Obion County Schools Handbook for Interscholastic Sports

Policies and Procedures

FOREWORD

The Obion County Schools are a part of the Tennessee Secondary School Athletic Association (TSSAA/TMSAA) and as such conduct their athletic programs in conformance with the general policies of the TSSAA/TMSAA. The Obion County School System may make rules and regulations more stringent than those of the TSSAA/TMSAA but may not be more liberal or lenient in legislations than permitted by the bylaws of the state organization.

This handbook, prepared under the direction of the Director of Schools, is designed to serve as a guide to the athletic activities offered in the schools. It has been written to **ensure uniformity** in the conduct of all sports and to serve as a basis for periodic re-evaluation of the total program.

By agreeing to coach, you have accepted the responsibility to familiarize yourself with the contents of this manual and to comply with all policies and procedures of the Obion County School System and the TSSAA/TMSAA. You are obligated to uphold them, regardless of personal feelings or differences of opinion. In the event that a policy proves undesirable or outdated, it can be revisited, revised, or eliminated through careful review and shared dialogue.

Effective administration of this program will be largely due to the efforts of dedicated administrators and coaches. Universal observation and compliance with these rules will assure continually greater success in this phase of our educational program.

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MISSION STATEMENT

The mission of the Obion County Schools' Athletic Department is to coordinate, supervise, and direct interscholastic activities that enhance and protect the total educational process of all student participants. All activities programs shall be formulated to promote citizenship and the academic mission of the school.

ATHLETIC PROGRAM GOALS AND OBJECTIVES

The goals of the Athletic Program are as follows:

- To ensure that each student-athlete receives the best educational opportunity.
- To provide an athletic environment that enhances physical, mental, psychological, and social growth and development by encouraging student-athletes to practice and compete to their full potential, with proper regard given to sportsmanship and fair play.
- To maintain the highest standards for the health and safety of every student-athlete in practice and games.
- To stress the importance of citizenship and community activity.
- To afford opportunities for participation to a wide segment of the school population with the goal of meeting gender equity guidelines.
- To follow the rules and regulations of the Tennessee Secondary School Athletic Association (TSSAA/TMSAA) and the Obion County Board of Education.

CODE OF ETHICS

Athletic Administrators

The athletic program is one of the most visible school programs to the public. Effective leadership in this area is paramount. The athletic administrator is expected to provide leadership to the overall athletic program while efficiently managing successful day-to-day operations. In doing so, the athletic administrator will relieve the principal from some of the responsibilities in this area.

The Interscholastic Athletic Administrator is expected to

- Strive to develop and maintain a comprehensive athletic program that seeks the highest development of all participants and respects the individual dignity of every student-athlete.
- Consider the well-being of the entire student body as fundamental in all decisions and actions.
- Support the principle of due process and protect the legal and human rights of all individuals.
- Organize, direct, and promote an interscholastic athletic program that is in harmony with and contributes to the total school program.
- Cooperate with the staff and school administration in establishing, implementing, and supporting school policies.
- Act impartially in the execution of basic policies and in the enforcement of conference, league, and/or state high school association rules and regulations.
- Fulfill professional responsibilities with honesty and integrity and uphold the honor of the profession in all relations with students, colleagues, coaches, administrators, and the general public.
- Avoid using the position for personal gain or influence.
- Seek to improve the professional status and effectiveness of the interscholastic athletic administrator through participation in local, state, and national in-service programs.
- Instill high standards of ethics, sportsmanship, and personal conduct in members of the coaching staff and the student-athletes representing their school.

Coaches

Obion County School System coaches are teachers first. Student-athletes participate in a sport because they desire to do so. Consequently, student-athletes are often more attentive to a coach's lessons than to those offered by teachers in required courses. Coaches must be aware that they have tremendous influence, either for good or bad, in the education of student-athletes.

The function of the coach is to educate students through their participation in athletics. The welfare of the student must be uppermost at all times. The value of winning should never be placed above the value of instilling the highest desirable ideals of character.

As a professional educator, the coach is expected to:

- Strive to develop in each student-athlete the qualities of leadership, initiative, and good judgment.
- Respect the integrity and personality of the individual student-athlete in assigning him/her to a team and during competition.
- Use positive human relations skills.
- Model the highest standards of conduct when working with student-athletes.
- Require the highest standards of conduct and scholastic achievement among all student-athletes.
- Inculcate good health habits, including the establishment of sound training rules.
- Fulfill responsibilities to provide health services and an environment free of safety hazards.
- Exemplify the highest moral character, behavior, and leadership.
- Interact with other coaches in the highest ethical manner and promote ethical relationships among coaches.
- Encourage respect for the educational and developmental value of all athletics.
- Abide by the rules of the game in letter and spirit.
- Respect the integrity and judgment of sports officials.
- Display modesty in victory and graciousness in defeat.
- Demonstrate a mastery of and continuing pursuit of contemporary coaching principles and techniques through professional improvement.

ADMINISTRATIVE POLICIES

Pre-Season Staff Orientation

The athletic administrator will schedule and facilitate an orientation meeting for staff prior to the beginning of each sport season. Attendance of all coaching staff involved in the sport is required.

The following are required agenda items:

1. Addressing new state and local rules
2. TSSAA/TMSAA rule changes
3. Identify specific goals and objectives for each program that are measurable, time sensitive, and supportive of the mission statement of the district athletic program
4. Staff input
5. Review athletic manual

Pre-Season Team/Parent Meeting

All head coaches are encouraged to have a pre-season meeting with their team members and parents to explain their program, rules, regulations, and procedures pertaining to practices, games, and academic issues.

At the pre-season meeting, each coach will discuss his/her policy concerning:

- School and Practice Attendance
- Practice Schedule
- Team Selection Process
- Training Rules
- Citizenship and Academic Development
- Sickness/Return from Injury/Emergency Care
- Competition Participation Criteria
- Parental Involvement
- Criteria for Receiving Participation Certificates, Letters, and other awards
- Transportation
- Other Items

In addition to becoming eligible and completing the necessary paperwork, each student-athlete must follow the specific rules developed by the coach. A clear understanding of these rules makes for a pleasant relationship among the parent, coach, and student-athlete.

Preparation of the Student-Athlete

A student-athlete who is mentally, emotionally, and physically conditioned for an activity is less susceptible to injury. Preparation requirements include the following:

1. Completing a pre-activity physical evaluation is a requirement for participation in any sport (TSSAA Bylaws, Obion County Board Policy, and Tennessee State Board of Education).
2. Prior to participation, each coach must be satisfied that every student-athlete is mentally and emotionally suited for the particular activity.
3. Coaches shall, upon request, distribute written recommendations for off-season conditioning programs to all interested parties within two weeks of the conclusion of the respective sport season.
4. To properly prepare student-athletes, all coaches should participate in continuing education including attendance at seminars, clinics, and workshops and studying appropriate materials related to safety procedures, sportsmanship, coaching techniques, and medical concerns.
5. Student-athlete preparedness is of concern throughout the season. Student-athletes must not be required to perform beyond their level of ability with regard to physical condition, performance techniques, or level of competition.
6. ***Adequate body fluids are critical!*** Provide an adequate water supply at all times. Individual fluid needs vary, so do not limit fluid intake of the participant. Carefully monitor fluid loss.
7. Return to activity after serious injury or illness requires written consent of the student-athlete's physician. Even then, the final discretion rests with the coach and parents/guardians. Special concerns are head injuries, heat illness, diabetes, and mononucleosis.

Instructions to Student-Athletes and Parents

Keeping student-athletes and parents well informed encourages an environment that greatly reduces the potential for injury.

- Parents and student-athletes must accept a degree of risk from participation in any sport.
- Staff members must communicate to student-athletes the full extent of and reason for rules of safety related to their sport.
- Safety regulations appropriate to each sport shall be established for every activity and taught to all participants.
- Open lines of communication (through meetings, written materials, phone calls, e-mails, etc.) must be established and maintained between staff and parents to make parents aware of risks and how to reduce such risks.
- Parents shall be informed in writing that minimal health requirements for full participation are the following:

1. Satisfactory medical history and physical examination.
2. Proper nutrition and hydration before and during season.
3. Strict adherence to safety rules and regulations.
4. It is strongly recommended that student-athletes participate in a year-round conditioning program.

- Provide information between parents, student-athletes, and staff regarding all injuries and illnesses.

Eligibility

In order to play for a team, a student must meet all criteria set forth by the TSSAA/TMSAA and be entered into the TSSAA/TMSAA portal.

Gender

Per Tennessee state law SB 201, students are required to compete in school sports according to their sex at birth.

Tryouts

Time, space, facilities, equipment, safety concerns, personal preference, and other factors may place limitations on the most effective squad size for a particular sport. The coach has ultimate authority to determine the participants who make the team. In this authority, the coach/sponsor has the responsibility to maximize the opportunities for our students without diluting the quality of the program.

The program head coach, with the assistance of the coaching staff, shall implement an evaluation process. This tool can aid in the justification process when reducing participant numbers during tryouts for those sports that necessitate smaller numbers. This evaluation process and requirements need to be discussed with each student-athlete and a written copy made available for participants and parents. A pre-season parent meeting is required by all sports. During the tryout period, participants should be given equal attention with daily progress of skill, attitude, and ability documented. This is valuable when either student or parent expresses concerns.

If squad cuts become necessary, the process will include

- The coach's discussing alternative possibilities for the participant (example: team manager);
- The posting of lists of student-athletes who made the squad/team are acceptable with the approval of the building athletic administrator.

If a coach anticipates difficulties arising as a result of the squad selection, he/she should discuss the situation with the principal/designee.

Upon request, the coach and athletic administrator must meet with the student and parents/guardians.

Scheduling Practice and Games

The athletic contests and practice schedules are determined by the head coach and athletic administrator in accordance with the rules and regulation of the TSSAA/TMSAA. Practices and training regulations must be carefully planned in order to minimize the potential for detrimental effects upon the health of the participants.

For days when school is in session, it is recommended that two (2) hours of practice time be used as a guideline at the middle school level and two and one-half (2½) hours at the high school level, exclusive of the regular school day. This length of time is exclusive of dressing, showering, meetings, and meals.

Mandatory Saturday practice is left to the discretion of the coach. Coaches will refrain from practicing on Sundays. Permission for extraordinary circumstances must be obtained from the building principal.

Scheduling of all practices and contests will be directed and finalized by the athletic administrator. Consultation with program head coaches and the principal will take place when warranted.

Coaches must clear with the athletic administrator any scheduled contest changes. The athletic administrator will notify the member school(s), officials involved, and the Board of Education. Game date changes should be avoided.

Complete contest schedules must be turned into the Board of Education six weeks prior to the first contest.

Use of Contest Equipment and Facilities

The use of contest equipment and facilities is to be cleared with the principal or designee in accordance with TSSAA rules and guidelines.

Athletic Equipment

Athletic equipment will be issued as specified by the head coach and in accordance to TSSAA/TMSAA rules and regulations.

Supervision

Supervision of all activities by the assigned coach and/or district employee is necessary to reduce the risk of injury and assure proper handling of emergency situations. Supervision must continue until all student-athletes have been released to a parent/guardian or a responsible party approved by the parent/guardian. The following guidelines should be observed.

1. Proper supervision requires the immediate physical presence of an authorized adult during all periods of activity, which includes dressing rooms, equipment areas, coaches' offices, waiting areas, and playing/practice areas.
2. Emergency occurrences require the suspension of all student activity until proper supervision is provided. Primary attention must be given to an injured student-athlete.
3. Unique situations must be covered by a supervision plan as developed and authorized by the principal for the supervision of locker rooms and all other facilities.
4. Primary supervision responsibilities must be completed prior to becoming involved in other assigned duties or unassigned personal or school activities.

Participants should not be allowed to linger about the school after practice sessions, games, or upon return from away contests. They should be encouraged to leave the building after they have collected personal belongings. Coaches need to make sure all participants are gone before leaving the area.

Public Relations

All coaches should have information about their programs and student-athletes ready to release to the press, radio, and television. Each home and away contest should be phoned or electronically transmitted to the news media the day of the contest or the morning after the contest prior to media deadlines.

Travel Policy

The use of system-owned vehicles is the preferred means of transporting student-athletes and teams. The school athletic administrator will make all transportation arrangements with the Director of Transportation.

Though the use of system-owned vehicles is preferred, coaches may voluntarily use personal vehicles to transport student-athletes on approved activities. However, the Obion County Board of Education shall not require it. With the use of private vehicles, the Obion County Board of Education Policy 3.404 shall be observed.

Parents may transport student-athletes if proper caravanning procedures are followed.

1. The team's head coach must supervise all caravan procedures.
2. It is the responsibility of the athletic administrator and head coach to ensure that all drivers have a valid driver's license and proper insurance coverage. (As required by BOE policy 3.404, proof of

vehicle liability insurance coverage in the form of an insurance certificate issued to the insured indicating limits of at least $300,000/$700,000/$100,000.)
3. All student-athletes riding with other adults must have written permission from their parent or guardian on file with the head coach.
4. There must be a set starting point and a time of departure.
5. Students must be assigned to ride with a particular adult and required to return with the same adult.
6. Cars carrying student-athletes must follow one another to the destination point. A school employee should lead the caravan, and another should follow the end of the caravan.
7. All student-athletes and teams must return to the starting point using the same criteria or can be signed out by a parent/guardian.

If school transportation is not provided, student-athletes may drive their private vehicle in a caravan if they are properly insured and licensed.
Under no circumstances should students be allowed to transport other students!

Student-athletes may leave a competition/practice with their parent or legal guardian if written permission is sought from and granted by the team's head coach. In case of injury under such circumstances, the student-athlete will be covered only by his/her family's primary insurance policy. Obion County Board of Education and TSSAA insurance policies ***will not apply!***

Athletic Awards
The athletic administrator, principal, and coaches should meet prior to the end of the season and determine a procedure for awards.

The head coach and staff shall determine the number of individual awards with aid from the athletic administrator.

The program head coach should meet with the athletic administrator and principal to choose a time and location for banquets and season ending socials.

Varsity Lettering
The head coach of each sport will determine the requirements necessary to receive a varsity letter in said sport. These requirements will be communicated to the student-athletes by the head coach in writing at the pre-season player/parent meeting.

Days with No School
When school is closed due to transportation hazards (typically weather related), contests will be canceled unless express permission is given by the Director of Schools to participate in said contests. All gyms will remain closed this day. Exceptions may be permitted by the athletic administrator or principal for practices only.

Funds Solicitation
No fund drives or solicitations of funds from businesses or individuals are permitted without administrative approval.

Budgets and Purchasing
Budgets shall be prepared by the head coach for that particular sport using the proper budget request format with remittance to the athletic administrator. Budget requests shall reflect all planned expenses to be incurred by the respective sport. Game expenses, such as, but not limited to, officials, clean-up, and security will be budgeted by the athletic administrator for all sports. In cooperation with the Director of

Schools and/or his/her designee, the principal and/or his/her designee will approve budgets and provide the information to the coaches.

No purchases of goods, services, or equipment shall be made without a purchase order. Coaches are expected to follow all purchasing guidelines established at his/her school. Inquiry as to cost, quality, quantity, and location of goods, services, or equipment may be made at any time.

Summer Athletic Activity and Out-of-Season Conditioning

Summer athletic programs are governed by the TSSAA/TMSAA and Obion County Board of Education Policy. Student-athletes participating in summer athletic activities must follow all policies and procedures established for athletics during the school year.

Corporal Punishment

Any principal, assistant principal, or teacher may use corporal punishment in a reasonable manner against any student for good cause in order to maintain discipline and order within the public schools in accordance with the following guidelines:

1. Corporal punishment shall be administered only after other less stringent measures have failed or if the conduct of a student is of such nature that corporal punishment is the only reasonable form of punishment under the circumstances;
2. The instrument to be used in administering corporal punishment shall be approved by the principal;
3. Corporal punishment shall be reasonable;
4. Corporal punishment shall be administered in the presence of another professional employee;
5. The nature of the punishment will be such that it is in proportion to the gravity of the offense, the apparent motive and disposition of the offender, and the influence of the offender's example and conduct on others;
6. In determining the use and degree of corporal punishment, consideration will be given to the age, sex, size, and physical and emotional conditionof the child.

A disciplinary record shall be maintained and shall contain the name of the student, the type of misconduct, the type of corporal punishment administered, the name of the person administering the punishment, the name of the witness present, and the date and time of punishment.

Disciplinary records shall be filed in the school office and made available to parents or students, whichever is appropriate.

Reports of Incidents

Any disruptive incidents that take place at an athletic event or within a school team must be reported immediately to the building athletic administrator, who will then notify the school principal and Director of Schools and/or his/her designee.

Middle School County Championships

The Middle School Athletic Coordinator will determine opponents and assign locations for all county post-season tournament contests.

In the event of a tie for seeding the championship contests, the following procedure will be used:

1. Head-to-Head Competition will resolve the tie.
2. If a tie remains after (1), the tiebreaker will be determined by how teams have done against the next highest seeded teams in the county: 1st,2nd, 3rd, etc.

3. If a tie remains after (1) and (2), the best overall record will be used to break the tie. The best overall record includes games and tournaments played against teams associated with the National Federation of State High School Associations (NFHS). Games must be on the approved OCSS schedule to count for championship purposes.
4. If a tie remains, a coin will be tossed. A draw, using the number system, will be used to determine who will call the coin toss.

Community Use of School Facilities

The Obion County Board of Education recognizes community ownership of the public schools and seeks to facilitate appropriate community use of school facilities. When not in use for school purposes, school buildings and grounds or portions thereof may be used for public, governmental, charitable, civic, recreational, cultural, and other purposes as approved by the Board. For additional guidance, see Board Policy 3.206.

Procedures are necessary to protect the community's investment in the Obion County public schools. The building principal has the authority to approve requests for use of school facilities. The following guidelines are provided to assist the principal in considering requests:

1. Request for the use of school facilities shall be made at the office of the principal one week prior to the date of the use.
2. The principal is responsible for screening programs conducted on school property.
3. Student clubs and activities, parent-teacher associations, and other organizations affiliated with the schools shall be permitted to use the facilities without charge.
4. School facilities, including school grounds, may not be used for programs conducted solely for profit, except as authorized by Board policy. Programs not directly related to the instructional program are not to be conducted by outside organizations/groups during the school day.
5. All activities must be under adult supervision and approved by the building principal. In all cases, an assigned school employee will be present.
6. Groups using school facilities are responsible for providing liability insurance.
7. Any organization or agency, which misuses school facilities, shall be barred from further use and shall be liable for all damages.
8. The school retains the first claim to school facilities for school functions/events at all times.
9. The school retains the first claim to operate concession stands at functions on school property.
10. Kitchen facilities are not to be operated by outside organizations/groups.
11. The Director of Schools is authorized to make exceptions of a limited nature to these guidelines and to assist principals in determining appropriateness of request in difficult situations.
12. Incorporated Student Youth Athletic Organizations that are in compliance with the administrative procedure addressing such organizations are exempt from the portions of this policy addressed in the administrative procedure.

Title IX

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX requires that members of both sexes have equal opportunities to participate in sports and receive the benefits of competitive athletics. Title IX also states that

> *No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.*

Title IX is enforced by the Office for Civil Rights (OCR) of the U.S. Department of Education. OCR has a headquarters office in Washington, D.C.

Educational Programs and Activities Covered by Title IX:
Programs and activities, which receive funds from the United States Department of Education (USDOE), must operate in a nondiscriminatory manner. These programs and activities may include, but are not limited to admissions, recruitment, financial aid, academic programs, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, recreation, physical education, athletics, and housing and employment.

Educational institutions must also ensure that male and female athletes are treated equally throughout its athletic programs, including

- Equal quality and quantity of equipment and supplies.
- Fairness in scheduling games and practices.
- Equal facilities (locker rooms, playing fields, practice fields, etc.).
- Fairness in assigning and paying quality coaches.
- Equal publicity.
- Provision of medical and training facilities and services.
- Equal financial support for travel and expenses.

Schools do not have to provide identical benefits and services to their male and female athletes, as long as schools treat them equally overall and over time.

The Director of Schools and/or his/her designee, in cooperation with the athletic administrator and building principal, will evaluate each school annually to ensure equity in all interscholastic athletic programs sponsored by the OCSS. A report of the above information will be compiled and submitted to the Board of Education with recommendations made as appropriate.

School Support Organizations

A school support group must enter into a written agreement with the Obion County Board of Education before using the name, mascot, or logo of a school to solicit or raise money, materials, property, securities, services, or other things of value (see BOE policy 2.404).

Obion County Schools will follow BOE policy and the School Support Organization Financial Accountability Act (SSOFAA) when relating to school support organizations.

Grounds, Maintenance, and Repairs

The maintenance and repair of all athletic playing facilities is the responsibility of the OCSS Maintenance and Operations Department unless a school determines to do it differently since high school fields tend to be the responsibility of the respective coach. When maintenance and repairs are needed in the athletic department, the Athletic Administrator should fill out and forward the necessary forms to the principal/designee. If it is determined the issue is the team or school's responsibility, maintenance will let the principal/designee know. In case of an emergency, the principal should telephone the foreman of the grounds or maintenance crew.

PARENT/COACH COMMUNICATION

Parent/Coach Relationship

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to student-athletes. As parents, when your student becomes involved in our program, you have the right to understand what expectations are placed on your student-athlete. This begins with clear communication from the coach of your student-athlete's program.

Communication You Should Expect from Your Student-Athlete's Coach

1. Philosophy of the coach
2. General expectations
3. Locations and times of all practices and contests
4. Team requirements, special equipment, strength and conditioning programs
5. Procedures if your student is injured during participation
6. Team rules, guidelines, and consequences for infractions in addition to the athletic manual
7. Lettering criteria
8. Team selection process

Communication Coaches Expect from Student-Athlete's Parents

1. Concerns related to your student-athlete's general welfare
2. Notification of any schedule conflicts in advance
3. Notification of illness or injury as soon as possible

Appropriate Concerns to Discuss with Coaches

1. Ways to help your student-athlete improve
2. Concerns about your student-athlete's behavior

Accepting your student-athlete's not playing as much as you hope is very difficult. Coaches are professionals. They make decisions based on what they believe to be the best for all student-athletes involved. As you have seen from the previous list, certain things can be and should be discussed with your student-athlete's coach. Other things, such as those listed below, must be left to the discretion of the coach:

1. Playing time
2. Team Strategy
3. Play calling
4. Other student-athletes

Certain situations may require a conference between the coach and player, or coach and parent and these conferences are encouraged. Having a clear understanding of the other person's position is important for all parties involved.

If You Have a Concern to Discuss with a Coach

1. Call the coach to set up an appointment.
2. If the coach cannot be reached, call the building athletic administrator to help set up the meeting for you.
3. 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 usually do not promote positive resolutions.

The Next Step

If a parent-coach meeting does not prove a satisfactory resolution, call and set up an appointment with the athletic administrator to discuss the situation. At this meeting, the appropriate next step can be determined.

What is asked of Parents?

1. Be a positive role model through your own actions to make sure your student has the best athletic experience possible.
2. Be a "team fan."
3. Weigh what your children say; they might slant the truth to their advantage.
4. Show respect for the opposing players, coaches, spectators, and support groups.
5. Be respectful of all officials' decisions.
6. Praise student-athletes in their attempts to improve themselves as students, as athletes, and as people.
7. Gain an understanding and appreciation for the rules of the contest.
8. Recognize and show appreciation for an outstanding play by either team.
9. Help your child learn that success is oriented in the development of a skill and should make a person feel good about himself/herself, win or lose.
10. If you as a parent have a concern, take time to talk with coaches in an appropriate manner, including proper time and place. Be sure to follow the designated chain of command.
11. Please reinforce our drug and alcohol-free policies by refraining from the use of any controlled substance before and during athletic contests.
12. Remember that a ticket to a school athletic event is a privilege to observe the contest.

STUDENT PARTICIPATION POLICIES, STANDARDS, AND REQUIREMENTS

Qualification for Team Membership

In order for a student-athlete to participate, he/she must have been part of the school team and have practiced at least ten days prior to the TMSAA/TSSAA eligibility certification dates for the season of participation. The only exceptions to this policy will be transfers from a school outside the school district, illness or injury that is certified by a doctor of medicine, osteopathic physician, nurse practitioner, or physician's assistant.

Eligibility of Participation

The Athletic Administrator shall certify the eligibility of all interscholastic participants in accordance to the participation requirements stated herein and pursuant to TSSAA rules.

The principal may declare a student ineligible for disciplinary reasons. Any student that does not meet the attendance requirements for the proceeding semester will be ineligible for the following semester.

Playing a contest with an ineligible student-athletic will result in a forfeit of that contest. TSSAA rules will apply.

Academic Eligibility

To be academically eligible for interscholastic activities in the Obion County School System, a student must maintain a combined average of 70 or higher for their all classes or be passing all classes.

Student-athletes are responsible for submitting their 4½ week progress reports and report cards to their coach. Those who are found making less than a 60 in any class must participate in an academic intervention program, described by the building principal, to receive assistance in bringing up the grade. Student-athletes must remain in the program until his/her 4½ week or report card grade reaches 60 or better. In extreme circumstances, the Director of Schools and/or his/her designee, after consulting with the principal, athletic administrator, head coach, may excuse the intervention program, but only after the student-athlete has put forth the necessary effort.

Students may continue participating in their chosen athletic activity while attending the academic intervention program. Students refusing to participate in the program will not be eligible to participate in any athletic activity for the school year.

Students identified for special education for which an Individualized Education Plan (IEP) has been prepared can participate in an athletic activity according to their IEP. In addition to meeting the academic requirements of their IEP, they must also fulfill all requirements for team membership.

Enrollment and Attendance

A student on a school team shall be enrolled in the school sponsoring that team, except as allowed by TSSAA/TMSAA rules and regulations. The student must enroll in and attend school no later than the 20th day of the semester during which the sport isplayed. This rule shall not apply to transfer students who have met the attendance requirements in the school last attended.

A student must be present for a minimum of one-half (½) day to participate in an athletic activity held that day. In extreme circumstances, exceptions may be approved by the principal or their designee. Truant or students suspended from school are not allowedto participate.

For athletic purposes, school suspension periods will begin on the day the disciplinary action is administered and end at midnight on the last day of the suspension.

Attendance at Team Practices

A student must practice with the team in order to represent the school on that team. Each student must attend all practices unless excused by the coach. If special practice schedules are required, the athletic administrator and head coach must approve said practices.

Students who are in ISS may not be let out of ISS early during the school day to attend in-school practice. They must wait until afterschool unless permission has been granted by the principal or their designee.

Age

A student is prohibited from practicing or playing on any school athletic team until the student has been certified to be within the TSSAA/TMSAA age limits. The TSSAA requirement states: "Students who become 19 years of age on or before August 1 are ineligible to participate."

Forms

All student-athletes must have the following forms completed and on file in the athletic administrator's office:

a) *Code of Conduct for Interscholastic Student-Activities,* and
b) Obion County School System Athletic ParticipationForm

- Proof of a Pre-activity Physical Evaluation
- Emergency Contact and Insurance Information
- Parental permission for Participation and Awareness of Risks

Amateur Status

Student-athletes must maintain their amateur status as defined by the TSSAA to be eligible for interscholastic activities. A student who has never received payment for performance who has never used and is not using his/her knowledge of athletics or his/her athletic skill for pay in the sports which TSSAA/TMSAA governs and who has always contested under his/her own name is an amateur. (Accepting money for officiating athletic contests, payment for instructional services, or for working as an employee in a city or county recreation program is not a violation of this regulation.) Bowling, golf and tennis students will abide by USBC, USGA, and USTA regulations in accepting pay.

Students may receive payment for activities not related to performance provided that they are carried out in a manner that does not suggest or reasonably suggest the endorsement or sponsorship of the TSSAA school. The student's activities for which they are compensated may not include an image or likeness of the student in a uniform, or other clothing or gear depicting the name or logo of the TSSAA member school the student is attending or has attended. No reference to TSSAA accolades or championships may be used in the student's activities for which they are compensated.

A student who violates any portion of the Amateur Rule shall be penalized according to the sanctions below:

a. First Violation: The student shall receive a formal warning and return any award(s) or money received in violation of this rule. TSSAA shall direct the student in violation to immediately remove any endorsement, advertisement, sponsorship, or other promotional activity that is in violation of the Amateur Rule.

b. Second Violation: The student shall be ineligible to participate in interscholastic athletics at any level of competition for a period of one (1) year from the date of TSSAA's determination of the second violation.

c. Third Violation: The penalty and any additional period of ineligibility will be determined by the Executive Director based on a consideration of the nature of the violation(s) and the extent to which the violation(s) may have been knowing, deliberate, or in reckless disregard of the provisions of this rule.

Non-School Sport Participation

A student-athlete who is listed on the TSSAA Eligibility Report for a particular sport may not participate in a game situation in that sport on a non-school team. The student-athlete may participate in practice as long as no game simulations take place.

Multi-Sport Participation

Athletes may participate in two activities during a current sport season. Agreement must be received from both sport coaches and the athletic administrator.

Coaches should:

- Encourage kids to play as many sports as possible.
- Coaches should work together to not put athletes in situations of conflict.
- No coach should forbid an athlete from working on another sport outside of the designated time for their sport.
- No coach should require an athlete to work on another sport while they are in-season for a different sport.
- Guidelines prioritizing, scheduling facilities, practice/workout times. and avoiding conflicts. (this also applies to multi-sport coaches)
    1. TSSAA Sport in season
       • Season ends at the end of the regular season or upon elimination from post season play, whichever is later.
    2. Next TSSAA sport season
    3. If coaches can't reach a compromise, Principal or AD will decide.
- If an athlete is choosing to participate in multiple sports that have concurrent seasons…
    1. The coaches must workout practice/game schedules that allow the athlete to participate in both or
    2. The coaches together must meet with the athlete to discuss how scheduling will work so the athlete knows when and where he/she is expected to be at.
    3. Games take priority over practice.

Athlete Insurance

Adequate insurance coverage for a participant is the responsibility of the parent or guardian. The Obion County School System purchases accident insurance for students for coverage while they are involved in secondary school interscholastic athletic activities. The insurance plan includes only those activities that are under the supervision of the school district.

Students and parents/guardians must understand that no accident insurance plan is comprehensive. It is certainly possible that a child could be seriously injured resulting in sizeable medical costs for which parents are responsible. Serious injury could include, but is not restricted to, loss of bodily function, loss of organs or limbs, paralysis, and even death.

The following outlined insurance information is an attempt to briefly describe the insurance plan. It is *not* a copy of the policy.

a) Includes coverage for all students participating in athletics, cheer, band, physical education classes, field trips, and recess.
b) Coverage applies to scheduled games, supervised practice and conditioning sessions, travel to and from games and practices, extracurricular activities, and job shadow programs.
c) Coverage has no deductible and a maximum benefit of **$25,000 per accident.**
d) All benefits are provided on a full excess basis for covered expenses. This means that covered expenses will be paid when they are *"in excess of any other plan providing medical expense benefits."* Thus, parents/guardians must submit all bills to their primary provider first. The Tennessee Risk Management Trust policy will consider the unpaid balances for covered expenses up to the limits of the policy.
e) A *Proof of Loss*, or claim form, must be submitted within 90 days of injury. No claim will be considered if Proof of Loss is not submitted within 365 days after the accident.

Athlete Insurance Benefits

Max Limit	$25,000/accident
Physicians	
Surgery/fracture care fees	U&C ($6,000 Max.)
Non-surgical visits or consultations	$125 per visit
Physical therapy	$50/visit/Max $1,000
Hospital	
In-patient room and board	Semi-private room
In-patient miscellaneous charges	$6,000 per injury
Out-patient charges (non-surgical)	$1,000 per injury
Out-patient charges (surgical)	$5,000 per injury
Diagnostic X-rays, MRIs, CAT Scans	$2,000 per injury
Dental	
Amount payable for each injured sound, natural tooth	$1,000 per tooth
Orthopedic Appliances	$1,500 per injury

Ground Ambulance Services	$1,000 per injury
Maximum Motor Vehicle Accident Benefit	$1,000 per injury

** Benefits described are provided by Tennessee Risk Management. This is not a contract of insurance.*

To file a claim, contact the school athletic administrator.

TSSAA Catastrophic Insurance Coverage

Information regarding the Tennessee Secondary School Athletic Association catastrophic insurance can be obtained by visiting www.tssaa.org.

Sportsmanship

Interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. The highest potential of sports is achieved when participants are committed to pursuing victory with honor according to six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. This code applies to all student-athletes involved in interscholastic activity in the Obion County School System. Suspension or termination of the participation privilege is within the discretion of the athletic department, the school administration, or as prescribed by this manual.

A player ejected from a game for fighting, cursing, or unsportsmanlike conduct must be reported by name to the building athletic administrator, who in turn will notify the principal and Director of Schools and/or his/her designee. This player will be automatically suspended from participation in the next athletic contest. As per TSSAA Constitution and Bylaws, additional contest suspensions may be imposed. Ejected players may practice with the team during the period of athletic suspension.

Hazing

The definition of hazing as defined by the National Federation of High Schools is ***"any humiliating or dangerous activity expected of a student to belong to a group, regardless of their willingness to participate".***

The Obion County School System defines hazing as the participation in any intentional or reckless act directed against another for the purpose of initiation into, affiliation with, or maintenance of membership in any school-sponsored activity, organization, club, or athletic team. This includes any action taken or situation created that directly or indirectly embarrasses, humiliates, harasses, ridicules, or causes harm or mental or physical discomfort to another.

Hazing will not be condoned or permitted in any interscholastic athletic programs sponsored by the Obion County School System. This means that **HAZING is not tolerated on or off the fields or courts, in the locker rooms, on the bus, or at any other activity in which student-athletes represent the Obion County School System.** Any student-athlete who feels he or she may be a victim of hazing is urged to report it to the coach, school counselor, or school administrator immediately in order that appropriate action may be taken.

If you see a group where the "power differential" between the old and the new is great, this should be a warning. Watch out for groups where everyone is not equally respected and treated the same. Notify your high school coach, school counselor, or a school administrator if you feel you are being targeted. Examples of hazing include but are not limited to

- Being yelled, cursed, or sworn at.
- Being publicly harassed.
- Having to act as a personal servant to an older group member.

- Being told to eat or forced to eat disgusting things such as cat food, Tabasco sauce, raw eggs, etc.
- Being thrown or forced to go into a pond, lake, toilet, or other body of water.
- Pressured to be tattooed, body pierced, or shaven.
- Participating in drinking contests.
- Exercising, smoking, drinking, or doing drugs until you pass out.
- Making prank phone calls or harassing others.
- Destroying or vandalizing property.
- Inflicting pain on yourself or others.

The elimination of hazing from our athletic program will greatly enhance the OCSS Strategic Goal 3: *School Climate…provide and maintain a safe environment appropriately equipped for maximum learning.*

STUDENT-ATHLETE RULES OF BEHAVIOR

A student who is a member of an Obion County Schools athletic team in any capacity (athlete, cheerleader, athletic training student assistant, student manager, statistician, etc.) must be willing to assume the responsibilities that go along with being a team member. The student body, the community, and others often judge our schools by our student-athletes' conduct and attitude on and off the court or field, in season and out of season. Student-athletes are role models and therefore, are expected to be positive examples in school citizenship, scholastic effort, leadership, and in personal appearance.

Participation in athletics is a privilege requiring that a student make a commitment to practice before or after school with perfect or near perfect attendance, to work hard to excel, to learn cooperation and team effort, and to exemplify good behavior both at school and away from school.

Students who cannot accept this challenge and responsibility should not become involved with the athletic program. There is a legitimate interest and expectation by the school administration and coaches that student-athletes avoid situations or leave events where activities are occurring that violate the Student Rules of Behavior. Self-discipline learned from the athletic experience should teach each student-athlete to make prudent decisions about his/her associations and behaviors.

Inappropriate Behaviors that Will Be Addressed:

1. Use of Drugs
   A student-athlete shall not knowingly possess, use, transmit, sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, caffeine base pill, substance containing phenylpropanolamine (PPS), stimulant, depressant, inhalant, solvent, ephedrine, or intoxicant of any kind, whether prescription or sold over the counter. Proper use of a drug authorized by a medical prescription from a health care provider is not a violation of this rule. Possession of any drug paraphernalia such as, but not limited to, rolling papers or clips is a violation of this rule. A student-athlete who finds himself/herself at a place where any of the above substances are being used is to leave the area to avoid being associated with that behavior.

   Consequences for Violating Rule – The Committee will follow Board policy

2. Use of Alcohol
   A student-athlete should not possess, use, transmit, sell, or be under the influence of any alcoholic beverage. A student-athlete who finds himself/herself at places where underage drinking is taking place is expected to leave the area to avoid being associated with that behavior.

   Consequences for Violating Rule – The Committee will follow Board policy

3. Tobacco Policy
   A student-athlete shall not use or possess tobacco in any form (including, but not limited to, vapes, snuff, chewing tobacco, or smoking tobacco on or off school grounds.)

   Consequences for Violating Rule – The Committee will follow Board policy

4. Arrest
   A student-athlete who is arrested/charged/cited with a crime (Not including traffic violations)will be removed from athletic participation until the Athletic Advisory Committee can hold a hearing to review the case. The committee will meet within five (5) school days. The hearing will decide if the student will be suspended until his/her trial is concluded or if the suspension will be lifted before the conclusion of the trial. The Athletic Department Disciplinary Review Board will determine the length of a student-athlete's suspension on a case-by-case basis. If the student-athlete is found guilty of a misdemeanor or felony, then the appropriate penalty will apply at the time of the conviction.

Suspension Lengths:

High School	Typical Season Length	25% of the Season	50% of the Season
Baseball	30	8	15
Basketball	24	6	12
Cross Country	11	3	6
Football	10	3	5
Golf	14	4	7
Soccer	16	4	8
Softball, High School	34	9	17
Tennis	16	4	8
Track and Field	11	3	6

Middle School	Typical Season Length	25% of the Season	50% of the Season
Football	8	2	4
Softball	16	4	8
Basketball	18	5	9

Penalties are based on the length of the team's regular-season varsity schedule. Violations by an athlete who is a non-varsity participant will be suspended for all contests that occur during the time period of the athlete's suspension.

If the suspension occurs at the end of the season, suspension during the playoff or tournament contests will count toward the penalty.

Terms of a Suspension

a) A student-athlete who has been suspended from a team for one game, 25%, or 50% of the season is expected to continue his/her association with the team in terms of attending practice and following team rules. The student-athlete will attend the contests but is not allowed to participate in the contests

and will not wear the jersey or uniform of the team on the sideline during the period of the suspension.

b) A student-athlete who has been excluded from participation for a full calendar year will not associate with that team or any other teams. This includes in-school practices and after school conditioning.
c) A student-athlete who transfers into an Obion County School while serving suspensions at his/her previous school will serve out the remainder of his/her penalty at the enrolled school. The previous school's penalty will be honored in full and will not be increased or decreased in length.

Carry-Over Suspension

If the violation of the Student Rules of Behavior occurs in the last part of a sport's season and the violator cannot fulfill the terms of his/her violation in that sport, the suspension will carryover until the suspension is fulfilled. This includes the next sport or the same sport next year. Example: If the suspension is for 25% of the football season (3 games) and the student misses only one game before the season has ended, then he will serve the remaining 16% (two-thirds of 25%) of the suspension in his next athletic season. If that season is basketball, then he must miss 16% of the basketball season (16% of 24 games is 4 games). A traditional one-sport student-athlete cannot participate in a new sport in order to fulfill a suspension. He/she will be required to complete that season in good standing provided they competed in that sport the previous school year.

Completing a Suspension

When serving a suspension, the student-athlete is expected to be present at all athletic practices and contests involving his/her team/squad. The student-athlete is a member of the team and is expected to fulfill this responsibility. The head coach's discretion can excuse the student-athlete.

Summer Participation

Suspended students are allowed to participate in summer instruction. Students who have been excluded for a year of participation will not be allowed to participate in summer instruction. Summer instruction is considered the same as practice.

Athletic Department Disciplinary Review Board

The Athletic Department Disciplinary Review Board is a five-member panel made up of the county's athletic administrators. The board will conduct hearings with regard to suspensions due to arrest and appeals to imposed penalties. The student-athlete's head coach and/or athletic administrator can act as an advisor for the student-athlete and help present the student-athlete's case. They will not be a part of the decision making process with the board. The board will hear testimony from the student-athlete, the coach, and parent(s) or legal guardian(s) of the student-athlete. The board's job is not to supersede the decision of the court of law but to act in the best interest of the Obion County School System. The board must be in the majority in its decision on suspensions and appeals.

Appeals/Hearings

A student-athlete and his/her parent(s) or legal guardian(s) have the right to a hearing on the removal from participation by notifying the school principal in writing within two (2) school days after removal. The right of appeal is forfeited if this is not requested within this two (2) school day limit. The purpose of the appeal hearing is to inquire into the student-athlete's alleged violation and allow the student-athlete and parents or guardians to present evidence on behalf of the student-athlete. The removal from participation will remain in effect during the appeal process.

Attendance

Student-athletes must be present at school for a minimum of one half (½) of the day of a practice/contest. Student-athletes are also expected to attend the first period of the school day after an athletic event/contest. Failure to do so may result in suspension of the student-athlete from the next event/contest.

The Athletic Department Disciplinary Review Board will decide all disciplinary circumstances that are

not covered by this Policy.

COLLEGIATE ELIGIBILITY REQUIREMENTS

Parents and students need to become familiar with collegiate eligibility standards at the beginning of the ninth grade. Helpful information is available through the "NCAA Guide for the College-Bound Student-Athlete." Please talk to your student's coach, guidance counselor, building athletic administrator, or call the NCAA, at 1-800-638-3731, if you have any questions. You may also visit www.ncaa.org.

NCAA Initial Eligibility Regulations for students entering college in 2008 or after:
To be considered a qualifier at a Division I institution and to be eligible for financial aid, practice, and competition during the first year, the student must

1. Graduate from high school.
2. Present a minimum combined test score on the SAT (verbal and math sections), or ACT (four individual tests), as indicated on a portion of the index scale below:

CORE GPA	SAT	ACT
3.550+	400	37
3.525	410	38
3.500	420	39
3.250	520	46
3.000	620	52
2.750	720	59
2.500	820	68
2.250	920	77
2.000	1010	86

3. Present a minimum grade point average in at least 16 core courses in the following areas:
   English (4 units) – including grammar, vocabulary development, composition, literature, analytical reading, or oral communication.
   Mathematics (3 units) – at the level of algebra I or above.
   Science (2 units) – including biology, chemistry, physics, environmental science, physical science, or earth science. One full year must be a lab science course offering.
   Additional Courses in the Above Areas (1 unit) – English, mathematics, science,
   Social Studies (2 units) – including history, social studies, economics, geography, psychology, sociology, government, political science, or anthropology.
   College Preparatory Courses (4 units) – including additional academic courses from foreign language, non-doctrinal religion, philosophy, English, math, social science, or natural/physical science.

Please contact your student's guidance counselor regarding the requirements for qualifying at a Division II school or for partial qualifications at a Division I or Division II school.

Core courses, high school transcripts, and test scores for all prospective Division I and II students must be reviewed by the NCSS Eligibility Center. A guidance counselor at your student's school can direct you regarding the submission of the Student Release Form, appropriate records, and $50.00 fee.

GAME MANAGEMENT

Public Address Announcement before Contests

The following announcement will be read prior to all athletic contests where a public address (PA) system is available:

This contest is being played according to the rules of the Tennessee Secondary School Athletic Association. TSSAA rules provide for fair competition among players. Our athletes recognize that judgment calls are made in good faith and that they must abide by the decisions of the official. Spectators are important in this process, too. Fans can help promote good sportsmanship by observing the rules of fair play. Each fan is requested to take personal responsibility for keeping this game at a high level of sportsmanship. Spectators can support their high school by refraining from derogatory remarks or cheers. Good sportsmanship is one of the primary purposes of high school athletics. The TSSAA hopes you will enjoy this contest and support your athletes and your high school in a positive and sportsmanlike manner.

The following announcement should be read during the administrator meeting*:*

WE CALL TO YOUR ATTENTION THE GAME ADMINISTRATORS MEETING THAT IS BEING HELD ON THE FIELD. THIS MEETING INCLUDES, THE GAME ADMINISTRATOR OF THE HOST SCHOOL, THE TWO HEAD COACHES, THE REFEREE AND A REPRESENTATIVE OF THE SECURITY TEAM. EACH IS REVIEWING THEIR RESPONSIBILITIES IN THIS GAME. WE ASK THAT EACH SPECTATOR CONDUCT THEMSELVES IN A POSITIVE SPORTSMANLIKE MANNER. WE ENCOURAGE YOU TO CHEER FOR YOUR TEAM AND THANK YOU FOR YOUR COOPERATION. ENJOY THIS EVENING AND THE GAME.

Spectator Guidelines

The Obion County School System's spectators' rules of behavior must be posted at all game sites.

Ejection Policies

Ejections

Each sport has unique rules regarding red cards and ejections. Occasions arise when an athlete or coach is ejected or disqualified for a rule violation or a safety infraction. The intent of the ejection rule is to curtail profanity, fighting, dangerous play, and unsportsmanlike conduct.

Coach:

If a coach is ejected from a contest, he/she must leave the area of the contest and shall have no communication or contact with players, officials, spectators, or school personnel in the area until the contest is completed. If there is no member of the paid coaching staff or athletic administrator from the school present to assume responsibility, the contest will be forfeited.

Within 12 hours of the ejection, the coach must notify, in writing, the school principal and athletic administrator. The athletic administrator will then notify the Director of Schools and/or his/her designee in writing (e-mail) about the ejection. Records for ejection will be established at each school.

Additionally, a coach ejected from a contest will be automatically suspended from the next athletic contest(s), in accordance with the TSSAA/TMSAA Constitution and Bylaws, regardless of season and will carry over to the next year. He/she may not have any communication with the team before or during the contest.

Monetary penalties incurred due to an ejection will be paid for by the coach.

Player:

If a player is ejected from a contest, the coach will notify the athletic administrator the next day. The athletic

administrator will then notify the Director of Schools and/or his/her designee in writing (e-mail) explaining the details of the ejection. Records of ejections will be established at each school.

Ejections by the officials may not be appealed, except as allowed by the TSSAA/TMSAA Constitution and Bylaws. The athletic administrator will only make a determination of what type of ejection occurred.

The ejected student may not wear his/her uniform during the suspended game. He/she may travel with the team and stand on the sidelines or sit on the bench. Suspended players shall be allowed to participate in team practices and/or open facilities.

Player ejections will follow TSSAA/TMSAA policy:

Unsportsmanlike Conduct by Student Athletes

A. In contests in which registered TSSAA/TMSAA officials are involved, the officials will immediately notify the state office with a written report if players are ejected for unsportsmanlike conduct. In soccer, this does not apply if the ejection occurs as the result of a player receiving a red card for his/her second caution. In sports where registered TSSAA/TMSAA officials are not used, it will be the responsibility of the principal and/or coach of the player involved to report this incident to the state office.

B. On the ejection of the student-athlete, the school will be required to submit a report on the action of the player and any disciplinary action taken by the school. The minimum penalty will be as follows:

1. Football – 1 Game Suspension
2. Soccer – There is no mandatory minimum penalty when a player is ejected for receiving a second yellow card followed by a red card. There is a 2 Game Suspension for serious foul play except for the following offenses which shall result in a 1 Game Suspension:
    a. A player anywhere on the field (other than a goalkeeper within his/her own penalty area) who deliberately handles a ball to prevent it from going into the goal.
    b. A foul by a player against an opponent who is moving toward his/her offensive goal with an obvious opportunity to score.
3. All other sports – 2 Game Suspension

The student-athlete is also suspended from all levels of participation (varsity, junior varsity, freshman) the same number of contest(s) in the sport involved. If the student-athlete is a senior and cannot fulfill all of the disciplinary action due to the completion of the season, he/she will fulfill the action in the next sport in which they participate.

C. In addition to what is presently required when a player is ejected for unsportsmanlike conduct, a meeting shall be held with the player, coach, principal, and parent(s) or guardian(s) prior to the player's next competition. A Confirmation of Sportsmanship Meeting Form must be sent to the state office by the principal. Schools that have not submitted the required Confirmation of Sportsmanship Meeting Form by the end of the sports season in which the violation occurred shall be subject to a $100 fine.

D. If a player is ejected for a second time for unsportsmanlike conduct, a more severe punishment shall be imposed.

Spectator:

When a spectator is ejected by a TSSAA/TMSAA official, a $250 fine will be assessed to that spectator to cover the $250 fine issued by TSSAA/TMSAA to the school. The spectator(s) will be suspended from attending all school sporting events until a meeting is held with the school's administration. The spectator may not attend any school athletic event, home or away, until the administration meeting has been completed and the $250 fine has been paid. In addition, the spectator will be suspended for the next sporting events of the respective sport at that level of competition, whether home or away. For football, it will be (1) one game and (2) two games for all other sports.

In the event a sport has a varsity and junior varsity game on the same day at a location, ex. baseball, softball,

basketball, the spectator shall not be permitted to attend either game. For basketball, regardless of whether the spectator was ejected from a girls' or boys' game, they will not be allowed to attend either game if they are playing on the same date.
If a spectator is ejected twice in a school year regardless of sport, that spectator shall be banned from all Obion County sporting events, home and away, for one (1) calendar year. In addition, they will be assessed an additional $250 fine and an additional meeting with administration must be held before the end of the calendar year.
If a spectator's suspension coincides with the end of the sporting season and they have not served all their days, their suspension days shall be carried over to the following sporting season their child is playing.
Obion County is dedicated to ensuring the best sporting environment for our student-athletes and encourages all our players and spectators to uphold themselves to the highest level of sportsmanship.

EMERGENCY PROCEDURE PREPARATION

As the leader of a group of young people, the coach assumes a significant responsibility for helping to ensure their health and well-being. Much emphasis must be placed on training and conditioning, first aid, injury prevention and management, proper use of equipment, and maintenance of safe playing areas.

This section includes a brief summary of some major points to consider in the care and prevention of athletic injuries and is not intended to be all inclusive. The scope of this section does not allow for a detailed and thorough discussion of all medical emergencies that the coach might encounter. In case of injury, first aid and injury management should not go beyond the scope of topics discussed and reviewed in the required Basic Care and Prevention of Athletic Injuries course.

Heat Illness

Three categories of heat illness exist, and the student-athlete may not sustain all three in order.

1. Heat Illness
   a. Symptoms
      - The body and muscles will actually cramp due to the loss of fluid and electrolytes. This is a sign of further illness. The muscles most often affected are the quadriceps, calf muscles, and abdominals.
   b. What to do?
      - Apply ice with mild stretching.
      - Give individual water or electrolyte fluids.
      - Improve cardiovascular condition (if early in season).
      - If persistent, check athlete's diet.
2. Heat Exhaustion: excessive loss of water and electrolytes
   a. Symptoms
      - Profuse sweating
      - Cool, pale skin
      - Dizziness or confusion
      - Rapid pulse
      - Internal body temperature of 102 - 104.9 degrees
   b. What to do?
      - Find a cool, shaded place.
      - Cool the individual with cold water, ice-towels, or tap water from a hose.
      - Have the athlete drink water or electrolyte fluids. (Note: the body's thirst mechanism will have shut down. The athlete will only be able to take small sips.)
      - Remove extra equipment and/or clothing.
3. Heat Stroke: ***MEDICAL EMERGENCY!*** The body's thermoregulatory system has totally shut down and the core body temperature is continuing to rise.

a. Symptoms
   - Body temperature in excess of 105 degrees
   - Skin is dry, warm or hot, red (total absence of sweat)
   - Athlete's behavior may be disoriented, acutely aggressive
   - Athlete may be conscious or unconscious

b. What to do?
   - Activate Medical Emergency Plan – *CALL 911!*
   - Cool the athlete as efficiently as possible (use heat exhaustion techniques).
   - Monitor vital signs (heart rate, blood pressure, and breathing) until ambulance arrives.

Differentiating between Heat Exhaustion and Heat Stroke:

Heat Exhaustion Symptoms:
- Cool, clammy skin
- Presence of sweat
- Body temperature of 98.6 – 104.9 degrees
- Pulse – slow
- Confusion
- Conscious

Heat Stroke Symptoms:
- Hot, dry skin
- No sweating
- Body Temperature of 105 degrees or higher
- Pulse – rapid or fast
- Aggressiveness
- May be unconscious

Heat Illness Prevention: ***Talk to your team about heat illness! It is a serious matter.***

- Be aware of an athlete's conditioning level. A better conditioning level will mean a greater toleration of the heat.
- Anticipate the need for athletes to be acclimated. Seven to ten days are necessary to be well acclimated to a heat environment. Use a gradual increase in work at practice.
- Know the temperature and the humidity level at practice time. Refer to the TSSAA's Heat Policy, which can be found at *http://www.tssaa.org/Handbook/heatpolicy.htm*, including modifications for competition.
- Make modifications during practice sessions with more water breaks, rest breaks, and change in dress for practice.
- Push fluids! Cool water before, during, and after practice (hydrating). Hydrate on a regular basis whether or not the athlete is thirsty. Sport drinks can supplement but should NOT replace water as the primary fluid.
- Encourage a proper diet, especially fruit, vegetables, and leafy greens. An athlete can avoid a bloating feeling by eating before drinking a large amount of fluid.
- Have the athlete wear proper clothing. The least amount that is appropriate for the sport is best. Nylon is ideal, cotton breathes very well.
- If you choose to practice a two-a-day schedule, make your morning more strenuous than your afternoon. You may want to monitor the athlete's weight. Athletes should lose no more than 3 percent body weight after a practice session.

Sports Related Concussion

The following protocol is intended for coaches who suspect a possible concussion during practice or a game. The information and guidelines are taken from a variety of concussion resources including "National Athletic Trainers' Association Position Statement: Management of Sport Related Concussion" (2004), Vienna Conference (2002), Prague Conference (2005), and Heads Up: Concussion in High School Sports (2005). Concussion assessment and management is a job for qualified health care professionals (i.e. physician, athletic trainer, neurophysiologist, etc.).

Concussion Facts:
A concussion is an injury to the brain as a result of a force or jolt applied directly or indirectly to the head,

which produces a range of possible symptoms and may or may not involve a loss of consciousness.

- 80-90 percent of concussions occur without loss of consciousness.
- Recognition and proper management of concussions when they first occur can help prevent further injury, prolonged recovery, or even death (secondary impact syndrome).

Concussions are also called mild traumatic brain injuries (MTBI). Concussions can occur in any sport, including baseball, basketball, cheerleading, equestrian, field hockey, football, gymnastics, ice hockey, lacrosse, rugby, soccer, softball, volleyball, and wrestling.

The potential for concussions is greatest in athletic environments where collisions or significant falls are common. Environmental factors also can cause injury. For example, a player may collide with an unpadded goalpost or trip on an uneven playing surface. Sometimes people do not recognize that a bump, blow, or jolt to the head can cause a concussion. As a result, athletes may receive no medical care at the time of the injury, but they may later report symptoms such as headache and dizziness. These symptoms can be a sign of a concussion and must be carefully evaluated.

Signs and Symptoms of a Concussion:
Concussion results in a range of physical, cognitive, emotional, and sleep-related symptoms. Duration of symptoms can vary from person to person and may last for as short as several minutes or as long as several days, weeks, months, or even longer in some cases. Knowledge of the full range of signs (what you can see) and symptoms (what the student-athlete reports) are important. One or more of these signs and symptoms following a blow or jolt to the head may indicate that a concussion has occurred. Concussions can also occur with no obvious signs or symptoms right away. Any of the symptoms listed in the table below should be taken seriously. Student-athletes, who experience any of these signs or symptoms after a bump, blow, or jolt to the head should be kept from practice or game play until cleared by a qualified health care professional.

Signs Observed By Coaching Staff	**Symptoms Reported By Athlete**
Appears dazed or stunned	Headache
Is confused about assignment	Nausea
Forgets plays	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or fuzzy vision
Moves clumsily	Sensitivity to light or noise
Answers questions slowly	Feeling sluggish
Loses consciousness	Feeling foggy or groggy
Shows behavior or personality changes	Concentration or memory problems
Can't recall events prior to hit	Confusion
Can't recall events after hit	

On-Field/Sideline Assessment:
If student-athlete exhibits any sign of concussion or reports any symptom, he/she is to be removed from practice or play. When in doubt, keep the player out of play and seek an evaluation from a qualified health care professional trained in concussion assessment and management. The coach is not to try to judge the severity of the injury. Health care professionals have a number of different methods that they can use to assess the severity of concussion.

Managing a Concussion:

1. Concussion with no Loss of Consciousness
    - Remove student-athlete from activity until a qualified health care professional can evaluate

him/her (i.e. physician, certified athletic trainer, neurophysiologist, etc.).
- Monitor student-athlete for sign and symptoms every 5 minutes.
- Contact the parent.
- If signs/symptoms worsen, activate the emergency medical system, call 911.

2. Concussion with Loss of Consciousness
   - Activate emergency medical system (EMS) and *call **911** immediately!*
   - Contact parent.
   - Monitor student-athlete's vital signs and keep head/spine immobilized and wait for emergency personnel.
   - If student-athlete regains consciousness, monitor signs/symptoms every 5 minutes. *Maintain head/spine immobilization!*

A concussion that is identified by a coach must be reported to the athletic trainer for appropriate follow- up with the student-athlete, parent, and primary care physician.

On the day of the injury, inform the athlete's parents or guardians about the known or possible concussion and give them the fact sheet on concussion. Make sure they know that the athlete should be seen by a qualified health care professional.

Return to Play after Concussion:
The student-athlete should never return to play competitive sports activities (practice or games) while experiencing ***any*** lingering or persisting symptoms of a concussion, no matter how slight. The student-athlete must be completely symptom free at rest ***and*** with physical exertion (*e.g.*, sprints, non-contact aerobic activity) and cognitive exertion (*e.g.*, studying, schoolwork) prior to return to sports activities. ***Student-athletes cannot return to play until written clearance is provided by a qualified health care professional*** (*e.g.*, physician or certified athletic trainer).

As with any injury, return to play following a concussion should follow the TSSAA/TMSAA Return to Play protocols. A Return to Play form should be completed with the Gradual Return to Play Plan being completed by an athletic trainer. Student-athletes should be monitored for symptoms and cognitive function carefully during each stage of increased exertion. Progression is allowed to the next level of exertion if the student-athlete is asymptomatic at the current level.

Premature return to play from a concussion can have serious consequences including a significantly higher risk for re-injury, prolonged recovery, and an increased risk for a catastrophic outcome, second impact syndrome, which results in death. Prevent these poor outcomes by delaying the student-athlete's return to the activity until the player receives appropriate medical evaluation and approval for return to play.

Injuries

Many injuries do not require emergency medical attention (slight ankle sprain, minor bruise, etc.). However, sometimes non-critical injuries or illnesses can severely impair performance. Therefore, coaches should evaluate and monitor all injuries closely to ensure that no further complications exist.

For minor injuries, the coach should
1. Evaluate the injury.
2. Administer proper first aid.
3. Remove the student-athlete from participation if he/she is in great pain or suffers from a loss of function (can't walk, run, jump, throw, etc.).
4. Contact the student-athlete's parents to discuss the injury.
5. Suggest that the student-athlete see a physician to rule out a serious injury.
6. Complete an injury report form while the incident is still fresh in memory.

If a serious injury or illness does occur, initiate your emergency plan in this sequence:

1. Check the student-athlete's level of consciousness.
2. Send a contact person to call emergency medical personnel and the student-athlete's parents.
3. Send someone to wait for the rescue team, help them open doors and gates, and direct them to the injured student-athlete.
4. Assess the injury.
5. Administer first aid.
6. Assist emergency medical personnel in preparing the student-athlete for transportation to a medical facility.
7. Appoint an assistant coach to go with the student-athlete if the parents are not available. This person should be responsible, calm, and familiar with the student-athlete.
8. Complete an injury report form while the incident is fresh in memory.

P.R.I.C.E. is recognized as the appropriate universal immediate care of athletic injuries.

Protect the student-athlete from further injury.

Rest the injured body part until pain-free activity can be resumed.

Ice the injured area: 20 minutes on, 20 minutes off, for the first three hours; 20 minutes on, 40 minutes off, after 72 hours. (Do not apply heat!)

Compression wrap from below the injured area and toward the body. Use a pad under the wrap to add forces to retard swelling and activate absorption. Loosen wrap when sleeping, but do not remove.

Elevate to a level above the heart to reduce bleeding and swelling.

Every injury that requires P.R.I.C.E. should be evaluated by an athletic trainer, family physician, or by an orthopedic surgeon as soon as possible.

Return to Play

Student-athletes referred to medical professionals for consultation and/or care of an injury or illness must submit written physician's clearance before being allowed to return to physical activity.

Emergency Equipment and Supplies

The head coach or designee must have, at all times, the district approved list of all related emergency equipment and supplies for proper care of the student-athlete.

Essential Items for a Sports Medical Kit

The medical kit can vary in size from a tackle box to a large professional EMT bag. Depending on what sport is being covered, the quantity and type of supplies will vary. (The amounts will depend on number of players and amounts used in previous years.) Stocked kits are to be with the teams at all times.

- Adhesive Tape
  - 1 inch
  - 1 ½ inch
- AED
- Alcohol, Rubbing
- Antibiotic Ointment
- Antiseptic Soap
- Band-Aids
  - 1" x 3"
  - Assorted sizes
- Blood Pressure Cuff
- Butterfly Strips
- Contact Lens Case
- Cotton (Sterile)
- Cotton-Tipped Applicators
- CPR Shield
- Facemask Removal Tool
- Elastic Bandages Wraps
  - 4 inch
  - 6 inch
- Elastic Tape (Elasticon)
  - 3 inch
- EMT Scissors
- Examination Gloves
- Eye Wash or Saline Solution
- Forceps or Tweezers
- Fungicide Spray
- Grease or Petroleum Jelly
- Hand Mirror
- Ice and Bags for Injuries
- Insect Sting Kit
- Medicated Ointment
- Moleskin or Blister Kit
- Non-adhering Sterile Pads
  - 3" x 3"
- Thermometer
- Stethoscope
- Peroxide
- Pen Light
- Plastic Bags
- Powder (Baby Powder)
- Pre-Wrap
- Rubber Gloves
- Sponge Rubber
  - ¼ inch
  - ½ inch
- Sterile Gauze Pads
  - 3 inch squares
  - 4 inch squares
- Sterile Gauze Roll
- Sun Lotion
- Tape Adherent
- Tape Removal
- Tape Scissors
- Tongue Depressors
- Triangular Bandages or Sling
- SAM Splints
- Safety Pins
- Student-Athlete Medical Info.
- Water and Cups

Handling all injuries requires detailed preparation including emergency information, instruction for staff and student-athletes, proper equipment, and coordination with authorized medical personnel, fire department, and emergency response units. All coaches and athletic administrators will have available the following:

Emergency Plan

Most athletic injuries do not result in life-or-death situations, but if such emergencies should arise, prompt care is essential. Emergency is defined as "…unforeseen combination of circumstances and the resulting state that calls for immediate action." Each coach must develop an emergency plan. The bottom line is …what are you going to do to ensure proper care? Use the factors listed below to develop your plan.

1. Availability of a Phone
   a. Is one accessible? Consider locks, gates, necessary keys.
   b. Are you using a cell phone? Make sure the phone is charged and that there is a signal in the area.

2. Designated Caller (911)
   a. Head coach? Then, who will stay with the student-athlete?
   b. Assistant coach? Is that coach always there?
   c. Team member? Is he/she mature enough to handle the situation? What if he/she gets hurt?

3. Information of EMS Operator
   a. Identify yourself.
   b. Give the phone number from where you are calling.

c. Identify the emergency, suspected injury, and current status of injured student-athlete.
d. EMS will then go through a series of questions in order to dispatch all of the necessary equipment.
e. Give very specific directions to your location. Not all fields and stadiums are easily seen or accessed. Provide the shortest route to gymnasiums or fields. Consider back doors instead of entering the front of building.

4. Communication and Chain of Command
   a. Make sure all necessary individuals in your school's chain of command are aware of the situation. Make the appropriate phone calls to parents immediately following the call to EMS.
   b. Make sure all paperwork is filled out. This will include the accident report.

Emergency Phone Numbers

The athletic administrator will provide an emergency pocket card with emergency phone numbers to each coach prior to the beginning of each season (updated each season).

- Emergency Response Units
- Hospital/Clinic
- Police
- Building Principal
- District Office
- Poison Control
- Parents/Guardians of Student-Athlete
- Building Athletic Administrator

Emergency Instruction and Drills

Athletic personnel will establish Emergency Medical Plans for every athletic venue, and schedule periodic instruction and follow-up drills for all staff and student-athletes.

Cardiopulmonary Resuscitation and First Aid Certification

All coaches must have current CPR and First Aid certification cards.

Emergency Procedures for Away Contests

1. Predetermine the medical assistance available.
2. Adapt district emergency plan to fit host schools' facilities and medical staff available.
3. Initiate basic emergency procedures.

Emergency Follow-up

1. A written report of material facts and eyewitnesses and the impounding of involved equipment and photographic evidence must immediately follow a catastrophic injury.
2. File district accident report form.
3. Prepare independently a narrative supplement that reports factual observation of all events leading to, during, and following the injury within 24 hours. (Do not include opinions.)
4. List all witnesses including name, address, and phone numbers. Attach a roster of any team involved in the event, as well as all assigned staff and officials.
5. Impound involved equipment and any photographic record, with identifying tag indicating date, event, occurrence, and names of persons in chain of possession.
6. Notify proper authorities immediately.

BASIC FIRST AID AND COMMUNICABLE DISEASES

First Aid Treatment

A. Basic Treatment for Injuries
   1) Treat for life first, but respect other injuries.
B. If in doubt, do not move the victim.
   1) Monitor vital signs (breathing, etc.)
   2) Be prepared to administer necessary life support (CPR, rescue breathing).
   3) Activate E.M.S.
   4) Treat life threatening injuries and shock (keep lying down)
C. For general injuries:
   1) **R**est – **I**ce - **C**ompression - **E**levation
D. For bleeding using a barrier (latex gloves):
   1) Direct pressure
   2) Elevation – above heart, if possible
   3) Pressure point (arm/thigh)
   4) Pressure bandage
E. Never be afraid to activate EMS. When EMS is contacted, the following information should be given.
   1) Where the emergency is
   2) Phone number you are calling from
   3) What happened?
   4) How many people are involved?
   5) What is being done?
F. Emergency Action Principals
   1) Survey the scene
      a. Is it safe?
   2) Do a primary survey
      a. Check for unresponsiveness
      b. Airway
      c. Breathing d. Circulation
   3) Phone EMS
      a. Always Hang Up <u>Last</u>!
   4) Do secondary survey
      a. Interview (what happened?)
      b. Vital signs (breathing, pulse, temperature)
      c. Head-to-toe exam.

Communicable Disease Precautions

A. Care and Handling
- Routine use of gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.
- Immediately wash hands and other skin surface if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
- The bloodied portion of the uniform must be properly disinfected or the uniform changed before the athlete may participate.
- Clean all contaminated surfaces and equipment with a solution made from 1:10 dilution of household bleach and water before competition resumes.
- Practice proper disposal procedures to prevent injuries caused by needles, scalpels, and other sharp instruments or devises.
- Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
- Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
- Contaminated towels should be properly disposed of/disinfected.
- Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth guards, and other articles containing body fluids.

B. Coach's Responsibility
- Parents will be notified immediately.
- A coach or any responsible member of the schools should accompany the student to the hospital unless doing so would leave other players without supervision. This person should remain in attendance until the parent or doctor arrives. The student should not be left at the hospital at the completion of the activity unless the parent/guardian has arrived or there is first hand confirmation that they are en route.
- If the athlete requires attention beyond minor first aid, the principal, athletic trainer, and/or athletic administrator will be notified immediately.
- Students receiving an injury that may warrant future professional medical care must be transported home by a parent/legal guardian or other arrangements approved by the school administration.
- All accidents involving medical attention should be reported on a district student accident report form and turned into the school principal/designee within twenty-four hours.

INCLEMENT WEATHER

All coaches are required to follow the procedures contained in the following weather related situations:
1. Heat Index
2. Inclement Weather
3. Thunder and Lightning

These procedures are located on the following pages.

School Closing Due to Inclement Weather

According to BOE policy, if schools are closed for the day or dismissed early due to inclement weather, all games, events, and practices will be cancelled unless approved by the building principal/designee and the Director of Schools and/or his/her designee.

If a team or student group is involved in an event outside of Obion County:

- They may depart for the event after the emergency plan is lifted.
- They may not travel through a county that has a snow emergency plan in effect.

When a team is on an overnight trip, they may compete unless travel is involved and a snow emergency is in effect at their location.

If a regional or state event is involved, a special decision will be made by the Director of Schools and/or his/her designee in conjunction with the TSSAA.

Heat Index

The Obion County School System will follow TSSAA's Heat Policy, which can be found at *http://www.tssaa.org/Handbook/heatpolicy.htm*, including modifications for competition."

Thunder and Lightning Position Statement

If thunder and/or lightning can be heard and/or seen, stop activity and seek protective shelter immediately.

In situations where thunder and/or lighting may or may not be present yet you feel your hair stand on end and skin tingle, immediately assume the following crouched position: drop to your knees, place your hands and arms on your legs, and lower your head. **Do not lie flat.**

In the event that either situation should occur, allow 30 minutes to pass after the last sound of thunder and/or lightning strike prior to resuming play.

The National Weather Service has stated that lightning can strike up to a distance of 10 miles, with storms traveling at a speed exceeding 50 miles per hour. However, thunder can be heard only within a distance of 8 miles. Therefore, if you hear thunder and/or see lightning, you are in immediate danger and should seek protective shelter in an indoor facility at once! An indoor facility is recommended as the safest protective shelter. However, if an indoor facility is not available, an automobile or school bus is a relatively safe alternative. If neither of these is available, the following guidelines are recommended. Avoid standing under large trees and telephone poles. If the only alternative is a tree, choose a small tree in a wooded area that is not on a hill. As a last alternative, find a ravine or valley. In all instances outdoors, assume the aforementioned crouched position. Avoid standing water and metal objects at all times (i.e., steering wheel, metal bleachers, metal cleats, umbrellas, etc.).

The most dangerous storms give little or no warnings; thunder and lightning are not heard or seen. Up to 40 percent of all lightning is not accompanied by thunder and 20-40 percent of thunder cannot be heard because of atmospheric disturbances, thus the term "silent killer". At times, the only natural forewarning that might precede a strike is feeling your hair standing on end and skin tingle. At this point, you are in imminent danger of being struck by lightning and should drop to the ground and assume the aforementioned crouched position immediately. Do not lie flat. Should a ground strike occur near you, lying flat increases the body's surface area that is exposed to the current traveling through the ground.

The National Weather Service recommends that 30 minutes should pass after the last sound of thunder is heard and/or lightning strike is seen before resuming play. This is sufficient time to allow the storm to pass and move out of lightning strike range.

A perilous misconception that it is possible to see lightning coming and have time to act before it strikes could prove to be fatal. In reality, the lightning that we see flashing is the return stroke flashing upward from the ground to the cloud, not downward. When you see the lightning strike, it already has hit. It is a fact that you will never see the bolt that hits you. If used immediately, the information provided can be used to minimize the risk of injury or death from lightning.

ADDENDUM TO THUNDER AND LIGHTNING POLICY

If an official(s) chooses to ignore the thunder and lightning policy, the coach is to remove the team from the area and seek the shelter immediately.

The coach should note the time and allow 30 minutes to pass after the last sound of thunder and/or lightning strike prior to resuming play.

Failure to obey this safety rule will result in disciplinary action for the coach and/or the officials.

ATHLETIC PERSONNEL

Building Principal

Qualification:
See the Director of Schools for detailed job requirements.

Job Summary:
This person is responsible for managing the building athletic administrator that serves in this capacity in the principal's school and supervising this individual in his/her pursuit of meeting the mission statement, goals, and objectives of the district and the athletic program. Building principals are the catalyst to vibrant and successful athletic programs in their respective schools.

Responsibilities:

- Prepare a list of goals and objectives with each group involved and develop strategies that will be pursued in order to meet the goals and objectives of the district athletic programs.
- Outline standards of sportsmanship reflecting the board's policies, objectives, and TSSAA directives in this area. Included are behavioral criteria for each student group, spectators, school personnel (coaches, game staff, sponsors, etc.), and standards of conduct expected of each.
- Provide adequate game supervision.
- Ensure that parents, players, students, coaches, and fans have an understanding of their roles and what is expected of them.
- Assist in the recruitment and hiring of athletic coaches for employment who have a sound understanding of their role and are primarily concerned with the accomplishment of goals and objectives of the athletic program and the district.
- Establish and maintain a working relationship with the media and encourage support of good sportsmanship by featuring positive behavior at every opportunity.

Athletic Administrator

Qualifications:
See the Director of Schools for detailed job requirements.

Job Summary:
This person is responsible for initiation and management of a comprehensive athletic program that achieves the goals and objectives of the athletic program and the district. The building athletic administrators serve as leaders and catalysts. All details essential to the success of meeting the mission

statement and goals of the athletic program as defined herein require the efforts of individuals committed to the ideals of sportsmanship, respect, accountability, and honesty.

Responsibilities:

- Manage all coaches and ensure achievement of programs goals and objectives.
- Schedule opponents who reflect high standards of sportsmanship.
- Initiate, nurture, and manage a comprehensive competitive sports program that encourages participation from all students in the school.
- Provide sufficient staff and security supervision for spectator control.
- Inform students and adult spectators of the rules.
- Encourage sportsmanship.
- Ensure that all facilities and equipment are safe for the use of all concerned.
- Maintain a positive relationship with the media.
- Conduct regular staff and coaches' meetings that will inform and review the goals, objectives, and mission statement of the district athletic program.
- Arrange for uniformed law enforcement officers to be on duty for games as necessary.
- Provide administrative supervision at game sites.
- Regularly inform the principal and other administrators on program status and any problems that occur.
- Establish contact with the opponent's athletic administrator in advance of each contest to offer assistance with arrangements and equipment.
- Implement a continuous process to educate the entire public served by the program.

Coaches:

General Requirements:
Compliance with the required competencies as identified in the job descriptions contained herein.

General Responsibilities:

- Continue professional growth by attending classes, clinics, workshops, and affiliations with professional organizations.
- Ensure that rule violations or suspected violations will be reported to the school athletic administrator in writing. The athletic administrator will ensure that the proper authorities, principal, Board of Education, and/or state organizations are notified.
- Ensure that all students have the necessary forms completed for eligibility.
- Be supportive of the administration and the established policies and procedures.
- Teach and practice good sportsmanship toward opponents, officials, team members, coaches, and spectators.
- Conduct oneself in a professional manner.
- Refrain from using profanity.
- Observe the following:
  - ⇒ Use of alcohol, drugs, and tobacco products in the presence of athletes in an official capacity is strictly prohibited.
  - ⇒ Removal of athletes from teacher's classes is not allowed for athletic purposes without administrative approval.

Qualifications
Minimum:

- High School Diploma or equivalent.
- 21 years of age
- Proven ability to work with students, coaches, administrators, and parents.
- Certifications by the American Sports Education Program (Coaching Principles and Sport First Aid) and successful completion of TSSAA online tests.
- CPR/First Aid training

Desired:

- Two years experience coaching in that specific sport or participating in a college or high school program specific to that sport.
- Advanced study in the area of coaching.
- Bachelor's degree.
- State Teaching Certification

Such alternative to the above as the Director of Schools may find appropriate and acceptable.

Selection

The Director of Schools and/or his/her designee, in cooperation with the school principal and his/her designee, will be responsible for assessing the qualifications of candidates and making recommendations for employment.

When a vacancy exists, the following procedures will be used to advertise the position:

1. The building principal and/or designee will advertise the vacancy notice and qualifications within the school for at least five (5) calendar days.
2. If no certified teacher/coach is selected from among the school staff, the Director of Schools and/or his/her designee will advertise the vacancy within the school system, local newspaper, and/or Internet.
3. If no certified teacher/coach is selected within twenty (20) calendar days, the school principal, in cooperation with the athletic administrator, may recommend the hiring of a non-faculty coach, or the renewal of a previous non-faculty coach, for one season.

All athletic personnel must be approved by the Director of Schools.

Hiring Process

Coaching candidates are to be given a Board of Education (BOE) application for employment, Intent to Hire form, and a Fingerprint/Background Check discloser form. The applicant is to fill out the paperwork appropriately before submitting it to the building principal. The principal is to sign-off and forward the paperwork to the attention of the Director of Schools and/or his/her designee. After approval is given by the Director of Schools, the payroll administrator will contact the candidate to complete the application requirements. Schools will be notified when the applicant is BOE approved.

- Candidates desiring a faculty position should complete the Obion County Schools' application for *professional employment.*
- Candidates desiring other positions, including volunteer coaching positions, should complete the Obion County Schools' application for *support staff employment.*

All employees (including volunteers) hired after January 1, 2000, must be fingerprinted and complete appropriate criminal background disclosure forms. No athletic administrator or coach shall report to his/her assignment until:

1. He/she has been fingerprinted, and
2. The fingerprint receipt has been presented to, and all other pre-employment materials have been processed by the BOE payroll administrator.

Lines of Supervision and Authority

Building Athletic Administrator:

- Reports to respective principal
- Supervises athletic programs and coaches in their respective areas.

Head Coach:

- Reports to building athletic administrator.
- Supervises assistant coaches and directs program activities in cooperation with building athletic administrator.

Assistant Coach:

- Reports to head coach.

Job Goal

Athletic administrators and coaches should strive to promote and manage an exemplary sports program.

Terms of Employment

All assignments are for one year.

Essential Duties and Performance Responsibilities

Head Coach

- Acts as liaison person in relating the district program to the staff, administration, public, and local news media.
- Conducts personnel evaluations as required.
- Advises and assists all interested participants in obtaining college scholarships.
- Maintains and inventories all equipment and supplies.
- Assists in scheduling, developing and administrating of the program budget, and making travel arrangements.
- Attends district in-services as arranged by athletic administrator.
- Delegates staff assignments to program coaches.
- Conducts a pre-season team/parent meeting and provides all required information as stated in the athletic manual.
- Promotes the district program and recruits participants at all levels.
- Manages all player instruction and conditioning.
- Develops and administers a continuous off-season conditioning and recruitment program.
- Attends practices and contests.

- Coordinates assistant coaches and other team personnel.
- Coordinates and analyzes scouting reports.
- Manages the program to achieve the goals, objectives, and mission statement in this manual.
- Follows and ensures compliance of the coaches' code of ethics in this manual.
- Teaches and practices good sportsmanship toward opponents, officials, team members, and spectators.
- Maintains professional growth through attendance at clinics and conferences.
- Performs other tasks and responsibilities as the building principal and/or designee, Director of Schools and/or designee, and/or Board may assign.

Assistant Coach

- Assists in maintaining and taking inventories of all equipment and supplies.
- Attends district in-services as arranged by the athletic administrator.
- Attends the pre-season team/parent meeting.
- Promotes the District program and recruits participants at all levels.
- Assists in team instruction and player conditioning.
- Attends practices and contests.
- Assists in coordinating and analyzing scouting reports.
- Assists in managing the team to achieve the goals, objectives, and mission statement in this manual.
- Follows and ensures compliance of the Code of Ethics in this manual.
- Teaches and practices good sportsmanship toward opponents, officials, team members, and spectators.
- Maintains professional growth through attendance of clinics and conferences.
- Performs other tasks and responsibilities as the building principal and/or his/her designee, Director of Schools and/or his/her designee, and/or board may assign.

Evaluation

Each coach should receive a written performance evaluation conducted by his/her immediate supervisor within thirty (30) days from the completion of the respective sport season. Said evaluations will focus on the achievement of the goals, objectives, and standards of the athletic program manual and will be retained in the individuals personnel file.

Reappointments

Within sixty (60) days after the end of a sports season or activity, the Director of Schools and/or his/her designee, in cooperation with building principal, will review current appointments relative to their continuation for the following year.

The building principal and/or his/her designee will inform athletic administrators and coaches within the above mentioned sixty (60) days (in writing) of the decision to recommend or not recommend reappointment for the next school year.

Non-faculty and Volunteer Coaches

Non-faculty and volunteer coaches must meet the requirements of full-time faculty coaches.

In sports having more than one full-time coach, volunteer coaches may not comprise more than 50% of the athletic staff for any team.

Volunteer coaches cannot be parents/legal guardians or siblings of team members unless approved by the Director of Schools and/or his/her designee.

Non-faculty and volunteer coaches must complete the TSSAA Online Coaching Training Session and ASEP Coaches Education Courses ***prior*** to supervising student-athletes, without permission from the athletic administrator, principal, and Director of Schools.

Non-faculty and volunteer coaches must be registered with the TSSAA for liability purposes.

Student-Teachers

Student teachers doing their practice teaching in Obion County are eligible to coach without pay during their student teaching experience. The student teaching experience is defined as beginning the first day of the student teaching assignment. No student-teacher may hold a budgeted coaching position until all selection procedures have been exhausted.

Consultants

Consultants are considered vendors and must follow state law and BOE policy. In order for a consultant to be used in practice, the head coach must be present at all times. No more than three consultant days may be used for any given school team. Each consultant must be approved by the school principal and/or his/her designee and the Director of School and/or his/her designee.

ATHLETIC PROGRAM ADVISORY COMMITTEE

The Obion County School District will appoint a standing committee whose purpose will be to provide advice and counsel to the athletic administrators, school principals, and district program supervisor. The committee's purpose will be:

1. To review the athletic program manual and recommend revisions and/or updates that will keep the manual aligned with the TSSAA rules and regulations.
2. To review the athletic program manual and recommend revisions and/or updates that will address new program issues as they surface.
3. To research material and procedures that can be used to improve program or personnel evaluations, enhance revenues for athletic programs, and increase program efficiencies.
4. To serve as a sounding board for new ideas that will better meet the needs of students while maintaining the fiscal integrity of the athletic program.

The advisory committee will be comprised of the following members:

- One (1) member of the Board of Education
- The Athletic Administrator at each school
- The Director of Schools and/or his/her designee

Each committee member will serve without compensation for a one year term that can be extended a second year at the committee members choice. Terms will begin on August 1 and end on July 31 of each school year. The chairperson and vice-chairperson will be elected by the committee members at the first meeting of the year and will take office upon election. The committee will meet in September, November, January, March, and May.

SCHOOL DIRECTORY

High Schools:

Obion County Central High School
528 Highway 51 North
Troy, TN 38260
731-536-4688
Mascot: Rebels
School Colors: Red/White/Blue

Principal: Chris Lownsdale
Athletic Administrator: Chris Lownsdale
Baseball Coach: Richard Collins
Basketball, Boys' Coach: Cordon Hight
Basketball, Girls' Coach: Bryon Freeman
Cheer, Basketball Coach: Chastity Simpson
Cheer, Competition Coach: Chastity Simpson
Cross Country Coach: Pam Daniel
Football Coach: Clayton Morris
Golf Coach: Jeff Riley
Soccer, Boys' Coach: Lane Akers
Soccer, Girls' Coach: Daniel Johnston
Softball Coach: Troy Boucher
Student Angler Coach:
Tennis Coach: Patience Sheets
Track Coach: Chris Hamlin
Volleyball Coach: Shea Sadler

South Fulton High School
1302 John C. Jones Parkway
South Fulton, TN 38257
731-479-1441
Mascot: Red Devils
School Colors: Red/White

School Principal: Laura Pitts
Athletic Administrator: Jeremy McFarland
Baseball Coach: Jeremy McFarland
Basketball, Boys' Coach: Bryce McFarland
Basketball, Girls' Coach: Eric Wilson
Cheer Coach: Hannah Nolan
Football Coach: Cole Clanton
Golf Coach: Johnathan Cadwell
Softball Coach: Jason Rodehaver
Soccer, Boys'/Girls Coach: Conner Terry
Track Coach:
Volleyball Coach: Chad Malray
Cross Country Coach:

Middle Schools:

Obion County Middle School
1285 North Highway 45 West
Union City, TN 38261
731-536-5171
Mascot: Rebels
School Colors:
Red/White/Blue

Principal: J.B. Suiter
Athletic Administrator: Hayden Cary
Basketball, Boys' Coach: Hayden Cary
Basketball, Girls' Coach: Autumn Cary
Football Coach: Colby Priest
Softball Coach: Casey Arnett, Alexis Lainey
Cheer Coach:
Cross Country Coach: Jason Pate
Tennis Coach: Susan Sullivan
Volleyball Coach: Brylee Brown
Soccer Coach: Ronaldo Reyna

South Fulton Middle School
1302 John C. Jones Parkway
South Fulton, TN 38257
731-479-1441
Mascot: Red Devils
School Colors: Red/White

Principal: Laura Pitts
Athletic Administrator: Jeremy McFarland
Basketball, Boys' Coach: Jeremy McFarland
Basketball, Girls' Coach: Mindy Galbraith
Football Coach: Jeremy McFarland
Softball Coach: Marina Babb
Cheer Coach: Marina Greer
Volleyball Coach: Chad
Malray

Obion County School System
Rules of Conduct

Thank you for attending this Obion County athletic event. We hope you enjoy the contest! In order to provide a pleasant and safe environment for all spectators and participants, WE ASK FANS TO REFRAIN FROM:

- ***Intimidating of harassing the players, coaches, officials, or fans.***
- ***Using profanity.***
- ***Throwing objects.***
- ***Entering the playing area.***
- ***Loitering in the hallways or on school grounds.***

If you fail to abide by the Rules of Conduct, you will be asked to leave the contest. Furthermore, your actions could result in a trespass letter banning you from future athletic events at all schools.

Remember… admission is a privilege to observe a contest, not a license to display insensitive or offensive behavior.

Enjoy the Event!
Be a ***Fan***, not a *Fanatic!*

OCSS Athletic Participation Form

Preparticipation Physical Evaluation

The Tennessee Secondary School Athletic Association (TSSAA) requires that no student be permitted to participate in practice sessions or athletic contests until there is on file with the principal a preparticipation medical evaluation form *signed by a doctor of medicine (MD), osteopathic physician (DO), physician assistant (PA), or certified nurse practitioner (NP)* stating that the student has passed a physical examination, *not prior to May1,* and that in their opinion the student is physically fit to participate in interscholastic athletics.

After completing a preactivity physical evaluation on _____
Name of Student-athlete

my recommendations are as follows: **Athletic participation approved:** ☐ **Yes** ☐ **No** ☐ **Restricted**

Limitations and Special Instructions to the Coach: _____

Examiner's Name _____ **Date** _____
Print or Type

Address _____ **Phone** _____

Examiner's Signature _____
No Stamps, Please!!

Emergency Information

Student's Name _____ Date of Birth _____

Home Address _____

Phone _____ Social Security # _____

Parent or Guardian's Name _____ Home Phone _____

Address _____ Work Phone _____

Emergency Contact's Name _____ Home Phone _____

Address _____ Work Phone _____

Relationship to Athlete _____

Insurance Company _____ Policy # _____

Physician's Name _____ Phone _____

Are you allergic to any drugs? _____ If so, what? _____

Do you have any allergies? (i.e. bee sting, dust) _____

Do you suffer from: ☐ Asthma ☐ Diabetes ☐ Epilepsy (Check all that apply.)

Are you on any medication? _____ If so, what? _____

Do you wear contacts? _____ Other: _____

Parental Permission

I hereby give my permission for _____ to participate in _____
Name of Student-athlete Sport(s)

during the athletic season beginning _____ I authorize the school to provide emergency treatment of any injury
Month/Year

or illness my child may experience if qualified medical personnel consider treatment necessary and performs the treatment. This authorization is granted only if I cannot be reached and a reasonable effort has been made to do so. My child and I are aware that participating in _____ is a potentially hazardous activity. I assume all risks
Sport(s)

associated with participation in this sport, including but not limited to death, paralysis, brain damage, internal organ damage, serious orthopedic injuries, general deterioration to health, falls, contact with other participants, the effects of weather, traffic, and other reasonable risk conditions associated with the sport. All such risks to my child are known and appreciated by me. I understand this informed consent form and agree to its conditions on behalf of my child.

Parent's Signature _____ **Date** _____

Student's Signature _____ **Date** _____

Code of Conduct for Interscholastic Student-Athletes

Interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. The highest potential of sports is achieved when participants are committed to pursuing victory with honor according to six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the "Six Pillars of Character"). This code applies to all student-athletes involved in interscholastic sports in the Obion County School System. Suspension or termination of the participation privilege is within the discretion of the athletic department, the school administration or as prescribed by the Obion County School System Handbook for Interscholastic Sports Policies and Procedures Manual.

I understand that, in order to participate in high school athletics, I must act in accord with the following:

I. TRUSTWORTHINESS

Be worthy of trust in all I do.

a) *Integrity* – live up to high ideals of ethics and sportsmanship and always pursue victory with honor; do what is right even when it is unpopular or personally costly.
b) *Honesty* – live and compete honorably; do not lie, cheat, steal or engage in any other dishonest or unsportsmanlike conduct.
c) *Reliability* – fulfill commitments; do what I say I will do; be on time to practices and games.
d) *Loyalty* – be loyal to my school and team; put the team above personal glory.

II. RESPECT

Treat all people with respect all the time and require the same from other student-athletes.

a) *Respectful Conduct* – engage in respectful conduct at all times refraining from obscene gestures, offensive remarks of a sexual or racial nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
b) *Class* – live and play with class; be a good sport; be gracious in victory and accept defeat with dignity; give fallen opponents help. Compliment extraordinary performance, show sincere respect in pre- and post-game rituals.
c) *Respect Officials* – treat contest officials with respect; do not complain about or argue with official calls or decisions during or after an athletic event.

III. RESPONSIBILITY

a) *Importance of Education* – be a student first and commit to getting the best education I can. Be honest with myself about the likelihood of getting an athletic scholarship or playing on a professional level and remember that many universities will not recruit student-athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.
b) *Role Modeling* – Remember, participation in sports is a privilege, not a right and that I am expected to represent my school, coach and teammates with honor and integrity, on and off the field at all times. I will consistently exhibit good character and conduct myself as a positive role model.
c) *Self-Control* – exercise self-control; do not fight or show excessive displays of anger or frustration; have the strength to overcome the temptation to retaliate.
d) *Healthy Lifestyle* – safeguard my health; I will not use any illegal or unhealthy substances including alcohol, tobacco and drugs or engage in any unhealthy techniques to gain, lose or maintain weight.

IV. FAIRNESS

Be Fair – live up to high standards of fair play; be open-minded; always be willing to listen and learn.

V. CARING

a) *Concern for Others* – demonstrate concern for others; never intentionally injure any player or engage in reckless behavior that might cause injury to myself or others.
b) *Teammates* – help promote the well-being of teammates by positive encouragement or by reporting any unhealthy or dangerous conduct to coaches.

VI. CITIZENSHIP

a) *Integrity and Playing by the Rules* –protect the integrity of the game; maintain a thorough knowledge of and abide by all applicable game and competition rules.
b) *Spirit of Rules* – honor the spirit and the letter of rules; avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

Student's Signature _____ **Date** _____

Parent's Signature **Date** _____

Obion County Board of Education
Student Accident/Injury Notification Form

This form is to be completed on the date the injury occurred by the student's supervisor. The form must be submitted to the school's Principal no later than the day following the injury. A copy of the form will then be sent to the Board of Education – Risk Management. The BOE will forward all appropriate information to the secondary insurance company. All athletic related incidences should be sent to the school's Athletic Administrator.

School Name:_____ Date: _____

Student Information

Name:_____ SS# _____
First Middle Last

Gender: ☐ Male ☐ Female Date of Birth: _____ Age:_____ Grade: _

Parent/Guardian Information

Name:_____ Phone:_____

Address:_____
Address City State Zip

Insurance Information

Company Name:_____ Phone:_____

Policy Number:_____ Individual or Group? _____

Injury Information

Supervising Staff Member: _____ Title:_____

Date of Injury:_____ Time:_____ Body Part Injured: L/R _____

Description of Injury *(Include specific info regarding the type of activity, equipment used, any special situations, contributing factors, etc.)*

Nature of Injury:_____ Where did Injury Occur? _____

How did it Happen? _____

_____

_____

_____

Was First Aid Rendered? _____ Other Action Taken? _____

Student was Referred to: ☐ Hospital ☐ Doctor ☐ School Nurse ☐ Athletic Trainer ☐ Not Referred

Was the Parent or Guardian Contacted? _____ By Whom? _____

What would you recommend to prevent a repeat accident? _____

_____

_____ _____
Signature of Supervisor Submitting Report ***Date***

_____ _____
Signature of School Administrator ***Date***