



Fitzgerald High School College and Career Academy

STUDENT ATHLETIC HANDBOOK

2021 – 2022

School Day: 8:30 – 3:25

Breakfast: 7:50 – 8:25

Doors Open: 7:50

www.ben-hill.k12.ga.us/fhs

601 W. Cypress St.
Fitzgerald, GA 31750

Phone: 229.409.5578

Fax: 229.409.5580

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Contents

GEORGIA HIGH SCHOOL ATHLETIC ASSOCIATION 1

GHSA Governing Body 1

GHSA Code of Ethics 1

By-Law 2.67: Practice Policy for Heat and Humidity 1

By-Law 2.68: GHSA Concussion Policy 1

By-Law 1.00: Student 1

Competitive Interscholastic Activities Eligibility 1

GHSA Eligibility Requirements 1

GHSA Requirements for Participation..... 2

Special Provisions..... 2

GHSA Sportsmanship Statement 2

GHSA Heat Policy: By-Law 2.67..... 2

Student/Parent Concussion Awareness Form: GHSA..... 5

STUDENT-ATHELETE: FHSCCA..... 6

Statement of Philosophy 6

Vision..... 6

Mission 6

FHSCCA Extracurricular/Athletic Policies & Guidelines 6

Medical Clearance 7

Athletic Goal & Objectives 7

Athletic Code of Conduct 8

Anti-Hazing Policy 9

Chain of Command..... 9

Fundraising..... 9

Letter Jacket Contract..... 9

Playing Time..... 9

Travel Rules for Athletes..... 10

Student/Parent Signature Page 11

COACHES: POLICIES, PROCEDURES, GUIDELINES 13

Head Coaches Responsibilities..... 13

Assistant Coaches Responsibilities 14

Community Coaches 15

Team Administrative Responsibilities	16
Awards	17
Anti-Hazing	17
Banquets	17
Booster Clubs	17
CDL's	17
Coaches Association Fees	17
Coaching Clinics	17
Coaches Leave	17
Electronic – Social Media	17
Facilities	18
Financial Aid, SAT, ACT	18
Fundraising	18
GHSA Rules Clinics	18
New Vendors	18
Pre-Season Parent Meeting	18
Purchase Orders and Quotes	19
Request for Funds/Payment	19
Rosters	19
Scheduling & Score Reporting	19
Scholarship Signings	19
Senior Night Programs	19
Specific Sports Accounts	19
Tax Exempt Forms	19
Team Pictures	19
Teams Rules/Procedures	19
Travel Policy: In & Out of Season	20
Travel Rules for Athletes	20
Fundraiser Approval Form	22
REQUEST FOR PURCHASE ORDER	24
REQUEST FOR FUNDS/PAYMENT	26
CODE OF ETHICAL CONDUCT: FHSCCA ATHLETIC DEPARTMENT	28

GEORGIA HIGH SCHOOL ATHLETIC ASSOCIATION

GHSA Governing Body

The GHSA White book (Constitution/By-Laws) is available to all Head and assistant coaches. The head coaches' responsibility is to make assistant coaches aware of by-laws and that the white book itself is accessible to assistant coaches. The 2018-19 edition of the GHSA white book (constitution and by-laws) is available on their website, www.ghsa.net. Make sure you are aware of all rules and procedures specific to your sport. Head Coaches, make sure all your coaches attend the rules clinic and concussion seminar or complete it online if allowed.

GHSA Code of Ethics

The Georgia High School Association recognizes its responsibility with respect to the promotion of honesty, truthfulness, and accuracy in recordkeeping and reporting. Therefore, the professional personnel of the member schools are charged with upholding the Code of Ethics adopted by the Professional Standards Commission as accepted and approved by the State Board of Education.

BEFORE PRACTICING, SPECIAL CONSIDERATION NEEDS TO BE TAKEN AND GIVEN TO ADHERE TO THESE <u>GHSA</u> POLICIES:
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By-Law 2.67: Practice Policy for Heat and Humidity

WBGT Activity Guidelines and rest Break Guidelines as outlined in the GHSA Constitution and By-Laws

By-Law 2.68: GHSA Concussion Policy

1. All Coaches must pass the concussion seminar
2. All Athletes must have a concussion policy form signed and filed with the Athletic Department.

By-Law 1.00: Student

Eligibility, Enrollment, Certification, Limits of Participation, Academic Standards, Transfers

Competitive Interscholastic Activities Eligibility

All students participating in competitive interscholastic activities, as defined by GHSA, must be on track for graduation and meet eligibility requirements.

Eligibility is based on the subjects/units passed the previous term and being "on track," which is based on the accumulated Units at the end of each school year. Summer school is considered part of the second semester/ term.

First-year students (entering 9th grade) are eligible academically. Second semester first-year students must have passed at least three (3) courses the previous semester in order to participate. A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility for interscholastic competition. Date of entry is defined as the first date of enrollment as a student taking two (2) or more high school subjects. To be eligible to participate in interscholastic activities, a student must not have reached his/her nineteenth birthday prior to May 1, preceding the year of participation.

GHSA Eligibility Requirements

	Block
Units passed previous term.....	2.5
On-track at end of year one	5
On-track at end of year two	11
On-track at end of year three.....	17

Schools have the discretion to increase eligibility requirements. Contact the athletic director, at the school you attend, to verify requirements.

If spring semester and summer school are being used to determine fall eligibility, then the semester averages and subjects passed will involve ALL subjects taken in spring semester and summer school. The course must be listed in the school course offering and credit must be applied toward graduation. Independent study course credit taken in summer school is not acceptable for gaining eligibility. In determining eligibility for students, summer school credits earned on

non-accredited home study programs or non-accredited private schools are not recognized. Accreditation recognized under this rule shall be from one of the following: Georgia Accrediting Commission, a national or regional accreditation agency. Eligibility is concerned with subjects/units passed the previous semester, and grades made in that semester.

If a student has an incomplete, all work must be completed within the first fourteen (14) calendar days after the close of the semester. Students who are ineligible for extracurricular activities cannot participate in ANY competitive interscholastic activity. Ineligible students cannot practice or travel with the team or program even though the team or program will not be in operation until the next school year. Students who have an unexcused absence for one-half (½) or more of the school day

GHSA Requirements for Participation

1. Students participating in interscholastic competitive extracurricular activities must pass five (5) subjects in the semester immediately preceding participation. These subjects must carry credit toward graduation. Summer school is an extension of the second semester of the school year. Students not meeting this requirement will be ineligible for one semester, and until they pass five subjects the semester prior to participation
2. Students in grades 10–12 must meet Georgia High School requirements as follows: 1. Second–year students must have earned 5 Carnegie units leading to graduation. 2. Third–year students must have earned 11 Carnegie units leading to graduation. 3. Fourth–year students must have earned 17 Carnegie units leading to graduation.
3. Fifth–year high school students are never eligible to participate. Alternative school students are never eligible to participate.
4. All individual or group practice for athletics must be conducted outside of the regular school day.
5. Coaches, teachers or sponsors of all extracurricular activities shall not require students to participate in any out– of–season program (including summer) as a condition of school year participation.
6. All individuals who participate in interscholastic athletics must have an annual physical examination by a medical doctor before participation in any event, practice or try–out.
7. All individuals who participate in interscholastic athletics must have personal or school insurance. This information must be on file at the school.
8. All individuals who participate in interscholastic athletics must have on file at school a parental permission to participate form. This form describes to the student and his/her parent or guardian the risk of minor or severe injury while participating.
9. Playing time is at the discretion of the head coach of each activity

Special Provisions

1. Special education students must meet the eligibility requirements of regular students, except the courses passed according to the student's IEP.
2. FHSCCA is authorized to join the Georgia High School Association (GHSA) or other associations for the purpose of formulating and enforcing uniform rules of eligibility and play. State or local tax dollars may not be used for membership in GHSA.

GHSA Sportsmanship Statement

The GHSA and its member schools have made a commitment to promote good sportsmanship by student/athletes, coaches, and spectators at all GHSA sanctioned events. Profanity, degrading remarks, and intimidating actions directed at officials or competitors will not be tolerated, and are grounds for removal from the event site. Spectators are not allowed to enter the competition area during warm-ups or while the contest is being conducted. Thank you for your cooperation in the promotion of good sportsmanship at today's event.

GHSA Heat Policy: By-Law 2.67

- a) Schools must follow the statewide policy for conducting practices and voluntary conditioning workouts (this policy is year-round, including during the summer) in all sports during times of extremely high heat and/or humidity that will be signed by each head coach at the beginning of each season and distributed to all players and their parents or guardians. The policy shall follow modified guidelines of the American College of Sports Medicine in regard to:
 - 1) The scheduling of practices at various heat/humidity levels.
 - 2) The ratio of workout time to time allotted for rest and hydration at various heat/humidity levels.

- 3) The heat/humidity levels that will result in practice being terminated.
- b) A scientifically-approved instrument that measures the Wet Bulb Globe Temperature must be utilized at each practice to ensure that the written policy is being followed properly. WBGT readings should be taken every hour, beginning 30 minutes before the beginning of practice.

WBGT ACTIVITY GUIDELINES AND REST BREAK GUIDELINES

Under 82.0	Normal Activities - Provide at least three separate rests breaks each hour with a minimum duration of 3 minutes each during the workout.
82.0 - 86.9	Use discretion for intense or prolonged exercise; watch at-risk players carefully. Provide at least three separate rests breaks each hour with a minimum duration of 4 minutes each.
87.0 - 89.9	Maximum practice time is 2 hours. For Football: players are restricted to helmet, shoulder pads, and shorts during practice, and all protective equipment must be removed during conditioning activities. If the WBGT rises to this level <i>during</i> practice, players may continue to work out wearing football pants without changing to shorts. For All Sports: Provide at least four separate rest breaks each hour with a minimum duration of 4 minutes each.
90.0 - 92.0	Maximum practice time is 1 hour. For Football: no protective equipment may be worn during practice, and there may be no conditioning activities. For All Sports: There must be 20 minutes of rest breaks distributed throughout the hour of practice.
Over 92.0	No outdoor workouts. Delay practice until a cooler WBGT level is reached.

- c) Practices are defined as: the period of time that a participant engages in a coach-supervised, school approved sport or conditioning-related activity. Practices are timed from the time the players report to the practice or workout area until players leave that area. If a practice is interrupted for a weather-related reason, the "clock" on that practice will stop and will begin again when the practice resumes.
- d) Conditioning activities include such things as weight training, wind-sprints, timed runs for distance, etc., and may be a part of the practice time or included in "voluntary workouts."
- e) A walk-through is not a part of the practice time regulation, and may last no longer than one hour. This activity may not include conditioning activities or contact drills. No protective equipment may be worn during a walk-through, and no full-speed drills may be held.
- f) Rest breaks may not be combined with any other type of activity and players must be given unlimited access to hydration. These breaks must be held in a "cool zone" where players are out of direct sunlight.

GUIDELINES FOR HYDRATION AND REST BREAKS:

1. Rest time should involve both unlimited hydration intake (water or electrolyte drinks) and rest without any activity involved.
2. For football, helmets should be removed during rest time.
3. The site of the rest time should be a "cooling zone" and not in direct sunlight.
4. When the WBGT reading is over 86:
 - a) Ice towels and spray bottles filled with ice water should be available at the "cooling zone" to aid the cooling process.
 - b) Cold immersion tubs must be available for practices for the benefit of any player showing early signs of heat illness.

GHSA -- ADDITIONAL INFORMATION FOR INSTITUTIONAL HEAT POLICY

The GHSA Executive Committee specified that each head coach must publish a document outlining the GHSA Heat Policy and then sign that document before distributing it to parents and guardians of all players at the beginning of each season. It is important that coaches go over this information with their players in addition to sending the signed policy statement home to the parents/guardians. There will be no standardized document created by the GHSA, because many schools intend to add other information for distribution at the same time.

The following information **MUST** be included to accurately describe the GHSA Institutional Heat Policy:

1. **FOR ALL SPORTS:** The information found under the title of "Practice Policy for Heat and Humidity" that is found on both the GHSA Home Page (upper left margin) and on the Sports Medicine Page.

2. **FOR FOOTBALL:** Information found under the title of "Football Preseason Practice Regulations" and this is found on the Football page

The information that is specified above may not be modified in any way; however, additional information about school procedures may be added.

GHSA HEAT POLICY – FREQUENTLY ASKED QUESTIONS

WHEN DOES THE HEAT POLICY STOP?

Some aspects of the heat policy are always in effect regardless of the sport. The limitations in By-law 2.67 (Institutional Heat Policy) are in effect anytime the Wet Bulb Globe Temperature (WBGT) reading registers in an elevated level. The limitation on activities that are on the published chart must be followed.

WHAT IS THE WBGT?

The Wet Bulb Globe Temperature reading is a composite temperature used to estimate the effect of air temperature, humidity, and solar radiation on the human body. The reading is expressed in degrees, but should not be equated with degrees of air temperature. For example: A WBGT reading of 92 is somewhat comparable to a Heat Index reading of 104-105 degrees. A Heat index reading merely reflects the combination of heat and humidity as "how hot it feels" on a person who is normally dressed and not involved in strenuous activity. Therefore, the Heat Index has little relevance to a football practice setting.

HOW FREQUENTLY SHOULD WBGT READINGS BE TAKEN IN PRACTICE?

Obviously, the reading should be taken just before the scheduled starting time for the practice to determine what levels of activity are permissible – or if the practice will need to be postponed until the WBGT reading gets to an acceptable level. The frequency of readings during the practice will likely depend on when the practice is scheduled. An early practice with temperatures increasing during the practice time may require several readings being taken. A late afternoon or evening practice with temperatures decreasing during the practice time should not require as many readings. The important thing is that the risks to the players are being monitored appropriately.

WHY DOES THE HEAT POLICY APPLY TO PRACTICES AND NOT TO GAMES?

The researchers who conducted the 3-year study on heat illness agreed with the GHSA administrators that there are enough built-in opportunities for players to get rest and hydration breaks during the course of a game. Everyone on the team is not participating intensely at one time. Officials and coaches are available to monitor 22 players in a game setting, while coaches may have 100 or more players to monitor during a practice setting. It is important to remember that scrimmages are practices and they do fall under the heat policy guidelines. These interscholastic contests often occur early in the acclimatization process and extra attention needs to be given to player well-being.

WHAT CONSTITUTES A "CONDITIONING ACTIVITY"?

Conditioning activities involve weight-training, distance running, "gassers", "running the stadium", and other such things. Whether these activities are done before or after a practice, they are considered to be a part of the practice and must be figured into the time restrictions. The heat policy should be in effect for "voluntary conditioning" programs since statistics at both high school and collegiate levels indicate that a large percentage of serious heat illness episodes occur during these activities.

WHAT ARE "WALK-THROUGHS", WHEN MAY THEY BE HELD?

Walk-throughs are not considered a part of a practice since they have so many limitations placed on them. A walk-through session may last no longer than one hour. During a walk-through period, players may not wear protective equipment so no contact drills may be held. No conditioning activities may be held during a walkthrough period. A walk-through may not be held on a day when there are two practices being held. These sessions are designed to work on offensive and defensive schemes and techniques without being involved in contact work.

Student/Parent Concussion Awareness Form: GHSA

SCHOOL: FHSCCA

DANGERS OF CONCUSSION

Concussions at all levels of sports have received a great deal of attention and a state law has been passed to address this issue. Adolescent athletes are particularly vulnerable to the effects of concussion. Once considered little more than a minor "ding" to the Head, it is now understood that a concussion has the potential to result in death, or changes in brain function (either short-term or long-term). A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the Head or body. Continued participation in any sport following a concussion can lead to worsening concussion symptoms, as well as increased risk for further injury to the brain, and even death.

Player and parental education in this area is crucial – that is the reason for this document. Refer to it regularly. This form must be signed by a parent or guardian of each student who wishes to participate in GHSA athletics. One copy needs to be returned to the school, and one retained at home.

COMMON SIGNS AND SYMPTOMS OF CONCUSSION

- Headache, dizziness, poor balance, moves clumsily, reduced energy level/tiredness
- Nausea or vomiting
- Blurred vision, sensitivity to light and sounds
- Fogginess of memory, difficulty concentrating, slowed thought processes, confused about surroundings or game assignments
- Unexplained changes in behavior and personality
- Loss of consciousness (NOTE: This does not occur in all concussion episodes.)

BY-LAW 2.68: GHSA CONCUSSION POLICY: In accordance with Georgia law and national playing rules published by the National Federation of State High School Associations, any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the practice or contest and shall not return to play until an appropriate health care professional has determined that no concussion has occurred. (NOTE: An appropriate health care professional may include licensed physician (MD/DO) or another licensed individual under the supervision of a licensed physician, such as a nurse practitioner, physician assistant, or certified athletic trainer who has received training in concussion evaluation and management.

a) No athlete is allowed to return to a game or a practice on the same day that a concussion (a) has been diagnosed, OR (b) cannot be ruled out.

b) Any athlete diagnosed with a concussion shall be cleared medically by an appropriate health care professional prior to resuming participation in any future practice or contest. The formulation of a gradual return to play protocol shall be a part of the medical clearance.

(Revised: 2/18)

STUDENT-ATHLETE: FHSCCA

Student participation in the FHSCCA Athletic Program is a privilege, a valuable and rewarding experience. Students have the opportunity to participate during three seasons as described below.

FALL SPORTS	WINTER SPORTS	SPRING SPORTS
Football Sideline Cheer Boys Cross Country Girls Cross Country Softball Competitive Cheer One Act Play	Boys Basketball Girls Basketball Wrestling Basketball Cheer Swimming	Baseball Coed Track Boys Tennis Girls Tennis Coed Golf Boys Soccer Girls Soccer Literary

Statement of Philosophy

The FHSCCA Athletic Program should provide various experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society. The interscholastic athletic program shall be conducted under existing Board of Education policies, rules, and regulations. While the Board of Education takes great pride in winning, it does not condone "winning at any cost." It discourages all pressures that might tend to neglect good sportsmanship and good mental health. At all times, the athletic program must be conducted in such a way as to justify it as an educational activity.

Vision

The FHSCCA Athletic Department's vision is to serve our communities by developing well discipline student-athletes who strive for educational, athletic, and life-long excellence.

Mission

The FHSCCA Athletic Department strives to build young people of character, integrity, loyalty, and commitment through an athletic environment conducive to making positive life choices, to which all can be a part of and contribute to.

FHSCCA Extracurricular/Athletic Policies & Guidelines

1. Definitions:

For this policy, the terms listed below shall be defined as follows:

- a. Extracurricular activities – any school-sponsored program for which some or all the activities are outside the regularly scheduled class day. Examples are individual and team sports, literary, band, chorus, clubs, academic bowls, JROTC, and student council.
- b. Athletics – Any competitive team that falls under the direction and guidelines set forth by the Georgia High School Association.

2. Policies

- a. Students are encouraged to participate in extracurricular activities because this involvement enhances the high school experience and fosters school pride and spirit.
- b. Participation by students involved in multiple events at one time must have approval from the Athletic Director and involved coaches and/or sponsors. Georgia High School Association events have priority over all other activities, and performance activities have priority over practice events.
- c. Students must realize that participation in extracurricular activities is a privilege and not a right. Extracurricular participation is subject to the policies of one or more of the following: (1) Georgia Department of Education (2) Georgia High School Association (3) Local Board of Education (4) FHSCCA (5) Sponsor or coach. Any student participating in extracurricular activities must follow all policies established by the above policy-making organizations. Failure to follow any of these policies can result in disciplinary action by the sponsor/coach, the school, or other agencies.

Medical Clearance

1. All student-athletes must have an updated physical exam. Physicals are good for one (1) calendar year from the date given by a doctor. Completed paperwork must be passed in or on file with the school nurse before tryouts to be eligible.
2. All athletic injuries, even though minor, must be reported to the coach and athletic trainer. In case of a severe injury, the athletic trainer's judgment concerning the playing condition of a player will be final. No player may continue to play against the athletic trainer's advice unless a doctor overrides the trainer.
3. **When a student-athlete has been advised to see a physician for his/her illness/injury/concussion, that athlete will not be allowed to resume participation without a signed note by his/her physician stating the status of the injury and the return.**
4. Student-Athletes shall not, regardless of quantity, use/consume/possess, buy/sell, or give away any alcohol, tobacco products, vapes, marijuana, steroids, or controlled substances.

Athletic Goal & Objectives

OUR GOAL – The student-athlete shall become a more effective citizen in a democratic society.

OUR SPECIFIC OBJECTIVES – The student-athlete shall learn:

1. To work with others – In a democratic society, a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. The team and its objectives must be placed higher than personal desires.
2. To be successful – Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel.
3. To develop sportsmanship – To accept any defeat like a true sportsman, knowing we have done our best, we must learn to treat others as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation, and dependability.
4. To improve – Continual improvement is essential to good citizenship. As an athlete, you must establish a goal, and you must constantly try to reach that goal. Try to better yourself in the skills involved and those characteristics set forth as being desirable.
5. To enjoy athletics – Athletes must enjoy participation, acknowledge all of the personal rewards to be derived from athletics, and give sufficiently of themselves to preserve and improve the program.
6. To develop desirable personal health habits – To be an active, contributing citizen, it is essential to obtain a high degree of physical fitness through exercise and good health habits and develop the desire to maintain this level of physical fitness after the formal competition has been completed.

Athletic Code of Conduct

Conduct of Athletes

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. The community, school administrators, and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a good athletics program. The welfare of the student is our paramount consideration and transcends any other consideration.

All athletes shall abide by a code of ethics 365 days/24 hours a day, which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that dishonors the athlete, the team or the school will not be tolerated. Acts of unacceptable conduct, such as but not limited to theft, vandalism, disrespect, immorality, or violations of law, tarnish the reputation of everyone associated with the athletic programs and will not be tolerated.

Conduct Rules

1. **ARRESTS:** Any student arrested by law enforcement agencies will be suspended indefinitely from extracurricular activities until a parent/athletic director conference can be held to determine the severity of the offense and determine the severity of the punishment. Felony convictions will result in permanent dismissal from all extracurricular activities.
2. **GROOMING AND DRESS POLICY:** A member of an athletic team is expected to be well groomed and dressed. "He shows up best who shows off least." Appearance, expression, and actions always influence people's opinions of athletes, the team, and the school. Once you have volunteered to be a squad member, you have chosen to uphold specific standards expected of athletes in this community.
3. **CAMPUS AND COMMUNITY BEHAVIOR:** All students will abide by all discipline guidelines as stated in the FHSCCA Handbook. Punishments will be according to these guidelines, with additional punishment being left to the discretion of the coach or sponsor.
4. **HOME SUSPENSION:** Students who are home suspended may neither participate nor practice during their home suspension days. Each coach has the authority to assign extra conditioning and/or punishment.
5. **IN-SCHOOL SUSPENSION:** Student-athletes are expected to exhibit exemplary behavior in the classroom. Student-athletes will not be allowed to participate in games, matches, or contests while they are in ISS. They will be allowed to practice. Each coach has the authority to assign extra conditioning and/or punishment.
6. **SCHOOL ATTENDANCE:** For a student to participate or practice, that student must have been present at school for no less than half of the day in question. The athletic director or school administrator reserves the right to clear late check-in/check-out or absence from school.
7. **PRACTICE ATTENDANCE:** All students are expected and required to attend practices in order to participate.
8. **QUITTING OR DISMISSED:** Students forfeit their participation privileges if they quit or if dismissed from a team. Athletes will be placed on athletic suspension until the season-ending date of the sport from which the student quit or was dismissed.
9. **TRAVELING:** All team members will travel to and from all events on school transportation. The sponsor/coach must approve the parental request for emergency situations concerning travel. Wearing team colors during travel and at events is essential.
10. **EQUIPMENT RETURN:** All extracurricular activity members must return all equipment and pay fees and fines before they can participate in another sport or activity.
11. **FUNDRAISERS:** All sports/athletes may be required to solicit monies to offset their respective sports costs. Failure to participate will require personal fees to be determined by the head coach.
12. **DUAL INVOLVEMENT:** Athletes wishing to participate in independent activities outside the school sports day/season must be cleared/denied by the in-season coach and not in conflict with GHSA rules.

Anti-Hazing Policy

Hazing is prohibited and will not be tolerated at FHSCCA or within the FHSCCA Athletic Department, its teams, or any member(s) of an athletic team.

Members of a team are all equals and should be treated as such.

1. Hazing is a practice that diminishes the integrity of individuals and their teams, activities, and organizations.
2. Hazing occurs when an action is taken against a person for the purpose of initiation or admission into that organization or team where the action either results in humiliating, intimidating, demeaning or endangering the physical/mental health of the person.
3. Any student-athlete found in violation of this policy will either be suspended or removed from their team.
 - a. The Head Coach, Athletic Director, and Principal will hold a review hearing to determine severity and punishment for any student-athlete found in violation of this policy.

Chain of Command

FHSCCA Athletic Department asks that you observe the following lines of communication regarding any concerns that you may have regarding your child's experiences within our Athletic Department.

1. Head Coach in Charge of Player (Sub Varsity)
2. Varsity Head Coach
3. Athletic Director
4. Principal
5. Superintendent
6. Board of Education

Fundraising

Student-Athletes may be required to take part in team fundraisers to help offset expenses related to their sports.

1. Failure to do so could result in personal fees being charged to the player as determined by the Head Coach.
2. Student-Athletes are responsible for all money raised until it is turned in to the Head Coach or designated Assistant Coach/person.
 - a. Any Student-Athlete who does not turn in the appropriate amount of money, money/product owed, has missing money and/or product, or is caught stealing will be subject to discipline at the discretion of the Head Coach, Athletic Director, and Principal.

Letter Jacket Contract

Letter Jackets are the highest athletic award presented to student-athletes at FHSCCA. According to the letter jacket policy available through each coach and the Athletic Department, it is the policy of FHSCCA Athletics that students who meet the requirements for earning a letter jacket, according to the letter jacket policy available through each coach and the Athletic Department, shall earn a jacket signifying athletic participation. Each Varsity Head Coach will determine the criteria for an athlete to earn a varsity letter in their sport. An athlete must earn three (3) Varsity Letters in order to earn their jacket. All jackets will be paid for by the athletic department.

Playing Time

Student-athlete playing time is at the discretion of the Head Coach and their Assistant Coaches. Any disputes regarding playing time should be taken up with the Head Coach directly in charge of the student-athlete. The chain of Command should always be followed.

Travel Rules for Athletes

The following rules will be enforced by the Head Coach/Assistants whenever it is traveling to other schools for athletic contests:

1. All athletes must travel to and from athletic contests in transportation provided by the school district.
2. Athletes will remain with their team and under the supervision of their coach when attending any contests.
3. Misconduct of any sort while traveling to and from any away contest will be dealt with according to school policy.

Athletes are direct representatives of the school, community, and home and should conduct themselves accordingly.

FHSCCA ATHLETIC DEPARTMENT
STUDENT/PARENT HANDBOOK for ATHLETICS

Signature Page

I have read the FHSCCA Athletic Department Handbook, and I understand what is expected of me as a student-athlete. I agree to follow all policies in this handbook, and I promise always to represent my school positively. I understand that any violation of this handbook will result in consequences. Additionally, I have read the Ben Hill County - FHSCCA Athletic Code of Conduct. I understand that any violation of the Code can and will result in suspension from athletics. I also understand that this Code is in effect 24 hours a day, seven days a week, 12 months a year, both inside and outside school and/or school-related activities.

Student Name (Print): _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date: _____

*****PLEASE COMPLETE AND RETURN THIS FORM TO YOUR HEAD COACH *****

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COACHES: POLICIES, PROCEDURES, GUIDELINES

Head Coaches Responsibilities

Supervise programs and coaches for all competition levels in assigned sport.

A. YEAR-ROUND RESPONSIBILITIES

1. Formulate objectives for the coming sports season.
2. Keep abreast of new knowledge and innovative ideas and techniques by attending clinics, workshops, and reading in the sports field and encouraging assistant coaches to do the same.
3. Have understanding and knowledge of rules and regulations presented in the GHSA white book & FHSCCA Coaches handbook.

B. PRE-SEASON RESPONSIBILITIES

1. Meet with Athletic Director to review procedures as outlined in the Coaches Handbook.
2. Provide accurate information needed to compile eligibility lists and other reports.
3. Arrange for a systematic issuance of equipment.
4. Meet with athletes on the first turnout date to ensure a current physical is on file and issue and review Student Athletic Handbook as specified.

C. IN-SEASON RESPONSIBILITIES

1. Implement procedures as outlined in the Coaches Handbook.
2. Provide information for transportation, officials, and game management on dates requested.
3. Assume responsibility for constant care of equipment and facilities being used.
4. Follow the procedure carefully for initiating purchase orders.
5. Assume supervisory control over all phases of teams and Assistant Coaches in the program.
6. Organize and schedule practice consistently and communicate any changes.
7. Apply discipline firmly and positively as outlined in the Coaches and Student Handbook.
8. See that the building regulations are understood and enforced.
9. Emphasize safety precautions, be aware of current training and injury procedures and have current physicals.
10. professionally conduct self and teams during practices and contests.
11. Report a summary of all contests and provide any public information to aid the program and athletics.
12. Instruct players concerning rules and rule changes.

D. POST-SEASON RESPONSIBILITIES

1. Arrange for the systematic return of all school equipment and hold athletes responsible for all equipment not returned.
2. Arrange for the issuance of letters and special awards earned.
3. Arrange for cleaning, sorting, and inventory of all equipment.
4. Be concerned with the care and maintenance of the facility by making recommendations concerning additions and improvements.
5. Maintain records of the team and individual accomplishments.
6. Submit inventory to Athletic Director with recommendations for equipment purchase and repair needs.

Athletic Supervision (all season)

Head Coaches are responsible for athletes from the time school ends until they leave campus. A plan for supervision for that time frame needs to be in place. After practice, a coach must be present until all athletes have left campus.

Assistant Coaches Responsibilities

To assist the Head Coach in carrying out the aims of the specific athletic program

A. YEAR AROUND

1. Have thorough knowledge of rules and regulations regarding his/her sport.
2. Keep abreast of rules and rule changes of his/her sport.
3. Keep abreast of new trends, ideas, and techniques through clinics, workshops, and publications.
4. Assist head coach in carrying out his/her responsibilities.

B. PRE-SEASON

1. Assist head coach in gathering information of all athletes and acquiring proper forms.
2. Assist head coach with systematic issuance of school equipment.
3. Assist head coaches with information reporting, such as eligibility lists and other reports.

C. IN-SEASON

1. Assist in implementing athletic standards outlined in the Coaches/Athlete handbook.
2. Assume responsibility for the care of equipment and facilities.
3. Assume supervisory control over athletes and teams.
4. Be in regular attendance at practice sessions and contests.
5. Apply discipline in a firm, positive, and equitable manner.
6. Emphasize safety precautions and maintain awareness of the best training and injury prevention procedures.
7. Conduct self and teams in a professional manner during practices and contests.
8. Provide head coach with the information needed in making game reports and publicity releases.
9. Instruct players concerning rules and rule changes.

D. POST-SEASON

1. Assist in the return of all school equipment and maintaining inventory records.
2. Recommend athletes for letter awards.
3. Make recommendations regarding facility maintenance and improvements.
4. Make recommendations regarding equipment purchases and repair.
5. Make recommendations regarding schedule improvements.

Community Coaches

2.52 Member schools may employ persons who are not professionally certificated teachers as assistant coaches in their athletic programs. These individuals are referred to as "community coaches." GEORGIA HIGH SCHOOL ASSOCIATION

(a) Community Coach is defined as a person who does not have a professional-level certification, who 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 an educational professional and may not assume any of the duties of a varsity Head Coach or be named by the school as a varsity Head Coach.

(b) Licensed para-professionals and full-time substitute teachers must complete the GHSA Coaches Education Program and testing program to be eligible to coach.

(c) All community coaches should be signed to a written "agreement to coach." (1) They may coach for only one board of education annually, regardless of whether or not they are paid for their services. (2) Community coaches may not coach the same sport at more than one school even if there are multiple schools in the system.

(d) All community coaches must complete the GHSA Coaches Education Training and Testing Program in "Sport First Aid" and "Principles for Coaches." (1) Prospective coaches must be subject to a criminal background check before they are registered for the GHSA coaches education program. (2) Courses are offered at various times each school year throughout the state. (3) Prospective coaches are registered with the GHSA office by the school hiring them. (4) No community coach may do any GHSA coaching until he/she has been notified that the GHSA Coaches Education Program had been completed successfully.

(e) It is recommended that the following priority for employment be used: (1) certified employees in the local system (secondary, middle, elementary, central office, etc.); (2) retired certificated personnel; (3) community coaches who have completed the GHSA Coaches Education Program.

(f) 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 or the school will be fined.

Non-Certified Coaches: Ben Hill County Schools

Ben Hill County Schools differentiates between a "Volunteer Coach" and a "Community Coach". Community Coach in Ben Hill, in terms of definition, is different than a "GHSA Community Coach". A Ben Hill County Community Coach is a Lay Coach (Non Certified) who is being paid (given a supplement) through the Ben Hill County Board Office. You must be approved to be either a Volunteer Coach or a Ben Hill County Community Coach. These are separate processes. If you go from being a Volunteer Coach to a Community Coach, you must again go through the Board Approval Process.

****** Please See Ben Hill County Schools Board Policy Manual, Administrative Regulation School Volunteers Agreement Sheet***

Team Administrative Responsibilities

1. Procedure Before First Practice

Coaches must ensure that before practice begins:

- a. Every student-athlete has completed the following forms: Physical Form, Permission to Treat/Medical/Insurance form, Concussion form, Precautionary Statement form, and Athlete Code of Conduct form. Each is to be submitted to the Athletic Dept.
- b. Every student-athlete is scholastically eligible, as verified by the Athletic Director.
- c. Practice times and locations are submitted to the Athletic Director. The Athletic Director will give copies to the Administration Office for contact purposes
- d. A bus schedule request has been filled out and submitted to the Bus Shop, and a copy has been given to Athletic Director.
- e. A current roster is to be submitted to the School Athletic Director.

2. Procedure Before First Contest

Things to do:

- a. Issue uniforms and equipment and keep records of all assigned equipment.
- b. Submit a preliminary and final roster before the first contest in writing to Athletic Director.
- c. Be aware of Travel/Field Trip Basic Rules and ensure all emergency forms are in your possession.
- d. Fill out an attendance form for away competitions listing all athletes and managers in attendance.

3. Procedure After Season is Over

- a. All Head Varsity Coaches are accountable for all equipment inventories, including freshman and JV equipment.
- b. The Athletic Director will evaluate all Head Varsity Coaches
- c. Begin scheduling contests for next year if possible.
- d. All Head Varsity Coaches are responsible for the scheduling of their practice games and scrimmages.
- e. Schedules must be completed on dates indicated by the Athletic Director.

4. Out of Season, Summer Competition, Travel, and Camps

- a. Per GHSA, be aware of out-of-season practice rules for your sport.
- b. Summer participation requires a current physical on file for all athletes.
- c. The Athletic Code of Conduct applies in and out of season.
- d. The travel procedure applies all year in and out of season.

Awards

The Athletic Department will pay for all Region and State awards and Senior Plaques for each graduating Senior. All team awards will be paid for by the team or the booster club.

Anti-Hazing

Hazing is prohibited and will not be tolerated at FHSCCA or within the FHSCCA Athletic Department, its teams, or any member(s) of an athletic team. Coaches should report incidents of hazing immediately to the Athletic Director and Principal in writing through email.

Banquets

Each sports responsibility is to host a banquet and award presentation for their teams after their season. Please notify the Athletic Director of this date as soon as possible.

Booster Clubs

The Athletic Department strongly encourages all sports to have a booster club to help with fundraising, feeding, concessions, and other administrative aspects of their sport. It is important to remember that the purpose of booster clubs is to help support the efforts/purpose of the team or organization. It is advised that all booster clubs have a "Board of Directors" or "Officers" and rules/regulations defining their purpose and operations.

CDLs

It is strongly encouraged and recommended that all coaches obtain their bus driver's license. Each sport should have enough coaches with their bus driver's license to cover the number of drivers needed for trips and contests. For any bus drivers that have to be hired, their fee/payment will come out of that sports account and/or booster club. FHSCCA will not pay for bus drivers.

**Coaches who obtain their bus driver's license will receive a yearly bonus of \$1,000 to be paid at the end of their season. (Max \$1,000 per year, not per sport).

Coaches Association Fees

The Athletic Department will pay for ALL Head Coach and Assistant Coaches Association fees when joining their respective Sports Association or the Georgia Athletic Coaches Association.

Coaching Clinics

All coaching fees for coaching clinics will be paid for by the coach or the booster club.

Coaches Leave

1. All Coaches are to fill out the proper forms when leaving for athletic events.
2. Head Coaches are responsible for notifying the front office of leave and the leave of assistants employed by the school district.
3. Head Coaches are responsible for notifying assistants of proper forms to be filled out when a leave is requested.

Community Service

It shall be the policy of FHSCCA Athletics that each team will complete one (1) community service project per year. This can be done as a single team, or through a partnership with other teams at FHSCCA.

Dismissal Procedures (Leaving School Early)

In order for a team to leave school early, the Athletic Director & Principal must approve their early dismissal. After the dismissal time has been approved, the Head Coach (or designee) on the morning of the game they must leave early for, will email the Athletic Director a list of team members (updated roster) needing to leave early. The Athletic Director will forward

that email to the staff at FHSCCA with both the names and time of dismissal. Failure to do this may result in a team not being able to leave early, on time, or at all.

Electronic – Social Media

Ensure your athletes understand that anything they put on social media sites can cost them their opportunity to compete. With current cyberbullying and cyber harassment, things posted online or on the phone can come back to incriminate the person that puts it there. Ensure your athletes know that the internet is not the place to resolve differences or express their opinion regarding school staff, other athletes, and students.

Facilities

It is the responsibility of the Head Coach and Assistant Coaches to ensure that the facility they use is clean and secure after use. All doors and gates need to be secure before leaving campus. Any equipment that is of value needs to be secure within the facility. If a facility is broken into, call police and file report, inventory items stolen, and call/email Athletic Director of damage and repairs.

Financial Aid, SAT, ACT

Coaches, it is recommended that student-athletes are made aware of deadlines and testing dates.

Fundraising

1. Each team will be required to fundraise to help offset the financial cost associated with their sport. Any monies fundraised through team fundraising will go directly into that sports account.
2. All fundraisers ran through the school need to be approved, and a Fundraiser Approval Form must be on file with the Athletic Department before beginning. Forms are provided in this handbook. Coaches will turn forms into Athletic Department for Athletic Director Approval, Principal Approval, and Board Approval.
3. Fundraisers ran through Booster Clubs do not require approval. However, please communicate with Athletic Director.
4. All coaches will be required to help participate in any Athletic Department-wide fundraiser.

GHSA Rules Clinics

It is the responsibility of all coaches to complete the GHSA Rules Clinic during the window allotted by the GHSA. Any coach who does not will be responsible for any GHSA Fines. The Athletic Department will not pay these fees. The Athletic Department also requires all coaches to complete the following NFHS Courses (nfhslearn.com/courses): Concussion in Sports and Heat Illness and Prevention. Upon completing, please print certificates for GHSA & NFHS courses and turn in to the Athletic Department.

Hotels

The Athletic Department will not pay for any Hotel/Room reservations for regular season games/events. The expense will fall on the traveling groups to pay. The Athletic Department will pay up to \$75 per room for Hotel/Room reservations for GHSA state tournament games where an overnight trip is necessary and has been approved.

New Vendors

Before making any purchases, please check with the bookkeeper to ensure the companies information and W9 information is on file with the school.

Pepsi Contract

FHSCCA has entered into a contract with PEPSICO for all our drink needs. Any drink that is sold on campus or used at athletic events must both be a PepsiCo product and come from the athletic department. The athletic department has a “stock room” with a variety of drinks. Teams/boosters running concessions must purchase the drinks they will sell from the athletic department.

Pre-Season Parent Meeting

Each team will be required to hold a parent meeting once rosters are set to go over their rules, guidelines, procedures, parent responsibilities, and any other important information deemed by the Head Coach or Athletic Director.

Purchase Orders and Quotes

You must submit a *Request for Purchase Order* form to the Athletic Director along with a quote for approval. The form must be approved before any purchase order/number will be given. Forms are provided in this handbook. Once you have a Quote & Request for Purchase Order signed, you can fill out the Purchase Order. All orders placed through the school, Athletic Department, or team must have a Purchase Order.

Request for Funds/Payment

Coaches are responsible for submitting a *Request for Funds/Payment* form to the Athletic Director for approval. Coaches will submit Request for Funds/Payment, along with Packing Slip, Purchase Order, Request for Purchase Order, and Quote to Athletic Director for approval. Upon approval, Athletic Director will turn in paperwork to the bookkeeper for payment. Form provided in this handbook.

Rosters

Head Coaches should have on file with the Athletic Department updated rosters. Any time your roster changes, you should update this with the department.

Scheduling & Score Reporting

Head Coaches are responsible for the scheduling of their team's athletic contests, practices, and meetings. Before games/dates, check with other teams to confirm. Please adhere to any contracts if contracts are required by the sport per the GHSA. Head coaches are responsible for score reporting to Max Preps.

Scholarship Signings

Please notify the Athletic Department as soon as possible of scholarship signings for your athletes. Team, Athletic Department, and Boosters will work together on all scholarship signing ceremonies.

Senior Night Programs

Each sport will schedule a Senior Night to honor their contributions to each sport at a home contest during the season. Please let the Athletic Director know of this date and any special provisions needed as soon as possible.

Specific Sports Accounts

All sports have their accounts with the Athletic Department. It is each Head Coaches' responsibility to manage their specific accounts. Only Head Coaches, Athletic Director, and Book Keeper have access to those accounts, and no funds will be transferred without consent from Head Coaches. Purchases cannot be made unless each account has the funds to cover them. Balances to Vendors need to be paid before summer camps, competition, travel, etc.

Tax Exempt Forms

Tax-exempt forms are to be used for all purchases, rooms, and meals. These forms can be picked up before leaving for any trip from our bookkeeper and presented at the time of check-in or use.

Team Pictures

All team pictures will be taken by Herff Jones/BPI, per the contract they have with our school. This allows for Athletic Department uniformity. Choose a date well in advance and get those dates to the Athletic Director.

Teams Rules/Procedures

1. The Head Coach will provide the Athletic Director a copy of all team rules, guidelines, and procedures.

2. The Head Coach/Team will provide their athletes a copy of all team rules, guidelines, and procedures. These should contain a signature sheet for all athletes and parents to sign acknowledging that they have received the team rules. Please keep the signature sheet on file.

Trainer

FHSCCA has an agreement in place with Tift Regional & Georgia Sports Medicine to have a trainer provided. The trainer will provide Emergency Action Plans (EPA's) for each sport location. All injuries shall be reported to the trainer. In terms of athletic injuries, the trainer has the final say on the playing status of a player (barring a doctor's override). In the case of Extreme weather (lightening) or Heat, the Trainer shall have final say on whether or not conditions dictate that team go inside and/or quit practicing. The trainer will have final say on anything that has to do with Student-Athlete safety.

****If an athlete is injured and must go to the emergency room it is the Policy of FHSCCA Athletics that the Trainer and Athletic Director will be notified IMMEDIATELY.**

Travel Policy: In & Out of Season

1. Once schedule is complete, Head Coaches are responsible for submitting travel request to the bus shop and giving a copy to Athletic Director.
2. Board approval for out-of-state trips must be granted. Once the out-of-state trip has been approved, all athletes (including managers) and coaches traveling must be submitted to Athletic Director and Principal.
3. The Head Coach must supervise any trip and ensure athletes adhere to the athletic handbook policies on behavior. If boys/girls teams travel together, they are prohibited from sitting together. This applies to managers as well.
4. The Head Coach must have a copy of the physicals and consent for treatment in their possession, and if an overnight trip, a permission form signed by parent or guardian.
5. The Head Coach or an Assistant Coach must take the roll.
6. The students must ride the bus going and returning to the school. If a student is being transported back from the event by his/her parent or legal guardian, they must sign the roll sheet. A student must not be released to anyone else.
7. Only team personnel who have met clearance may ride the bus.
8. Busses must be cleaned of all trash and equipment after an event. If it is picked up unclean, clean it after the event, and notify the Athletic Director or the bus shop of the condition.

Travel Rules for Athletes

The following rules will be enforced by the Head Coach/Assistants whenever traveling to other schools for athletic contests:

1. All athletes must travel to and from athletic contests in transportation provided by the school district.
2. Athletes will remain with their squad and under the supervision of their coach when attending any contests.
3. According to school policy, misconduct of any sort while traveling to and from any away contest will be dealt with.
Visiting athletes are direct representatives of the school, community and home and should conduct themselves accordingly.

Weight Room

At no time should any coach discourage a student-athlete from taking weight training or encourage a student-athlete to not work out in the weight room or "go easy". This is regardless of whether or not that athlete is in season. Our Weight training staff does a great job of adapting workouts for athletes that are in-season and have games.

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Fundraiser Approval Form

FHSCCA ATHLETIC DEPARTMENT

Fundraiser Approval Form

Fundraisers ran through the school must be approved and filed with the Athletic Department.

Name: _____ Sport/Club: _____

(Person Requesting Fundraiser)

(Organization Requesting Fundraiser)

DESCRIBE THE REQUESTED FUNDRAISER:

THE MONEY IS BEING USED FOR WHAT PURPOSE:

FUNDRAISER BEGIN DATE: _____ FUNDRAISER END DATE: _____

OFFICE USE ONLY:

Approval of Athletic Director: Yes _____ No _____

Athletic Director's Signature: _____ Date: _____

Principal Approval: Yes _____ No _____

Principal's Signature: _____ Date: _____

Board Approval: Yes _____ No _____ Date: _____

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REQUEST FOR PURCHASE ORDER

FHSCCA ATHLETIC DEPARTMENT

REQUEST FOR PURCHASE ORDER

****You must submit and get approval of this form before any purchase order/number will be given. ****

DATE: _____

REQUESTOR: _____

SPORT REQUESTING: _____

AMOUNT CURRENTLY IN ACCOUNT OF SPORT REQUESTING: _____

AMOUNT REQUESTED: _____

DATE NEEDED: _____

PLEASE ATTACH QUOTE OF ITEMS

or

DESCRIPTION OF ITEMS BEING PURCHASED:

REQUESTORS SIGNATURE: _____ DATE SUBMITTED: _____

ATHLETIC DIRECTORS APPROVAL

A.D. Signature: _____

DATE: _____

STEPS:

1. Submit this form & a quote to Athletic Director for approval.
2. Once approved, present this signed form & quote the bookkeeper to receive a Purchase Order.
3. When you return the Purchase Order to Bookkeeper: This Form, A Quote, and the Purchase Order should all be attached together.

Purchase Order Number

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REQUEST FOR FUNDS/PAYMENT

FHSCCA ATHLETICS

REQUEST FOR FUNDS/PAYMENT

DATE: _____

ACCOUNT REQUESTING FUNDS: _____

PERSON REQUESTING FUNDS: _____

ACTIVITY/REASON: _____

AMOUNT REQUESTED: _____

CHECK PAYABLE TO: _____

REQUESTORS SIGNATURE: _____

OFFICE USE ONLY:

Quote: _____ Purchase Order: _____ Request for PO: _____ Shipping Invoice: _____

ATHLETIC DIRECTOR'S APPROVAL

A.D. Signature: _____

DATE: _____

STEPS for REQUEST FOR FUNDS and/or PAYMENT:

4. Attach this form along with all paperwork associated with order:
 - a. Quote, Request for Purchase Order, Purchase Order, and Packing Slip.
5. Submit to Athletic Director for Approval/Sign-Off.
6. Once approved, Athletic Director will turn in to Bookkeeper to submit payment.

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CODE OF ETHICAL CONDUCT: FHSCCA ATHLETIC DEPARTMENT

The athletic department shall implement the following listed standards of ethical conduct for each contracted employee of the Ben Hill County Schools who provides supervisory and instructional service in athletic programs and activities of FHSCCA. Such person providing service shall:

1. Show respect for players, parents, other coaches and staff.
2. Respect the integrity and judgment of the game officials.
3. Establish and model fair play, sportsmanship, and proper conduct during practices/contests and in the community.
4. Establish player safety and welfare as the highest priority. If there is any question as to the extent of an injury a physician must be consulted, and a written release obtained.
5. Provide proper supervision of student-athletes while under the coach's direction.
6. Use discretion and proper language when providing constructive criticism and when reprimanding players – use of profanity is unacceptable.
7. Understand the proper administrative chain of command and refer all request or grievances through proper channels, i.e. equipment purchase, fundraising, program funding, eligibility, etc.
8. Consistently require all players to adhere to the established rules and standards of the game.
9. Properly instruct player in the safe use and care of equipment and uniforms.
10. Not recruit student-athletes from other schools.
11. Not exert undue influence on a student-athlete's decision to participate in a particular athletic program.
12. Not suggest, provide, or encourage any athlete to use non-prescriptive drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General, or the American Medical Association.

I have read and will adhere to the policies of the FHSCCA Athletic Department Coaches' Handbook and the Code of Ethical Conduct and understand that failure to do so may result in suspension and/or dismissal from my position.

Coaches Name: _____ Coach's Signature: _____ Date: _____

Athletic Director Name: _____ AD Signature: _____ Date: _____