



2011 – 2012

**ATHLETIC
HANDBOOK**

Office of Athletics

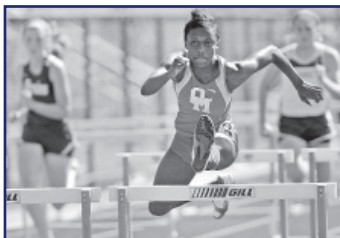
Anne Arundel County Public Schools

**The following people contributed to the creation of
the 2011-2012 AACPS Athletic Handbook**

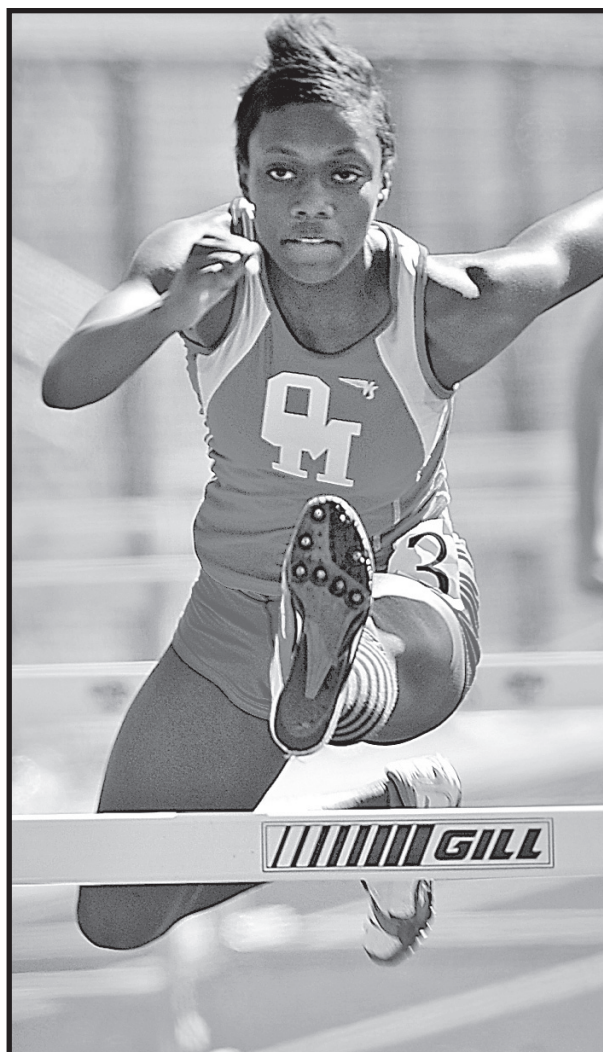
Dr. George Arlotto
Greg LeGrand
Linsey Hines
Bruce Lawton
Chip Snyder
Marianne Shultz

Dave Lanham
Wayne Mook
Kevin Necessary
Pat Plitt
Bob Storey
Brian Layman

Evan Young
Abby Hoyt
Dave Kaufmann
Dave Klingel
Ken Miller
Erin Throne



*Cover photo by Joshua McKerrow provided courtesy of
Capital-Gazette Communications.*



THE 2011-2012 ATHLETIC HANDBOOK

*A guide for Coaches, Students, & Parents
of Anne Arundel County Public Schools*

Table of Contents

I.	General Information	
	Sportsmanship Statement	3
	School Contact Information	5
	Athletic Calendar	6
	AACPS Interscholastic Hazing Statement	8
	<u>Governance Overview</u>	
	MPSSAA	9
	AACPS Athletic Policy Changes	9
	Local school principal's authority	9
	Protocols for Adding New Sports and Squads	9
	Eliminating Sports and Squads	10
	Officials	10
II.	Athletic Personnel	
	Athletic Positions	11
	Athletic Personnel Requirements	12
	Qualifications for Athletic Personnel	14
	Duties and Responsibilities of Athletic Personnel	14
	Selection Process for Athletic Personnel	17
	Evaluation of Athletic Personnel	17
III.	County Committees	
	Athletic Legislative Committee	18
	Athletic Advisory Committee	18
	Sports Advisory Committees	18
	Scheduling Committee	18
IV.	Program Guidelines and Regulations	
	Scheduling	19
	Scrimmages	19
	Practice	19
	Postponed contest	21
	Rescheduled Contest	21
	Title IX Compliance	21
V.	Coaching Guidelines and Regulations	
	NFHS Code of Ethics for Coaches	22
	Coaches Characteristics	22
	Conduct of Coaches	23
	Eligibility Rosters	23
	Awards	23
VI.	Student & Parent Information	
	Pre-participation information	24
	Medical and Injury Protocols	24
	Insurance and Parental Permission	24
	Squad Membership	24
	General Standards for Eligibility	25
	Academic Eligibility	25
	Attendance	29
	Conduct of Athletes	29
	Conduct of Spectators	30
	Due Process	30
	Non School Club Recognitions	31
	Transportation	31
	Self Transportation Guidelines	32
	Officials	32

Table of Contents

VII.	Regulations, Interpretations, Violations and Appeals	
	Outside Participation	33
	Out-of-Season Practice	33
	Camp rule	35
	Misconduct Detrimental to a Tournament	35
	Sport Offered by AACPS Not Recognized by the MPSSAA	35
	Violation and Appeal Procedures	36
VIII.	Financial Guidelines and Protocols	
	Budgeting	37
	Fundraising Policy	37
	Admission	37
	Purchasing Guidelines	38
	Athletic Booster Club Guidelines	38
IX.	Safety and Risk Management	
	Thunder and Lightning Information	40
	Game/Practice Restrictions due to Heat	41
	Concussion Information	42
	Standard Student Accident Report	42
X.	Championships	
	District V Championship	43
	County Championship Criteria	44
	County & District V Championships	44
	Financial Considerations	44
XI.	Forms	
	1 Standard Student Accident Form	46
	2 Anne Arundel County Coaches/Officials Report Form	47
	3 Self Transportation form	48
	4 Agree to Supervise form	49
	5 AACPS Concussion Return to Play Form	50

II. Athletic Personnel

Sportsmanship Statement

Anne Arundel County Public Schools Athletic Programs are committed to the practice of sportsmanship, ethics and integrity. The following definitions and expectations provide valuable ideals to idolize.

"Good sportsmanship is viewed by the National Federation of High School Associations as a commitment to fair play, ethical behavior and integrity. In perception and practice, sportsmanship is defined as those qualities that are characterized by generosity and genuine concern for others. The ideals of sportsmanship apply equally to all athletic disciplines.

Individuals, regardless of their role in athletics, are expected to be aware of their influence on the behavior of others and model good sportsmanship."

Expectations of SCHOOL ADMINISTRATORS

- Develop a program for teaching and promoting the ideals and fundamentals of good sportsmanship within the school, the league, conference and state.
- Provide appropriate supervisory personnel for each interscholastic event.
- Support participants, coaches and directors, and fans and spectators who teach and display good sportsmanship.
- Recognize exemplary behavior and actively discourage undesirable conduct by participants, coaches and fans.
- Attend events whenever possible.

Expectations of COACHES, DIRECTORS AND SPONSORS

- Always set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior.
- Instruct participants of proper sportsmanship responsibilities and demand they make sportsmanship and ethics the number one priority.
- Respect judgment of contest officials, abide by rules of the event and display no behavior that could incite fans.
- Treat opposing coaches, directors, participants and fans with respect. Shake hands with officials, opposing coaches in public.
- Develop and enforce penalties for participants who do not abide by sportsmanship standards.

Expectations of STUDENT PARTICIPANTS

- Treat teammates with respect.
- Treat opponents with respect: shake hands prior to, and after, contests.
- Respect judgment of contest officials, abide by rules of the contest and display no behavior that could incite fans.
- Cooperate with officials, coaches, directors and fellow participants to conduct a fair contest.
- Seriously accept the responsibility and privilege of representing your school and community; display positive public action at all times.
- Live up to the high standard of sportsmanship established by coach or director.

Expectations of PARENTS, STUDENTS and OTHER FANS

- Realize a purchased ticket provides the privilege to observe a contest and support high school athletics, it is not a license to verbally assault others or be generally obnoxious.
- Respect decisions made by contest officials.
- Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
- Respect fans, coaches, directors and participants.
- **BE A FAN ... NOT A FANATIC**

II. Athletic Personnel

Expectations of PUBLIC-ADDRESS ANNOUNCERS

- Treat visiting and home teams comparably.
- Consistently display neutrality during contest.
- Offer no personal comments or criticism of players, officials or coaches.
- Use public service announcements available through the NFHS.

Suggestions for TICKET WINDOW-ADMISSION GATE DISPLAY

- RESPECT THE GAME.
- BE A GOOD SPORT.
- BE A FAN, NOT A FANATIC.

ACCEPTABLE BEHAVIOR

- Applause during introduction of players, coaches and officials.
- Players shaking hands with opponent who fouls out while all fans recognize the player's performance with applause.
- Accept all decisions of the officials.
- Cheerleaders lead fans in encouraging school cheers, performed in a positive manner.
- Handshakes between participants and coaches at end of contest, regardless of outcome.
- Treat competition as a game, not a war.
- Coaches, players search out opposing participants to recognize them for outstanding performance.
- Applause at the end of a contest for performances of all participants.
- Showing concern for an injured player, regardless of team.
- Encouraging surrounding people to display only sportsmanlike conduct.
- During the National Anthem, students, participants, coaches and fans remove all hats or headwear, face the flag, remain silent, place their right hand on the heart and remain still until the end of the anthem.
- During the National Anthem, if singing, follow the music and lyrics precisely.

UNACCEPTABLE BEHAVIOR

- Yelling or waving arms during opponent's free throw attempt.
- Disrespectful or derogatory cheers, chants, songs or gestures.
- Booing or heckling an official's decision.
- Criticizing officials in any way; displaying anger with an official's call.
- Refusing to shake hands or give recognition for good performances.
- Blaming losses on officials, coaches or participants.
- Laughing or name-calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game or activity.
- Performing one's own cheer, instead of following the lead of cheerleaders.

II. Athletic Personnel

School Contact Information

School	Address	Principal	Phone/Fax	Athletic Director	A.D. Email	Assistant A.D.
Coordinator of Athletics	2644 Riva Rd Annapolis MD 21401	Greg Le Grand	410-222-5463		glegrand@aacps.org	
Coach Contracts	2644 Riva Rd Annapolis MD 21401	Linsey Hines	410-222-5462		lhines@aacps.org	
4013 ANNAPOLIS	2700 Riva Rd. Annapolis, Md. 21401	Don Lilley	410-266-5240	Dave Gehrdes	Dgehrdes@aacps.org	Dustin McConnaughay
3013 ARUNDEL	1001 Annapolis Rd. Gambrills Md. 21054	Sharon Stratton	410-674-6500	Lee Rogers	Lrogers@aacps.org	Kevin Necessary Chuck Markiewicz
2363 BROADNECK	1265 Green Holly Dr. Annapolis, Md. 21409	David Smith	410-757-1300	Ken Kazmarek	Kkazmarek@aacps.org	Clayton Culp
2273 CHESAPEAKE	4798 Mountain Rd. Pasadena, Md. 21122	Frank Drazan	410-255-9600	Chip Snyder	Esnyder@aacps.org	Kim Collins
1033 GLEN BURNIE	7550 Baltimore- Annapolis Blvd. Glen Burnie Md. 21060	Vickie Plitt	410-761-8950	Bruce Sider	Bsider@aacps.org	Doug Schrieber
3323 MEADE	1100 Clark Rd. Ft. Meade, Md. 20755	Daryl Kennedy	410-674-7710	Dave Lanham	Dlanham@aacps.org	Peter Corriero Dale Herman
1323 NORTH COUNTY	10 East 1 st Ave. Glen Burnie, Md. 21061	William Heiser	410-222-6970	Marianne Shultz	Mshultz@aacps.org	Stephen Stielper
2023 NORTHEAST	1121 Duvall Hwy. Pasadena Md. 21122	Kathryn Kubic	410-437-6400	Ken Miller	Kfmiller@aacps.org	Kevin Rutledge Kenny Fowler
3353 OLD MILL	600 Patriot Lane Millersville, Md. 21108	Jim Todd	410-969-9010	Bruce Lawton	Blawton@aacps.org	Craig White
2013 SEVERNA PARK	60 Robinson Rd. Severna Park, Md. 21146	Patrick Bathras	410-544-0900	Wayne Mook	Wmook@aacps.org	Paul Pellicani
4293 SOUTH RIVER	201 Central Ave. Edgewater, Md. 21037	Will Myers	410-956-5600	Dave Klingel	Dklingel@aacps.org	Theresa Tucker
4023 SOUTHERN	4400 Solomon Island Rd Harwood Md. 20776	Patricia Plitt	410-867-7100	Ted Gott	Vgott@aacps.org	Ray Bowen John Mayberry

II. Athletic Personnel

August 2011						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

10 Fall Coaches Meeting and Rules Interpretation at North County HS.
13 **Fall Sports begin.**
16–19 Teachers report. **No practice during teacher work hours.**
19 **1st day for scrimmages.**
23 Schools open for **grades 1–5 and grades 6 and 9 only.**
24 Schools open for students. **First day of Academic Probation period.**

September 2011						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2 First play date for fall sports.
5 Labor Day — All Schools and Central Offices closed.
15 **Academic Probation period ends.**
29 Rosh Hashanah - **All Schools and Central Offices closed. No practice or contests. All practices and contests must be completed by sunset the preceding evening.**
30 Interims to be sent home.

October 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

* Complete tournament entries and check MPSSAA deadlines.
1 Cut-off date for winter scheduling changes.
3–7 High School Assessment (HSA) Administration.
8 SAT testing- **No mandatory practices or any contests before 2pm.**
21 **Schools closed for students.** Professional Development Day. **No practice during teacher work hours.**

November 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2 Winter Coaches meeting at Board of Education
5 Wrestling Weight Certification at Old Mill HS. SAT testing **No mandatory practices or any contest before 2pm.**
9 **Check ineligibility list in AD office**
11 Report card distribution for all students.
15 **Winter sports begin. Academic Probation begins.**
21 **1st day for scrimmages**
21 & 22 Schools closed for students. **No practice during teacher work hours.**
Professional Development day/Workday for high school teachers.
23–25 Thanksgiving Holiday—All Schools and Central Offices closed. **No practices on Thanksgiving Day unless involved in state football playoffs.**

December 2011						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5 First play day for winter sports.
13 **Academic Probation period ends.**
16 Interims to be sent home by this date.
23– Jan. 2 **Christmas/Winter Break—All schools closed for students and teachers. Voluntary practices on Christmas eve. No practices on Christmas Day.**

January 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

13 Semester Examinations for Centers of Applied Technology.
16 Martin Luther King, Jr. Birthday Commemoration— All schools and central office closed.
Voluntary practices only. No contests.
17–19 High School Semester Examinations. **Modified extra-curricular hours. 90 minutes maximum practice time. No contests on the evening prior to exams.**
21 SAT testing- **No mandatory practices or any contests before 2pm.**
23 & 24 **Schools closed for students.** Workday for high school teachers. **No practice during teacher work hours.**

II. Athletic Personnel

February 2012							
S	M	T	W	T	F	S	
			1	2	3	4	*Complete tournament entries, check MPSSAA deadlines.
5	6	7	8	9	10	11	1 Cut-off date for spring scheduling changes. Check ineligibility report in AD office.
12	13	14	15	16	17	18	3 Report card distribution for all students.
19	20	21	22	23	24	25	15 Spring Coaches meeting at North County HS.
26	27	28	29				20 Presidents Day— All Schools and Central Offices closed.
March 2012							
S	M	T	W	T	F	S	
				1	2	3	1 Spring sports begin/ Academic Probation begins.
4	5	6	7	8	9	10	2 Interims to be sent home by this date.
11	12	13	14	15	16	17	7 1st day for scrimmages
18	19	20	21	22	23	24	10 SAT testing- No mandatory practices or any contests before 2 pm.
25	26	27	28	29	30	31	21 First play day for spring sports
							22 Academic Probation period ends.
							30 End of third marking period. Two hour early dismissal for all students.
April 2012							
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	2-9 Easter/Spring Break— All schools closed April 2-9 for students, teachers, and school-based Unit IV employees. School Offices & Central Offices closed April 5-9.
8	9	10	11	12	13	14	3 Primary Election Day— All School Offices & Central Offices closed.
15	16	17	18	19	20	21	19 Check ineligibility report in AD office.
22	23	24	25	26	27	28	23 Report Card distribution for all students.
29	30						
May 2012							
S	M	T	W	T	F	S	
		1	2	3	4	5	*Complete tournament entries, check MPSSAA deadlines
6	7	8	9	10	11	12	5 SAT testing- No mandatory practices or any contests before 2 pm.
13	14	15	16	17	18	19	7-18 AP testing
20	21	22	23	24	25	26	11 Interims to be sent home by this date.
27	28	29	30	31			5/21-6/7 High School Assessment (HSA) Administration.
							28 Memorial Day—All Schools and Central Offices closed.
							31 Last day for graduating seniors.
June 2012							
S	M	T	W	T	F	S	
					1	2	2 SAT testing- No mandatory practices or any contests before 2 pm
3	4	5	6	7	8	9	8, 11-13 High School Examinations, textbook collection. Two-hour early dismissal for all students.
10	11	12	13	14	15	16	13 End of fourth marking period. Last day for students.
17	18	19	20	21	22	23	14 Last day for teachers.
24	25	26	27	28	29	30	

<p style="text-align: center;"><i>Inclement Weather and Emergency School Closings</i></p> <p>This calendar has four days built in at the end of the school year for emergency closings, making the school year 185 student days and 195 teacher days. If any of the four emergency days are not used, they shall be deducted from the June closing date. Additional emergency closings shall be made up as determined by the Board of Education.</p> <p>Also, If emergency closings fall on January testing days or the teacher workday, secondary schools will reschedule so that there are four consecutive testing days followed by one teacher workday. This scheduling affects all schools.</p> <p style="text-align: center;"><i>Semester Tests and Examinations</i></p> <p>Extracurricular activities, practices, and club activities shall be scheduled at the end of the regular school day for not more than 90 minutes on the evening prior to the day of semester tests and examinations for high schools.</p>	<p style="text-align: center;"><i>Religious Observances</i></p> <p>Tests and examinations shall not be scheduled on the day of a major religious observance. Tests and examinations for evening high school will not be scheduled on the day a religious observance begins. Jewish and Muslim dates are set according to the Lunar calendar; they begin at sundown on the preceding evening and conclude at sundown on the dates noted. (Aug. 31 – Eid al-Fitr; Sept. 29 – Rosh Hashanah; Oct. 8 – Yom Kippur; Nov 7 –Eid al-Adha)</p> <p style="text-align: center;"><i>Appropriate Exercises</i></p> <p>Schools shall devote a portion of the day to appropriate exercises on the following dates: Oct. 12 – Columbus Day; Nov. 11 - Veterans' Day; Jan. 15 – Martin Luther King Jr.'s Birthday; Feb. 12 – Lincoln's Birthday; Feb. 22 – Washington's Birthday; April 30 - Arbor Day; May 30-Memorial Day; and any other day of national significance. When schools are closed, appropriate exercises should be held on the preceding Friday.</p>
---	---

AACPS Interscholastic Hazing Position

The Board of Education is committed to providing all students with an orderly school environment that is free from harassment and intimidation, hazing, bullying, and bias behavior. All complaints of unlawful harassment, hazing, bullying, and bias behavior shall be investigated in accordance with the procedures set forth in the administrative regulations created to implement policy. The school system will discipline or take other action with regard to members of the school community who engage in unlawful hazing, harassment, intimidation, bullying, and bias behavior in accordance with administrative regulations and the Administrator, Coach and Student Codes of Conduct.

DEFINITIONS

Hazing - An act that subjects a student to potential harm and is affiliated with initiation into a student organization or team. Hazing may involve an act committed against a student or a situation in which a student is coerced into committing an act.

These acts run counter to the educational mission of high school athletics, regardless of the victim's willingness to participate. The list below provides examples of some types of hazing. This list is not meant to be comprehensive.

- Being yelled, cursed or sworn at;
- Being publicly harassed;
- Being expected to act as a personal servant to an older group member;
- Being coerced/forced to eat certain foods;
- Being thrown or forced to go into a pond, ocean, toilet or other body of water;
- Being pressured to be tattooed, pierced or shaven;
- Being coerced/forced to participate in drinking contests;
- Being forced/coerced to participate in any physical or elicit activity that causes the victim to pass out;
- Being forced/coerced to destroy or vandalize property;
- Being forced/coerced to inflict pain on yourself or others

Harassment and Intimidation - A behavior continuing over a period of time that makes a person feel uncomfortable or unsafe, including putdowns.

Bullying - Repeated, conscious, willful and deliberate intent, be it direct or indirect, to physically or psychologically intimidate or distress another; physical, social or verbal actions or intimidation towards another person with negative intent.

Bias Behavior - A behavior offense committed against a person or property which is motivated by the offender's partiality or prejudice, a negative opinion or attitude toward a group of persons based upon their race, religion, disability, sexual orientation or ethnicity/national origin.

Governance Overview

SECTION 1: **MARYLAND PUBLIC SECONDARY SCHOOLS
ATHLETIC ASSOCIATION**

The State Superintendent of Schools shall establish rules and regulations governing high school athletic programs for boys and girls in public high schools of Maryland, which shall be supervised by an organization known as the Maryland Public Secondary Schools Athletic Association (MPSSAA).

All public high schools of Anne Arundel County are members of the MPSSAA and are governed by its rules and regulations. It is the responsibility, however, of each county school system to supplement the state regulations as necessary.

SECTION 2: **AACPS ATHLETIC POLICY CHANGES**

All decisions about athletic policies and policy changes shall be subject to the approval of the county Superintendent of Schools and the Anne Arundel County Board of Education.

SECTION 3: **LOCAL SCHOOL PRINCIPALS AUTHORITY**

The principal of the secondary school is responsible for the final determination of all matters related to his or her school's athletic program.

SECTION 4: **PROTOCOL FOR ADDING NEW SPORTS AND SQUADS**

Process

1. Students, parents, interested community members, athletic directors or administrators may bring forth to their high school principal and athletic director a recommendation for a new sport to be considered to be added to the approved list of interscholastic sports recognized by the MPSSAA and supported by the National Federation of High Schools (NFHS) and funded by the Board of Education.
2. If the principal and athletic director supports the proposal, they will forward their recommendation to the Coordinator of Athletics. The Coordinator of Athletics will then proceed to step 5.
3. If the local principal/athletic director does not support the proposal, an appeal may be filed with the Coordinator of Athletics within 10 business days of the local school rejection.
4. The Coordinator of Athletics will evaluate the appeal by soliciting the response of the Associate Superintendent of School Performance, high school principals and the athletic directors. If the majority of principals and athletic directors, and the Associate Superintendent of School Performance support the exploration of interest in the proposed sport, the evaluative process will continue.
5. A student survey will be administered to evaluate interest regarding participation in the recommended sport.
6. Information gathered via the interest survey will be shared with the Associate Superintendent of School Performance, high school principals and athletic directors for review. The survey must reflect that at least 50 percent of all high schools display an interest and can field a competitive squad relative to the number of participants involved in the recommended sport.

II. Athletic Personnel

7. The Coordinator of Athletics will review the interest survey, as well as the discussion of high school principals and athletic directors, and make a recommendation to the Associate Superintendent of School Performance to either move the proposal forward to the Board of Education for further evaluation or stop the proposal due to lack of interest.
8. If the decision is made to move the proposal on to the BOE, the Associate Superintendent of School Performance and the Coordinator of Athletics will present the recommendation. The BOE will provide direction to pursue fact finding information on costs associated with the adoption of the recommended sport. Equipment, transportation, officials, coaching stipends and added responsibilities to administrators, athletic director and the Coordinator of Athletics will be considered. The BOE may choose not to support the recommendation of the sport and is not responsible for providing explanation, thus providing no further direction to the Associate Superintendent of School Performance and the Coordinator of Athletics for exploration of the proposal.
9. If so directed by the BOE, the Associate Superintendent of School Performance and the Coordinator of Athletics will present cost factors as well as any other pertinent issues to the BOE at a subsequent meeting. The BOE will make the final decision for or against the adoption of all new sports into the Anne Arundel County Interscholastic Athletic program.
10. New sports and/or additional squads can only become part of the county athletic program when the Board of Education formally adopts the recommendation and provides the required funds.

SECTION 5:

PROTOCOL FOR ELIMINATING SPORTS AND SQUADS

Existing sports/squads can be considered for elimination from the interscholastic athletic program if less than 50 percent of the current twelve high schools participate in the program. The sport elimination must be approved by the Athletic Legislative Committee.

SECTION 6:

OFFICIALS

- A. Schools will only utilize officials who are registered with the MPSSAA and the NFHS.
- B. Officials under contract with Anne Arundel County Public Schools (AACPS) must be utilized for all interscholastic athletic games/events, tournaments and scrimmages when officials are provided.
- C. The officials that service AACPS are obtained utilizing county and state qualification criteria through a bid process initiated and conducted by the Purchasing Division or arrangements made by the Coordinator of Athletics.
- D. Officials shall adhere to the Officials Code of Ethics established by NFHS.

II. Athletic Personnel

SECTION 1:

ATHLETIC POSITIONS 2011-2012

Administrative Positions:

Athletic Director

Assistant Athletic Director

Athletic Academic Advisor

Fall:	Head Coach	Varsity Assistant	J.V. Head	J.V. Assistant
Cheerleading	1	1	1	
Cross County	1	1	1	
Field Hockey	1	1	1	
Football	1	2	1	1
Golf	1			
Soccer	1	1	1	
Volleyball	1	1	1	
Unified Tennis	1	1		

Winter:	Head Coach	Varsity Assistant	J.V. Head	J.V. Assistant
Basketball	1	1	1	
Cheerleading	1	1	1	
Indoor Track	1	2		
Swimming	1	1		
Wrestling	1	1	1	
Allied Bowling	1	1		

Spring:	Head Coach	Varsity Assistant	J.V. Head	J.V. Assistant
Baseball	1	1	1	
Unified Bocce	1	1		
Lacrosse	1	1	1	
Softball	1	1	1	
Tennis	1	1		
Track and Field	1	3		

II. Athletic Personnel

SECTION 2: ATHLETIC PERSONNEL REQUIREMENTS

A. **Athletic Directors and Assistant Athletic Directors**

Candidates for the position of Athletic Director and Assistant Athletic Director must be eligible for a Professional Certificate from the state of Maryland and be a faculty member of the school.

B. **Coaches and Assistant Coaches**

1. **MPSSAA Coaching Eligibility**

- a. Member MPSSAA schools shall permit coaching only by teachers or certified professional educators of the local Board of Education for specific coaching assignments.
- b. If no acceptable or qualified coaches are available from the teachers or certifiable professional educator pool employed by the local board of education, temporary emergency coaches may be employed if the following procedures are followed:
 - (1) With no acceptable professional staff members available to fill the coaching vacancy, the local school system shall attempt to locate as a coach a person certifiable as a professional educator by the Maryland State Department of Education according to 13A. 12.01.
 - (2) With no acceptable and certifiable professional educator available, a person acceptable to the local school system may be employed as an emergency coach.
 - (3) Any person employed as a coach under the emergency provision shall comply with the following:
 - (a) The person shall be officially under contract on a one-season basis for a specific coaching assignment;
 - (b) The coaching salary of the appointed emergency coach shall be paid exclusively by the local school system;
 - (4) If a sport has more than one coach, emergency coaches shall not comprise more than 50 percent of that sport staff.
 - (5) The emergency coach shall be at least 21 years old and possess a high school diploma.

2. **Anne Arundel Eligibility**

- a. **All new coaches must complete a one credit course in the prevention and care of athletic injuries before the “Extracurricular Verification” form is submitted for payment.**
- b. Coaches must have athletic experience at the high school, college, organized recreation council program, and/or professional level in the sport or related coaching experience.
- c. Coaches who are professional educators in AACPS and who are applying for an assistant coaching position under the direct supervision of the head coach may substitute the following criteria:

Coaches must have athletic experience at the high school, college, organized recreation council program, and/or professional level in sports or related coaching experience.
- d. Care and Prevention of Athletic Injuries (original course) must be renewed after five years by completing a Care and Prevention of Injuries Update or by more advanced coursework such as Emergency Medical Technician or National Federation Interscholastic Coaching Education Program certification.
- e. Coaches must be currently certified in Adult Cardiopulmonary Resuscitation (**Heart Saver with AED**) or more advanced Cardiopulmonary Resuscitation in the season in which they are coaching. Cardiopulmonary Resuscitation must be renewed according to certification standards.
- f. **Coaches must view the NFHS “Concussion in Sports- What You Need To Know” video and submit appropriate completion documentation to the Office of Athletics.**
- g. Coaches must pass an examination on the MPSSAA Handbook.

II. Athletic Personnel

- h. Coaches must complete a properly signed contract *for the specific sport and level* or receive written approval from the Office of Athletics prior to beginning any coaching responsibilities involved student athletes.
- i. All teachers or certified professional educators of AACPS who hold coaching positions are automatically renewed unless, in writing, they are terminated at the end of the assignment or no later than the end of the school year.

C. Volunteer Coaches Requirements

1. State Requirements

The Code of Maryland Regulations (COMAR) 13A.06.03.04. B (4) (MPSSAA Coaching Eligibility) states:

Member MPSSAA schools may permit volunteer athletic coaches to assist their coaching staff. These volunteer coaches may not serve as head coaches at any level and must work only under the direction of a head coach. The volunteer coach may be utilized if the following procedures are followed:

- a. The volunteer coach shall be at least 21 years old and possess a high school diploma.
- b. The volunteer coach shall have completed or be enrolled in a one-credit course in the Care and Prevention of Athletic Injuries.
- c. The volunteer coach shall be formally appointed on a one season basis for a specific coaching assignment.

2. Anne Arundel County Requirements

Pursuant to the State regulations, the following criteria established by the Anne Arundel County Public School District must be followed in the use of volunteer coaches:

- a. The applicant must submit a completed coaching application with proper approval by the Office of Athletics.
- b. Volunteer coaches shall be limited to one for each full time and paid position in each varsity and junior varsity team in a sport.
- c. It is highly recommended that the applicant may not serve as a volunteer in a sport in which he or she has a member of the immediate family participating.
- d. All paid contractual coaching positions must be filled prior to contracting a volunteer coach unless waived by the Coordinator of Athletics. The high school principal will initiate this request in writing to the Office of Athletics.
- e. Volunteer coaches shall not coach without a contract.
- f. The applicant shall be selected by a recommendation of the head coach to the athletic director. The principal must approve the assignment.
- g. The volunteer coach shall be evaluated by the athletic director and principal.
- h. The volunteer coach shall be dismissed at any time by the recommendation of the head coach, confirmed by the athletic director and approved by the principal.
- i. The volunteer coach must meet COMAR pertaining to camp rules and out of season coaching in the current MPSSAA Handbook.
- j. The conduct of the voluntary coach shall be exemplary for the growth and developmental needs of all students by meeting the criteria for ethics in the Athletic Handbook.
- k. The candidate must meet all policies pertaining to child abuse, fingerprinting and sexual harassment.
- l. The volunteer coach shall be under the direction of the head coach regarding locker room supervision, practice, contests and transportation unless he or she is a certified professional educator in AACPS.
- m. Volunteer coaches shall not be the sole supervisor at an athletic contest unless they are certified professional educators in AACPS.
- n. An additional team will not be created because a volunteer coach is available.
- o. Volunteer coaches will not receive compensation from the Anne Arundel County Board of Education and are not permitted to accept compensation for these services from ANY SOURCE.
- p. In addition to the State bylaw, the volunteer must be currently certified in CPR.

II. Athletic Personnel

SECTION 3:

QUALIFICATIONS FOR ATHLETIC PERSONNEL

A. Athletic Directors and Assistant Athletic Directors

1. Candidates must have experience at the high school level. To satisfy this requirement, they must:
 - a. Show evidence of satisfactory performance as a high school coach and,
 - b. Show evidence of involvement in many aspects of the athletic program.
2. Candidates must show evidence of administrative, organizational and coordination skills.
3. Candidates must have the ability to develop and maintain positive relationships with coaches, parents, students, faculty members, and all other community members.
4. Candidates must be knowledgeable of county and state rules, policies and procedures.
5. All Athletic Director candidates must have their NIAAA Registered Athletic Administrator certification (RAA).
6. Effective August 1, 2009, ADs will be required to obtain their Certified Athletic Administrator certificate (CAA) within 5 years or by August 2014, whichever is later.

B. Head Coaches and Assistant Coaches

Applicants shall have had athletic experience at the high school, college and/or professional level. This requirement shall be satisfied by participation as:

1. High school player, coach.
2. College player, coach.
3. Professional player, coach.
4. A player in a highly organized intramural program while attending college.
5. Coach in an organized recreation council program.

SECTION 4:

DUTIES AND RESPONSIBILITIES OF ATHLETIC PERSONNEL

A. Athletic Directors

1. The athletic director is responsible to the principal for organizing, administering, and overseeing the operation of the school athletic program. These responsibilities will include initiating, organizing, maintaining, developing, and evaluating athletic activities. Each athletic director will be evaluated by his or her principal on a yearly basis. The athletic director shall work closely with the school principal or designee in the performance of the following duties:
 - a. Know and enforce all state, county and school athletic policies and procedures.
 - b. Attend all meetings involving the school in the area of athletics, or appoint a designee. Attend county, district, state and national athletic association meetings, and/or professional association conferences and workshops.
 - c. Arrange to have adequate professional staff coverage at all home games, contests and meets in which the school is involved. The athletic director should attend as many contests as possible.
 - d. Assure procedures and/or practices are in place to provide verification on all official forms.
 - e. Secure officials for all athletic contests when not provided by a county-wide contractual agreement.
 - f. Report to appropriate building level administrator any unsafe conditions existing within the areas used during athletic events.
 - g. Arrange, through the appropriate administrator, for police, ambulance and other public safety departments to have representatives at as many home contests as necessary.
 - h. Schedule athletic events. Assist the County Coordinator of Athletics in developing county schedules. Schedule all other contests and scrimmages in addition to the county schedule.
 - i. Draw up contracts for non-county athletic activities.
 - j. Notify opposing team, officials, bus company, school, news media and the community of postponed events.
 - k. Assist tournament chairpersons in scheduling and operating district, regional and state tournaments.

II. Athletic Personnel

- l. Work with all coaches to develop programs in each sport. Inform each coach of his or her individual duties and responsibilities to the program, including everyday responsibilities such as care of equipment, locker room safety, building security, etc.
- m. Schedule practice areas for athletic activities. Work with school business manager and county scheduling office in scheduling community groups into a facility.
- n. Stimulate interest of students, staff and community in the athletic program.
- o. Cooperate with the sponsors of the school extracurricular activities that are associated with athletics.
- p. Implement procedures for hosting visiting teams.
- q. Provide physical examination and AUTHORIZATION FOR PARTICIPATION IN INTERSCHOLASTIC ATHLETICS forms for all athletic candidates.
- r. Arrange for athletic transportation.
- s. Implement procedures for maintenance, repair and cleaning of athletic facilities, equipment and supplies.
- t. Assist the principal in the interpretation of state and county regulations.
- u. Consult with the Coordinator of Athletics to clarify policy.
- v. Assist the school principal and coaching staff in the development of a set of conduct and training rules.
- w. Assist the principal in the selection and evaluation of all coaches.
- x. Develop an athletic budget for presentation to, and approval by, the school finance committee. Oversee the actual disbursement of athletic monies.
- y. Provide budget and scheduling information to document gender equity in athletics.
- z. Develop, implement, evaluate and revise the Sportsmanship Action Plan with input from the school community.
- aa. Be accountable for information requested by the Coordinator of Athletics.
- bb. Adhere to the NIAAA Code of Ethics for Athletic Administration .
- cc. Submit in season sport eligibility rosters to the Coordinator of Athletics prior to the first playable date.
- dd. Parent authorization forms and eligibility rosters should be maintained by the athletic director for 5 years.
- ee. Perform other duties as necessary.

B. Assistant Athletic Directors

The assistant athletic director will work in cooperation with the athletic director. He or she must possess a working knowledge of the athletic program. The assistant athletic director shall be responsible for duties and assignments as delegated by the athletic director. Assistant athletic directors will aid in development, implementation, evaluation and revision of the Sportsmanship Action Plan with input from the school community. Final decisions regarding these duties will be made by the athletic director in consultation with the principal or his or her designee. Assistant Athletic Director will be evaluated by their principals or their designee on a yearly basis.

Athletic Director and Assistant Athletic Directors shall adhere to the N.I.A.A.A. Code of Ethics.

The Interscholastic Athletic Administrator:

1. Strives to develop and maintain a comprehensive athletic program which seeks the highest development of all participants, while respecting the individual dignity of every athlete.
2. Considers the well being of the entire student body as fundamental in all decisions and actions.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Organizes, directs and promotes an interscholastic athletic program that is in harmony with, and contributes to, the total school program.
5. Cooperates with the staff and school administration in establishing, implementing and supporting school policies.
6. Acts impartially in the execution of basic policies and enforcement of the conference, league and state high school association rules and regulations.
7. Fulfills professional responsibilities with honesty and integrity, and upholds the honor of the profession in all relations with students, colleagues, coaches, administrators and the general public.

II. Athletic Personnel

8. Avoids using the position for personal gain or influence.
9. Seeks to improve the professional status and effectiveness of the interscholastic athletic administrator through participation in local, state and national in-service programs.
10. Is committed to high standards of ethics, sportsmanship and personal conduct on the part of the administrator, members of the coaching staff and the athletes representing their school.

C. Academic Advisors

The Academic Advisor will work cooperatively with the athletic department. He or she must possess a working knowledge of the athletic program. The academic advisor shall be responsible for duties and assignments as delegated by the principal or principal's designee. Duties and responsibilities of the Academic Advisor shall consist of:

1. Identify student-athletes who do not meet academic eligibility.
2. Conduct and monitor the academic help sessions for those students on academic probation.
3. Obtain grades and calculate student-athlete's GPA at the conclusion of the academic probation period.
4. Notify the principal or principal's designee of probationary student's eligibility status at the conclusion of the academic probation period.
5. Collect and submit team GPA's to the Coordinator of Athletics at the end of each sport's season.
6. **At the end of each academic probation period, all remaining athletes on the school teams shall be entered into SASI Student Groups for reporting purposes.**
7. Perform other duties as assigned.

E. Coaches

The coach of any sports activity should consider such sport as an integral part of the total school program. Personnel in charge of such sports activities should utilize sound educational principles and practices in an effort to ensure that athletics is, at all times, a worthwhile part of the overall school program. Student involvement in the total school program must be encouraged and supported.

PURCHASING GUIDELINES - Coaches may not purchase uniforms, equipment or supplies from any account without approval from both the principal/principal's designee and the Athletic Director. No purchase order may be generated without verification from the school's financial secretary that funds are available.

1. **ALL** coaches will:
 - a. Know and enforce all state, county and school athletic policies and procedures.
 - b. Attend appropriate meetings in the school and at the county level.
 - c. Attend appropriate rules interpretation meetings.
 - d. Be responsible for the distribution and collection of the school's athletic equipment before, during and after the season.
 - e. Be responsible for squad members before, during and after a practice/contest.
 - f. Be responsible for the selection of a team captain.
 - g. Refrain from verbal and physical abuse towards players, coaches, officials and spectators.
 - h. Implement and apply the Sportsmanship Action plan for their team at the high school
 - i. Maintain documentation for player participation in every athletic contest. If appropriate documentation is not kept by the coach, an athlete in uniform will be considered a participant (See Form 1)
 - j. Complete and submit officials' evaluation forms.
 - k. Avoid receiving financial gain or personal benefits from any returning players and/or parents.
2. **HEAD** coaches are responsible to the athletic director and will:
 - a. Provide a published list of training and conduct rules for the student athlete.
 - b. Determine the personnel of the team.
 - c. **Be responsible for creating a written team tryout rubric.**

II. Athletic Personnel

- d. Maintain control of the team in all matters related to coaching and athletic discipline. Any supplementary procedures originating at the team level must be filed with and approved by the athletic director and the principal designee.
 - e. Prior to the start of the season, provide written communication to the student athlete regarding the requirements for earning an athletic award.
 - f. Submit to the athletic director an eligibility roster for certification at least one week before the first contest.
 - g. File and verify with the athletic director a record of the physical examination and AUTHORIZATION FOR PARTICIPATION IN INTERSCHOLASTIC ATHLETICS forms for each member before the first practice.
 - h. Submit a written inventory of equipment, supplies and uniforms at the conclusion of the season.
 - i. Submit all requested information by the proper deadlines for official use at the county, regional and state levels.
 - j. Submit to the school nurse and athletic director, within one school day, a Standard Student Accident Report for any injury that results in a medical visit (See Form 2).
 - k. Perform all other duties as assigned.
3. **ASSISTANT** coaches are responsible to the head coach and will:
- a. Work with the head coach to establish a uniform program at the varsity and junior varsity levels.
 - b. Provide the head coach with all requested information.
 - c. Perform all other duties as assigned.

SECTION 5:

SELECTION PROCESS FOR ATHLETIC PERSONNEL

- A. **Schools shall send to the Office of Athletics their athletic personnel vacancies as they occur. All emergency coaching vacancies should be advertised within ten (10) calendar days after the season is completed.**
 - B. The Office of Athletics shall advertise all athletic personnel vacancies within ten (10) calendar days from the receipt of the vacancy.
 - C. Eligible personnel shall have fifteen (15) calendar days after the vacancy is advertised to apply.
 - D. A list of eligible personnel shall be made available to the school principal and athletic director, as appropriate.
 - E. The school principal, athletic director and head coach, when appropriate, shall be involved in the interview.
 - F. **In accordance with COMAR, only certified teachers and professional educators and MPSSAA credential coaches will be interviewed in the first round of the selection process. After the teacher ranks have been exhausted, then, and only then, will temporary (emergency) coaches receive an interview.**
 - G. The final selection of all athletic personnel shall be made by the school principal.
 - H. Appointments shall be made within thirty (30) calendar days after the closing date.
 - I. The school principal shall notify the Office of Athletics immediately upon selection of a candidate.
 - J. If a vacancy should occur within thirty (30) calendar days after the starting date of any sports season, the principal may fill the vacancy by selecting:
 1. personnel currently under contract for the sport in question, or
 2. another qualified applicant.
- NOTE:** In such situations as described above, personnel shall serve in an "acting" capacity until the position can be filled in accordance with the procedures outlined in this document.
- K. Should no acceptable candidate be found, the principal shall ask the Coordinator of Athletics to re-advertise the position.

SECTION 6:

EVALUATION OF ATHLETIC PERSONNEL

- A. The athletic director and assistant athletic director shall be evaluated by the principal and/or principal's designee. The Athletic Director's Evaluation Form shall be used for both purposes.
- B. Coaches shall be evaluated by the principal and/or his/her designee with the assistance of the athletic director.

III. County Committees

SECTION 1: ATHLETIC LEGISLATIVE COMMITTEE

The Athletic Legislative Committee reviews the rules and regulations in the County Athletic Handbook each year. This committee recommends changes to the Superintendent's Council.

The Athletic Legislative Committee shall be composed of the following: Coordinator of Athletics, who shall serve as Chairman; Chief of School Performance Officer assigned to athletics; 6 high school principals, 6 athletic directors, (2) coaches appointed by the Coaches' Association; (2) student athletes, one male, one female, appointed by Chesapeake Regional Association of Student Councils; (2) parents representing two high school booster associations. The Athletic Legislative Committee shall hold an annual meeting during the month of March. (A specific meeting date will be determined by the chairperson.) Proposed amendments or additions to athletic policies to be submitted to the Board of Education shall be initiated through the following procedures: (1) recommended changes shall be submitted in writing to the Chairman of the Athletic Legislative Committee on, or prior to, February 1 in order to be considered during the annual March meeting; (2) such changes shall be forwarded by the Chairman to all secondary school principals and athletic directors for reaction prior to the scheduled annual meeting, and (3) policy changes must be passed by a majority vote held during the annual meeting.

The duties of the Athletic Legislative Committee shall include:

1. A review and study of athletic policy;
2. Determination of procedures for administering athletic activities within approved rules and regulations;
3. Recommendations to the Superintendent Executive Staff regarding any changes in athletic policy or procedures.

SECTION 2: ATHLETIC ADVISORY COMMITTEE

The AACPS Athletic Advisory Committee is the appeals hearing board in cases where an athletic violation has been ruled by the Coordinator of Athletics. The Committee shall consist of the Deputy Superintendent, The Chief School Performance Officer, a current high school principal, a current athletic director and a member of the Anne Arundel County Coaches Association. The Coordinator of Athletics will serve in an ex-officio capacity.

The AACPS Athletic Advisory Committee will hear appeals and make a recommendation of a ruling to the Superintendent for county and state violations. The Superintendent's ruling in state violations may be appealed within 30 days to the Appeals Committee of the MPSSAA.

SECTION 3: SPORTS ADVISORY COMMITTEE

There is one sports advisory committee for each sport. The Sports Advisory Committees are comprised of 3 teacher coaches and one athletic director. The advisory committee will meet at the conclusion of the sports season to advise the Coordinator of Athletics.

The duties of the Sports Advisory Committee shall include:

1. Recommending changes to sport specific protocols and practices.
2. Evaluating sports officials group interested in officiating a sport for AACPS.

SECTION 4: SCHEDULING COMMITTEE

The scheduling committee will meet each December to assist the Coordinator of Athletics in scheduling athletic events. The committee shall be comprised of: A principal's representative, six athletic directors and the Coordinator of Athletics. The Coordinator of Athletics will serve as the chairperson of the committee.

IV. Program Guidelines

SECTION 1:

SCHEDULING

- A. Scheduling Timelines
1. Teams schedules must be solidified by the following timelines:
 - i. Fall- June 1st
 - ii. Winter- October 1st
 - iii. Spring- February 1st
- B. If a team loses JV game due to a school's inability to field a squad, then the team may schedule an in-county game after the established timeline.
- C. **Games**
1. The Coordinator of Athletics and the scheduling committee will construct schedules for all athletic events.
 2. No member school shall participate in a regularly scheduled game until at least twenty (20) calendar days elapse after, and including, the first day of practice. Golf is the only exception to this rule.
 3. All schools in the MPSSAA may not compete in any of the following contests unless the contest has been sanctioned by each of the interested state authorities through the National High School Federation:
 - (a) Any interstate meet in which four or more schools participate;
 - (b) Any competition involving schools from three or more state athletic associations;
 - (c) Any interstate two-school contest that involves travel outside of the United States of America; or
 - (d) Any interstate two-school contest (regardless of distance to be traveled) which is sponsored by an individual or an organization other than an MPSSAA member high school.
 4. Questions about scheduling should be directed to the Coordinator of Athletics.
 5. Before participating in a tournament and/or activity that may be questionable, consult the list of sanctioned contests or call the Executive Director of MPSSAA to be certain the contest is sanctioned.
 6. All rules pertaining to obtaining sanctioning are listed in the current MPSSAA Handbook and should be observed.
- D. **Scrimmages**
1. **A school is permitted to have (2) practice scrimmages in addition to the regularly scheduled contest for any one athletic activity.**
 2. Officials will only provide services for 2 scrimmages for each team. **Multiple team scrimmages and play-days equal one scrimmage. However, these scrimmages may be subject to additional official's costs. Coaches and athletic directors are encouraged to contact the official's assignors before a play-day.**
 3. A scrimmage is a practice or game in which no score is reported, no admission is charged, no public report is made and the sole purpose of the practice or game is purely for instructional purposes.
 4. AACPS require that five (5) practice calendar days elapse before a scrimmage with another school can be scheduled. **A practice calendar day means** any day in which a school team could have practice within the athletic regulations.
- E. **Practice**
1. **REQUIRED PRACTICE** - A member MPSSAA school shall not participate in a regularly scheduled game until at least 20 calendar days have elapsed after, and including, the first day of practice. Golf is the only exception to this regulation. Students who join the team after the first day of practice must practice for five days (may compete on the 6th day) before competing in a game.

Any student-athlete who is a member of a school team advancing past the start of the next sports season is exempt from the 5 days of practice policy. Those students are eligible to participate in athletic contests as soon as they are added to the new team's roster.
 2. Practice may be held every day of the week except Sunday.
 3. Inclement weather which causes school closure or early dismissal will cancel practice for the day. Practice may also be canceled at the discretion of the principal when deemed appropriate. The Superintendent or his or her designee may permit practice or games under extenuating circumstances.

IV. Program Guidelines

- F. All county high schools are required to confine all organized practice sessions to the seasonal limitations as defined in the current MPSSAA Handbook.
- G. Practice shall be limited to a maximum of three (3) hours daily when school is in session. Practice on all days when school is not in session may last no longer than six (6) hours. The practice limitations should be cumulative, including chalk talks, team meetings, and actual practice for the specific sport.
- H. Practice on the day of a contest is discouraged.
- I. Practice off campus
 - 1. Practices should be conducted on campus unless approved by the principal. Practices should not be approved that are conducted at privately owned business sites. Some examples of these are: health clubs, private gyms, indoor soccer facilities, indoor lacrosse facilities, indoor tennis facilities, etc. Golf is the exception to the rule. Questions should be addressed to the Coordinator of Athletics.
 - 2. When off campus running is desired, principals should work with coaches to assure that routes are chosen carefully with safety as the main concern. **Routes approved by the principal should be on file with the athletic director.**
 - 3. In approving designated routes, coaches and principals are asked to use the following items in their appraisal.
 - a. Distance
 - b. Traffic volume
 - c. Intersections
 - d. Off road running space
 - e. Pedestrian traffic
 - f. Pathway safety Supervision
- J. Lightning or thunder suspends outside practice, scrimmages and games immediately. In the event thunder and/or lightning occurs, 30 minutes must pass after the last sound of thunder and/or lightning before play may resume.
- K. Heat Policy -
 - 1. General practice and game procedures to be utilized when schools are closed due to excessive heat.
 - a. Coaches have discretion to schedule team meetings and/or chalk talks.
 - b. Practice sessions can begin no earlier than 5:00 p.m.
 - c. In the event a game and/or scrimmage has been scheduled for a time earlier than 5:00 p.m., that contest cannot start earlier than 5:00 p.m.
 - d. If scheduled contests for Friday are not played at 5:00 p.m. or later, then it is recommended that those contests be moved to Saturday morning or Saturday at 5:00 p.m. or later depending on the temperatures/humidity.
 - 2. Specific guidelines for humidity, heat and air quality when schools are in session, as well as, not in session are found in Safety and Risk Management, Section 2.
 - 3. Schools may contact the National Weather Service Website (nws.noaa.gov) to obtain heat and humidity information.
- L. In the event of out of county contests, the previously stated conditions will be in effect unless the host school is located in a subdivision where schools were not closed because of comparable heat conditions.
- M. Extracurricular activities, practices and club activities shall be scheduled at the end of the regular school day for not more than ninety (90) minutes on the evening prior to the day of semester examinations for senior high schools.

IV. Program Guidelines

SECTION 6: POSTPONED CONTESTS

- A. A county-wide decision to postpone contests should be made no later than 1:00 p.m. of the day of the scheduled contest. Athletic directors involved should be notified immediately. The county-wide postponement of athletic contests will be determined cooperatively by the Coordinator of Athletics and Transportation and the Instructional Director assigned to athletics.
- B. Inclement weather which causes closing of schools will automatically cancel all athletic contests and practice for that day.

SECTION 7: RESCHEDULING POSTPONED CONTESTS

- A. All county scheduled contests are to be rescheduled in the chronological order of their postponement. Postponed contests will be rescheduled for the next playable date. Questions can be directed to the Coordinator of Athletics.
- B. If the final contest of the season can only be scheduled on the remaining Saturday before the deadline set by the state bulletin that Saturday will become a playable date and the involved schools must play.
- C. **If multiple postponements occur in the last two weeks prior to the “draw” date, schools should reschedule all in-county contests first. Then, if time permits schools shall reschedule all remaining postponed contest up to, and including, the last playable date of each sport.**

SECTION 8: TITLE IX COMPLIANCE

Questions or concerns regarding Title IX compliance should be addressed to Greg Le Grand, Athletic Title IX Compliance Coordinator.

V. Coaching Guidelines and Regulations

SECTION 1:

NFHS CODE OF ETHICS FOR COACHES

The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each child should be treated as though he or she is the coach's own, and the child's welfare shall be of the utmost importance at all times. In recognition of this, the following guidelines for coaches have been adopted by the NFICA Board of Directors.

1. The coach must be aware that he or she has a tremendous influence in the education of the student athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.
2. The coach must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, athletic directors, school administrators, the state high school athletic association, the media and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
3. The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse, and under no circumstances should authorize their use.
4. The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
5. The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.
6. Coaches shall actively use their influence to enhance sportsmanship by their spectators, working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
7. Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct, which will incite players or spectators against the officials. Public criticism of officials or players is both inappropriate and unethical.
8. Before and after contests, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.
9. A coach shall not exert pressure on faculty members to give student athletes special consideration.
10. It is unethical for coaches to scout opponents by any means other than those adopted by the league and/or state high school athletic association.

SECTION 2:

COACHES CHARACTERISTICS

Coaches will set a good example by exhibiting the following characteristics:

1. Exemplify high moral character, behavior, and leadership.
2. Respect the integrity and personality of each athlete.
3. Abide by the rules of the game in letter and spirit.
4. Demonstrate continuing interest in coaching.
5. Encourage a respect for all athletes and their values.
6. Display modesty in victory and graciousness in defeat.
7. Promote ethical relationships among coaches and players.
8. Encourage the highest standards of conduct and scholastic achievement among all athletes.
9. Seek to inculcate good health habits including the establishment of sound training rule (including no tobacco of any kind).
10. Strive to develop leadership, initiative and good judgment in each athlete.

V. Coaching Guidelines and Regulations

SECTION 3:

CONDUCT OF COACHES

- A. Each coach is expected to display appropriate conduct at all times.
- B. Misconduct will not be tolerated and appropriate disciplinary action will be taken in such cases.
- C. Coaches will refrain from verbal and physical abuse toward players, coaches, officials and spectators.
- D. **Coaches ejected from an athletic contest will be prohibited from attending either JV or varsity contests involving their program for the remainder of that day as well as the next contest day. The Coaches/Officials Report Form must be completed and forwarded to the Coordinator of Athletics within the next business day.**
- E. Coaches ejected for sport rule violations will notify the athletic director by the next school day, and the school principal in consultation with the athletic director will decide appropriate sanctions.
- F. No coach or school staff member is to discuss or otherwise promote transfers or changes in residence or residence arrangement with any student, or other person of influence, or knowingly permit such activity to take place for the purpose of facilitating athletic participation. Violation of this policy by a coach or school staff member will result in disciplinary action of up to and including termination from coaching positions.

SECTION 4:

ELIGIBILITY ROSTERS

- A. Eligibility rosters must be prepared and signed by each coach and signed by the principal and athletic director certifying that each squad member satisfies all requirements of the scholastic eligibility code.
- B. Rosters must be on file in the office of the Coordinator of Athletics prior to the first playable date.
- C. Additions to the original eligibility forms may be mailed or faxed to the Coordinator of Athletics by an athletic director prior to participation in an athletic contest. Once a student has participated in an official contest, they cannot be deleted from the roster.

SECTION 5:

AWARDS

- A. Refer to MPSSAA Handbook for other regulations regarding awards.
- B. The minimum criteria for awarding a varsity school athletic letter or other similar school awards:
 - 1. The participant must complete the season in good standing.
 - 2. The participant must fulfill all team-related obligations.
- C. **Student Athletes who do not complete the season in good standing may not be allowed to attend school based/booster sponsored awards banquets. Good Standing is determined by the school administration.**
- D. The coach of the team may establish more specific written requirements for earning a letter, but any additional requirements must meet the approval of the athletic director and principal.

VI. Student and Parent Information

SECTION 1: PRE-PARTICIPATION INFORMATION

A. Pre-participation Evaluation

A student shall be examined and certified to the high school principal as being physically fit to participate in any try-out, practice or contest of a school team. The examination shall be performed by a qualified physician, according to MPSSAA guidelines. Verification of the examination must be submitted each school year of participation. Verification must be dated after June 1st for the subsequent year of participation.

B. Guide for Student Athletes

Every candidate for, and participant on, an interscholastic team must provide proof of parental permission and have insurance covering possible accident or injury in school-sponsored games, practice sessions, and during travel to and from athletic contests. Such coverage may be provided through the purchase of scholastic accident insurance, or by providing proof of similar or superior insurance protection.

C. Concussion Information Sheet

Every candidate and his/her parent/guardian must read, sign and return the AACPS concussion information sheet which will provide awareness on:

- i. The nature and risk of a concussion or head injury
- ii. The criteria for removal from and return to play
- iii. The risks of not reporting injury and continuing to play
- iv. Appropriate academic accommodations for students diagnosed as having sustained a concussion or head injury

SECTION 2: MEDICAL INFORMATION AND INJURY PROTOCOLS

A. Concussion

An injured student suspected of having a concussion should be transported for emergency medical assistance. If a parent or guardian is present at the practice or game, they may make the decision with the emergency medical personnel whether the student would be transported. However, the injured student may not re-enter the contest nor participate in subsequent contests until cleared by an appropriate medical professional.

B. Transporting an Injured Athlete

Coaches should make every effort to notify parents. Whenever possible a coach (paid or volunteer) should accompany an injured student athlete when being transported. Caution: Teams should not be left unsupervised at practice, games or during bus rides in order to accompany an injured student.

C. Student-Athlete Resuming Play after an Injury

Any student requiring medical attention from a physician must have a medical release form from a licensed physician, certified physician's assistant or certified nurse practitioner before being able to return to practice or compete. The medical release must be on file with the athletic director.

D. Student Accident Form

A student accident form (Form 2) must be completed when an athlete is injured in a practice or game. A copy should be forwarded to the athletic director and the health assistant by the next school day.

SECTION 3: SQUAD MEMBERSHIP

- A.** Any student who is officially registered and attending that school may try out for a team, providing the student resides within the school's attendance area, or is attending with special permission of the Office of Pupil Services for Anne Arundel County Public Schools. Such a try-out must be consistent with state and county policies governing athletic participation.

Note: For specifics on registering and attending see Subsection 5.8

VI. Student and Parent Information

- B. Student Athletes are subject to all rules at the start date of the specific sport season from the first day of try-outs.
- C. Once an athlete begins the try-out process for a sport at any Anne Arundel County Public School that athlete becomes ineligible to participate in that sport at another Anne Arundel County Public School for the remainder of the season. A bona fide change in residence which designates that student to another school is the only exception.
- D. The coach of each sport is responsible for the determination of squad membership and playing time.
- E. Once an athlete becomes a member of a squad, the athlete becomes ineligible to participate in another sport during that season at that school unless formally cut or released from a squad by the coach.
- F. An athlete may not participate in a number of contests that exceeds the maximum allowed during a week and/or season. Participation is defined as physical entry into a bona fide school-sanctioned athletic contest.
- G. A student who is deemed ineligible will not participate in an interscholastic event. If he or she does participate while ineligible, the event will be forfeited.
- H. Seniors are not eligible to participate on junior varsity teams or events.
- I. Students who have joined the team after the first day of practice must practice for five days (may compete on the 6th day) before competing in a game.
- J. There are comparable team sports in the Anne Arundel County Interscholastic Athletic program. Thus, male and female students must participate on gender designated teams. These teams include:

Boys Soccer – Girls Soccer
Boys Lacrosse – Girls Lacrosse

Boys Basketball – Girls Basketball
Boys Baseball – Girls Softball

Volleyball and field hockey are for females only. However, because the MPSSAA permits females to participate in the state tournaments in football and wrestling, females will be permitted to try out and/or play for these two sports.

Co-educational sports are:

Cheerleading	Cross Country	Golf	Indoor Track
Outdoor Track	Swimming	Tennis	Unified Bocce
Unified Bowling	Unified Tennis		

SECTION 4:

GENERAL STANDARDS FOR ELIGIBILITY

A student's eligibility for participation in interscholastic athletics at the high school level shall be based on the criteria in the current MPSSAA Handbook.

SECTION 5:

ACADEMIC ELIGIBILITY

Sub-section 5.1:

Definitions:

- A. Academic eligibility period the period of time during which a student may participate in interscholastic athletics and extracurricular activities. Academic eligibility periods are determined by the date of issuance of report cards reflecting grades earned during each marking period.
- B. Academic probation the consequence for a student who fails to maintain academic eligibility standards.
- C. Academic probation period the period of time during which a student may participate in interscholastic athletic practices or extracurricular clubs, meetings or rehearsals, but will not participate in interscholastic athletic contests or extracurricular contests or performances.
- D. Academic ineligibility the consequence for a student who fails to meet academic eligibility standards at the end of an academic probation period or academic eligibility period (See Sub-section 5.4, D).

VI. Student and Parent Information

- E. Academic ineligibility period the period of time during which a student is ineligible to participate in interscholastic athletic practices, interscholastic athletic contests or extracurricular activities, contests or performances.
- F. Interscholastic athletics school-approved, individual or team interscholastic athletic contests between two or more schools.
- G. Extracurricular activities school-approved non-interscholastic athletic activities for which a student does not receive a letter grade and which normally occur outside of the regular instructional day. This includes state, county, and school elected and/or appointed officers of the student government.
- H. Partial Schedule anything less than eight classes over a two day period.

Sub-Section 5.2 Scholastic Eligibility Code Academic Eligibility - grades 9 through 12

- A. To be eligible to participate in interscholastic athletics or extracurricular activities, grades 9 through 12, a student must maintain a "C" average (a 2.0 grade point average or greater) as determined by existing county grading procedures in all courses enrolled in AACPS that counts toward graduation.
- B. A student may earn a maximum of one "E", "I" or "U" grade in courses taken during that eligibility period.
- C. A student on a partial schedule must maintain a "C" average (a 2.0 grade point average or greater) and may not earn an "E", "I", or "U" grade.

Sub-section 5.3 State Eligibility Requirements - grades 9 through 12

To be eligible to participate in interscholastic athletics at the high school level, a student must also meet the eligibility requirements and standards established in the current edition of the Maryland Public Secondary Schools Athletic Association Handbook.

Sub-section 5.4 Eligibility Requirements

- A. The principal of a school is responsible for the certification of academically eligible students for participation in interscholastic athletics and extracurricular activities.
- B. A student who is academically ineligible or serving a game suspension will not be part of the team or act in the capacity of a team member at the game or games. Examples include but would not be restricted to the following: riding the team bus, gaining free admission to the game, wearing the uniform or a part of the uniform, sitting on the bench or sideline, keeping statistics, time or score and acting as team manager.
- C. At the end of each academic eligibility period the head coach or sponsor of each activity will notify the principal or the principal's designee of those students who have failed to meet academic eligibility requirements and are on academic probation or are academically ineligible. Following notification to the principal, the head coach or sponsor of each activity will notify promptly the affected students.
- D. **The academic probation period for each sport season is as follows:**
Fall – First day of the new school year for all students
Winter – The same day first marking period report cards are issued.
Spring – First day of the spring season.

NOTE: There are no "mid-season" academic probation options. If a student is declared academically ineligible during the season, that student is removed from the team.

- E. A high school student on academic probation:
 1. Must attend academic assistance sessions monitored by the academic advisor.
 2. May participate in interscholastic athletic practices or extracurricular clubs, meetings or rehearsals.
 3. Must attend a conference with the academic advisor to review their eligibility status on the 16th day of probation.

VI. Student and Parent Information

- F. Students who are still not academically eligible at the conclusion of the 16-day academic probation period are ineligible to practice or play for the remainder of that sport season.
- G. Calculating Seasonal Eligibility
 1. Fall eligibility will be computed by using the 8 highest grades from the 4th marking period plus summer school.
 2. Winter and Spring eligibility will be computed by using all grades including Twilight and Evening school.
 3. The same criteria for marking period academic eligibility calculations for students on a full or partial schedule should be utilized for the 16-day academic probation check.
- H. Academic assistance sessions will consist of a minimum of 8 sessions for a minimum of 6 hours spread evenly throughout the 16-day probationary period. These academic assistance sessions shall be only for students attempting to become eligible for the current sports season. These sessions are not a typical study hall but specialized individual help sessions approved by the principal.
- I. A student who withdraws and then reenters the same high school or any other county high school must satisfy academic eligibility requirements. Academic eligibility will be determined by the most recent complete marking period report.
- J. Ninth grade students shall have one marking period to establish academic eligibility.
- K. **Students who transfer from an out-of-county or private school are subject to the academic eligibility standards of their preceding school/school system until they establish eligibility through grades issued on an AACPS report card. Said transfers shall provide a copy of their preceding school's academic eligibility standards and their last report card before participating in a game or contest. Students remain eligible to try-out and practice with the team while awaiting clearance to play.**

Sub-section 5.5. Determining Academic Eligibility for Students with Disabilities

If a student with a disability receiving special education services (IEP or 504 plan) fails to meet academic eligibility standards to participate in interscholastic athletics or extracurricular activities, the student or his/her parent/guardian may contact the principal of the school to request the convening of an emergency admission, review and dismissal (IEP) committee meeting in order to determine if the student's IEP has been implemented. Once a request for an IEP Review has been received by the school, the student will continue to participate fully in the extracurricular program pending the findings of the IEP Team/Committee.

The parent(s)/guardian(s) will be provided an explanation of procedural safeguards including all special education due process rights available under the Federal and State Law.

The IEP Team/Committee will make a determination as to whether or not the student's IEP has been implemented. If the IEP Team/Committee determines that the student's IEP has been met and the student has still failed to meet academic eligibility standards, the student will be ineligible and the requirements of the policy will be followed.

If the IEP Team/Committee determines that the IEP has not been implemented, the student will continue to be fully eligible for participation in interscholastic sports or extracurricular activities.

Sub-section 5.6 Weighted Grading

- A. One system of weighted grading will be applied to grades of "A", "B", or "C" earned by students enrolled in "honors" and "advanced placement" courses. One additional quality point will be added to advanced placement courses and .50 quality point to honors courses.

Un-weighted Courses

A = 4
B = 3
C = 2
D = 1
E = 0

Honors Courses

A = 4+.50 = 4.50
B = 3+ .50 = 3.50
C = 2+ .50 = 2.50
D = 1+0 = 1.0
E = 0+0 = 0

AP Courses

A = 4+1 = 5
B = 3+1 = 4
C = 2+1 = 3
D = 1+0 = 1
E = 0+ 0 = 0

VI. Student and Parent Information

- B. A system of grading, including weighted grades for honors and advanced placement courses, will be applied for all school policies, regulation and procedures, such as ranking in class and extracurricular eligibility. This system will be designated on all student transcripts. The student transcript will reflect both a “weighted” and “un-weighted” grade point average.
- C. This policy is effective for all students in grades nine through twelve beginning the 1993-94 school year.

Sub-section 5.7 Academic Eligibility Calculations

- A. The grading period will be utilized to calculate academic eligibility.
- B. Board policy stipulates that a student is ineligible to participate in extracurricular activities if he or she receives more than one "E" or "U."
- C. If a student earns an "NG" as a marking period grade, the class is ignored for GPA calculations.
- D. If a student receives TWO of ANY COMBINATION of "E", "I" or "U", that student is on academic probation. An "I" equals "E" until resolved otherwise.
- E. A class in which a student has withdrawn (semester grade "W") is ignored for calculation of academic eligibility consideration.
- F. If a student receives a "U" as a marking period grade, it will not be used in the calculations. The class will be ignored for purposes of computing GPA. It will, however, count as an "E" for purposes of the "more than one "E" rule.”
- G. Rules for weighted grading in the calculation of GPA are applied according to Board Policy.

Sub-section 5.8 Anne Arundel County Registered and Attending Applications

- A. **COMAR 13A.06.03.02**
Students shall be officially registered and attending a MPSSAA member school. They represent only the school in which they are registered and at which it is anticipated they will complete their graduation requirements. Ninth grade public school students who reside in the attendance area of a high school organized grades 10-12 may participate in the interscholastic athletic program of that high school.
- B. **Non-Public Placements and Home/Hospital Teaching Services**
A student placed by AACPS outside the school district or on home and hospital teaching for reasons other than discipline or violations of our Community Offense policy remains eligible. Students placed outside the school district or on home and hospital teaching due to discipline or violation of our Community Offense policy issues are not eligible at any AACPS school during their placement.
- C. **Home Instruction (parent request)**
Students being taught by parental request at home (home instruction) are not enrolled in the Anne Arundel County Public Schools and cannot participate in athletics.
- D. **Regional Special Education Program**
Students who are registered and attending Regional Special Education Program at a comprehensive high school may compete on that school team.
- E. **Phoenix Center**
Students with disabilities are considered registered and attending based on the MSDE commitment to resolve with OCR. They may compete for the school in the district their parents or legal guardians reside. This correlates with the non-public and public disability placement under the commitment to resolve.
- F. **Alternative High School or Learning Center**
Students who are registered and attending the Alternative High School or Learning Center do not have dual registration in their home school. They may not participate in interscholastic athletics until they are reinstated and registered and attending a MPSSAA member high school.

VI. Student and Parent Information

G. AACPS Evening High School
Students who are registered and attending a regular high school and are concurrently enrolled in AACPS Evening High School are eligible to participate in interscholastic athletics.

H. College Courses
Students who are registered and attending a regular high school and are concurrently enrolled in college are eligible to participate in interscholastic athletics.

Sub-section 5.9 Enforcement of Code

Failure to comply with these regulations or with any athletic rules promulgated by the public schools or the Maryland Public Secondary Schools Athletic Association may result in disciplinary action against the school, student and/or coach.

SECTION 6: ATTENDANCE

- A. Each athlete is required to attend all scheduled classes.
- B. In the case of extenuating circumstances, the principal of the school may grant an exception for excused class absences.
- C. As a result of administration verification of a class cutting or truancy, for any part of the school day, the student will be ineligible to compete in the next event. A second offense of a class cutting or truancy, or a combination of the two, during the same sport season, will result in the removal of the student from the team for the remainder of the sport season. Multiple days of class cutting or multiple days of truancy satisfy the rule for second offense and the student athlete will be removed from the team for the remainder of the sport season.

SECTION 7: CONDUCT OF ATHLETES

- A. Each athlete is expected to display good conduct *and sportsmanship* at all times.
- B. As a result of misconduct or disruptive behavior, the principal or designee shall be responsible for deciding appropriate discipline.
- C. Any student expelled or suspended from school;
 - 1. Shall remain away from the school premises during those hours each school day when the school the student attends is in session;
 - 2. May not participate in school sponsored activities and;
 - 3. May not return to the school building or grounds unless accompanied by a parent.
- D. A student athlete who has been suspended or expelled from school for violation of any Board of Education policy or regulation governing assaults by students, possession and use of weapons and dangerous implements by students, alcoholic beverages, controlled dangerous substances or other intoxicants, use of tobacco by students or expelled for any other reason, will be prohibited from participating in interscholastic sports programs for at least the remainder of the season in which the infraction occurred, and may be subject to such other athletic sanctions as the principal deems appropriate.
- E. Discipline applied under these regulations may be appealed by an athlete through the existing complaint procedures found in the AACPS Parent handbook.
- F. A coach has the responsibility to administer appropriate forms of discipline for infractions of athletic policies, rules, or regulations, consistent with the Administrative HELP Manual's reference to due process.
- G. If an athlete is removed from a contest for fighting or unsportsmanlike conduct, that athlete will not be permitted to play in the next scheduled contest for the team during the current season. Depending on the severity of behavior, additional time out or removal from the team may result. In regional or state games MPSSAA sanctions on state tournament participants also will apply.
- H. **County Tournament**
If a team, or any students participating in a County Tournament, leaves the field before completion of the contest, fails to continue play when eligible to do so, or is guilty of detrimental misconduct before, during or after the tournament, the team, coach or student may be suspended from further

VI. Student and Parent Information

participation in the current tournament or the next event, upon the determination of the principal of the offending team, coach or student.

- I. **Hazing Statement:** Hazing is not permitted. Hazing is defined as an act, which creates harm and is affiliated with initiation to a team. Hazing may involve an act committed against a student or a situation in which a student is coerced into committing an act. Activities may include, but are not limited to those which:
1. Subject a student to embarrassment or humiliation or creates a hostile environment;
 2. Present a risk of physical harm;
 3. Involve the consumption of alcohol, drugs, or tobacco;
 4. Are of a sexual nature, or
 5. Involve a violation of federal, state or local laws or the school district's policies and regulations.

The principal will declare the participants of the hazing activity to be ineligible to participate for at least the next contest. Further sanctions may be imposed if determined to be appropriate by the principal or county policies.

SECTION 8:

CONDUCT OF SPECTATORS

The supervising personnel at an athletic function are required to maintain and enforce appropriate conduct of the spectators.

1. Spectators represent their schools, as do athletes.
2. Spectators are expected to demonstrate the highest standards of sportsmanship.
3. Booing, taunting, inappropriate cheers, or attempts to intimidate athletes, coaching staffs, event personnel, administrators, officials and opponents are unacceptable behaviors. Spectators should support and cheer for their teams in a positive manner.
4. Spectators who exhibit unacceptable behavior will be asked to leave the contest without reimbursement of game fees and will not be permitted to re-enter that contest. Further disciplinary action may be imposed by the school principal.
5. Spectators will not be permitted to leave and reenter without paying a second admission.
6. Spectators must comply with the AACPS' alcohol, drug and tobacco policies.
7. Spectators may not take food or drinks into the gymnasium.
8. Spectators must stay in the bleachers or stands. For spectator safety, there is no jumping on the bleachers or stands.
9. Only authorized coaches for the designated activity and/or authorized school supervisory personnel so designated by the school are permitted on the sidelines. Reporters who have requested to be on the sidelines should check in with game management.
10. School dress code extends to athletic contests.
11. During contest, spectators may not play catch or pickup games inside the stadium or gymnasium.
12. Noisemakers are prohibited at athletic events.

SECTION 9:

DUE PROCESS

Because of the Supreme Court decision in the case *Goss v. Lopez*, school officials must pay careful attention to the requirements of DUE PROCESS. Schools may enforce reasonable rules and regulations to maintain order and to facilitate control of the educational process. These regulations must, however, bear a reasonable relationship to the educational mission and may not be enforced in violation of individual rights granted by the Constitution in the 5th and 14th Amendments. If an individual is to be temporarily deprived of rights, the procedure used must recognize and provide the constitutional guarantees of:

1. Notice - that rights are to be deprived.
2. Presentation - of the charges alleged.
3. Hearing - an opportunity for the student to present his/her side of the story.
4. Fairness - in the determination of fault and the assignment of sanction.

VI. Student and Parent Information

SECTION 10: NON-SCHOOL CLUB RECOGNITION

DEFINITIONS:

- A. Competitive Non-School Club is a group of students participating in an activity that is supported by a private organization and is not sanctioned by AACPS. The Private organization may only use AACPS facilities through the Facilities Use Agreement. A competitive non-school team may not use the school's name, colors or mascot in competition or for any other purpose unless it is clearly identified as a community team.
- B. Non-Competitive School Club is a group of students who have a bona fide school sponsor and participate in physical activities for recreation and enjoyment. There is no competition between schools.

GUIDELINES:

- A. School Announcements
A principal, at his or her discretion, may allow a non-school club announcement with the appropriate disclaimer. Website links and inclusion in the school's newsletter are not recommended.
- B. Yearbook
A principal, at his or her discretion, may allow a non-school club's purchase of an ad in the A.D. section of the school's yearbook with the appropriate disclaimer.
- C. Distribution of Material
A principal, at his or her discretion, may allow a non-school club's to distribute flyers and other materials on a community news bulletin board or table.
- D. Recognition as a School Club
Schools are allocated a finite number of clubs positions. Clubs wishing to become affiliated with a school should follow current guidelines including clearance of the AACPS Risk Management Office.
- E. Posting Awards, Pictures and Trophies
The workgroup unanimously agreed that placing awards, pictures and trophies in the school should be left solely to those recognized school sponsored teams and extra-curricular activities.
- F. Disclaimer
The NAME OF CLUB is a private organization which is not affiliated or sponsored by the Anne Arundel County Public School System or any Anne Arundel County Public School.

SECTION 11: TRANSPORTATION

- A. Transportation for all athletic teams and cheerleaders shall be by public bonded carriers. All participants must travel with the team and coaches to and from the site of an interscholastic contest unless permission is requested in writing by the parents, presented by the student to the administrator prior to the conclusion of the school day, and is granted by the principal or designee.
- B. Teacher(s) and/or coach(s) who are not contracted to supervise that specific team must complete an "Agree to Supervise" form before transportation takes place.
- C. Students who are transported in cars must complete the AACPS Student Self-Transportation form for each event.

VI. Student and Parent Information

SECTION 12: SELF TRANSPORTATION GUIDELINES

- A.** On occasion, students may be asked to self transport to scrimmages, off –campus practices and contests. Each student athlete must be listed as a driver or passenger on the AACPS self-transportation form. This form must be signed by a parent/guardian of each student involved and approved by the principal.
- B.** **Travel Guidelines for School Days**
 - 1. No team self-transportation before 4 p.m. Golf is the only exception.**
 - 2. Schools shall use bonded carriers so long as the school/coach maintains custodial care up to the start time. Otherwise, students and their families may determine their own mode of transportation for off-campus practices and scrimmages.**
 - 3. Off-campus travel for practice is discouraged and must be approved in writing in advance by the principal. However, in-county travel after 4:00 p.m. may be permitted if custodial care is relinquished by the school at the end of the regular school day.**
- C.** **Travel Guidelines for Non-school days**
 - 1. Teams and individuals are permitted to determine their own mode of travel within 40 miles one-way of the school on non-school days. However, any travel across the bay bridge shall be by a bonded carrier or parent drivers only.**
- D.** **Travel Guidelines for Overnight Weekend Contests**
 - 1. Parent drivers are permissible for Saturday and weekend overnight tournaments. Travel requiring an overnight stay shall follow all field-trip guidelines.**

SECTION 13: OFFICIALS

- A.** Schools will only utilize officials who are registered with MPSSAA and NFHS.
- B.** Officials under contract with AACPS must be utilized for all interscholastic athletic games/events, tournaments and scrimmages when officials are provided.
- C.** The officials that service AACPS are obtained utilizing county and state qualification criteria through a bid process initiated and conducted by the Purchasing Division or arrangements made by the Coordinator of Athletics.
- D.** Officials shall adhere to the Officials Code of Ethics establish by the NFHS.

VII. Regulations, Interpretations, Violations and Appeals

SECTION 1:

OUTSIDE PARTICIPATION

C.O.M.A.R.

.02G(1) “The outside participation shall not conflict with the practice or contests schedule of the school including district, regional, and State championship play unless prior approval has been obtained from the school principal and coach;”

State Interpretation: Any factor of a non-school athletic activity that causes a student to miss any portion of a school practice or contest constitutes a conflict.

This would include but is not limited to:

1. Practice
2. Competition
3. Tryouts/qualifying
4. Travel to and from
5. Registration
6. Awards ceremony, etc.

Note: It is expected that high school teams conduct practice for all members or engage in competition every day school is in session during the sports season.

Additional AACPS Conditions and Interpretations:

1. Approval requests for an outside conflict will only be granted for a unique opportunity or singular event. Approval requests must be submitted in writing prior to the first playable date of that specific sport season.
2. **A student involved in a conflict without prior approval shall forfeit his/her eligibility for the remainder of that sports season. The student will be immediately removed from the team and will not finish the season in good standing. A COMAR violation occurs, against the school, when the student participates in an event or contest after forfeiting his/her eligibility.**
3. An outside conflict is considered approved once the principal and coach give written approval. However, if an “approved” outside same sport conflict is to occur during any part of the state tournament series, the student will be ineligible to participate in the state tournament series.
 - a. Violations are considered “conduct detrimental to the tournament” and the student would become ineligible for the state tournament series in the subsequent same sport season. Additional penalties may also be imposed.

SECTION 2:

OUT-OF-SEASON PRACTICE

C.O.M.A.R.

.04G(1) “Member schools and coaches of member schools shall confine all organized or formal practice for a contestant or a team to the seasonal limitations as defined in Regulation .03.”

State Interpretation: Any individual, group, or team gathering that has assembled for the purpose of instruction and is under the direction of any member of the school coaching staff would constitute a violation.

Additional AACPS Conditions and Interpretations:

1. Open weight rooms, mats, gyms and speed/conditioning sessions shall be:
 - a. sponsored by the school and approved by the principal;
 - b. conducted with no sport specific instruction or team organization;
 - c. open and free to all members of the school’s student body;
 - d. conducted and chaperoned by a current AACPS employee.
2. Pre and post-season “interest” meetings are not considered a violation.

VII. Regulations, Interpretations, Violations and Appeals

C.O.M.A.R.

.04G(2) “A coach may not coach a team representing his school beyond the sports season as defined in Regulation .03.”

State Interpretation: Any paid or volunteer coach at a member school may coach a non-school team provided the following criteria is observed:

- a. The team may not use a name connected with the school.
- b. The team may not use school uniforms or equipment.
- c. The team is participating in a league, clinic or similar activity sponsored by an educational or non-profit organization outside of the school system. (Individual teams may be supported by businesses, individuals, or other entities as long as the student’s amateur standing is not compromised.)
- d. Time Frame
 1. **From the start of the fall sports season as defined in Regulation .03 to the last state championship game of the spring season**, the outside teams roster does not exceed 80% of the returning players of what would constitute a starting lineup in that sport OR a modified version thereof. i.e., 7-on-7 football, 3-on-3 basketball, indoor soccer, indoor lacrosse, etc.

SPORT	STARTING LINE UP	LIMIT
Baseball	9	7
Basketball	5	4
Cross Country	7	5
Field Hockey	11	8
Football	11	8
Golf	4 members	3
Gymnastics—Boys	6 events	4
Gymnastics—Girls	4 events	3
Lacrosse	10	8
Soccer	11	8
Softball	9	7
Swimming	12 events	9 per gender
Tennis	8 State events	6
Track & Field	18 events	14
Volleyball	6	4
Wrestling	13	10

Additional AACPS Conditions and Interpretations:

Cheerleading	20 members	16
--------------	------------	----

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

VII. Regulations, Interpretations, Violations and Appeals

SECTION 3:

CAMP RULE

C.O.M.A.R.

.04I(2), (3) “MPSSAA member schools, member school coaches, school-related organizations, or individuals shall not sponsor or conduct a camp in which students who are returning players are involved or participate. A camp composed of several coaches with their respective teams is a violation of this regulation.”

State Interpretation: A school-related individual means any school employee, volunteer, his or her relatives and/or agents.

NOTE: Alleged violations brought by member schools, students or coaches will be investigated by the local superintendent or his or her designee. Those sponsoring and/or conducting a camp that is under investigation will be required to supply supporting data.

Additional AACPS Conditions and Interpretations:

1. As an extension of current conflicts of interest policies, AACPS coaches may not financially gain or personally benefit from a camp, clinic or conditioning session in which returning players are involved or participate, regardless of the camps organization, ownership, financial category or status, affiliations and/or location.
 - a. College camps and USOC affiliates, not being conducted on AACPS property, that employ AACPS coaches are exceptions to this rule.
2. Returning players working at a camp as an official, counselor and/or instructor are not considered to be “involved or participating.”

SECTION 4:

MISCONDUCT DETRIMENTAL TO A TOURNAMENT

C.O.M.A.R.

.07C (11) “If a team or any students participating in State Tournament contest play leaves the field before completion of the contest, or fails to continue when eligible to do so, or is guilty of misconduct detrimental to the tournament, then the team, coach, or students may be suspended from the further participation in the current tournament, and from the same tournament in the succeeding year, upon the determination of the Tournament Committee and the Executive Director.”

State Interpretation: Ejection from any District, Regional or State Tournament contest is considered misconduct detrimental to the tournament. Coaches, players and bench personnel ejected from these tournament contests are disqualified from the succeeding contest in that tournament year. Additional sanctions could be imposed depending on the circumstances.

Additional AACPS Conditions and Interpretations:

The Coordinator of Athletics shall determine a violation for misconduct detrimental to a tournament in sports/activities offered by AACPS not recognized by the MPSSAA.

SECTION 5:

SPORTS OFFERED BY AACPS NOT RECOGNIZED BY THE MPSSAA

All sports offered by AACPS and not recognized by the MPSSAA shall be subject to all COMAR athletic regulations. The Coordinator of Athletics shall determine violations and the Board of Arbitration will hear any and all appeals for these sports.

VII. Regulations, Interpretations, Violations and Appeals

SECTION 6:

VIOLATION AND APPEAL PROCEDURES

Procedures for Determining and Appealing Violations of County and MPSSAA (COMAR) Athletic Rules and Regulations:

1. The school principal, athletic director and/or coach shall contact the Coordinator of Athletics immediately upon hearing allegations or the discovery of an alleged violation.
2. The Coordinator of Athletics shall initiate a formal investigation of the allegations and/or alleged violation.
3. The Coordinator of Athletics shall render a ruling and respond, in writing, within five (5) school days after receiving all information regarding the alleged violation. The Coordinator of Athletics shall cite all rules, regulations, by-laws, rulings, and/or other appropriate information related to the issue presented.
4. The Coordinator of Athletics ruling may be appealed in writing to the AACPS Athletic Advisory Committee within five (5) school days.
5. The AACPS Athletic Advisory Committee will convene within five (5) school days of receipt of the appeal. The AACPS Athletic Advisory Committee will be composed of the Deputy Superintendent, The Chief of School Performance Officer, a current athletic director, a current principal and a member of the Anne Arundel County Coaches Association. The Coordinator of Athletics will serve in an ex-officio capacity.
6. The parties requesting the hearing shall present their case to the AACPS Athletic Advisory Committee, which will make a recommendation to the Superintendent for a ruling. This ruling shall be communicated to all concerned parties by the local school administrator.
7. All MPSSAA procedures must be followed for alleged state rule violations.
8. The Superintendent, or the Superintendent's designee, shall render a ruling in all alleged state violations.
9. A MPSSAA member school, student or coach may appeal the imposed penalties with 30 days and request a hearing before the Appeals Committee of the MPSSAA.

VIII. Financial Guidelines and Protocols

SECTION 1:

BUDGETING

The interscholastic athletic program is funded by the Board of Education. A portion of athletic gate receipts provides additional financial support for the interscholastic athletic program. The combined benefits afforded to both genders from all sources (e.g. Board of Education, athletic gate receipts, athletic booster clubs and their support groups and all other outside entities) must be equally balanced.

SECTION 2:

FUNDRAISING POLICY

The local participation of the school in fund raising projects, whether conducted by the total school or by student organizations, will be governed by the following considerations:

- A. The fund raising projects will be planned in advance, and the number will be kept to a minimum, as determined by the principal to meet the needs of the school.
- B. All fund raising projects will be approved by the principal. Three areas to be considered in the decision-making process are educational values for students, benefits for students and the safety of students.
- C. Students will participate in fund raising activities on a voluntary basis. If the activities of the organization depend upon fund raising by all the students in the organization, all these students will be informed of the expectation to complete the fund raising project in order to participate in the activity. An exception would be extenuating circumstances in the case of individual student(s), as determined by the advisor and the principal.
- D. There will be no exploitation of students in fundraisers.
- E. Only school-sponsored fundraisers will be allowed, and each fundraiser will be clearly identified as to sponsorship.
- F. **Schools wishing to hold summer camp fundraisers must complete a “Summer Camp Fundraiser Proposal” form no later than 45 days from the start of the camp.**

SECTION 3:

ADMISSION CHARGES

- A. **Each spectator 7 and older will be charged the same admission of \$5.00. Admission will be charged at every stadium and gymnasium contest, except volleyball. Charging admission at volleyball and other outside sports is at the school’s discretion. For all gymnasium events, admission will be charged for all spectators no later than half-time of JV contests or 4:00 p.m., whichever is earlier. Schools are permitted to empty the gymnasium before charging admission**
- B. **To ensure student and participant safety, AACPS has a strict “NO RE-ENTRY” policy.**
- C. **Multi-game discount passes are also available through each school’s athletic director. Multi-game passes are only accepted at home games where the pass was purchased.**
- D. **Teachers and school personnel presenting a valid and current AACPS badge will be admitted free plus one guest.**
- E. **Holders of MPSSAA passes and Senior Citizen passes will be honored at all regular season contest and in-season tournaments with appropriate identification. However, Senior Citizen passes and AACPS badges will not be honored at any district, regional, or state event.**
- F. **Band and Band Helpers:**

VIII. Financial Guidelines and Protocols

No admission charge will be made to the visiting band members provided they are in uniform. Each home school is permitted seven adult band helpers admitted free of charge to assist with the band equipment and set-up. Band directors shall submit a list of helpers to the athletic director prior to the start of the contest. Additional helpers will be required to pay admission.

- G. Admission charges for athletic contests will be subject to annual approval of the Athletic Legislative Committee and will be uniform for all county schools.

SECTION 4: PURCHASING GUIDELINES

Coaches may not purchase uniforms, equipment or supplies from any account without approval from both the principal/principal's designee and the athletic director. No purchase order may be generated without verification from the school's financial secretary that funds are available.

SECTION 5: ATHLETIC BOOSTER CLUB GUIDELINES

A. PURPOSE

These standards ensure equity and consistency in the form and function of athletic booster clubs across the school system. Athletic Booster Clubs are of great potential benefit to the goals of the school and an interscholastic athletic program. Athletic Booster Clubs will work collaboratively with the school's administration and athletic director to ensure fundraising activities correlate with the goals of the school and athletic program. Athletic Booster Clubs must operate within Title IX, MPSSAA, and AACPS parameters, and provide benefits in a legal, positive, and equitable manner.

B. DEFINITIONS

1. "Athletic Booster Clubs" are organized groups of adults who provide financial and/or non-financial support for high school athletic programs, and operate on a year-round and sustained basis. Athletic Booster Clubs are a separate organization outside the school system. There may be only one Athletic Booster Club per high school, which is designated as the official interface with the Administration.
2. "Team Support Groups" exist and operate under the umbrella and direction of the Athletic Booster Club. These groups must comply with rules specified in Section 5 below.
3. "Benefits" are any service, goods, or monies donated from the Athletic Booster Club. All benefits must be accepted by the principal or principal's designee and recorded for accounting and Title IX purposes. Regardless of the source, when those benefits are donated from the Athletic Booster Club or Team Support Group and accepted by the school administration, those benefits become property of AACPS.
4. "Outside Community Groups" are independent organizations existing separately from AACPS and the Athletic Booster Clubs. Advanced written permission from the school Administration must be obtained before an outside group may fundraise in the name of an AACPS school or school team, or use AACPS property. Permission will only be granted for fundraising endeavors which have a defined purpose, a timeline for disbursement of any benefits and do not conflict with school or booster fundraising activities. Benefits may only be made directly to the Boosters or the Administration; never directly to a coach or team.
5. "Team Fundraisers" involve both students and adults connected to a specific school team. These fundraisers must follow all Board of Education policies and athletic regulations. These activities are not under the direction of the Athletic Booster Clubs, but operate at the discretion of the school's principal and/or designee. All funds must be deposited into a designated athletic fundraiser account.

VIII. Financial Guidelines and Protocols

6. "Liability Insurance" is a policy that protects the Athletic Booster Club, its directors, and its support groups for activities outside of AACPS events and property, in the event harm or injury occurs to participants.

C. AUTHORITY TO FUNCTION

The Athletic Booster Club must have the approval of the principal in order to function. The Athletic Booster Club must develop and present to the principal, approved bylaws that establish the structure, purpose, election process, financial accounting, and operating guidelines of the group. A representative of the high school should be included at all formal monthly meetings. An individual, organization or Team Support Group may not raise funds on AACPS property or in the name of a school, a school team, or the school district, unless they receive advanced permission from the Athletic Booster Club and principal or principal's designee.

D. ANNUAL REQUIREMENTS

The designated Athletic Booster Club must submit annually at the beginning of the school year the following documentation to the principal for review:

- A valid copy of their 501(c)(3) determination letter from the IRS
- A filed copy of IRS Form 990, 990-EZ, or 990-N
- A copy of their certificate of liability insurance
- Year End Financial Statements
- A draft schedule of planned fundraising events for the coming school year.
- A support plan of anticipated benefits donated by the Athletic Booster Club and their Team Support Groups.

E. TEAM SUPPORT GROUPS

With permission from the Athletic Booster Club and principal, individual Team Support Groups may exist under the umbrella and direction of the school's Athletic Booster Club, as long as:

1. All funds raised from these groups must be processed through the school's Athletic Booster Club account or a pre-designated school account.
2. The Athletic Booster Club will ensure that any fundraising events conducted by Team Support Groups are covered by appropriate insurance protection.

F. FINANCIAL ACCOUNTING

All regularly scheduled Athletic Booster Club meetings should include a financial report. The Athletic Booster Club must follow school and school system guidelines and procedures. Please see the section entitled, *Fundraising Policy* in the AACPS Athletic Handbook.

G. SUMMER LEAGUE AND CAMP RESTRICTIONS

Athletic Booster Clubs may not use funds to pay a school team's summer league-related expenses or coaches' compensation. Athletic Booster Clubs may not sponsor or conduct a camp or league in which a school's returning players are participating. A student-athlete working at a camp is not considered to be participating.

H. PERSONAL EFFECTS

Nominal awards or gifts may be purchased for teams or individuals, such as plaques or T-shirts, but such purchases must be made in an equitable manner for all teams (e.g., awards given to teams for championship seasons would be considered equitable). If the Athletic Booster Club decide to help defray the cost of team or seasonal banquets, such assistance must be made in an equitable manner for all students. Athletic Booster Clubs might support regional awards banquets (such as the Friends of Joe Cannon Scholarship Banquet) provided such benefits are accounted for in the support plan approved by the principal.

I. DONATIONS/PURCHASES

Athletic Booster Club or individual benefits must be presented to the principal or principal's designee. Donations or payments may not be presented to a coach or participant directly.

VIII. Financial Guidelines and Protocols

SECTION 1:

THUNDER/LIGHTNING INFORMATION

The following is adopted from the District of Columbia Public Schools policy on thunder and lightning. It offers some valuable information.

Research indicates that lightning is the number 2 cause of death by weather phenomena, accounting for 110 deaths per year. The following is a suggested position on thunder and lightning.

1. If thunder and/or lightning can be heard and/or seen, immediately stop the activity and seek protective shelter.
2. In situations where thunder and/or lightning may or may not be present yet you feel your hair stand on end and skin tingle, immediately assume the following crouched position: drop to your knee, place your hands/arms on your legs, and lower your head. **DO NOT LIE FLAT.**
3. In the event that either situation should occur, allow thirty minutes to pass after the last sound of thunder and/or lightning strike before resuming play.

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

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

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

A perilous misconception that it is possible to see lightning coming and have time to react before it strikes could be fatal. In reality, the lightning we see flashing is actually the return stroke flashing upward from the ground to the cloud, not downward. When you see lightning strike, it has already hit. In fact, you will never see the bolt that hits you.

If utilized immediately, the information provided above can be used to minimize the risk of injury or death due to lightning.

VIII. Financial Guidelines and Protocols

SECTION 2: GAME/PRACTICE RESTRICTIONS DUE TO HEAT

<u>Heat Index Reading</u>	<u>Color/Code</u>	<u>Restriction</u>
106 Plus	Code Red	Danger! Discontinue regular practice. All outside athletic events are to be cancelled. Practice indoors if possible.
95 - 104	Code Yellow	Extreme Caution! Modify practice with frequent (required) water breaks. Game/events may continue with mandatory official time outs midway through quarters. Provide a water stop (mandatory) midway in cross-country meets. Observe athletes carefully for signs of heat injuries. Make all athletes drink water.
84 - 93	Code Green	Warning. Provide a mandatory ten minute rest per 45 minutes of activity. Water is to be available at all times. Monitor the heat index for increases.
Below 82	Code Blue	No restrictions. Water is to be available at all times. Monitor the heat index for increases.

Air Quality Readings

<u>Reading</u>	<u>Color/Code</u>	<u>Classification</u>
Over 300	Code Red	Hazardous
201 - 300	Code Yellow	Very Unhealthy
101- 200	Code Green	Unhealthy
0-100	Code Blue	Good to Moderate

Note: Coaches are to follow specific guidelines indicated for each code. A code alert from Central Office will be issued, if necessary. Coaches are encouraged to call Central Office Athletics at 410-222-5463 to receive information if in doubt on heat conditions.

VIII. Financial Guidelines and Protocols

SECTION 3:

CONCUSSION INFORMATION

- A. **Definition** - Any transient neurological dysfunction resulting from a biomechanical force that may or may not result in a loss of consciousness”
- B. **Recognizing Concussion**
Concussions do not always involve a loss of consciousness. ANY traumatic blow to the head or to another part of the body (which causes a whiplash effect to the head) should be considered as a mechanism of concussion injury. While headache is the most common symptom of concussion, all people will experience concussion differently. Therefore, all of the potential signs and symptoms of concussion should be considered. A symptom checklist can assist the evaluator in making a more objective return to play decision.

If a player sustains any signs or symptoms of concussion, he/she must be removed from practice or play. Please see AACPS Concussion Return to Play Form. (Form 6) This form must be on file with the Athletic Director. Only an appropriate medical professional may clear the athlete to return to play.

C. **Concussion Signs and Symptoms**

Amnesia	Poor concentration	Sensitivity to light
Loss of orientation	Easily distracted	Headache
Balance problems	Personality changes	Sluggishness
Memory problems	“Glassy Eyed”	Inappropriate emotions
“Bell rung”	Excessive sleep	Change in personality
Nausea	ringing in the ears	Sensitivity to noise
Dazed or Confused	Fatigue	Irritability
Nervousness	Sadness	Sleep disturbance
Depression	Feeling “in a fog”	Loss of consciousness
Numbness or tingling	Seeing “stars”	Vacant stare
Double vision	Feeling “slowed down”	Vomiting
Drowsiness		

All athletes who get “rocked” or “dinged” and exhibit any of these signs or symptoms should be referred immediately to the athletic trainer and/or physician. If a question exists and no medical personnel are available, emergency transport (ambulance) the athlete to a hospital.

SECTION 4:

STANDARD STUDENT ACCIDENT REPORT

Coaches must submit an accident report to the athletic director and school nurse by the end of the next school day, for any student who needs or seeks medical attention from an injury derived at an athletic contest/practice (See Form 2).

SECTION 1:

DISTRICT V CHAMPIONSHIPS

- A. District V championships will be held in lieu of county championships in all team sports. Individual sports will be evaluated individually.
- B. District V County Championships will be rotated yearly between Howard and Anne Arundel counties. Schools will be assigned indoor championships based on their gym’s seating capacity. Basketball may only be held in the largest gymnasiums.
- C. District V invitational contests will not be considered championships and will be a part of the regular season schedule.
- D. Sports that use county championship standings for regional seeding or regional qualifying will not be a part of the District V series.
- E. The criteria for determining In-season District V representative is as follows:
 - 1. Most number of wins in the County League
 - 2. Head to Head record in the league
 - 3. Number of wins overall including tournaments
 - 4. Coin flip

FALL

	Field Hockey	Soccer	Volleyball
2011	Broadneck	Howard County (TBA)	Howard County (TBA)
2012	Howard County (TBA)	North County	Arundel
2013	Chesapeake	Howard County (TBA)	Howard County (TBA)
2014	Howard County (TBA)	Northeast	Broadneck
2015	Glen Burnie	Howard County (TBA)	Howard County (TBA)

WINTER

	Boys Basketball	Girls Basketball
2012	Broadneck	Howard County (TBA)
2013	Howard County (TBA)	Broadneck
2014	Chesapeake	Howard County (TBA)
2015	Howard County (TBA)	Chesapeake

SPRING

	Baseball	Lacrosse	Softball
2012	Joe Cannon	Old Mill	Bachman
2013	Joe Cannon	Howard County (TBA)	Bachman
2014	Joe Cannon	Northeast	Bachman
2015	Joe Cannon	Howard County (TBA)	Bachman

SECTION 2: COUNTY CHAMPIONSHIP CRITERIA

- A. The number 1 team in the county league will play the number 2 team to determine a champion. This procedure will be used for all sports except football. Sports having a tournament will determine a champion by the respective event competition as well as having a regular season champion.
- B. **Football Exception**
The team establishing the best winning percentage of in county games will be declared the county champion. Teams with identical percentages will be declared co-champions. A county plaque will be given to the school and coach with gold medals going to all varsity team members.
- C. **Tie Breaking Procedures:**
 1. Most number of wins in the County League
 2. Head-to-head record in the league
 3. Number of wins overall including tournaments
 4. Coin flip
- D. **Tie Game Procedures:**
Sports which allow a tie as a game ending procedure will use three (3) points for a win and one (1) point for a tie to determine champions.

SECTION 3: COUNTY & DISTRICT V CHAMPIONSHIPS

Awards are provided in all varsity sports approved by the county. These include:

Sports participating in County Championships:

Swimming
 Cross Country (Boys & Girls)
 Indoor/Outdoor Track (Boys & Girls)
 Tennis
 Wrestling
 Cheerleading
 Golf

Sports participating in District V Championships:

Field Hockey
 Volleyball
 Soccer (Boys & Girls)
 Basketball (Boys & Girls)
 Lacrosse (Boys & Girls)
 Baseball
 Softball

Individual awards are given for all students on championship teams/squads.

SECTION 4: FINANCIAL CONSIDERATIONS

- A. County championships should be financially solvent and self-sustaining. The county will not sponsor sub-varsity or JV county championships.
- B. Hosting these contests is outside the normal structure of the regular season. Athletic directors may be paid as “site directors” for these contests.

FALL

	Cheer-Varsity	Cross Country
2010	Old Mill	Arundel
2011	South River	TBA
2012	Annapolis	TBA
2013	Arundel	TBA
2014	Broadneck	TBA

WINTER

	Cheer-Varsity	Swimming	Wrestling
2011	Chesapeake	AOSC	Chesapeake
2012	Meade	AOSC	Chesapeake
2013	North County	AOSC	Meade
2014	Northeast	AOSC	Meade
2015	Old Mill	AOSC	North County

SPRING

	Track & Field	Tennis
2011	Chesapeake	Annapolis
2012	Chesapeake	Annapolis
2013	North County	Annapolis
2014	North County	Annapolis
2015	Annapolis	Annapolis



Standard Student Accident Report

In the event of a pupil accident, however slight, on the school premises or on the way to or from school, the principal will complete this report. The WHITE and YELLOW copies should be sent to the Insurance Office, Carol Sheffey Parham Administration Building. The PINK copy should be kept in the school's file for five years. Accidents are to be reported promptly.

				School	
Name of Injured Student			Age	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Grade
Parent/Guardian				Home Phone	
Home Address					
Date of Accident		Time of Accident		School Employee in Charge	
Place of Accident (bus, playground, etc.)				If School Bus/Bus Stop, Number of Bus	
Activity Engaged In (Phys. Ed., Recess, etc.)					
Type of Injury (broken arm, cut finger, etc. - BE SPECIFIC)					

In case of a serious injury, please advise by memorandum the date of the child's return to school. In the event of a permanent injury, give details of the nature of the disability.

Description of Accident (What was the student doing?)

Was First Aid Given? <input type="checkbox"/> Yes <input type="checkbox"/> No		By Whom			
Persons Present at Time of Accident	Name		Name		
	Address		Address		
Where Was Student Taken			How		
Was Parent/Guardian Notified <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Could Not Be Reached			How		
Name & Address of Doctor Handling Case				Is Student Covered by Student Accident Insurance <input type="checkbox"/> Yes <input type="checkbox"/> No	
Remarks					

Reported By (Name & Position)		Date of Report
-------------------------------	--	----------------

**ANNE ARUNDEL COUNTY
COACHES/OFFICIALS REPORT FORM**

This report shall be submitted if there are occurrences that are detrimental to the conduct of any athletic contest.

This form must be submitted by the official and/or coach if any of the following conditions occur:

- Ejection of player
- Ejection of coach
- Termination of contest
- General Concern
- Flagrant game misconduct by player or coach
- Verbal or physical abuse allegation
- Misconduct of game official

Report for _____ contest between _____
 (Sport) (Home School)
 and _____ on _____
 (Visiting School) (Date)

Subject: _____

Explanation or Comment:

 (Date) (School or Group) (Phone Number)

 (Printed name - Coach or Official) (Signature of Coach or Official)

 (Address)

This form shall be filled out with copies sent to the Athletic Director of each school involved in the contest, and the Coordinator of Athletics. Fax # 410-222-5562



Anne Arundel County Public Schools | Office of Insurance Management

Driver Permission / Student Self-Transportation Form

Anytime a student is transported in a private vehicle, this form MUST be completed

Because it is impractical to use commercial transportation for activities involving just a few students, there are circumstances when private vehicles are used to provide transportation. This form must be approved and filed with the Principal prior to the transportation of students to any school related activities when private vehicles with seating capacity of less than 10 (ten) passengers are used.

Driver	
I, _____ <small>(Driver)</small>	wish to provide transportation to:
_____ at _____ <small>(Activity) (Location)</small>	
on _____ <small>(Date)</small>	Are you a <input type="checkbox"/> Student <input type="checkbox"/> Volunteer <input type="checkbox"/> School Employee
Passenger	
I, _____ <small>(Passenger)</small>	as the passenger, I will be riding with:
_____ to _____ <small>(Driver) (Activity)</small>	
at _____ on _____ <small>(Location) (Date)</small>	

Driver: (student, volunteer, school employee) of vehicle (circle one), Please answer the following questions:

1. Do you have a current, valid driver's license? _____ State _____ License # _____
2. Vehicle to be used to transport students _____
(Year, Make, Model)
3. Vehicle's automobile insurance company _____
Policy # _____ Broker/Agent _____ Phone _____

I understand that in the event of an accident, I must notify school personnel responsible for activity during normal school hours. Further, I understand that in the event of an accident involving personal injury or property damage arising out of this activity, that the school, school personnel, the superintendent and members of the Board of Education are not responsible. Claims should be directed to the automobile insurance company listed above and reported to the Office of Insurance Management, 2644 Riva Road, Annapolis, Maryland 21401 (410-222-5223).

By signature below, the individual signifies the information provided here is accurate and that he/she understands and agrees to the terms herein.

Driver's Signature _____ Date _____

Address _____ Telephone Number _____

Parent/Guardian Signature _____ (Required For Student Driver-Passenger)

Address _____ Telephone Number _____

Action by the Principal: Approved _____ Not Approved _____

_____ Date _____
(Principal's Signature)

This form shall be retained by the school for 90 (ninety) days. If notice of an accident is received, please forward to the Office of Insurance Management.

AGREE TO SUPERVISE FORM

DATE: _____

I, _____ agree to supervise the following team(s):

on the bus trip to and /or from _____ High School to

_____ High School. Once the students have arrived

at the gym/field/track/court/ the head coach or an assistant coach will assume responsibility for the students.

Signature _____



Anne Arundel County Public Schools | Athletics Office

Return to Play After Concussion Plan

This form is adapted from the Acute Concussion Evaluation (ACE) care plan on the CDC web site www.cdc.gov/injury. All medical providers are encouraged to review this site if they have questions regarding the latest information on the evaluation and care of the scholastic athlete following a concussion injury.

Athlete's Name	Date of Birth	Date of Injury
----------------	---------------	----------------

Must be Completed by an Appropriate Health Care Provider
 (Licensed Physician, Certified Physicians Assistant under the supervision of a Licensed Physician, Certified Nurse Practitioner, or Neuro-Psychologist)

Examiners Name	Office phone	Date of Evaluation
----------------	--------------	--------------------

Office Address

Based on today's evaluation, I recommend that the student (please initial all recommendations):

- Physical Education: May not return to PE class at this time.
 May return to PE class.

- Sports: May not return to practice or competition at this time. Student-Athlete must be re-evaluated by a Physician no sooner than one week from date of office visit.

- May gradually return to sports practices under the supervision of the health care provider for your school or team. Please see *Gradual Return to Play Plan* outlined below.

- or: No Concussion diagnosed thus is cleared for full participation in all activities without restriction.

Return to School	Return to this Office	Examiner's Signature
Date:	Date: Time:	

- Please Note:**
1. Do not return to practice or play the same day that your head injury occurred.
 2. Never return to play or practice if you still have any symptoms.
 3. Be sure that your coach and/or athletic trainer are aware of your injury, symptoms, and has the contact information for the treating physician.

Gradual Return to Play Plan

Return to play should occur in gradual steps beginning with light aerobic exercise only to increase your heart rate (e.g. stationary cycle); moving to increasing your heart rate with movement (e.g. running); then adding controlled contact if appropriate; and finally return to sports competition.

Pay careful attention to your symptoms and your thinking and concentration skills at each stage or activity.

After completion of each step without recurrence of symptoms, you can move to the next level of activity the next day. **Move to the next level of activity only if you do not experience any symptoms at the present level.**

If your symptoms return, let your health care provider know, return to the first level and restart the program gradually.

Day 1: Low levels of physical activity (i.e. symptoms do not come back during or after the activity). This includes walking, light jogging, light stationary biking, and light weightlifting (low weight – moderate reps, no bench, no squats).

Day 2: Moderate levels of physical activity with body/head movement. This includes moderate jogging, brief running, moderate intensity on the stationary cycle, moderate intensity weightlifting (reduce time and or reduced weight from your typical routine).

Day 3: Heavy non-contact physical activity. This includes sprinting/running, high intensity stationary cycling, completing the regular lifting routine, non-contact sport specific drills (agility – with 3 planes of movement).

Day 4: Sports Specific practice

Day 5: Full contact in a controlled drill or practice.

Day 6: Return to competition

Provide Copies to the Athletic Trainer, Athletic Director, and School Nurse



ANNE ARUNDEL
COUNTY PUBLIC SCHOOLS

Kevin M. Maxwell, Ph.D.
Superintendent of Schools

Anne Arundel County Public Schools prohibits discrimination in matters affecting employment or in providing access to programs on the basis of race, color, religion, national origin, sex, age, marital status, sexual orientation, or disability unrelated in nature and extent so as to reasonably preclude performance. For more information, contact Mr. Leslie N. Stanton, Specialist in Human Relations, Anne Arundel County Public Schools, 2644 Riva Road, Annapolis, Maryland 21401, (410) 222-5318; TDD (410) 222-5500.

www.aacps.org