inappropriate signs and cheers, etc. will not be allowed. Anyone who conducts themselves in an inappropriate manner will be asked to leave and could be banned from future events at the discretion of the principal. Students may also receive additional disciplinary action as listed in other sections of the “Student Rights and Responsibilities” handbook.

Participation and attendance in extra curricular activities is a privilege, not a right, as affirmed by the U.S. Supreme Court.

1. Students are not guaranteed a position in any school-sponsored organization to include, but not limited to, Athletic Teams, Bands, Cheerleader Teams, Drill Teams,
Student Government, or any other group representing the school.

2. Infractions of any disciplinary rules of the school may result in removal from any organization and its activities.

3. As a result of any suspension (i.e. OSS, ISS) or alternative school placement students will forfeit their opportunity to participate in or attend school activities for the duration of that suspension (to include the entire last day of the ISS, OSS or alternative school placement).

4. Students shall be present in school the entire day of and the entire day following the scheduled activity unless administrative approval has been obtained. (Refer to Section 1 of Attendance Policy.)

COACHES' MEETINGS

School level meetings will be scheduled for all members of the coaching staff, as needed. All coaches are expected to make arrangements to attend these meetings or to receive permission from the principal and/or AD in advance to miss the meeting.

TSSAA Required Meetings - the TSSAA requires that the head coach of certain sports attend district scheduling and tournament/meet planning meetings. The TSSAA also has instituted online rules clinics for coaches of certain sports. The TSSAA will publish a time frame for each sport's online rules clinic that the head coach has to complete in order to avoid the school being fined.

Conference meetings - all head coaches are expected to attend meetings where their presence is required. The AD will notify the appropriate head coaches of the time and place of the meetings they are expected to attend.

COACHES' CONDUCT AND EJECTION

Sullivan County Coaches will represent our schools, children, and communities at all times. Coaches should exhibit sportsman-like behavior before, during and after all athletic contests. Actions that do not meet the requirements of the Sullivan County Code of Conduct will result in the appropriate discipline. Additionally, the head coach should instill proper conduct in all athletes. The coach should avoid confrontations with officials. Coaches are expected to maintain their composure and NOT be ejected from any contest for any reason. Any coach who is ejected from an interscholastic athletic contest must meet with the Director
of Schools and the Principal per TSSAA requirements. Any coach who is ejected from an interscholastic athletic contest shall be suspended from coaching for the remainder of that contest and in any interscholastic contest for the next one game of football and the next two games of any other sport. If the disqualification occurs in the last contest of a season, the coach will be suspended for the same period of time as stated above in the next sport in which he/she coaches. An ejection as a result of gross unsportsmanlike conduct or a second or subsequent act of general unsportsmanlike conduct shall be suspended from coaching in any interscholastic athletic contest for a period of time determined by the Director of Schools. TSSAA bylaws will be enforced to their fullest extent in this area and additional penalties will be imposed at the discretion of the principal if it is determined that a coach initiated and/or continued to aggravate a bad situation. Immediate notification of any coach ejection to the principal and/or athletic director is REQUIRED. Any fine assessed by the TSSAA for a coach ejection shall be paid, in full, by cash or money order within seven days by the individual coach. The coach will NOT return to coaching in contests until this fine has been paid in full to the school (who will then pay the fine to TSSAA within the required time frame).

Any fine given by the TSSAA to a member of the coaching staff may be passed on to the coach personally. Prompt payment of the fine (within ten days of the fine letter being received from TSSAA) is expected. Coaches may appeal to the Director of Schools.

ATHLETIC TRAINER
Sullivan County employs four full time Athletic Trainers. Each trainer is located at one of our four high schools. All of our trainers are NATA certified and State licensed. All injuries sustained by a student-athlete should be reported to the Trainer. The trainer will make referrals to a doctor when needed and follow rehabilitation requirements prescribed by a doctor.

INSURANCE
1. Accident forms will be filled out by the coach or trainer and turned into the main office.
2. If medical attention is needed, an insurance claim will be filled out by the coach and given to the athlete or parent.
3. Parents should file on their insurance first. The remaining unpaid balance will be filed with Scholastics Insurers. This athletic insurance policy is considered a secondary policy.

4. Every athlete must have some form of insurance. Scholastic Insurance can be purchased through the school at the beginning of the school year.

5. Sullivan County Board of Education will be responsible for asking for bills or information. The athlete’s parent/guardian must be responsible for providing all necessary information in order to file a claim.

6. Sullivan County Board of Education will not be responsible for any remaining amount that insurance does not pay.

BUDGET

The Principal will oversee the entire athletic department budget. The following expenses for approved contests must be covered by the athletic department budget: officials, school bus transportation, and security. Equipment, field maintenance, and security must also be paid from the athletic department budget, as needed. At the beginning of a season, the athletic director will give each head coach a budgeted amount of money for the current school year based on the above information and a uniform formula and required district schedule each school year. Any additional money needed for additional contests (officials and transportation) or equipment must be raised in approved fundraisers or money donated by your booster club. The athletic director must approve ALL account expenditures.

ELIGIBILITY

Head coaches are responsible for ensuring that all of their athletes, student managers, scorekeepers, trainers, and video camera operators, etc., meet all eligibility requirements established by the Sullivan County Board of Education and the TSSAA.

BASIC ELIGIBILITY REQUIREMENTS

In order to participate on an interscholastic athletic team, each prospective athlete must:

1. Document age, for initial eligibility, with a CERTIFIED record of birth.
2. A student’s academic, attendance and discipline record will be considered during tryouts.
3. A student is ineligible while on suspension from school. A second suspension
during the school year will result in immediate dismissal from athletics.

4. A doctor's statement for the current school year as to the student's participation must be on file in the school (dated after May 1). A medical examination is required by TSSAA and Sullivan County Public Schools. The appropriate form must be on file. (Link to document on page 21)

5. A Parent Permission form for the current school year, signed by the student's parent or guardian, must be on file at school. It shall be the responsibility of the parent(s) or guardian(s) to provide health and hospitalization insurance for all students participating in interscholastic athletics.

Health Information Portability and Accountability Act of 1996 (HIPAA) requires that we inform our parents/guardians about their rights concerning their child's private health information. In order to comply with HIPAA regulations, every athlete's parent/guardian must complete the necessary forms.

Each school has the right to establish academic standards for athletes that exceed those of the TSSAA/TMSAA.

**Home School Students**

Home Schooled students who wish to participate in public school athletics are required to be registered as a home school student by **August 1** with the Supervisor of Student Services located at the Central Office. The home school student must then register with their zoned school their intent to participate by **August 15** of each academic year. Parents must provide proof of academic record, attendance and discipline records (see #2 above), along with medical requirements mandated for public school athletes. Principals will determine eligibility and provide team tryout information. Home school students who wish to try out for an athletic team must do so at their zoned school or the school with which there is a cooperative agreement with their zoned school. Home school athletes follow all team and school rules as well as school board policies related to public school athletes while on campus or athletic trips. Home school athletes pay fees where applicable. (Link to documents on page 21)
SPORTSMANSHIP AND ATHLETES CONDUCT

The head coach is responsible for the conduct of all players. It is the responsibility of the head coach to instill the appropriate conduct of all athletes. Likewise, the coach must conduct himself/herself in professional manner. At no time should an athlete be permitted to be an embarrassment to the school, team, or coach. Head coaches are expected to handle inappropriate behavior quickly and to discipline the athlete in a fair but effective manner. Anytime an athlete is ejected or removed from an interscholastic contest, the incident should be reported to the athletic director immediately.

Coaches should teach their players to accept the officials' decisions without outward displays of emotions. In the event a player exhibits poor conduct in front of the crowd, the coach will promptly remove the player from the contests.

Coaches are expected to shake hands with the opposing coach after the game on the court or field and will ensure that athletes will do the same with opponents. The head coach will actively participate in any sportsmanship program adopted and being promoted by the TSSAA and the athletic department.

ACCIDENT REPORTS

An accident report must be completed and submitted to the central office by the coach or athletic trainer within 24 hours of the injury. This applies to any accident at practice, home contest or away contest. *(SCDE Procedure 6.401 PO1)*

HAZING/BULLYING

*Sullivan County Schools will NOT tolerate hazing or bullying of any type.*

It is the responsibility of the coaching staff to IMMEDIATELY report any incidents of this nature to the school principal, athletic director, and proper authorities for proper investigation and disciplining of students involved. *(SCDE Policy 6.304)*

ATTENDANCE/TARDY POLICY FOR ATHLETES

Athletes are expected to be in attendance the entire school day in order to participate in interscholastic contests. The athletic director and/or principal must grant any exceptions to this rule.
Athletes are subject to the same tardy policy as all other students. In addition, each athlete must satisfy their coach's specific disciplinary policy as it relates to tardiness and attendance. Athletes must attend school in order to be eligible to practice that day. The athletic director and/or principal must grant any exceptions to this policy.

**ATHLETES’ DRESS AT AWAY CONTESTS/TOURNAMENTS**

The head coach is responsible for ensuring that all athletes wear appropriate clothing when traveling to other schools. The head coach should INSIST on appropriate dress and **LEAD BY EXAMPLE** through their dress. Athletes should always reflect dignity and class in their appearance and behavior. Game uniforms and/or warm-ups will be permitted to be worn during the school day upon prior approval from the principal.

**ATHLETES’ EJECTION FROM A CONTEST**

TSSAA guidelines will be followed by our school athletics. Additional penalties may be imposed at the discretion of the principal and athletic director if it is determined that an athlete initiated and/or continued to aggravate a bad situation. In addition, **IMMEDIATE** notification of any athlete ejection to the principal and/or athletic director is REQUIRED.

**BOOSTER CLUBS**

The head coach/AD is expected to take an active role in cooperating with his/her booster club and to act as the liaison between the school and the booster club. Coaches are reminded that under NO circumstances should a coach or assistant coach have his/her name or signature on an outside bank account. The principal on an annual basis must approve booster clubs. The school's tax-exempt number may not be used on such outside (non-school) bank accounts. No school personnel can be associated with these bank accounts. Refer to the guidelines outlined in the Tennessee Internal School Uniform Accounting Policy Manual.

The head coach has the ultimate responsibility to back the school's administrative staff in their policies toward booster clubs. The coach must be FIRM to their booster club members in letting them know that their function is to raise needed money, help with concessions stands, selling and taking tickets, and other parental duties that will benefit the entire program. Their function is NOT to set athletic department policies.
FUNDRAISERS

Athletic teams are expected to follow the Sullivan County Board of Education policies and school policies concerning ALL fundraisers. All fundraisers, including those of any booster club must be requested and approved on a blue "REQUEST FOR FUND RAISING ACTIVITY" form located in the AD's or principal's office. Participation in a pre-season fundraiser in no way guarantees placement on an athletic team.

STUDENT MANAGERS, TRAINERS, SCOREKEEPERS

Student managers, trainers, scorekeepers, etc., are required to meet the same academic requirements as athletes. Managers must also have a completed parent permission form on file with the school giving them permission to participate in their assigned capacity as well as traveling to away contests in personal vehicles, rented vehicles, and school buses. The head coach is to carry a copy of this form to all practices and contests.

EQUIPMENT CARE AND INVENTORY

The head coach is responsible for all sports equipment, storage and inventory. The head coach and his assistants are responsible for instilling the need of proper care of school equipment and uniforms to all their athletes before, during and after their season. All equipment shall be cared for and properly stored when not in use. Students should NOT be permitted to keep school equipment or uniforms from one school year to another (i.e. golf bags, warm-ups, etc.).

FACILITIES AND EQUIPMENT

It is the responsibility of every coach to secure all athletic facilities and equipment under his/her direction before and after each practice and contest. This includes locker rooms, laundry facilities, playing fields, gym, etc. Locker rooms should be secure at all times, with procedures in place to prevent theft. Student managers, trainers, or athletes should NEVER have access to athletic facilities without ADULT supervision. The supervision of the locker room is of critical importance to prevent hazing and bullying. Please do everything in your power to ensure that this responsibility is carried out properly at all times. Specific facility concerns should be sent to the administrator in charge of facilities and the athletic director should
also be made aware of the situation. Locker rooms and field houses are to remain clean and all equipment organized and stored away properly. (SCDE Policy 3.300)

COMMUNITY USE OF FACILITIES

Any community use of school facilities must be approved by the Principal and Director of Schools. Any school related scheduling conflict between the school and community organization will be resolved with the school having priority. (SCDE Policy 3.206 and Procedure 3.206 PO1)

CHEERLEADERS

According to the TSSAA, we are following the rules as set forth by the Universal Cheerleaders Association and the American Association of Cheerleading Coaches and Administrators. Complete rules can be found at:

http://www.aacca.org/default.aspx
http://uca.varisty.com/

The following are prohibited at ALL ATHLETIC CONTESTS:
1. Elevator sponge tosses, and other multi-based tosses.
2. Pyramids over two persons high (including base).

TRANSPORTATION TO AWAY CONTESTS

The transporting of athletes to interscholastic contests is an important responsibility and all district policies and procedures will be followed, including if the school is not providing transportation. A Non-School Transportation Consent Form is need in the event transportation will not be provided. Transportation to and from sporting events is left to the discretion of the athletic director and coach and/or principal. All policies and procedures regarding transportation to athletic contest can be found in school board policy procedure 3.400.P02.

UNIVERSAL PRECAUTIONS FOR HIV TRANSMISSION

All personnel (players, managers, trainers, coaches, and administrators, etc.) shall do the following EACH and EVERY time an injury involving blood occurs:
1. Wear gloves when blood is present
2. Dispose of blood saturated cleanup materials with double bagged bio hazardous bags
3. Clean contaminated surfaces (floor, mats, tennis court, pool deck, etc.) with a Zorbicide solution

CONCUSSION POLICY

All Sullivan County Schools will follow Sullivan County Department of Education Policy 6.413, (Prevention and Treatment of Sports Concussions) and adhere to all TSSAA/TMSAA concussion policies. Also noted Tennessee Senate Bill 0882/House Bill 0867 regarding each school's youth athletic activities and concussion policies will be in effect January 1, 2014.

HEAT AND LIGHTNING PROCEDURES

All Sullivan County schools will follow the TSSAA Heat Policy. It is mandated by the TSSAA that Heat Policies apply to practice as well. Band directors will follow the same policies as for athletes. All Sullivan County Schools will follow the NFHS (National Federation of State High School Associations) Rule Book on Lightning Guidelines.

SUDDEN CARDIAC ARREST

All Sullivan County Coaches will be trained in procedures pertaining to Sudden Cardiac Arrest. All coaches will complete the courses offered by the NFHS regarding Sudden Cardiac Arrest.
Links to important documents:

Athletic Physical Form

Athletic Participation Form (4.301F3)
https://drive.google.com/drive/u/1/folders/0B1LP1qw9Y6X_aFpUdTBpRkI4aGc

Homeschool Eligibility Report

TSSAA/TMSAA Heat Policy

TSSAA Constitution and Bylaws
http://tssaa.org/tssaa-bylaws-constitution/

TMSAA Constitution and Bylaws
http://tssaa.org/tmsaa-constitution-and-bylaws/

TMSAA Sports Calendar

TSSAA Sports Calendar
http://tssaa.org/schools/tssaa-sports-calendar/

Sullivan County Student Rights and Responsibilities Handbook Grades 6-8

Sullivan County Student Rights and Responsibilities Handbook Grades 9-12

Sullivan County Department of Education Board Policies
http://www.sullivank12.net/board/

NFHS Concussion Training
https://nfhslearn.com/courses/61064/concussion-in-sports

NFHS Sudden Cardiac Arrest Training
https://nfhslearn.com/courses/61032/sudden-cardiac-arrest