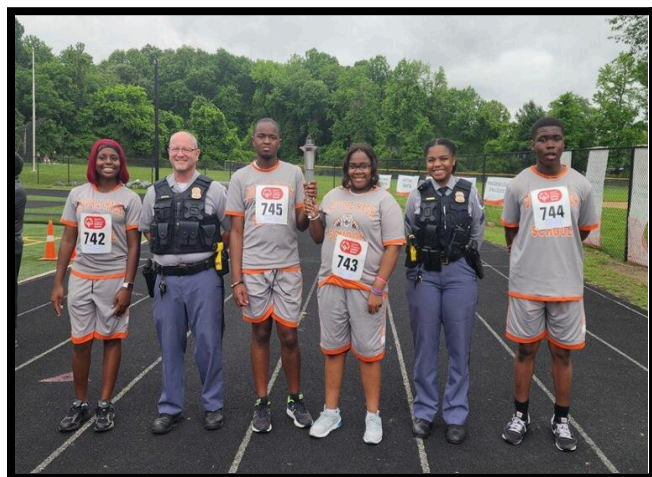




# PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS ATHLETIC HANDBOOK

## 2024-2025



Millard House II  
Superintendent

Carletta Marrow, Ed.D.  
Associate Superintendent  
High Schools and Non-Traditional Schools

Mar-C Holland  
Director of Secondary Programs  
Non-Traditional Schools, Virtual Learning, Athletics, Summer School

Shirley Diggs  
Coordinating Supervisor of Athletics

George McClure II  
Supervisor of Athletics

Joell Hicks-Pressey  
Secretary for Athletics

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**8** Appointed Madeline LaSalle Frazier, **Student Board Member** Jamal J. Jongo

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Prince George's County Public Schools would like to thank member schools of MPSSAA for permission to utilize excerpts from their *High School Athletic Handbooks*.

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# Prince George's County Public Schools

## Philosophy

It is our belief that athletics is a way to achieve a balanced educational program for our students in middle and high school. As we all know athletic competition, by its nature, will contribute to greater student awareness of self-discipline, a growth in emotional maturity, and an increasing realization of the worth of the individual. Students will also realize that participation in athletics is not only a privilege but is also an honor that requires responsibility for maintaining one's academic standing in the classroom and for maintaining a high standard of conduct outside of school hours as outlined in the athletic handbook and the "Student Code of Conduct".

The primary goal of our education-based athletics program will always be to achieve success in all academic and competitive endeavors. It is recognized that a positive education-based athletic program can contribute significantly to school morale and community pride as well as to the pride and honor for all persons involved with the athletic program. All of our coaches should first and foremost be leaders of young men and women by constantly setting a good example of what it means to be an athlete during and after school hours. It is expected that our coaches will be consistent and fair in all rules and regulations applied to the athletes they coach.

There should be a complete understanding that all persons involved with the athletic program abide by all state and county guidelines and policies.

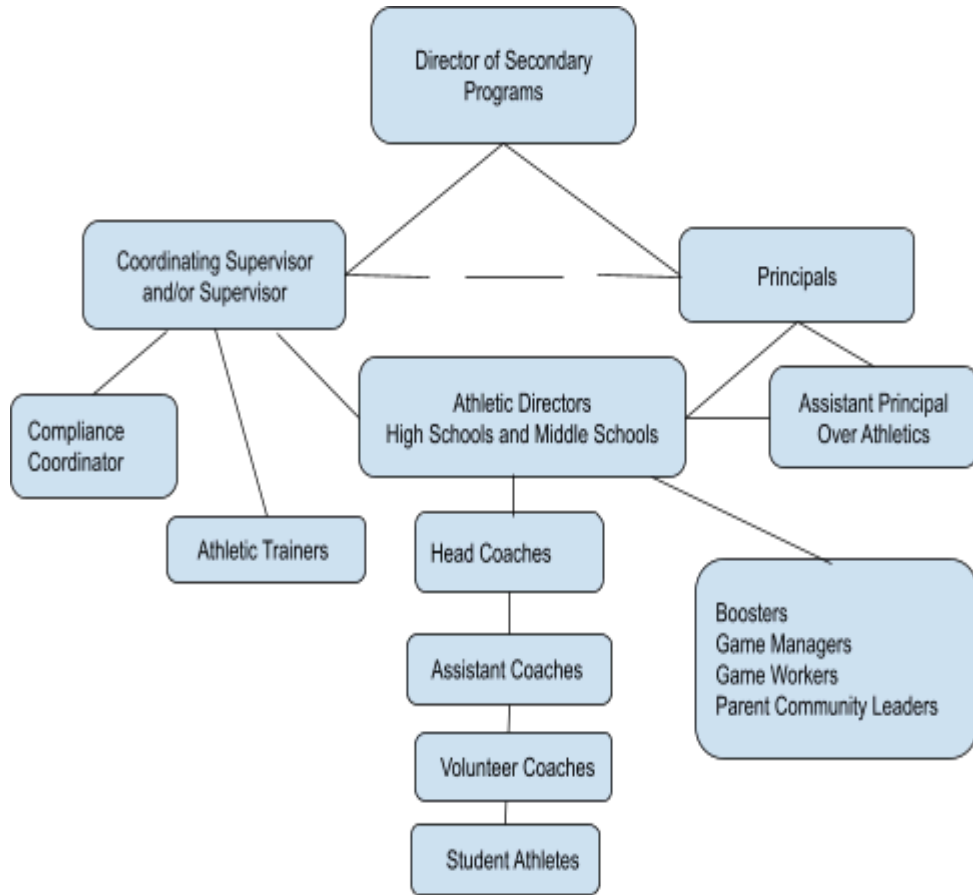
The PGCPS Office of Interscholastic Athletics will focus on Sportsmanship. The Maryland Public Secondary Schools Athletic Association (MPSSAA) believes the ultimate indicator of the value of school athletic programs must be the level of citizenship displayed by those who participate. The current MPSSAA Respect the Game initiative, which began as a student-led task force, focuses on the importance of all individuals associated with education-based athletics doing their part to promote good sportsmanship. The MPSSAA believes taking a more proactive approach and stronger stance on sportsmanship is critical for the future operations and sustainability of interscholastic athletics in Maryland. The PGCPS Office of Interscholastic Athletics and individual schools will incorporate a program to teach and find new innovative ways to promote and model good sportsmanship within our athletic programs at all middle schools and high schools.

It is our belief that a student's participation in athletics could very well influence the rest of their life. For this reason, we are committed to providing great customer service and excellence in all phases of a sound education-based athletics program.

## Vision

Prince George's County Public Schools envisions an athletic program, which will allow students to pursue academic and athletic excellence through participation in a high-quality sports program. Athletics shall enrich the school environment. Coaches, student-athletes, and administrators shall be positive role models for the school population and its community. Extra emphasis will be placed on sportsmanship, character education, building lifelong learners, and the importance of physical activity for one's overall health. Our athletic program will aspire to be one of the premier programs in the state and nationally.

# CHANNEL OF COMMUNICATION



The PGCPS ATHLETIC CHANNELS OF COMMUNICATION GRAPH shows the basic organization and levels of The Athletic Department infrastructure. **This graph should be used to identify the proper communication path needed to get questions answered or problems resolved.**

**Coordinating Supervisor** - The Coordinating Supervisor of Athletics is the official athletics administrator who is directly responsible for the overall supervision, evaluation, coordination, and operation of the PGCPs Athletics program.

**Supervisor** - The Supervisor of Athletics is the official athletic administrator who reports directly to the Coordinating Supervisor of athletics and shall assist in providing supervision, year in review, coordination, training of athletic directors for both high and middle schools while ensuring a sound athletics program.

**Athletic Secretary** - The Athletic Secretary is the official office manager for the Office of Athletics.

**Athletic Director** - The Athletic Director is directly responsible to the principal and supervisors of the athletic office. The athletic director is primarily responsible for providing the leadership, administration, supervision, and coordination of the day-to-day operations of their athletic program.

**Coaches** - All head coaches shall be responsible to the Athletic Director for the total operation for their respective sports programs. Head coaches will be responsible for duties described in the coach's job description, and/or any duties delegated by the athletic director.

**All Administrative Procedures executed by Prince George's County Public Schools supersede the contents of this document.**

## **Constitution of the Prince George's County High School Athletic Association**

### **ARTICLE I: Name**

The name of this organization shall be the Prince George's County High School Athletic Association.

### **ARTICLE II: Purpose**

The purpose of this Association shall be to promote, organize, and administer interscholastic athletics among the member schools of the association.

### **ARTICLE III: Organization**

The Association shall be composed of the Coordinating Supervisor of Athletics, the Supervisor of Athletics, the high school principals, an athletic director from each school, and one individual representing each sport. The organization serves as an advisory association to the associate superintendent.

- **Role of the Representative** - This position is a non-paid position and representatives are liaisons. They receive information from the MPSSAA committee, share the information with the PGCAA and then with the PGCPs coaches. Track, wrestling, golf, swimming and corollary representatives should assist in completing schedules and securing facility dates for competition. Representatives are also responsible for duties assigned by MPSSAA and PGCAA during county, regional and state playoffs.

**Criteria of the Representative** - Coaching in PGCPs for more than 5 years, knowledgeable of the sport, state rules and policies, in good standing with MPSSAA and PGCPs (no rule infractions within the last 5 years). Representatives are expected to attend all state meetings, state events, and county finals.

**Candidates for the position of Sports Representative** - This position shall be nominated by the respective coaches group as needed. An active PGCPs coach or athletic director shall be nominated. Nominations shall be sent to the Coordinating Supervisor of Athletics and the Supervisor of Athletics. The voting of the final nominees will be completed by the PGCAA body of ADs and Sport Representatives. The Coordinating Supervisor and Supervisor of Athletics shall select the final representative. If no representative is nominated, an emergency representative will be selected. This process is also for any sport that is not recognized by the MPSSAA.

The Association shall operate within the framework of the Maryland Public Secondary Schools Athletic Association and be responsible to the associate superintendent of Prince George's County Public Schools. The Coordinating Supervisor shall serve as liaison between the association and the associate superintendent.



#### **ARTICLE IV: Officers – Term of Office**

The officers of this Association shall consist of a president, vice-president, and secretary – treasurer. The Coordinating Supervisor of Athletics or the Supervisor shall hold the office of the secretary-treasurer. The president and vice-president shall be elected to a two-year term with the vice-president automatically succeeding the president. The election of the vice-president will be held at the final meeting of the second year and the newly elected vice-president assumes office on July 1<sup>st</sup> following the election.

#### **ARTICLE V: Executive Committee**

The officers: one principal, one athletic director, one sports representative, to be elected by the athletic directors, the Coordinating Supervisor of Athletics and the Supervisor of Athletics shall be the Executive Committee responsible for the routine operation of the association. Questions pertaining to the association shall be presented to the executive committee for action or for referral to the Coordinating Supervisor, Supervisor, Associate Superintendent for a response.

#### **Removal and Replacement**

In the event that a representative needs to be removed prior to the next election and due to the representative's violation of State or County Rules, failure to perform his/her duties, or a decision that in the judgment of the Executive Committee, compromises the integrity of the sport or event, the decision shall be recommended in writing by the Executive Committee and the final decision will be made by the Coordinating Supervisor of Athletics.

The Executive Committee shall provide the representative with written notice on the grounds for removal and an opportunity to respond in writing or in person within 5 business days. Upon review of the representative's response, if any, the Executive Committee shall, by majority vote, either rescind the removal recommendation or effectuate the removal. Any representative removed for cause shall be ineligible to seek election for any office during the next election of the Association. If a representative must be replaced, due to removal or any other circumstance (e.g., illness, termination of employment, etc.), the Coordinating Supervisor and his/her staff shall select a replacement representative to serve the remainder of the term.

#### **ARTICLE VI: Meetings**

There shall be at least two general meetings during the school year, and there shall be such other meetings as circumstances and necessity may dictate. Meetings are defined as audio, video, or in-person meetings or a combination of all. Committee meetings shall meet as needed and shall be conducted via the aforementioned methods. The general meetings shall be called by the President, the Coordinating Supervisor of Athletics or the Supervisor of Athletics

#### **ARTICLE VII: Voting Privileges**

Proposed Language – Each member is entitled to one vote and any officially designated alternate shall be entitled to one vote in the absence of the member and shall have full authority to vote for the member. Votes can be done in the general session meetings or via electronic submission within a 72 hour period after the vote is called.

#### **ARTICLE VIII: Quorum**

A quorum shall consist of one more than a majority of all members of the Association.

## **ARTICLE IX: Amendments**

Any part of the Constitution may be amended or repealed by a two-thirds affirmative vote of the membership, the proposed amendments having been read at a prior meeting provided that a period of at least thirty (30) days shall have elapsed between the reading of the proposed amendment and action for ratification or that any amendment may be proposed by any member provided that the proposed amendment be submitted in writing to each member at least thirty (30) days prior to a meeting.

If the said amendment should affect board policy as outlined presently in this constitution and bylaws or if the amendment relates to a monetary item that is to be met with Board of Education funds, it shall apply only after referral to the Superintendent and the Board of Education where their official approval has been granted.

## **ARTICLE X: Bylaws**

Bylaws shall be established to provide operating procedures for the Association.

The bylaws may be amended by a majority affirmative vote of the membership provided that such amendment shall become effective at the beginning of the following sport season. Proposed amendments to the Bylaws must be submitted at the previous meeting of the membership and/or two weeks. However, the Bylaws will be amended in the event that said Bylaws come into conflict with changes in the Bylaws of the Maryland State Public Secondary Schools Athletic Association.

## **ACRONYMS**

<b>AD</b>	<b>Athletic Director</b>
<b>AED</b>	<b>Automated External Defibrillator - high schools and middle schools have AEDs.</b>
<b>ATC</b>	<b>Certified Athletic Trainer</b>
<b>CPR</b>	<b>Cardiopulmonary Resuscitation - Certification is required by all coaches</b>
<b>MPSSAA</b>	<b>Maryland Public Secondary Schools Athletic Association</b>
<b>MSDE</b>	<b>Maryland State Department of Education</b>
<b>NFHS</b>	<b>National Federation of State High School Associations</b>
<b>PGCPS</b>	<b>Prince George's County Public Schools</b>
<b>PGCAA</b>	<b>Prince George's County Athletic Association</b>

**SPORTS THAT CONSTITUTE THE PGCPS INTERSCHOLASTIC ATHLETICS PROGRAM (Adding a team(s) must go through the Office of Interscholastic Athletics.)**

FALL HIGH SCHOOL	WINTER HIGH SCHOOL	SPRING HIGH SCHOOL
Cheerleading - Coed (V&JV)	Basketball Girls (V&JV)	Baseball (V&JV)
Cross Country - Coed	Basketball Boys (V&JV)	Softball (V&JV)
Football (V&JV)	Corollary Bocce - Coed (V)	Lacrosse Girls (V&JV)
Golf - Coed (V)	Cheerleading - Coed (V&JV)	Lacrosse Boys (V&JV)
Soccer Girls (V&JV)	Indoor Track - Coed (V)	Tennis - Coed (V)
Soccer Boys (V&JV)	Swimming - Coed (V)	Track and Field Girls (V)
Volleyball (V&JV)	Wrestling - Coed (V&JV)	Track and Field Boys (V)
Corollary Softball - Coed (V)		Corollary Track
FALL MIDDLE SCHOOL	WINTER MIDDLE SCHOOL	SPRING MIDDLE SCHOOL
Softball	Basketball Girls	Soccer Girls
Baseball	Basketball Boys	Soccer Boys
	Cheerleading - Coed	

**REGION/STATE COMPETITION CLASSIFICATION OF PGCPS SCHOOLS**

**FALL SEASON - Volleyball, Boys and Girls Soccer**

SOUTH REGION 4A		SOUTH REGION 4A		EAST REGION 4A	
<b>Region I</b>		<b>Region II</b>		<b>Region II</b>	
High Point Laurel Northwestern Reservoir (VB only) Montgomery Blair Northwood	PGCPS PGCPS PGCPS HOW MTG MTG	Bladensburg Charles H. Flowers Dr. Henry A. Wise Eleanor Roosevelt DuVal Parkdale	PGCPS PGCPS PGCPS PGCPS PGCPS PGCPS	Annapolis Broadneck North Point Leonardtwn Bowie Suitland	AA AA CHA STM PGCPS PGCPS
EAST REGION 3A		SOUTH REGION 2A			
<b>Region II</b>		<b>Region I</b>			
Oxon Hill Northern St. Charles Chopticon Great Mills	PGCPS CAL CHA STM STM	Crossland Fairmont Heights Frederick Douglass Gwynn Park Potomac Henry E. Lackey	PGCPS PGCPS PGCPS PGCPS PGCPS CHA		
SOUTH REGION 1A		SOUTH REGION 1A			
<b>Region I</b>		<b>Region II</b>			
Chesapeake Sci Point Central CMIT-North College Park (Girls) Int. HS at Langley P.	PGCPS PGCPS PGCPS PGCPS PGCPS	Friendly CMIT-South (Boys) Int. at Largo Largo Surrattsville	PGCPS PGCPS PGCPS PGCPS PGCPS		

**FALL SEASON - Football**

<b>SOUTH REGION 4A</b>		<b>NORTH REGION 4A</b>		<b>SOUTH REGION 4A/3A</b>	
Bladensburg Bowie Charles H. Flowers Dr. Henry A. Wise Duval Eleanor Roosevelt Parkdale	PGCPS PGCPS PGCPS PGCPS PGCPS PGCPS PGCPS	Northwestern High Point Laurel Bethesda CC Montgomery Blair Paint Branch Wheaton Walter Johnson	PGCPS PGCPS PGCPS MTG MTG MTG MTG MTG	Suitland Albert Einstein Blake John Kennedy Northwood Springbrook Walt Whitman	PGCPS MTG MTG MTG MTG MTG
<b>EAST REGION 3A</b>		<b>SOUTH REGION 2A</b>		<b>SOUTH REGION 2A/1A</b>	
Oxon Hill Lansdowne Marriotts Ridge Mt. Hebron Atholton River Hill Oakland Mills	PGCPS B.CO HOW HOW HOW HOW HOW	Crossland Gwynn Park Potomac Huntingtown Calvert West Lake La Plata Thomas Stone	PGCPS PGCPS PGCPS CAL CAL CHA CHA CHA	Frederick Douglass Friendly Largo Surrattsville Southern Calvert Patuxant Lackey McDonough	PGCPS PGCPS PGCPS PGCPS AA CAL CAL CHA CHA
<b>EAST REGION 2A/1A</b>		<b>SOUTH REGION 1A</b>			
Central Fairmont Heights Randallstown Western Tech Carver Vo-tech Dunbar Edmondson-Westside Forest Park	PGCPS PGCPS B. CO B. CO B. CITY B. CITY B. CITY B. CITY	Surrattsville Benjamin Franklin Frederick Douglass Bal Greenstreet Acad. Lake Clifton Regional Lewis SEED School	PGCPS B.CITY B.CITY B.CITY B.CITY B.CITY MD		

**WINTER SEASON - Basketball**

<b>SOUTH REGION 4A</b>		<b>SOUTH REGION 4A</b>		<b>EAST REGION 4A</b>	
<b>REGION I</b>		<b>REGION II</b>		<b>REGION II</b>	
High Point Laurel Northwestern Northwood Montgomery Blair Reservoir	PGCPS PGCPS PGCPS MTG MTG HOW	Bladensburg Charles H. Flowers Dr. Henry A. Wise Jr. Duval Eleanor Roosevelt Parkdale	PGCPS PGCPS PGCPS PGCPS PGCPS PGCPS	Bowie Suitland Annapolis Broadneck North Point Leonardtown	PGCPS PGCPS PGCPS PGCPS PGCPS PGCPS
<b>EAST REGION 3A</b>		<b>SOUTH REGION 2A</b>		<b>SOUTH REGION 1A</b>	
<b>REGION II</b>		<b>REGION I</b>		<b>REGION II</b>	
Oxon Hill Northern St. Charles Chopticon Great Mills	PGCPS CAL CHA STM STM	Crossland Fairmont Heights Frederick Douglass Gwynn Park Largo Potomac Lackey	PGCPS PGCPS PGCPS PGCPS PGCPS PGCPS CHA	Central Friendly Int. HS at Largo Surrattsville CMIT North College Park CMIT South	PGCPS PGCPS PGCPS PGCPS PGCPS PGCPS PGCPS

**SPRING SEASON - Baseball and Softball**

<b>SOUTH REGION 4A</b>		<b>SOUTH REGION 4A</b>		<b>EAST REGION 4A</b>	
<b>Region I</b>		<b>Region II</b>		<b>Region II</b>	
High Point Laurel Northwestern Reservoir (no SB) Montgomery Blair Northwood	PGCPS PGCPS PGCPS HOW MTG MTG	Bladensburg Charles H. Flowers Dr. Henry A. Wise Duval Eleanor Roosevelt Parkdale	PGCPS PGCPS PGCPS PGCPS PGCPS PGCPS	Annapolis Broadneck North Point Leonardtown Bowie Suitland	AA AA CHA STM PGCPS PGCPS
<b>EAST REGION 3A</b>		<b>SOUTH REGION 2A</b>		<b>SOUTH REGION 1A</b>	
<b>Region II</b>		<b>Region I</b>		<b>Region II</b>	
Oxon Hill Northern St. Charles Chopticon Great Mills	PGCPS CAL CHA STM STM	Crossland Fairmont Heights Frederick Douglass Gwynn Park Potomac Henry E. Lackey	PGCPS PGCPS PGCPS PGCPS PGCPS CHA	Central CMIT-North Friendly College Park (Girls) Int. HS at Langley Pk Int. HS at Largo Largo Surrattsville	PGCPS PGCPS PGCPS PGCPS PGCPS PGCPS PGCPS PGCPS

**SPRING SEASON - Lacrosse**

<b>SOUTH REGION 4A</b>		<b>SOUTH REGION 4A</b>		<b>EAST REGION 4A</b>	
<b>Region I</b>		<b>Region II</b>		<b>Region II</b>	
High Point Laurel Northwestern Montgomery Blair Northwood	PGCPS PGCPS PGCPS MTG MTG	Bladensburg Dr. Henry A. Wise Duval Eleanor Roosevelt Parkdale Westlake	PGCPS PGCPS PGCPS PGCPS PGCPS CHA	Annapolis Broadneck Leonardtown Bowie Charles H. Flowers	AA AA STM PGCPS PGCPS
<b>EAST REGION 3A</b>		<b>SOUTH REGION 2A</b>		<b>SOUTH REGION 1A</b>	
<b>Region I</b>		<b>Region I</b>		<b>Region II</b>	
Oxon Hill Suitland South River Severna Park Crofton Arundel	PGCPS PGCPS AA AA AA AA	Crossland Frederick Douglass Potomac Chesapeake Northeast  <b>Region II</b>  Gwynn Park Huntingtown La Plata Thomas Stone	PGCPS PGCPS PGCPS AA AA  PGCPS CAL CHA CHA	Central Friendly Fairmont Heights Largo Surrattsville	PGCPS PGCPS PGCPS PGCPS PGCPS

**\*\*\*FOR ALL OTHER SPORTS - CHECK THE MPSSAA WEBSITE FOR ALIGNMENT OF ALL SPORTS [MPSSAA Bulletins and Handbook](#)**

# Bylaws of the Prince George's County High School Athletic Association

*Revised July 1, 2023*

## **BYLAW I Eligibility**

Student eligibility for participation in athletics at the secondary school level shall be based on the following criteria:

### **A. MPSSAA POLICIES**

1. Students must be officially registered and attending the member MPSSAA school they are authorized to attend under regulations of the local school system. They may represent only the school in which they are registered and at which it is anticipated they will complete their graduation requirements.
2. Students who are **19 years or older** as of August 31 are ineligible to participate in interscholastic athletics.
3. A student shall be examined and certified to the high school principal as being physically fit to participate in any try out, practice, or contest of a school team. A licensed physician, certified physicians' assistant under the supervision of a licensed physician or a certified nurse practitioner, shall perform the examination. **Physical examinations are mandatory before participation and valid for one calendar year.**
4. Middle, intermediate, or junior high school students are not eligible to compete or practice with high school teams. However, ninth grade public school students who reside in the attendance area of a high school organized grades 10 - 12 may participate in the interscholastic athletic program of that high school.

### **B. PRINCE GEORGE'S COUNTY POLICIES**

*All rules and regulations set by the Local School System (LSS) may be stricter than the MPSSAA rules.*

#### **1. Eligibility and Transfers**

- a. **AP 5110.4 – Athletic Transfers** - To outline the athletic participation procedures and general guidelines for student athletes in Prince George's County Schools ("PGCPS").
- b. Students may participate in athletic contests for a maximum of four seasons in any one sport in grades 9, 10, 11, and 12 starting from their COHORT 4 year program. After the 4th year, students may not participate in sports if they are repeating for their 5th year. Students may not repeat the 12th grade and participate in sports (no waivers).

c. **Years of Eligibility**

1. Students may only participate in athletic contests for a maximum of four seasons.
  2. Students may not participate in any high school athletic contests, beyond their fourth year of high school, beginning from their 9th grade COHORT year.
  3. After the 4th year, students may not participate in sports if they are repeating for their 5th year.
  4. Students may not repeat the 12th grade and participate in sports (no waivers).
- d. Eligibility rosters must be completed and submitted to the Office of Athletics 1 week before the first play date as published by the MPSSAA Office. Additions to the eligibility roster must be submitted prior to any participation. The athletic director will retain a duplicate copy in the school.
- e. All students in grades 6-8 and 9-12 must earn an overall quarter Eligibility Index of at least 2.0 in order to participate in athletics during the following quarter. Students entering the 6th and 9th grade are exempt until the 1<sup>st</sup> grading period is completed.
- f. Middle school students **who are older than 14 years of age** at the beginning and/or during each sport season are ineligible to participate.
- g. If a student's Athletics Eligibility Index falls below 2.0 at the end of a quarter during which he/she is participating in a sport or activity, and the sport continues through the following quarter, the student will no longer be eligible for participation in the sport or activity. The student will need to cease participation, **effective the date the report cards are released** to students, as listed on the approved Board of Education School Calendar.
- h. Personnel from the **Division of Information Technology will compute the Extracurricular/Athletics Eligibility Index** for all students in grades 9-12 at the end of the first, second, and third quarter and for all students in grades 8-11 at the end of the fourth quarter. (Averages will be rounded to two places behind the decimal.) This data will be sent to the Athletic Office and schools. The Extracurricular Activities Eligibility Index (Quarter GPA) will be printed on student's report cards at the end of each quarter.
- i. If a student transfers to Prince George's County Public Schools from an approved, unapproved, or unaccredited educational program **without a current transcript or GPA**, eligibility will be determined by entering all classes and grades earned during the previous quarter into the student information system and running processes prescribed by the Division of Information Technology to compute the student's quarter GPA. **If the student has a current GPA, it shall be used to determine his/her eligibility (AP 5121.3).**
- j. **Medicals**

Students are required to have an annual sports medical evaluation (physical) before participation in athletic events which include practice, conditioning,

and games. Prince George's County Public Schools Medical Evaluation Form must be used (PGIN #7540-3100). [Medical Evaluation Form](#)

k. **Online High School**

Online school, enrolled as an all day student will be permitted to participate in athletics with their designated boundary school. Athletes must provide their own transportation for practices and games.

l. **Evening Virtual Program (EVP)**

Students in EVP will not be permitted to participate in interscholastic athletics. Due to the times of class and attendance requirement, student athletes may not be fully enrolled in the Evening Virtual Program and participate in sports.

m. **Educational Online Program (EOP)**

Students in EOP will not be permitted to participate in interscholastic athletics during a sports season and enrolled in EOP at the same time.

n. **Home School**

Students enrolled in homeschool programs are not permitted to participate in PGCPs Interscholastic Athletics.

o. **Non-traditional High School**

Students enrolled in non-traditional high schools are not permitted to participate in Interscholastic Athletics without prior approval by the Associate Superintendent of High Schools and Non-Traditional High Schools.

p. **Non-public High School** - Students enrolled in the PGCPs non-public high schools must have prior approval from the Office of Athletics to participate at their boundary school.

**2. Raising Grade Point Averages through Summer School and Evening School.**

- a. A student may bring up a quality point average by retaking a course or through taking an additional course in summer school or evening school.
- b. A student who has a 2.0 GPA or above at the end of the fourth quarter remains eligible for participation in sports or extracurricular activities during the first quarter of the fall semester regardless of grades he/she received in any course taken during summer school, whether for original or repeat credit.
- c. A student who passes all courses at the end of the year but achieves fourth quarter GPA below 2.0 may enroll in any summer school course approved by the Area Associate Superintendent of the High School or his/her designee. The course may be for original or repeat credit.
- d. A student, who fails a course in English, Social Studies, Mathematics, and or Science, must repeat and pass the course failed.



- e. A student who fails a course, which is not offered in summer school, may enroll in a summer school course, which has been approved by the Area Associate Superintendent for the High School or his/her designee. The course must be in the same content area.
- f. If a course is repeated in summer or evening school, the new grade will replace the existing grade for purposes of determining eligibility only. If a course is taken for original credit in summer or evening school, that grade will be averaged with existing grades for purposes of determining eligibility.
- g. The Eligibility Index should not be recalculated manually. Schools will receive an annual memorandum from Instructional Data Systems describing the procedures to update the Eligibility Index from summer schools grades.
- h. Students who are presently ineligible will be declared eligible, after an internal audit of their grades is made and on the date published by the Board of Education. Coaches, athletic directors, and the principal will verify through their signatures that these athletes are eligible. Once athletes complete their 10 day conditioning period, report cards are issued, and an addendum to the eligibility roster has been received in the Office of Athletics, athletes will be able to participate in games.

**3. Students Exemptions** – There are no waivers/exemptions.

#### **4. Appeals Procedure**

- a. The Principal shall determine whether an appeal involves challenging a course grade.
- b. If the appeal involves a challenge of a course grade, the steps described in Administrative Procedure 5121, Section III-F should be followed.
- c. If individual students, parents or guardians wish to appeal application of the Board policy for their child, the appeal route will be as follows:
  - Appeal to the Principal who will verify the accuracy of the student's quarter GPA.
  - Appeal to the Associate Superintendent, Superintendent, or his designee, who will verify the information submitted by the school and determine if extenuating circumstances warrant the granting of a waiver. The Superintendent's waiver may be conditionally granted.
  - A further appeal may be made to the Board of Education.

#### **5. Attendance**

Students must be in school at least a half day to practice or participate in any sport contest that particular day (except with a written legal excuse as defined by the Board of Education policy).

a. **Suspension**

A student must maintain high standards of citizenship. A student suspended from school is prohibited from attending any school event and ineligible to participate in athletics for the duration of the suspension.

b. **Expulsion**

1. A student expelled from school is prohibited from attending any school event and ineligible to participate in athletics for the duration of the expulsion.
2. When a student's expulsion covers any grading quarter, he/she is ineligible for the following quarter as no grades are earned.
3. If a student's expulsion covers the fourth quarter, he/she is ineligible for fall sports as no grades are earned.

**6. Residency and Transfers**

- a. Residency - A student is eligible to participate in athletics at the school to which he or she is assigned under **Prince George's County Schools Administrative Procedure 5111 [Registration and Withdrawal of Students](#)** School registration personnel shall determine that a student and parent or court appointed guardian resides in their school attendance area. To verify the school of attendance you must use the PGCPs school finder.

For the purpose of determining athletic eligibility students must establish one (1) place of residence. **“Residence”** is defined as the equivalent of the term **“domicile”** as applied by the courts of the State of Maryland. Under no circumstances can a student have more than one residence for athletic eligibility.

Any change in residence must be **bona fide**. The home address provided to the registrar and shown on the Athletics Parental Permission form must be the sole bona fide residence, and the school principal must be notified immediately of any change in residence, since such a move may alter the eligibility status of the student.

**Open seating documents, shared housing documents must be filed with the athletic director, school registrar and office of athletics.**

- b. **Athletic Transfers [AP 5110.4 – Athletic Transfers](#)**

Students who are a member of a sports team may only represent one school during a sports season and/or school year. Students are immediately ineligible for the remainder of the school year upon transferring from a Prince George's County Public School to another Prince George's County Public Schools after the sports season has begun.

Out-of-County and In-County transfers must be approved by the Office of Athletics prior to participation in practices or games.

**Required paperwork:** Athletic Directors are responsible to submit all paperwork, including the transfer form to the Office of Athletics with the approved signatures. The form must be signed by the previous school's principal and athletic director and the current school principal and athletic director. The 10 school days of practice will begin on the date the completed paperwork is submitted to the Office of Interscholastic Athletics. The first competition participation will begin after the transfer request is approved by the Coordinating Supervisor of Athletics.

Transfer students are ineligible to start the season or join a team once the playoffs for the season has begun.

The Athletic Director will be notified by the Coordinating Supervisor or Supervisor of Athletics on the approved start date for each transfer student. This applies to both in-county transfers and out-of-county transfers.

**Appeal Process:**

Parents may appeal the ineligibility in writing to the Coordinating Supervisor of Athletics, 4400 Shell Street, Capitol Heights, MD 20743. A copy of the approved transfer form (PGIN – 75403001) must accompany the appeal.

Coordinating Supervisor for Interscholastic Athletics or their designee;

- a. Associate Superintendent of High Schools or their designee;
- b. Office of Pupil Accounting/School Boundaries; or
- c. Office of Interscholastic Athletics designee

**BYLAWS II**  
**Coaching Guidelines**

- A. All head coaches of a respective sport shall meet annually with the Athletic Supervisors, and sports representative prior to their season to review guidelines to be followed by all teams in that sport. Any recommendations must be filed and approved by the Athletic Association, the Coordinating Supervisor of Athletics, and the President of the Athletic Association.
- B. Coaches are prohibited from recruiting or instigating recruitment of students for the purpose of athletic participation. Recruiting shall be defined so as to include contacts between coaches, students, parents/guardians or all agents representing the family residing outside their fixed attendance area unless that student is already enrolled in that school's program.
- C. Any coach found in violation of PGcps County Administrative Procedures, Rules and Regulations, PGcps Employee Code of Conduct and/or State Bylaws is subject to Maryland Public Secondary School Athletic Association Bylaw section .05 (3) (violations, penalties, and appeals).

**Game Protest**

- A. Protests or complaints growing out of interschool competitions, such as those dealing with eligibility of participants or with alleged violations of rules and regulations shall be filed with the Office of Athletics.

- B. No protests will be considered which are based upon the real or alleged failure of contest officials to render correct decisions in matters of judgment.

### **BYLAWS III**

#### **Rules and Interpretations**

- A. The Coordinating Supervisor of Athletics or his/her designee (Supervisor of Athletics), the President of the Association or in his or her absence the Vice-President of the Association is authorized and required to interpret league rules and regulations.
- B. Requests for interpretation may be addressed to the Coordinating Supervisor of Athletics or his/her designee, or the President. When such a case is referred to the President, he/she shall consult with the Coordinating Supervisor of Athletics to learn of any precedents bearing on the case.
- C. Oral interpretations by the Coordinating Supervisor of Athletics, or his/her designee, shall be considered as binding pending written interpretation without penalty.
- D. Written interpretations by the Coordinating Supervisor of Athletics and/or designee, shall be official and binding on member schools, unless and until they are changed by action of the association or the Board of Education.

#### **Reporting Violations Procedure**

- A. The principal, athletic director, and/or coach of each member school is obligated to report any violation of the PGCAA Athletics Handbook, MPSSAA state handbook, or NFHS rules book to the Coordinating Supervisor of Athletics. Whenever the Coordinating Supervisor learns officially of an alleged violation he/she shall make a complete and thorough investigation.
- B. Only the Coordinating Supervisor of Athletics or his/her designee, principal, or athletic directors may initiate protests. The Coordinating Supervisor of Athletics or his/her designee shall investigate all credible allegations (Reports to Internal Audit, hotline calls, substantiated parent complaints, etc.) Protests shall be in writing, addressed to the Coordinating Supervisor of Athletics and shall contain a digest of all facts pertinent to the case.
- C. Any person(s) or team(s) under investigation may not participate until a written ruling has been rendered.

#### **Ruling on Admitted or Alleged Violations**

- A. Self-reported Violations: Upon receipt of written admission of a rule violation, the Coordinating Supervisor of Athletics or his/her designee shall convene a hearing via electronic medium or in person with the principals and the athletic directors of the school (s) involved to determine an appropriate penalty. The party that allegedly committed the violation will be afforded the opportunity to be heard. Penalties must be in line with those imposed for similar infractions and MPSSAA violations, penalties and appeals.
- B. Upon receipt of a written protest (not self-reported), the Coordinating Supervisor of Athletics or his/her designee shall convene a Rules Infraction Committee to decide if a violation has occurred. Statements will be gathered from all involved parties. Additionally, the committee will determine an appropriate penalty. Coordinating Supervisor for Interscholastic Athletics or

their designee; Associate Superintendent of High Schools or their designee; Office of Pupil Accounting/School Boundaries; or Office of Interscholastic Athletics designee.

- C. The panel shall hear all alleged violations of Prince George’s County Athletic Association Rules and Maryland Public Secondary Schools Athletic Association (MPSSAA) Rules and Regulations.
- D. Members of the investigative committee shall meet within 10 business days to consider and act upon each protest properly filed with the Office of Athletics.
- E. In each case in which disciplinary action is taken or the committee imposes a penalty, the Coordinating Supervisor shall file a complete report with the Associate Superintendent and the Superintendent and other parties involved. Penalties will follow state guidelines (See State Handbook Violations, Penalties, and Appeals).

***The process outlined below will be followed:***

- 1. The Coordinating Supervisor of Athletics and/or the Supervisor of Athletics shall initiate a formal investigation of the allegations and/or alleged violation. Documentation to refute the allegation is welcomed during the investigation process.**
2. The Coordinating Supervisor of Athletics shall convene the Rules Hearing Panel to discuss the findings and render a ruling and respond, in writing, within ten school days for in-county violations and 5 school days for MPSSAA violations after receiving all information regarding the allegations in writing. **The Coordinating Supervisor actively investigates the allegation(s) as soon as they are reported. Also, these allegations are never reported by the team, students or coach that is in violation of the rules. In many cases we remove the student or coach until we can determine if the allegations are true or not.**
3. The Coordinating Supervisor of Athletics shall cite all rules, regulations, by-laws, rulings, and/or other appropriate information related to the issue presented.
4. The Rules Hearing Panel decisions for in-county violations may be appealed in writing to the Superintendent within **10 business days. Decisions on MPSSAA violations may be appealed to MPSSAA. A member MPSSAA school, student, or coach may appeal the imposed penalty within 30 days and request a hearing before the Appeals Committee of MPSSAA.**

**Sanctions Imposed by Other Jurisdictions**

- A. Students, who are under a sanction in another Maryland County or the MPSSAA, must complete the penalty or penalties imposed prior to becoming eligible to participate in Athletics in Prince George’s County Public Schools.
- B. Parents may appeal in writing to the Coordinating Supervisor of Athletics, 4400 Shell Street, Capitol Heights, MD 20743.

# GUIDELINES AND PROCEDURES

The members of the Prince George's County Athletic Association have adopted the following guidelines and procedures to cover all athletic sports. All Prince George's County coaches and athletic teams will follow the guidelines that are stated herein and in Maryland Public Secondary School Athletic Association Handbook.

## I. FALL, WINTER, SPRING SEASONS: REFER TO MPSSAA HANDBOOK (.03A)

## II. PRE-PRACTICE MEETING

Each athletic director and head coach is **required** to have an organizational meeting per season for the purpose of informing students of:

- Activate online registration (Mandatory)
- Medical examinations (good for one (1) calendar year)
- Parental Permission Form/Insurance Information
- Eligibility/Requirements (2.0 or above)
- Practice/Game schedule
- Equipment required, including safety equipment (cups, sports bra, etc.)
- Transportation arrangements
- School, county and state policies- Pre-season Assembly- Conducted by AD/Coaches
- Sportsmanship - Agreement
- Specific information for each sport
- Pre-season Parent Meeting
- Media Release Form
- Information on Concussion Sudden Cardiac Arrest, Heat Acclimatization
- Athletic Training Waiver
- Medical Treatment Form
- COVID-19 Form
- Athletic Academic Coaches, study hall and progress reports

## III. PRACTICES

- A. Practices may be held every day that schools are in session and on Saturday. Athletic Directors will notify coaches and athletic teams of any non-practice and non-contest dates. All practices must start at the end of the school day, including Professional Development days. Teams with coaches that are not school staff must adhere to starting practices at the end of the school day.
- B. **Practice will not be held during faculty duty hours unless approved by the Associate Superintendent for the High School.** (Consult no-practice/no-play bulletin.)
- C. When schools are closed due to inclement weather, all practices and games are canceled. For information relevant to non-school day practice/games,(please refer to the PGCPSS website) call security at (301) 499-7000.
- D. When two practices are held in one day, each session should not exceed two hours.(includes film sessions and/or team meetings)

- E. When one practice is held in a day, the practice should not exceed 3 hours (includes film sessions and/or team meetings).
- F. The number of scrimmages is limited to two (2) home and two (2) away scrimmages for all athletic teams during the preseason and regular season. Athletic teams will be allowed 1 postseason scrimmage (after the last regular season game). All scrimmages must be within the fifty (50) mile radius that is allowed by the Prince George's County Public School Transportation department. However, a school may have the option or flexibility of having more home than away scrimmages (ex. 3 home, 1 away). – see MPSSAA Handbook for definition of a scrimmage.
- G. Hot Weather Guidelines (refer to APPENDIX).(Wet Bulb Guidelines)
- H. All regular season Varsity and Junior Varsity contests must be played using a majority of the team members listed on the preseason eligibility roster. Any exceptions to this rule must be submitted to the Coordinating Supervisor of Athletics within 24 hours prior to the next scheduled contest. Only the Coordinating Supervisor of Athletics can end a sports season.
- I. Coaches must adhere to the eligibility rules and regulations outlined in the PGCPS Athletic Handbook and the MPSSAA Handbook.

#### **IV. ATHLETIC FINANCIAL RESPONSIBILITIES OF EACH SCHOOL**

- A. County track meets
  - a. Tournament/other athletic event entry fees
- B. Officials
  - a. All Scrimmages (revenue sports)
  - b. Holiday tournaments
  - c. 6<sup>th</sup> Football Official (optional)
  - d. Scorer/Timer
- C. Security at all home athletic events and home playoff games, except varsity football
- D. Equipment and first aid supplies
- E. Uniforms
- Game Workers - ticket taker, ticket seller (except varsity football)
- F. Substitute coverage
- G. Game manager
- H. All other items for the programs determined by the athletic director and administrative staff.

#### **VI. GENERAL INFORMATION FOR ALL SPORTS**

- A. Proper warm up must be given to teams; special consideration should be given to visiting teams arriving late due to unforeseen circumstances.
- B. Pre-game and half time Warm up Guidelines
  - a. Players can only warm up in their assigned half of the playing area.
  - b. Players cannot run laps around the entire playing area and must avoid their opponent's bench during laps.
- C. The Office of Athletics must approve all postponements and cancellations. Once approval is given, the home team is responsible for contacting the opposing team and sport commissioner immediately.
- D. Post-game departure

- a. Visiting schools should depart the school premises within 20 minutes at the end of the game.
- b. The coach of the visiting team shall inspect the dressing area of the visiting team before and after a contest. Problems or concerns should be reported to the game manager, athletic director or home team coach.
- E. Communicable diseases (refer to NFHS policy)
- F. Drug, alcohol, and tobacco use (refer to Student Rights and Responsibilities Handbook)
- G. Child abuse (Administrative Procedure 5145)
- H. Discrimination and Harassment (refer to Administrative Procedure 4170)
- I. Students or teams representing a member MPSSAA school shall participate only in contests conducted by educationally related organizations.
- J. Member MPSSAA schools may not compete in any contest in any other state if either school's participation violates the regulations or established policies of either state's high school interscholastic athletic authority.
- K. Sanctioning Guidelines(.09 Sanction Rules- (MPSSAA Handbook, Pg. 27)
  - a. Member MPSSAA schools may not compete in any of the following contests unless the contest has been sanctioned by each of the interested state authorities through the NFHS.
    - Any interstate meet which four or more schools participate;
    - Any competition involving schools from three or more state athletic associations;
    - Any interstate two-school contest which is not sponsored by a NFHS state association or a state member school;
    - Any interstate two-school contest which involves travel outside the United States of America; or
    - Any interstate two-school contest (regardless of distance to be traveled) which is sponsored by an individual or an organization other than a MPSSAA member high school.
    - Member MPSSAA schools may only compete against other member MPSSAA schools or schools approved through the standards of competition.

**NOTE:** For safety reasons and continuity of programs, at the beginning of each sports season, a minimum number of players per sports team will be set. There will be an ongoing evaluation of programs during each season. If the number of players falls below the minimum, the program will be re-evaluated by the school athletic director and the (Athletic Office) supervisors of athletics. The minimum number for each sport must be met at least seven days prior to the first contest.

- L. Fingerprinting and Criminal History Background check for coaches (refer to Prince George's County Administrative Procedure 4215).
- M. Equity (refer to Prince George's County Board of Education Policy 0500).
- N. School mascots and colors (refer to appendix).
- O. Testing dates (see Prince George's County yearly Testing Schedule for High Schools).
- P. With the request by the principal, all media interviews must be submitted and approved by the office of communications.



# Athletic Director Responsibilities

The Athletic Director is a member of the faculty who acts as business manager and personnel supervisor of all athletic activities within the school in which he/she is employed. He/She is directly responsible to the principal and supervisors of the athletic office and serves as a liaison between the school and the office of athletes.

## The Athletic Director's Responsibilities are:

1. To become a **Certified Athletic Administrator (CAA)** through the National Athletic Administrators Association (NIAA) certification program **within 2 years of hire date. All ADs must contact the coordinating supervisor immediately in any emergency situation, especially if an ambulance is contacted or police called.**
2. To conduct seasonal coaches' meetings to review all aspects of the athletic program. (i.e. county, state regulations, student safety, reporting child abuse and neglect, and medical concerns)
3. **To attend all home games** or designate a reliable game manager to oversee the home event.
4. To attend playoff games when the assigned school is involved.
5. To report all major incidents in writing (fights, injuries requiring emergency medical transport, ejections, issues with crowd control, etc.) to the Coordinating Supervisor of athletics or his/her designee immediately.
6. To organize and administer the athletic program for his/her school.
7. To complete and approve all athletic schedules.
8. To confer regularly with the Coordinating Supervisor and/or the Supervisor of Athletics about matters pertaining to athletics.
9. To attend two Year in Review conferences with the Coordinating Supervisor and/or the Supervisor of Athletics per year.
10. To verify and submit the eligibility of each athlete as determined by the AD and coach in cooperation with the school principal.
11. To enforce and be the in-school interpreter of the county and state athletic association's rules and regulations, to conduct coaches, parent and student assemblies/meetings to review all MPSSAA Rules, the MPSSAA Sportsmanship Initiative "Respect the Game", and the PGCPS Sportsmanship Agreement.
12. To arrange all details for practice items of teams, home athletic contests including gymnasium services, field assistance, security and dressing facilities for officials.
13. To ensure, with the cooperation of the coach, that all equipment for each sport is purchased, issued, collected, cleaned, reconditioned and stored.
14. To provide all coaches a list of athletes who have completed all required forms and documents in Aktivate or as hard copy forms and been approved by the athletic director to try out for athletics.
15. To arrange transportation for all athletic events.
16. To be responsible for the preparation of overall athletic budget and individual expenditures by all members of the coaching staff with the approval of the principal.
17. To require head coaches at the end of each sport season to submit an updated inventory, budget request for the following school year, provide an end of the season review and hold a 1:1 conference.
18. To submit to the office of athletics the following forms when due:
  - a. Title IX Report
  - b. Longevity forms
  - c. Coaches lists/information
  - d. EMT requests
  - e. Bus schedules
  - f. Football ticket reports, TicketSpicket reports - and all unused tickets
  - g. Contracts (all paid coaches and volunteer coaches)
  - h. Coaches/Game Workers Payroll Time and Attendance

- i. Ineligible Athletes Status Report
  - j. Seasonal coaching vacancies
  - k. Eligibility rosters (each season)
  - l. OCR forms (each season)
  - m. Game workers payroll for playoffs – Fall, Winter and Spring
  - n. Updated schedules
  - o. Travel reimbursement forms
  - p. Athletic Financial Reports
  - q. All other reports as required
19. Provide athletic schedules and all appropriate changes to sport commissioners for the assignment of officials.
  20. To provide leadership with the principal in the selection and assignment of athletic coaches. The selection team should consist of 3 individuals.(Principal, assistant principal(s) and athletic director) Additionally, they must educate their staff on MPSSAA and PCGAA Rules and Regulations.
  21. To supervise all ticket sales connected with the athletic program and assume responsibility for proper handling and accounting of monies involved to the supervisor of athletics. Students are not permitted to work as game workers.
  22. To assist in fostering good school-community relations by keeping the community aware of the athletic program and being responsive to reasonable requests of the community.
  23. To attend countywide meetings when scheduled.
  24. To provide coaches, athletes, administrative staff and the school community information pertaining to current trends and policies in athletics.
  25. To verify each coach assigned to each sports team prior to and throughout the sports season.
  26. To ensure that all coaches hold the National Federation of High Schools Level I National Certification and to complete an annual evaluation of all head coaches.
  27. To attend pre and post payroll conferences with the timekeeper as instructed by the Coordinating Supervisor of Athletics.
  28. To maintain files that shall include all payroll documents for 5 years or until audited by Internal Audit.
  29. To maintain electronic records of current coaching staff in Aktivite. The files must include, but are not limited to coaches' contracts, code of ethics, fingerprint receipts and proof of CPS background check, and coaches' evaluations, their team rosters and official eligibility rosters for a minimum of 5 years or until audited.
  30. To maintain a file on all student athletes for 5 years. Records should include, but are not limited to permission slips, emergency cards, physical forms, and transfer checklist.
  31. To attend all PGCAA and athletic director meetings and/or work sessions.
  32. To account for all paid game workers by utilizing a sign-in sheet.
  33. To ensure that all non-school system coaches (paid or volunteer) complete the SafeSchools requirements by PGCPS.
  34. To follow proper protocol and understand procedures for hiring/firing coaches by the deadline dates provided in this document.
  35. To make sure all coaches are certified in CPR/AED & Care & Prevention
  36. The Assistant Principal in charge of the athletics program shall evaluate an athletic director.
  37. Athletic Directors may coach one sport within the school but may not coach at another school in the county while serving as an athletic director.
  38. Athletic directors are members of Unit I, please follow contract guidelines when assigning duties.

**REMEMBER:** The athletic program in Prince George's County Public Schools and the State of Maryland is an educational experience. Sportsmanship is a skill that needs to be developed and nurtured in student-athletes. Athletic Directors are the leaders in this endeavor.

# COACHES INFORMATION

## Hiring Procedures for Employing Coaches

### Vacancy Announcement

- Identify and submit coaching vacancies to the HR, Coordinating Supervisor and/or Supervisor of Athletics. The Athletic Director under the permission of the Principal will submit to Human Resources a request via email to post vacant coaching positions. The vacancy will be posted for a minimum of 10 days. A **resignation letter or email** from the coach resigning must accompany the vacancy request.
- After the posting closes, the Principal will receive pre-screened eligible candidates with the Interview Material.

### Interviews

- The *Hiring Procedures for Employing Athletic Coaches* will include the following forms that are to be used for the interview process: an applicant evaluation form, an approval sheet of recommended candidates, and coaches request form. The forms are available in each Athletic Director's High School Management List in GoogleDocs. The Hiring Procedures for Employing Athletic Coaches will consist of the following:
  - 1) An approved interview committee
  - 2) Interview questions created by the interview committee
  - 3) Recommended screened candidates, supplied by HR Partner
  - 4) Formal interviews scheduled
  - 5) Scoring Sheets for each applicant
  - 6) Principal recommendation for candidate selected.
- Interviews must be conducted by a panel to include the Principal and/or designee, Athletic Director, Assistant Principal of Athletics, and/or Assistant Principal of the school. No teacher, coach, parent or student will serve on the interview committee. The confidential statement must be adhered to and the Interview. The Coordinating Supervisor and/or Supervisor of Interscholastic Athletics may participate in the interview upon request by the Principal.
- Interviews are conducted using a uniformed interview process, as established in the procedures for the employment of athletic coaches, at the school building.
- All interview questions will be submitted with the applicant's packet to the Human Resources Recruiting and Staffing Specialist. The Principal or designee will send in the top 3 candidates recommended for hire, Interview Panel Sign-In Sheet, Interview Question Score sheet, all resumes of interviewees, schedule of interviews, selection memo and return Checklist to the HR Partner.
- Certificated candidates must be interviewed and considered first. A justification must be submitted to and approved by Human Resources whenever a certificated candidate is not recommended.
- Non-certified candidates may not be contacted or interviewed until Human Resources or his/her designee gives written approval to do so.
- The Recruiting and Staffing Specialist will contact the candidate and offer the coaching position.

- Final written notification will be sent to the Principal, Athletic Director and Coordinating Supervisor of Athletics regarding the effective start date for the coach. **The selected candidate may not start until HR has confirmed and communicated the start date.**
- Coaches selected for a coaching position must bring two forms of identification (Passport, Driver’s License, Birth Certificate, or Social Security Card) on the appointment date.
- All coaches must be notified by the following dates of continuing the one year contract for the next year. **Any coach dismissal must be a written notice by the Principal only before the dates below. (some exceptions per dates below may change upon approval)**

**FALL - JAN. 15**

**WINTER - APRIL 15**

**SPRING - JULY 15**

- All newly hired coaches will complete and sign a “*Code of Ethics and Fundraising Guidelines*” form and an “*Appointment and Authorization Form for Athletics*” which will be maintained by the Athletic Director at the school. **The HR partner will supply the salary letter and EIN. After which, the candidate will report to the athletic director to complete the coaching contract.**
- **All paid emergency coaches are for one year only and must be approved by HR and the position must be opened and posted for the next school year.**
- **All volunteer coaches must complete the process through the county [Volunteer Application Process](#) and fill out the volunteer coach request form and return to the AD for the Principal’s signature. The Volunteer Request Form must be signed by the Principal and Coordinating Supervisor of Athletics prior to working with the team(s).**
- All newly hired coaches (external applicants), including volunteers, will be contacted and scheduled for an appointment by the Recruiting and Staffing Specialist to complete a Temporary Employee Packet, to be fingerprinted and set-up for Data Entry. No new coach shall start without being fingerprinted and processed through the Office of Administrative and Support Staffing.
- **All coaches (all levels) must complete ALL required Safe School Videos by PGCPS before the start of coaching. This includes any team that conducts workouts in the off season. The timeframe for completion given by the county does not pertain to coaches.**
- **All Coaches are required to obtain the Fingerprinting and Background Check through the Prince George's County Public Schools. (See AP 4215)**

## Coaches Contracts

### **Submit all contracts to the Principal for approval and signing.**

- a. Maintain a separate file of all financial transactions pertaining to the restricted funds account.
- b. When recording receipts on an MTF, be very specific about which restricted account is affected, especially if you collect money for more than one purpose.
- c. Senior Class has sub-accounts: fundraisers, graduation expenses (cap & gown, announcements); prom expenses; yearbook orders; late fees; Referencing “Senior Dues” is not adequate. An itemization per sub-account is required.
- d. Items sold by the school or a club (i.e. agenda books, gym uniforms, swimsuits, staff shirts, fundraiser products, etc.) are subject to Maryland’s 6% sales tax. (See Administrative Procedure 5137, sales Tax.) The account sponsor must calculate the tax amount and indicate it on the MTF when money is submitted to the office.
- e. Fundraiser activities are subject to Administrative Procedure 5135.1. Principal may designate a staff member to conduct a preliminary review of all FR requests.
  1. Request and Authorization Form must be submitted in advance and approved by the Principal (or designee).
  2. All contracts must be signed by the Principal;
  3. A master calendar of scheduled fundraisers should be maintained by the Principal’s designee.
  4. Upon completion of the fundraiser, the sponsor must submit the Fundraiser Completion Report.
  5. If a sponsor fails to follow the procedures or if a fundraiser Project loses money, subsequent fundraiser requests may be denied.
- f. Every month, the sponsor for restricted accounts should receive a detailed financial report reflecting all transactions for the year; the sponsor must review the report for accuracy and completeness, sign, date, and return to the Principal; discrepancies should be documented and discussed with the Principal; resolution to any differences should be reflected on the next monthly report; monthly review and verification is vital to maintaining an accurate accounting of the restricted funds.

### **Administrative Responsibility/ Job Description of Coaches**

**All coaches must contact the athletic director and/or principal immediately in any emergency situation, especially if an ambulance is contacted. ADs and/or principals must contact the Coordinating Supervisor and/or Supervisor of Athletics.**

The coach is expected to provide an atmosphere in which all athletes are treated in a fair and equitable manner. The coach shall exercise appropriate leadership to ensure that the program has a positive and productive influence on the total educational experience of athletes.

The coach must know his/her sport thoroughly, be familiar with current trends of the sport, have adequate skill background, and encourage wide student participation in the sport. The coach must be cognizant of all safety issues and hazards associated with his/her sport, communicate these concerns to players and parents, and devote full effort in providing as safe an atmosphere as possible.

All paid head coaches must hold the National Federation of High Schools Level 3 National Certification in the sport in which they coach within 1 year of signing their initial contract. All paid assistant coaches must hold the National Federation of High Schools Level 3 National Certification in the sport in which they coach within 3 years of signing their initial contract.

All paid head and assistant coaches and volunteer coaches must complete the Coaches' Checklist prior to coaching of any team.

Regulations, procedures, and guidelines that affect coaches are interspersed in various sections throughout this handbook. The following items provide a general job description for coaches in the PGCPs athletic program. Coaches shall:

- Selection of the team: choosing the members of the athletic team is the sole responsibility of their coach.
- Assume responsibility for following the regulations in this handbook; know the content of appropriate rules books of national organizations; adhere to regulations outlined in the *MPSSAA Handbook*; adhere to procedures and guidelines contained in current state tournament bulletins; and follow the regulations of other organizations governing that sport.
- Organize tryouts, practices, scrimmages, and games within defined guidelines of PGCPs and MPSSAA regulations and plan regular practices when county regulations permit. It is the expectation that teams practice every day in the course of the season except on those days where practice is not allowed by PGCPs regulation or where the team is involved in a contest.
- Collect all required forms from students prior to their participation, including, current health inventory (physical examination), parent permission form, emergency medical card, and other forms as required by the school. The physical examination must be performed by a licensed physician, certified physician assistant under the supervision of a licensed physician, or certified nurse practitioner before the student participates in any clinic, tryout, practice, or contest. **A medical examination is valid for one fiscal year (from the date of the last physical).** Coaches are to inform those athletes whose parents are divorced and have joint custody that permission forms must be signed by both parents. [Medical Evaluation Form](#)
- Submit to the athletic director necessary reports and forms, including, but not limited to, medical evaluations, parent permission forms, eligibility reports, rosters, ***injury report forms, return to play forms***, lists of scrimmages, and practice schedules.
- Understand and inform all athletes of guidelines regarding proper conduct, training rules, safety, and regulations established by PGCPs, PGCAA, MPSSAA, the local school, and the individual coach.
- Attend all practices, scrimmages, games, and coaches' meetings.
- Assume responsibility for sportsmanlike conduct of all players and team personnel and stress the importance of good sportsmanship to all team members.
- Demonstrate concern for the success of the entire athletic program and not just that of a particular sport.
- Advertise programs within the school and at feeder schools to encourage wide student participation in their sport.
- Verify the eligibility of all participants according to both PGCPs and MPSSAA criteria.
- Provide for effective locker room supervision prior to and after practices and contests.
- Maintain appropriate individual and team statistics and records.
- Notify the athletic director in writing, no later than the following day of any student(s) or coach (es) ejected from a contest.
- Develop a plan for removing players immediately from the area in case of an emergency.

- Periodically inspect equipment, fields, and facilities for safety, and report problems to the athletic director.
- Mark and prepare playing areas for each home contest.
- Submit to the athletic director an accurate preseason and postseason inventory of equipment and uniforms and assess appropriate team members for the cost of lost uniforms, equipment, and supplies.
- Participate in awards and school recognition programs.
- Maintain positive public relations with school staff, community members, booster organizations, opposing coaches, universities, and news media.
- Attend administrative meetings with the principal, athletic director, and parents or guardians as appropriate.
- Attend countywide pre-and postseason meetings conducted by the Coordinating Supervisor or Supervisor of athletics. Countywide coaches' meetings take precedence over practices and scrimmages.
- Submit to the athletic director a budget request for replacement of supplies and/or equipment, maintenance of equipment, and facility repairs.
- Show concern for the academic success of athletes. This includes monitoring the academic records and progress of team members, and verifying that each athlete meets the academic eligibility requirements throughout the season. Coaches are expected to check that incomplete grades are made up within a 10-day period. Coaches must verify eligibility by looking at the grades on the report card. Coaches should not rely on the eligibility statement on the report card, nor on "eligibility lists."
- Assist interested athletes in furthering their educational opportunities.
- Assume responsibility for monitoring class attendance of team members and for following regulations regarding the required daily attendance of players.
- Direct captains and other team members not to organize "informal" practices at any time, including religious holidays, school cancellations, or other designated non-practice days.
- Review carefully the PGCPSS policy on Child Abuse and Neglect.
- Establish and distribute to participants and to the athletic director prior to the season the written team standards, which include:
  - a. Criteria for team selection. Participation in summer, evening, or weekend programs or outside teams may not be used as criteria for team selection or determining a player's status on a team.
  - b. Criteria for earning an athletic letter and other awards.
  - c. Rules concerning the prohibition of the use of tobacco, alcohol, or illegal drugs during the season and the penalties for infractions as established by that school.
  - d. Other expectations of the coach, which should be communicated to athletes and parents prior to the start of the season.
- Maintain current certification in CPR including the use of automated external defibrillators (AEDs).
- Provide a list of summer activities and schedules to the Athletic Director.
- Review information on concussion awareness and sudden cardiac arrest to student athletes and parents. This shall include the return to play protocol. (MPSSAA/CDC/NFHS handout).
- Review information on heat acclimatization to student athletes and parents (MPSSAA/CDC handout/NFHS).

## **Code of Ethics**

These coaching responsibilities are not all-inclusive. **Refer to the PGCPSS Contract for Athletics Assignment, Code of Ethics for Coaches and Fundraising Guidelines.**

This Code of Ethics for coaches has been endorsed by the members of the High School Athletic Association.

**As an athletic coach in Prince George's County, I shall do the following:**

- Strive to develop in each athlete qualities of leadership, initiative, and good judgment

- Respect the integrity and personality of the individual athlete in the selection of the team as well as in the playing of the game
- Demonstrate positive human relations skills
- Encourage the highest standards of conduct and scholastic achievement among all athletes
- Seek to 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 (i.e., refrain from the use of abusive language)
- Promote ethical relationships among coaches
- Encourage respect for the value of all athletics
- Abide by the rules of the game in letter and spirit relative to your sport (developed by coaches of each sport)
- Respect the integrity and judgment of sports officials by refraining from any public confrontation and by instructing my players to do the same
- Display modesty in victory and graciousness in defeat
- Demonstrate a mastery of and continuing interest in coaching principles and techniques through professional improvement
- Have knowledge of the rules governing athletics in the State of Maryland and Prince George's County.

### **Coach - Athlete Communication**

We ask that coaches provide their coaching style and methodology to the players at the beginning of the sports season. Coaches' styles will vary with the individual coach. However, we stress that all coaches have an "open line" of communication with their players. Coaches should never use profanity in practice and/or games to address their players, assistants and officials. They should use positive reinforcement when possible to achieve the outcomes they desire.

### **Coach – Parent/Guardian Communication**

Both parenting and coaching are extremely difficult roles. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. Coaches, parents and guardians, of children involved in your program, have a right to understand what expectations are placed on their children. This begins with clear communications from you.

### **Communication you should expect from your child's coach**

- Philosophy of the coach
- Expectations the coach has for your child as well as all the players on the squad
- Expectations of the parents (How You Can Help Make Your Child's Athletic Career a Positive and Rewarding Experience)
  - a. Allow your child to perform and progress at a level consistent with their ability. Athletes mature at different ages and some are more gifted than others.
  - b. Teach your child to enjoy the thrill of competition and that improving skills and attitude are important.
  - c. Don't relive your athletic life through your child! This creates added pressure that your child does not need; let them enjoy their experience with athletics.



- d. Don't compete with the coach. Keep in mind that they are balancing the development of your child with the growth and progress of an entire athletic team. Often coaches have many considerations that are not obvious to parents.
  - e. Remember, young athletes tend to exaggerate when being praised and/or criticized. Temper your reaction until you investigate.
  - f. An athlete's self-confidence and self-image will be improved by support at home. Comparison to others is discouraged. Encourage the athlete to do their best regardless of family or friends who may have been outstanding players.
  - g. Insist on positive behavior in school and a high level of performance in the classroom. Numerous studies indicate extracurricular involvement helps enhance academic performance.
- The following is expected at all athletic events:
    - a. Respect decisions made by school and game officials.
    - b. Refrain from taunting, booing and use of inappropriate language.
    - c. Attendance at any event is a privilege.
    - d. Respect athletes, officials and coaches.

### **Communication you should expect from your student-athlete:**

We ask that coaches provide their coaching style and methodology to the players at the beginning of the sports season. Coaches' styles will vary with the individual coach. However, we stress that all athletes have an "open line" of communication with their coaches. Best practice would be for athletes to communicate with their coaches for questions and concerns pertaining to their role or involvement with the team.

### **Parent/Guardian Communication with the Coach:**

Meetings should be scheduled with the athletic director and coach. Coaches should not be approached immediately after a game to discuss concerns.

\*Being the parent of an athlete is tough and takes a lot of effort to do it well. However, it is worth the effort when you hear your child say, "My parents really helped. I am lucky in this respect."

- Locations and times of all practices and contests (once tryouts have been completed)
- Team requirements, (i.e. fees, special equipment, off-season conditioning)
- Procedure should your child be injured during participation
- Discipline that results in the denial of your child's participation
- Concerns expressed directly to the coach
- Notification of any schedule conflicts well in advance
- Specific concern in regard to a coach's philosophy and/or expectations
- The treatment of your child, mentally and physically
- Ways to help your child improve
- Concerns about your child's behavior

As your children become involved in the program in the Prince George's County Public Schools, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged.

Coaches make decisions based on what they believe to be best for all of the students involved. As you can determine from the lists above, certain things can and should be discussed with your child's coach. Other things, such as those that follow, must be left to the discretion of the coach. There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedures should be followed to help promote a positive resolution of the issue of concern.

### **Issues that are not appropriate to discuss with coaches**

- Playing Time
- Team Strategy
- Play Calling
- Other students-athletes

These are situations that may require a conference between the coach, athlete, and parent/guardian. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedures shall be followed to help promote a resolution to the issue of concern.

### **Chain of Command for Addressing Concerns: The following procedures shall be used if there is a concern (this is really important for parents to understand)**

- Student athletes should first discuss concerns directly with the coach.
- If parents/guardians still have concerns, they should contact the coach to make an appointment.
- If the discussion during the conference does not provide a satisfactory resolution, call and set up an appointment with the school's athletic director to discuss the situation with the coach. Additional steps are to be discussed during this conference.

**\*\*\*\*We ask that parents not approach coaches after practice or a game. Parents should make an appointment to speak with the varsity head coach or one of his/her assistants. Appointments shall be made by calling or emailing the varsity head coach and copying the athletic director. If there is an incident/critical concern that cannot wait, please report it to the athletic director and/or an administrator.**

### **Procedure for the Removal/Dismissal of a Student-Athlete from Any Athletic Team by a Coach**

1. A copy of all rules and consequences established by the coach must be provided to the student-athlete and their parent(s)/guardian(s) prior to the start of the season. It is also recommended that parents sign and return a copy of those rules to the coach for record keeping purposes. It is highly recommended that any changes to these rules made during the season by the coach be put in writing and re-issued to the student-athlete and parent/guardian.
2. Prior to the removal, the coach is to notify the Athletic Director and the Principal of any player being removed from the team for rule(s) violation or any other reason. In addition, it is the responsibility of the coach to notify the parent(s)/guardian(s) of the student-athlete of the dismissal within 24 hours by phone. Notification of parent/guardian should also be made in cases of the student-athlete quitting the team.
3. The coach must complete the Student-Athlete/Parent Notification Form and copy it to the Athletic Director. On this form, the coach will explain the series of events that lead to the decision and any issues that were raised during the conversation with the parents.

4. Upon receipt of the completed form, the Athletic Director shall:

- review the completed form
- forward a copy of it to the principal as means of notification
- mail a copy to the parent(s)/guardian(s)

The form should be mailed to the parents within 48 hours of the dismissal of student-athletes quitting the team.

5. Notification of the dismissal should be done by the head coach in the presence of an appropriate school staff member and in private whenever possible. It is recommended that another coach or Athletic Director be present for the dismissal notification with the student-athlete. Specific reasons should be presented to the student-athlete at that time.

6. A conference involving the parent(s), the student-athlete, the coach, and the athletic director should be scheduled at the earliest convenience, if requested by the parent(s).

7. If the parent(s) are not satisfied with the rationale for the dismissal after the conference, they may appeal to the principal. If not satisfied with the results of the meeting with the principal, they may appeal the action to the Coordinating Supervisor of Athletics for Prince George's County Public Schools.

8. It is highly recommended that the entire procedure detailed in this procedure be implemented and completed as quickly as possible. Time from initial notification to the initial parent conference should not exceed 72 hours (3 days). **(Refer to the Student-Athlete Dismissal/Parent Notification Form)**

## **National Federation of High School Sports (NFHS) Fourteen Legal Duties of a Coach**

Several obligations or duties have been identified as absolute requirements for coaches and athletic administrators. These standards have evolved as a result of various case law proceedings and legal judgments against individuals and school districts. It is important that all coaches, including assistants and volunteers, know and understand the following duties. This summary is not all-inclusive but is generally accepted as the “Legal Duties of Coaches” by the NFHS (National Federation of High Schools) and NIAAA (National Athletic Administrator Association).

1. **Duty to Plan** – A coach must demonstrate awareness of the maturity, physical development and readiness of athletes with appropriate plans for instruction, conditioning and supervision.
2. **Duty to Supervise** – A coach must be physically present, provide competent instruction, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to make sure facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. This duty may also require coaches to control reckless player behaviors. Supervision responsibility also pertains to athletic administrators who are expected to be able to supervise coaches competently.
3. **Duty to Assess Athletes Readiness for Practice and Competition** – Athletics administrators and coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes. A progression of skill development and conditioning improvement should be apparent from practice plans. Athletes must also be medically screened in accordance with state association regulations before participating in practice or competition.
4. **Duty to Maintain Safe Playing Conditions** – Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury inherent in defective indoor and outdoor facilities or hazardous environments.
5. **Duty to Provide Safe Equipment** – Courts have held athletic supervisors responsible to improve unsafe environments, repair or remove defective equipment or disallow athlete access.
6. **Duty to Instruct Properly** – Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill, and capability.
7. **Duty to Match Athletes** – Athletes should be matched with consideration for maturity, skill, age, size and speed. To the degree possible, mismatches should be avoided in all categories.
8. **Duty to Condition Properly** – Practices must account for a progression of cardiovascular and musculoskeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities.
9. **Duty to Warn** – Coaches are required to warn parents and athletes of unsafe practices specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension.
10. **Duty to Ensure Athletes are Covered by Injury Insurance** – Athletics administrators and coaches must screen athletes to ensure that family and/or school insurance provides basic level of medical coverage. Athletes should not be allowed to participate without injury insurance.
11. **Duty to Provide Emergency Care** – Coaches are expected to be able to administer standard emergency care (first aid, CPR) in response to a range of traumatic injuries.
12. **Duty to Design a Proper Emergency Response Plan** – Coaches must design plans to ensure an expedited response by EMS and an effective transition to the care and supervision of emergency medical personnel.
13. **Duty to Provide Proper Transportation** – In general, bonded, commercial carriers should be used for out of town transportation. Self or family transportation for local competition may be allowed if parents have adequate insurance coverage for team members other than their family members. (*Follow School District guidelines – PGPCS provides transportation*)
14. **Duty to Select, Train, and Supervise Coaches** – Administrators have responsibility to ensure that appropriate skill and knowledge levels exist among members of the coaching staff to ensure appropriate levels of safety and well being among athletes.

# Rules and Restrictions

## Attendance Policy

- A student must maintain high standards of citizenship. A student on suspension or expulsion from school is immediately ineligible to participate in athletics for the duration of the suspension.
- Students must be in school at least a half day to practice or participate in any sport contest that particular day (except with a written legal excuse as defined by the Board of Education policy).

## Bench Personnel

- Persons permitted on the players' bench shall be limited to eligible players in uniform, student managers, coaches of the team, and medical personnel. The head coach shall be responsible for maintaining orderly conduct on and in the vicinity of the team bench.

## Ejection of Coaches

- If a coach is ejected from a contest, he/she must leave the area of the contest and shall not be visible to or have communication or visible contact with players, officials, spectators, or school personnel until the contest is completed. If there is no member of the coaching staff from the school or another PGCPSS certified coach present to assume responsibility the contest will be forfeited.
- If a coach is ejected from a contest he/she must notify the athletic director in writing within 24 hours. The athletic director should notify the Coordinating Supervisor of Athletics or Supervisor of Athletics of any ejections. A coach who is ejected from a contest is suspended from participation in the next contest or more as determined by the Office of Athletics. **If a second ejection occurs, the coach is suspended from all coaching duties for the rest of the season.** (Review AP 0414) The suspended coach may not be on the premises of the contest, including bleachers or adjacent areas. The suspended coach must meet with the Coordinating Supervisor before returning to any coaching position in PG County schools.

## Ejection of Athletes

- An athlete or athletes, who are ejected from contests for unacceptable behavior before, during, or after a contest, are suspended from participation in the next contest. Ejected/disqualified players (for unsportsmanlike behavior) player (s) must remain on the sideline for the duration of that contest or be sent to a secure and safe area under the supervision of a coach or staff member. Suspended players may remain on the sidelines with his/her team while serving their suspension. Coaches will notify the athletic director in writing of the suspension and date(s) of exclusion within 24 hours. (See AP 0410)

## Eligibility to Participate

- Administrative Policy 5122 (See AP on PGCPSS website)

## Food/Snacks

- The bringing of food/snacks for athletes should be limited to store bought items packaged in its original packaging. Coaches will not be reimbursed for these items.

## Hazing

- Hazing of any nature is prohibited. Players shall not be subjected to any "initiation rites" whatsoever (i.e. freshmen carrying the bags for upperclassmen). Hazing is degrading to the individual and is counter-productive to the goals of the school system and to the dignity and rights of the individual. Coaches must counsel team members and ensure that "initiation" or "hazing" incidents do not occur.

### **Influence on Athletes to Play One Sport**

- Coaches shall not advise or exert any pressure on students or parents not to participate in a particular sport in order to “train” for another sport.

### **Loss of Instructional Time**

- Sports teams may not travel to events that require a significant loss of instructional time unless approved through the submission of a field trip packet for overnight trips.
- Interpretation: Participation in an event must be within the USA, does not involve loss of instructional time, and complies with the local school system policies and procedures for school travel.

### **Medications/Supplements**

- Coaches may not recommend, make available, or administer dietary supplements, pain relievers, medications, or substances that purport to enhance growth, strength, stamina, or athletic performance. This restriction does not include water or sports drinks that are used primarily for fluid replacement (for example Gatorade, PowerAde). Coaches with concerns about a student’s diet or physical comfort may advise parents to consult their child’s physician. (See AP 5160 and AP 5163.)

### **Out-of-Season Activities, Funds and Facilities**

- The regulations below are in addition to regulations contained in the MPSSAA Handbook. The regulations pertain to out-of-season and in-season coaching of PGCPS athletes including, but not limited to, summer leagues, recreational teams, camps, clinics, and other instruction of team members.
  - a. PGCPS coaches may not be involved with the collection of monies for any non-PGCPS athletic related activity. School funds may not be used for team registration fees, league fees, uniforms, or equipment. School funds may not be used for purposes beyond the defined school athletic program.
  - b. PGCPS coaches may not apply for a facility for team practices, open gyms, leagues, camps, or clinics in which students who are returning players and the coaches are employed are involved. Approval for the use of facilities by outside groups must be obtained through the Facility Use Applications and Permits office.
  - c. PGCPS coaches may not open a gymnasium or any facility for a non-PGCPS activity.
  - d. PGCPS regular season coaches may not participate in out-of-season practices or competitions, except as provided by MPSSAA regulations. (This includes verbal and non-verbal communication.)

### **Prayers**

- Individuals or groups of students may, if they choose, voluntarily observe a silent moment for reflection, prayer, meditation, or other silent activity which does not interfere with other students in the exercise of their choice. Coaches and other school staff may not by words or actions encourage, discourage, or participate in such activity with students.

### **Recruitment of Athletes**

- Each coach should encourage students from his/her school and feeder middle schools to participate in the athletic program. Coaches, booster club members, or other school-affiliated parties are not permitted to contact or recruit students who do not reside in the school attendance area or to encourage them to attend another school. When a student or parent who does not reside in the school attendance area contacts a coach,

a booster club member, or school affiliated party they must inform that person of the rules and shall not encourage him or her to seek a transfer. The principal and athletic director must be notified as well. Violation of this rule will result in appropriate personnel action.

*Coaches are prohibited from recruiting or instigating recruitment of students for the purpose of athletic participation. Recruiting shall be defined so as to include contacts between coaches, students, parents/guardians or all agents representing the family residing outside their fixed attendance area unless that student is already enrolled in that school's program.*

### **School Awards**

- In order to qualify for postseason awards, the student-athlete must complete the season in good standing and fulfill all team-related obligations. Each school is responsible for developing its own policy for achievement and distribution of athletic awards.

### **Scouting**

- Schools are permitted to scout upcoming opponents. Scouting may take place only from established spectator areas and is prohibited from football end zones, including the imaginary extension of the end zone to infinity. Opponents' contests may be videotaped, provided the videotaping in no way interferes with the playing or administration of the contest.

### **Scrimmages**

- The number of scrimmages is limited to four scrimmages for all athletic teams during the preseason and regular season; two (2) home and two (2) away is suggested. **Scrimmages may not be conducted prior to day 6 for fall sports.** Athletic teams will be allowed 1 postseason scrimmage. All scrimmages must be within the fifty (50) mile radius that is allowed by the Prince George's County Public School Transportation Department. However, a school may have the option or flexibility of having more home than away scrimmages (ex. 3 home, 1 away). – see MPSSAA Handbook for definition of a scrimmage.

### **Social Media**

- Coaches must exercise the utmost discretion when using social media outlets (Twitter, Instagram, Facebook, etc.) and personal communication devices (texts) with players and our school community. Communication with players must be related to your duties as a coach.
- A coach shall not communicate with an individual student, but should send a group message that includes another coach (es), a parent/guardian and/or other team members.

### **Media Communication**

- **Media Protocol** - Coaches must follow media protocols for Prince George's Public Schools. With the request by the principal, all media interviews must be submitted and approved by the office of communications. (Refer to AP 0701 and AP 1121)
- **1.5 - Strike and Withholding of Services**  
In accordance with Education Article, Annotated Code of Maryland, Section 6-410, PGCEA, or any group of employees represented by PGCEA, shall be prohibited from calling, or directing, or abetting any strike, slow down or any action which interferes with the operation of the schools. This will include all coaches for PGCPS sport teams.

## Study Hall

- Each school is responsible for conducting a study hall for athletes and developing its own policy for study hall attendance. **Students must achieve a 2.0 GPA to participate in athletics and extracurricular activities.**

## Supervision of Players

- The coach or athletic director responsible for the conduct of the team must accompany teams/squads to all contests and must remain until the event is over and all team members have left school property. If the team is returning to their home school, the coach must not leave any student unsupervised at the home site. All athletes must be supervised at all times. Athletes should not be allowed to ride in any car (unless with a legal parent/guardian in SchoolMax), leave the premises without a coach, and/or leave the designated team area without a coach. A visiting team shall not be allowed into a locker room or allowed to begin to warm-up unless accompanied by a coach or appropriate school representative.

## Transportation

- All teams must travel in county approved buses to and from all athletic events. All team members must travel as a group to and from all athletic contests. Parents or legal guardians may notify the AD and coach of the team 24 hours in advance. If approved by the school principal or principal's designee in advance, a team member may be released to the custody of a parent or legal guardian at the conclusion of an away contest. Approval must be requested in written form prior to the specified event and signed by the student-athletes parent or legal guardians 24 hours in advance. The principal or principal's designee shall sign all authorized requests. The school principal or principal's designee must approve any other exceptions to this mode of travel in advance. (See attached form)
- **Coaches will not provide transportation** of any kind to and/or from practices or athletic events. In case of emergency, the coach must notify the AD and Principal. Vans of any kind are PROHIBITED.
- When a student(s) uses public transportation to travel home after games and/or practice, coaches shall require parents to provide written permission to do so within 24 hours prior of dismissal. A signed transportation document (s) must be kept on file with the coach and a duplicate with the athletic director. (See attached form.) Coaches may not release student-athletes to Uber or Lyft drivers.

## All-Star and All-County Team Selections

- All-star games and team selections are not organized or administered by PGCPS. All county athletic teams are not selected by the Athletic Office.

## Senior All Star Games Per Sport

- All Star Games - Only seniors may participate - Only after the end of the sport season. The *MPSSAA Handbook* states: **.04C(5)**
- Seniors may participate in all-star games, upon the completion of their eligibility in the sport in which this participation occurs.

## Celebratory Activities

- Athletic director and principal must approve all celebrations involving players, coaches, and students associated with teams. This would include, but not be limited to parties, cookouts, etc.



## **Weather Guidelines**

It is the coach's responsibility to call for air quality color codes and respond appropriately. The forecast and color code can be obtained by calling 202-962-3299 and/or visit their website at <http://www.mwcog.org/environment/air/data>.

- Air quality (ground level ozone or smog) deteriorates when temperatures are in excess of 90°, with low or no winds and clear skies. When such conditions are anticipated, a Code Orange, Red or Purple forecast is issued. Under such conditions at-risk individuals, who are heavily exercising, should be closely watched and if experiencing any breathing difficulties, immediately required to cease exercising and move indoors. At-risk individuals include those who responded "yes" on the Medical Evaluation Form to being asthmatic or having heart and lung function problems (Part I), and individuals who responded "yes" to having experienced chest pains, shortness of breath, weakness when exposed to high temperatures, or impaired lung function (Part 3).
- In hot, humid weather, coaches are expected to use good judgment in determining the length and type of outdoor practice. Frequent practice breaks and drinking water must be provided. Coaches must be aware of signs of heat exhaustion. Players who exhibit these signs are to cease practicing. Salt tablets are not to be issued.
- When schools are dismissed early because of heat; no practices, meetings, or contests are allowed.
- In extremely cold weather coaches are expected to use good judgment in determining the length and type of practice. Athletic events may be rescheduled by mutual agreement of the athletic directors of the opposing schools if the wind-chill factor could be detrimental to the health and safety of the athletes.

## **Thunder and Lightning**

Procedures for suspending outdoor athletic events because of lightning/thunder:

- If thunder and/or lightning can be heard or seen, stop the activity and have players and spectators seek protective shelter immediately.
- Inform players that in situations where thunder and/or lightning may or may not be present, if they feel their hair stand on end and skin tingle, immediately assume the following crouched position: drop to their knees, place their hands/arms on their legs, and lower their head. They should not lie flat.
- In the event that either thunder or lightning should occur, allow 30 minutes to pass after the last occurrence of thunder and/or lightning before resuming play.
- - a. In case of lightning and/or thunder during an athletic practice, scrimmage, or contest, the activity will be suspended immediately. Players and officials should seek shelter. Spectators will be directed to leave. All coaches are expected to have an alternate plan for seeking shelter and/or expedient departure in case of lightning/thunder or other severe inclement weather.
  - b. The principal has the final authority to delay or postpone events because of lightning and/or thunder. If the principal is not present, the host athletic director has the responsibility; if the athletic director or designee is not present, coaches have the responsibility.
  - c. If a game is suspended because of lightning and/or thunder, it shall be resumed the same day, if possible, at the discretion of the officials and host athletic director.
  - d. When a contest has been suspended for more than 1 1/2 hours (cumulative time) due to inclement weather, the contest shall be ended. The game will be rescheduled at a later date or continued from the point of suspension, in accordance with the rules governing that sport.

Unless a countywide decision is announced, the decision to postpone outdoor athletic events because of adverse field conditions or inclement weather is the responsibility of the host athletic director or designee.

## Open Gym/Fields and Conditioning (Revised 2012)

### PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS INTERPRETATION OF "OPEN GYM" POLICY

In order to conform to the letter and spirit of state and county rules governing out of season practice restrictions:

Any after-school athletic activity (such as weight-lifting, open gym/field for any sport, conditioning programs, etc.) **conducted and supervised by coaches or school staff** should meet all of the following criteria:

- **Open to the student body as whole, not just athletes.**
- Middle School students are **prohibited** from attending high school workouts during the school year.
- Middle School students may participate at the high school after the last day of the school year.
- Not open to the general public or students from other schools.
- Dates and times announced and publicized to the student body as a whole.
- Be conducted immediately before or after school when possible.
- Coaching or instruction may not take place! **Instruction may occur during weight training to ensure proper lifting techniques.** Coaches may be present for supervision and liability purposes only.
- Subject to approval by principal.
- Teams may not have open gyms while in-season.
- Must not interfere with in-season team practices or games. In-season teams will have first priority of facility use, followed by any out of season teams or conditioning programs as coordinated and approved by the athletic director.
- Open gym/fields and conditioning cannot be held on days when schools are closed for students.
- All participants in these activities must have a current physical and permission slip.
- All participating coaches must have a current Out of Season/Open Gym contract.
- **ALL USE OF SCHOOL FACILITIES MUST GO THROUGH THE BUILDING SUPERVISOR AND ENTERED IN SCHOOL DUDE.**

## Out-of-Season Teams Interpretation

MPSSAA Board of Control voted to further refine the definition of an out-of-season team in which members of the high school coaching staff may serve as coaches. The enhanced interpretation applies only to outside school teams and becomes effective as of the last State Championship game this May. The action does not change any of the current regulations regarding the high school sport season, out-of-season practice, summer camps or any other regulation. It only defines the number of returning athletes that may be members of an outside team that is coached by a member of the school coaching staff. The wording of the interpretation is as follows:

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

*Member MPSSAA schools and coaches of member schools shall confine school practices to the seasonal limitations as defined in Regulation .03 of this chapter*

*Interpretation: Any school group or team gathering **consisting of three or more players** that has assembled for the purpose of **drilling or instruction** would constitute a violation. School coaching staff may work with a maximum of **two players per day**.*

*.04E(2) "A coach may not coach a team representing the coach's school beyond the sports season as defined in Regulation .03 of this chapter."*

*Interpretation: Any paid or volunteer coach at a member school may coach a non-school team provided the team has no direct affiliation with the school. When coaching non-school teams, including returning school players on non-school teams, the following criteria shall be observed:*

- a. The non-school team may not use a name directly connected with the school
- b. The non-school team may not use school uniforms, equipment or funds;
- c. The non-school team may not use school facilities except as allowed by local school system guidelines;
- d. The non-school team must meet local school system standards of a non-school team; and
- e. The number of returning school players on the non-school team is limited according to the following timeframe.

#### Timeframe

1. From the start of the fall sports season as defined in Regulation .03, to the last state championship game of the spring season, the outside teams roster does not exceed 80% of the returning players of what would constitute a starting line up in that sport OR a modified version thereof. i.e., 7-on-7 football, 3-on-3 basketball, indoor soccer, indoor lacrosse, etc.

<b>STARTING SPORT</b>	<b>LINE UP</b>	<b>LIMIT</b>
Baseball	9	7
Basketball	5	4
Cross Country	7	5
Field Hockey	11	8
Football	11	8
Golf	4 State members	3
Gymnastics—Boys	6 events	4
Gymnastics—Girls	4 events	3
Lacrosse	10	8
Soccer	11	8
Softball	9	7
Swimming	12 events	9
Tennis	8 State events	6
Track & Field	18 events	14
Volleyball	6	4
Wrestling	14	11

From the last state championship game of the spring season to the first day of fall practice, the outside team roster is unrestricted on the number of returning players.

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To avoid any confusion, misapplications, or violations of State Board of Education Regulations, coaches, athletic directors, and principals are strongly urged to check with Local Supervisors with any questions, doubts or confusion about this revised policy.

In addition the MPSSAA has supplied some answers to some frequently asked questions.

### **Frequently Asked Questions**

In response to questions concerning the revised interpretation regarding what constitutes an out-of-school team the following points of emphasis are offered:

- This more inclusive interpretation of the rule only applies to outside teams that are competing in a bona fide league that is organized by a recognized not for profit organization.
- Teams are non-school in nature and by interpretation. Thus, use of school names, uniforms, equipment and finances are prohibited.
- Current regulations regarding summer camps and team camps are unaffected by this action and remain in force. If it looks like a camp, sounds like a camp, structured like a camp and conducted like a camp.....It's a Camp.
- Practice for non-school teams coached by members of a school coaching staff:
  - may not begin until after the last championship contest of the school year
  - must end at the conclusion of that team's summer league schedule
  - may number no more than the number of contests scheduled for the summer league team
- Participation on an out of school team may not be a prerequisite either direct or implied for inclusion on the school team.

**School funds may not be used for non-school teams (summer teams, camps, clinics, etc.). All funds placed in school accounts are subject to the aforementioned statement.**

\* For full interpretation, see addendum, "Out-of-Season Participation".

## **Monetary Procedures for Athletics**

The purpose of this policy is to make all staff members aware of guidelines that must be followed when handling money in the name of the school. **No organization using the school name or associated with the school may have an outside account.** All financial forms are available from the Accounting Secretary. Monetary Transmittal Forms (MTF) are available from the Principal's Secretary. Any questions regarding financial procedures may be directed to the principal's secretary.

1. The Principal gives approval of any financial obligations incurred on behalf of the school and **only the principal has the authority to sign contracts.**
2. At the beginning of each season, all coaches will be issued a receipt book. This book will be returned to the Athletic Administration for review at the end of each season. No student should be responsible for the collection of money. That responsibility belongs to the teacher, coach, or sponsor of the group, class, or organization. No money is to be accepted for any reason without giving a **receipt** and without the sponsor/coach keeping a copy.
3. All money turned into the Accounting Secretary must be accompanied by a **Monetary Transmittal Form (MTF)** (available from the Accounting Secretary) signed by the teacher/sponsor. All money must be

counted accurately with all coins wrapped (coin wrappers are available from the Accounting Secretary). **All deposits are to be turned into the Accounting Secretary by 12:00 noon to be included in that day's deposit.** No checks dated more than ten (10) days previous to the date of deposit will be accepted. Each check should have noted on it the telephone number of the signer and the **name of the student** for whom it is being paid, as well as the name of the group making the deposit. **All checks are to be made payable to your high school.**

4. Disbursements will be made by check only. Requests for payment must be submitted to the Principal's Secretary in duplicate on a **School Funds Expenditure Form (SPEF)** by Friday of each week. Only the principal can approve all SPEF's before checks can be written. Checks will not be available until the following Wednesday. A receipt of invoice must accompany each check request or the check will not be written. The money must also be available in that particular account before the check is written.
5. Fundraisers: The sponsor of any group who wishes to conduct a fundraiser must first obtain the following forms from the Accounting Secretary: (1) Calendar Request, (2) fundraiser Request and Authorization, (3) fundraiser Completion Report, and (4) student Remittance Report. The Calendar Request should be submitted to your Administration for approval. The Fundraiser Request and Authorization Forms should be turned into the Accounting Secretary. Two weeks after the Fundraiser is completed the Fundraiser Completion Report should be submitted to the Accounting Secretary. Monies collected should be turned into the Accounting Secretary before 12:00 noon daily. Financial debts owed by student(s) should be submitted on a "Report Card Withhold Form" and submitted to the Accounting Secretary. Also remember that there is a 5% sales tax which must be paid on any items sold. No new fundraisers can be approved for a particular group unless all forms from the previous fundraiser are complete.

## **Student Activity Funds Procedures**

The primary areas of concern for the staff related to the student activity funds are as follows:

1. Collections
2. Disbursements
3. Sponsoring a club or a Special Activity (Restricted Funds)
4. Varsity football gate money is off limits for spending purposes or transferring to other accounts. **Do not touch these funds.** Gate money for all other sports should not be used or transferred until directed by the Office of Athletics.

### **Collections:**

- a. Staff must obtain a pre-numbered Monetary Transmittal Form (MTF) from the office; staff member is responsible for that form and must return either the form with the money or if the form has to be voided, return it to the secretary and sign for a replacement.
- b. Provide a receipt, if requested by the student or parent;
- c. Submit **all** money to the office on the day collected; do not store money in your room, do not take money home overnight, do not withhold any money collected (do not pay expenses from the cash collected).
- d. Submit the money in the same denomination in which it was collected.

- e. Complete the MTF-all sections; be mindful of accuracy and completeness; indicate the account to be credited; remember to indicate sales tax, if applicable; sign and date; attach detail to support collections (ex: student remittance report, class list ).
- f. MTF distribution:
  1. Pink copy-you keep in your ‘MTF’ envelope;
  2. Original and yellow copies-to the drop safe with the money; after the secretary verifies the accuracy of the money and the completeness of the form, the form will be signed and dated.
  3. Yellow copy-returned to you for attachment with the pink copy in your MTF envelope.
  4. Both the pink and yellow are retained by you until the year-end check out; prior to check out, you should make sure all your pink and yellow copies are in the envelope, seal the envelope and initial across the sealed area; turn in the envelope to the designated administrator.

### **Disbursements:**

- a. **Pre-approval** by the Principal is required before spending money or obligating the school.
- b. All athletic requests must be submitted to the Athletic Director who will authorize and submit to the Principal. Coaches may not pre-order or order any equipment or apparel directly from the vendor.
- c. Athletic Directors must complete the top portion of the School Funds Expenditure Form and submit to the bookkeeper for the Principal’s pre-approval.
- d. Regardless of the method of purchase, Athletic Director and Principal Pre-approval is required.
- e. Original, itemized receipt or an invoice is required.
- f. Complete middle action of the School funds Expenditure Form, attach original receipt or invoice and submit to the Principal.
- g. If you spent your own money (must be a vendor), you should prepare the form (bookkeeper) prior to the purchase for a check reimbursement.
- h. If you placed a phone order, the school will be invoiced. (Be mindful that all invoices received by the Principal must have been pre-approved.)
- i. Do not pay for expenses with cash that has been collected; all Money received must be deposited in the school’s bank account and all expenses must be paid with a school check.
- j. Any money collected for athletic services for the team or individuals of a team must be turned in to the bookkeeper.

### **Sponsoring a Club or a Special Activity (Restricted Funds)**

There are financial responsibilities associated with extracurricular activities.

**Do not spend money you do not have.**

**Do not make commitments to spend money you do not have.**

**Restricted funds must be spent for only the identified purpose;**

## **Title IX Information**

### **What Is It?**

Title IX is the portion of the Education Amendments of 1972 that prohibits sex discrimination in educational institutions that receive any federal funds. In brief, Title IX states:

*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 educational program or activity receiving Federal financial assistance.*

Title IX applies to any educational program at an institution that receives any federal funds — the majority of schools in this country, from elementary schools through colleges. Almost all private colleges, for example, are covered because they receive federal funding through financial aid programs such as Pell grants.

Athletic associations may also be covered under Title IX if they receive federal funds.<sup>2</sup>

If educational institutions are found to violate Title IX, their federal funding can be withdrawn. In all cases to date, however, institutions found to violate Title IX have agreed to specific plans to comply with the law rather than lose funding. An institution's agreement to specific plans does not ensure that it will fulfill them.

Therefore, after such agreements are made, citizens must continue to monitor Title IX compliance.

Title IX is not just a “sports” law. It also covers sexual harassment, academic discrimination and workplace discrimination against students, employees and faculty at educational institutions.<sup>3</sup> Title IX prohibits unequal educational opportunities throughout the entire educational environment.

**Playing Fair: A Women's Sports Foundation Guide to Title IX (Refer to AP 0104 and Board Policy 0104)**

# Game Management and Admission Policy

## Duties of Game Manager

1. Hire and supervise game workers.
  - a. Official timekeepers must be individuals who have knowledge of the sport and understand the mechanics and operation of the sport.
  - b. Coordinate with security officers, police personnel on duty to ensure safety and adequate coverage.
  - c. Send the ticket report to the athletic director after each home game. (varsity football only)
  - d. Ensure that game workers sign-in
  - e. Coaching staff or team managers must report the game scores to all appropriate sources.
2. Greet the visiting team and spirit groups and show them to their locker room or warm-up areas.
3. Provide private, clean, secure dressing facilities for officials.
4. Ensure that fields and gymnasium are ready for play.
5. Obtain sideline crew in football.
6. Provide each school with designated seating areas for its students, if necessary.
7. Must report to game site as follows:
  - a. Football – 90 minutes prior to starting time
  - b. Basketball – 90 minutes prior to starting time.

## Pep Bands

Home pep bands are permitted at basketball games with the approval of the principal or his/her designee. Band members (musicians and dancers) must display good sportsmanship at all times. The band must be seated on the side of the gym opposite its team and may only play when an “official time out” is called. Organized programs will be permitted during intermission. Any band or other half-time presentation should be planned carefully, approved in advance by the host school, and should not interfere with the beginning of the second half of the contest. The visiting school’s pep band or marching band may attend outdoor athletic events with prior approval from the principal of the host school and the Coordinating Supervisor of Athletics. Only pep bands (30 members only per MPSSAA rules), with the aforementioned prior approvals may attend home indoor athletic events and away indoor playoffs.

**Band directors shall meet 30 minutes prior to the game to coordinate when each band will play. Bands shall not play at the same time.**



## Cheerleading Squads

Cheerleader coaches shall set an example by being cooperative and positive to each other. Cheers should be positive and non-antagonistic. Cheerleaders are only permitted to attend away games for varsity football and playoffs. Control the crowd by performing positive cheers when the mood of the crowd is down or negative. Applaud when an injured player leaves the playing area.

**See Cheerleading Handbook for other corresponding guidelines.**

## Unsportsmanlike Behavior of Spectators

- a. School officials have the authority to remove a spectator(s) from a contest for unruly to improper conduct. The individual(s) may be removed for the duration of a particular contest or for any extended period of time depending on the severity or frequency of the improper conduct
- b. In severe instances, upon approval of the Coordinating Supervisor of athletics, spectators may be excluded from multiple contests, for the duration of a season, or longer.
- c. The following behavior is expected at all athletic events:
  - (1) Respect decisions made by school and game officials.
  - (2) Refrain from taunting, booing and use of inappropriate language.
  - (3) Attendance at any event is a privilege.
  - (4) Respect athletes, officials and coaches.

## Seating Arrangement/Team departure at events

- a. Seating areas for home and away spectators should be clearly marked or stated over the PA at the beginning of the contest.
- b. In a stadium with bleachers on opposite sides, the home team shall be in front of the home team bleachers; the visiting team shall be in front of the visiting team bleachers.
- c. In a stadium with bleachers on one side only, the visiting teams should be opposite the home team in front of the home crowd. If there is ample space separating the teams, teams may be on the same sideline. This should be avoided in football.
- d. In gymnasiums, home team spectators should sit behind the home team and in the bleachers directly opposite; visiting team spectators should sit behind the visiting team and directly opposite. Cheerleaders should be assigned an area in front of their respective crowd if possible, directly opposite their team.
- e. At the conclusion of an athletic event, the visiting team **should depart within 20 minutes** after the game and post-game talks should be limited to ten (10) minutes or less. If this does not occur, please notify the Coordinating Supervisor of Athletics via email within 24 hours.

## Signs and Noise Makers

Radios, CD's, tape players, musical instruments, noisemakers, and similar devices will not be permitted during any indoor activity. Only signs that communicate positive support and have been approved by the host athletic director will be permitted

## Souvenirs/Promotional Sales Items

Because of the possibility of injury, sale items are not to be tossed into the crowd or distributed during athletic contests without prior athletic director approval.

## Broadcasting

1. All promotional announcements must be impartial and in no way promote inappropriate behavior on the part of contestants, students or other observers. No **Play-by-Play** broadcasting is allowed. Broadcasters should avoid announcing play situations in advance. Broadcasters or announcers must remain cognizant of the purposes and the objectives of high school athletics.
2. **Upon principal's approval**, Athletic directors may employ disc jockeys or musicians to perform during their scheduled athletic events. However, the athletic director or his/her designee is responsible for **screening** all music prior, during, and after every event. **All broadcasted lyrics, words, and comments should be free of explicit, derogatory language.**

## Admission Policy for Athletic-Related Groups

1. All cheerleaders, members of pompon squad, majorettes, and band members will be admitted free to home contests only if they are performing, in uniform and are accompanied by their coach or sponsor. Free admission to a limit of 3 managers
2. Cheerleaders may attend away football games and play-off contests, if there is not a home contest at their school. They may not attend other away athletic contests without prior permission from their principal, host school principal and the Coordinating Supervisor of athletics.

## Admission Policy for PGCPs Employees

1. Teachers and staff from the participating home and visiting school(s) shall be admitted free of charge with proper identification (school photo identification badge).
2. Supervisory Staff from Central Offices shall be admitted free to all county athletic events with a MPSSAA Pass or a Superintendent's Pass and proper identification. Only MPSSAA Passes can be used for Region and State Events.
3. All individuals entering free or with a pass must sign in at the gate or door.

## Admission Policy for Complimentary Passes

PGCPS and MPSSAA Passes will admit the bearer only. A sign-in sheet shall be made available at all athletic events where admission is charged.

1. Superintendent's Passes will be given to the following: (limited number)
  - A. Coaches who are not listed as paid assistants (refer to coaching assignments per PGCEA Negotiated Agreement)
  - B. Volunteer coaches
  - C. Assistant Principals
2. MPSSAA Passes will be given to:
  - A. Principals
  - B. Head Coaches
  - C. Paid Assistants (refer to coaches assignments per PGCEA Negotiated Agreement)

## **Guidelines Relative to Free Admittance to Athletic Events**

### ***Regular Season Games Only***

1. All children age six (6) and under will be admitted free.
2. Those persons holding Prince George's County Superintendent or MPSSAA passes will be admitted free after signing the sign-in sheet. The game manager will provide a sign-in sheet for all athletic contests. (Prince George's County Superintendent passes are not acceptable at MPSSAA Regional or State playoff games.) Only the holder of the pass may be admitted free of charge.
3. All athletic support groups performing, i.e., cheerleaders, pompons, band, etc., will be admitted free. They must be in uniform, enter as a group and be accompanied by a sponsor.
4. Junior varsity players (in that sport only) of the two (2) participating schools will be admitted free when properly identified and entered as a group.

**Admissions Policy for Senior Citizens (age 55 and over)** - Board of Education Policy 1261 mandates that senior citizens receive a discount on admission to athletic events.

### **Accounting for Tickets and Ticket Pricing Policy**

- All athletic directors will receive an Athletic Ticket Report Form. All athletic directors will sign this document and retain a copy. A copy shall be given to the principal and a copy will be retained in the Office of Athletics.
- Gate receipts from varsity football ticket sales are to be returned to the PGCPS Office of Treasury Operations. Athletic directors must verify that funds have been sent to PGCSP by completing the online ticket report in GoogleDocs.
- All gate money will be recorded on the google document created by the Office of Athletics.
- Gate receipts for all other athletic event ticket sales are the responsibility of the school principal or his/her designee. Tickets are to be kept in a secure location and accounted for at the end of each sports season.
- Please refer to Administrative Procedure 3702

### **Football**

Prince George's County Public Schools have a countywide (universal) ticket for all varsity football games acceptable at all varsity football games regardless of where they are purchased.

- \$5.00 - general admission purchased through Home Town Ticketing.

### **Basketball and Other Sports**

- \$5.00 - general admission purchased through Home Town Ticketing.
- Junior varsity football, volleyball, wrestling, soccer, lacrosse and designated sports per school.  
\*\*\*Please note - some schools may not have the proper facilities to charge.
- \$ 5.00 - general admission through Home Town Ticketing
- \$ 5.00 – cheerleading competitions

## Security

Office of Athletics will provide police for athletic events as follows:

- Varsity Football (Office of Athletics will cover the cost)
  - 2 for day time games (unless otherwise requested)
  - 4 for night games
  - Number of police is subject to change
- Varsity Basketball (Each school must cover the cost)
  - 2 for boys games
  - 1 for girls' games (additional officers should be requested at least 2 weeks in advance when a large crowd is expected)

## Sportsmanship

### Expectations for Spectator Behavior

- **APPLAUD** players for their efforts
- **ACCEPT** the decisions of officials
- **APPRECIATE** participants for their commitment
- **SUPPORT** school personnel in conducting an orderly and spirited contest
- **MAINTAIN** composure when penalties seem to go against your team
- **RESPECT** the rights of other spectators
- **REWARD** sportsmanlike behavior through cheering
- **FOCUS** attention on positive aspects of competition
- **ENCOURAGE** players by showing enthusiasm and positive recognition
- **DEMONSTRATE** concern for the safety and welfare of athletes

# Sports Representatives

## OFFICE OF ATHLETICS SPORTS REPRESENTATIVES 2024-2025

SPORT	NAME	SCHOOL	WORK #
Baseball 3A, 2A, & 1A	Donald Cleveland	Laurel	301-497-2050
Baseball 4A	Donald Cleveland	Laurel	301-497-2050
Basketball – Boys	Tyrone Massenburg	Frederick Douglass	301-952-2400
Basketball – Girls	Ayana Ball-Ward	Largo	301-808-8880
Cheerleading	Keisha Hensley	Friendly	301-449-4900
Cross Country	Kenneth Washington	Northwestern	301-860-3901
Football	Thomas Green	Eleanor Roosevelt	301-513-5400
Golf	Theodore Smith	Eleanor Roosevelt	301-513-5400
Indoor Track	Kenneth Washington	Northwestern	301-860-3901
Soccer – Boys	George Kallas	Eleanor Roosevelt	301-513-5400
Soccer – Girls	<u>Dzarr Daniels</u>	Northwestern	301-985-1820
Softball	Luanne Smith	Bowie	301-318-9367
Swimming	John Venit	Laurel	301-497-2050
Tennis – Boys & Girls	Robert Vinson	Charles Herbert Flowers	301-636-8000
Track – Boys	Kenneth Washington	Northwestern	301-985-1820
Track – Girls	Brian Brown	Charles Herbert Flowers	301-636-8000
Volleyball	Linda Henson-Hubb	Gwynn Park	301-372-0140
Wrestling	Otis Felder	Charles Herbert Flowers	301-636-8000
Coordinating Supervisor	Shirley Diggs	Athletics Office	301-669-6050
Supervisor	George McClure	Athletics Office	301-669-6050
MPSSAA	Andy Warner	MPSSAA	410-767-0367 410-333-3311 (fax)

## General Guidelines/Procedures for all Sports

- A. Warm up for games
- B. Proper warm up must be given to teams; special consideration should be given to visiting teams arriving late due to unforeseen circumstances.
- C. Pre-game and Half time Warm up Guidelines
- D. Players can only warm up in their assigned half of the playing area.
- E. Players cannot run laps around the entire playing area and must avoid their opponent's bench during laps.
- F. The Office of Athletics must approve all postponements and cancellations. Once approval is given, the home team is responsible for contacting the opposing team and sport commissioner immediately.
- G. Post-game departure
  - Visiting schools should depart the school premises in a timely manner.
  - The coach of the visiting team shall inspect the dressing area of the visiting team before and after a contest. Problems or concerns should be reported to the game manager, athletic director or home team coach.
- H. Communicable diseases (refer to NFHS policy)
- I. Drug, alcohol, and tobacco use (refer to Student Code of Conduct)
- J. Concussion Awareness
- K. Heat Acclimatization Education
- L. Child abuse (refer County memo)
- M. Discrimination and Harassment (refer to Administrative Procedure 4170)
- N. Sanction rule – A member MPSSAA school shall not compete in any of the following contests unless the contest is approved by the MPSSAA Executive Director:
  - Any inter-county contest involving more than three teams and sponsored by a non-member educational institution;
  - Any inter-county contest involving more than four schools;
  - Any inter-county contest involving more than four counties. The host school shall file the appropriate sanction request form with the MPSSAA. Executive Director at least 45 days before the event.
- O. Background check for coaches (refer to Prince George's County Fingerprinting memo).
- P. Equity (refer to Prince George's County Board of Education Policy 0500).
- Q. School mascots and colors (refer to appendix).
- R. Testing dates (see Prince George's County yearly Testing Schedule for High Schools).
- S. Adding Players during Sports Seasons:
  - Athletes must complete a 10 day conditioning period unless they are transferring from another school and were participating in an active sport at the varsity or JV level.
  - All other eligibility requirements must be met.
  - An addendum to the eligibility roster has been received in the Office of Athletics

# Specific Sport Information

## Adding New Sports Programs:

In order to add a new sports program, 50% of the high schools must have an active club or intramural team that has participated in the sport for a minimum of one (1) season.

New sports teams/programs must participate at the junior varsity level for 2 consecutive seasons unless the Prince George's County Athletic Association approves the sport and/or program to compete at the varsity level.

**NOTE:** For safety reasons and continuity of programs, at the beginning of each sports season, a minimum number of players per sports team will be set. There will be an on-going evaluation of programs during each season. If the number of players falls below the minimum, the program will be re-evaluated by the school athletic director and the Coordinating Supervisor of athletics. The minimum number for each sport must be met at least seven days prior to the first contest.

## Baseball

- The minimum number of participants is as follows:  
Varsity – 12    Junior Varsity – 12
- The home team must submit game results to the sports representative within 24 hours of the contest.
- The athletic director should reschedule postponed games on the next common date for both teams.
- Teams may participate in tournaments.
- The visiting teams must be given the field 20 minutes immediately prior to the start of the game for warming up.
- Home coaches should provide a properly maintained, lined field and a minimum of six new, approved baseballs for each game.
- The mercy rule for baseball states if a team is down by 10 runs or more at the end of four and a half or five innings the game will end.

## Basketball (Boys and Girls)

- The minimum number of participants is as follows:  
Varsity - 10 players    Junior Varsity - 10 players
- Scrimmages should be limited to one per day or 6-quarters for a multi-team event.
- Rescheduling of postponed games due to system-wide school closings:
  - Games will be made up in the order that they are canceled.
  - The Office of Athletics may reschedule all postponed games.
- Pep bands and loud speakers should not be located in front or behind the visiting team.
- Home team must submit game results to the sports representatives and their regional representative within 48 hours of the contest.
- A school's basketball coaching staff should have no more than five (5) coaches on the sideline during a varsity game. This includes varsity and junior varsity coaches who are paid, emergency, and volunteers.

## Cheerleaders

- The minimum number of participants is as follows:  
Varsity – 8      Junior Varsity – 8  
The minimum number of participants to have an assistant coach is eight.
- Cheerleaders should conduct themselves in a courteous, polite, and considerate manner, reflecting good sportsmanship.
- Cheerleaders will follow the rules and regulations of the MPSSAA Handbook and the PGCPHS Handbook.
- Refer to the Prince George’s County Handbook for Cheerleader Coaches

## Cross Country

- The minimum number of participants is 5 runners.  
To have an assistant coach, the minimum number of participants is 8 runners.
- There will be medical coverage at all cross-country meets when possible. The athletic office will assign EMT’s.
- The host school will submit results to the sports representative within three days.
- The number of regular season meets is limited to ten.
- The host team is responsible for conducting the course walk.

## Football

- The minimum number of participants 10 practice days prior to the season is as follows:  
Varsity team – 22 players      Junior Varsity team – 22 players
- Coaches may issue equipment prior to August 15. The coach is responsible to see that equipment is not used prior to that date.
- **Fall practices should be limited to 3 hours on the field. Players may not take part in contact drills and/or scrimmages until they have participated in a minimum of 3 practices (two-a-days count as one practice day). This rule is in force for the entire season.**
- Scrimmages may be scouted. Schedules should be sent to all league teams.
- State playoff representation is determined by the MPSSAA point system.
- The scoreboard clock will be the official time at any game where the home school designates and pays the fee for the clock operator.
- Home team will wear dark jersey or home jersey; visiting team will wear white jersey or visiting jersey, unless both coaches reach prior agreement.
- Chain crew must remain on the home sideline the entire game.
- Homecoming halftimes should be no more than twenty minutes unless both teams agree prior to the start of the game.
- The P.A. system should not be used for cheering or play-by-play.
- The home team must provide a legal football.
- The home team must sit on the same side as the home crowd.
  - Restrictions for bands are as follows:
  - Pre-game and National Anthem must begin five minutes before kickoff.
  - Half-time shows must be completed and bands should be off the field five minutes before the second-half kickoff.



- Bands cannot play while the game is in progress. They may play during timeouts, between quarters and at half time.
- The home team will submit game results to the sports representative within 48 hours of the contest.
- Medical coverage will be provided for all Varsity and Junior Varsity games, and the athletic office will assign EMT's. The Mercy Rule for football states that if during the second half the point-spread reaches 35 points or more, the time clock will run continuously except for time outs and injuries.
- A school's football coaching staff should have no more than 10 coaches on the sideline during a varsity game. This includes varsity and junior varsity coaches who are paid, emergency, and volunteers.

### **Golf**

- The minimum number of participants is 3. Players' skill level must be sufficient to maintain the pace of play of the group.
- State playoffs – see MPSSAA Fall Bulletin.
- The use of riding or pull carts is not allowed.
- The maximum number of players that can be taken to a match is six.
- The scoring will be match play, 4 points total.
- No team should report to the course earlier than 30 minutes prior to the match.
- Line up cards will be exchanged prior to match play. Stacking is not permitted.
- Soft spikes or sneakers must be worn. Ripple soles are not allowed.
- Proper attire, which includes a colored shirt, is required. Jeans are not allowed.
- Host team will submit the match results to the sports representative within 24 hours.

### **Indoor Track**

- The minimum number of participants is 10.  
The minimum number of participants to have an assistant coach is 10.
- Each school will be assigned specific responsibilities for the county meet.
- There will be medical coverage at the county track meet when possible. The athletic office will assign athletic trainers and/or EMT's.
- The completed county entry form (electronic entry) is due seven days before the meet.
- The home team must send results to the sports representative within 48 hours.

### **Lacrosse (Boys and Girls)**

- The minimum number of participants is as follows:  
Varsity – 15 players      Junior Varsity – 15 players
- The home team must submit the game results to the sports representative within 48 hours.
- The athletic director should schedule postponed games on the next common date or both teams.
- There will be medical coverage at all varsity and junior varsity games when possible. The athletic office will assign EMT's.

### **Outdoor Track (Boys and Girls)**

- The minimum number of participants is 7 per team.
- Each school will be assigned specific responsibilities for the county meet.
- There will be medical coverage at the county track meet when possible. The athletic office will assign EMT's.
- The novice meet will be limited to 9<sup>th</sup> and 10<sup>th</sup> graders.
- The completed county entry form (electronic copy) is due the Monday before the meet.
- Participants must compete in at least one regular season meet in order to qualify for the Prince George's County Meet.
- The home team must send results to the sports representative within 48 hours.

### **Soccer (Boys and Girls)**

- The minimum number of participants is as follows:

Varsity – 15 players      Junior Varsity – 15 players

- The home team must submit the game results to the sports representative within 48 hours.
- The athletic director should schedule postponed games on the next common date or both teams.
- There will be medical coverage at all varsity and junior varsity games when possible. The athletic office will assign EMT's.

### **Softball**

- The minimum number of participants is as follows:

Varsity – 12 players      Junior Varsity – 12 players

- The home team will send results to the sports representative within 48 hours.
- The athletic director should reschedule postponed games on the next common date for both teams.
- Only molded cleats may be used.
- All catchers must wear a helmet, mask with throat protector, protective leggings, and chest protector.
- The Mercy Rule for Softball states if a team is down by 10 runs or more at the end of four and a half or five innings the game will end.

### **Swimming**

- The minimum number of participants is 8.  
The minimum number of participants to have an assistant coach is eight.
- The Athletic Office will pay for pool rental time.
- Rescheduling of meets shall be based upon pool availability.
- The coach must be present at all practices and meets.
- The County Championship will be determined by the winner of the Prince George's County championship meet to be held following completion of the dual meet

scheduled. The 4A and 3A/2A/1A teams with the best dual meet win/loss record and runners up will also be acknowledged.

- Students may participate as individuals or with a team in the same sport outside of school during the school season. However, they will be expected to attend practice.
- A swimmer must participate in 5 of 7 regular season dual meets or sixty percent in order to participate in the county. A swimmer must swim officially in a dual meet individual event to enter that same event in the County Championship meet. **NO EXCEPTIONS.**
- Both schools will be responsible for supplying an appropriate number of designated officials for each meet. The arrangements for officials should be done through the coaches and parent representatives. These arrangements should be made two (2) days prior to the meet. Officials shall be volunteers.
- All meets will be governed by National Federation rules amended in this handbook or otherwise agreed upon in writing by both coaches.
- A preseason meeting on meet management and aquatics rules interpretation will be held. All interested coaches and prospective officials should attend. A post-season meeting will be held at the discretion of the Coordinator.
- A competitor shall be permitted to enter a maximum of four (4) events, no more than two (2) of which may be individual events.
- Meet Results – Coaches are responsible for checking scores and discrepancies must be reported within 48 hours. Scores are also due to the Coordinator within by 9:30 p.m. on Saturday. Meet sheets are due on Monday following the meet.

## **Tennis**

- The minimum number of participants is 8.  
The minimum number of participants to have an assistant coach is 8.
- Each school shall play every other school in its division as long as the total number of matches does not exceed the maximum number allowed by state regulations.
- There shall be a district tournament at the end of the regular season. The tournament committee will decide the number of players each school may enter. See the State Bulletin for further information.
- Host team will submit the match results to the sports representative within 24 hours.

### Match rules:

- Players shall be limited to playing either singles or doubles, not both in the same match.
- The Prince George's County Athletic Association has adopted the following match format for the high school tennis season. A match will include nine contests to include:

#1 and #2 Men's Singles  
#1 and #2 Women's Single  
#1 and #2 Men's Doubles  
#1 and #2 Women's Doubles  
#1 Mixed Doubles

- All matches are scheduled for 3 sets. All matches are played using no add scoring. The first player, (or players in case of doubles), to win two (2) sets, wins the match. If

the player (s) split sets, the 3<sup>rd</sup> set will be played as a tiebreak with the winner being the first to 10 points with a difference of 2 points. If no ad scoring, at deuce, the receiver may choose which side to receive the serve. In mixed doubles the male will serve to the male and the female will serve to the female.

- Stacking is not permitted.
- In the event a match is in progress and then rained out, play must be resumed at the point (exact score) it was when discontinued. A coach must use the same players if their match has started. If a match was not started, the coach may make a substitution.
  - The home coach is the match official.
  - If a match is to be postponed, the home coach must notify both athletic directors and the opposing coach, as soon as possible before match time.
  - The athletic director should reschedule postponed matches on the next common date for both teams.

### **Volleyball**

- The minimum number of participants is as follows:  
Varsity – 9 players                      Junior Varsity – 8 players  
The minimum number of participants to have an assistant coach is 8.
- Each team is responsible for providing one line judge.
- All varsity matches must precede junior varsity play.
- The home team will submit game results to the sports representative within 48 hours of the contest.
- Postponed matches should be scheduled by the athletic director on the next common date for both teams.

### **Wrestling**

- The minimum number of participants is 7.  
The minimum number of participants to have an assistant coach is 7.
- Weight certification forms must be turned in to the athletic directors and the wrestling representative prior to the first contest.
- Each wrestler is required to have at least one half of his weigh-ins during the season at the minimum weight he will wrestle during the state tournament series.
- The results of the previous week must be submitted to the wrestling representative by 12:00 noon each Monday.
- Postponed matches must be made up in the order that they are cancelled whenever possible.
- There will be medical coverage at all county and regional tournaments. The athletic office will assign EMT's.

# County Championships

- A. The League Champion will be determined by the best winning percentage.
- B. Ties in League Championship will be broken by – 1) Head to head record, 2) By head to head point differential, 3) If still tied, we will have co-league champions. To determine which team shall play for the County Championship, ties shall be broken using the aforementioned steps or a coin flip if co-league champions.
- C. If there is a 3-way tie we will look at 1) Head to Head, 2) point differential between teams to determine order
- D. The following sports will have a championship game between the Divisional Winners: to be eligible to play in the County Championships you must have played the minimum number of games as outlined by MPSSAA.

## 1A, 2A, 3A vs. 4A County Championship

- Volleyball
- Girls' Soccer
- Boys' Soccer
- Girls' Basketball
- Boys' Basketball
- Baseball
- Softball
- Girls' Lacrosse
- Boys' Lacrosse

## County Championship

- Cheerleading
  - Golf
  - Tennis
  - Wrestling
  - Swimming
  - Cross Country - Indoor and Outdoor Track
  - Corollary Softball and Bocce
- E. Wrestling will have two county champions (4A and 3A/2A/1A).
  - F. Cross-country, indoor track, outdoors track, and swimming will have two county champions determined by the county meet.
  - G. Proceeds from county championship games shall be placed in separate championship game accounts. The PGCAA shall determine the use of county championship proceeds. Proceeds must be used to enhance the Athletic Program.

## Appendix

### Frequently Asked Questions

- Q. I have a member of my team who has been waiting for over an hour for a ride home after practice. Can I give them a ride in my car?
- A. You may NOT transport students at any time. Contact your athletic director and/or the administrator on duty for further direction.
- Q. Can I call Uber or Lyft to take a student home after a game or practice?
- A. Absolutely not! You may only release a student to their parent(s) and/or guardian(s) listed in School Max. Contact your athletic director and/or the administrator on duty for further direction. It is against Maryland law.
- Q. Can I take a student-athlete or a group of student-athletes to a college for an athletic event or on a college visit?
- A. A coach may not transport any student(s) or travel with an individual student at any time. If there is a group activity that the team would like to participate in, you must submit a field trip packet to your athletic director and field trip coordinator. Approval by the principal and Central Office Staff must be given prior to any action being taken by you as a coach.
- Q. Is it okay to text, email, instagram, snapchat or use other forms of social media to communicate with my team regarding our practice, game strategy, video review, and other team related issues?
- A. Yes, it is okay to use forms of social media to communicate team related matters to the **ENTIRE TEAM** or a smaller select **GROUP** within the team. Every student-athlete must have an updated media release form on file with the school.
- A. **ONE** on **ONE** communication between a student-athlete and a coach should not take place at any time on social media.

# GAME and EVENT MANAGEMENT

## Introduction

This document has been prepared to provide a blueprint for successful game and event management.

## MEDIA PROTOCOLS

**All media, multimedia, journalists, reporter, blogger, vlogger, social media channels, athletic promoters or individuals, or companies seeking access to a PGCPS event for the purposes of recording, photography, videography, reporting, etc, must have applied for and received a central system media credential. Each individual must present (and wear) this badge and lanyard while working at a PGCPS athletic event. Credential individuals are also required to inform high school athletic directors of their intention to attend an event by email contact. PGCPS protocols will govern regular season contests and be utilized in conjunction with MPSSAA protocols for postseason contests. See page 123 for media application requirements.**

**All student media specialists may only be on the court or field of their HOME game.**

## Brainstorm-Before and During an Event

- What can be done? Teams, officials, facility, medical needs
- What should be done? Facilities, transportation, support, security
- What can be done? Promotion/marketing

## Key People You Will Need

- Game Manager
- Ticket takers and sellers
- Event host/hostess-teams and officials
- Officials
- Security
- Announcer
- Concessions
- Set-up and clean-up
- Medical personnel-trainer, doctor, other (dial EMT)

## Where to Find Key People

- Faculty and staff
- Retired Staff
- Other school System Personnel

## Some Practical Suggestions

- Have a back-up P.A. System and scoreboard
- Have ample security coverage, know where they are located
- Carry a cellular telephone, key people should carry two way radios
- Carry a whistle
- Make sure to shut off sprinklers
- Never give out your keys
- Provide maps
- Have an evacuation/emergency plan

- Have a good announcer
- Put everything in writing

### **Final Comments**

- All events are different in some way, prepare!
- A successful event is measured by the level of enjoyment of the activity by all participants and attendees.

## **Game Management Checklists**

### **Fall**

- Cross Country
- Corollary Softball
- Football
- Volleyball
- Soccer

### **Winter**

- Basketball
- Swimming
- Indoor Track and Field
- Wrestling
- Bocce

### **Spring**

- Baseball
- Lacrosse
- Corollary Track
- Softball
- Outdoor Track and Field
- Tennis

### **Cancellation Checklist**

#### **Game Worker Sign-in Sheet**

#### **MPSSAA and Superintendent Pass Sign-in Sheet**

- Athletic directors shall use a sign-in sheet to account for all paid game workers. The sign-in sheet is to be kept on file in the athletic director's office for 5 years or until audited.



**GAME MANAGEMENT CHECKLIST  
FALL  
CROSS COUNTRY DUAL, TRI, OR QUAD MEET**

**GAME MANAGER** \_\_\_\_\_

**DATE** \_\_\_\_\_

**MEET/SCORE** \_\_\_\_\_

**TIME** \_\_\_\_\_

**PRE-MEET/COURSE SETUP**

\_\_\_\_\_ Measure and mark course day before

\_\_\_\_\_ Pole

\_\_\_\_\_ Paint

\_\_\_\_\_ Hammer

\_\_\_\_\_ Cones (20)

\_\_\_\_\_ Rope

**PERSONNEL**

\_\_\_\_\_ Referee

\_\_\_\_\_ Course Inspectors

\_\_\_\_\_ Starter

\_\_\_\_\_ Timers

\_\_\_\_\_ Clerk or Course

\_\_\_\_\_ Marshal

\_\_\_\_\_ Chute Inspectors

\_\_\_\_\_ Scorer

\_\_\_\_\_ Callers

\_\_\_\_\_ Trainer

**EQUIPMENT NEEDED**

\_\_\_\_\_ Place numbers (1 boys set & 1 girls set)

\_\_\_\_\_ Quick Score Cards

\_\_\_\_\_ Numbers

\_\_\_\_\_ Time Sheet

\_\_\_\_\_ Pins

\_\_\_\_\_ Result Sheet

\_\_\_\_\_ Starter Pistol

\_\_\_\_\_ Pencils

\_\_\_\_\_ Shells

\_\_\_\_\_ Clipboards

\_\_\_\_\_ Stop Watch (multiple timer with print out)

**OTHER:** Unsportsmanlike behavior- coaches, teams, spectators etc.

\_\_\_\_\_  
\_\_\_\_\_

**GAME MANAGEMENT CHECKLIST  
SOFTBALL**

**PRE-GAME SET-UP**

- \_\_\_\_\_ Grass cut
- \_\_\_\_\_ Lines on field
- \_\_\_\_\_ Corner Cones
- \_\_\_\_\_ Cages/ pegs for cages
- \_\_\_\_\_ Horn
- \_\_\_\_\_ Clock
- \_\_\_\_\_ Trash cans on field sidelines

**ADMINISTRATIVE**

- \_\_\_\_\_ Greet officials

**PERSONNEL**

- \_\_\_\_\_ Timer
- \_\_\_\_\_ Scorekeeper (Coach's duty)
- \_\_\_\_\_ Trainer - \_\_\_\_\_

**POST-GAME**

- \_\_\_\_\_ Trash removed
- \_\_\_\_\_ Equipment secured

**OFFICIALS**

- JV \_\_\_\_\_
- V \_\_\_\_\_

**OTHER:** Unsportsmanlike behavior- coaches, team spectators, etc.

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**GAME MANAGEMENT CHECKLIST  
FOOTBALL**

GAME MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

F GAME/SCORE \_\_\_\_\_ TIME \_\_\_\_\_

JV/V GAME/SCORE \_\_\_\_\_ TIME \_\_\_\_\_

**PRE-GAME/FIELD SET-UP**

- \_\_\_\_\_ \*Field marked on Thursday (in case of rain, Friday)
- \_\_\_\_\_ Grass cut
- \_\_\_\_\_ Yard line markers out
- \_\_\_\_\_ Pads on goal post
- \_\_\_\_\_ Water on for teams (water key needed) - quick connects, hose, etc.
- \_\_\_\_\_ Cover for track protection-plywood/ rubber tarp, etc.
- \_\_\_\_\_ Cover drains and other hard surfaces
- \_\_\_\_\_ Ticket booth set up (sign, lights, desk, and chair)
- \_\_\_\_\_ Chain and lock all non-entrance gates
- \_\_\_\_\_ Check visitors' locker room (clean, paper, chalkboard, drinks)
- \_\_\_\_\_ Check officials' locker room
- \_\_\_\_\_ Flag
- \_\_\_\_\_ Stadium lights on, when needed

**PRESS BOX SET-UP**

- \_\_\_\_\_ Clean and empty trash
- \_\_\_\_\_ PA system set up
- \_\_\_\_\_ Scoreboard on - check board in press box, on and working (control board)
- \_\_\_\_\_ Telephone, radios, phone #'s of other press boxes, EMT
- \_\_\_\_\_ Programs
- \_\_\_\_\_ Roof door open for filming crews
- \_\_\_\_\_ Restrict roof for filming coaches (Keep arm-chair QBs in bleachers)

**ADMINISTRATIVE GAME DETAILS**

- \_\_\_\_\_ Meeting visiting team
- \_\_\_\_\_ Meet Officials
- \_\_\_\_\_ Administrative coverage/police security
- \_\_\_\_\_ Cheerleader information
- \_\_\_\_\_ Program distribution and collection for cheerleaders or boosters
- \_\_\_\_\_ Reserved seats
- \_\_\_\_\_ Parking attendants for buses, officials, administrators, or boosters
- \_\_\_\_\_ Assist boosters
- \_\_\_\_\_ Announcers packet

**PRE-GAME**

- \_\_\_\_\_ Band Practice
- \_\_\_\_\_ Specialist on field
- \_\_\_\_\_ Coin toss
- \_\_\_\_\_ Teams leave the field for band activity
- \_\_\_\_\_ Teams back on field for introductions
- \_\_\_\_\_ Starting line ups
- \_\_\_\_\_ National Anthem

**HALF TIME**

- \_\_\_\_\_ Coordinate 20 minutes with band, cheerleaders, dance team, and other special events
- \_\_\_\_\_ Teams and Officials to locker rooms

**POST GAME**

- \_\_\_\_\_ Equipment secured
- \_\_\_\_\_ Press box clean and locked
- \_\_\_\_\_ Game field and team benches cleaned
- \_\_\_\_\_ Tickets boxes secured in vault
- \_\_\_\_\_ Stadium lights turned off
- \_\_\_\_\_ Ticket Manager

**OFFICIALS**

F \_\_\_\_\_

JV/V \_\_\_\_\_

**OTHER:** Unsportsmanlike behavior- coaches, team spectator, etc.

\_\_\_\_\_

\_\_\_\_\_

## GAME MANAGEMENT CHECKLIST TENNIS

Match: \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

### **PRE-MATCH SETUP**

- \_\_\_\_\_ Arrival time, check with visiting team, AD, or coach
- \_\_\_\_\_ Sweep or squeegee courts, if necessary
- \_\_\_\_\_ Pick up trash, tennis can lids and small pebbles
- \_\_\_\_\_ Check net heights, measure net at center straps  
(put center straps on and correctly adjust them)
- \_\_\_\_\_ Post signs near entrance gates which state days and times of matches and practices
- \_\_\_\_\_ Provide a water cooler with ice and water, cups towels
- \_\_\_\_\_ Towels, ice, and water (if a player is injured or gets overheated)
- \_\_\_\_\_ 9 cans of new balls/one for each varsity match (coordinate with coach)
- \_\_\_\_\_ 1 hopper of practice balls
- \_\_\_\_\_ Small table designated for headquarters

### **BEFORE MATCH**

- \_\_\_\_\_ Welcome teams, give directions to restroom, locker room facilities
- \_\_\_\_\_ Briefly highlight rules, such as, foot faults, line calls, and any local “ground rules”
- \_\_\_\_\_ State areas where spectators may and may not be
- \_\_\_\_\_ Official score sheet on clipboard, update with changes and scores  
(Coaches should exchange line ups before match and notify each other of exchanges due to injury etc., before double matches begin)
- \_\_\_\_\_ Introduce coaches
- \_\_\_\_\_ Announce lineups and pair-up player’s #1-#6
- \_\_\_\_\_ Begin matches with a 1 minute warm-up with opponent for singles competition

### **DURING MATCH**

- \_\_\_\_\_ Move around to all the courts for crowd control and to encourage good sportsmanship on and off the court
- \_\_\_\_\_ Officiate or review tie break, if necessary

### **POST MATCH**

- \_\_\_\_\_ Checks scores
- \_\_\_\_\_ Put away equipment
- \_\_\_\_\_ Call scores to newspapers

**OTHER:** Unsportsmanlike behavior – coaches, team spectators, etc.

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**GAME MANAGEMENT CHECKLIST  
WINTER  
BASKETBALL**

GAME MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

F GAME/SCORE \_\_\_\_\_ TIME \_\_\_\_\_

JV/V GAME/SCORE \_\_\_\_\_ TIME \_\_\_\_\_

**PRE-GAME SET UP**

- \_\_\_\_\_ Bleachers out on both sides and side baskets up
- \_\_\_\_\_ Dust floor and/or wet mop
- \_\_\_\_\_ Clean lobby, lobby bathrooms, and drinking fountains
- \_\_\_\_\_ Team dressing rooms prepared/board and chalk
- \_\_\_\_\_ Entryway checked and opened
- \_\_\_\_\_ All necessary doors closed and secured
- \_\_\_\_\_ Scoring tables and banner
- \_\_\_\_\_ Team chairs- 15 on each side
- \_\_\_\_\_ Gym lobby- 2 tables, 2 chairs for ticket sales (barricade or folding table if necessary)

**ADMINISTRATIVE**

- \_\_\_\_\_ Set up scoreboard
- \_\_\_\_\_ Set up PA
- \_\_\_\_\_ Set up possession clock
- \_\_\_\_\_ National Anthem (Tape or student performers assigned)
- \_\_\_\_\_ Ticket boxes from Finance Officer
- \_\_\_\_\_ Ticket signs
- \_\_\_\_\_ Announcer information/schedule

**PERSONNEL**

- \_\_\_\_\_ Scorekeeper
- \_\_\_\_\_ Announcer
- \_\_\_\_\_ Ticket Sellers \_\_\_\_\_ (Arrival Time \_\_\_\_\_)
- \_\_\_\_\_ Security/Police
- \_\_\_\_\_ Administrative assignments
- \_\_\_\_\_ Student helpers
- \_\_\_\_\_ Booster club/Concession stand
- \_\_\_\_\_ Trainer
- \_\_\_\_\_ Greet visiting teams and show them to their team rooms
- \_\_\_\_\_ Great officials – give them key to their room

**HALF TIME**

- \_\_\_\_\_ Coordinate half time with cheerleading coach, dance team sponsor, and other performing groups
- \_\_\_\_\_ Open team rooms
- \_\_\_\_\_ Direct officials to nearby room
- \_\_\_\_\_ Provide drinks for officials
- \_\_\_\_\_ Notify both teams that there are only 3 minutes left

**DURING GAME:**

- \_\_\_\_\_ Monitor behavior of coaches, athletes, and spectators
- \_\_\_\_\_ At designated time pick up ticket boxes from ticket sellers and secure

**AFTER GAME**

- \_\_\_\_\_ Coordinate clean up with custodians
- \_\_\_\_\_ Put all equipment in storage room
- \_\_\_\_\_ Turn off the PA system and scoreboard
- \_\_\_\_\_ Walk the official s to their room and get their key

**OFFICIALS:**

F \_\_\_\_\_

JV \_\_\_\_\_

V \_\_\_\_\_

**OTHER:** Unsportsmanlike behavior – coaches, team spectators, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GAME MANAGEMENT CHECKLIST  
SWIMMING AND DIVING**

GAME MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

MEET/SCORE \_\_\_\_\_ TIME \_\_\_\_\_

**PRE-MEET SETUP**

- \_\_\_\_\_ Host school contacts visitors to establish lanes
- \_\_\_\_\_ Determine number of lanes used
- \_\_\_\_\_ Determine placement of diving (if double meet occurs at a small pool, first meet should have last and second meet should have diving first to save time)
- \_\_\_\_\_ Fill-in official time cards day before the meet
- \_\_\_\_\_ Prepare official meet sheet the day before the meet

**SECURE OFFICIALS**

***HOME TEAM*** (1 each)

- \_\_\_\_\_ Referee
- \_\_\_\_\_ Starter
- \_\_\_\_\_ Stroke and Turn Judges
- \_\_\_\_\_ Scorer/Diving Announcer
- \_\_\_\_\_ Chief Timer
- \_\_\_\_\_ Timers (12)
- \_\_\_\_\_ Diving Judges (3)
- \_\_\_\_\_ Assistant Diving Scorer

***VISITING TEAM*** (1 each)

- \_\_\_\_\_ Stroke and Turn Judges
- \_\_\_\_\_ Scorer
- \_\_\_\_\_ Diving Scorer
- \_\_\_\_\_ Diving Judges (2)
- \_\_\_\_\_ Timers (12)

**CHIEF TIMER**

- \_\_\_\_\_ Line up timers (15 minutes before start)
- \_\_\_\_\_ **2 home and 1 away times in away lane**
- \_\_\_\_\_ **2 away and 1 home timers in home lanes**
- \_\_\_\_\_ Check watches for operating condition, have back up watches
- \_\_\_\_\_ Prepare lane time materials –clipboards, pencils program
- \_\_\_\_\_ Have starter conduct a time check
- \_\_\_\_\_ During competition, watch timers carefully for proper technique
- \_\_\_\_\_ Constantly check every lane for accuracy and speed
- \_\_\_\_\_ Collect time cards after each race
- \_\_\_\_\_ Deliver time cards to Time Recorder/ Scorekeeper
- \_\_\_\_\_ Following meet, collect all watches, clipboards, pencils



**REFEREE**

\_\_\_\_\_ Observe feet entry into pool during warm up, diving only with coach's supervision from under the blocks

**SCOREKEEPER**

\_\_\_\_\_ Receive all time card

\_\_\_\_\_ Record place winners on score sheet

\_\_\_\_\_ Keep running team score

\_\_\_\_\_ Following meet assemble team cards for respective coaches

\_\_\_\_\_ Submit scores to newspaper

**EMERGENCY INFORMATION**

**OTHER** Unsportsmanlike behavior- coaches, team spectators, etc.

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**GAME MANAGEMENT  
TRACK AND FIELD- INDOOR  
DUAL, TRI, OR QUAD MEET**

GAME MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

MEET/SCORE \_\_\_\_\_ TIME \_\_\_\_\_

**PERSONNEL**

\_\_\_\_\_ Scorers (2)  
\_\_\_\_\_ Announcer (1) – order of events (PA system/radios)  
\_\_\_\_\_ Trainer  
\_\_\_\_\_ Hurdle setters & block setters  
\_\_\_\_\_ Runners

**TRACK EVENT OFFICIALS**

\_\_\_\_\_ Clerk of course (1)  
\_\_\_\_\_ Head timer or referee (1)  
\_\_\_\_\_ Timers (7)  
\_\_\_\_\_ Judges (3)  
\_\_\_\_\_ Inspectors  
\_\_\_\_\_ Starter

**FIELD EVENT OFFICIALS**

\_\_\_\_\_ Shot put Event Judge (1) Helpers (2-3)  
\_\_\_\_\_ Pole Vault Event Judge (1) Helpers (2)  
\_\_\_\_\_ High Jump Event Judge (1) Helpers (2)  
\_\_\_\_\_ Long Jump Event Judge (1) Helpers (2-3)  
\_\_\_\_\_ Triple Jump Event Judge (1) Helpers (2-3)

**EQUIPMENT NEEDED**

\_\_\_\_\_ Team score sheet (boys/girls)  
\_\_\_\_\_ Track heat sheets  
\_\_\_\_\_ Field sheets  
\_\_\_\_\_ Starter gun \_\_\_\_\_ 2 boxes of shells (50 shells @)  
\_\_\_\_\_ Stop watches 8-10  
\_\_\_\_\_ Blocks 6-8  
\_\_\_\_\_ Clip boards (1 for each official with duties and rules listed)  
\_\_\_\_\_ Pencils  
\_\_\_\_\_ Whistles 2  
\_\_\_\_\_ Blocks  
\_\_\_\_\_ Hurdles 60  
\_\_\_\_\_ Shot Put (Boys and Girls) + (1 100' Tape Measure)  
\_\_\_\_\_ Long Jump (1-2 Rakes) (1 100' Tape Measure)  
\_\_\_\_\_ Triple Jump (1-2 Rakes) (1 100' Tape Measure)  
\_\_\_\_\_ High jump Standards, Crossbar, Pads (1 50' Tape Measure)  
\_\_\_\_\_ Pole Vault Standards, Crossbar, Pads 1 50' Tape Measure)

**OTHER** Unsportsmanlike behavior – coach, team spectators,

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**GAME MANAGEMENT CHECKLIST  
WRESTLING**

GAME MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

MEET/SCORE \_\_\_\_\_ TIME \_\_\_\_\_

**PRE-MATCH SET UP:**

- \_\_\_\_\_ Home side bleachers pulled out
- \_\_\_\_\_ All baskets up
- \_\_\_\_\_ Scorers tables in front of bleacher, attach banner to tables
- \_\_\_\_\_ Lobby cleaned
- \_\_\_\_\_ Lobby bathrooms cleaned and opened
- \_\_\_\_\_ Team rooms cleaned and opened
- \_\_\_\_\_ Place 15 chairs on each end of the gym underneath baskets
- \_\_\_\_\_ All necessary doors closed and locked

**SCORER'S TABLE**

- \_\_\_\_\_ Hook up and turn on scoreboard with wrestling overlay
- \_\_\_\_\_ Hook up microphone and turn on
- \_\_\_\_\_ Put 2 injury clocks on the table (batteries will have to be put in clocks)

**ADMINISTRATIVE**

- \_\_\_\_\_ Coordinate with coach for mat set up
- \_\_\_\_\_ Hold weigh-in. Sign certification sheets
- \_\_\_\_\_ Greet visiting teams and escort them to their locker rooms
- \_\_\_\_\_ Greet officials and escort them to their designated area
- \_\_\_\_\_ Set up for ticket sales (Time \_\_\_\_\_)
- \_\_\_\_\_ Admission signs on tickets tables
- \_\_\_\_\_ Coordinate with booster club-concessions stands
- \_\_\_\_\_ Announcers information
- \_\_\_\_\_ National anthem

**POST MATCH OFFICIALS**

- \_\_\_\_\_ Put away scorer's table, microphone, scoreboard, clocks
- \_\_\_\_\_ Turn off microphone and scoreboard
- \_\_\_\_\_ Notify custodial staff of completion of match

JV \_\_\_\_\_

V \_\_\_\_\_

**COMMENTS:** Unsportsmanlike behavior – coaches, team spectators, etc.

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**GAME MANAGEMENT CHECKLIST  
SPRING  
BASEBALL**

GAME MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

JV GAME/SCORE \_\_\_\_\_ TIME \_\_\_\_\_

V GAME/SCORE \_\_\_\_\_ TIME \_\_\_\_\_

**PRE-GAME SET UP**

- \_\_\_\_\_ Set up PA
- \_\_\_\_\_ Set up scoreboard
- \_\_\_\_\_ Flag up on pole
- \_\_\_\_\_ Lines on field
- \_\_\_\_\_ Trash cans on field sidelines

**ADMINISTRATIVE**

- \_\_\_\_\_ National Anthem set up
- \_\_\_\_\_ Ticket boxes from finance
- \_\_\_\_\_ Greet officials
- \_\_\_\_\_ Field lights on, when needed

**PERSONNEL**

- \_\_\_\_\_ Scorekeeper
- \_\_\_\_\_ Announcer
- \_\_\_\_\_ Ticket seller- \_\_\_\_\_
- \_\_\_\_\_ Trainer- \_\_\_\_\_
- \_\_\_\_\_ Snack bar/Booster club

**PRE-GAME**

- \_\_\_\_\_ 5 minutes before game time, equipment check with official
- \_\_\_\_\_ Drinks to officials, check with boosters

**POST-GAME**

- \_\_\_\_\_ Turn off PA system
- \_\_\_\_\_ Turn off scoreboard
- \_\_\_\_\_ Equipment secured
- \_\_\_\_\_ Press box locked
- \_\_\_\_\_ Field lights turned off
- \_\_\_\_\_ Trash removed

**OFFICIALS:**

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**OTHER:**

**GAME MANAGEMENT CHECKLIST  
LACROSSE**

GAME MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

JV GAME/SCORE \_\_\_\_\_ TIME \_\_\_\_\_

V GAME/SCORE \_\_\_\_\_ TIME \_\_\_\_\_

**PRE-GAME**

- \_\_\_\_\_ Bathrooms clean/open (if applicable)
- \_\_\_\_\_ Visiting team dressing room set up (if applicable)
- \_\_\_\_\_ Trash cans on field sidelines

**ADMINISTRATIVE**

- \_\_\_\_\_ Flag on the pole
- \_\_\_\_\_ Lines on field
- \_\_\_\_\_ Goals on field
- \_\_\_\_\_ National Anthem set up
- \_\_\_\_\_ Scoreboard turned on press box, microphone set up
- \_\_\_\_\_ Ticket boxes from finance
- \_\_\_\_\_ Greet Officials
- \_\_\_\_\_ Field light, on when needed
- \_\_\_\_\_ Equipment Needed: (Coaches duties)
- \_\_\_\_\_ Clock & stopwatch
- \_\_\_\_\_ Score book
- \_\_\_\_\_ Horn

**PERSONNEL**

- \_\_\_\_\_ Scorekeeper
- \_\_\_\_\_ Announcer
- \_\_\_\_\_ Ticket seller- \_\_\_\_\_
- \_\_\_\_\_ Trainer \_\_\_\_\_
- \_\_\_\_\_ Snack bar/Booster Club
- \_\_\_\_\_ Timer

**PRE-GAME**

- \_\_\_\_\_ Warm up time 20-30 minutes before game time
- \_\_\_\_\_ 5 minutes before game time, equipment check with official

**HALF-TIME**

- \_\_\_\_\_ Drinks for officials

**POST-GAME**

- \_\_\_\_\_ Remind coach to call in scores
- \_\_\_\_\_ Goals moved and secured
- \_\_\_\_\_ Trash removed
- \_\_\_\_\_ Equipment secured
- \_\_\_\_\_ Press box locked
- \_\_\_\_\_ Stadium lights turned off
- \_\_\_\_\_ Ticket box in vault or secured

**OFFICIALS**

JV \_\_\_\_\_

V \_\_\_\_\_

**OTHER**

\_\_\_\_\_

\_\_\_\_\_

## GAME MANAGEMENT CHECKLIST SOCCER

GAME MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

JV GAME/SCORE \_\_\_\_\_ TIME \_\_\_\_\_

V GAME/SCORE \_\_\_\_\_ TIME \_\_\_\_\_

### **PRE-GAME SETUP**

- \_\_\_\_\_ Bathrooms clean/open (if applicable)
- \_\_\_\_\_ Visiting team dressing room
- \_\_\_\_\_ Trash cans on field sidelines

### **ADMINISTRATIVE**

- \_\_\_\_\_ Scoreboard turn on press box microphone set up
- \_\_\_\_\_ National Anthem set up
- \_\_\_\_\_ Ticket boxes
- \_\_\_\_\_ Flag up on pole
- \_\_\_\_\_ Lines on field
- \_\_\_\_\_ Goals on field, corner flags in place
- \_\_\_\_\_ Greet officials
- \_\_\_\_\_ Field lights on, when needed

### **PERSONNEL**

- \_\_\_\_\_ Scorekeeper/Clock operator
- \_\_\_\_\_ Announcer
- \_\_\_\_\_ Ticket seller \_\_\_\_\_
- \_\_\_\_\_ Trainer \_\_\_\_\_
- \_\_\_\_\_ Snack bar/Booster Club

### **PRE-GAME**

- \_\_\_\_\_ Warm up time 20-30 minutes before game time
- \_\_\_\_\_ 5 minutes before game time, equipment check with officials

### **HALF-TIME**

- \_\_\_\_\_ Drinks for officials

### **POST-GAME**

- \_\_\_\_\_ Remind coach to call in scores
- \_\_\_\_\_ Goals moved and secured
- \_\_\_\_\_ Trash removed
- \_\_\_\_\_ Equipment secured
- \_\_\_\_\_ Press box locked
- \_\_\_\_\_ Stadium lights turned off
- \_\_\_\_\_ Ticket box in vault

### **OFFICIALS**



JV \_\_\_\_\_

V \_\_\_\_\_

**OTHER** Unsportsmanlike behavior – coaches, team, spectators,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GAME MANAGEMENT CHECKLIST  
SOFTBALL**

GAME MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

JV GAME/SCORE \_\_\_\_\_ TIME \_\_\_\_\_

V GAME/SCORE \_\_\_\_\_ TIME \_\_\_\_\_

**PRE-GAME SET UP**

- \_\_\_\_\_ Grass cut
- \_\_\_\_\_ Lines on field
- \_\_\_\_\_ Bases in place
- \_\_\_\_\_ Pitching rubber in place
- \_\_\_\_\_ Rake field if necessary
- \_\_\_\_\_ Trash cans on field sidelines

**ADMINISTRATIVE**

- \_\_\_\_\_ Greet officials
- \_\_\_\_\_ 5 minutes before game time, equipment check with official

**PERSONNEL**

- \_\_\_\_\_ Scorekeeper (Coach's duty)
- \_\_\_\_\_ Trainer - \_\_\_\_\_

**POST-GAME**

- \_\_\_\_\_ Remind coach to call in scores
- \_\_\_\_\_ Trash removed
- \_\_\_\_\_ Equipment secured

**OFFICIALS:**

JV \_\_\_\_\_

V \_\_\_\_\_

**OTHER** Unsportsmanlike behavior- coaches, team spectators, etc.

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**GAME MANAGEMENT CHECKLIST  
TRACK AND FIELD – OUTDOOR  
DUAL, TRI, OR QUAD**

GAME MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

MEET/SCORE \_\_\_\_\_ TIME \_\_\_\_\_

**FIELD EVENT OFFICIALS**

- \_\_\_\_\_ Shot put Event Judge (1) Helpers (2-3)
- \_\_\_\_\_ Pole Vault Event Judge (1) Helpers (2)
- \_\_\_\_\_ High Jump Event Judge (1) Helpers (2)
- \_\_\_\_\_ Long Jump Event Judge (1) Helpers (2-3)
- \_\_\_\_\_ Triple Jump Event Judge (1) Helpers (2-3)

**EQUIPMENT NEEDED**

- \_\_\_\_\_ Team score sheet (boys/girls)
- \_\_\_\_\_ Track heat sheets
- \_\_\_\_\_ Field sheets
- \_\_\_\_\_ Starter gun \_\_\_\_\_ 2 boxes of shells (50 shells @)
- \_\_\_\_\_ Stop watches 8-10
- \_\_\_\_\_ Blocks 6-8
- \_\_\_\_\_ Clip boards (1 for each official with duties and rules listed)
- \_\_\_\_\_ Pencils
- \_\_\_\_\_ Whistles 2
- \_\_\_\_\_ Blocks
- \_\_\_\_\_ Hurdles 60
- \_\_\_\_\_ Shot Put (Boys and Girls) + (1 185' Tape Measure)
- \_\_\_\_\_ Long Jump (1-2 Rakes) (1 100' Tape Measure)
- \_\_\_\_\_ Triple Jump (1-2 Rakes) (1 100' Tape Measure)
- \_\_\_\_\_ High jump Standards, Crossbar, Pads (1 50' Tape Measure)
- \_\_\_\_\_ Pole Vault Standards, Crossbar, Pads 1 50' Tape Measure)

**OTHER** Unsportsmanlike behavior – coach, team spectators, etc.

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## CANCELLATION CHECKLIST

SPORT \_\_\_\_\_

DATE \_\_\_\_\_ TIME \_\_\_\_\_ PLACE \_\_\_\_\_

RESCHEDULE DATE \_\_\_\_\_ TIME \_\_\_\_\_ PLACE \_\_\_\_\_

### **SCHOOL PERSONNEL**

- \_\_\_\_\_ Principal
- \_\_\_\_\_ Opponent's Athletic Director
- \_\_\_\_\_ Head Coach
- \_\_\_\_\_ Administrators on duty
- \_\_\_\_\_ Band director
- \_\_\_\_\_ Trainers
- \_\_\_\_\_ Cheerleading Coach
- \_\_\_\_\_ Transportation
- \_\_\_\_\_ Security
- \_\_\_\_\_ PA Announcement to Staff/Student

### **ATHLETIC OFFICE STAFF**

- \_\_\_\_\_ Coordinating Supervisor of Athletics
- \_\_\_\_\_ Supervisor of Athletics

### **SUPPORT PERSONNEL**

- \_\_\_\_\_ Custodial Staff
- \_\_\_\_\_ Boosters
- \_\_\_\_\_ Security/Police
- \_\_\_\_\_ Performing Groups
- \_\_\_\_\_ Special Guests

### **GAME PERSONNEL**

- \_\_\_\_\_ Officials
- \_\_\_\_\_ Chain Crew
- \_\_\_\_\_ Announcer
- \_\_\_\_\_ Scorer
- \_\_\_\_\_ Timers
- \_\_\_\_\_ Volunteers
- \_\_\_\_\_ Ticket Takers
- \_\_\_\_\_ Student Technicians
- \_\_\_\_\_ Site Location (pool/indoor track)

### **COMMUNITY**

- \_\_\_\_\_ Hotline
- \_\_\_\_\_ Police
- \_\_\_\_\_ Newspapers
- \_\_\_\_\_ Radio Station

**Game Manager (GM), Game Worker (GW), Security and Police**  
**Sign-in/Sign-out Sheet**

School: \_\_\_\_\_

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

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

Opponent: \_\_\_\_\_

Start Time: \_\_\_\_\_ a.m./p.m.

End Time: \_\_\_\_\_ a.m./p.m.

Print Name/EIN	Print GM, GW, Security or Police	Signature	Time In



\_\_\_\_\_ **HIGH SCHOOL**  
**2024-2025 Athletic**  
Emergency Action Plan

**EMERGENCY ACTION PLAN - MANDATORY FOR ALL SCHOOLS**

\_\_\_\_\_ High School has a written emergency plan that should be followed in the event of a medical emergency. All coaches should be familiar with this document and their role and responsibility in an emergency. Any questions should be directed to the athletic director or school administrators in the absence of the athletic director.

An **emergency** is the need for Emergency Medical Services (EMS) to give further medical attention and/or transport an athlete to the hospital. It is important in these situations that coordination between the athletic director, athletic trainer, coaches, game manager, administrators and school nurse be effective. This guide is intended to delineate roles and outline the protocol to be followed should an emergency occur.

Situations when 911 should be called are:

- an athlete is not breathing
- an athlete has lost consciousness
- it is suspected that an athlete may have a neck or back injury (do not move)
- an athlete has an open fracture (bone has punctured through the skin)
- it is suspected that an athlete may have a broken bone
- severe heat exhaustion or suspected heat stroke
- severe bleeding that cannot be stopped

**Chain of Command**

Principal \_\_\_\_\_  
Athletic Director \_\_\_\_\_  
Athletic Administrator \_\_\_\_\_  
and/or administrator on duty  
Athletic Trainer \_\_\_\_\_  
Game Manager \_\_\_\_\_  
Head Coach \_\_\_\_\_  
Assistant Coach \_\_\_\_\_

The highest person in the chain of command who is present at a scene will be the designated person in charge, or leader. That person is responsible for deciding whether or not to call 911,

instructing others how they may be of help and will be the person who stays with the athlete until EMS arrives.

Once it has been decided that EMS should be called, the following protocol should be followed:

1. The highest person on the chain of command will be deemed the leader, and will stay with the athlete to monitor the athlete's condition and administer necessary first aid. If possible, someone else on the chain of command should also stay and assist. The administrator on duty should be notified that there is an emergency situation on campus.
2. The highest person on the chain of command will make the call to EMS or will designate another person to make the call. EMS should be told what the emergency is, the condition of the athlete and how to get to where the athlete is injured. Also, tell EMS that someone will meet them at the closest intersection to aid in directing the ambulance. **DO NOT HANG UP UNTIL EMS HANGS UP FIRST.**
3. Phones at \_\_\_\_\_ High School are located in the main office, classrooms, and gym offices. Also, try to locate a cell phone for quick action.
4. The leader will send runners to all intersections between where the athlete is located and \_\_\_\_\_ High School/venue-specific location to direct the ambulance to the athlete. The runners should stay in their positions and wave the ambulance through the proper turns to get to the athlete.
5. The leader will designate another person to attempt contact with the athlete's parents. **Emergency contact information can be found in the designated place which coaches** should have with them at all times. If a parent is not present, the form and designated adult should accompany the athlete to the hospital.
6. If transport is deemed necessary by EMS, the athlete will be taken to the nearest hospital. Most EMT's will transfer the injured to \_\_\_\_\_ **Hospital**. The address is \_\_\_\_\_.

➤ **If the parent is present, they can request a hospital of their choice to the EMS.**

7. It is important to complete an accident report and give it to the Athletic Director **within 24 hours.**
8. In the event of a concussion, the athlete may not return to practice or a game without the **Medical Clearance for Suspected Head Injury.**

\_\_\_\_\_ High School is located at:  
address: \_\_\_\_\_



The closest intersection to the school is \_\_\_\_\_.  
Let 911 know the location: **Stadium, Main Gym or Auxiliary Gym and/or what parking lot and the door is the best entrance.**

### **Activating Emergency Medical Services**

- I. Provide Emergency Care (First Aid/CPR)
  - a. If needed, follow the steps below 2-9.
  - b. If EMT is not needed follow steps 6-9.
2. Call 911
3. Provide Information
  - a. Your name
  - b. address
  - C. telephone number
  - D. the nature of emergency(medical or non-medical\*)
  - E. number of athletes
  - F. condition of athlete(s)
  - g. first aid treatment initiated by the first responder
  - h. specific directions as needed to locate the emergency scene
  - i. other information requested by the dispatcher
4. Send someone to meet EMS
5. If appropriate, retrieve medical equipment
6. Control crowd to keep person(s) safe
7. Staff member (if parent is not on scene) should accompany the athlete to emergency room
8. Call Parents or Guardian – emergency numbers are listed on medical card located in the medical kit or on coaches phone.
9. Contact athletic director who will contact the principal and director and/or supervisor of interscholastic athletics.

Athletic Director: Name and phone number  
Principal: Name  
Supervisors: Shirley Diggs

### **Emergency Communication**

Communication is a key to a quick, efficient emergency response. There should be a pre-established phone tree to ensure all relevant parties are notified. Access to a working telephone line or other device, either fixed or mobile, should be assured. There should also be back-up communication in effect in case there is a failure of the primary communication. At every athletic venue, home and away, it is important to know the location of a workable telephone. A working phone is in any classroom or office.

## **Emergency Equipment**

All necessary emergency equipment should be at the site and quickly accessible. Personnel should be familiar with the function and operation of each type of emergency equipment. The equipment should be checked on a regular basis to ensure good condition and equipment use should be rehearsed by all emergency personnel. Know how to properly care for and store all of the equipment. You should choose a clean, dry, environmentally controlled area and it should be readily available when emergency situations arise.

Coaches should take note of the closest AED to their practice and game locations.

AED Locations:

### **Location of AEDs**

1. The AED machines are located in two places of the school. One is located at the main entrance on the wall and the other is outside the main gym on the wall.
2. We also have the portable AED machine which will be at the front gate of the stadium during events or with Athletic Trainer.

***Coaches should take note of the closest AED to their practice and game locations.***

***This form must be filled out and returned to the Athletic Director the next day following an injury and/or transport to the hospital. The report should be given to the school nurse.***

***[Injury Report form for all injuries.](#)***

### **Emergency Action Plan Run Through**

All personnel associated with athletics should be familiar with all relevant venue emergency action plans. Familiarization includes: knowing one's specific role during an emergency situation, knowledge of emergency equipment, and how to appropriately activate the emergency action plan.

Additionally, each team before the start and throughout the season should run through scenarios in order to increase the comfort level and efficiency of the emergency action plan. Ensure that all team members are on the same page with athlete care and transport protocols (i.e. helmet removal for equipment-intensive sports such as football or "cool first, transport second" policies for exertional heat illnesses).

### **VERIFICATION OF ACKNOWLEDGMENT OF TRAINING on the EMERGENCY ACTION PLAN**

#### **Please copy form as needed**

Each coach in every sport providing instruction, assistance, or supervision in an athletic activity for the student athletes at \_\_\_\_\_ HIGH SCHOOL must sign this form certifying that the coach has completed the training on the emergency action plan. The training must be completed annually.

I hereby verify by signing below that I have completed the training on the emergency action plan.

SAMPLE:

\_\_\_\_\_ (signature) **Coach** (Football) \_\_\_\_\_ (date completed)  
\_\_\_\_\_ (signature) **Coach** (Football) \_\_\_\_\_ (date completed)  
\_\_\_\_\_ (signature) **Coach** (Football) \_\_\_\_\_ (date completed)  
\_\_\_\_\_ (signature) **Coach** (Boys soccer) \_\_\_\_\_ (date completed)  
\_\_\_\_\_ (signature) **Coach** (Boys soccer) \_\_\_\_\_ (date completed)  
\_\_\_\_\_ (signature) **Coach** (Girls Soccer) \_\_\_\_\_ (date completed)  
\_\_\_\_\_ (signature) **Coach** (Girls Soccer) \_\_\_\_\_ (date completed)  
\_\_\_\_\_ (signature) **Coach** (XC) \_\_\_\_\_ (date completed)  
\_\_\_\_\_ (signature) **Coach** (XC) \_\_\_\_\_ (date completed)  
\_\_\_\_\_ (signature) **Coach** (Golf) \_\_\_\_\_ (date completed)  
\_\_\_\_\_ (signature) **Coach** (Volleyball) \_\_\_\_\_ (date completed)  
\_\_\_\_\_ (signature) **Coach** (Volleyball) \_\_\_\_\_ (date completed)  
\_\_\_\_\_ (signature) **Coach** (Cheer) \_\_\_\_\_ (date completed)  
\_\_\_\_\_ (signature) **Coach** (Cheer) \_\_\_\_\_ (date completed)  
\_\_\_\_\_ (signature) **Coach** (Game Manager) \_\_\_\_\_ (date completed)  
\_\_\_\_\_ (signature) **Coach** (title or position) \_\_\_\_\_ (date completed)

THIS FORM IS TO BE KEPT ON FILE IN THE ATHLETIC DIRECTORS OFFICE AND PRESENTED FOR REVIEW UPON REQUEST.

### **GYMNASIUM – MEDICAL EMERGENCY/ACCIDENT**

#### **The coach should:**

1. Remain calm
2. Assess the situation
3. Call 911 if necessary
4. Do not move the injured or ill person; try to make them comfortable
5. Have an assistant or a player meet medical personnel
6. Contact the athlete's parent/guardian
7. Contact the athletic director
8. Complete injury/accident report
9. An adult shall accompany the athlete to the hospital if parent /guardian are not available
10. Follow up with parent/guardian later that day or the next day

#### **The athletic director/event manager**

1. Remain calm
2. Assess the situation
3. Review information provided by the coach
4. Move all athletes, spectators and unnecessary personnel away from the injured athlete or person

5. Contact 911 if necessary
6. Make announcement #1 and #2 shown below
7. Assist medical personnel in gaining access to the site
8. Cooperate with medical personnel
9. Update teams if necessary
10. If the injured athlete is not from your school, contact the athletic director from the school he/she attends
11. Contact the principal, director and/or supervisor of interscholastic athletics
12. Follow up with parent/guardian or if the student is from the opposing school the athletic director of that school
13. Keep your supervisors informed

### **Public Address Script**

1. Ladies and gentleman, if there is a doctor, nurse or EMS personnel in the stands please report to the GYM FLOOR, STADIUM
2. Ladies and gentleman, EMS has been notified. Please remain calm and in the stands. An update announcement will be made, if and when appropriate. Thank you!

### **STADIUM - POWER OUTAGE**

#### **The coach should:**

1. remain calm
2. if during the contest - have athletes gather at the team bench if prior to or after the contest - have athletes gather in the locker room
3. tell them to relax, remain calm and quiet
4. account for all the athletes
5. wait for the power to return
6. if not present, contact the athletic director
7. follow school protocol for releasing athletes

#### **The athletic director / event manager should:**

1. remain calm
2. assess the situation
3. if dark in the facility, use a bull horn to make announcement #1 shown below
4. contact maintenance staff
5. contact local utility company
6. communicate with officials, teams and coaches. If the contest must be cancelled and we still have some LIGHT...
7. make announcement #2 shown below
8. follow school protocol for releasing athletes
9. contact the AD from the opposing school to inform of the situation and reschedule the contest
10. follow school protocol regarding media contact IF the contest must be cancelled and we are in the DARK...
11. make announcement #3 shown below
12. organize contest workers to assist in the evacuation of the stadium (key areas to have someone stationed are aisles, bleachers, stairways, parking lots, etc...)
13. follow school protocol for releasing athletes
14. contact the AD from the opposing school to inform of the situation and reschedule the contest
15. follow school system protocol regarding media contact

## **PA Script**

**#1 Ladies and gentlemen** - Due to the power outage that just occurred, we must temporarily suspend the contest. For your safety and the safety of others, we ask you to remain seated (or be seated), calm and quiet while we attend to this matter. Further information will be provided at a later time.

**#2 Ladies and gentlemen** - We are unable to restore power and the event has been cancelled.

Information regarding the rescheduling of this contest will be available from your school athletic office.

**#3 We are unable to restore power and the event has been cancelled.** Information regarding the rescheduling of this contest will be available from Ms. Brandt. (If the facility is dark) Please remain calm and quiet while we work toward a safe exit for all participants and spectators. School personnel with flashlights will assist in helping you exit the stadium. Please be patient. Thank you.

## **STADIUM - SEVERE WEATHER & TORNADO**

**Severe Weather** – Take shelter in the **Gym** the contests will be delayed 30 minutes each time you hear thunder or see lightning. Contests that begin before 2:00 p.m. may be delayed up to 3 hours. Contests that begin between 5:00 p.m. and 7:00 p.m. may be delayed 90 minutes. Contests that begin after 7:00 p.m. may be delayed 1 hour. Follow school protocol for releasing athletes

**Tornado Watch** – Take shelter; the shelter area is in the **Gym**

The coach should:

1. Monitor weather reports.
2. Prepare for a tornado.
3. Contact the athletic director.
4. Follow school protocol for releasing athletes

**Tornado Warning** – Take shelter; the shelter area is in the **Gym**

The coach should:

1. Remain calm.
2. Have a list of all athletes present that day, account for each athlete
3. Have athletes remain quiet and have them listen to instructions
4. Have athletes sit on the floor facing the wall, legs crossed, head down and hands clasped over their head.
5. Avoid spaces that are opposite doorways, areas with swinging doors, rooms with windows or glass, areas with large roof spaces.
6. Contact the athletic director.
7. Follow school protocol for releasing athletes

**The athletic director / event manager should:**

1. talk with the officials and coaches
2. communicate with the facility staff
3. make certain the shelter area is unlocked and available
4. document contest information (score, time left in contest, possession, etc...)

**IF it is determined that you need to take shelter...**

5. make announcement shown below
6. evacuate athletes, coaches, and spectators to the designated shelter area
7. assist with the evacuation; make certain no one remains
8. contact principal and/or superintendent
9. contact the AD from the opposing school to inform of the situation and reschedule the contest
10. communicate cancellation and rescheduling information with the media

## **PA Script**

Ladies and gentlemen - Due to the severe weather conditions we are experiencing, please take shelter. For your safety and the safety of others, we ask you to remain calm and quiet. Athletes, report to your coaches and go to the Girls **Locker room** (designated shelter area). Spectators, please take cover in the **Gym**. You will be given additional information when it is available.

## **STADIUM - MISSING ATHLETE / ABDUCTION**

### **The coach should:**

1. remain calm
2. try to contact the athlete on their cell phone
3. notify the athletic director immediately
4. become aware of any special custody arrangements of the athlete
5. ask the athletes friends if they have any information; attempt to find out where they were last seen
6. call 911 account for the rest of your athletes
7. begin an organized search of the facility (coordinate with the AD)
8. contact the missing athlete's parent/guardian
9. if someone noticed the athlete being taken – contact the police immediately and obtain any information about the unauthorized individual - description, license plate, type of force used, direction of travel
10. don't be a hero
11. use common sense
12. do not release any information to the media
13. follow school protocol regarding media contact

### **The athletic director / event manager should:**

1. remain calm
2. assess the situation
3. review information from coach and team
4. make announcement #1 shown below; in a few minutes, if athlete is still missing, make announcement #2
5. contact parent – maybe they know where their son or daughter is; if not, have them bring a picture of the missing athlete with them to the stadium
6. assign personnel to search the stadium
7. contact principal and/or superintendent with details
8. cooperate with the authorities
9. follow school protocol regarding media contact

**PA Script:** \_\_\_\_ (missing athlete's name), please report to the \_\_\_\_ (designated area).

Ladies and gentlemen, we are trying to locate \_\_\_\_\_. If anyone knows the whereabouts of \_\_\_\_\_ please report to the \_\_\_\_\_. She/he is \_\_\_\_\_ years old and was last seen wearing \_\_\_\_\_.

## **STADIUM - BOMB THREAT & EVACUATION**

### **The coach should:**

1. remain calm
2. evacuate athletes from the stadium
3. evacuate to the designated area, specifically the **Public Library Parking Lot by the recycling bins** (mode of transportation)
4. take attendance and account for all of your athletes
5. attempt to locate anyone missing; determine last known location
6. report any missing person to the fire department or rescue team
7. notify the athletic director of the situation
8. follow school protocol regarding media contact
9. follow school protocol for releasing athletes

### **The coach should not use or allow athletes to use:**

1. cell phones
2. radios
3. light switches

### **The athletic director / event manager should:**

1. remain calm
2. assess the situation
3. if you receive the threat, contact the principal and/or director of interscholastic athletics
4. contact 911
5. notify the contest officials
6. suspend the contest
7. document contest information (score, time left in contest, possession, etc...)
8. tell coaches to take attendance and account for entire team; tell visiting team coach where to go should evacuation be necessary
9. make announcement shown below
10. assist in the evacuation of the facility
11. communicate and cooperate with emergency personnel
12. make sure all teams have evacuated the facility
13. inform parents of the situation
14. follow school protocol regarding media contact
15. follow school protocol for releasing athletes
16. contact the AD from the opposing school to inform of the situation and reschedule the contest

**PA Script:** Ladies and gentlemen – Due to unforeseen circumstances, the contest is being cancelled. For your safety and the safety of those around you, we ask that you do the following: Athletes, report to your coaches and follow their directions. Coaches, take your athletes to \_\_\_\_\_. Spectators please gather your belongings and proceed in a calm and orderly fashion to the exits. If you do not have a vehicle, please proceed to the \_\_\_\_\_. We ask that you refrain from using cell phones and pagers. Information regarding the rescheduling of this contest will be available from your school athletic office at a later time.

## **CHEMICAL SPILL / ATTACK**

### **The coach should:**

1. remain calm

2. notify the contest officials
3. have all athletes go into the nearest building
4. close all doors and windows
5. take attendance and make certain all of your athletes are present
6. do not allow athletes to drink from public fountains, etc...
7. have your athletes cover nose and mouth with handkerchief or other material
8. attempt to locate anyone missing; determine their last known location
9. report any missing person to the fire department or rescue team
10. contact the athletic director await further instructions from the authorities
11. contact parents
12. follow school protocol regarding media contact
13. follow school protocol for releasing athletes

**The athletic director / event manager should:**

1. remain calm
2. assess the situation
3. contact 911
4. notify the contest officials
5. suspend the contest
6. document contest information (score, time left in contest, possession, etc...)
7. tell coaches to take attendance and account for entire team; tell visiting team coach where to go should evacuation be necessary
8. make announcement shown below
9. assist in the evacuation of the facility communicate and cooperate with emergency personnel
10. make sure all teams have evacuated the facility
11. inform parents of the situation
12. follow school protocol regarding media contact
13. follow school protocol for releasing athletes
14. contact the AD from the opposing school to inform of the situation and reschedule the contest

**PA Script:**

Ladies and gentlemen – We have been informed that a chemical spill has occurred nearby. The contest is being cancelled. For your safety and the safety of those around you, we ask that you do the following: Cover your mouth and nose. Refrain from eating, drinking, chewing gum, and putting anything in your mouth. Athletes, report to your coaches and follow their directions. Coaches, take your athletes to \_\_\_\_\_. Spectators please gather your belongings and proceed in a calm and orderly fashion to \_\_\_\_\_. Information regarding the rescheduling of this contest will be available from your school athletic office at a later time.

**STADIUM - FIRE or EXPLOSION & EVACUATION**

**The coach should:**

1. remain calm
2. evacuate athletes from the stadium
3. evacuate to the designated area, specifically the \_\_\_\_\_ take attendance and account for all of your athletes
4. attempt to locate any one missing; determine last known location
5. report any missing person to the fire department or rescue team
6. notify the athletic director of the situation follow directions from the fire department or rescue team
7. follow school protocol regarding media contact



8. follow school protocol for releasing athletes

**The Athletic director / event manager should:**

1. remain calm
2. assess the situation
3. communicate and cooperate with facility management
4. contact 911
5. make announcement shown below
6. tell coaches to take attendance and account for entire team; tell visiting team coach where to go should an evacuation be necessary
7. assist in the evacuation of the stadium
8. communicate and cooperate with emergency personnel
9. make sure all teams have evacuated the stadium
10. follow school protocol regarding media contact
11. follow school protocol for releasing athletes
12. contact the AD from the opposing school to inform of the situation and reschedule the contest

**PA Script:**

Ladies and gentlemen - Due to the sounding of the fire alarm, at this time we must suspend the contest and evacuate the stadium. Please gather your belongings and move toward the nearest exit in a calm, quiet and orderly fashion. We will provide further information as soon as possible. Information regarding the rescheduling of this contest will be available from your school athletic office at a later time

**STADIUM - CROWD CRISIS / VIOLENT ACT**

**The coach should:**

1. remain calm
2. have athletes gather in one place with you (either at the sideline, bench, locker room or a safe room away from the crowd)
3. tell them to relax, remain calm and quiet
4. account for all the athletes
5. do NOT allow athletes to get involved in the situation
6. contact the athletic director
7. contact parents
8. follow school protocol for releasing athletes

**The athletic director / event manager should:**

1. remain calm
2. assess the situation
3. at this point, if necessary, contact event security or 911
4. when you deal with people involved in the situation, in a calm voice identify yourself and tell them specifically what it is you want
5. remove from the stadium those people involved in the situation

**IF the situation has escalated to a point that cannot be handled easily...**

6. suspend the contest
7. make announcement #1 shown below
8. take teams, coaches, and officials to a safe location; this location is **Girls Locker Room.**
9. communicate with contest staff

10. if someone is filming the contest, and they are located in a safe place, have them film the situation
11. communicate with opponent's administration if they are on site
12. encourage spectators to move away from the situation and out of harm's way
13. isolate the people/group involved in the situation
14. make announcement #2 shown below
15. resume the contest

**IF the contest needs to be cancelled and the stadium evacuated...**

16. make announcement #3 shown below
17. assist in the evacuation of the stadium
18. communicate and cooperate with emergency personnel
19. make sure all teams have evacuated the stadium
20. follow school protocol regarding media contact
21. follow school protocol for releasing athletes
22. inform parents of the situation
23. contact the AD from the opposing school to inform of the situation and reschedule the contest

**PA Script (Do not make any announcements without administrative approval)**

**#1** Ladies and gentlemen - For your safety and the safety of others, please move away from the disturbance. Do not engage in the situation. Security has been contacted and will handle the situation.

**#2** Ladies and gentlemen - We apologize for the delay of the game, at this time we are ready to resume play. Thank you for your cooperation.

**#3** Ladies and gentlemen - Due to the disturbance that has taken place, the contest is being cancelled. For your safety and the safety of those around you, we ask that you do the following: Please gather your belongings and proceed in a calm and orderly fashion to the exits located at each end of the stadium or gym. Information regarding the rescheduling of this contest will be available from your school athletic office at a later time.

**STADIUM - RADIOLOGICAL SPILL / ATTACK**

**The coach should:**

1. remain calm
2. assess the situation
3. have all athletes go into the nearest building
4. close all doors and windows
5. take attendance and make certain all of your athletes are present
6. if any athlete is missing, determine their last known location
7. ensure that athletes do not chew gum, eat, drink or place objects in their mouth
8. have your athletes cover nose and mouth with handkerchief or other material
9. contact the athletic director
10. await further instructions from the authorities
11. contact parents

**The athletic director / event manager should:**

1. remain calm
2. assess the situation
3. contact 911
4. inform the contest officials
5. suspend the contest
6. document contest information (score, time left in contest, possession, etc...)
7. tell coaches to take attendance and account for entire team; tell visiting team coach where to go

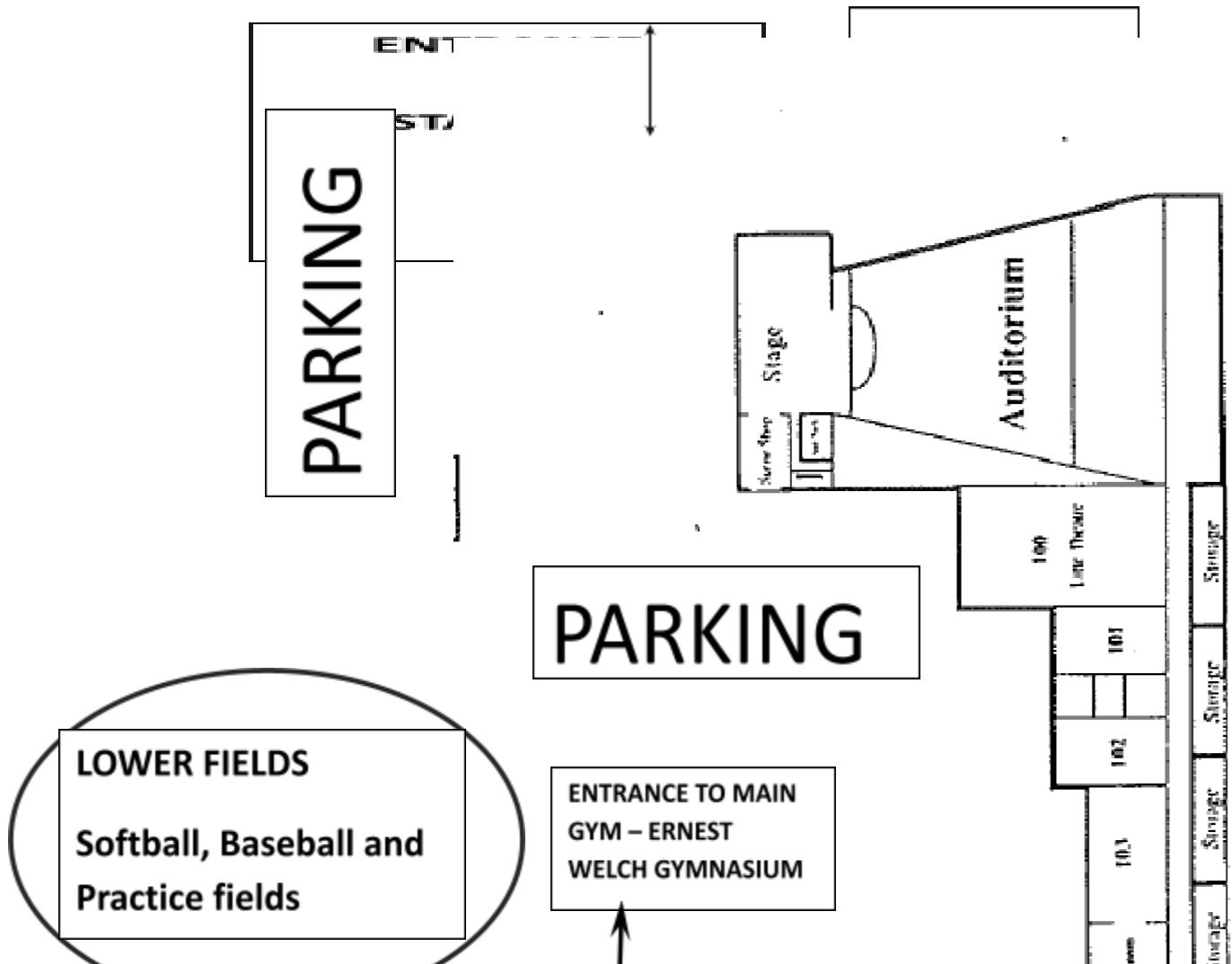
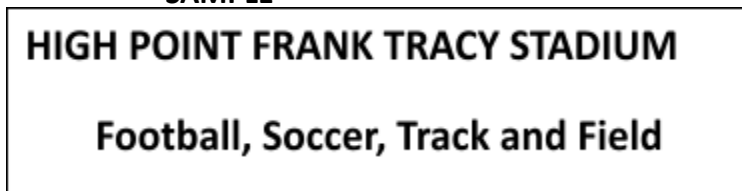
- should evacuation be necessary
- 8. make announcement shown below
- 9. assist in the evacuation of the facility
- 10. communicate and cooperate with emergency personnel
- 11. make sure all teams have evacuated the facility
- 12. inform parents of the situation
- 13. follow school protocol regarding media contact
- 14. follow school protocol for releasing athletes
- 15. contact the AD from the opposing school to inform of the situation and reschedule the contest

**PA Script:**

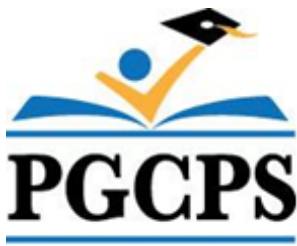
Ladies and gentlemen – We have been informed that a radiation spill has occurred nearby. The contest is being canceled. For your safety and the safety of those around you, we ask that you do the following: Cover your mouth and nose. Refrain from eating, drinking, chewing gum, and putting anything in your mouth. Athletes, report to your coaches and follow their directions. Coaches, take your athletes to the gym. Spectators please gather your belongings and proceed in a calm and orderly fashion to the gym. Information regarding the rescheduling of this contest will be available from your school athletic office at a later time.

**MAP OF GYMNASIUM(S)**

**SAMPLE**







**Once a student-athlete leaves the custodial care of PGCPS, the school system no longer has any responsibility over the student.**

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

I, \_\_\_\_\_, as the \_\_\_\_\_ of  
Please Print Full Name parent/guardian

\_\_\_\_\_ give permission for him/her to return  
Please Print Athlete Full Name

from the following away \_\_\_\_\_.  
Please print event name.

They may be released to \_\_\_\_\_.  
Please print the individual's name.

This individual is \_\_\_\_\_  
Please print relationship to student athlete.

Will this be a one-time occurrence? Yes or No

Will this take place during the entire season? Yes or No

Coaches' Name: \_\_\_\_\_ Date: \_\_\_\_\_

Coaches' Signature: \_\_\_\_\_

Athletic Director's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director's Signature: \_\_\_\_\_

Principal's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

## **Guidelines for the Use of Utility Vehicles During Athletic Events and Practice**

1. Only Prince George's County Public School Employees may use the John Deere Gator or school system utility vehicles.
2. All drivers must watch the John Deere Product and Safety Training Video entitled Gator Utility Vehicle prior to operating the Gator. See link below.
3. All drivers must sign that they have viewed the video and understand the risk involved.
4. Students are never to drive the vehicles.
5. Passengers should only ride in the passenger seat, never in the cargo box or tailgate.

[http://www.deere.com/wps/dcom/en\\_US/services\\_and\\_support/training\\_and\\_safety/videos\\_ag\\_and\\_turf.page](http://www.deere.com/wps/dcom/en_US/services_and_support/training_and_safety/videos_ag_and_turf.page)

### **Gator Training Acknowledgement Form**

1. By signing this form you acknowledge that you have viewed and understand the John Deere Product and Safety Training - Gator Utility Vehicle Video.
2. I also acknowledge that I have received a copy of the Guidelines for the Use of Utility Vehicles during Athletic Events and Practice and have read and understand the guidelines.
3. I also agree to operate the vehicle safely at all times.

Print Name: \_\_\_\_\_

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

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

# Out-of-Season Participation

## *A Summary of MPSSAA and Prince George's County Public Schools Standards and Regulations Regarding Out-of-Season Activities Involving School Teams and School Coaches*

The following is a summary of applicable Maryland Public Secondary Schools Athletic Association (MPSSAA) and Prince George's County Public Schools (PGCPS) standards and regulations regarding out-of-season activities involving school teams and school coaches. The summary also includes limitations regarding the extent of contact that school coaches may have with returning players beyond the defined sports season.

The summary addresses the following standards and regulations:

- Fundamental Points
- Camps
- Conditioning Programs
- Coaching Returning Players on Non-School Teams
- PGCPS Interpretations
- Definition of a Non-school Team
- G. Practice and Game Limitations
- H. Coaching Returning Players on an Individual Basis

### **A. Fundamental Points**

1. One important point always to bear in mind is that school teams may not, under any circumstance, practice, compete, or meet beyond the established MPSSAA sports season. The established MPSSAA sports season begins with the first practice allowed for that season, and ends with the state championship for that sport. This important point is true whether applied to camps, playing in summer or out-of-season leagues, or participating in conditioning programs. This important point is essential in understanding applicable MPSSAA and PGCPS regulations and guidelines.
2. A second important fundamental point is that rules and regulations that pertain to school coaches extend to volunteer coaches and all other school personnel. Rules violations involving school teams practicing or assembling beyond the established sports season may occur even though a paid coach is not directly involved.
3. A third important fundamental point is that if a team has violated an MPSSAA regulation, there is a precise sequence of penalties that are applied. The minimum penalty for a state violation is a forfeit, and sanctions against the coach, player(s), or both. In this fashion, no matter how small a state violation may appear, a forfeit and sanctions will automatically be applied as the minimal penalty. If the violation occurs in the summer, or before the start of the season, then the forfeit applies to the opening game(s) of the ensuing season.
4. Reminder, out-of-season teams may not begin until after the last state championship games. This includes 7 on 7.

## B. Camps

1. It is illegal for a school team to attend a camp as a team because school teams may not practice, compete, or assemble out-of-season.
2. However, it would not be illegal for a group of players from the same school to attend a camp. There is a fine but important distinction between the two.
3. What is the difference between a school team and a group of players from the same team?
  - If the school coach is involved with the camp arrangements, including the collection of fees, then the group becomes a school team (illegal).
  - If attendance or participation in the camp is mandatory, then the group becomes a school team (illegal).
  - If school money (including booster clubs and money derived from fundraisers) is used to pay for camp fees or expenses, the group becomes a school team (illegal).
  - **If the coach supervises, instructs, or coaches returning players at the camp, the group becomes a school team (illegal).**
  - Coaches may attend camps and observe returning players, but they may not coach, supervise, or instruct them except as provided below.
4. When can a school coach provide instruction to returning players at a camp?
  - A school coach may instruct returning players if the camp is oriented to individual skills. For instance, school coaches may instruct returning players in a particular position or skill area if the players are part of a larger group of players representing multiple schools.
5. What is considered a “returning” player?
  - A player who has previously participated in that sport at that high school is considered a returning player, whether the participation was on the varsity or junior varsity level.
  - Incoming 9<sup>th</sup> grade students are not considered as “returning” players.
6. May a school host a camp?
  - Yes. Schools may hold a County Sponsored Camp during a designated 12 days in June/July.
  - However, no returning players from the school may participate in the camp if it is conducted or sponsored by the program/school or persons associated with the program/school.
  - Returning players may be used as camp counselors. When functioning as camp counselors, returning players are not considered as camp participants.
7. Can a group of coaches/schools get together and create a camp?
  - No. The camp must have an official, bona fide camp sponsor, and a camp administration, completely separate from the participating teams. Participating schools or coaches may not be involved in sponsoring or administering the camp. If the above criteria is satisfied, then the camp takes on the appearance of a true camp, as opposed to a group of coaches running joint out-of-season practices.



### **C. Conditioning Programs**

1. Individual teams may not conduct conditioning programs beyond the sports season. This would be considered as practicing outside of the sport season.
2. However, schools may conduct voluntary, “all-school” conditioning programs. An “all-school” conditioning program would include the following elements
  - Participation is voluntary.
  - The conditioning program must be advertised and available to all students in the school.
  - The conditioning program is conducted at the school site, by school personnel.
  - The conditioning program is oriented exclusively toward conditioning of a general nature – not specific sports-related skills.
  - Conditioning programs must adhere to standards and guidelines described under Conditioning Programs in the *PGCPS High School Athletics Handbook*.
3. What school equipment may be used in conditioning programs?
  - Sport-specific equipment, including pads and protective equipment, may not be used outside the sports season. The use of sport-specific or protective equipment lends strongly to the perception of an out-of-season team practice as opposed to an all-school conditioning program.
  - Blocking pads, kicking screens, balls, or other sports-specific equipment may not be used in conditioning programs.
  - Equipment such as weight room equipment, cones, agility ropes, etc., may be used because these are general in nature and can apply to most, if not all, teams.
4. Can a school coach supervise returning players from his team in a conditioning program?
  - Yes. However, the program still must be advertised and available to all students. The program may not be exclusively advertised for a particular team.

### **D. Coaching Returning Players on an Individual Basis**

1. MPSSAA regulations do not allow school teams to practice or assemble after the season. School teams are defined as “Any school group or team gathering consisting of three or more players that has assembled for the purpose of drilling or instruction.”
2. The above opens the door for coaches to work with a limited number of athletes on an individual basis beyond the sports season. Specifically, MPSSAA interpretations specify that “School coaching staffs may work with a maximum of two players per day.”
3. Thus, school coaches or coaching staffs may work with a maximum of two players on an individual basis on a particular day outside the sports season. This could mean a pitcher-catcher, QB-receiver, two goalies, etc. Under no circumstance, however, may the total number of players per day exceed two, no matter how many coaches may be involved.
4. Open Gym/Fields Guidelines 1-6 included under *Conditioning Programs* in the *PGCPS High School Athletics Handbook* apply to coaching returning players on an individual basis outside the sports season.

### **E. Coaching Returning Players on Non-PGCPS Teams**

1. As mentioned previously, a school team may not practice or compete beyond the parameters of the MPSSAA sports season. These parameters begin on the first day of practice, and end upon conclusion of the playoffs (state championship).

2. Similarly, a school coach may not instruct or coach returning players beyond the defined MPSSAA sports season unless the players are on a non-school team coached by the school coach.
3. If the school coach is the coach of a non-school team, the number of returning players that can be on the non-school team is determined by the calendar, as indicated below:

#### **MPSSAA “Eighty-Percent” Rule**

- From the first practice of fall sports (mid-August) to the last spring sport state championship (late-May), the non-school team may include a maximum of 80% of what would constitute a starting line-up for that sport.
- For instance, eleven players would constitute a starting lineup for a soccer team. Eighty-percent of eleven, rounded down to the nearest whole number, is eight. Thus, if the school coach is the coach of a non-school soccer team, between mid-August and late-May, a maximum of eight returning players may be on the non-school team.

#### **MPSSAA Unrestricted Period**

- From the last spring state championship (late-May) until the first practice for fall sports (mid-August), there is no MPSSAA limit on the number of returning players that the school coach may coach on a non-school team.

### **F. PGCPS Interpretations**

1. An asterisk (\*) will be indicated in many instances in the sections that follow. The asterisk (\*) indicates an interpretation by PGCCPS regarding the applicable MPSSAA regulations.
2. A PGCPS interpretation is not a specific regulation. PGCPS does not have jurisdiction over non-PGCPS teams. However, PGCPS interpretations are important because they provide guidelines to assist schools, teams, and coaches from “crossing the line” from a non-school team to a school team. PGCPS interpretations are intended to assist schools and coaches in establishing clear parameters.
3. If there is a question of whether a team has violated a regulation, PGCPS will apply the interpretations that are offered to assist in determining whether a violation has occurred.

### **G. Definition of a Non-School Team**

1. The team must be affiliated with a league that satisfies MPSSAA regulations (league must be operated by a non-profit organization or educational institution outside the school system). The PGCPS Interpretation would require that the league include the following components.
  - \*Either the league provides insurance for players/teams, or the league requires that teams in the league provide proof of insurance.
  - \*The league determines the schedule, with a similar number of games for all teams in the league.
  - \*The league has a commissioner (or a similar designation).
  - \*The league provides specific parameters/rules for conducting games, including a specific structure for contests and league play.

2. The non-school team may not use a name connected with the school
  - \*In many instances the name of a school is also the name of the community. Accordingly, the non-PGCPS team may include either the name of the community, and not the school nickname, or use the school/community nickname, but not the name of the school/community.
  - \*The non-school team may not use both the name of the school/community and the nickname of the school/community.
3. The non-school team may not use school uniforms or equipment
  - \*School equipment includes any and all items owned by the school, including balls, cones and conditioning equipment. Briefly, other outside groups do not have school equipment at their disposal. Thus, a team using school equipment creates a clear link to a school team.
  - \*Equipment discarded by the school (i.e. old blocking shields, balls) may not be used unless the school has sold or donated the equipment to the non-school team. For insurance and liability purposes, this transaction should be in writing. The discarded equipment must be stored at a site other than the school site.
  - \*School uniforms include current as well as old or discarded uniforms.
4. The non-school team may not use school facilities unless the use is processed through School Facility Use Application and Permit Form (SFUAP)
  - \*The non-school team may not use the school facility, inside or outside, for practices or games unless it has followed SFUAP procedures
5. Participation on the non-school team must be voluntary.
  - Coaches may not coerce or pressure students to participate on the non-school team.
  - Coaches may not imply or use participation on the non-school team as a factor in subsequent school team selection or playing time.
6. The non-school team must have proof of insurance.

## H. Practice and Game Limitations

1. MPSSAA Interpretation – A maximum of one practice session per game or event
  - **\*A team is allowed up to three practice sessions in preparation for the first league game. After the opening league game, teams are limited to one practice session per game or event.**
  - \*The total number of practice sessions per week may not exceed the number of games or events.
  - \*A tournament, or jamboree, or any other gathering of multiple teams is considered as one event, even though several games may be played in that event.
2. \* The total number of games and practices per week may not exceed six.
  - \*For instance, if a team has three games in a week, it is allowed a maximum of three practices (3 games + 3 practices = 6)
  - \*If a team has five games in a week, it is allowed a maximum of one practice
  - \*However, if a team has one game in a week, it is allowed a maximum of one practice.

### 3. Tournaments

- \*Sometimes the word “camp” is used to describe an event that is actually a tournament. If the event is exclusively, 100%, a tournament, then the event will be construed as a tournament even though it may be called a camp.
- \*However, if the activity includes any elements that are characteristic of a camp, the activity will be construed as a camp and not a tournament. To be construed as a tournament, the activity must be 100% competition oriented, with the learning aspect derived through competition.
- \*Even though a tournament may include multiple games, it is construed as one event. Thus, a non-school team may have a maximum of one-practice to prepare for the tournament.
- \*As mentioned previously, a non-school team must belong to a bona fide league with a specific schedule of games. Though a non-school team may participate in tournaments outside of the league, the team may not compete primarily in tournaments. The majority of its games must be league games.

**Must Be Completed by Parent(s)/Guardian(s) of Students in Grades 9-12 Before Participation in School-Sponsored Extracurricular Athletic Activities.**

**RELEASE OF LIABILITY/INFORMED CONSENT/ASSUMPTION OF RISK WAIVER**

\_\_\_\_\_ (Student's Name) desires to participate in  
\_\_\_\_\_ (Name of Program) sponsored by Prince George's County Public  
Schools.

I am fully aware of the fact that there are special dangers and risks associated with participation in this activity, including but not limited to the potential for falls, slips, sprains, broken bones, extreme physical contact with other participants or outbursts of rage by other players, coaches or referees. In extremely rare cases, paralysis and even, sudden death can occur as a result of participation in this activity. Serious injury may also occur as a result of certain playing conditions such as potholes and standing water on fields along with humidity, heat, cold and other weather conditions inherent with games played outdoors. Serious injury may also occur as a result of certain playing conditions inherent with games played indoors. Serious injury or sudden death may also occur as a result of improper use of equipment.

The Prince George's County Public Schools, its coaches and activity sponsors and all others involved in the administration of this program have pledged to utilize every reasonable precaution to minimize or eliminate the potential for injury by students as a result of athletic participation. Being fully informed as to these risks and in consideration for being allowed to participate in this activity, I hereby assume all risk of injury, damage and liability arising from participation in this activity. I have read this Release of Liability and Assumption of Risk Agreement. I fully understand this agreement and that I have given up substantial legal rights by signing it. I sign it freely and voluntarily.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Your Name Here: \_\_\_\_\_ Grade: \_\_\_\_\_

\*\*\*\*\*

I certify that I am the parent/legal guardian of the above-named student; that I have read and understand this Release of Liability and Assumption of Risk Agreement. I certify that I have explained the risks and dangers to my child. I hereby release and hold harmless the Prince George's County Public Schools, its Partners in Education, coaches, volunteers, medical personnel, security officers, administrative officials, other employees, volunteers and agents from any liability, actions, causes of action, claims, judgments cost or expense, including attorney fees, known or unknown at this time, arising out of or in any way related to any injury or illness incurred by my child while participating in, or travelling to and from any practice, game, or special event. I have voluntarily chosen to allow my child to participate and assume all such dangers and risks. I request that my son/daughter be permitted to participate in extracurricular athletic activities sponsored by the Prince George's County Public Schools.

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Please Print)

Date: \_\_\_\_\_ Telephone: Work: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Is this student covered by a medical insurance policy? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, provide the name of your insurance company and policy number:

Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Emergency Contact Information:

If I cannot be contacted and a reasonable effort has been made to do so, I authorize the coaching staff or the Principal and his or her designee to act on my behalf. I further authorize my son/daughter to be transferred and admitted to any hospital or medical facility for diagnosis and treatment if deemed necessary. I request and authorize any duly licensed Doctors of Medicine, Doctors of Dentistry or other such licensed technicians or nurses to perform any diagnostic, treatment or operative procedures including x-ray diagnosis of my child. I assume the responsibility for the payment of any such transfer and treatment.

Preferred Hospital: \_\_\_\_\_

Person to be contacted if I am not available: \_\_\_\_\_

Telephone: Work: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_

## Prince George's County Public Schools Permission for Multiple Sports Participation in a Season

Students may participate in a second sport during a sports season as long as one of the teams is an individually oriented athletic team. In addition, a student may be a member of a second "team oriented sports team" and perform a specific function for that team. An example of this would be a soccer player joining a football team as a place kicker and or punter.

Individually Oriented Sports include:

- Cross Country
- Golf
- Wrestling
- Swimming
- Tennis
- Indoor Track
- Outdoor Track

Other sports may be approved by the athletic director and school principal.

Students wishing to participate in a second sport must meet several conditions throughout the season to maintain playing eligibility in both sports.

- The student declares a primary sport and secondary sport designated below. The primary sport takes precedent over the secondary sport.
- The student maintains his/her academic eligibility and shall be monitored regularly by the head coach of both sports teams.
- The student is willing and able to participate in additional practices as deemed necessary by the secondary sport coach. Additional clarification of practice requirements will be outlined in writing by the particular coaches and athletic director 10 days prior to the Maryland Public Secondary Schools Athletic Association (MPSSAA) seasonal first play date.

I have read the above statements and agree to the terms.

My primary sport is \_\_\_\_\_

My secondary sport is \_\_\_\_\_

Student's Printed Name	Signature	/ /
		Date

Parent/Guardian's Printed Names	Signatures	/ /
		Date

Primary Sport Coaches' Printed Name	Signature	/ /
		Date

Secondary Sport Coaches' Printed Name	Signature	/ /
		Date

Athletic Director's Printed Name	Signature	/ /
		Date

Principal's Printed Name	Signature	/ /
		Date

**Authorization to Treat and Release Medical Information**

In order to provide a safe and enjoyable experience for the student athletes at \_\_\_\_\_ High School, arrangements have been made for the athletic training and team physician services. Our athletic trainer position is funded through the Prince George’s County Public Schools, MedStar Health (10 schools) and Pivot Physical Therapy (15 schools). Both the athletic trainer and physicians are available to any and all Prince George’s County Public High School student athletes for evaluation, consultation, and/or treatment in the event of an injury or illness, or at the request of the athlete, parents, coach, administration, or the patient’s personal physician.

In the event of injury/illness, I give permission for \_\_\_\_\_ (student athlete’s name) to be treated by the Prince George’s County Public Schools contracted athletic training staff. I understand that treatment may include evaluation, treatment and referral to a physician, withholding a student from sports participation, and/or releasing a student for sports participation. I also understand that the athletic trainer and/or team physician may withhold any student athlete from sports participation because of an illness or injury, even if their personal physician has cleared the student. This decision is based on professional concerns for the student athlete and/or other student athletes’ health and safety. In the event of an injury/illness, it may be important for the athletic trainer to share medical information with physicians, coaches and high school administration. These injuries/illnesses may or may not be a direct result of athletic participation. By signing below, I authorize all departments of athletic professional staff (i.e. coaches, athletic trainer and team physician), athletic director, athletic department staff, and any other attending physician to share/discuss information regarding any injury or physical condition that may affect the athletic participation of the student athlete identified on this form. This information will be used to determine medical eligibility to participate in athletics and help in the diagnosis and treatment of any injuries or illness that may occur during or may affect sports participation.

Parent/Legal Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed name of Parent/Legal Guardian \_\_\_\_\_

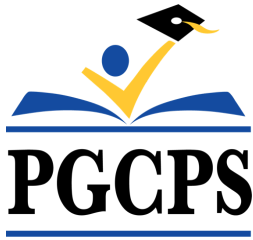
Student Signature \_\_\_\_\_

Date \_\_\_\_\_

School	Color	Mascot
Bladensburg	Maroon/White	Mustangs
Bowie	Navy/Burgundy/White	Bulldogs
Central	Navy Blue/White/Columbia Blue	Falcons
Charles Herbert Flowers	Forest/Black/Silver	Jaguars
Chesapeake - North	Purple/Gold	Tigers
Chesapeake - South	Purple/Gold	Tigers
College Park Academy	Red/Black/White/Gold	Phoenix
Crossland	Red Black/White/Gold	Cavaliers
Dr. Henry A. Wise, Jr.	Royal Blue/Black/Gold	Pumas
DuVal	Black/Orange	Tigers
Eleanor Roosevelt	Columbia Blue/White	Raiders
Fairmont Heights	Maroon/Gray/Black/White	Hornets
Frederick Douglass	Maroon/Gold	Eagles
Friendly	Red/Royal Blue	Patriots
Gwynn Park	Black/Gold/White	Yellow Jackets
High Point	Royal Blue/Gold	Eagles
International at Langley Park	Blue/Yellow/White	Phoenix
International at Largo	Turquoise Blue/Green	Sea Turtle
Largo	Blue/Gray/White	Lion
Laurel	Royal Blue/Gold	Spartans
Northwestern	Navy/White/Columbia Blue	Wildcats
Oxon Hill	Black/Gold	Clippers



Parkdale	Forest Green/Gold	Panthers
Potomac	Navy/Old Gold	Wolverine
Suitland	Red/White/Black	Rams
Surrattsville	Green/White	Hornets



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## ATHLETICS SUPERVISION TEMPLATE

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The following template must be completed by each head coach and submitted to the principal and/or athletic director prior to the start of each season.

School: \_\_\_\_\_

Sport - Include Level: \_\_\_\_\_  
(Varsity, JV, or Combined)

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

Year: \_\_\_\_\_

Practice Times (be specific): \_\_\_\_\_

### **Pre-Practice Supervision Plan**

For late practices or extended time between the end of the school day and the start of practice, a plan must be established for students to ensure appropriate supervision.

Responsible Staff: \_\_\_\_\_ Emergency Number: \_\_\_\_\_

Pre-practice locker room/team room times: \_\_\_\_\_

### Supervision Plan:

(boxes will expand as you type)

### Locations:

Contingency Plan:

**Post-Practice Supervision Plan**

On practice days, this section outlines the logistics between the end of practice and the time that students leave campus or are picked up by a parent/guardian to ensure appropriate supervision.

Responsible Staff: \_\_\_\_\_ Emergency Number: \_\_\_\_\_

Post-practice locker room/team room times: \_\_\_\_\_

Supervision Plan:

Locations:

Contingency Plan:

**Pregame Supervision Plan**

On game days, this section outlines the logistics between the end of the school day and the start of a game to ensure appropriate supervision.

Responsible Staff: \_\_\_\_\_ Emergency Number: \_\_\_\_\_

Pre-game locker room/team room times: \_\_\_\_\_

Supervision Plan:

Locations:

Contingency Plan:

**Postgame Supervision Plan**

On game days, this section outlines the logistics between the end of a game and the time that students leave campus or are picked up by a parent/guardian to ensure appropriate supervision.

Responsible Staff: \_\_\_\_\_ Emergency Number: \_\_\_\_\_

Postgame locker room/team room times: \_\_\_\_\_

Supervision Plan:

Locations:

Contingency Plan:

**Other Logistical Information (as appropriate):**

\_\_\_\_\_  
Coach

\_\_\_\_\_  
Athletic Director

\_\_\_\_\_  
Principal

# 2024-2025 School Calendar

## Prince George's County Public Schools 2024-2025 School Calendar

APPROVED FEBRUARY 2024

2024	
July 4	Independence Day – Schools and Offices Closed
August 14-16	Professional Duty Days for New Teachers
August 19-23	Professional Duty Days for All Teachers
August 20 & 21	Professional Development
August 23	Student Orientation Day
August 26	First Day of School for All Students
September 2	Labor Day – Schools and Offices Closed
September 16	Professional Development – Schools Closed for Students
September 27	Teacher Planning Half-Day – 3-Hr. Early Dismissal for Students
October 3	Rosh Hashanah* (starts at sunset 10/2)
October 7	Parent-Teacher Conferences – Schools Closed for Students
October 12	Yom Kippur* (starts at sunset 10/11)
October 18	Professional Development – Schools Closed for Students
October 31	End of First Quarter (45 days)
October 31- November 4	Diwali*
November 1	Grading & Reporting Day for Teachers – 3-Hr. Early Dismissal for Students
November 5	General Election Day – Schools and Offices Closed
November 27-29	Thanksgiving Break – Schools and Offices Closed
December 20	Teacher Planning Half-Day – 3-Hr. Early Dismissal for Students
December 23-31	Winter Break & Christmas – Schools and Offices Closed
2025	
January 1	New Year's Day – Schools and Offices Closed
January 2-3	Winter Break – Schools and Offices Closed
January 20	Martin Luther King Jr. Day – Schools and Offices Closed
January 24	End of Second Quarter (46 days)
January 27	Grading & Reporting Day for Teachers – 3-Hr. Early Dismissal for Students
February 14	Professional Development – Schools Closed for Students (Potential inclement weather make-up day)
February 17	Presidents' Day – Schools and Offices Closed
February 28	First Day of Ramadan (starts sunset of 2/27)
February 28	Teacher Planning Half-Day – 3-Hr. Early Dismissal for Students
March 5	Parent-Teacher Conferences – 2-Hr. Delayed Opening for Students
March 17	Professional Development – Schools Closed for Students (Potential inclement weather make-up day)
March 30	Last Day of Ramadan
March 31	Eid al-Fitr* (starts at sunset 3/30) – Schools and Offices Closed
April 3	End of Third Quarter (45 days)
April 4	Grading & Reporting Day for Teachers – 3-Hr. Early Dismissal for Students
April 13-20	Passover* (starts sunset of 4/12)
April 14-17	Spring Break – Schools Closed
April 18 & 21	Spring Break/Easter Holidays – Schools and Offices Closed
May 16	Teacher Planning Half-Day – 3-Hr. Early Dismissal for Students
May 26	Memorial Day – Schools and Offices Closed
June 18	Last Day for Students <sup>1</sup> and End of Fourth Quarter (44 days) – 3-Hr. Early Dismissal for Students
June 19	Juneteenth – Schools and Offices Closed
June 23	Last Day for Teachers <sup>1</sup>

**IMPORTANT CALENDAR NOTES** – There are 180 student days and 192 teacher days (195 for new teachers). Last days for students and teachers are subject to change. 10- and 11-month employees can refer to Bulletin M-1-23 for clarification on workdays.

**INCLEMENT WEATHER MAKE-UP DAYS** – Three inclement weather make-up days are built into the school calendar in June. The last day for students is June 18 if all three of these inclement weather days are used; June 17 if two of these three days are used; June 16 if one of these three days is used; and June 13 if none of these built-in inclement weather days are used. The last day for teachers is June 23 if all three of these inclement weather days are used; June 20 if two of these three days are used; June 18 if one of these three days is used; and June 17 if none of these built-in inclement weather days are used. Lastly, there are two additional days on February 14 and March 17 that may be converted to inclement weather make-up days.

**RELIGIOUS HOLIDAYS** – Major religious holidays are noted for planning purposes only. Jewish and Muslim holidays begin the day before at sunset. To avoid excluding students, families and staff from important meetings or activities, PGCPs prohibits scheduling these events on major holidays noted with an asterisk (\*) on this calendar. This restriction does not apply to state or regional events.

## No Practice and No Playing Dates for Athletics

This memorandum is to identify no-practice and no-play dates for Athletics for the 2024-2025 school year. Schools may participate in Maryland Public Secondary School Athletic Association Regional and State competitions scheduled on holidays. However, no other activities including, games, practice, weight lifting, open gym/fields or conditioning programs may be held on holidays indicated below.

No-Practice & No-Games	
● Sundays***	<i>Cheer teams may compete in three competitions per school year. ***</i>
● Rosh Hashanah - October 3*	<i>(Starts at sunset 10/2) *</i>
● Thanksgiving Day - November 27**	<i>Football practice (a.m.) may be held for teams participating in MPSSAA Play-offs. **</i>
● Christmas Day - December 25	
● New Year's Day - January 1	
● Eid al-Fitr - March 31 *	<i>(Starts at sunset 3/30) *</i>
Practice Permitted but No Games	
● Labor Day - September 2	
● Yom Kippur - October 12	<i>(Starts at sunset 10/11) *</i>
● Martin Luther King, Jr. Day - January 20	
● Presidents' Day - February 17	
● First Day of Passover - April 13	<i>(Starts at sunset 4/12) *</i>
● Good Friday - April 18	
● Memorial Day - May 26	

## MEDIA - Applying for Credentials

<p><b>Media Addition</b></p>	<p>Following are media protocols for Prince George’s Public Schools (PGCPS) regular season athletic events. Postseason events are governed by Maryland Public Secondary Schools Athletic Association (MPSSAA) media protocols.</p>
<p><b>Requirement For Credentials</b></p>	<p>All media, multimedia, journalists, reporters, bloggers, vloggers, social media channels, athletic promoters or individuals, or companies seeking access to a PGCPS event for the purposes of recording, photography, videography, reporting, etc. must have applied for and received a central system media credential. Each individual must present (and wear) this badge and lanyard while working at a PGCPS athletic event. Credentialed individuals are also required to inform high school athletics directors of their intention to attend an event by email contact.</p>

<p><b>Who May Apply For And Receive Credentials</b></p>	<ol style="list-style-type: none"> <li>1. Tier one —Journalists who use information, photos, and video to tell a story online, on TV, on the radio, or in print.</li> <li>2. Tier two —Individuals taking pictures or videos at the request of a participating school. (i.e., school newspapers, yearbooks, video programs, or parent photographers).</li> <li>3. Tier three —For-profit, athlete profile promoters or video or still photography professionals working for recruiters. Any work that can be considered “for profit” or “pay for service” is not considered traditional media who is providing coverage of an event for the purposes of informing the general or school-specific audiences. Importantly, this tier must submit, in advance, “consent and release” forms for their clients. Although members of the public may attend a PGCPS event, these are not public events (those that occur on PGCPS property), and due to student privacy concerns governed by law (FERPA), this tier must refrain from taking and selling video or pictures of fans, spectators or other athletes not identified in a signed “consent and release” form.</li> </ol>
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**Expectations For Working Media At PGCPs Athletic Events**

- Being respectful to all around you, including fans, officials, coaches, student-athletes, support staff, administrators and fellow members of the media.
- Not distracting those around you, including fans, officials, coaches, student-athletes, support staff, administrators and fellow media members.
- Refraining from cheering while attending an event in an official media capacity.
- Not blocking the view of fans.
- Be mindful of the workspaces, including taking care of food and beverage containers and not spreading out to take up too much space.
- Not bringing 'guests' who are not credentialed media to the event with the expectation that they will receive free admission or privileges accorded to the media.
  - Coaches/ADs/Students are not to speak to media without prior approval by the AD and Principal and the Office of Communication!



## 2024-2025 HIGH SCHOOL PRINCIPALS & ATHLETIC DIRECTORS

SCHOOL	PRINCIPAL	PRINCIPAL'S EMAIL	ATHLETIC DIRECTOR	SCHOOL NUMBER	E-MAIL ADDRESS
Bladensburg	Lisa Faulkner-Jones	<a href="mailto:lisa.fjones@pgcps.org">lisa.fjones@pgcps.org</a>	Tiffani Clarke	301-887-6700	<a href="mailto:Tiffani.clarke@pgcps.org">Tiffani.clarke@pgcps.org</a>
Bowie	Joseph Kautzer	<a href="mailto:joseph.kautzer@pgcps.org">joseph.kautzer@pgcps.org</a>	Jessica Brandt	301-805-2600	<a href="mailto:jessica.brandt@pgcps.org">jessica.brandt@pgcps.org</a>
Central	Sheree Savoy	<a href="mailto:sheree.savoy@pgcps.org">sheree.savoy@pgcps.org</a>	Larry Ward	301-499-7080	<a href="mailto:larry2.ward@pgcps.org">larry2.ward@pgcps.org</a>
Charles H. Flowers	Gorman Brown, Ed.D.	<a href="mailto:gorman.brown@pgcps.org">gorman.brown@pgcps.org</a>	Carlyle Rose	301-636-8000	<a href="mailto:carlyle.rose@pgcps.org">carlyle.rose@pgcps.org</a>
Chesap. –CMIT North	Gonul Ozturk	<a href="mailto:gonul.ozturk@pgcps.org">gonul.ozturk@pgcps.org</a>	Dorian Lee	301-350-6051	<a href="mailto:dorian.lee@pgcps.org">dorian.lee@pgcps.org</a>
Chesap.-.CMIT South	Darrian McCarter, Ed.D.	<a href="mailto:darrian.mccarter@pgcps.org">darrian.mccarter@pgcps.org</a>	Kelvin Smith	240-573-7250	<a href="mailto:Kelvin2.smith@pgcps.org">Kelvin2.smith@pgcps.org</a>
College Park Acad.	Gordon Libby	<a href="mailto:gordon.libby@pgcps.org">gordon.libby@pgcps.org</a>	Juan Foreman	240-696-3206	<a href="mailto:Juan2.foreman@pgcps.org">Juan2.foreman@pgcps.org</a>
Crossland	Michael Gilchrist, Ed.D.	<a href="mailto:michael.gilchrist@pgcps.org">michael.gilchrist@pgcps.org</a>	Eric Knight	301-449-4800	<a href="mailto:eric.knight@pgcps.org">eric.knight@pgcps.org</a>
Dr. Henry A. Wise, Jr.	Taryn Washington	<a href="mailto:taryn.washington@pgcps.org">taryn.washington@pgcps.org</a>	Jason Gordon	301-780-2100	<a href="mailto:jason.gordon@pgcps.org">jason.gordon@pgcps.org</a>
DuVal	Dr. Denice Nabinett	<a href="mailto:denice.liggins@pgcps.org">denice.liggins@pgcps.org</a>	Robert Langway	301-918-8600	<a href="mailto:Robert.langway@pgcps.org">Robert.langway@pgcps.org</a>
Eleanor Roosevelt	Portia Barnes, M.D.	<a href="mailto:portia.barnes@pgcps.org">portia.barnes@pgcps.org</a>	Thomas Green	301-513-5400	<a href="mailto:thomas.green@pgcps.org">thomas.green@pgcps.org</a>
Fairmont Heights	Lonice Priester	<a href="mailto:lonice.priester@pgcps.org">lonice.priester@pgcps.org</a>	George McDaniels	301-952-1360	<a href="mailto:george.mcdaniels@pgcps.org">george.mcdaniels@pgcps.org</a>
Frederick Douglass	Daisy Nichols, Ed.D.	<a href="mailto:daisy.nichols@pgcps.org">daisy.nichols@pgcps.org</a>	Julius Pinkney	301-952-2400	<a href="mailto:julius.pinkney@pgcps.org">julius.pinkney@pgcps.org</a>
Friendly	Keith Davenport	<a href="mailto:keith.davenport@pgcps.org">keith.davenport@pgcps.org</a>	Makia Staves	301-449-4900	<a href="mailto:Makia.staves@pgcps.org">Makia.staves@pgcps.org</a>
Gwynn Park	Naima Hopkins-Vinson	<a href="mailto:naima.vinson@pgcps.org">naima.vinson@pgcps.org</a>	Linda Henson -Hubb	301-372-0140	<a href="mailto:linda.hensonhubb@pgcps.org">linda.hensonhubb@pgcps.org</a>
High Point	Miguel Chacon	<a href="mailto:miguel.chacon@pgcps.org">miguel.chacon@pgcps.org</a>	Edward Lewis	301-572-6400	<a href="mailto:edward.lewis@pgcps.org">edward.lewis@pgcps.org</a>
Inter. Sch. at Langley	Eunice Perez-Humphrey, Ed.D.	<a href="mailto:eunice.humphrey@pgcps.org">eunice.humphrey@pgcps.org</a>	Tiffani Sheppard	301-702-3910	<a href="mailto:tiffani.sheppard@pgcps.org">tiffani.sheppard@pgcps.org</a>
Inter. Sch. at Largo	Melissa Nankin, Ed.D.	<a href="mailto:melissa.nankin@pgcps.org">melissa.nankin@pgcps.org</a>	Stevenson Foote	301-702-3810	<a href="mailto:stevenson.foote@pgcps.org">stevenson.foote@pgcps.org</a>
Largo	Albert Lewis	<a href="mailto:albert.lewis@pgcps.org">albert.lewis@pgcps.org</a>	Ayana Ball-Ward	301-808-8880	<a href="mailto:ayana.ball@pgcps.org">ayana.ball@pgcps.org</a>
Laurel	Michael Dinkins	<a href="mailto:michael.dinkins@pgcps.org">michael.dinkins@pgcps.org</a>	Donald Cleveland	301-497-2050	<a href="mailto:Donald.cleveland@pgcps.org">Donald.cleveland@pgcps.org</a>
Northwestern	Nkenge Barker	<a href="mailto:nkenge.barker@pgcps.org">nkenge.barker@pgcps.org</a>	Terry Dendy, Ed.D.	301-985-1820	<a href="mailto:terry.dendy@pgcps.org">terry.dendy@pgcps.org</a>
Oxon Hill	Ronald Miller	<a href="mailto:ronald3.miller@pgcps.org">ronald3.miller@pgcps.org</a>	Cecille Greenfield	301-749-4300	<a href="mailto:Cecille.greenfield@pgcps.org">Cecille.greenfield@pgcps.org</a>
Parkdale	Tasha Graves, Ed. D.	<a href="mailto:tgraves@pgcps.org">tgraves@pgcps.org</a>	Brian Moore	301-513-5700	<a href="mailto:brian.moore@pgcps.org">brian.moore@pgcps.org</a>
Potomac	DeMarco Clark, Ed.D.	<a href="mailto:demarco.clark@pgcps.org">demarco.clark@pgcps.org</a>	Irvin Hay	301-720-3900	<a href="mailto:Irvin.hay@pgcps.org">Irvin.hay@pgcps.org</a>
Suitland	Maurice Wright	<a href="mailto:maurice.wright@pgcps.org">maurice.wright@pgcps.org</a>	Vacant	301-817-0330	Vacant
Surrattsville	Katrina Lamont	<a href="mailto:katrina.lamont@pgcps.org">katrina.lamont@pgcps.org</a>	Demario Newman	301-599-2453	<a href="mailto:demario.newman@pgcps.org">demario.newman@pgcps.org</a>

# Student-Athlete Dismissal/Parent Notification Form

*School Name:*

*School Address:*

*School Phone Numbers:*

This form is to be completed by the coach when disciplinary action has been taken against a student athlete or when a student athlete is dismissed from an athletic team. Coaches will follow the *procedure for the removal of a student athlete* when completing this form.

NAME OF STUDENT-ATHLETE \_\_\_\_\_

GRADE \_\_\_\_\_ STUDENT ID NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

COACH \_\_\_\_\_ SPORT \_\_\_\_\_

PRIOR INTERVENTIONS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR DISMISSAL FROM TEAM

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE AND TIME OF DISMISSAL \_\_\_\_\_

DATE AND TIME OF PARENT NOTIFICATION \_\_\_\_\_

PARENT CONFERENCE WITH THE COACH AND ATHLETIC ADMINISTRATION HELD?

YES NO

IF YES, DATE AND TIME OF CONFERENCE \_\_\_\_\_

\_\_\_\_\_  
Coach's Signature/Date

\_\_\_\_\_  
Athletic Director's Signature/Date

## MANDATORY

### COACHES END OF SEASON REVIEW

#### Domain 1 – Program Development

Component	Weakness - 1	Improvement needed -2	Satisfactory - 3	Excellent - 4	Select Number & Comments
A. Adherence to Athletic county/state rules and regulations.	County/state rules and regulations are not followed	County/state rules and regulations are followed with assistance.	County/state rules and regulations are followed.	Independently knows and follows county/state rules and regulations without directive from administration.	
B. Cooperation with Athletic Director, Administration and/or coaches of other sports.	Does not work cooperatively with the Athletic Director, Administration and/or coaches of other sports.	Reluctantly works with Athletic Director, Administration and/or coaches of other sports.	Cooperatively works with Athletic Director, Administration and/or coaches of other sports.	Cooperatively works with Athletic Director, Administration and/or coaches of other sports encouraging participation in the total athletic program.	
C. Coordination of entire 9-12 program in an educationally based and philosophical approach	Focuses only on one's own varsity team. Does not engage the total program.	Coordinates high school program, but with little connection to the JV program.	Coordinates the entire 9-12 program including support for the JV program.	Coordinates and provides development for 9-12 as well and demonstrates interest in the feeder programs.	
D. Identification of program goals and needs for the future.	Does not identify goals and needs for the future.	Goals and needs are identified, but not in preseason and postseason meetings.	Goals and needs for the future of the entire program are met in preseason and postseason meetings.	Goals and needs are collaboratively developed and shared with the total athletic program. Encourages 3 sport participation.	

#### Domain 2 Student-Athlete Development

Component	Weakness - 1	Improvement needed -2	Satisfactory - 3	Excellent - 4	Select Number & Comments
A. Demonstration of concern for academic performance	Does not show concern for academic performance.	Concern for academic performance with no follow through.	Demonstrates concern and strategies to develop academic performance.	Demonstrates concern and monitors strategies for academic performance throughout season and	

				takes active role in assisting students	
B. Consideration of health and safety of student-athlete	Does not consider the health and safety of student-athletes.	Considers the health and safety of student-athletes, but does not follow through with individual needs.	Considers health and safety, including use of proper procedures regarding a safe environment and care of injuries.	Takes proactive approach to student health and safety, including preventive measures for all individual athletes and teams.	
C. Ability to help individual and team development to fullest potential and implement an off-season training program if needed.	Does not provide athlete or team development to the fullest potential.	Develops only a few athletes to the fullest potential.	Develops individual athletes and teams to their fullest potential.	Develops both, but focuses on team development ahead of individual development and if needed provides an off-season training program.	
D. Sportsmanship	Athletes do not demonstrate respect to administration, coaches, opponents, officials, and fans.	Athletes demonstrate some respect, but not to all necessary stakeholders.	Athletes demonstrate respect to administration, coaches, opponents, officials, and fans.	Athletes demonstrate respect to administration, coaches, opponents, officials, and fans. Athletes demonstrate leadership throughout the school day and encourage others.	

**Domain 3 – Coaching (Fundamentals, Psychology, and Heart)**

Component	Weakness - 1	Improvement needed -2	Satisfactory - 3	Excellent - 4	Select Number & Comments
A. Utilization of sound teaching/coaching techniques (Skill)	Does not utilize any teaching or coaching principles	Utilizes some coaching principles, but not educationally based	Utilizes sound teaching and coaching principles	Utilizes strong coaching principles and coaches to change lives, including focus on life-long skills.	
B. Individual & team Goals set for athletes (Psychology)	Does not develop any sort of goals	Develops team goals.	Collaborating with the team to develop team goals and individual goals.	Collaborating with the team to develop team goals and individual goals. Modeling of team goals are observed in and outside of the classroom.	

C. Ability to sustain motivation for practices and competitions. Ability to adjust strategies in game situations.	Does not sustain the motivation of student-athletes and/or adjust strategies in game situations.	Motivates and demonstrates some strategies in game situations successfully.	Sustains motivation for practice and games for all student-athletes. Applying strategies in coaching are evident.	Develops an environment where student-athletes are self-motivated by intrinsic needs. Student-athletes share positive coaching responsibilities of input on the court.	
E. Presentation of self as a positive role model for student-athlete (Heart)	Does not present self as a role model for student-athlete	Presents self as an inconsistent role model for student-athlete	Demonstrates sportsmanship and presents self as a positive role model for student-athlete	Presents self as positive role model for all participants in program and community	

Component	Weakness - 1	Improvement needed -2	Satisfactory - 3	Excellent - 4	Select Number & Comments
A. Communication with student-athletes and parents.	Does not communicate with student-athletes and parents.	Communicates with student-athletes and parents with guidance.	Communicates effectively with student-athletes and parents.	Communicates effectively with student-athletes and parents using a proactive approach with a means for solutions.	
B. Communication with athletic director administration and school staff.	Does not communicate with athletic director administration and school staff.	Communicates with athletic director administration and school staff with guidance.	Communicates effectively with athletic director administration and school staff.	Communicates effectively with athletic director administration and school staff using a proactive approach and a means of solutions.	
C. Community partnership and school extracurricular activities.	Is not involved in community and school extracurricular activities.	Is involved only when pertaining to a specific sport.	Is involved in community partnership and school extracurricular activities.	Is involved in community partnership and school extracurricular activities recognizing the entire school environment.	
D. Media Communication	Does not follow media protocols for Prince George's Public	Follows some aspects media protocols for Prince George's Public	Follows media protocols for Prince George's Public	Follows media protocols for Prince George's Public	

	Schools (PGCPS)-AP 0701 and AP 1121	Schools (PGCPS)-AP 0701 and AP 1121	Schools (PGCPS)-AP 0701 and AP 1121	Schools (PGCPS)-AP 0701 and AP 1121. Provides equitable and positive publicity for all facets of the athletic program.	
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**Domain 4- Communication Skills/Public Relations Domain 5 – Administrative/Organizational Skills**

Component	Weakness - 1	Improvement needed -2	Satisfactory - 3	Excellent - 4	Select Number & Comments
A. Compliance with PGCPS/MPSSAA rules, regulations, and deadlines	Does not comply with PGCPS/MPSSAA rules, regulations, or deadlines	Complies with PGCPS/MPSSAA rules, regulations, or deadlines, but only after non-compliance	Complies with PGCPS/MPSSAA rules, regulations, and deadlines	Independently knows and complies with PGCPS/MPSSAA rules, regulations, and deadlines without directive	
B. Adherence to Activities Office and district timelines and deadlines	Does not adhere to Activities Office and district timelines/deadlines	Adheres to some of Activities Office and district timelines/deadlines, but with constant reminders	Adheres to Activities Office and district timelines/deadlines	Independently knows and adheres to Activities Office and district timelines/deadlines without directive	
C. Care for equipment and facilities	Does not care for equipment for facilities	Cares for individual sport equipment, but not school facilities	Cares for equipment and facilities	Puts extra time and effort into the care of equipment and facilities	
D. Understanding and implementation of budget	Does not understand or correctly follow budget	Budget is followed, but without prior consent of Activities Office	Understands and follows budget process and does not exceed limits	Works to implement budget while trying to save the district money	

\_\_\_\_\_  
Coaches Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athletic Director Signature

\_\_\_\_\_  
Date

**Completion Dates: FALL - JAN. 15                      WINTER - APRIL 15                      SPRING - JULY 15**

**“SCHOOL NAME” has a commitment to meet the following goals along with the District's vision of including “**

1. To provide all student-athletes with positive experience which promote the ideals of leadership, wellness, competition, and the pursuit of excellence.
2. To protect the well-being of student-athletes through policies and procedures concerned with safety, fitness, and injury care.
3. To foster progress of student-athletes through the academic curriculum of the educational institution to which they belong.

4. To empower all student-athletes with the knowledge, skills, and attitudes for success.

This assessment process will help both the Activities Director and the head coach identify and clarify priorities for each domain that will help to ensure quality experiences for our students. The goal is to seek continuous improvement in all areas.

**Weakness**

The coach does not yet appear to understand the concepts underlying the component. Working on the fundamental practices associated with the elements will enable the coach to grow and develop this area.

**Improvement Needed**

The coach appears to understand the concepts underlying the component and attempts to implement its elements. However, the implementation is sporadic, intermittent, or otherwise not entirely successful.

**Satisfactory**

The coach clearly understands the concepts underlying the component and implements it well. Most experienced, capable coaches will regard themselves and be regarded by other as performing at this level

**Excellent**

Coaches at this level are master coaches and make contributions to the field, both inside and outside of the school. They operate at a qualitatively different level, and are more proactive in their anticipation of coaching needs rather than reactive.

## Weather Guidelines

Temperature	Humidity	Air Quality Index	Activity
Mid 70s – Low 80s° F		Code Green 0-50 Good Air Quality	No restrictions
Upper 70s – Mid 80s° F	Less than 70%	Code Yellow 51-100 Moderate Air Quality	Watch carefully
Upper 70s – Mid 80s° F	More than 70%	Code Yellow 51-100 Moderate Air Quality	Provide a 10-minute rest period each hour
Upper 80s – Low 90s° F	Any	Code Orange 101-150 Unhealthy for sensitive groups Air Quality	Observe carefully (especially at risk individuals) frequent water breaks
Mid 90s – 100° F	Any	Code Red 151-200 Unhealthy Air Quality	Hold one morning before 9:00 a.m. and one evening non-school day practice after 5:00 p.m. Games canceled.
Mid 90s – 100+° F	Any	Code Purple 201-300 Very Unhealthy Air Quality	Practices canceled. Games canceled.



## Additional links and documents

[AP 0104 - Title IX, Discrimination and Harassment on the Basis of Sex](#)

[AP 0410 - Guidelines for Behavior of Coaches and Athletes During Athletic Events](#)

[AP 0701 - Information Technology Services Google Application Procedures](#)

[AP 1121 - Release and Dissemination of Information](#)

[AP 4170 - Discrimination and Harassment](#)

[AP 4215 - Criminal History Checks, Employee Self-Reporting of Arrests, Criminal Charges, CPS Investigations and Findings and Incarceration](#)

**[AP 5110.4 – Athletic Transfers](#)**

[AP 5111 - Registration and Withdrawal of Students](#)

[AP 5145 - Reporting Suspected Child Abuse and Neglect](#)

[AP 5154 - Heat Acclimatization Awareness and Education Program.pdf](#)

[Board Policy 0104 - Title IX](#)

[Volunteer Application Process](#)

[Medical Evaluation Form](#)

[Student Rights and Responsibilities Handbook.pdf](#)

[Manual de Derechos y Responsabilidades del Estudiante.pdf](#)