



Transylvania County Schools Athletic Procedures



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Non-Discrimination Statement:

Transylvania County Schools does not discriminate with regard to race, color, national origin, gender, age, disability, religion, marital status, veteran status, political affiliation, and/or other characteristics protected by law.

Statement Of Philosophy:

The athletic program of Transylvania County Schools is an important part of the overall school curriculum. Students participate in a program that reflects the individual school's philosophy of diversity, continual growth, achievement and the development of the individual's greatest potential toward an adult life in a democratic society. Lessons in sportsmanship, teamwork, and competition are an integral part of each team in the athletic program. Athletics play an important part in the development of a healthy self-concept as well as a healthy body. Also recognized is the importance of equal programs and equal opportunities for participation for both sexes. Athletic competition adds to school spirit. It seeks to develop heart, pride, and determination in the student-athletes of Transylvania County Schools.

The athletic program should always be in line with the objectives and regulations set forth by the North Carolina High School Athletic Association, the Transylvania County School Board Policy, Middle School Conference Rules, and Strategic Priorities.

The School Athletic Departments will seek to foster and promote good sportsmanship and good conduct on the part of players, coaches, students, parents, fans, and the community of Transylvania County.

North Carolina Coaches Association Code of Ethics:

- 1) When entering the coaching profession, a coach accepts certain obligations and responsibilities to the players, fellow coaches, and to the sport. If we are to keep the coaching profession at a high level, we must assume all of the responsibilities in such a way as to give our profession honor and dignity.

- 2) The coach in contact with each player should by principle and example set a pattern of behavior for each student, for he/she influences these players more than any other person in the sport. Parents put their dearest possessions under the coach's guidance. Coaches should be sure to see that athletes are better for having played under you.
- 3) The coach should meet rival coaches before and after each game and exchange greetings.
- 4) The coach should see that every injured athlete is given immediate medical attention.
- 5) The coach should remember that his/her first function is to educate a student through participation in athletics.
- 6) The coach should remember the position he holds in the school system, and that he must support the administration in all policies, rules, and regulations. Where there are differences, they should be discussed behind closed doors.
- 7) The coach should be sure that every participant fulfills all the rules and regulations of eligibility. Anyone who attempts to circumvent eligibility rules or to use ineligible players is guilty of unethical conduct.
- 8) The coach should inspire every student to achieve the highest academic success possible.
- 9) Every coach should have a good knowledge of all rules of the game, which he/she coaches. Coaches should never attempt to disregard any rules to their advantage.
- 10) The coach should stress good sportsmanship. If a coach defends the use of unsportsmanlike tactics, he should be considered guilty of breaking coaching ethics.
- 11) The coach should advise players as to the proper conduct in meetings with the press and radio/TV, and how to conduct themselves in player interviews both for their protection and to avoid embarrassment.

Coaches Code of Conduct:

- 1) Coaches are expected to be loyal to the athletic program procedures and to the best of his/her ability carry out those policies. If there are problems with a procedure, discuss this with the school's athletic director and/or principal.
- 2) As a leader of young people, coaches' behaviors should reflect excellence. The personality of a team will be an extension of the coach's behavior, personality, and commitment. Coaches should be aware of their standing within the school and community.

- 3) Coaches are expected to be dedicated teachers who are willing to go the extra mile to help the student athletes.
- 4) Coaches are expected to be prompt. Be early for meetings, practices, games, etc. Coaches are responsible for ensuring the safety of student-athletes in their sports before, during, after practice, and sporting events.
- 5) Coaches are expected to be organized and accountable. All practices should be planned, orderly, and time effective.
- 6) Coaches are expected to be good disciplinarians. Each coach should provide the athletic director with a written copy of specific guidelines dealing with disciplinary actions. Parents should also be provided with this information at the beginning of each sport's season. An initial parent meeting is appropriate. High expectations of athletes should be the regular procedure. If a coach must reprimand a player at practice or during a game, he should make every effort to talk to the player later and explain our course of action. Coaches must never physically abuse a player or verbally humiliate a player.
- 7) Coaches are expected to respond to telephone calls and correspondence promptly.
- 8) Coaches are expected to encourage each student-athlete to achieve his/her personal best.
- 9) Coaches should strive to develop a good rapport with all student-athletes. It is important that athletes know coaches are interested in them and their welfare. Fairness and equal treatment toward each student-athlete is expected.
- 10) Coaches are expected to command respect. Any action that resembles disrespect should be dealt with immediately. Common courtesies and manners are encouraged. Coaches should be addressed as Mr., Miss, Mrs., or Coach.
- 11) Coaches are expected to be supportive of all teams within the athletic department. Coaches should encourage athletes to participate in multiple sports when possible and appropriate for a student-athlete.
- 12) Coaches are expected to attend mandatory NCHSAA sponsored rules clinics, and complete all NFHS requirements.
- 13) Coaches are expected to actively promote good sportsmanship of spectators by working closely with administrators, cheerleaders, and booster clubs.

Student Code of Conduct:

- 1) All student-athletes are expected to be aware of and follow the guidelines of conduct for all individual middle and high schools as listed in their school's **Student Handbook** which is given to them at the beginning of school each year.
- 2) All student-athletes are expected to follow policy and procedure. Violation of school policy will result in school disciplinary action as stated in the **STUDENT HANDBOOK** given to all students at the beginning of school. Also, a conference with the coach and athletic director will be conducted to discuss further disciplinary action which may include possible game suspensions, extra conditioning, dismissal from a team and program, etc. Any deviation from school procedure must be discussed with the school principal and/or superintendent of schools.

Note: Please read the eligibility and sportsmanship sections in this procedure handbook and the sections in the individual school STUDENT HANDBOOKS regarding conduct carefully. Also applicable are all Transylvania County School Board policies regarding student conduct found in the TRANSYLVANIA COUNTY SCHOOL BOARD POLICY MANUAL. Specifically addressed are suspension offenses, substance abuse, weapons, school disruption and tobacco use.

- 3) Student-athletes are expected to represent their teams and their middle or high school well throughout their time at the institution. Good citizenship is yearlong. Players whose offenses are covered under the STUDENT HANDBOOK WILL BE DEALT with as described above.
- 4) All student-athletes are expected to follow the dress code established by their coaches.
- 5) All student-athletes are expected to reflect excellence both on and off of the field and courts. Disrespect of any kind toward coaches, opponents, or officials will not be tolerated.
- 6) A Student in an active period (full day) of ISS or OSS placement is not allowed to participate in extracurricular or co-curricular activities.

Parent Code of Conduct:

1. Ensure that your child understands that win or lose, you will love him or her.
2. Assist your child in setting realistic goals.
3. Emphasizing "improved" performance is not winning.
4. Provide a safe environment for training and competition.
5. Control your emotions at games and events.
6. Be a "cheerleader" for your child and other children on the team.

7. Respect your child's coaches. Positively communicate with them. Encourage others to do the same.
8. Be a positive role model!

Be sensible, responsible and keep priorities in order. There is a lot more at stake than a win or loss record.

Parent/Coach Relationship:

Parenting and coaching are both extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide a greater benefit to children. As parents, when your child is involved in a program, you have the right to understand what expectations are placed on him/her. This begins with clear communication from the coach of the sport.

Communications You Should Expect from Your Child's Coach:

1. Philosophy of the coach
2. Expectations and goal the coach has for your child as well as for the team/season
3. Locations and times of all practices and contests
4. Team requirements, special equipment, strength, and conditioning programs
5. Procedure if your child is injured during participation
6. Team Rules, guidelines and consequences for infractions
7. Lettering criteria
8. Teams selection process

Communication Coaches Expect from Athletes and Parents:

1. Concerns expressed directly to the coach
2. Notification of any schedule conflicts in advance
3. Notification of illness or injury as soon as possible

As your child becomes involved in his/her programs at the middle and high school, he/she will experience some of the most rewarding movements of his/her life. It is important to understand that there also may be times when things do not go the way you and your child wish. At these times, discussion with the coach is encouraged. It is the first and most integral part of understanding and resolution.

Appropriate Concerns to Discuss With Coaches:

1. The treatment of your child.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

It is very difficult to accept your child not playing as much as you hoped. Coaches are professional. They make decisions based on what is best for all student-athletes involved. As you have read from the list above, certain things can be and should be discussed with your child's coach. The four items below should be left to the discretion of the coach.

1. Playing Time
2. Team strategy
3. Playcalling
4. Other student-athletes

Some situations may require a conference between the coach and player, or coach and parent. These conferences are encouraged. It is important to remember that all parties have a clear understanding of the other person's position. When a conference is necessary the following procedures should be used to help resolve any concerns:

If you have a concern to discuss with a coach, the procedure you should follow is:

1. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote positive resolutions.
2. Call the coach to schedule an appointment.
3. The phone number for the middle and high schools will be posted at the parent meetings.
4. If the coach cannot be reached, call the School Athletic Director, he/she will set up a meeting for you.

The Next Step:

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1. Call and schedule an appointment with the School Athletic Director to discuss the situation.
2. At the meeting, the next appropriate step can be determined if necessary.

Team Selection Process:

If a team member selection process must be used, the methods used to select the team members must be made known to students before the beginning of practice for the sport. The selection process should include a fair and consistent method of selection. Athletes on the team in prior years must go through the same selection process and are not guaranteed a spot on the team. **Additional issues may be taken into consideration.** It is important for athletes who are not selected and are serious about wanting to participate, work on skill development and conditioning in the off-season. **Off-season training may accomplish improvement in the weight room, skill development sessions, hard work, dedication and attending sports camps.**

Practice:

1. All players are expected to be at all practices unless they are absent from school or go home because of illness. Players leaving school due to illness should personally inform their coach. Players will not be allowed to practice or participate in games unless they are at school. (Players and coaches are reminded that two blocks of attendance are required for game/event day participation. The athletic director and principal will address exceptions.)
2. Coaches and players should communicate and address any known conflicts that might arise during that sport's season. Family vacations, prior commitments, extracurricular conflicts, etc. should be promptly communicated. Commitment to the team as a member takes precedence.
3. All players are expected to be on time for practice or any other activity where a predetermined time has been set. Late players may be assigned conditioning as deemed appropriate by the coach of that team. The coach will address chronic tardiness and consult the athletic director to determine the athlete's team membership status.
4. Injured players are expected to attend practice and/or seek rehabilitative treatment as specified by the coach.

Quitting:

Student-athletes are strongly discouraged from quitting an athletic team. Athletics can be a valuable experience that helps prepare student-athletes for their future. Life will be full of challenges and obstacles, and we hope that athletic experiences will help prepare student-athletes for such difficulties. Quitting is not a trait we wish to endorse. A student-athlete who **quits** or is **removed** from a sport will ***not be allowed to participate in the following season until the current sports season is completed and they cannot participate in another sport during the season they quit. The Athletic Director will make the final decision***

Eligibility:

Initial Entry: A student may participate in athletics at any member school upon initial entry into ninth grade provided they meet applicable NCHSAA and local Board of Education eligibility requirements. Initial entry is defined as the first day of classes that a student is in attendance and counted present or, if sooner, the first day a student practices or otherwise takes part as a member or potential member of a member school's athletic team prior to the start of the academic year (e.g., if a student participates in preseason football workouts prior to the beginning of the ninth grade academic year, this will be deemed the student's initial entry at this member school).

- (a) Upon initial entry into ninth grade, transfer and boundary criteria shall apply as follows:
- (1) The student must live within the member school's boundary as established by the local board of education (LEA); or
 - (2) If the student's member school does not have a boundary established by an LEA (e.g., charter school, non-boarding parochial school, etc.), after initial entry, the boundary for the member school shall be considered to be:
 - (i) The entire county in which the member school is located; and
 - (ii) Any addresses within a 25-mile radius of the member school as measured by an NCHSAA designated computer program; or
 - (3) There will be no boundary limitation if the student is a member of a parochial church affiliated with a non-boarding parochial member school and submits an authorized pastor verification form.

It shall be the responsibility of the principal to see that no ineligible player participates. Schools should use the eligibility checklist developed by the NCHSAA, and it is recommended that the eligibility powerpoint presentation is made available for athletes, guidance counselors, other administrators, and parents, especially at the preseason meeting.

Residence:

A student is eligible to participate at the school to which he or she is assigned by the local board of education, within the administrative unit of residence. "Residence" as used for athletic eligibility purposes is defined as the equivalent of the term "domicile" as applied by the courts of North Carolina.

- a) It is the obligation of the school to know the residence status of each athlete and to require compliance with these requirements
- b) Except as otherwise provided, the residence of any student shall be deemed to be:
 - 1) That of his or her parents (if he/she lives with both parents).
 - 2) That of the sole parent (if he/she lives with only one parent).

- 3) That of the parent with whom he/she spends the majority of nights during the school calendar year (if he/she has two parents who do not live together).
 - 4) That of the legal custodian if his/her custody has been awarded to a non-parent by a court of competent jurisdiction.
- c) In the event the parents are separated or divorced, the residence of the student shall be that of the parent or other adult to whom primary physical custody has been awarded by a court of competent jurisdiction.
 - d) If no custody order has been entered, the residence shall be deemed to be that of the parent with whom the student spends the majority of nights during the school calendar year.
 - e) Any change in residence must be bona fide. Determination of what constitutes a bona fide change of residence depends upon the facts of each case. In order for change of residence to be considered bona fide at least the following facts must exist:
 - 1) The original residence must be abandoned as a residence; that is sold, rented or disposed of as a residence, and must not be used as residence by any member of the family.
 - 2) The entire family must make the change and take with them the household goods and furniture appropriate to the circumstances.
 - 3) The change must be made with the intent that it is permanent.
 - f) No non-parental guardianship will be recognized where a student has a living parent unless:
 - 1) There has been a determination of abandonment of the student by such parent(s) or a determination that the student is a dependent juvenile as defined in G.S. 7B-101(9) or comparable statute by a court of competent jurisdiction,
 - 2) The student has been judicially declared a ward of the court or has been identified as an orphan or placed in a foster home by the Division of Social Services (or a comparable agency if out of state) and custody (not guardianship) has been determined by the court or social service agency.
 - 3) A student whose custody has been established by court order or social services agency decision is eligible for participation at the school to which he or she is assigned by the Board of Education of the local unit where his/her custodian resides.
 - g) The residence of a student who is emancipated shall continue to be his or her residence as of the time of emancipation, unless an exception is granted under the procedures established by the Hardship Rule.
 - h) A student who resides out of state but attends a member high school could be eligible:

- 1) If the student attends a member non-boarding parochial school or is a member of a parochial church and submits an authorized pastor verification form.
 - 2) If the out-of-state student is attending a member school as an employee benefit because a parent is working at the school, the school must request a hardship waiver of the residence rule with appropriate documentation as a result of the employee status.
- i) The residence of a student who is in an organized and recognized foreign exchange program shall be considered to be the place to which he or she is assigned by that program, and is eligible to participate at the school to which he or she is assigned by the LEA.
- 1) Foreign students who are not part of an organized and recognized foreign exchange program must present extenuating circumstances through the procedure established in the Hardship Rule.
 - 2) A foreign exchange student is eligible only during the first year of residence in the United States.
 - 3) With the exception of this residence rule, foreign exchange students are subject to all other eligibility requirements, including but not limited to, the prohibition on participation after graduation or eligibility for graduation from high school.
- j) In no case will any exception be made to the following principles:
- 1) No student may participate at a second school in the same sport during the same sport season, except in the event of a bona fide change in residence of the parent(s) or legal custodian; change of schools must be contemporaneous with change in residence.
 - 2) Documents purporting to establish guardianship or custody issued by a notary public, an attorney, a clerk of court, or any entity other than a court of record with competent jurisdiction will not be accepted.
- Note:** The acceptance of a document from a court of competent jurisdiction does not automatically render a student eligible.

Transfer Policy:

- After initial entry into the ninth grade, and absent a bona fide move as provided in the Residence section of this Handbook (See 1.2.10):
 - a) A student transferring from one member school to another member school within the same LEA must sit out 365 days for athletic participation. The LEA can create criteria for immediate athletic eligibility for transfers (assignments) within the LEA.
 - b) A student transferring from one member school in one LEA to another member school in a different LEA must sit out two consecutive semesters, or

365 days, whichever is less, for athletic participation. NOTE: A student's participation in cheerleading is not subject to the NCHSAA Transfer Policy.

- Upon authorization of the Transfer Certification Form by the NCHSAA, students are not subject to 1.2.10(b).
 - a) Transfer from LEA to LEA is the student's first transfer.
 - b) By mutual agreement, the transfer is not for athletic purposes. a) If deemed ineligible due to athletic purposes, the student will only be ineligible in that sport(s).
 - c) If the student's member school does not have a boundary established by an LEA (e.g., charter school, non-boarding parochial school, etc.), the boundary for the member school shall be considered to be:
 - 1) The entire county in which the member school is located; or
 - 2) Any addresses within a 25-mile radius of the member school as measured by an NCHSAA designated computer program.
- The two-consecutive semester application occurs when a student is enrolled for at least 50% of the semester in which the student initially enrolled and all of the following semester.
- A student may not participate in practices or contests until the student's transfer has been validated by the NCHSAA.
- Appeal of a NCHSAA decision will be heard by the NCHSAA Transfer Committee.
 - 1) The Transfer Committee will be composed of the NCHSAA Executive Committee and at least one (1) non-district affiliated member school representative.
 - 2) Students transferring to the same member school where the student's coach has relocated within a calendar year will be deemed ineligible in any sport in which the coach is involved.
 - 3) If a member school is not part of a defined LEA (e.g., charter school, non-boarding parochial school, etc.), then the member school itself will be considered its own LEA for purposes of this policy (i.e., exceptions involving these member schools will fall under subsection (b) above).
 - 4) If a student transfers from a NCHSAA member school to a non-member school (including a transfer to a DPI-approved home school) and then attempts to transfer to any NCHSAA member school within a 365-day period, such initial transfer will be disregarded for purposes of this transfer rule and the subsequent transfer will be treated as if it were an NCHSAA member school to NCHSAA member school transfer and evaluated by the NCHSAA as provided in section (b) above.
 - 5) Students transferring into the North Carolina School of Science & Math are exempt from the Transfer Policy upon their initial entry into the school.

ATTENDANCE:

A student-athlete must meet the LEA attendance policy during the previous semester at an approved high school.

- a) A student must, at the time of any game in which he or she participates, be a regularly enrolled member of the school's student body, according to local policy. If there is no local policy, "regularly enrolled" is defined as enrolled for at least one half of the "minimum load."
- b) **TCS Policy:**
 - A student-athlete must have been in attendance for at least 85 percent of the previous semester at an approved high school.
 - For a regular 90-day semester, a student may not miss more than 13 days and be in compliance with the 85 percent rule.
 - A student-athlete enrolled at a 4X4 block schedule school must be in attendance for two class periods for no less than 67% of the class period in order to practice or play.
 - A student-athlete enrolled in a traditional seven period day or enrolled in a middle school must be in attendance at least 67% of the school day in order to practice or play
- c) At the end of each semester, any participant who has failed to meet the LEA attendance policy of that semester is immediately ineligible.

SCHOLASTIC REQUIREMENTS:

A student must have passed a minimum load of work during the preceding semester to be eligible at any time during the present semester. The semester is normally considered half of the academic year. All students must also meet local promotion standards, set by the LEA and/or the local school.

A minimum load is defined as five courses in the traditional school schedule and three courses for school on the "block" format. If the school is on an A/B form of block scheduling, a student must pass six of eight courses during what would traditionally be defined as a semester.

Transylvania County Schools promotion requirements:

Credits per grade level

- To be classified as a sophomore, 6 credits are necessary. (Which must include English I).
- To be classified as a junior, 13 credits are necessary. To be classified as a senior, 20 credits are necessary.
- To be promoted a student may not be more than one grade level behind in English.

Seniors need to have 20 credits and be on track for graduation to be scholastically eligible. Credit may not be awarded for office assistants, teacher assistants, or laboratory assistants.

No work previously passed by a student may be submitted as part of a minimum load. Summer school work used to make up part of the minimum load must be applied to the most recent semester. Credit for summer work is a determination of the local unit. A student, upon first entering grade nine, is academically eligible for competition on high school teams.

A student not academically eligible at the beginning of the semester is not eligible at any time during the semester. (Exception: a student who receives an incomplete which causes him or her to meet minimum scholastic requirements is ineligible until the course is satisfactorily completed, and eligibility is restored immediately). A student academically eligible at the beginning of a semester remains academically eligible throughout the semester.

Alternative or extended day school students who meet all other eligibility requirements may participate in athletics for the school to which they would normally be assigned, provided the alternative/extended day school has no athletic program. The alternative schools referenced here are those operated by the school system itself. The principal of the school at which the students play shall be responsible for certifying their eligibility and shall have on file all records, including current attendance data, necessary to verify eligibility. Each such student shall be identified on the eligibility list, which shall be accompanied by a letter from the principal stating that these designated students meet all eligibility requirements.

The principal and coach shall have the same authority in player selection and application of team rules and regulations with alternative school students as with those enrolled in the regular school program.

A pupil enrolled in “exceptional students” classes shall be eligible for participation in interscholastic athletics provided the program of instruction is in accordance with the recommendations of the SDPI and provided that in the opinions of the principal and teacher, such pupil is making “satisfactory progress.” “Satisfactory progress” is defined as “the pupil passes a minimum load on his level”. All other regulations must be met. At the end of each semester, a superintendent or principal has eight school days to check grades of students, removing such player immediately upon knowledge of ineligibility and no later than the completion of the eight-day period and restore to eligibility any debarred player after he or she has qualified at the end of a semester. Any student who has his academic eligibility restored may participate the day following the completion of the semester of ineligibility.

The purpose of the eight-day period is to allow schools ample time to check grades. A player should be removed before the eight-day period is up if the school has the knowledge and has verified the student is ineligible.

HOME SCHOOL/PRIVATE/PAROCHIAL, participation:

As per Policy 3103, students attending private schools and home schools will be permitted to enroll in Transylvania County Schools for a minimum of one-half of the school day. One-half of the school day is determined by the instructional periods.

Enrollment for less than one-half of the school day will not be permitted.

Dual enrolled students who participate in athletics must be enrolled the remainder of the school year in order to maintain athletic eligibility.

Middle school students who participate in athletics may only satisfy this requirement through face-to-face instruction.

MEDICAL EXAMINATIONS:

To be eligible for practice or participation in interscholastic athletic contests, a player must receive a medical examination once every 395 days by a physician licensed to practice medicine, nurse practitioner or physician assistant and be cleared to play. The current mandatory NCHSAA pre-participation form may be found on the NCHSAA website.

- a) To participate in summer workouts, a player must have an up-to-date physical on file.
- b) Students absent from athletic practice for five (5) or more days due to illness or injury shall receive a medical release by either a physician licensed to practice medicine or his/her designee (nurse practitioner, physician's assistant or licensed athletic trainer) before readmittance to practice or contests. Students with potential head injuries must receive a medical release by a physician licensed to practice medicine before readmittance to practice or contests (see 2.3.7).
- c) It is recommended that adequate medical and accident insurance covers players and that medical aid be immediately available at all times.
- d) Schools should have medical release forms on-site at athletic events in the event medical treatment is required.

EIGHT SEMESTER RULE:

No student may participate at the high school level for a period lasting longer than eight consecutive semesters, beginning with the student's first entry into grade nine or participation on a high school team, whichever occurs first. For students who skip the ninth grade and advance directly to the 10th from the eighth, the year before entering the 10th grade is considered the year of first entry into the ninth grade for athletics.

Playing as a member of a private or other non-member school team shall be deemed the same as playing as a member of a school team. Enforcement of this rule is to begin with entry into the 9th grade.

The principal shall have evidence of the date of each player's entry into the ninth grade. The North Carolina cumulative record is sufficient.

MAXIMUM NUMBER OF SEASONS:

No student may be approved for a high school contest if he has taken part in contests during four separate seasons in that sport (one season per year, whether the sport is played in North Carolina or not). Playing as a member of a private or other non-member school team shall be deemed the same as playing a member of a school team.

Enforcement of this rule is to begin with entry into ninth grade.

A student shall not participate in school athletic contests after graduation from high school; however, this does not apply to spring sports playoffs.

AGE OF PLAYER:

No student may be approved for any athletic contest if his or her 19th birthday comes on or before August 31. The principal shall have on file evidence of the legal birth date of each athlete. Evidence of legal birth date must be established by a copy of the birth certificate or from one of the following: a record from the State Bureau of Vital Statistics, Raleigh; a record from the county register of deeds office; an infant baptismal record; a recording from the attending doctor's registry or cash book if specified; a news item at the time of birth from the local newspaper; or an official register sheet from the first grade. A birth date as shown on a passport is acceptable verification of a foreign student's age. An eighth or ninth-grade student who is overage for junior high or middle school competition shall be eligible for senior high school participation.

AMATEUR RULE:

Money or awards having utilitarian value (Example: golf balls, clubs, tennis balls, a racket. etc.) may not be given to students for participation in athletics except as noted in the following paragraphs. Students may not accept items by being on a "free list" or "loan list."

- A student may receive merchandise, etc. if it does not exceed \$20 value per season.
- Enforcement of this rule by the NCHSAA begins with a student's entry in the ninth grade, so to participate as a member of a high school tennis team, for example, an athlete may NOT receive racquets, warm-ups, etc. by virtue of being on a free list or loan list.
- A player may accept a gift provided it meets each of these conditions: is available to every member of the team, is totally consumable and non-transferable (e.g., meals, trips, etc.) or is labeled in a permanent manner (i.e., monogrammed, engraved, etc.) and is approved by the local principal and superintendent.
- A student may accept a medal, trophy, ribbon, pin, high school letter, sweater, jacket, blazer or blanket. Sweaters, jackets, blazers, and blankets must carry the high school letter or another appropriate school emblem. None of the approved awards shall be accepted from an individual or non-school organization unless

the giving of such an award has been approved by the principal and superintendent of the school the athlete attends.

- Acceptance of money or a forbidden award will cause an athlete to lose athletic eligibility in that particular sport for a period to be determined by the Board of Directors.
- A member school which has any connection with the presentation of a forbidden award such as assisting in the selection of the person to receive the award, permitting the award to be given at a school function or holding the award for a student until he has graduated, shall be subject to penalty.
- Accepting a nominal, standard fee for salary for instruction, supervising or officiating in an organized youth sports program or recreation, playground, or camp activities shall not jeopardize amateur status. "Organized youth sports program" includes both school and non-school programs.
- A student is entitled to receive "essential expenses" for any particular game, or games, in which he participates as a player-that is a meal, lodging, and transportation for each particular game. Any remuneration beyond these essential expenses shall debar a student from further contests.
- No student shall be eligible for any contest if he competes under a false name.

DRESSING FOR GAME OR PRACTICING:

A player shall not dress for a game or scrimmage when he is not eligible to participate in the game. Dressing and sitting on the bench shall be interpreted as participating in the game. Exception: football, Eight Quarter rule. Ineligible players are NOT allowed to participate in practice, either in season or during out-of-season workouts, but this does not apply to summer workouts.

SPORTSMANSHIP:

Students and spectators should:

- Realize you represent the school as does a member of a team; therefore, you have an obligation to be a true sportsman, encouraging through this behavior the practice of good sportsmanship by others.
- Recognize that good sportsmanship is more important than victory by approving and applauding good team play, individual skill and outstanding examples of sportsmanship and fair play exhibited by either team.
- Remember that the primary purpose of interscholastic athletics is to promote the physical, mental, moral, social and emotional well-being of the players through the medium of contest.
- Be modest in victory and gracious in defeat.

- Respect the judgment and integrity of game officials.
- Student section- Be respectful of players and parents.

SPORTSMANSHIP/EJECTION POLICY:

This policy applies to all persons involved in an athletic contest, including student-athletes, coaches, managers and game administrators. The following examples include behavior or conduct which will result in an ejection from a contest:

- **fighting**
- **flagrant contact**
- **biting observed or determined by an official**
- **taunting, baiting or spitting toward an opponent or official**
- **profanity**
- **obscene gestures**
- **disrespectfully address (physically contacting an official is subject to automatic expulsion and can result in ineligibility for remainder of career) an official**

Penalty for an ejection for the above reasons:

- **Football** – ejection from the contest, miss the next contest at that level and all contests in the interim (**miss the next two contests for fighting**)
- **All other sports** – ejection from the contest, miss the next two contests at that level and all contests in the interim (**miss the next four contests for fighting**)

Individuals: Players receiving two ejections for unacceptable behavior as defined above will be suspended from all sports for the remainder of that sport season.

Receiving a third ejection in a school year will result in suspension from athletics for one calendar year (365 days from the date of the third ejection).

Teams: Teams in the following situations will not be allowed to participate in the playoffs:

- A team whose players and coaches accumulate six or more individual ejections
- A team whose players and coaches accumulate three or more individual ejections for fighting (note: if a situation occurs where three or more players on one team are ejected during one fighting incident, those three individual ejections will cause the team to lose its playoff privileges)

If a team hits either threshold (total ejections or ejections for fighting) during the playoffs, it will be disqualified from further participation in the playoffs.

CLARIFICATION: (FOR SOCCER ONLY)

Coaches and athletic directors will be responsible for tracking yellow cards accumulated by their players.

- Five yellow cards accumulated by the same player will result in a suspension (miss next contest at that level and all contests in the interim)
- An additional five yellow cards accumulated by the same player (season total of 10) will result in an ejection. The player will be suspended from all sports for the remainder of that season on the 15th yellow card (or second ejection).
- A red card disqualification that is not an ejection is the equivalent of two yellow cards. Penalties are enforced at the conclusion of the game, and an ejection report must also be filed at the appropriate time for accumulation of yellow cards.
- Yellow cards are reset to zero once the playoff begins (all previous penalties must be served).
- With three yellow cards in playoffs, the player is suspended for the next game. A total of five yellow cards and any player is out for the remainder of playoffs and may carry over to other sports.

For Wrestling, Track, Tennis, Golf, Cross-Country and Swimming:

Any individual ejected from an individual event or individual tournament may not participate for the remainder of the event (entire day(s)) of competition or tournament from which he or she was ejected. Additionally, the individual may not participate in the next scheduled two events or any other events, in any sport, at any level, in the interim. Athletes are expected to sign the sportsmanship pledge, and coaches are expected to sign the code of conduct for coaches.

Tobacco Products, Alcoholic Beverages and Controlled Substances:

The North Carolina High School Athletic Association emphatically opposes the use of tobacco, alcohol and other drugs by student-athletes, coaches (including volunteer coaches) and officials.

Participants, coaches and other team representatives and officials, including chain crew, official scorers and timers, should not use any tobacco product, alcoholic beverage or controlled substance at a game site; **during state playoff completion, violators of the policy will be ejected from the contest.**

Member schools are encouraged to make all school property, vehicles including charter buses used by participants, and particularly game sites, tobacco-free and alcohol-free zones. They are also encouraged to cooperate fully with the police agencies in the enforcement of the criminal laws prohibiting the sale or use of tobacco products, alcoholic beverages, and controlled substances to minors. In order to minimize health and safety risks to North Carolina's student athletes, maintain ethical standards as well

as reduce liability risks, school personnel and coaches should never knowingly supply, recommend or permit the use of any drug, medication or food supplement solely for performance enhancing purposes.

School rules as explained in STUDENT/PARENT HANDBOOKS regarding tobacco non-use will be applied. Transylvania County Board Policy mandates that all school facilities, vehicles, and grounds are to be 100% tobacco free. The use, possession, and/or sale of tobacco, illegal drugs, and alcohol by student-athletes, cheerleaders, managers, statisticians, etc. is prohibited on school grounds, in vehicles involved in the transportation of students and in any location where school related curricular or extracurricular events are taking place. Student-athletes, in the ideal of becoming the best students and athletes, are also expected to refrain from the use, possession and/or sale of tobacco, illegal drugs and alcohol in all off-campus activities.

In addition to school and Transylvania County Board Policy rules and regulations the following consequences will apply:

Tobacco - Any form of tobacco-use or possession-on or off school grounds. All tobacco related incidents are cumulative throughout a student's tenure in the Transylvania County Schools.

First Offense – Upon a student's first offense the coach will contact the student's parent(s) or guardian(s). The student may resume participation in the athletic extra-curricular activity provided he/she has completed extra conditioning session's assigned necessary by the head coach. There is no suspension from practice or game situations.

Second Offense – Upon a student's second offense the coach will contact the student's parent(s) or guardian(s). The student will be suspended from participating in athletic extra-curricular activities for fourteen school days. The student must complete four hours of an approved tobacco cessation program to participate.

Failure to comply will result in suspension from all athletic extracurricular activities for the remainder of the school year.

Third Offense – Upon a student's third offense the coach will contact the student's parent(s) or guardian(s). The student will be suspended from participating in athletic extra-curricular activities for the remainder of the school year or 90 days whichever is longer. The suspension for the ninety school days may carry into the next school year.

Student Drug Testing Policy 4326:

The Transylvania County Board of Education recognizes the importance and special need of maintaining a drug-free environment at all Transylvania County Schools. To that end, the Board believes it is necessary to support its students' by maintaining a drug-free and safe atmosphere. Further, the Board believes drug testing is an effective way to deter students from using illegal drugs and to provide counseling and training to students who are using illegal drugs.

All students participating in a competitive extra-curricular activity at the middle schools

and high schools and/or students issued high school parking permits will be subject to random and suspicionless drug testing. Students participating in extracurricular activities will be subject to random drug testing during the competitive/sports season in which they participate in the activity. Students having high school parking permits will be subject to random drug testing throughout the school year. The test shall detect illegal drugs and other controlled substances in which it is illegal for a student to possess or consume.

Students will be allowed to indicate the prescription drugs that they are taking under the care of a physician. A student will not be suspended from the competitive extra-curricular activity for taking a drug prescribed by a medical doctor and taken as directed.

Notice:

All middle and high school students, and their parents will receive notice of this policy at the beginning of the school year and the commencement of the competitive extra-curricular activity. A student participating in a competitive extra-curricular activity and having a high school parking permit must acknowledge that he/she has received a copy of this policy before participating in that activity or receiving a parking permit.

Selection of Students:

Students selected to undergo a drug test will be chosen at random by the testing laboratory; selection will not be based on any level of suspicion. When a student has two negative tests during a competitive/sports season, his/her name will not be chosen again while participating in that same activity for the remainder of that competitive/sports season. He/she may, however, be selected during a different competitive/ sports season while participating in a different activity.

A student having a high school parking permit and not involved in competitive extracurricular activities who has two negative drug tests during a semester will not have his/her name randomly selected again during that semester. His/her name will be eligible to be randomly selected the following semester.

Testing and Chain of Custody

The testing shall be a normal urinalysis or swab test that is readily in use and available. The student will be required to participate in the test the day his/her name is drawn. If a student is absent the day his/her name is drawn, the school system reserves the right to require this student to participate in the test on the day he/she returns. If a student refuses to participate when selected to be tested, he/she will be banned from participation in the activity and/or have parking privileges removed. If a student leaves school or skips class without a valid excuse after it becomes known that students are being tested, this shall be considered a refusal to be tested. If a student indicates that he/she is physically unable to be tested due to medical reasons, the student will supply a note from his medical doctor stating the reason. Any student who attempts to alter the collected specimen/sample and/or tries to compromise the collection process in any way will be banned from participation in their competitive extra-curricular activity and/or

have parking privileges removed for the remainder of the school year or a maximum of 90 school days. The length of the suspension may carry over into the next school year.

Other Policies Related to Illegal Drug/Controlled Substances Violations:

Nothing in this policy is intended to alter other school district policies or practices in dealing with illegal drug/controlled substance use or possession where reasonable suspicion of the use or possession is obtained by means other than random testing under this policy. Students who violate Transylvania County Schools controlled substance policies will be disciplined in accordance with that policy.

Urine Test:

The student will produce a urine sample in a private restroom with private stall(s), monitored by lab personnel. The monitor will wait outside a closed restroom stall for the student to produce a urine sample. If more than one student is being tested at a time, an empty restroom stall will be between each student tested. The monitor will guard against tampered specimens and preserve the chain of custody. The student will give the monitor a sample in a cup provided by the school.

In addition to the monitor, the school system will provide a school system staff member as another monitor in each testing situation.

In order to maintain confidentiality, the monitor will label the specimen with a sequential number and will record the number. The monitor will then place the specimen in a sealed envelope. The envelope will be sent directly to the laboratory, which will test the specimen.

Saliva Test:

The student will provide a saliva specimen in a specimen kit given to the student by a lab person. The student will place the saliva specimen in a container, which the lab person will seal and label with the required information. The chain of custody for the saliva test will follow the same process as that for the urine test. In addition to the monitor, the school system will provide a school system staff member as another monitor in each testing situation.

Testing Records:

All testing results under this policy must be maintained in a confidential file separate from a student's regular education record. The file will be released only to school personnel that have a direct educational purpose for knowing such results. The results may also be released to the parent(s) or guardian(s) or to the student when he/she has reached the age of eighteen. The records will be expunged at the end of the year of the student's graduation.

Disciplinary Action:

All positive test results are cumulative (grades 6 through 12) throughout a student's tenure in the Transylvania County School System.

- 1) Upon a student's first positive drug test, the school administrator will contact the student's parent(s) or guardian(s). The student may resume participation in the competitive extra-curricular activity and/or have parking privileges restored provided he/she has completed two hours of substance abuse counseling and produced a medical doctor's release. To remain active in the competitive extra-curricular activity and/or keep his/her parking privileges, the student must agree to submit to another drug test at his/her school's next scheduled drug testing session. If a student tests negative on the second test, his/her name will be returned to the list of eligible students for random drug testing if he/she is still participating in a competitive extra-curricular activity and /or have his/her parking privileges reinstated.
- 2) Upon the second positive drug test, regardless of the competitive/sports season, the student will be suspended from participating in all competitive extra-curricular activities and/or parking privileges suspended (not school itself) for 14 school days. The student must also complete four hours of substance abuse counseling, produce a medical doctor's release and must agree to submit to monthly drug testing for the remainder of that school year. Failure to comply with the agreed upon monthly drug test will result in suspension from all competitive extracurricular activities and/or suspension of parking privileges for the remainder of the school year.
- 3) Upon the third positive drug test, regardless of the competitive/sports season of the year, the student will be suspended from all competitive extra-curricular activities for the remainder of the school year or for 90 school days, whichever is longer. The suspension for the 90 school days may carry into the next school year. The student must produce a medical doctor's release prior to participating in any competitive extra-curricular activity after having tested positive for the third time. With the occurrence of a third positive drug test, the student will have parking privileges suspended for the remainder of the school year or 90 school days, whichever is longer. The suspension for 90 school days may carry over into the next school year. The student must also produce a medical doctor's release after having tested positive for a third time and following the conclusion of his/her suspension of parking privileges in order to have parking privileges restored.
- 4) With the occurrence of the fourth positive drug test, the student will be banned from participating in all extra-curricular competitive activities and/or will not be eligible for high school parking privileges.

Under no circumstance will a student receive a disciplinary action for testing positive other than those listed. Further, no report will be made to law enforcement when a

student tests positive.

Definitions

Competitive Extra-Curricular Activity – Any competitive activity in which a student's participation is not mandatory or required by the school and which activity does not receive academic credit.

High School Parking Privileges – Any student who receives a parking permit.

Season - The time in which an extracurricular activity takes place during the school year.

Illegal Drug - A drug that is illegal under State or Federal Law, including prescription drugs that a medical doctor has not prescribed to the student.

Drug Testing Regulations and Procedures

- 1) All participants of competitive extra-curricular activities as defined by the drug testing policy and/or students with high school parking permits will be subject to random selection drug testing and shall be required to participate.
- 2) All participants and parents shall sign a permission form of consent. Students over the age of 18 may sign their own consent form, but it is recommended that the parents of those students also sign the permission form. If a student or parent refuses to grant permission for drug testing, the student will not be eligible for participation in any middle and high school competitive extra-curricular activities and/or eligible for high school parking privileges until such time as written permission for drug testing is granted.
- 3) All drug testing shall be completed with a certified laboratory, which shall follow standard acceptable testing procedures.

Testing Laboratory – The drug testing program will be implemented on behalf of the school district by a Testing Laboratory, which shall be an independent agency or entity operating under contract with the Board of Education. The contracted testing laboratory shall be licensed to conduct drug screenings.

- 4) The site for collecting the sample will respect the privacy interest of students and will be collected in a secure location in a restroom. For the security of students and collection personnel, no fewer than three people will be present at the collection site during the collection process.
- 5) A secure chain of custody for each student's testing sample will be maintained.
- 6) Once a student has been notified of selection for testing, he/she will be escorted by a school official to the testing site.
- 7) The procedures provide an opportunity for a student who tests positive to submit appropriate documentation of any medications he/she is using to a Medical Review Officer (provided by the testing service) and to explain the results before

the results are reported to school officials. All test results are considered confidential.

- The Medical Review Officer (MRO) will be a licensed medical doctor in North Carolina.
 - Any confirming test reported by the laboratory as “positive” for the presence of an illegal drug/controlled substance will be reported to the MRO.
 - The MRO shall notify the student and the student’s parent/guardian of the results and shall give them an opportunity to present information, such as the documented use of a prescription medication or an over-the-counter drug, which render the “positive” results invalid or “negative.” Failure or refusal of the student and/or the student’s parent/guardian to cooperate with the MRO shall constitute a “Refusal to Test.”
 - The MRO shall inform the student and the student’s parent/guardian of the opportunity for an additional confirming test at the school’s expense from the remaining sample of the student’s urine.
 - If the MRO determines that a “positive” test result was the result of a lawful use of a prescription or non-prescription drug, the test results shall be considered as “negative.”
 - If the MRO determines that the test results are valid and “positive” for the presence of an illegal drug/controlled substance, the MRO shall report the results to Transylvania County Schools Safe and Drug-Free Schools Coordinator.
- 8) The Safe and Drug-Free Schools Coordinator will inform the school officials at the school where the student is enrolled about any positive test.
- 9) A school administrator will advise the student and the parent/guardian about the availability of local drug counselors. Any certified drug counseling services for the student will be at the expense of the student and the parent/guardian. The counseling service provider must be selected from an approved list or approved by an administrator prior to the first scheduled session.
- 10) Any medical doctor’s release allowing the student to return to participation will be returned to a school administrator prior to the first scheduled session.
- 11) If the student fails or refuses to attend the intervention program established by the drug counselor, he/she will no longer be eligible to participate in competitive extra-curricular activities and/or be eligible for high school parking privileges for that semester.

Alcohol/Substance Abuse Consequences-365 Day Requirement:

The purpose of the Alcohol/Substance Abuse Consequences is to prevent student athletes from using prohibited alcohol/substances at any time.

- 1) **Affected students shall report to a school administrator within three school days any criminal charges filed by law enforcement officials against the student charged in the use, possession or sale of alcohol/prohibited substance.** Failure to do so will be grounds for dismissal from athletic participation. **This is a 365-day requirement.**
- 2) The school administration would determine responsibility if the incident occurs during school hours or at a school function. If the incident is substantiated, appropriate punishment would be administered regardless of court action.
- 3) If the incident happens elsewhere and the incident is substantiated by a school official or confirmed by the student, appropriate consequences will result regardless of court action. This incident will be considered Step One of the Drug Test Policy-Disciplinary Action. This incident will move the student to the next step. (Step two of the Drug Test Policy – Disciplinary Action) The consequences shall be that if the student has a second offense the student will be suspended from participating in all competitive extracurricular activities (not school itself) for fourteen school days. The student must complete four hours of substance abuse counseling, produce a medical doctor's release for participation prior to returning to extra-curricular competition and must agree to submit to monthly drug testing for the remainder of that school year. Failure to comply with the agreed upon monthly drug test will result in suspension from all competitive extra-competitive activities for the remainder of the school year.
- 4) If the student does not admit to guilt and the school administration does not find factual information the offense occurred, but is later found guilty by a court, appropriate school consequences would be administered. If the court defers prosecution pursuant to NCGS 15A-13412(a1), appropriate athletic consequences would be administered. If the court dismisses the case, or the student is found not guilty, no school consequences would be administered, unless the incident has been substantiated or confirmed by the student to a school official. This incident would be considered Step One of the Drug Test Policy-Disciplinary Action. This incident would move the student to the next step. (Step two of the Drug Test Policy – Disciplinary Action) The consequences shall be that if the student has a second offense the student will be suspended from participating in all competitive extracurricular activities (not school itself) for fourteen school days. The student must complete four hours of substance abuse counseling, produce a medical doctor's release for participation prior to returning to extra-curricular competition and must agree to submit to monthly drug testing for the remainder of that school year. Failure to comply with the agreed upon monthly drug test will result in suspension from all competitive extra-competitive activities for the remainder of the school year.

- 5) If a student violates the substance abuse policy during school or at a school function, he/she would automatically go to Step two of the Drug Test Policy-Disciplinary Action. (Reference #3 and #4 above.)
- 6) The policy shall apply to all student athletes throughout the year (365 days).

Felony Policy –TCS:

- a) Any student charged with any felony will be suspended from participation in athletic competition until the court disposes of the case. If convicted of any felony, the student would be terminated from all athletic participation.
- b) The same reporting requirements (see number 1 above) as for alcohol/substance abuse would also apply to any felony charge.

*If an infraction of the tobacco, substance abuse and alcohol regulations occurs near the end of a sports season and the athlete is not able to complete the number of days suspended, the suspension would carry over to the next sports season in which the athlete participates.

Theft:

Theft is a serious and an unfortunate situation and is a crime. The consequences of theft may result in the immediate termination of ones opportunity to participate in that sports season and future sports seasons.

If an athlete is criminally charged for theft or determined by a school administrator to be involved with theft, he/she is suspended from athletic participation immediately and will remain so until he/she is cleared of the theft or until the principal and coach have determined an appropriate course of action. If the athlete is found innocent, he/she will be immediately reinstated.

SOCIAL MEDIA GUIDELINES FOR STUDENT-ATHLETES

Playing and competing for Transylvania County Schools is a privilege. Student-athletes are held in the highest regard and are seen as role models in their schools. As leaders, you have the responsibility to portray your team, your school, and yourselves in a positive manner at all times.

Facebook, Twitter, Instagram, SnapChat and other social media sites have increased in popularity globally, and are used by the majority of student-athletes in one form or another.

Student-athletes should be aware that third parties - - including the media, faculty, future employers and officials - - could easily access your profiles and view all personal information. This includes all pictures, videos, comments, and posters. Inappropriate material found by third parties affects the perception of the student-athlete, the athletic department and the school. This can also be detrimental to student-athletes future

employment options, whether in college sports or other industries.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

- Photos, videos, comments or posters showing the personal use of alcohol, drugs, and tobacco, e.g., holding cups, cans, shot glasses, etc.
- Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Pictures, videos, comments or posters that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
- Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another institution; taunting comments aimed at a student-athlete, coach or team at your school or another institution and derogatory comments against race and/or gender). No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug use).
- Information that is sensitive or personal or is proprietary to the athletic department or the school, which is not public information (examples: tentative or future team schedules, student-athlete injuries and eligibility status, travel plans/itineraries or information).

If a student-athletes profile and its contents are found to be inappropriate by the above behaviors, he/she will be subject to the following penalties:

1. Warning from the Director of Athletics.
2. A meeting with Parents, Director of Athletics and Head Coach.
3. Penalties as determined by the athletic department, including but not limited to possible suspension from his/her athletic team.

Insurance:

The athletic director will be responsible for insurance forms and needed information.

When an injury occurs, students/parents should immediately notify coaches. The coaches should notify the school's athletic director. The athletic director is responsible for keeping the school principal advised of all injuries requiring insurance claims. Proper documentation including the date and circumstances regarding injury should be kept on file for safety consideration and insurance purposes. All coaches are expected to have parents fill out and return the Student Athletic Insurance Information.

How To File A Claim For An Athletic Injury:

- The student **MUST** see a doctor within 60 days of injury.
- Obtain a claim form from the school. Schools must complete and sign their section of the form. The claim cannot be processed without a school claim form. Schools should maintain a copy of forms.
- Parents must fill in the remainder of information on the claim form and **SIGN IT**. Send the claim form and itemized bills to claim address on the form. Keep a copy of the claim form and all bills.
- If you have other applicable insurance, you must also file with that company.
- Once the claim form and itemized bills have been received, school insurance can process your claim.
- **REMEMBER... Filing a claim after an injury is YOUR responsibility.**

Equipment:

- All equipment issued should be free of defects.
- Records are to be kept on all equipment that is issued.
- Coaches must demand that athletes take proper care of the equipment that is issued to them. All athletes will be assessed for replacement value of lost equipment or damage cost of repair for which they are responsible.
- At the end of each sport, the coach in charge of that sport will be responsible for giving the athletic director an inventory of all equipment and uniforms. This must be done within three weeks of the date of the last game. A basic needs list for the following season should be supplied at this time also.
- Equipment and uniforms should be neatly stored in a designated area. The athletic director should be informed of the location of your designated storage area.
- The athletic director will purchase equipment and uniforms for all sports. The athletic director must approve all requests for emergency equipment or items. Our district purchase order system must be followed without exception. All purchase orders need approval by the athletic director and principal. Each order must contain the proper purchase order number supplied by the director.
- The athletic vehicle is only to be driven by coaches or authorized school personnel. Any maintenance problems with the vehicles should be reported to the athletic director.

Weight Room:

- The weight room is to be used only by the high school physical education classes and athletes. Any other person or persons who wish to use the weight room must obtain special permission from the athletic director or the principal.
- A teacher or coach must be present when the weight room is in use.
- Any time the weight room is not supervised, it should be locked.
- Food and drink items are prohibited in the weight room.
- Appropriate dress is required at all times.
- If a person is working with free weights, he or she should have a spotter if the exercise constitutes any type of hazard.
- When a workout is finished, bars are to be stripped. All weights are to be placed on the weight racks in correct order.
- Horseplay of any type is prohibited in the weight room.
- All equipment must be taken care of properly.
- Take pride in the appearance of this facility and the benefits received from working in the weight room. Keep it safe and clean. Each coach and team should share responsibility for cleanliness and orderliness of the weight room. Vacuum when necessary. Clean mirrors as needed. The weight room is a place for growth and development. Please use all time toward that end.

Equipment Room:

- Only coaches will be allowed in the equipment room. If a manager is in the equipment room, a coach must accompany him or her.
- Coaches will not give their keys to a manager and allow them to give out equipment unless a coach is present.
- All equipment rooms must be kept locked.
- All equipment rooms should be kept neat and orderly.

Locker Room:

- The only persons allowed in the locker room will be those team members who are presently using the facilities and coaches.
- To prevent conflict or loss of equipment and personal belongings locker rooms are to be used for the purpose of getting dressed for the sport (s) that is (are) in season.

- The locker rooms will be opened at the end of the last block.
- Physical education classes will use designated physical education locker rooms.
- The coach or coaches who are using these rooms will be responsible for making sure these rooms are kept neat and locked when practices/events are completed.
- If we have more than one team using the locker room area or if a team has several coaches (football, basketball, etc.) the last one out is responsible for lock-up.
- The locker room should remain locked when not in use by the team.

Transportation:

If a team is traveling, it will be the responsibility of the coach of that team to make sure that the vehicle has been cleaned after it has been used. If a vehicle is found dirty, this should be reported to the athletic director.

It will be the responsibility of the coach to make arrangements to get the key for the vehicle being used. The coach will also be responsible for returning bus keys to the transportation office or drop box. The athletic director will assist in this matter when requested.

TCS owned vehicles used for athletics will only be allowed to transport students to and from athletic events. If coaches want to stop before or after a contest, they must request permission from the athletic director and/or transportation office before they leave.

Any maintenance or mechanical problem should be reported to the athletic director and/or transportation office.

To promote the team concept, **all athletes will be transported to and from athletic events in vehicles provided by the school.** If there are extenuating circumstances when the parent wishes to make other transportation arrangements, this must be done with the coach, athletic director or principal before LEAVING Transylvania County. The parent/guardian must complete the Athletic Travel Release Form. Parents/Guardian might allow for a student to ride home with a responsible adult after an athletic contest if the arrangements were made before the bus leaving Transylvania County Schools. The person so noted on the permission form must physically speak with the coach before leaving with the student-athlete after the contest.

Arrangements should be made sufficiently ahead of time that it does not require changing responsibilities for the supervision of the student/athlete at the last minute. **NO** student will be allowed to leave any away game site with anyone other than the parent on a spontaneous decision and **NEVER** without the coach's knowledge and permission.

The Transportation Department will service and fuel the buses. A gas credit card is available for away games. The card and ticket should be turned in the day after it is used. (Sign the ticket – Transylvania County School and your name).

Schedules:

The athletic director will assist coaches in scheduling and verification of scheduled events. He will confer with each coach to ascertain the most desirable opponents for each team.

Postponements/Cancellation of Game:

If for some reason we must consider canceling an athletic contest, the athletic director will have this responsibility after consultation with the head coach. The school principals should be notified of necessary changes. Every effort should be made by the head coach to communicate changes to the players and parents as promptly as possible. If the athletic director is not available, then the coach of the sport will have the power to make the decision of whether to play or cancel and is responsible for notifying the principal and/or assistant principal of actions requested and taken.

If after students have arrived at school, they are dismissed for weather conditions that involve hazardous driving potential; no practices will be held that day. No games are to be held when school is not in session unless scheduled by the principal.

Outside of games and practices are not to be conducted during thunderstorms.

Recommendations for outdoor activities in the face of impending lighting.

Recommendations Review

- 1) Know that evening's forecast.
- 2) Appoint someone from the home team to monitor conditions during the event.
- 3) An appropriate strategy should be formulated before the start of the game between those monitoring weather conditions and the game officials.
- 4) All play on the field should be stopped, and the field and stands immediately evacuated if:
 - a) Radio or TV has announced thunderstorm warning for the area
 - b) Lightning storm detector signals thunderstorm warnings.
 - c) Conditions are right for the development of a thunderstorm.
 - d) Lightning is within 6 miles of the playing field.
- 5) A public address announcement should be made that all spectators should immediately evacuate the stands and find shelter.
- 6) Play should not resume for a minimum of 30 minutes (this may need to be longer depending on weather conditions).
- 7) Following the initial 30 minutes, reassessments can be made at 15-minute intervals to determine if conditions are appropriate for the resumption of play.

Fields and Gym:

All coaches are responsible for helping maintain the practice and game fields or the gym area in use. When more than one team shares an area, all coaches will share equally in the maintenance of that area. This will include helping to prepare these areas before an athletic contest. Physical education teachers are expected to maintain facilities during the school year. Food, drinks, and gum are prohibited in these areas.

Awards:

To obtain an award (jacket, bar, letter, etc.), an athlete must meet the minimum standards for the sport in which he or she is participating. The athletic director and the coaches of each sport will determine these standards.

Requirements for lettering will be the responsibility of the head coach of each sport. Lettering guidelines should be provided to the athletic director by each sport's head coach in writing. These guidelines should be readily available to student-athletes and parents.

Seasonal Award Events:

Seasonal sport award events are to be determined by the school's athletic director and principal. All award events will be conducted in good taste, respectful of coaches and their student-athletes. Both coaches and students are reminded that the awards program showcases their sport and school to our community. It is imperative that all planning for and conducting the ceremony focuses on being positive and respectful of the team's performance regardless of their season's outcome.

Middle School Athletics:

For specific information regarding middle schools, please refer to either middle school regarding the document published by the North Carolina Department of Public Instruction and is titled *The Middle/Junior High School Athletic Manual*. Also, please refer to the conference rules, regulations and by-laws of each middle school conference. Brevard Middle School is in the Blue Ridge Middle School Conference and Rosman Middle School in the Smokey Mountain Middle School Conference

Many of the rules and regulations of middle school athletics have been adopted from the rules of the North Carolina High School Athletic Association.

Eligibility Middle School:

The eligibility rules: The NC Board of Education rules and regulations will be followed. All of said rules and regulations are incorporated as a part of these by-laws. Any new rules or regulations passed by the State Department of Public Instruction shall automatically become a part of this handbook.

Only students in grades six through eight may participate in middle school (6th, 7th, and 8th grades) interscholastic athletic competition. Only students in grades seven through nine may participate in junior high school (7th, 8th, and 9th grades) interscholastic athletic competition, provided ninth grade is housed in the same building with seventh and eighth grades.

Note: Sixth-grade students are ineligible to participate in football.

- **Age:** A student may not participate if he/she turns 15 years of age on or before August 31st of the current school year. no student shall be eligible to participate at the middle school level for a period lasting longer than six consecutive semesters, beginning with the student's entry into grade 6.
- **Attendance:** Must meet local LEA Requirements.
- **Residence:** A student must participate at the school to which the local board of education assigns he/she.
- **Academic Guidelines:** In grades six, seven, and eight, the student must pass at least 70% of the courses taken in the preceding semester.
- **Semester Rule:** No student may be eligible to participate at the middle school level for a period lasting longer than four (4) consecutive semesters, beginning with the student's entry into seventh grade.
- **Insurance:** The "All Athletic Insurance Policy minimally covers all athletes."
- **Physicals:** The NC State Board of Education requires that all students must have a physical and proof of insurance before participation. Physicals are good for 395 days from the date of the physical.

Sportsmanship:

Conduct at Games: The school, the coaches, or individual players may be penalized in the event good sportsmanship is not observed. The penalty is to be decided according to the seriousness of the incident(s) involved and not less than those recommended by the NCHSAA. General rules and regulations for middle schools are found in the Middle/Junior High School Athletics Manual. A copy may be viewed upon request through the middle school athletic directors.

Title IX Coordinator For Transylvania County Schools:

Title IX of the Educational Amendments of 1972 provides, “No person...shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

For more information, please contact the school system’s Dr. Brian Weaver at 225 Rosenwald Lane, Brevard, NC 28712. Office telephone 828.884-6173.

North Carolina Athletic Manual Links

[North Carolina Middle/Junior High School Athletic Manual](#)

North Carolina High School Athletic Manual

(NCHSAA will update High School manual late August 2025)