

SCCPSS HIGH SCHOOL ATHLETIC HANDBOOK

For players and parents



REVISED JANUARY 4, 2011

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INTRODUCTION

The Savannah-Chatham County Athletics Handbook is a reference guide for student-athletes and parents concerning the policies and guidelines that govern interscholastic athletics.

The policies, procedures, and regulations in this handbook are in compliance with school board policies and administrative procedures. They are designed to provide for successful experiences for students and the efficient operation of the athletic program.

The athletic program is an integral part of the total school experience. It offers a variety of sports and activities to all students who have potential skill and the desire to participate. Interscholastic athletics is a voluntary program. Students are not obligated to participate and participation is not required for graduation. Thus, competition in high school athletics is a privilege and not a right. Accompanying this privilege is the responsibility to conform to standards established for the high school athletic program. This privilege may be revoked if the athlete fails to comply with the rules or standards of the athletic program.

You, the student-athlete, are accountable and responsible for all guidelines contained within this handbook and for any additional ones that your respective coaches might add.

PHILOSOPHY

The Savannah Chatham County Public School System Athletic Department strives to develop and maintain a comprehensive athletic program that seeks the greatest development possible of its participants within the framework of the total district educational program. The goal is to provide avenues for intellectual and interpersonal growth, social development, as well as to improve student-athletes physically and emotionally. It shall be the philosophy of the Savannah-Chatham County Board of Public Education Athletic Department to provide a dynamic program of student-activities that is vital to the educational development of the student. This program should provide a variety of experiences to enhance the development of positive student habits and attitudes that will prepare them for adult life in a democratic society. Athletes should function as an integral part of the total curriculum. It should offer opportunities to serve the institution, to assist in the development of positive relationships and good will, to promote self-realization, all-around growth, and good citizenship qualities.

OBJECTIVES

The purpose of the athletic program is:

- To improve the image of school athletics.
- To always strive for playing excellence that will produce successful teams.

- To ensure growth and development that will raise the number of individual participants; that will give impetus to increasing attendance at each contest; that will build gate receipts; and will enable a program of continuing upkeep and improvement of facilities.
- To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for:
 - (1) Physical, mental, and emotional growth and development.
 - (2) Acquisition and development of special skills in activities of each student's choice.
 - (3) Team play with the development of such commitments as loyalty, cooperation, fair play, and other desirable social traits.
 - (4) Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
 - (5) A focus of interests on activity programs for student body, faculty, and the school community that will generate a feeling of unity.
 - (6) Achievement of initial goals as set by the school in general and the student as an individual.
 - (7) Provisions for worthy use of leisure time later in life, either as a participant or spectator.
 - (8) Participation by the most skilled and that will enable these individuals to ascertain possibilities for future vocational pursuits.

ATHLETIC PROGRAMS

FALL

Cheerleading
 Cross Country
 Football
 One Act Play
 Softball
 Volleyball

WINTER

Basketball
 Cheerleading
 Swimming
 Wrestling

SPRING

Baseball
 Golf
 Literary
 Riflery
 Soccer
 Tennis
 Track

- The interscholastic athletic program shall be made available to students in grades nine through twelve in sports selected as being appropriate to each grade level and for which facilities are available and a competitive schedule can be arranged with other schools.

MEMBER SCHOOLS

Savannah-Chatham County Public School System Members

Beach High School
3001 Hopkins Street
Savannah, GA 31405
912-395-5330

Mascot: Bulldogs
Colors: Royal Blue/Gold
Classification: 3-AAAAA

Groves High School
100 Wheathill Road
Garden City, GA 31408
912-965-2520

Mascot: Rebels
Colors: Black/Gold
Classification: 3-AAAAA

Islands High School
170 Whitemarsh Island Road
Savannah, GA 31410
912-395-2000

Mascot: Sharks
Colors: Black/Teal
Classification: 3-AAAAA

Jenkins High School
1800 E. Derenne Avenue
Savannah, GA 31406
912-395-6300

Mascot: Warriors
Colors: Red/Gray
Classification: 3-AAAAA

Johnson High School
3012 Sunset Boulevard
Savannah, GA 31404
912-395-6400

Mascot: Atom Smashers
Colors: Blue/Orange
Classification: 3-AAAAA

Savannah Arts Academy
500 Washington Avenue
Savannah, GA 31405
912-395-5000

Mascot: Panthers
Colors: Black/Silver
Classification: 3-AAAAA

Savannah High School
400 Pennsylvania Avenue
Savannah, GA 31404
912-395-5050

Mascot: Blue Jackets
Colors: Royal Blue/White
Classification: 3-AAAAA

Windsor Forest High School
12419 Largo Drive
Savannah, GA 31499
912-395-3400

Mascot: Knights
Colors: Hunter Green/White
Classification: 3-AAAAA

BOARD POLICIES

POLICY – IDF (INTERSCHOLASTIC ACTIVITIES)

Board Policy Interscholastic Activities

Descriptor Code: IDF

The Board recognizes that athletics, when properly planned and conducted in an appropriate and safe environment, is an essential part of the educational experience for students. The Board supports and promotes a program of interscholastic athletics at the middle and high school levels which is in concert, and not conflict, with the academic program. The primary goals of this program are to promote sportsmanship, develop physical, mental, emotional and social skills relative to sport while helping each student athlete is successful.

All athletic activities supported by the Board shall comply with the policies and procedures of the Savannah-Chatham County Board of Public Education and all applicable state and federal laws and regulations. This includes, but is not limited to, the Georgia State Board of Education Rule IDE and the Georgia High School Association (GHS) Constitution and By-Laws.

The principal of each participating school is responsible for ensuring that his/her school complies with his policy, with assistance of the school's athletics director. Each principal shall maintain documentation and upon request provide evidence that all requirements and regulations are met.

All students participating in the district athletics program in grades 6-12, must meet all requirements as described by the Georgia High School Association, Georgia State Board of Education Rules and the Savannah-Chatham County Board of Education. Additional district regulations, which may change yearly, can be found in the Middle Schools District Athletics Handbook and the High Schools District Athletics Handbook.

Each coach, under the direction of the athletic director and ultimately the principal, is responsible for complying with any and all regulations of the Georgia High School Association, the Georgia State Board of Education Rules and the Savannah-Chatham County Board of Education. Additional district regulations, which may change yearly, can be found in the Middle Schools District Athletics Handbook and the High Schools District Athletics Handbook.

Admission to athletic events sponsored by the Board of Education shall follow all regulations required by Georgia High School Association, Georgia State Board of Education Rules and the Savannah-Chatham County Board of Education. Admission fees for adults and students are determined by the Superintendent or his/her designee.

POLICY IDFA – (GENDER EQUITY)

Administrative Regulation Gender Equity in Sports

Descriptor Code: IDFA-R

Equity in Sports

The Board has recognized that The Equity in Sports Act (O.C.G.A. § 20-2-315) prohibits discrimination based on gender in elementary and secondary school athletic programs. To assure due process under the law, the following procedures shall apply:

A. The Executive Director or Director of Athletics shall be the School District's designee to comply with the responsibilities under the law and to process, facilitate and resolve complaints. In the event of the extended absence of the director, the superintendent shall appoint an interim designee.

1. The District Athletics Director's name, address and telephone, as well as notification of the existence of this policy, shall be provided in each school's Student Handbook, and Athletic/Coaches/Parent brochures.
2. Procedures outlined in Policy KH shall be followed regarding donations for services and items to support any athletics program.

B. Grievance Process:

1. School specific complaints must be in writing and submitted to the school Athletics Director and/or Principal. General complaints against the District must be in writing and submitted to the District Athletics Director.
2. All complaints received at the school level must be forwarded to the District Athletics Director within two (2) business days.
3. Upon receipt of a written complaint, the District Athletics Director shall notify (in writing) the complainant that the matter is under investigation.
4. The District Athletics Director shall promptly form an investigative team to be comprised of the school Principal or administrative designee and the school's Athletics Director or other appointed designee.
5. Within thirty (30) days after receiving the complaint, the District Athletics Director (or designee) shall respond in writing with a decision. The decision may include the results of the team's finding as it pertains to HB-1308. This decision shall include the essential facts and rationale for the decision.
6. A copy of such decision shall be provided to the complainant within five (5) days of the decision.
7. The complainant shall have a right to appeal such decision to the local Board within thirty-five (35) days of the date of the decision.
8. The complainant may appeal the local board decision to the State BOE as described in HB-1308 and O.C.G.A. § 20-2-1160.

POLICY JGFB – (HEAT INDEX)

Board Policy
Supervision of Students

Descriptor Code: JGFB

Heat Index for Student Athletics

The Superintendent will establish appropriate procedures for ensuring student athlete's safety during periods of high heat and humidity. Practice or competition in hot and humid environmental conditions poses special risk for student-athletes. This policy is designed to protect student-athletes from having heat related illnesses. An initial complete medical history and physical exam is required for all student athletes prior to participating in tryouts, practice, and games. The required Georgia High School Association form must be used.

Each school shall have and utilize a digital psychrometer. The digital psychrometer is used to measure the temperature and the relative humidity. The temperature and relative humidity can then be used to derive the heat index. Calculation of the heat index should be taken at the actual practice/activity site, close to the start time. Activity/practice restrictions will be based on the heat index. All activities are required to measure and document the heat index prior to outdoor practice through the months of May, June, July, August, and September, as well as other times when conditions warrant. This can be done by the athletic administrator, athletic trainer, coach, or designee. A coach who supervises such practices shall exercise good judgment in responding to a student who, at any heat index level, requests an unscheduled rest or hydration break.

HEAT GUIDELINES

The following are guidelines for coaches and administrators to help protect student-athletes from having heat related illnesses or problems. This guide is to be used and referred to when making decisions or modifying and/or suspending athletic practices. At 3:00 p.m. each day in July, August and continuing into the warmer days in September, a designated person will determine the **heat index**. The heat index combines air temperature and relative humidity to determine an apparent temperature - how hot it actually feels. Administrators, coaches, and the athletic trainer will then make a decision using the guide below on whether to make modifications for all athletic practices to be held that afternoon. Coaches will then make the necessary modifications and notify the administrators and students.

GUIDELINES FOR PRACTICE/MODIFICATIONS

1. If the **heat index** is **80-94°**, athletes should be watched closely for any heat distress and frequent water breaks should be taken.
2. If the **heat index** is **95-100°**, 10 minute rest breaks should be taken every hour, water breaks every 10 minutes, and athletes should be under careful supervision from coaches and trainers. Practice time must be kept to 120 minutes or less.
3. If the **heat index** is **101-105°**, athletic practices should be modified such as football practice in shorts, shoulder pads and helmets only. Frequent water every 10 minutes and rest breaks must be held, athletes should be able to get water at any time, and athletes should be under extreme supervision from coaches and trainers. Practice time must be kept to 120 minutes or less.
4. If the **heat index** is **106-110°**, further modifications must be made, such as football practice in shorts, T-shirts and helmets only. Water breaks should be taken every 10 minutes and athletes should be allowed to get water at any time, frequent rest breaks must be taken and athletes should be monitored at all times for heat distress. Practice time must be kept to 90 minutes or less.
5. If the **heat index** is **111° or greater**, then practice **will be suspended, postponed until later in the evening, or held indoors** at the coach's discretion, with suggestions made by the athletic trainer. Practice could also be rescheduled or postponed, when the heat index has reached an acceptable level. When a practice or event is "**BLACK FLAGGED**" (which means the heat index is at the 111° level or higher that day), no outdoor practice may begin until the athletic director or athletic trainer communicates to the head coach that the conditions are acceptable, the heat index is below 111°. Practice may be postponed to a later time the same day if the heat index lowers. All appropriate guidelines should be followed based on the reading at the time.

It is the responsibility of all coaches in the Savannah Chatham County Public School System to provide ample supplies of water and appropriate care to our athletes. It is recommended that all guidelines be followed in such a way that the best interests of our students be made our number one priority. It is also recommended that coaches constantly teach our students about proper hydration throughout each day. It is important that student-athletes be allowed to carry water with them during the day and hydrate themselves, on days of practice and games, while the weather has the possibility of reaching critical levels in relation to the heat and humidity.

To Check the Heat Index:

<http://www.weatherunderground.com/US/GA/Savannah.html>

Re: See Board Policy JGFB and JGFB-R

POLICY – EGB (STUDENT INSURANCE)

**Board Policy
Student Insurance Program**

Descriptor Code: EGB

Accident Insurance

Any student or teacher may purchase accident insurance on an individual basis.

A student must carry school accident insurance and must present proof of individual insurance coverage for accidents as follows:

- (1) If the student participates in school-sponsored athletics
- (2) If the student is to take classes in which he will use the trampoline
- (3) If the student is to take classes in swimming
- (4) If the student is enrolled in a vocational or technical class in which hazardous equipment, as determined by the principal, will be used

The Board of Education shall seek to provide special insurance for students who participate in interscholastic football competition.

RESPONSIBILITIES OF AN ATHLETE

All athletes have the responsibility to give their best, play to win, follow training guidelines, and exhibit good conduct and fair play at all times so as to be a credit to their school. Athletes are always on display.

DURING COMPETITION, AN ATHLETE:

- Learns that both winning and losing are part of the game and learns to accept both. Be modest in victory; be gracious in defeat.
- Does not use illegal tactics in an attempt to defeat the opponent or to beat the rules of the game.
- Has complete control of him/her at all times. Horse play, display of temper, use of profanity, and disrespect for coaches or officials will result in loss of respect for the athlete.
- Will respect the decisions of officials. The breaks of the game may go against you, but the officiating is not to blame. Officials are humans who are doing their best to see that a contest is being run smoothly and honestly and also being conducted in accordance with the established rules.

IN THE CLASSROOM, AN ATHLETE:

- Must realize that he/she is a student first, an athlete second. The student-athlete must give time and energy to classroom studies to ensure good and acceptable grades that meet GHSA requirements for participation.
- Must maintain a satisfactory citizenship and behavior record by giving respectful attention to classroom activities and by treating teachers, administrators and fellow students with respect. Tardiness, horse play, and unnecessary talking are unacceptable behavior habits that, if uncorrected by the student-athlete, may result in suspension from the athletic program.
- Must be in attendance the day of or the day preceding a contest in order to be eligible to compete. Any exception to this rule will be decided by the principal or designee.

ON THE FIELD, AN ATHLETE:

- Notify the coach if he/she needs to miss a game or practice session that is scheduled after school hours.
- Be prompt for practice. Tardiness to athletic class period is as inexcusable as it is to any other class.
- Maintain neat and clean locker space. Be proud of your dressing area and keep it clean.
- Rough housing, towel popping, or throwing objects is not allowed in the locker room.
- Dress decently as he/she leaves the dressing room.

DURING TEAM TRAVEL, AN ATHLETE WILL:

- Travel to and from all out-of-town contests with the team. If, for some reason, you need to ride home with your parents, you must clear this with the coach before leaving for the contest.
- Dress neatly and properly on all trips. Coaches will advise you regarding the proper attire.
- Conduct him/her properly on the school bus or in any school vehicle.
- Be informed of departure and return times for each trip. It is your responsibility to be on time for all departures and to inform your parents of the time to pick you up after the contest. Every effort will be made by the coaching staff to notify proper personnel as to unexpected changes in arrival time.
- Not be allowed to bring parents, family members or friends on bus trips. Only coaches, managers, and athletes are permitted to ride on the school bus.
- Dress for all home contest according to school and team dress policies.

SELECTION OF COACHES

At the beginning of each school year, the athletic director and principal will complete a supplement form listing all supplemented coaches and submit it the Director of Athletics.

In order to function as a **head coach** in the Savannah-Chatham County Public School

System, a person must:

- Be a professional teacher meeting the teaching requirements and be employed full time by the Board of Education, or
- Be employed for 20 or more hours per week on a regular basis in a professional, contracted position and must hold a teaching certificate or leadership certificate issued by the State of Georgia, or
- Be employed for 20 or more hours per week on a regular basis as a JROTC instructor in the school's JROTC program, or
- Be assigned as a student intern in a practice teaching situation under the guidance of a college or university teacher training program, or
- Be a retired teacher teaching or supervising less than one-half time (forty hours considered full time), or
- Be a certified teacher or administrator at a member school on medical leave governed by the "Family Medical leave Act" and/or the "Georgia Teacher Maternity Leave of Absence" policy.

Coaching Qualifications

- Attend the GHSA Rule Interpretation Clinic in their sport annually.
- Complete the required course of competency in First Aid.
- Complete the required course of completion in CPR.
- All head coaches, high school, must be certified teachers.

Note: A paraprofessional must meet the same requirements as those that are set forth for Lay or Community Coaches.

Schools may employ persons who are not professionally certificated teachers as **assistant coaches** in their athletic programs.

- Community coach (lay coach) is defined as a person who may have less than professional-level certification, which relates in role and functions to a professional and does a portion of the professional's job or tasks under the supervision of professional.
- Community coaches **are not allowed** to function without the immediate supervision of a professional
- Attend the GHSA Rule Interpretation Clinic in their sport annually.
- All community coaches are signed to a written agreement to coach and may coach for only one board of education annually.
- All community coaches must complete the **GHSA Coaches Education Training** and Testing Program in "Sport First Aid" and "Principles for Coaches".
- Prospective coaches must be subject to a criminal background check before they are hired.
- No community coach may do any GHSA coaching until he/she has been notified that the GHSA Coaches Education Program had been completed successfully.

COMMUNITY COACHES

Community coach (lay coach) is defined as a person who may have less than professional level certification, which relates in role and function to a professional and does a portion of the professional's job or tasks under the supervision of the professional; and whose decision-making authority is limited and regulated by the professional. Community coaches are not allowed to function without the immediate supervision of a professional. Before a volunteer may help coach athletes they must meet all the policies and regulations in accordance with the GHSA Constitution and By-Laws and the Savannah-Chatham County Board of Education Athletic Policy. The prospective coach must have the following information submitted:

- Submit to the Athletic Director upon agreement from the Principal an application form.
- Attend the GHSA Rule Interpretation Clinic in their sport annually.
- A background check is required and must be complete before the application is submitted to the District Athletic Director's Office.
- Meet certification standards i.e., teaching certificate or passing grade of 80% or more in the NFHS Coaches Education Training Program in "Sport First Aid" and "Coaching Principles."
- No community coach may do any GHSA coaching until he/she has been notified that the NFHS Coaches Education Program had been completed successfully.
- All community coaches shall be under the direct supervision of a designated certificated employee who shall be responsible for their direction.
- Under **NO** circumstances shall community coaches be assigned any of the following responsibilities:
 - 1) Prescribing workouts or practice schedules.
 - 2) Directing or supervising athletes without a certificated employee present.
 - 3) Prescribing or enforcing disciplinary action to students.
 - 4) Acting in any other capacity which has traditionally been delegated to the Certificated personnel without the direct supervision of a certificated employee.
- No community coach may do any GHSA coaching until he/she has been notified that the NFHS Coaches Education Program had been completed successfully
- All community coaches must attend a regular GHSA rules clinic each year for any sport in which they coach beginning with their first year of service.
- Qualified community coaches are to be reported on the "List of Community Coaches" (lay coaches) form. Only those persons who have successfully completed the NFHS Coaches Education Program are to be listed on this form.
- The Athletic Director and the Head Coach will periodically review and evaluate the utilization of the community coach as he/she relates to the development of the student-athlete and the athletic program. Recommendations for community coaches to continue to be associated with the Savannah Chatham County Public School System Athletics program will be made by the Principal and Athletic Director.

STUDENT ELIGIBILITY

GENERAL INFORMATION

- Information contained in this section will acquaint you with the GHSA bylaws and regulations. In addition to the GHSA standards, Savannah-Chatham County Public School System may have other standards that apply. Any questions that you have concerning standards should be reviewed with Athletic Director or Principal.
- A student establishes his/her eligibility as a ninth grader. Once a student enrolls in a school, that school becomes the only school they can represent as an athlete without sitting out of athletics for one year.
- Students gain eligibility to practice or compete for the school in which they are enrolled after they have been certified by the principal of that school, after eligibility forms have been processed by the GHSA office, and after the students have met the standards of:

ACADEMIC REQUIREMENTS

- Student must be enrolled in grades 9-12 inclusive at the school seeking eligibility for that student.
- Student received passing grades in a combination of courses that equate to at least 2.5 Carnegie Units the previous semester.
- Student must have the number of Carnegie Units from the previous semester.
9TH Grade = E
END OF FIRST YEAR: 5 Units
END OF SECOND YEAR: 11 Units
END OF THIRD YEAR: 16 Units

AGE

- **High School** student must not have reached his/her 19TH birthday prior to MAY 1ST, preceding his/her year of participation.

LIMITS OF PARTICIPATION

- Students must have annual physical examination form on file at the school prior to participating in any athletic try-outs, practices, or games that indicate the students are physically approved for participation.
- The physical exam must be conducted by a licensed medical physician or a physician's assistant.
- The exam must be signed by a doctor, but the doctor's stamp is acceptable if it is in script and if information appears on the form identifying him/her as a medical doctor.
- The GHSA requires schools to use the latest edition of the PREPARTICIPATION PHYSICAL EVALUATION FORM approved by the American Academy of Pediatrics.

- A student has 8 consecutive semesters or 4 consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition.

SCHOLASTIC STANDING

- Students gain or lose eligibility on the first day of the subsequent semester.
- Students must accumulate Carnegie units towards graduation according to the following criteria:
 - A. First year students (entering 9th grade) are eligible academically, but need 2 ½ Carnegie units the second semester.
 - B. Second year students must have accumulated five (5) total Carnegie units in the first year and passed at least 5 courses in the previous semester.
 - C. Third year students must have accumulated eleven (11) Carnegie Units in the second year and passed at least 5 courses in the previous semester.
 - D. Fourth year students must have accumulated sixteen (16) Carnegie units in the third year and passed at least 5 courses in the previous semester.
- **LOSS of ELIGIBILITY:** Students assigned to an alternative school, in school suspension, out of school suspension for disciplinary reasons. Suspension is considered ended when the student is physically readmitted to the classroom.
- **MAKE-UP WORK:** Students who have academic deficiencies at the end of a semester may make-up work within fourteen (14) school days after the close of each semester.

TRANSFER STUDENT

- If the parent/guardian of an incoming 9th grader wishes to change schools and make a "**CHOICE TRANSFER**", and to have the 9th grader eligible for athletics, he/she must not have enrolled even for one day in their originally assigned school.
- A transfer student who has established eligibility at a former school in grades 9-12 shall be immediately eligible at the new school if:
 - A. Student moved with the entire parental unit to the new service area.
 - B. Change of permanent custody and the student moves to the residence of the parent receiving custody.

MIGRANT STUDENT

- Students who transfer enrollment from one school in our district to another, without a corresponding move by his parents into the new school service area shall be declared a "**MIGRANT STUDENT**" and be required to be in attendance for one calendar year from the date of enrollment to establish residence eligibility. They would not be able to participate in athletics for one year, unless GHSA approves the situation as a hardship case.
- A migrant student may practice with the varsity, but may not play in varsity competition.
- A migrant student may play on sub varsity teams.

HARDSHIP APPLICATION

- The GHSA realizes that situations arise due to conditions which are beyond the control of the school, and/or parents in which compliance with eligibility rules could not have been expected. Therefore, mechanisms are in place to evaluate individually such circumstances that could warrant waiving certain eligibility requirements.
- Anytime a student is declared ineligible for issues related to the Migratory Student Rule, Academic Reasons, and/or overage, the Principal of the school believes that the conditions cited above do exist; the Principal may file for hardship consideration. This process is begun with the submission of the “Hardship Application” and the inclusion of all materials demanded on that form.
- Application for Hardship will be evaluated by the Executive Director of the GHSA and the Director may award eligibility or may pass it on to the Hardship committee.
- The student and a representative of the school must attend the Hardship Committee hearing at the GHSA office, and other persons with relevant knowledge of the case.

ATTENDANCE

- Students will be permitted to participate in conditioning, tryouts, games, or practice extracurricular activities only if they have been in attendance at least one-half of the school day.
- Students in ISS may not attend or participate in conditioning, tryouts, practice or games that day. Once students have returned to their regular classes they are eligible to participate after school.
- Students under out-of-school suspension (OSS) may not attend or participate in conditioning, tryouts, practice, or games until they return to class (GHSA rule). Example, if suspension is through Friday, student cannot play on Saturday.
- Students who are not making satisfactory progress in their classes may be prohibited from leaving class early for a game even though the team has received administrative approval to leave.
- Savannah-Chatham County Public School System coaches have the authority to require student athletes to attend or participate in practices and contests over outside events. Student athletes should attend a required number of practices/contests as determined by the coach and approved by the local principal. All rules regarding attendance at practices and contests should be communicated to the student athletes before each sport begins tryout. Exceptions may be made in special circumstances to meet the need of individual programs.

TEAM SELECTION

It is our goal to maximize the athletic opportunities for our students without diluting the qualities of our sports programs. We encourage as many students as possible to participate in athletics. Although coaches are expected to keep as many students as they can without unbalancing the integrity of their sport, some factors such as time, space, facilities, equipment, etc. will place limitations on the most effective squad size for a particular sport.

RESPONSIBILITIES

- Only the coach of a particular sport can choose the members of the squad.
- Non-varsity coaches must take into consideration the policies established by the head coach for their particular sport when selecting final team rosters.
- Prior to squad selection, the coach will provide athletes with the following:
 - A. Extent of try-out period.
 - B. Criteria used to select the team.
 - C. Number of student-athletes to be selected.
 - D. Practice commitment if student makes the team.
 - E. Game commitments.

CRITERIA

- The coach will be looking for athletes who have a great work ethic and want to learn to be better players and teammates.
- Prospective student-athletes will be tested and evaluated by their overall athletic ability and level of skills.
- Coaches will apply the following criteria:
 - A. ATTITUDE – players who are positive, competitive, and eager to learn.
 - B. ATHLETIC ABILITY – players with the ability to learn and perform complex skills.
 - C. SKILL / COMPETITION EVALUATION – prospective players will be asked to demonstrate their understanding of basic skills in testing and competitive situations.

PROCEDURES

- When a squad “cut” is necessary, the process will include the following:
 - A. Each candidate will be personally informed of the cut by the coach and given the reason for the action.
- Cut lists will not be posted.
- Coaches will discuss alternative possibilities for participation in the sport or other areas of the activities program(s).
 - A. Be a team manager.
 - B. Play another sport.
 - C. Attend sports camp to improve.

PLAYING TIME

- SCCPASS coaches have the sole responsibility for the selection of all team members. The team selection is based on the subjective opinion of the coach who will consider the students' athletic ability, sportsmanship and citizenship when making choices.
- The amount of playing time, the position the athlete plays and the level that they play (Varsity, JV, and freshman) is the sole decision of the coach. At the varsity level in particular the emphasis will be on developing the most competitive team possible given the talent of the athletes.
- Younger students (freshmen and sophomores) may play over older students (juniors and seniors). There is no guarantee of playing time particularly at the Varsity level.

DISCIPLINARY PROCEDURES

SUSPENSION

- Each coach will have the authority, with the concurrence of the site Athletic Director, to suspend or place on probation for an extended period of time, any student-athlete for major or minor infractions of rules for that team.
- Any student suspended from athletics must be given:
 - The reason(s) for the suspension.
 - The time and provisions of the suspension.
 - The procedures for reentering the program.
 - The opportunity to appeal.

APPEAL

- The student and/or parent shall have the right to appeal any decision to suspend a student, expel a student, or place a student on probation from the athletic program.
- Appeal Process
 - Personal visit with the coach
 - Personal visit with the athletic director
 - Personal visit with the principal
 - Personal visit with the District Director of Athletics
- An appeal by the student and/or parent of suspension, expulsion, or probation from athletics shall be considered by the appropriate school personnel, not on the basis of individual judgments but on the basis of:
 - Variation from printed policy, administrative procedures, regulations, or rules and standards by GHSA, and participation in athletics.

- Failure to establish reasonable documentation that the student's conduct/behavior has violated the standards for suspension or expulsion from athletics.

PARENT/COACH COMMUNICATION

COMMUNICATION TREE

- Student –athlete to coach
- Parent to coach
- Parent Athletic Director

STUDENT-ATHLETE AND COACH COMMUNICATION

If an athlete has any issues about their experience on SCCPSS athletic team they must first approach the coach to discuss the issue. The athletic experience provides the opportunity for young people to develop communication skills with adults and those in positions of authority. In this case the student-athlete and coach must develop a mutual respect and understanding that allows them to discuss issues openly and honestly while striving to gain a better understanding of each other's roles, responsibilities and perspectives.

PARENT AND COACH COMMUNICATION

Appropriate concerns to discuss with coaches:

- The treatment of your child, mentally and physically
- Ways to help your child improve individually and as a team member
- Concerns about your child's behavior

Issues not appropriate for parents to discuss with coaches:

- Playing time
- Team strategy
- Play calling
- Other student-athletes
- Coach's skill and knowledge of the game

There are situations that require a meeting between the coach and the parent. This is to be encouraged. It is important that both parties have a clear understanding of each other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue.

1. Call to set up an appointment with the coach.
2. If you are unable to reach the coach call the Athletics Director to have an appointment arranged for you.

3. Do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and coach. Meeting of this nature do not promote resolution.
4. The meeting discussion will focus on the issue. Personal opinions are not allowed to control the meeting.

GRIEVANCE PROCEDURE

1. Call to set up an appointment with coach. If you are unable to reach the coach, leave a message with the school and the coach will get back to you in a timely manner.
2. Do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and coach. Meetings of this nature do not promote resolution. The meeting will focus on this issue. Personal opinions are not allowed to control meeting.
3. If a resolution to the problem cannot be resolved with a meeting between the parent and coach, the parent can then contact the Athletics Director to arrange a meeting. (This contact can originally be through a phone conversation, but must be followed up by a letter.)
4. If a resolution cannot be formulated at this meeting (step #2), then the parent can then contact the Principal for a meeting (Again, this first contact can be by phone, but must be followed up with a letter.)
5. If a resolution cannot be resolved in step #3, Principal will then set up a meeting for the parent with the District Athletic Director.

DROPPING A SPORT

■ DROPPING OUT OF A SPORT:

If there are extenuating circumstances that necessitate dropping a sport during the first half of the season, the student/athlete must consult the coach and explain the circumstances.

Pending the circumstances, the student/athlete may be granted a release.

If a student/athlete drops a sport without consulting the coach, they will not be allowed to participate in another sport or in an off-season sport conditioning program during the same season unless receiving permission from both coaches and the athletic director.

Student/athletes must return and/or pay for all issued equipment to the athletic department before being released.

■ **QUITTING A SPORT:**

Quitting is a habit that can be very easy to acquire. When a student/athlete decides to participate in a sport, and makes the team, the athletic department and coaches expect the student athlete to complete the season. If a student/athlete decides to quit a sport or is dismissed for disciplinary reasons during the last half of the season, that individual will miss twenty percent (20%) of the regularly scheduled contests of their next season of participation. The student/athlete will not be permitted to try out for another sport unless all issued equipment is returned and/or paid for.

PRACTICE GUIDELINES

- The dates for practice and play officially adopted by the Georgia high School Association shall be followed.
- Schools and students will be governed by all GHSA Constitution and By-Laws involving in season and out of season practice and games.
- Competitive interscholastic activities and all individual and group practice for such activities by students in grades 9-12 shall be conducted outside the school day. (Region and state playoffs are exempt from this rule).

RESTRICTED PRACTICE DAYS

Weekend and Holiday Practices

- All practices are to be held on school days if at all possible. Saturday practices are discouraged but, Sunday practices for students are strictly prohibited, even voluntary sessions are prohibited.

VACATION PRACTICES

- Practices held on vacation days such as Thanksgiving, Christmas, and Spring break shall be scheduled earlier in the day, taking into consideration the family commitments of the majority or the team members. All practices are granted permission by the principal.

EARLY DISMISSAL OF SCHOOL OR EMERGENCY CLOSING

- In the event there is a scheduled early dismissal of school, practices may be held at the time only if the coach (es) are available and by permission of the principal. Normally, the dismissal results in the coach attending a meeting, seminar or workshop during this period.
- Emergency weather conditions may result in an early dismissal or extended period of school closing.

INCLEMENT WEATHER

DECISION:

- Decisions on the postponement or cancellation of practices or games will not be made until the last possible moment, usually after 1:30 p.m.
- In the event that school is closed due to inclement weather conditions, all after school activities on campus are automatically canceled. Any exceptions to this rule must be approved by the Principal.
- Whenever there are extreme weather conditions in the area that could be hazardous to players or spectators (e.g. lightning, tornadoes, hail), consideration should be given to suspending or canceling games and practices. In all sports, this shall be the responsibility of the home school principal or designee. It is recommended that they will initiate all negotiations for cancellation or postponement, and supervise the notification of all concerned personnel. It is the home school's responsibility to contact 1) opponent 2) district athletic office 3) officials. In case of postponement, the game or match will be played at the next available date including Saturdays.
 - Coaches must have their team on the field, ready to play, despite weather conditions.
 - A forfeit will be awarded if a team is not prepared to play within fifteen (15) minutes after the scheduled match time
- **At a game**, the head referee is responsible for stopping or suspending play. The officials' jurisdiction extends through the end of the game including overtime. [This is according to National Federation of State High School Associations and Georgia High School Association (GHSA)]. Once the officials "take the field", they have the authority to make the decision to play the game, cancel the game or postpone the game. A principal and/or designee have the authority to remove his/her team from the field anytime regardless of the decision of the officials. It is important to note however, that this may result in a forfeit for the team.
- **At away contests**, the ultimate responsibility for the safety and well-being of the team rests with the Head coach.

In case of thunder and/or lightning, please adhere to the following guidelines.

- At the first sign of lightning or sound of thunder, all individuals will leave the athletic field and seek safe shelter.
- Play will not resume until all lightning and thunder activity has stopped in the area for at least 30 minutes. The sun may come out during the waiting period, but do not compromise the 30 minute waiting period.
- If an activity has been stopped due to weather conditions, the total waiting period will not exceed two (2) hour. If the 30-minute waiting period for lightning or thunder carries the total waiting period past two (2) hour, the game should be canceled and rescheduled if possible.
- Safe Shelter is defined as: Any sturdy building normally occupied or frequently used by people. A shack, metal shed, or gazebo is not considered a safe shelter. In the absence of a sturdy building, any hard metal roof car with the windows rolled up can provide safety. Do not take shelter under trees or other tall, lone objects.
- If an activity (game or practice) has been stopped due to lightning, the athletic trainer/coach/athletic director should provide immediate instructions to the players, spectators, and any other personnel present as to where to seek safe shelter and when it is safe to resume the activity.
- Any individual who feels he or she is in danger of any lightning activity has the right to leave the field or event site to seek safe shelter.

School Closings Prior to School Commencing

- No practices or games each day that school is out. No meetings either.

Before a Game

- Report to field ready to play, or a forfeit will occur.

After Practices or Games have Started

- Any principal or coach may cancel when individual situations warrant such. Always get athletes, coaches, fans, etc... to safety immediately during hazardous conditions.

During Holiday Vacations

- Principal and coach use best judgment.

SCHEDULING

SCHEDULE FOR PRACTICE DATES AND FOR ATHLETIC EVENTS

- The earliest date for practice for a respective sport, the first day of competition, and the maximum number of contests in each sport are regulated by the GHSA. Refer to "Activity in Season Dates" in the GHSA's Constitution table of contents for this very important information.

SUNDAY PRACTICE AND/OR TEAM MEETINGS

- So that school activities will not interfere with family activities, under usual conditions, team meetings and/or practices are not to be conducted on Sunday. An exception may be made when a team is in post season competition and has a scheduled game on Monday. The exception must be approved in advance by the principal and by the Director of Athletics.
- When building a schedule, consideration is always given to:
 - A. Safety of athletes and spectators
 - B. Neighborhood rivals
 - C. Integrated experiences
 - D. Economics
 - E. Relative strengths

DEAD WEEK

- Schools are prohibited from participating in voluntary workouts, camps and/or clinics, weight training or competitions during the week (Sunday through Saturday) in which the Fourth of July falls each year.

VARSITY SCHEDULES

- The first consideration is given to scheduling contests which are needed for region play. Additional games are scheduled through the Athletic Department of the Chatham County Schools. When possible, these additional games are scheduled against other Chatham schools. If contests cannot be scheduled within the county, opponents within the region are selected.

Cancellation/Postponement of Event/Inclement Weather

If it is necessary to postpone or cancel an athletic event due to inclement weather, the following guidelines should be followed:

- Athletic events scheduled for the area stadiums can only be canceled or postponed by the Athletic Department. Events to be held on the school campus may be postponed or canceled when appropriate by the host school principal after consultation with the appropriate person from the opposing school. When any event scheduled to be played on the school campus is canceled or postponed, the

Athletic Department must be notified as soon as possible. It is also necessary for the host principal to notify bus drivers and officials of the change in schedule.

- Safety is the most important consideration. No outdoor contest or practice may continue if lightning is present.
- If rain occurs without lightning, a delay may occur.
- Within reason and sound judgment, every effort should be made to complete the contest.
- If inclement weather causes cancellation of an event, every effort will be made to reschedule the event.
- When an event needs to be rescheduled, varsity teams will have priority.

AWARDS

The school letter is among the highest awards the school bestows; the highest of course, is the diploma.

- The procedure for lettering and other awards for each athletic activity is the responsibility of the local school.
- The principal or his/her designee **MUST** approve awards furnished by Booster Clubs, an individual, or an outside organization prior to presentation.
- Refer to GHSAA constitution and by-laws for further guidelines.

EQUIPMENT

LIMITATIONS ON USE

- Athletic equipment shall be provided for student use only in athletic practice and in games. The Athletic Director may approve a student's personal use of the following equipment for additional practice during the summer:
 1. Football's, basketballs, volleyballs and soccer balls;
 2. Football uniform for approved summer football camps;
 3. Shot put, discus and individual hurdle.
- Athletic uniforms shall not be worn by students as personal clothing, except on day of game with approval of coach and athletic director.
- It is not to be worn in physical education classes.

REPORTING LOST EQUIPMENT

- Equipment, which is lost, must be reported at the end of the season on the standard inventory form.

CHARGES FOR LOST EQUIPMENT

- Students must pay for lost articles and equipment, and the funds so received shall be processed according to the usual procedures specified by the district for student body accounts.

LAUNDERING

- Equipment shall be adequately laundered; arrangements for laundering must be made according to procedures established by the Director of Athletics and with the vendors contracted by the district for these services.

TRANSPORTATION

MEALS

- Meals will be provided for post season contests when appropriate at the rate of \$5.00 per meal for region and state competitions. Each case will be evaluated on an individual basis considering the amount of time required for the trip. When meals are provided, the number of participants funded will be limited to the number of uniforms provided by the Department of Athletics for the team. **Meals will not be provided by the Department of Athletics for regular season contests in any sport.**

BUSES

- When the school is taking responsibility for transportation, no student will be allowed to drive his or her own vehicle to events held away from the school.
- Buses will not depart from or return to the school without a certified SCCPSS employee to supervise students. Community coaches must be supervised by a certified employee.
- Parents will be given prior notice when no transportation is provided.
- When parents and students volunteer to drive their own vehicles on school system business such as sporting events, the SCCPSS does not provide liability insurance nor medical insurance coverage for the volunteer, should he/she be involved in an accident; the volunteer is the liable party.

MEDICAL

Injuries to athletes will occur in interscholastic athletics at all levels regardless of the precautions.

Athletic insurance shall be offered to all students who are participating in athletics. It is strongly recommended that all student-athletes carry at their own expense, the student insurance program offered at their respective campuses.

GENERAL RULES

- For a student to be involved in athletics, (in season / out of season) he/she must have passed a physical examination within one year of each day of athletic participation.
- All injuries will be reported to the coach and trainer immediately.
- The coach will fill out an accident report, which must be given to the athletic director with 24 hours.

ILL OR INJURED

- Contact parent and athletic director on any moderate and serious injuries immediately.
- The coach and/or trainer will complete the “Athletic Injury Report” form immediately following all athletic injuries or accidents that involve any student under their supervision during a practice, contest or while traveling to and from a contest.
- The form should be turned into the Athletic Director’s office the following day and forwarded a copy to risk management.
- Copies of the report will be immediately given to the principal and sent to the parents.
- The trainer/coach shall list the injury on the log that is kept in the athletic training room.
- Coaches should follow up on all injuries by making contact with the parent(s).

RETURN TO PARTICIPATION

In the event a physician charged with the care and treatment of an injured athlete determines that the athlete should not resume participation in athletics, the athlete shall not be permitted to participate for the period of time specific in writing by the physician, unless that physician or another physician provides written authorization for participation.

NOTE: The athlete must be instructed that unless he/she has clearance to return to play from the physician he/she cannot practice.

HAZING

DEFINITIONS

- “Hazing” means any action taken or situation created that causes, or is reasonably likely to cause harassment, bodily danger, and physical harm, serious mental or emotional harm extreme embarrassment or ridicule, or personal degradation or loss of dignity to any student or other person associated with the school.
- Consent is no defense to hazing: i.e., the implied or expressed consent of a person or persons to hazing shall not be a defense to discipline under this policy.

- “Related initiation activity” means any method of initiation or pre-initiation into a student organization, club, or team, or any past-time or amusement engaged in with respect to such organization, club, or team, that causes or is reasonably likely to cause bodily danger or physical harm, serious mental or emotional harm, extreme embarrassment or ridicule, or personal degradation or loss of dignity to any student or other person associated with the school.
- The terms “hazing” and “related initiation activity” do not include customary athletic events or other similar student contests or competitions.
- “Conspire to engage in hazing” means to plan, encourage, fail to prevent, or fail to report hazing and related initiation activities by this policy.

PROHIBITED CONDUCT

Actions and activities which are prohibited include, but are not limited to, the following:

- Any type of initiation or other activity where there is an expectation of individuals joining a particular team to participate in behavior designed to humiliate, degrade, or abuse them regardless of the person’s willingness to participate.
- Any act that involves forced consumption of food, alcohol, drugs, other substances, or any other forced physical activity that could adversely affect the physical health or safety of an individual.
- Any requirement or pressure put on an individual to participate in an activity which is illegal, perverse and publicly indecent, contrary to his/her genuine morals and/or beliefs, e.g. profanity or indecent or lewd conduct.
- Any activity that creates a risk to the health, safety, or property of Savannah-Chatham County Public School System or any member of the community.
- Assigning or endorsing “pranks” such as stealing or harassment of another organization.
- Physical abuse of any kind.
- Forcing, encouraging, or pressuring someone to wear in public apparel which is conspicuous and not within the norm of what is considered to be in good taste.
- Morally degrading/humiliating games or other activity that makes the member the object of amusement, ridicule, or intimidation.
- Subjecting a member to cruel and unusual psychological conditions.

REPORTING REQUIREMENT

- School personnel who become aware of hazing or related initiation activity shall report such incident immediately to school administrators so that prompt and appropriate action can be taken. Teachers, coaches, athletic directors, administrators, volunteers, contractors, and other employees of the school district shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute hazing shall inform the principal immediately.

INVESTIGATION PROCEDURE

- Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials.
- The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

SPORTSMANSHIP

Athletes who exercise their privilege to engage in the program shall abide by the rules of the game or contest in letter and spirit, as well as those guidelines established by their administrators and coaches. One of the primary objectives of educational athletics is good sportsmanship. The National Federation of State High School Associations has adopted the following guidelines for sportsmanship. High school students should set a good example concerning sportsmanship and quickly condemn unsportsmanlike conduct by other students or adults. To this end they should:

- Remember that a student spectator represents his school the same as does the athlete.
- Recognize that the good name of the school is more valuable than any game won by unfair play.
- Respond with enthusiasm to the calls of the cheerleaders for yells in support of the team, especially when it is losing.
- Learn the rules of the various athletic games so that either as spectators or critics they will be intelligent.
- Accept decision of officials without question.
- Express disapproval of rough play or poor sportsmanship by players representing the school.
- Express disapproval of any abusive remarks from the sidelines.
- Recognize and applaud an exhibition of fine play or good sportsmanship by the visiting team.
- Be considerate of the injured athlete(s) on the visiting team.
- Insist on the courteous treatment of the visiting team and extend team members every possible courtesy.
- Impress upon the community ideals of good sportsmanship and the responsibility for the exercise of self-control and fair play at all athletic contests.
- Be familiar with the rules of eligibility and support their strict enforcement.

- Encourage the full discussion of fair play, sportsmanship, and school spirit to discover ways by which students and schools can develop and demonstrate good sportsmanship.

NCAA RULES AND REGULATIONS

- To play your game in college, you've got to register with the NCAA Clearinghouse and meet its requirements regarding course load, GPA and standardized test scores. If you don't register, you can say goodbye to your freshman year of eligibility. Below is a look at the Clearinghouse's guidelines for required courses by division.

Students looking to play D-I must:

- Graduate from high school with the following 16 core courses completed:
- 4 years of English
- 3 years of math (Algebra 1 or higher)
- 2 years of natural or physical science (including one lab)
- 1 extra year of English, math or Science
- 2 years of social studies
- 4 years of extra core courses from any category above, foreign language, religion or philosophy
- Earn a minimum GPA in core courses
- Earn a combined SAT or ACT sum score that matches your core course GPA on the NCAA sliding scale (To find your minimum GPA, required SAT or ACT scores and the NCAA sliding scale, talk with your guidance counselor or check out www.ncaaclearinghouse.net.)

Student looking to play D-II must:

- Graduate from high school with the following 14 core courses completed
- 3 years of English
- 2 years of mathematics (Algebra 1 or higher)
- 2 years of natural or physical science (including one lab)
- 2 extra years of English, math or science
- 2 years of social science
- 3 years of extra core courses from any category above, foreign language, religion or philosophy:
- Earn a 2.000 GPA or better in your core courses.
- Earn a combined SAT score of 820 or ACT sum score of 68 (There is no sliding scale in D-II.)

Students looking to play D-III:

Division III does not use the NCAA Initial-Eligibility Clearinghouse. Contact individual D-III colleges regarding their policies on financial aid, practice, and competition.

Core courses

Every high school has a different list of core courses. To find your school's list, talk with your guidance counselor or visit www.ncaaclearinghouse.net.

One last thing

The Clearinghouse considers only the verbal and math sections of your SAT. The writing section is not included in the scoring process.

FUNDRAISING

- Fundraising activities may be conducted by the school itself, by a school support organization, and/or organizations within the school.
- Fundraising activities must comply with all Board policies and District Rules.
- All fundraising activities must have approval of the local school principal.
- Students will not be required to participate in fundraising activities in order to participate in extracurricular activities.

BOOSTER CLUB

Article I. ROLE

The object and general purpose of this organization shall be:

- To support all aspects of athletics through the promotion of school spirit, good sportsmanship, and volunteer commitment.
- To encourage academic excellence, participation in all sports, sportsmanship and team spirit.

Article II. WRITTEN POLICIES

Booster clubs should develop and annually review policies to cover:

- How to obtain administrative approval before beginning projects.
- How to plan and publicize meetings.
- Bookkeeping and fund administration including process to obtain superintendent's approval prior to raising funds.
- Election of officers (suggestion: one president, one vice-president, one secretary, one treasurer)
- Taking and distributing and filing minutes.
- Public communications.
- Plans to support the school regardless of success in competition, keeping the educational goals of competition at the forefront of all policies.

Article III. SCHOOL RELATIONSHIP

All meetings should be open to the public.

- Booster clubs do not have authority to direct the duties of a school district employee. The scheduling of contests, rules for participation, methods of earning letters and other criteria dealing with inter-school programs are under the jurisdiction of the local school administration.
- Minutes should be taken at each meeting and kept on file at the school.
- School administration should be apprising booster clubs of all school activities.
- Periodic financial statements itemizing all receipts and expenditures should be made to the general booster club membership and kept on file at the school.

Article IV. FINANCIAL

- Money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the school to use at its discretions. Any gift(s) presented to an individual school must be deemed suitable by the Board and Administration. All gifts must be approved by the Superintendent or his/her designee.
- Fundraising activities should support the educational goals of the school and should not exploit students. Activities and projects should be investigated carefully before committing the school's support.
- The district may pay a stipend, fixed at the beginning of the year as part of the employment. The amount of the stipend cannot depend on the success of a team or individual. In order words, a coach cannot receive more money if a team or individual qualifies to region or state.
- Funds are to be used to support school activities. To provide such funding for non-school activities would violate GHSA rules and the public trust through which funds are earned.

Article V. RESTRICTIONS

- Booster clubs can give symbolic awards (i.e. non-cash) for winning or placing in the GHSA competitions which are limited to \$250 per year, per student in the aggregate. Beyond this, a student may receive one (1) school sweater or jacket presented by the school during his/her high school career. Check with school administrators before giving anything to a student or coach. Schools must give prior approval for any banquet given for students.
- Booster groups or individuals may donate money or merchandise to the school with prior approval of the administration.
- No cash awards may be accepted. All individuals should be informed of the seriousness of violating the athletic amateur rule.

Article VI. MEMBERSHIP

- All regular members shall have voting rights and be eligible to hold office or a

position on the Board of Directors.

- Each regular member present at a meeting shall be entitled to one (1) vote on each matter submitted to a vote at that meeting.

Article VII. OFFICERS

- The officers of the Boosters Club should be as follows:

President ► Vice-President ► Secretary ► Treasurer

- Booster groups or individuals may donate money or merchandise to the school with prior approval of the administration.
- Each booster club shall determine the date for election and will hold office for one calendar year. In the event of a vacancy in the office of president the Vice-President shall become the president for the remainder of the term. In the event of a vacancy of an officer other than President, the vacancy may be filled for the remainder of the term in the following manner:
 - A. The Board can appoint someone to fill the position or,
 - B. The Board may not fill the position with another person but rather the position into other Board members duties.

Article VIII. DUTIES OF OFFICERS

- The President shall reside at all general membership and Board of Directors meetings. He/She shall be Ex-Officio member of all committees. He/She shall appoint such special committees as may be authorized by the membership, and shall render, maintain and establish an agenda for all meetings. He/She shall be an authorized cosignatory of all checks, along with the treasurer.
- The Vice-President shall assume and perform the duties of the President in the absence of the President. In the event of the resignation or death of the President he/she shall assume the duties of the President for the remainder of the term. He/She is an authorized cosignatory of checks, along with the Treasurer.
- The Secretary shall record the minutes of all meetings.
- The Treasurer shall be responsible for keeping all financial records of the club, as well as recording of the receipts and disbursements of all club expenditures. He/She shall be an authorized cosignatory of all club checks, along with the President or Vice-President. Disbursements shall be made only upon approval of the general membership with the issuance of the proper purchase order and invoicing by the vendor. The financial books shall be open for inspection by any regular member within thirty days of request. The treasurer shall submit a written report to the secretary, as well as an oral report of all general membership meetings. All receipts of monies shall be recorded in the Secretary's minutes.

Article IX. PARLIAMENTARY AUTHORITY

- All meetings are to be conducted by the latest edition of Robert's Rules of Order

and shall govern all deliberations of the organization insofar as they are in accordance with the Organizational By-Laws.

- The President shall yearly appoint a parliamentarian to preside over general membership meetings. The parliamentarian provides counsel covering the By-Laws and parliamentary procedures.

Article X. AMENDMENT TO BY-LAWS

- The Organization's By-Laws may be amended at any regular meeting of the Club by a two-thirds ($\frac{2}{3}$) vote of the members voting, a quorum being present, written notice been given at least ten (10) day prior to the general membership meeting.
- These By-Laws shall be reviewed and revised as deemed necessary.

Article XI. WHAT YOU CAN DO

PARENTS

- "Remember the classroom comes first!
- Help conduct fair and equitable competition, adhere to rules, and uphold the law respect authority.
- Remember that officials are human, Respect their decisions.
- Delegate authority to the school, and then support their decision.
- Set standards by which you expect children to conduct themselves and live by those standards yourself.
- Be aware of capabilities and limitations of young people.
- Don't have unrealistic expectations.
- Allow your children to live their own lives.
- Be involved in areas in which your own child in not involved, thus contributing to school spirit and unity.
- Show respect to the opponents of your children.
- Praise. Don't criticize. Urge others to do the same.
- Help your children and their friends develop integrity through the intensity of competitive activity.

WORK WITH THE ADMINISTRATION

- Positive and direct communication can prevent most problems.
- Keep the principal informed of all activities.
- Make sure your local administration has a copy of all club publications Invite administrators to all booster club meetings.
- Have an officer meet with the school administration regularly.
- Have a chain of command for communication with the administration.
- Clear all activities through your administration.

COACHES

- Be sure your booster club wish list has been approved by your athletic director before it goes to the booster club.
- Work with your administration to determine what your club can provide.
- Make your request to the club benefit as many students as possible.
- Attend the booster club meetings and/or know what the club is doing.
- Understand that your advisory role to the booster is without vote.
- Support other programs within your school and/or district.
- Meet with parents regularly and make them aware of relevant rules.
- Involve your staff with your booster club.
- Let the booster club know who your staff is and what duties they perform.