

Athletics



COACHES & ADMINISTRATORS ATHLETIC HANDBOOK

“DeKalb Athletics: Focusing on Educationally Sound Practices”

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“DeKalb Athletics: Focusing on Educationally Sound Practices”

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Introduction

A MESSAGE FROM THE EXECUTIVE DIRECTOR OF ATHLETICS

The DeKalb County School District (DCSD) Department of Athletics recognizes the importance of promoting educationally sound practices as part of the interscholastic athletics program. These programs provide lifetime values such as commitment, trustworthiness, respect, responsibility, discipline, leadership, teamwork, and lifelong wellness; all of which are the foundation for academic success. All athletic programs are congruent with the academic goals and objectives of the Board of Education.

Our teams will always strive to win; however, never at the expense of character, healthy attitudes, and good judgment. We emphasize excellence, cooperation, sportsmanship, pride, and respect for coaches, teammates, and officials. Participation in the DeKalb County School District athletics program is a privilege and not a right. With this privilege, student-athletes are expected to conform to the high standards of the athletic program. This privilege may be revoked at any time for failure to comply with rules, policies, and procedures. Our goal is to ensure that the athletic experience should not only be rewarding but fun.

The handbook is a compilation of the Georgia Department of Education (GDOE) guidelines, the Georgia High School Association (GHSA) regulations, the DeKalb County School District (DCSD) Board policies, and in accordance with other local government guidelines which govern athletics in the State of Georgia. It serves as a reference for coaches and administrators. For a complete listing of guidelines rules and regulations, you may access the following link, <https://www.dekalbschoolsga.org/athletics/files/2022/07/Coaches-and-Administrator-Athletics-Handbook-2022-23.pdf>

Please take this opportunity to familiarize yourself with this booklet and understand the district's guidelines, policies, and expectations for student-athletes, parents, coaches, and administrators. Note in instances where there is a discrepancy in information in this handbook and updated policies and procedures of DeKalb Athletics, the updated policy and procedures will always govern.



DeKalb County School District Philosophy of Educational Athletics

Goals of the Athletic Program

1. To educate girls and boys through competition.
2. To provide educational experiences outside the classroom setting.
3. To develop a climate for enhancement of knowledge, physical skills, and emotional patterns; and
4. To contribute to the development of better citizens.

Objectives and Emphasis on Team Play

1. To provide opportunities for mental and physical growth by developing:
 - a. Coordination, endurance, and muscular strength and flexibility.
 - b. Ability to think through problems to feasible solutions; and
 - c. Skill in performing under circumstances that require higher ordered thinking skills.
2. To provide for the development of desirable social growth and adjustment by:
 - a. Building the student's self-reliance and emotional maturity.
 - b. Affording students opportunities for development of leadership and group cooperation.
 - c. Designing athletic activities that allow students the opportunity to attain enjoyment from participation; and
 - d. Emphasizing good sportsmanship as an immediate and long-range goal.



Sportsmanship

One of the primary objectives of educational athletics is good sportsmanship. The National Federation of State High School Associations has adopted guidelines for sportsmanship. High school students should set a good example concerning sportsmanship and quickly condemn unsportsmanlike conduct by other students or adults. To this end they should:

1. Remember that a student spectator represents his school the same as does the athlete.
2. Recognize that the good name of the school is more valuable than any game won by unfair play.
3. Respond with enthusiasm to the calls of the cheerleaders for yells in support of the team, especially when it is losing.
4. Learn the rules of the various athletic games so that either as spectators or critics they will be intelligent.
5. Accept decision of officials without question.
6. Express disapproval of rough play or poor sportsmanship by players representing the school.
7. Express disapproval of any abusive remarks from the sidelines.

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8. Recognize and applaud an exhibition of fine play or good sportsmanship by the visiting team.
9. Be considerate of the injured athlete(s) on the visiting team.
10. Insist on the courteous treatment of the visiting team and extend team members every possible courtesy.
11. Impress upon the community ideals of good sportsmanship and the responsibility for the exercise of self-control and fair play at all athletic contests.
12. Be familiar with the rules of eligibility and support their strict enforcement.
13. Encourage the full discussion of fair play, sportsmanship, and school spirit to discover ways by which students and schools can develop and demonstrate good sportsmanship. (See Appendix P)



5. To refrain from discussing the deficiencies of one's colleagues in such a way as to embarrass them.
6. To practice professionalism as determined by the Professional Standards Commission.
7. To maintain a high standard of sportsmanship in relationship to coaches, players, officials, and fans.
8. To bring to the profession all knowledge, skill, and devotion that one may possess.
9. To always extend professional courtesy to other members of the profession.
10. To avoid the discussion of matters of student discipline with anyone except the proper authorities.
11. To give each student an equal opportunity.
12. To avoid intentionally humiliating one's opponent in competition.
13. To accept proper criticism in a gracious manner and, if in error, to remedy the fault that called for the criticism.
14. To find out the exact meaning of written and verbal contracts and to live up to them in letter and in spirit.
15. To be absent from work only when necessary.
16. To refer all physical or organic defects requiring diagnosis or treatment to a competent medical doctor.
17. To give credit to the proper sources in the matter of borrowed ideas.
18. To give credit where credit is due in recognizing meritorious service on the part of either teachers or students.
19. To vacate one's position only after all records are complete and can be readily understood by one's successor and only after appropriate notice to one's employer.

Participation

No student is to participate in an athletic program in the DCSD unless he/she meets the requirements for registration and participation in athletics. Every possible policy and procedure to protect the student have been adopted. PRIOR to any student participating in a tryout,

Code of Ethics for Coaches

1. To abide by the rules of the State Board of Education, the DeKalb Board of Education, and the Georgia High School Association.
2. To maintain a high standard of personal conduct.
3. To insist upon proper conduct of students.
4. To uphold, honor, and dignify the profession.

in conditioning, in a practice, or in competition, the student must complete the following:

1. REGISTRATION - The DeKalb County Interscholastic Athletic Registration form, including parents' signature, must be completed for each sport season. The copy is retained in the principal's office. (See Appendix A)
2. CERTIFICATION - Each student-athlete in grades 9 through 12 must be certified by the Georgia High School Association (GHSA) indicating that the eligibility requirements of the GHSA have been met. The Certificate of Eligibility must be on file in the principal's office. (See Appendix A)
3. PHYSICAL EXAMINATION - The parent or legal guardian must complete the Medical History and Authorization form before the pupil has a physical examination. The physical form must be signed by a physician licensed in the State of Georgia. The form must include the student's name, and the date (month, day, year) the form was completed by the physician. ***Physicals are valid for (1) calendar year from the date of the physical.*** (See Appendix A)
4. INSURANCE POLICY - Each student-athlete must be covered by either the school approved accident insurance policy or by a family policy if the student is not covered by the school approved insurance policy. A certification (waiver) signed by the parent and a copy of the insurance card stating that the student is adequately covered by accident insurance must be on file in the principal's office. (See Appendix B and C).

Student Accident Insurance is available.

Instructions to find brochure online-

Go to DeKalb School website and select the PARENTS tab. Mid way down the page on the LEFT you will see a link/tab for "Accident Insurance." Click that tab/link to access the application.

[http://www.dekalbschoolsga.org/documents/accident-insurance/student-accident-insurance-\(english\).pdf](http://www.dekalbschoolsga.org/documents/accident-insurance/student-accident-insurance-(english).pdf)

As a reminder, students MUST be enrolled in your school to participate with your school for summer clinics and practices.

Attendance

Students who miss over half of the school day due to illness shall not be able to participate in a contest or practice on that day. Students missing school for reasons other than illness must have an excused absence to participate. Final authority will rest with the principal.

Positive Athlete Program

The DeKalb Positive Student Athlete Program recognizes a Student-Athlete of the Month from all 19 high schools from September - May. Each month students receive a certificate and a nominal gift for their accomplishment. The Positive Student-Athlete of the Month Award encompasses many aspects. This award is not intended to recognize a student based solely upon their athletic performance, rather a team member who sets a good example for others and exhibits the greatest all around attributes of attitude, leadership, character, and teamwork. Students are nominated through the school's Athletic Liaison.

Development of Team Rules

All athletic teams will have written team rules. These rules should be specific and set clear expectations for behavior and participation. The rules should also specify disciplinary actions that will be taken when team rules are violated. Disciplinary measures should be incremental, enforceable, and fair, and must be applied in a consistent manner.

It is recommended the coach involve the captain or team leaders in the development of these rules. The principal, who will review the proposed rules for fairness, enforceability, and consistency with school and school district

policy and community standards, must approve team rules.

After approval by the principal, the team rules should be reviewed with the members of the team and a copy sent to the parents. It is recommended that coaches request parents to sign a copy of the team rules. The coach should retain a copy signed by the parents. When parents understand the rules and procedures, they can help coaches eliminate discipline problems.

Sport Level Offerings

Football, flag football, basketball, track, cheerleading, wrestling, and volleyball teams will be organized as varsity (grades 9-12), junior varsity (grades 9-11), and middle school (grades 7-8). Sixth graders will be allowed to participate in basketball, track, and soccer. Athletics must approve any 8th grader who are intending to try-out for the high school JV soccer team for which their middle school is the feeder.

Baseball, softball, and cross-country teams will be organized as varsity (grades 9-12) and junior varsity (grades 8-11).

Golf, swimming, gymnastics, lacrosse, and tennis teams are fielded on the varsity level only (grades 9-12).

Seniors should NOT participate on Junior Varsity. Middle school students cannot participate on the Junior varsity at a feeder school if the sport is offered at the middle school level.

GHSA - "Dead Week"

In 2006, at the request of a group of GHSA coaches, the GHSA Executive Committee approved implementing a "dead week" beginning in the summer of 2007. Each year the "dead week" will run from the Sunday through the Saturday in which the Fourth of July falls.

During the "dead week" no school teams may conduct conditioning drills, practices, or be involved in competitions on or off the school's campus. This means that weight training, running drills, passing league games in football, school-based summer league games in baseball, team camps in a variety of sports may not occur during this week. Violations of this rule will be handled similarly to out-of-season practices. Non-school programs organized by such groups as AAU, JO, ASA, etc., are not covered by this rule.

Officials

All officials are assigned and designated by Georgia High School Association (GHSA).



Rules of Eligibility

A student who participates on an athletic team at any level must meet eligibility requirements of the Georgia Department of Education, DeKalb County Board of Education, and of the GHSA. Events in any sport, frequently called exhibition or unattached events, which involve students who are not eligible, or students who are not members of the school team, are strictly prohibited.

Eligibility to participate in practice or in competition is gained or lost on the first day of the semester, except the fall semester, when eligibility shall be declared based on Carnegie units accumulated according to year in school.

Summer school is an extension of the second semester.

Make Up Work

Make-up work for athletes will be accepted on the same basis that make-up work is accepted for all other students in the school. Make-up work to remove an incomplete must be completed within fourteen calendar days after the close of the semester. If the make-up work is necessary for the student to pass the minimum of five courses or to be “on track”, the student is ineligible until the make-up work is completed and the passing grade assigned.

Academically Ineligible Students

Academically ineligible students shall not be allowed to participate in conditioning, in tryouts, in practice, in competition, or to travel with any team. Tutorials will be conducted at each school for all in-season student-athletes who require assistance academically.

There is no provision in the no pass/no participate policy to permit a student to contract to do additional assignments to change a failing grade to a passing grade. Once a failing grade is assigned in a respective course, and the student is ineligible as a result, the student does not regain eligible status for the semester even if the grade is changed to a passing grade within the fourteen calendar days. The one exception is when the grade is changed to passing due to an error by the teacher in assigning the failing grade. In this event, the student can regain eligible status with proper notification to the State Department of Education through the Executive Director of Athletics.

Participation in Multiple Sports

Under usual circumstances, a student will not be permitted to join an athletic team after the second scheduled contest.

Exceptions to this will be students who enter the school after that date and students who were unable to participate earlier due to eligibility,

medical reasons, or play-offs in another sport. Under no circumstances will a student be permitted to come out for a team after the second contest if the result is the displacement of a member of the team.

A student-athlete can participate in two sports (including cheerleading) with coinciding season dates if he/she gets permission from both coaches and parents. A practice/play plan should be instituted by the coaches involved to allow the student-athlete's participation to be maximized by each of the sports involved. Withdrawal from one of the sports after the season begins will require permission from the coach of the sport the student-athlete wished to drop out of participation along with a written excusal request from the student signed by his/her parents. Dropping out of participation of one of the two sports without permission will also disqualify the student-athlete from participation in all sports for the rest of that season.

Commitment to a Team

Once a student has been named as a member of a team by the coach, he/she is making a commitment to the team for the entire season. Therefore, under usual circumstances, when a student quits a team, he/she will not be permitted to go out for a team during the same season, or for the ensuing season, until after the season for the sport he/she quit has ended.

Any exception to this rule must be approved in writing by the principal with a copy of the approval to the Executive Director of Athletics.

Example -- A student who quits the football team will not be permitted to go out for basketball until the football season at his/her level of competition is over.

Maximum Game Limit

No player may exceed the maximum game limit for any sport. A student must be an amateur. An amateur is one who has never violated his or her

amateur standing by receiving money, tuition, board, or pay of any description as compensation for playing on a professional athletic team or in a professional participation. A student who transfers from one school to another with a corresponding change of residence by the parents into the attendance area for the new school, shall maintain eligibility as soon as it is certified that he meets all other eligibility requirements. The migratory rule applies only to varsity level competition and does not affect eligibility for any other level of competition.

Migratory Rule

The migratory rule DOES apply to Majority-to-Minority or School of Choice transfer students and to magnet students. (See Appendix F) A student who transfers from a non-member school to a member school where the parents reside shall be eligible as soon as properly certified, provided that:

1. The student was a bona fide enrolled student in the ninth grade or above in his home high school prior to attending the non-member school, OR
2. The student has not yet established a home school in grades 9-12 in his area of residence, AND
3. It is the initial move of the student from the non-member school to the member school of his family's residence.
4. The student has not participated in any unauthorized game or contest.
5. The student is listed on a properly certified eligibility list. A Certificate of Eligibility (Form A), which shows the eligibility status of the student-athlete, must be on file in the principal's office prior to any participation.
6. The student has not participated in a non-school sponsored athletic event coached directly or indirectly by a coach of the high school attended by the student during the school year. A student loses eligibility to participate in the corresponding GHSA school sponsored athletic activity if the athlete has participated in or practiced in a non-school

sponsored athletic activity or instructional camp during the school year which was coached, directly or indirectly, by the coach of that school's athletic activity. This does not prohibit individual instruction of a student by a coach outside a team or competitive setting.

7. The student has not received an unauthorized award. Only awards of no intrinsic value and approved by GHSA may be accepted by a high school student athlete because of participation in school or non-school competition in a sport recognized by GHSA.



GHSA Eligibility Requirements

To be eligible to participate and/or try-out for a sport or activity, a student must be enrolled full time in grades 9-12 inclusive at the school seeking eligibility for that student.

1. Enrollment is defined as follows:
 - a. Fall Semester: when the student participates in a practice or contest before classes begin, or the student attends classes.
 - b. Spring Semester: when the student attends classes.
 - c. A student may be enrolled in only one (1) high school at a time.
2. The student must be in regular attendance.
3. The student must be taking courses that total at least 2.5 Carnegie Units that count toward graduation.
4. All or part of the course load of a student may be taken online through a virtual school as long as the student's grades are being kept at the school in which the student is enrolled. Grades from virtual school courses must be on file at the school by the first day of the new semester for the student to be eligible. State Board Rules apply to grades 6th, 7th, and 8th the previous semester must be used to determine eligibility. Therefore, fall sport eligibility is determined by the grades earned for second semester after the previous year.

Example: The eligibility for middle school football or cheerleading would be determined by checking the grades from second semester of the previous year. It should not be assumed that because a child is in the next grade, they are automatically eligible.

Age Requirements

To be eligible to participate in interscholastic activities, a student must not have reached his

19th birthday (high school) or 15th birthday (middle school) prior to May 1st, preceding his year of participation. A student has **eight (8)** consecutive **semesters** or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition. Eligibility for middle school basketball and cheerleading is also determined by the grades for second semester of the previous years.

Basketball starts at the end of October and students must have passed five of seven courses in the second semester of the previous year. Grades for first semester need to be checked to determine continued eligibility in second semester sports (winter and spring sports). Students gain or lose eligibility on the first day of the new semester based on the credits earned the 1st semester of the current year.

1. A student is not considered to have entered the 9th grade when a 9th grade course is taken if:
 - a. the student is regularly enrolled in a member's feeder school in a grade below the ninth, AND
 - b. the course is taken as an advanced course, AND
 - c. the principal of the school attended by the student certifies to the GHSA that the subject and course(s) meet the criteria set forth above. Eighth grade participation on high school JV teams must meet the same requirements and their transcripts must be checked by the high school coach using the same criteria.
2. Credits earned toward high school graduation which are taken below the ninth grade may be used when considering high school eligibility. Students enrolled in grade 8 in a middle school or junior high school which is a feeder school to the member high school may participate in spring football practice. These students must be eighth

graders may only participate one year on an athletic middle school athletic team as an eighth grader. Seventh graders may participate one year on middle school athletic teams as a seventh grader.

Required Carnegie Unit Credits

Students must accumulate Carnegie units towards graduation according to the following criteria:

1. First-year students (entering 9th grade) are eligible academically. Second semester first-year students must have passed courses carrying at least 2.5 Carnegie units the previous semester in order to participate. Eighth grade student must pass 5 out of 7 or 4 out of 6 academic courses to be academically eligible.
2. Second-year students must have accumulated five (5) total Carnegie units in the first year AND passed courses carrying at least 2.5 Carnegie units in the previous semester.
3. Third-year students must have accumulated eleven (11) Carnegie units in the first and second years AND passed courses carrying at least 2.5 Carnegie units in the previous semester.
4. Fourth-year students must have accumulated seventeen (17) Carnegie units in the first three years AND passed courses carrying at least 2.5 Carnegie units in the previous semester.

One Year Play Rule–On Track”

Students who meet all academic eligibility requirements and meet the age requirement may participate for one year in the 7th and one year in the 8th grade in football, basketball, track, and/or cheerleading. Under no circumstances may a student who is retained in either 7th or 8th grade be eligible to play a second season while in the same grade.

1. Students may accumulate the required Carnegie units for participation during the

school year and eligibility will be reinstated at the beginning of the next semester.

2. Beginning with students starting 9th grade in 2008-09, third-year students must have accumulated 11 Carnegie units in order to be eligible and fourth-year students must have accumulated 17 Carnegie units in order to be eligible.

Ninth Grade Football/Basketball

Students entering the ninth grade for the first time may participate on the 9th grade teams for one year only. First year ninth graders will be the only students eligible for participation on a 9th grade team. Ninth graders should follow the same guidelines established by the GHSA regarding eligibility.



Eligibility of Immigrant Students

The eligibility of immigrants shall be determined as follows:

1. School officials shall evaluate and certify proper grade placement based on testing procedures and transcripts, when available.
2. The eight-semester rule will apply if the date the student first entered ninth grade can be determined based on records available; if the date the student first entered ninth grade cannot be determined, the number of years of eligibility the student has remaining is dependent upon the grade in which he or she is placed.
3. From the entry date into the school, the remaining eligibility applies:

- a. Ninth grade placement results in four years of eligibility from the date of entry into the school.
 - b. Tenth grade placement results in three years of eligibility from the date of entry into the school.
 - c. Eleventh grade placement results in two years of eligibility from the date of entry into the school.
 - d. Twelfth grade placement results in one year of eligibility from the date of entry into the school. On the GHSA eligibility form, the principal will certify the date the student first entered the ninth grade based upon the grade placement. For example, if the student enters school and is placed in the tenth grade, the student date first entered the ninth grade will be shown as the date for other students who are at the tenth-grade level.
4. The principal will certify that the student has accumulated Carnegie unit credits toward graduation to conform to the grade placement.
 - a. A student entering ninth grade shall have credit for zero (0) units.
 - b. A student entering tenth grade shall have credit for five (5) units.
 - c. A student entering eleventh grade shall have credit for eleven (11) units.
 - d. A student entering twelfth grade shall have credit for seventeen (17) units.
 5. The student will be required to meet all other eligibility requirements including the following:
 - a. Pass courses carrying at least two point five (2.5) Carnegie units the semester preceding participation. If a student attends summer school: those credits are added to credits earned for the second semester of that year.
 - b. Take courses that total at least 2.5 Carnegie Units that count toward graduation during the semester of participation.

- c. Be “On Track” with the class. Students who have been retained are not eligible the next year.

Transcripts for middle school students for the last school year generally display nine grades each semester. However, according to State Board Rules the two exploratory courses, each nine weeks in length, count as only one class. Pass or fail is determined by averaging the two numerical scores and applying that average to the grading scale. Physical Education is also divided into two nine-week segments and should be averaged in the same manner. Language Arts, Reading, Pre-Algebra, Science, and Georgia History comprise the remaining five courses and are 18 weeks in length. This means that while the transcript may show 9 grades, for the semester, there are really only a total of seven subjects each semester of which five must be passed to be eligible.



Participation in Non-School Athletic Competitions

Year-round athletes, such as swimmers, track participants, and gymnasts who choose to be members of the high school team must attend practice each day that it is scheduled by the high school team. They may attend practice either with the high school team or with the non-school team. It is not necessary for the individual to practice with both teams. The high school coach may require the non-school team

coach to certify that the student has attended the non-school practice.

All high school team members, including year-round swimmers, track participants, and gymnasts must attend all scheduled meets. The team member must be present for the entire meet or contest and not just for those events in which he/she participates. Any high school team member who misses any portion of a scheduled meet to participate in a non-school athletic activity or competition will be dismissed from the school team and will forfeit all awards and recognitions in the specific sport for the remainder of the sport season. In order for any year-round athlete to represent his/her school in the GHSA sponsored high school state swim meet, the DeKalb County Swim Meet, or any invitational swim meet, he/she must be a member of the high school team during the regular season and must be in good standing.

Specialty School Policy

Consistent with GHSA By-Laws Section 1.62(n), students enrolled full-time at DeKalb Early College Academy (DECA) or DeKalb School of the Arts (DSA), all of which meet the United States Department of Education's definition of a "magnet school," may participate in GHSA extracurricular activities at the school they would ordinarily attend according to DeKalb County Board of Education attendance policy (the "home school") under the policy conditions. See BOE Policy IDE (1) for more information.

Vocational-Technical School/Joint Enrollment

A student attending a vocational-technical school, or a college (institution of higher learning) will be eligible to participate in a high school athletic program representing the high school in which the student is enrolled, provided

the student meets all other eligibility requirements, and:

1. The student is carried on the attendance register of the parent high school and that the parent high school receives state funds for the student's attendance.
2. The student is carrying work in the school which he/she is attending equivalent to five courses and is passing five. A student that is in a state-approved joint enrollment plan must earn 2.5 Carnegie Units and meet the "on track" requirement for high school credit.
3. The student is given credit by the parent high school for work done.
4. The student is not, and has not, participated in athletics and/or activities in the vocational-technical school, alternative school, or college.

Magnet Schools

Students attending DeKalb County School District Magnet Programs on a part-time basis will retain eligibility at the home school provided such students are enrolled in and regularly attend at least two classes at the parent school. The various magnet programs are part of the DeKalb School District. Students who participate in a Magnet Program must attend the school where the program is housed as determined by the DeKalb County Board of Education. However, students who are transferred to a school housing a magnet program now are considered migratory students under the GHSA rules.

Competitive Athletics Policy (Magnet Schools)

Parents may request permission for their child to participate in the sports program at his/her **HOME** school because she/he attends a school **WITHOUT** a sports program. The parent will provide transportation to any practices and/or competitions held at the school and the district will not be responsible for transporting the



student back to his/her current school. Students must meet all athletic eligibility requirements of the Georgia High School Association, DeKalb County School District and the School. An application must be submitted to the Department of Athletics.

Disabled Students

Disabled students are afforded an opportunity to participate in co-curricular activities. A student attending a special education center may participate in co-curricular activities at his/her home school if all eligibility requirements are met.

Scheduling

Schedule for Practice Dates and for Athletic Events

The earliest date for practice for a respective sport, the first day of competition, and the maximum number of contests in each sport are regulated by the GHSA. Refer to "Activity in Season Dates" in the GHSA's Constitution table of contents for this very important information. The middle school program is held to the same "start date" requirements as the high school program.

Sunday Practice and/or Team Meetings

So that school activities will not interfere with family activities, under usual conditions, team meetings and/or practices are not to be conducted on Sunday. An exception may be made when a team is in post season competition and has a scheduled game on Monday. The exception must be approved in advance by the principal and by the Executive Director of Athletics.

When building a schedule, consideration is always given to:

1. Safety of athletes and spectators
2. Neighborhood rivals
3. Integrated experiences
4. Economics
5. Relative strengths

Varsity Schedules

The first consideration is given to scheduling contests which are needed for region play. Additional games are scheduled through the Athletic Department of the DeKalb County Schools. When possible, these additional games are scheduled against other DeKalb schools. If contests cannot be scheduled within the county, opponents within the metropolitan Atlanta area are selected. Contests are scheduled with schools outside the metropolitan area only as a last resort.

Non-Varsity Schedule

The Athletic Department, in consultation with the principal, shall have the responsibility for scheduling eighth grade and Junior Varsity (J.V.) contests in the various sports. J.V. may not play more than 70% of the number of regularly scheduled games played by the varsity in any sport. Eighth graders are limited to 60% of the number of varsity games.

Eighth Grade Schedules

Competitive interscholastic activities and practice sessions on a day preceding a school day, which involves eighth graders must end no later than four hours after the close of the home team's school day, which in most cases will be 8:00 p.m. When eighth grade basketball games are played on Wednesday, equal time should be allotted for the girl's game and the boy's game with the boy's game beginning ten minutes after the end of the girl's game. If necessary, the girls' game may have to be cut short in order to have equal time.

Game Cancellation Policy

Coaches may NOT cancel games/matches without approval from the Department of Athletics and the principal (See Appendix R). Once a game/match is scheduled and a system-wide schedule is completed, no additional games/matches may be added to the schedule. The date and the location for competition in regional stadiums are determined by the Athletic Department with input from the principals. Stadium sites may change from year to year. Coaches are responsible for meeting obligations to attend meetings, make and submit schedules, protect inventory and meet schedule obligations. Failure to meet these responsibilities may lead to negative adjustments of the supplement salary or termination.

Tournaments, Invitational Meets, and/or Relay Meets

1. Requests to host a tournament or invitational meet must be submitted in writing and approved by Athletics.
2. All requests must include a complete format including the entrants for the tournament or invitational meet.
3. The host school will have total responsibility for all financial costs incurred. Ticket revenues above expenses will be deposited in the school account. After all expenses are paid, the school may keep profits. The Department of Athletics will assume no financial responsibility for the event.
4. Financial reports of approved invitational tournaments/meets will be directed to the Executive Director of Athletics. These reports will utilize system forms that include tickets, ticket sales reports, extra activity payroll reports (non-security or security), and appropriate employment forms such as 1099's (IRS). Non-DeKalb employees will be paid by a school check. All DeKalb County employees must be paid through Extra Activity payroll.
5. Requests to host an area, regional, or state tournaments must be reviewed by the Executive Director of Athletics prior to submitting the request to the GHSA.
6. Work orders requesting that athletic equipment, such as wrestling mats, be moved from one school to another are to be sent directly to the Executive Director of Athletics. He/She will approve and forward the request to the Service Center.
7. The work order must state when the mat is to be moved from your school, the school to where it is to be moved, and the date the mat is to be returned. When it is necessary for wrestling mats to be moved, they must be rolled and placed near the gymnasium door before the workers from the Service Center are scheduled to arrive to move the mats. The school's Athletic Office will coordinate this procedure so that mats can be moved in a timely fashion without the loss of valuable

employee's work time. Request for equipment removal should be sent to the Executive Director of Athletics at least ten days in advance of the move.

Middle School Playoffs

1. After the regular season, the top team in each division will compete in one playoff game.
2. Regular season records will determine the teams in the playoffs.
3. If any tie breakers exist, the tie will be broken by the Athletic Department.

JV Tournaments

1. After the regular season, the top team in each division for certain sports will compete in a JV tournaments game.
2. Regular season records will determine the teams in the playoffs.
3. If any tie breakers exist, the tie will be broken by the Athletic Department.
4. Students who participate in more than 5 varsity basketball games will not be eligible to participate in the JV tournament.

Forfeiture and Restitution Policy

If a school fails to show up for a game or cancels a game within four (4) hours of the scheduled starting time without an emergency condition or weather-related conditions, that school shall pay a forfeiture fee to the host school equivalent to the cost of the officials. Additionally, the school must make payment to the Department of Athletics to cover cost for the stadium/gymnasium staff and the cost of School Resources Officers scheduled to work the event. NOTE: If the host school is the violating team, the fee will be paid directly to the official's association. The host school shall reimburse the visiting team(s) for mileage incurred by the visiting team(s) when this by-law is violated by the host team).

(4) If a school fails to show up for a game or cancels within four (4) hours of the scheduled game time without emergency reasons or

weather-related reasons for a second time, that school must make restitution again and must show cause to the GHSA Executive Director as to why they should not be placed on probation by the GHSA.

Cancellation/Postponement of Event/Inclement Weather

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

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

to be played on the school campus is canceled or postponed, the Athletic Department, bus drivers and officials must be notified as soon as possible. Failure to notify bus drivers or officials may result in a fine. Safety is the most important consideration. No outdoor contest or practice may continue if lightning is present. If rain occurs without lightning, a delay may occur.

2. Within reason and sound judgment, every effort should be made to complete the contest.
3. If inclement weather causes cancellation of an event, every effort will be made to reschedule the event.
4. When an event needs to be rescheduled, varsity teams will have priority.



Selection and Placement of Coaches

Selection of Coaches

Supplemented Coach- The number of supplemented coaches for each sport is regulated by Board of Education policy. At the beginning of each school year, the principal will complete a supplement form listing all supplemented coaches and submit it to the Human Resources, a copy of this form should also be sent to the Executive Director of Athletics.

Head Coach- To function as a head coach or assistant coach in the DeKalb County School District, a person must:

1. Be a certified professional and be employed full time by the Board of Education, or
2. Be a retired teacher or supervising less than one half time, or
3. Attend the GHSA Rule Interpretation Clinic in their sport annually, and "Transportation Permission Forms."
4. All coaches must complete the required Sports Safety, CPR and First Aid courses.
5. All head coaches, middle and high school, must be certified teachers.

If any coach, volunteer, or supplemented person, is not a member of the staff of the school where he/she is to coach, the principal of the school where the coach works during the regular school day must express approval of the coaching duties in writing to the receiving principal.

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

Paid football coaches will be employed according to the number of teams sponsored by a high school (varsity, junior varsity, middle

school). Any exception to this formula for assigning coaches must be approved by the Executive Director of Athletics.

3 teams located on two campuses - 8 coaches.
3 teams located on one campus - 7 coaches.
2 teams located on two campuses - 6 coaches.
2 teams located on one campus - 5 coaches.



Community Coach

Community coaches can only be used as assistant coaches. community coaches who wish to coach as volunteers or for pay are to apply directly with the principal of the respective school. (See Appendix M)

Any individual from the community wishing to serve as a community coach or as a volunteer must contact the Department of Human Resources. An application for employment must be completed and references checked prior to authorization. (See Appendix N)

Below are the rules and regulations that apply to community coaches:

“DeKalb Athletics: Focusing on Educationally Sound Practices”

1. All community coaches must have a minimum of a high school diploma.
2. Community coaches cannot serve in the capacity of a head coach for any varsity sport.
3. Must hold a certificate from the GHSA Community Coaching class (NFICEP) which certifies that person to serve as a community coach.
4. All community coaches paid or unpaid must apply and pass a criminal background check and complete the GHSA Community Coaching class. Again, all community/lay coaches must pass a criminal background check and complete the GHSA Community Coaching classes. Community coaches who are paid through the district must complete the employment process through Human Resources.
5. Volunteer coaches MUST complete the same process as paid community coaches. Volunteer coaches are permitted but only with the approval of the local principal. The principal must inform the Executive Director of Athletics in writing of the names of all volunteer coaches for each sport. If any coach, volunteer or supplemented, is not a member of the staff at the school where the coaching assignment exists, the principal of the home school where the coach works during the regular school day must express approval of the coaching duties in writing to the principal where the coaching assignment exists.

Middle School Community Coach Alternative Route Requirements:

The following items must be in place before a person can coach:

- Criminal Background check required
- Valid Certificate in First Aid and CPR required
- High School Diploma/GED equivalent or undergraduate degree required

- Two references (one must be a former or current supervisor)
- *Instead of the GHSA Community Coaching Certificate, the person can:*

Complete and submit certificates for the following NFHS clinics:

- Fundamentals of Coaching (\$35)
- Protecting Students from Abuse (Free)
- Concussion in Sports (Free)
- Sudden Cardiac Arrest (Free)
- First Aid, Health, and Safety (\$35)

Note: Middle school community coaches who use the alternative certification route are not compensated (will need to sign volunteer agreement)

Note: The Middle School Community Coach Alternative Route will not be accepted as certification for a high school volunteer or Community Coach candidate

Link for classes:

<https://nfhslearn.com/>

Coaching Supplement

A coaching supplement is paid for the entire sports season. If a coach does not complete the season or, if for any reason, the team does not compete for the entire season, including county and region meets or contests, the coach's supplement will be prorated. New coaches will be paid during the season of the sport coached. Supplements are set by the Division of Human Resources. For Head Coach Duties and Responsibilities (See ATTACHMENT I).

Transfers

Any coach that has met the normal transfer policy will be allowed to transfer to any school if requested by the principal. The policy requires

two years at the same school and satisfactory evaluations.

Reassignments

A coach can move from one school to another with less than 3 years of experience if requested by the principal and if it is a promotion, i.e., increase in supplement. If a coach is teaching at one school and coaching at another, the coach should be considered for reassignment to the school where he/she coaches if there is an opening in the coach's teaching field and the principal requests the coach.

Itinerant Coaches

If a coach is teaching at one school and coaching at another due to the lack of coaching openings at the home school and a coaching opening becomes available at the home school, the coach has to coach at the home school if the coaching level is the same or higher if requested by the principal. If the coach is teaching at a middle school, the home school will be considered the middle school as well as the senior high school that draws from the middle school. All coaches who want to coach at other schools must do so with the approval of the home school principal. Principals using coaches from other schools should get approval from the coach's home school principal.

Coaching Fines by GHSA

A Principal may at his or her discretion require a Coach to assume financial responsibility for any GHSA fines related to the Coach's team, misconduct, or failure to comply with GHSA requirements and rules. If the Principal elects to require a Coach to assume responsibility for GHSA fines, the Coach should be notified in writing of this requirement and sign a form indicating that s/he is aware of this requirement before the coaching season starts.



Team Travel Expenses

All travel expenses for post-season competition must be approved by the Executive Director of Athletics in advance. Travel reimbursement forms must be submitted within ten calendar days after the event. (See Appendix J)

Overnight Stays

All regular season, non-region games in which the school desires to stay overnight shall be the full responsibility of the school. The Department of Athletics will cover overnight hotel cost for students who compete in state playoff competitions that require 2 or more consecutive days of competition AND is more than 3 hours from the school. Any overnight stay that does not meet these conditions will be the full responsibility of the school. Prior approval must be received by the Department of Athletics.

Meals

Meals will be provided for post season contests when appropriate at the rate listed below. Each case will be evaluated on an individual basis considering the amount of time required for the trip. When meals are provided, the number of participants funded will be limited to the number of uniforms provided by the Department of Athletics for the team.

Managers, trainers, etc. will be limited to 4 for football and limited to 2 for any other sports.

The cost for additional persons will be the responsibility of the local school. Meals will not be provided for the marching bands. This is the responsibility of the band booster club. Meals will not be provided by the Department of Athletics for regular season contests in any sport. Reimbursement for approved meals is: breakfast - \$5.00; lunch - \$7.00; dinner \$8.00. The meal money will be advanced through the local school's general fund. The principal will include the meal reimbursement request with appropriate documentation on the Travel Reimbursement Form.

Transportation-Buses

School buses will be approved according to the formula listed in this handbook. For trips over 75 miles one-way, additional school buses above the regular allotment may be approved to provide a reasonable comfort level for the coaches and students. If charter buses are used, all expenditures above the usual cost for school buses will be the responsibility of the local school. Each case will be reviewed individually. Buses will be provided for all school activities.

Transportation- Regular Season Events

The Director of Transportation is responsible for the assignment of buses and bus drivers when the school requests them for athletic events. All regular season region games will be covered by the Department of Transportation. Schools should log the trip into the **TripTracker** system as soon as foreseeable.

A principal has the discretion to request two buses when needed. Generally, this will apply to those games that require a considerable distance to be traveled. This does not mean that a principal cannot request two buses when needed for an in-county contest. Using safety as the factor, the principal will make that decision. The indiscriminate scheduling of two (2) buses for every basketball contest will cause a serious

financial drain. The principal is responsible for seeing that the athletic teams and the band are restricted to the correct number of buses.

Bus Utilization Guidelines – Football

Number of players in uniform:

- up to 40 - one regular bus (65 pass.)
- 41 to 80 - two regular buses (65 pass.)
- 81 to 120 - three regular buses (65 pass.)

Plus - one bus for cheerleaders

Bus Utilization Guidelines - Band

Two adult chaperones per bus are authorized to ride and to be admitted free of charge to the football game. Students who are not members of the band or the corps are not permitted to ride the bus or to be admitted free of charge to the game. The principal or administrator on duty and the band director are responsible for seeing that this rule is enforced.

Bus Chaperones must have a ticket.



Bus Utilization Guidelines - All Other Sports

One bus for each team. In basketball, the boys' team, girls' team, and cheerleaders will travel on the same bus. In cross country and swimming, the boys' team and girls' team will travel on the same bus.

Transportation to Tournaments and Non-Region Games (Basketball)

All regular season, non-region games in which a school must travel 75 miles or more beyond the metropolitan area, is the school's responsibility to assume the cost of transportation, 100%.

Additionally, the cost to travel to any invitational tournaments outside of the DeKalb County School District is the responsibility of the participating school, 100%.

Schools should log the trip into the **TRIPTRACKER** system as soon as possible. If the trip is beyond 100 miles, schools must select transportation from the approved commercial carrier list provided by the Department of Transportation. A parent may elect to transport his/her child **ONLY** in the event a desired mode of transportation cannot be secured.

Transportation to Post Season Tournaments

All regional/area playoffs and games leading to a state championship will be covered by the Department of Transportation. Schools should log the trip into the EDULOG system as soon as possible. A commercial carrier may be approved if a school bus is not available to transport the students. A parent may elect to transport his/her child **ONLY** in the event a desired mode of transportation cannot be secured.

Once again, the school district will provide transportation to all post season region and state and playoff/ tournaments. It is at the sole discretion of the Department of Transportation to determine whether a commercial carrier or school passenger bus will be utilized. If the school insists on using an unauthorized carrier, the school will incur 100% of the cost.

Professional Leave for Team Travel for Coaches

When it is necessary for a coach to be absent from school to accompany team members for post-season competition, a request for professional leave should be sent directly to the Executive Director of Athletics. Professional leave for coaches will not be approved for regular season competition. (See Appendix K)



Cheerleaders

There will be cheerleading squads for football and for basketball. A student is eligible for membership on both the football and the basketball squads. One cheerleading squad may be selected to cheer during the football and basketball seasons, or a separate squad may be selected to serve for football and a separate team for basketball. Tryouts for varsity and junior varsity football and basketball will be conducted in the spring. Middle School tryouts will be held at the beginning of each school year. Tryouts cannot conflict with any other sport in season. Students must meet all the academic and athletic eligibility requirements for tryouts. All interested students must tryout including the previous year's team members.

GHSA Regulations

1. All rules and regulations as stated in the National Federation Spirit Rulebook are adopted for the Georgia High School Association schools.
2. Cheerleaders must meet all athletic eligibility requirements. No additional requirements may be added.
3. Cheerleaders may compete in GHSA sanctioned meets but not in competition leading to sectional or national championships.
4. Cheerleaders at basketball games shall be restricted from the area of the end line boundary during the time a game is in progress. No artificial noisemakers (including megaphones) shall be allowed in the gym during basketball games. During regular season basketball games, school

bands may not play while the ball is in play. Enforcement of this rule is the responsibility of the principal of the home school.

Emergency Procedures for Athletic Practice Sessions and Athletic Contests

In each sport at all levels, coaches must have a preseason meeting with the parents. Parents should be contacted by mail to ensure their attendance. At this meeting, the coach will have the emergency medical cards completed, (See Appendix H) distribute schedules, and cover all procedures necessary to ensure a safe, cooperative, and successful season.

The student may not practice until the medical card is completed and returned. The medical cards must be available to the coach at all practices and contests. It is recommended they be kept in the medical kit. A communication link is essential at practice and all competitions. A cellular telephone is the ideal link, but the two-way radio could be used at the local schools. Each stadium is equipped with telephones that are available for use by the coaches.

At all away contests, bus drivers are to remain at the site. In case of an injury, the bus driver has a radio and could be of assistance in contacting emergency help. The Department of Athletics has purchased First Aid kits, a blanket, and a stretcher for each school. Each school has first aid supplies. The coach is responsible for having these supplies available at each practice and at each contest. In addition to the standard first aid supplies, a blanket should be included to prevent shock from occurring, and ice should always be readily available.

Student Injury

In the event a student is injured on school grounds or at athletic contests and requires the services of the physician, the following procedure should be followed:



Emergency Management Procedures & Supervision

"DeKalb Athletics: Focusing on Educationally Sound Practices"

1. When clear and present danger exists for any athlete, 911 should be contacted immediately.
2. Call the emergency numbers listed for the parents on the medical cards.
3. If necessary, follow the parental instructions on transporting the student. The parent will make the decision regarding transportation of the student and the physician or hospital to be used. EMT will make the decision if parents cannot be reached.
4. The coach should contact the principal as soon as possible, and no later than the following morning. The coach should complete a serious incident report.
5. The coach should make every attempt to follow-up with the injured athlete.

Extreme Heat and Precautions

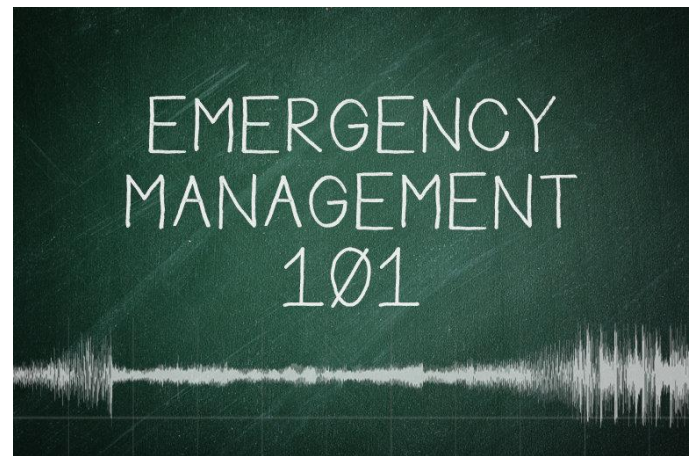
These precautions must be followed carefully due to the high temperatures currently being experienced and the danger these temperatures present to student athletes.

1. Have fluids (water or Power Aid and ice) on hand and easily accessible during all practices.
2. Take frequent fluid and rest breaks.
3. Schedule practices in the coolest part of the day - early morning or late afternoon.
4. In the case of severe thunderstorms, move the students into the building when lighting is first noticed. Do not wait until the storm is breaking to move inside.
5. Be sure you have the first aid kits and emergency cards at each practice. It is also important to have some means of communication at every practice (walkie talkie, cellular telephone, etc.)
6. Be prepared to cancel practice or modify the practice schedule when extreme temperatures exist.
7. Remove helmets and pads when not scrimmaging.
8. Do not use salt tablets.

9. Be attentive to heat illness and dehydration symptoms in players and treat them appropriately.
10. Encourage players to drink fluids in the hours before practice (no soft drinks or beverages containing caffeine).

Heat-Related Illnesses

During the early stages of heat-related illnesses, the athlete may experience cool, moist, pale, ashy or flushed skin. Often there are complaints of headache, nausea, dizziness, weakness, exhaustion, and heavy sweating. During the late states of the onset of heat-related illnesses, the athlete's skin tone may change, (for example it may appear red in some athletes). The skin may feel hot and dry, and the athlete may experience changes in level of consciousness. It is not uncommon for the athlete to experience vomiting.



Suggested Care for Athletes with Heat-Related Illnesses

1. Move athlete to a cool place. Offer a drink of cool water as soon as possible.
2. Loosen tight clothing.
3. Remove wet clothing. Cover with a blanket or appropriate covering.
4. Cool down the athlete by fanning him/her. If the athlete refuses water, vomits or starts to lose consciousness:
 - a. Call 911 immediately.
 - b. Place athlete on his/her side.

- c. Cool with ice or cold packs on wrists, ankles, groin, neck and armpits.
- d. Monitor breathing and pulse carefully.
- e. If choking -check airway for obstruction.

Guidelines for Preventing Dehydration

Dehydrated athletes do not perform well. Fluid loss through sweating directly impacts strength, endurance, power, and cognitive abilities. Excessive fluid loss may cause an athlete to feel fatigued, weak, irritable, nauseous, dizzy, and even disoriented. Dehydration occurs when athletes fail to drink enough liquids to replace fluids lost through perspiration or urine output.

Other causes include:

1. Inadequate fluid intake.
2. Profuse sweating.
3. Reduced electrolyte intake, such as potassium found in some foods (e.g., fruit) and fluids.
4. Injection of hypertonic solutions, such as intravenous solutions while under medical care.
5. Ingestion of diuretic substances (e.g., salt, caffeine).

If the precautions listed below are followed, the student athlete runs fewer risks of becoming dehydrated.

1. The athlete should drink two cups of fluid two to three hours before a workout or competition.
2. One hour before a workout or competition, the athlete should drink one cup of fluid.
3. 15 minutes before a workout or competition; drink ½ cup of fluid.
4. Before a workout or competition, the athlete should be weighed.
5. Every 10 to 20 minutes during a workout or competition, provide _ cup of fluid.
6. After a workout or competition: Weigh each athlete and have the athlete drink two cups of fluid for every pound of weight lost.

Guidelines for Re-hydration

1. The athlete should drink large amounts of cool fluid at one time.
2. The athlete should drink cool fluids, such as water.
3. The athlete should drink (4) 8-ounce glasses of fluid per 1000 calories expended.
4. The athlete should not drink soft drinks containing caffeine.

(See Heat Protocol Appendix S)



Guidelines for the Prevention of Serious Infectious Disease

Injuries that result in the presence of blood are most likely to occur in physical education classes, athletic practice sessions, and athletic contests. The proper handling of situations in which blood is present will greatly reduce the possibility of any transmission of a blood-borne pathogen such as Hepatitis B or HIV, if the individual who is bleeding has such a disease. Therefore, it is extremely important that teachers, coaches, officials, and student athletes observe the following precautions and be cognizant that any time there is blood present that it be treated with respect regarding its ability to transmit infectious disease:

1. Before competing, a student-athlete should cover any open wound on his body. This will reduce the risk of transmission of a blood-

borne pathogen from the open wound or mucous membrane of another person or vice versa.

2. Student-athletes should render first aid to themselves and cover their own wound(s) whenever possible. Again, this reduces the risk of transmission of a blood-borne pathogen from one person to another.
3. When rendering first aid to others, an individual should wear protective gloves (such as rubber surgical gloves) any time blood, open wounds or mucous membranes are involved. The individual should wear clean gloves for each student-athlete treated or when treating the same student-athlete more than once.
4. Individuals who have someone else's blood on their skin should wear protective gloves and wipe the blood off with a disposable towel using a disinfectant such as isopropyl alcohol (rubbing alcohol).

Note: *If blood gets on an opponent's uniform during competition or a teammate's uniform during practice, it is not necessary to clean the uniform at that point unless:*

- a. The opponent or teammate has an open cut on his or her body; or if,
- b. The blood of the opponent or teammate is on a part of the uniform that might encounter the student athlete's mucous membranes. If the student athlete does have an open cut or believes the blood might encounter one of his or her mucous membranes, then the uniform should be wiped with a disinfectant such as isopropyl alcohol (rubbing alcohol).
- c. If a student athlete begins to bleed during practice or competition, play should be stopped. The student athlete, who's injured, should be removed and any potentially contaminated surfaces such as the wood surface of the basketball court, or the wrestling mat should be cleaned using a disinfectant solution of household bleach and water. The recommended

mixture is 10 parts waters to one-part bleach. (Example: One and one-half cups bleach to one gallon of water). The surfaces should then be rinsed with clean water to avoid participants getting the disinfectant in their eyes. The individual doing the cleanup should wear protective gloves.

5. Student athletes, who are removed from an athletic practice or contest due to bleeding, should have their bleeding stopped and any wound covered before they are allowed to return to competition. If bleeding resumes, the practice or contest should be stopped again, and any potentially contaminated surfaces should be cleaned. It is up to the discretion of the official in charge of the competition, i.e., referees in football and basketball, home plate umpires in baseball, etc. as to how often competitions should be stopped due to a student athlete's bleeding. The official will determine whether the student athlete is disqualified from further participation in that contest.
6. Individuals who have treated an injury where blood is present or have cleaned a potentially contaminated surface should wash their hands with soap and hot water whether or not protective gloves are worn.

Physicians and Trainers

The home team is responsible for providing a physician at each football game. When a home team's physician cannot attend a game, the principal should determine if the visiting school's physician will cover the game. If a physician is not available to cover a football game, contact the football coordinator in the Department of Athletics for assistance. A certified athletic trainer will be provided for all varsity football games played in DeKalb stadiums. If at a football game the physician feels that a player should be sent to the hospital, an ambulance is to be requested.

There is a telephone at each team's bench that connects with the press box. The coach on the

field should ask that person(s) handling the press box telephone to call an ambulance. If the physician feels that a student should be taken to the hospital, but an ambulance is not necessary, he/she may be transported by car. Where clear and present danger exists for the athlete, the principal or his/her designee should immediately call 911.

The Department of Athletics will provide one certified athletic trainer for each varsity football game.

Supervision of Athletic Events

The home school is responsible for providing primary administrative supervision for all athletic contests. In the case of events held at the stadiums or other sites, the designated home school has responsibility for supervision. This procedure applies to all 8th grade, junior varsity and varsity sports. Varsity football and varsity basketball games should have administrative coverage from both schools. This includes holiday tournaments.

Athletic contests at any level or in any sport where you feel a problem could occur should have administrative coverage by both schools. Some examples of these types of problems include, but are not limited to, an intense rivalry with a school, previous problems that have occurred with the other school, problems that exist between parents and a coach, or other events or community problems that have or are occurring that might spill into the game. In addition to administrative coverage, please communicate your concern to the other school principal and make necessary adjustments for safety to include increased security and administrative presence. It will be much easier to be proactive and prepared for potential problems than to deal with the aftermath. All Schools should have administrative representation at county, region, and state athletic events.

Procedures for Athletic Supervision

1. For athletic contests held in stadiums, coaches should introduce themselves to the stadium manager and identify where they will sit.
2. If visiting a school, coaches should identify themselves to the gym manager, administration, and police officer on duty. Assist, as needed, if a problem occurs at the event.
3. Administrative coverage needs to be provided for the entire athletic contest. Coaches should stress to their administrative teams the need to be on time.
4. Be ever vigilant for problems and be involved as necessary.
5. It is recommended that coaches consider teaming administrators for coverage. Teams will allow all administrators' coverage free weeks and weekends.

Security

Adequate security personnel must be provided for athletic events. The Department of Athletics will handle security arrangements for the stadium events. When necessary, the principal is responsible for securing personnel for events held in the gymnasium and on the campus. The number of security officers approved for athletic events are:

1. After Varsity Football games - one officer up to three hours to supervise the students when they return to the school after the football game.
2. Varsity Basketball - two officers up to three hours each.
3. All other events held in gymnasium - one officer up to three hours.

Security is not provided by Athletics for other school events such as PTA, parent-teacher conference night, etc. If the principal believes that additional security is needed for athletic events, the principal must request approval from the Executive Director of Athletics in advance.

Off-Duty Police Officers

The new procedure for payment of off-duty police officers for athletic event security is as follows:

1. A Pink Athletic Services-Non-DeKalb Employees Security Services form is completed by the school and signed by the principal and sent to the Athletic Department for payment. *Do not send the form to payroll.*
2. The school collects a completed W-9 and ICA agreement from the officer and sends it to the Athletic Department. (The W-9, Affidavit, Immigration & Security forms and ICA that is good for one year). The pay rate will be set by the Department of Athletics.



School Resource Officers

Some schools choose to use the School Resource Officer in addition to off-duty police officers to provide security for basketball games. If a coach chooses to use the School Resource Officer (SRO) the following procedures must be followed.

1. Payroll can only be turned in for the SRO on the green colored form titled Extra Activity Payroll Report –Security (School Resource Officer).
2. The contracted agreed upon rate is \$50.00 per hour.
3. In the event of a game cancellation, where teams fail to show up for competition

without prior notification, officers will receive a maximum of 2 hours pay.

4. This payroll form must be signed by the principal and sent to the Athletic Department. Do not send the green form to Payroll!
5. Please remember that this is for athletic event security with up to three hours of security approved.
6. No school check is to be written to the SRO. The SRO will be paid for working game security by the regular payroll paycheck.
7. A school cannot schedule an SRO to escort the team to a game. Prior authorization is required from the Department of Athletics for any school requesting a police escort. Additionally, the school may incur a portion of the cost to escort the team.

Financial, Accounting & Fund-Raising Procedures

The operational program is financed with revenue derived from the sale of tickets, concessions, and broadcasts. The Executive Director of Athletics is responsible for the allocation of equipment and services to each school in accordance with budgetary limitation and need.

Budget

The budget for the athletic program is incorporated in the general budget for the DeKalb School District and is reviewed and adopted according to policy.

Audits

The Director of Finance makes periodic audits and examinations of the athletic fund account at the countywide and local school levels. He/She prepares periodic financial reports on the athletic fund account. The athletic fund account is audited annually by the State of Georgia Department of Audits.

Revenue

The Directors of Athletics and Finance supervise the sale of tickets at athletic events and the sale of concessions at the regional stadiums. They designate a stadium manager who is directly responsible for ticket sales at the gate. The principal of the school is responsible for most ticket sales for athletic events taking place on the athletic field and in the gymnasium at the school with the exception of a few. The principal prepares athletic funds for pick up by the armored car service using official documents and finance codes. Sub-regional, regional, and sectional games and tournaments in which high schools from other systems are involved are conducted in accordance with the policies of the Georgia High School Association.

Admission to Games (Costs)

A scale of prices for the admission to athletic events is recommended each year by the Director of Finance and the Executive Director of Athletics to the Superintendent for approval. Each school district employee is issued a pass that admits the employee to athletic events sponsored by the DeKalb Board of Education without charge. The Executive Director of Athletics, with the approval of the Superintendent, has the authority to issue passes. The GHSA playoff contests, sub-region, region, and area are played under the regulations of the GHSA and prohibits the use of DeKalb County Board of Education season complimentary passes for these events. All students and other patrons are to pay admission for athletic events except for the following cases:

1. Team members and cheerleaders who are in uniform and are participants in the scheduled activity are admitted free of charge. Junior Varsity players are required to pay for varsity games and varsity players are required to pay for Junior Varsity games. Only participants in the respective event are to be admitted free.
2. Team managers, statisticians, etc. are admitted free of charge. Limit of two per team unless the principal personally sees the need for and authorizes additional managers, statisticians, etc. Athletic events scheduled in the school gymnasium are held under the supervision of the school principal. It is the principal's responsibility to see that the policies stated above are followed. Immediately after each athletic event held at the school, the ticket report, deposit report, and payroll forms are to be sent to the Department of Athletics.

Price Scale for Admission Tickets

All tickets will be sold via GOFAN. Patrons may purchase tickets by logging on to <https://gofan.co/search>

Senior Citizen, age 65 and older with identification, will be admitted for the price of a student ticket.

1. Football – Varsity
Adults \$7.00
Students & Seniors \$5.00
2. Basketball- Varsity, JV, & MS
General Admission \$5.00
3. Cross Country- Varsity & JV
General Admission \$5.00
4. All Other Paid Athletic Events
General Admission \$5.00

NOTE: GHSA sets the price for all playoff and state tournament games.

(JV Football, MS Football, Varsity, JV, & MS Basketball, Varsity & JV Soccer, MS Track, MS Competitive Cheerleading, County Tournaments (Price is Per Session)

To purchase a student ticket at the stadium, it will be necessary to present the student picture I.D., if requested. Only student participants who are dressed out will be admitted free of charge to the games.

Athletic Revenue Share Policy

Any revenue recognized from the GHSA Playoff will be shared with the participating school at the predetermined Revenue Share Percentages.

- 1st Round Playoff – 33%
- 2nd Round Playoff – 33%
- 3rd Round Playoff – 50%
- 4th Round Playoff – 65%
- Championship – 80%

The Principals and Coaches will determine how the funds should be used.

Concessions

The concessions at each stadium are operated by a concession manager who is directly

responsible to the Executive Director of Athletics. The concession manager is responsible for the employment and supervision of the necessary personnel to operate the concessions and shall compensate these employees. Revenue derived from the sale of tickets and concessions in the regional stadiums is deposited to the athletic program account. Funds in this account are administered, supervised, and disbursed by the Executive Director of Athletics in accordance with established policy.

Proceeds from Programs

The principal of the home team school is responsible for the preparation and sale of programs at athletic events. When a school-affiliated organization is granted permission to sell the programs, the net proceeds shall be prorated according to prior written agreement between the principal and the constituted officials of the school-affiliated organization. The principal according to policy accounts for funds derived from the sale of the programs. Each booster club should place six programs in the stadium press box prior to each football game for use as a team roster by the game broadcaster.

Each high school principal who has contracted with an organization to publish a program is to submit a copy of the signed contract showing its terms to the Executive Director of Athletics. The principal must review any program before it is printed.

Sale of Programs and Spirit Items

1. When two DeKalb teams play, if the designated home team does not have a program, the designated visiting team may sell programs at the game. The principal of the visiting school should contact the home school principal prior to the game to determine if the home team will have a program for sale.
2. Both teams may sell spirit items from a table in the concourse area as designated by the

stadium manager. Sales are limited to school spirit items – no foods or drinks may be sold. Spectator safety and general stadium security must be the primary concern when considering items to sell.

3. Spirit items include programs, stadium cushions, cloth and cardboard spirit items bearing the school logo and/or colors. Only spirit items approved by the principal may be sold at the games.
4. A maximum of four Booster Club representatives may sell programs and spirit items in their designated part of the stadium during the game. These representatives must pay regular admission charges and wear an identification tag provided by the local school.
5. Only the sport in season will be permitted to sell the approved spirit item at the stadium.

Insignias/ Logos/Endorsements on Athletic Uniforms and Equipment

DeKalb School Board Policy prohibits the display of insignias, logos, and/or endorsements other than DeKalb School and/or manufacturing logos on athletic uniforms and equipment. Examples of permissible logos are Nike, Adidas, etc. All other advertisements and/or endorsements are prohibited. Any special accommodations or commemorative insignias must be approved prior to being placed on the items. All uniform orders must be approved by the principal, area superintendent, and the Executive Director of Athletics. (See Booster Club Handbook on the Athletics Website for additional details)

...Student athletes.
Student
comes
first.
-Coach Carter

Criteria for Letter Awards

A letter award shall depend upon satisfactory completion of the season or activity.

Junior Varsity or Middle School team members are not eligible for letter awards. Only students in the ninth grade or above shall be eligible for letter awards. *A student shall be given only **one letter**. Inserts for other sports and service bars shall be awarded for letters earned after the first year.*

Specific Minimum Criteria to Receive a Letter

- *Cheerleaders:* Acceptable performance at all assigned events.
- *Football, Basketball, and Soccer:* Participation in one-half of total game quarters.
- *Baseball and Softball:* Any player, other than the pitcher, must participate in one-half of the total innings played by the team. A pitcher must participate in one-half of the total innings played by the team and/or pitch in one-fourth of the innings played by the team.
- *Track, Cross-Country and Lacrosse:* Participation in one-half of the scheduled meets.
- *Gymnastics, Wrestling, Tennis, Golf, and Swimming:* Participation in one-half of all matches or meets.
- *Managers:* At the discretion of the principal and coach.

Notwithstanding any of the above listed criteria, a letter may be awarded in any activity or sport when, in the judgment of the coach and principal, special merit is evident. The GHSA Constitution states that a student-athlete cannot receive an award of intrinsic value. Symbolic awards (i.e., non-cash), presented for winning or placing in GHSA competitions are limited to \$250.00 per sport per year, this may be paid by the local school and must be approved by the Board of Education.

Retiring Numbers

For any athlete to have his/her number retired, the following criteria should be followed:

1. The athlete must be a graduate of that high school.
2. The student's number must officially be retired in a ceremony sponsored by the school.
3. The administration at each high school must establish their own criteria, keeping in mind that the individual should be a positive role model in every respect.
4. The Athletic Department recommends a five-year waiting period after the student has graduated.

Naming Facilities

Any decision to name a facility or space in honor of an individual must have the approval of the DeKalb Board of Education.

Equipment Management - Inventory

In keeping with school board policy, all athletic equipment is inventoried annually. The head coach and the athletic liaison are responsible for taking athletic inventories three times per year: Fall; winter; and spring sports. Athletic coordinators no longer take inventories for the individual schools. The principal is responsible for all property assigned to the school and the school district shall be reimbursed for the value of property lost through negligence.

Negligence of the person concerned shall be established by means of appropriate hearings. A prorated portion of the value shall be paid to the school district for property that has been misused. Thefts shall be reported to the appropriate administrator as soon as they are discovered. A police report must be filed, and a copy sent to the Athletic Department. The principal at the middle school or senior high school will be responsible for athletic equipment and uniforms housed on the campus.

The senior high school and the middle school will maintain separate inventories. The head coach of each sport, or the person designated by the principal will be responsible for requisitioning athletic equipment for the school. A close working relationship between the high school and middle school coaches will be necessary for the success of the athletic program. Each school will receive an annual budget for equipment replacement for each sport.

Varsity uniforms will be replaced every three years and will be passed down to the junior varsity team for use. Middle School uniforms will be replaced every four years. In the event of a change in head coaches, the principal must take the necessary steps to see that athletic uniforms and equipment are secured and accounted for. Keys to equipment storage rooms must be accounted for and may be changed as needed. A complete inventory must be conducted with the outgoing coach after the keys have been taken up and/or the locks changed. The athletic coordinator will assist with the inventory process. The school must pay the cost for inventory lost as a result of a change of coaches.

Purchasing

The Athletic Department is responsible for allocation of equipment and services to each school in accordance with budgetary limits and needs. The purchasing agent of the DeKalb School District in accordance with established policy purchases athletic and related equipment.



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District Stadiums Management Guidelines

Operation of the District Stadiums

The stadiums are operated on a regional basis and are made available for the use of each DCSD secondary school. The Department of Athletics is responsible for scheduling events in the regional stadiums. In the interest of spectator safety, all stadiums will use walk-through and hand-held metal detection for varsity games.

The following guidelines govern stadium admission procedures and patron expectations:

1. Booster Club representatives and/or officers must pay full admission prior to the games.
2. In addition to the band directors, coaches, and/or sponsors, two chaperones per bus transporting auxiliary groups may be admitted at no charge. Such groups include bands, cheerleaders, drill/flag corps, and majorette/rifle corps. All other adults accompanying these groups are expected to pay and enter through the regular gate.
3. It shall be the responsibility of the principal to take proper steps and precautions to ensure that crowd control is handled reasonably at all interscholastic athletic contests.
4. To ensure crowd control and spectator comfort, no noisemakers such as air horns, cow bells, whistles, etc. shall be permitted in the stadium or gymnasium.
5. No food, coolers, cans or bottles can be taken into the stadium.
6. Each patron, including students, will be given a ticket stub when he/she enters the stadium. The ticket stub must be presented to police officers, school officials, or stadium officials upon request.

Stadium Selection for Football Playoffs

When there is more than one county school that desires to use a specific stadium for a playoff

game, the Executive Director of Athletics will make the decision based on safety and economic factors. Whenever possible, Memorial Stadium will be used for region and state playoff games. Other factors considered in stadium selection are:

1. Classification (7A -A)
2. Best overall won/lost record
3. Team records if the two teams played have been competing against each other.
4. Best regions record.

Press Box Procedures

1. Each school is allotted space for coaches in the booth or area with phones to the field. Each school is allowed space for a statistician as assigned by the coach.
2. Each newspaper is allotted space for a maximum of two reporters.
3. Radio stations will be allotted space according to the placement of phone lines. Stations must pay a rights fee to The Athletic Department. Phone company representatives will need to contact stadium managers for placement of phones for broadcast. All requests made to schools should be directed to the Athletic Department.
4. Cable television will be allotted space on the filming platforms or the roof of press boxes. Space in the press box will be available for most regular season games. For playoff games it will be necessary to check with the Athletic Department in advance.
5. The press box will be limited to coaches, the media, stadium personnel, officials, school administrators, and members of the Athletic Department.

6. **Playoff Games** - The Athletic Department will attempt to set up a seating chart for playoff games. All members of the media need to request space in advance. Visiting scouts will be restricted to two spaces. Any broadcast or cable television replay must be cleared through the Athletic Department.
7. **Game Tape** - A space is always allotted for the cameraman taping the game for the Athletic Department for all regular season and playoff games.
8. **Press Credentials for the Media** - Passes are available upon written request to the Athletic Department.
9. Each school is allowed one videotape crew in the press box at Adams, Avondale, and North DeKalb. At Memorial and Godfrey stadiums, videotaping must be done underneath the press box.

Sideline Procedures

During football games all spectators are to be in the stands. Spectators are not permitted on the sidelines or on the track during the game. The sidelines are reserved for coaches, players in uniform, student managers, team doctor and/or trainer, and media. No one else is to be on the sidelines without written approval from the Executive Director of Athletics.

Broadcasting and Video Policy

Any request to broadcast, telecast, tape record or film an athletic contest in a regional stadium should be directed to the Athletic Department.

Radio Usage Policy

Permission must be obtained from the Department of Athletics. For football, the stadium manager must have a memo from the Department of Athletics, or the radio station must have a letter from the Athletic Department granting permission to assign space in the press box. The rights fee for a regular season game is \$50 and shall be added to the gate receipts. Any requests for state playoff broadcasts must be made to the GHSA. The state has set fees for all sports.

Television and Cable Policy

Regular season broadcasts shall be negotiated by the Athletic Department. Permission for playoff games is granted by the GHSA. The originating station must have a minimum of three promotional announcements for the DeKalb County School District. The Athletic Department must approve the announcers chosen by the broadcasting outlet.

Taping of Football Games Policy

The Department of Athletics tapes all home games played in DeKalb stadiums. Taping of games for schools outside DeKalb County is available on a reciprocal agreement basis. DeKalb County schools will exchange tapes with schools outside the county during the state playoffs. DeKalb County Schools will tape all state playoff games in DeKalb regional stadiums for the home team. There will be a charge for the visiting team. Taping of games played outside the school system is the responsibility of the individual school.



Responsibilities of the Stadium Manager

1. To supervise the stadium during all scheduled events.
2. To determine staffing needs, in collaboration with the athletic coordinator.
3. To supervise all stadium personnel.
4. To identify security coordinator.

5. To perform all additional duties as determined by the athletic coordinator.



Responsibilities of the Assistant Stadium Manager

1. To assist the stadium manager in carrying out all designated duties.
2. To supervise the stadium in the absence of the stadium manager.
3. To supervise the arrival and departure of group buses.
4. To assist in validating tickets in the event of an overflow crowd.
5. To perform other duties as designated by the stadium manager and/or the athletic coordinator.

Athletics Event Workers ‘Pay Scale’

All DCSD Event Workers, except for SROs and Campus Security, must read, sign, and submit an ‘Agreement for Pay’ form. Current rates are listed in **APPENDIX L** and are reviewed each school year and are subject to change at the discretion of the executive management of the Department of Athletics.

Rental of District Stadiums by Community Organizations

School events and school-affiliated organizations have priority in the use of district stadiums. Requests for the use of district stadiums by community organizations will be sent to Business and Transportation Services via the link below:

<https://dekalb.schoolspace.us/home>

Charges in Addition to Rental Fees

1. Public Address System \$60.00 per day
2. Lights \$50.00 per hour or fraction thereof
3. Stadium Manager \$35.00 per hour or fraction thereof - minimum \$70.00
4. Custodian \$25.00 per hour or fraction thereof - minimum \$50.00
5. Security- \$60.00 per hour
6. Insurance - A Certificate of Insurance is required and a copy must be on file in the Facilities department of Operations.

Athletic Events Conducted on School Campuses

Athletic events, which are held on the school campus, are conducted under the supervision and direction of the principal and the Department of Athletics. The rate of compensation for personnel used in these events is determined at the beginning of the

school year by the Executive Director of Athletics and approved by the Board of Education. The principal is responsible for the operation of concessions either by the school or through a school-affiliated organization. Receipts from concession sales are deposited in the special school account and expenses paid in accordance with school district policy. In the

event a school-affiliated organization operates the concessions, the net proceeds are prorated according to prior written agreement between the principal and the constituted officials of the school-affiliated organization. Funds derived from the sale of concessions are accounted for by the principal according to policy.

APPENDIX A: DeKalb County Athletics GHSA Links

A. Begin and End Dates:

<https://www.ghsa.net/beginning-and-ending-dates>

B. Constitution and By-Laws

<https://www.ghsa.net/constitution>

C. GHSA Physical Form

<https://www.ghsa.net/sites/default/files/documents/forms/Preparticipation Physical History and Evaluation - Current Fillable.pdf>

D. Emergency Medical Card

<https://www.dekalbschoolsga.org/athletics/files/2016/03/EMERGENCY-MEDICAL-CARD.pdf>

E. Concussion Management

<https://www.ghsa.net/concussion-management-high-school-athletics>

F. Concussion Form

<https://www.dekalbschoolsga.org/athletics/files/2020/07/Updated-Concussion-Form.pdf>

G. Emergency Action Plan

<http://www.anyonecansavealife.org/>

H. Heat Policy

<https://www.ghsa.net/practice-policy-heat-and-humidity>
<https://www.ghsa.net/5-tips-help-athletes-stay-safe-intense-heat>

I. Sudden Cardiac Arrest Form

<https://www.ghsa.net/sites/default/files/documents/sports-medicine/Sudden Cardiac Arrest Awareness Form.pdf>

J. Lightning and Inclement Weather

<http://www.ahsaa.com/Portals/0/PDF's/AHSAA/AHSAA/Forms/Lightning%20Safety.pdf?ver=2017-03-29-100626-463>

K. Sports Medicine South 3D Injury Guide

<http://www.sportsmedsouth.com/patient-resources/3d-injury-guide-videos/>

L. Sports Medicine Websites

<https://www.ghsa.net/sports-medicine-websites>

M. Nutrition and Training

<https://www.ghsa.net/putting-extra-mile-or-rep>

N. GHSA Forms

<https://www.ghsa.net/forms>

O. Community Coaches Certification

<https://www.ghsa.net/lay-coach-certification>

P. DeKalb Athletic Forms

<https://www.dekalbschoolsga.org/athletics/downloads/>

APPENDIX B: Student Concussion Form



DEPARTMENT OF ATHLETICS STUDENT/PARENT CONCUSSION AWARENESS FORM

SCHOOL _____

DANGER OF CONCUSSION

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

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

COMMON SIGNS AND SYMPTOMS OF CONCUSSION

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

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

- a) No athlete is allowed to return to a game or a practice on the same day that a concussion (a) has been diagnosed, or (b) cannot be ruled out.
- b) Any athlete diagnosed with a concussion shall be cleared medically by an appropriate health care professional prior to resuming participation in any future practice or contest. The formulation of a gradual return to play protocol shall be a part of the medical clearance.

By signing this concussion form, I give _____ High School permission to transfer this concussion form to the other sports that my child may play. I am aware of the dangers of concussion and this signed concussion form will represent myself and my child during this school year. This form will be stored with the athletic physical form and other accompanying forms required by the _____ School System.

I HAVE READ THIS FORM AND I UNDERSTAND THE FACTS PRESENTED IN IT

SIGNED: _____
Student Parent or Guardian

DATE _____

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APPENDIX C: Wavier of Insurance

WAIVER FOR FOOTBALL INSURANCE

WAIVER FOR FOOTBALL INSURANCE (GRADES 9-12)



I understand that one requirement for eligibility to participate in football is adequate insurance coverage against injury while in practice or play. My child is adequately covered by accident insurance with appropriate policies which I already carry, and I do not desire to obtain coverage under the standard DeKalb Insurance Plan for Athletics. Such coverage would result in a duplication of insured benefits.

My insurance is:

Company providing insurance _____

Name of Insured _____

Policy number _____

Copy of the insurance card must be attached.

I have presented evidence to show my child is adequately covered with personal or family accident insurance and I do not wish to purchase the football accident insurance sponsored by the DeKalb County Board of Education. I hereby state that I am the legal guardian of said child and I am authorized to make this decision.

DATE

SIGNATURE OF PARENT OR GUARDIAN

SIGNATURE OF STUDENT
(Witnessed by Principal or representative)

SIGNATURE OF PRINCIPAL OF
REPRESENTATIVE Having Witnessed
Student Signature

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APPENDIX D: Insurance
WAIVER FOR ATHLETIC INSURANCE EXCEPT FOOTBALL
FOR ALL ACTIVITIES EXCEPT FOOTBALL IN GRADES 9-12



I understand that one requirement for eligibility to participate in athletics or cheerleading is adequate insurance coverage against injury while in practice or in play. Since my child is adequately covered with such accident insurance with appropriate policies which I already carry, and I do not desire to obtain coverage under the standard DeKalb Insurance Plan for Athletics. Such coverage would result in a duplication of insured benefits. I certify that my child is adequately covered with personal or family accident insurance, and I do not wish to purchase accident insurance through the **Student Scholastic Accident Insurance Program** sponsored by the DeKalb County Board of Education.

Copy of the insurance card must be attached.

I hereby state that I am the legal guardian of said child and I am authorized to make this decision.
Company providing insurance _____

Name of Insured _____

Policy number _____

SPORT/ACTIVITY _____

DATE

SIGNATURE OF PARENT OR GUARDIAN

SIGNATURE OF STUDENT
(Witnessed by Principal or representative)

SIGNATURE OF PRINCIPAL OF
REPRESENTATIVE Having Witnessed
Student Signature

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APPENDIX E: Transfer Rules

GEORGIA HIGH SCHOOL ASSOCIATION

RULES FOR TRANSFER STUDENTS – “BONA FIDE MOVE” GUIDELINES

BASIC ELIGIBILITY PRINCIPLES:

1. An entering ninth grader is eligible at any school if the school will allow the student to enroll.
2. After entering ninth grade, a student who transfers to a new school must meet requirements that are noted in the document. The most basic requirement is the “bona fide” move.

DEFINITION OF BONA FIDE MOVE:

The student must move with the entire parental unit or persons he/she resided with at the former school, and the student and parent(s) or persons residing with the student must live in the service area of the new school [By-Law #1.62(a)].

1. It is important to note that everyone in the immediate family must move from the old residence to the new residence. The new residence must be the full-time (7 days a week) residence of the family unit.
2. It is also important to note that the family must have relinquished the old residence and the new residence must be in the attendance area of the new school.
3. When a student has a bona fide move, he may choose to enter either the public school that serves his area of residence or a private school that serves his area of residence.

RELINQUISHING THE FORMER RESIDENCE:

Conditions that meet the requirement for relinquishing a residence may be as follows:

1. sell the former residence
2. have a sales contract pending on the former residence
3. possess a contract with a realtor to have the former residence on the market for sale at a fair market value
4. possess a lease agreement to rent the former residence at a fair rate of payment
5. abandon the house and have unnecessary utilities shut off (note: If any utilities are left on, the individual must furnish the reason for the need to leave them on.)

If the family claims two residences, the residence on which the family files for their homestead exemption is considered the official residence.

“MIGRANT STUDENT” RULE:

A student that has a “bona fide” move is immediately eligible. A student who transfers schools without a bona fide move is considered to be a “migrant student”, and is ineligible for varsity competition for one calendar year. That student may practice and may compete on a sub-varsity team while a migrant student. A migrant student may become eligible if one of the following conditions applies:

1. If the student attended a non-member school in Georgia or transferred from an out-of-state boarding school, he may make one free move to the school that serves his area of residence. If the student left a GHSA school to enter the non-member school, he is eligible only if he returns to the original GHSA school.
2. If the student is in a foreign exchange program that is approved on the Advisory List of the Council for International Educational Travel and Exchange Programs (CSIET). The student is immediately eligible, but is only eligible for one year.
3. If the student has one or both parents who is a certified teacher or administrator at the new school (grades 9-12) (one time move only).
4. If there is a Superior Court or Juvenile Court awarded custody change and the student is moving to the residence of the new custodial parent. The court decree containing the judge's signature must be submitted with the eligibility forms. (Note: Guardianship awards by a Probate Court are not valid for GHSA eligibility.)
5. If there is a Court awarded joint custody situation, the student may move from one custodial parent to the other custodial parent one time each calendar year and still maintain eligibility. The court decree containing the judge's signature must be submitted with the eligibility forms.

(continued)

"Bona Fide Move" Guidelines Continued

6. If there is a death of the custodial parent and the student moves to live with the other natural parent, relative, or guardian. A copy of the death certificate must be submitted with the eligibility form.
7. If there is a military transfer of a parent that necessitates the relocation of the student, the student will retain eligibility. A copy of the deployment papers must be submitted with the eligibility form.
8. If a U.S. citizen returns from living in a foreign country, the student retains eligibility.
9. If the student marries and sets up a first-time residence, the student retains eligibility.
10. If the student enters one of the following boarding schools in Georgia, the student is granted eligibility: Ben Franklin Academy, Rabun Gap School, Riverside Military, Tallulah Falls School.

When a student enters a new school, officials at the school may ask for proof that the residence is located in the new school's service area. Possible sources of evidence could be:

1. An electric or gas bill showing the family's name and the new address. Note: Telephone records are not acceptable.
2. U.S. Post Office change of address form
3. Sales agreement or lease agreement for the mortgage holder or landlord
4. Voter registration record or government issued identification record
5. An on-site visit by a school administrator, resource office, visiting teacher, school social worker, etc., may be made at a time when residents would be expected to be at home.

APPENDIX F: Welcome Notice

Welcome to _____ High School. Please read the following if you desire to participate in our interscholastic activities. You are eligible only if you:

- Had a bona fide move and living within our school district boundary.
- Attended school last semester.
- Passed 2.5 Carnegie units the previous semester.
- Have earned Carnegie units that count toward graduation equivalent to years you have been in high school.
- Have been in high school no more than four consecutive years after your first entry into ninth grade.
- Have not attained your 19th birthday prior to May 1st preceding the year of participation.
- Have completed a physical examination during the past 12 months.
- Was not ineligible at the previous school for academic or behavioral reasons.
- Are not a professional athlete in the sport you wish to participate.

Our school's athletic code and eligibility policies are available upon request.



APPENDIX G: GHSA Withdrawal Form



To: STUDENTS WITHDRAWING FROM SCHOOL

ATTENTION: BEFORE YOU WITHDRAW READ THIS INFORMATION!

_____ High School wishes you success and good fortune. If you are planning to transfer to another high school in Georgia and be eligible for participation in competitive events, the GHSA has asked that we make you aware of the following information.

You will be INELIGIBLE for participation in your new school if you:

- Transfer enrollment to the new school without a corresponding move by your parents into the new school service area.
- Did not attend school last semester.
- Did not pass 2.5 Carnegie units, or the equivalent, toward graduation, the previous semester.
- Have not attained the required number of accumulated Carnegie Units for years in school.
- Have been in high school more than four consecutive years after your first entry into the ninth grade.
- Have attained your 19th birthday prior to May 1st preceding the year of participation.
- Have not completed a physical examination during the past 12 months.
- Are a professional athlete in the sport you wish to participate.
- If you are currently on out-of-school suspension, in alternative school for disciplinary reasons, or have been expelled by the previous school.

To be eligible to practice or compete against another team or opponent at your new school, you must:

Meet all the above GHSA eligibility requirements.

If all requirements are not met, your new school may apply for a waiver of the eligibility rule not met in the case of a true “Hardship” situation. (See *GHSA Constitution and By-Laws* for procedure.)

APPENDIX H: Job Descriptions



Athletics Job Description

Stadium Manager:

1. To supervise all stadium operations during scheduled events
2. To complete itemized reports for the Department of Finance and Athletics
3. To determine in collaboration with the Athletic Coordinator, staffing needs for the stadium
4. To employ all stadium personnel
5. To train/supervise all stadium personnel
6. To implement a security plan and hire appropriate security personnel
7. To perform other duties as determined by the Athletic Coordinator

Assistant Stadium Manager:

1. To assist the stadium manager in carrying out all designate duties
2. To supervise the stadium in the absence of the stadium manager
3. To supervise the arrival and departure of group buses
4. To assist in opening additional seller windows in the event of an overflow crowds
5. To assist in taking tickets in the event of an overflow crowd
6. To perform other duties as designated by the stadium manager and/or the athletic coordinator

Stadium Worker:

Camera Operator- video tape varsity football games for both schools

Scoreboard Operator- operates scoreboard for all games.

Public Address Announcer- Announces varsity football games.

Ticket Taker- Collects tickets as spectators enter the stadium.

Security Worker- Operates and monitors walk through metal detectors and checks bags and packages for banned items.

Police- Post certified police officers provide security for all athletic events.

Concession stand worker- Sells concessions items at athletic events.

Middle & High School Workers:

Gym Manager- Same responsibilities as Stadium Manager

Ticket Taker- Collects tickets as spectators enter the stadium.

Police- Post certified officers provide security for all athletic events.

Clock Operator- Operates clock for varsity basketball games.

Score Keeper- Keeps officials score book for varsity basketball.

APPENDIX I: Emergency Medical Card



DEKALB COUNTY SCHOOL DISTRICT ATHLETICS DEPARTMENT EMERGENCY MEDICAL CARD

Child's Name_____

Parent's Name_____

Parent's Address_____

Work #_____

Home #_____

Hospital Preference_____

Primary Physician_____

Insurance Company_____

Insurance Card#_____

APPENDIX J: Travel Reimbursement Form



TRAVEL REIMBURSEMENT FORM

SCHOOL _____ DATE OF ATHLETIC EVENT _____

DESTINATION _____ SPORT _____

TEAM QUALIFIERS – INCLUDES COACHES

- | | | |
|-----------|-----------|-----------|
| 1) _____ | 14) _____ | 27) _____ |
| 2) _____ | 15) _____ | 28) _____ |
| 3) _____ | 16) _____ | 29) _____ |
| 4) _____ | 17) _____ | 30) _____ |
| 5) _____ | 18) _____ | 31) _____ |
| 6) _____ | 19) _____ | 32) _____ |
| 7) _____ | 20) _____ | 33) _____ |
| 8) _____ | 21) _____ | 34) _____ |
| 9) _____ | 22) _____ | 35) _____ |
| 10) _____ | 23) _____ | 36) _____ |
| 11) _____ | 24) _____ | 37) _____ |
| 12) _____ | 25) _____ | 38) _____ |
| 13) _____ | 26) _____ | 39) _____ |

- A) Meal allotment per person per day
- B) Number of persons listed above including coach (es)
- C) Total meal allotment per day _____ (multiply line C times line D)
- D) Number of days approved at this rate for this event
- E) Total reimbursement: for meals _____ (Multiply line C times line D)
- F) Number of motel rooms approved _____ G) Number of nights in in motel
- H) Total motel cost (receipt must be attached)
- I) Total amount to be reimbursed (meals plus Motel) _____ Sum of lines E and H)

NOTE: This request for reimbursement must be received in the Department of Athletics within ten (10) calendar days after the scheduled event.

APPENDIX K: Professional Leave Form



DeKalb County School District
Athletic Department
6829 Memorial Drive
Stone Mountain, GA 30083
Office (678) 6761821
Fax (678)676-1829

MEMO TO: EXECUTIVE DIRECTOR OF ATHLETICS

SCHOOL_____

NAME OF COACH/TEACHER_____

ATHLETIC EVENT TO BE ATTENDED_____

DAY OF WEEK	DATE	FULL DAY	HALF DAY

100.1000.511300.00011.9990.9990.8010.120.0000
CHARGE CODE FOR PROFESSIONAL LEAVE

Professional Leave is authorized with Full Pay.

PRINCIPAL'S SIGNATURE

APPROVAL- EXECUTIVE DIRECTOR OF ATHLETICS
(After approval from the Executive Director of Athletics, a copy will be returned to the principal to be included with the payroll report. The absence should be keyed as leave with pay.)

APPENDIX L: Event Worker's Rates

FALL SPORTS 2023-2024 SCHOOL YEAR

Varsity Football Games

Job Title	DCSD Employee (Fulltime)	NON- DCSD
	Per Hour	Per Hour
Stadium Manager	\$35.00	\$35.00
Assist Stadium Manager	\$25.00	\$25.00
All Other Stadium Staff	\$15.00	\$15.00

JV and Middle School Football Games and Flag Football

Job Title	DCSD Employee (Fulltime)	NON-DCSD
	Per Hour	Per Hour
Stadium Manager/Assist	\$25.00	\$25.00
All Other Stadium Staff	\$15.00	\$15.00

Cross Country, Softball, and Volleyball (*school-based sporting events*)

Job Title	DCSD Employee (Fulltime)	NON-DCSD
	Per Hour	Per Hour
Manager	\$25.00	\$25.00
All Other Staff	\$15.00	\$15.00

Security

School Resource Officers	\$65.00	
Campus Supervisors	\$50.00	
County Police Officers		\$65.00

Stadium Clean Up

Job Title	DCSD Employee (Fulltime)	NON-DCSD
Lead Clean Up	\$30.00	\$30.00
Clean Up	\$25.00	\$25.00
Trash Haul (Flat Rate)	\$25.00 (one hour only)	\$25.00 (one hour only)

I, (Please print full name here) _____ understand that this amount is based on a maximum of 3 hours of duty per event. If exceeded, manager and coordinator have the right to approve or change timesheets.

Signature of Worker

Date

WINTER SPORTS 2023-2024 SCHOOL YEAR

Varsity Basketball Games (Max. 3 hours for 2 games {Boys and Girls}) (Max. 1.5 hours for 1 game {Boys or Girls})

Job Title	DCSD Employee (Fulltime)	NON- DCSD
	Per Hour	Per Hour
Gym Manager	\$25.00	\$25.00
All Other Gym Staff	\$15.00	\$15.00
Clean Up (Saturday Only - Flat Rate)	\$25.00 (one hour only)	\$25.00 (one hour only)

JV and Middle School Basketball Games (Max. 3 hours for 2 games {Boys and Girls}) (Max. 1.5 hours for 1 game {Boys or Girls})

Job Title	DCSD Employee (Fulltime)	NON-DCSD
	Per Hour	Per Hour
Gym Manager	\$20.00	\$20.00
All Other Gym Staff	\$15.00	\$15.00
Clean Up (Saturday Only - Flat Rate)	\$25.00 (one hour only)	\$25.00 (one hour only)

Wrestling, Swimming (Tournaments Only)

Job Title	DCSD Employee (Fulltime)	NON-DCSD
	Per Hour	Per Hour
Gym Manager	\$25.00	\$25.00
All Other Staff	\$15.00	\$15.00
Clean Up	\$25.00	\$25.00

Security

Job Title	DCSD Employee (Fulltime)	NON-DCSD
	Per Hour	Per Hour
School Resource Officers	\$65.00	
Campus Supervisors	\$50.00	
County Police Officers		\$65.00

I, (Please print full name here) _____ understand that this amount is based on a maximum of 3 hours of duty per event. If exceeded, manager and coordinator have the right to approve or change timesheets.

Signature of Worker

Date

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SPRING SPORTS 2023-2024 SCHOOL YEAR

Varsity, JV and Middle School - Lacrosse/Soccer/Track

Job Title	DCSD Employee (Fulltime)	NON- DCSD
	Per Hour	Per Hour
Stadium Manager	\$25.00	\$25.00
All Other Stadium Staff	\$15.00	\$15.00
Track Meet Director	\$35.00	\$35.00
Track Meet Marshal	\$25.00	\$25.00
Track Meet Clerk	\$25.00	\$25.00

Gymnastics and Baseball (*Tournaments and Playoffs Only*)

Job Title	DCSD Employee (Fulltime)	NON-DCSD
	Per Hour	Per Hour
Event Manager	\$25.00	\$25.00
All Other Staff	\$15.00	\$15.00

Security

Job Title	DCSD Employee (Fulltime)	NON-DCSD
	Per Hour	Per Hour
School Resource Officers	\$65.00	
Campus Supervisors	\$50.00	
County Police Officers		\$65.00

Stadium Clean Up

Job Title	DCSD Employee (Fulltime)	NON-DCSD
	Per Hour	Per Hour
Clean Up	\$25.00	\$25.00
Trash Haul (Flat Rate)	\$25.00 (one hour only)	\$25.00 (one hour only)

I, (Please print full name here) _____ understand that this amount is based on a maximum of 3 hours of duty per event. If exceeded, manager and coordinator have the right to approve or change timesheets.

Signature of Worker

Date

APPENDIX M: Hosting Invitational
APPLICATION
FOR HOSTING INVITATIONAL
TOURNAMENTS/MEETS/CAMPS



**DEKALB COUNTY DEPARTMENT OF ATHLETICS
APPLICATION FOR HOSTING INVITATIONAL TOURNAMENTS/MEETS/CAMPS**

HOST _____ SPORT _____

DESCRIPTION OF EVENTS _____

EVENT DATE/DATES _____ NO. OF ITEMS _____

DATE GHSA SANCTIONED _____

It is understood that all DeKalb District policies/procedures are applicable in reporting the results of the event. The policies and procedures include but may not be limited to:

1. Use of admission tickets provided by the Department of Athletics.
2. Appropriate ticket sale reports that provide a complete record of gate receipts
3. Use of required forms for payment for services of DeKalb and non-DeKalb employees.
4. Use of forms when appropriate: 1099(IRS), ICA, W-9
5. Evidence of deposit, of all monies from ticket sales into local school account.
6. Employment of gym manager when appropriate to prepare and submit report to the Department of Athletics.
7. All reports are due in the Department of Athletics within ten (10) days after the conclusion of the activity.

Head Coach

Principal

Athletic Coordinator

Executive Director of Athletics

APPENDIX N: GHSA Community Coaches Process

GEORGIA HIGH SCHOOL ASSOCIATION FOR COMMUNITY COACHES

Interested in becoming a Community Coach?

The Georgia High School Association offers a Community Coach Education Program that you must complete in order to be a certified Community Coach. You MUST register for this course through the school where you will be coaching. The registration form is NOT available on the GHSA website. The cost of the course is \$325. This course consists of two classes: a 4-hour Sport First Aid class and an 8-hour Principles for Coaching class. At each class you will receive an exam. After successfully completing (a score of 80 or above) both exams you are then certified to coach. Coaching before this time is a violation of GHSA policy and subjects your school to a fine.

Please Note: The Coaches Education Program Registration Form is not on the website. Prospective coaches must get that form from the school at which they are going to coach.

*****NFCEP (National Federation Coaches Education Program for Community Coach) Registration Form must be obtained through the principal of the school.**

**COMMUNITY COACH RECOMMENDATION
FOR DEKALB COUNTY SCHOOLS**



_____ **School Year**

DATE: _____

SCHOOL: _____

NAME: _____

LAY COACH SPORT: _____

PHONE NUMBER: _____

SOC. SECURITY NUMBER: _____

PAYMENT TYPE: Please check one.

Volunteering ()

Paid through school's supplement () - Please make sure name has been turned in on the Supplement Roster sent to the schools in August. The Roster is returned to Staff Services Department.

APPROVED: _____

Principal's Signature

(Please do not write below line)

For Human Resources Use Only

CHECKLIST:

Application complete _____

Completed paperwork for fingerprinting _____

Submitted coaching credentials for processing _____

Authorize for paid supplement--form forwarded to Staff Services

Please submit the completed form to the Human Resources Department

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APPENDIX O:- GHSA Rules Clinics
GEORGIA HIGH SCHOOL ASSOCIATION RULES CLINIC:

PROCESS FOR BECOMING A COMMUNITY COACH

PROSPECTIVE COACH INFORMATION

IMPORTANT REMINDERS

- 1. The GHSA requires that all community coaches attend the “PREPARE/ First Aid” and the “Principles for Coaching” classes and complete the exams within 90 days of their class date. Prospective coaches are not allowed to coach until after both classes are attended and both exams have been successfully completed.**
- 2. DO NOT CALL THE GHSA OFFICE REQUESTING FORMS, SCHEDULE CHANGES, GHSA PASSES, ETC. The GHSA office respectfully requests that all communications be between the school and the GHSA office. Please go to your school Athletic Director with any questions.**

- All community coaches are required to meet all policies and regulations in accordance with the GHSA Constitution and By-Laws. The GHSA strongly recommends all community coach prospects be 21 years of age or older.
- Upon agreement with the school Principal, a registration form is to be filed on your behalf with proper payment of fees (a school check or money order). A background check is required and **MUST** be completed **before** the application is submitted to the GHSA office. This background check is the school's responsibility and must adhere to their policies. **The background check box on the registration form MUST be signed and dated indicating the background check is complete and acceptable or the registration form will be returned to the school. This form must also be signed by the school Principal.**
- A legible complete mailing address is essential on the registration form. After the registration application is processed, specific information about the site of the courses will be sent directly to your home address. You are not permitted to enter the class without your name being on the class roster. The program consists of a “PREPARE/First Aid” course (4-hour class) and a “Principles for Coaching” course (8-hour class).
- All GHSA CEP registration forms must be in the GHSA office before the close of business on the deadline date. **Exceptions or extensions will not be granted. Please do not ask!**
- Shifts in dates and/or sites are **not** permitted and will **not** be made by the GHSA office. The only modification available is to re-schedule you into the next series of course offerings. This must be done with the approval of the school Principal and submitted to the GHSA, in writing, by the school Principal or Athletic Director. **Please do not call the GHSA office requesting a change in your schedule. This MUST BE DONE through the school.**

- Community coaches must arrive on time for their scheduled classes. If you arrive 15 or more minutes late for your scheduled class you will not be allowed into the class. You will have to reschedule to take a class in the next class offering. The reschedule request must come, in writing, from your school Athletic Director or school Principal.
- Class attendance and a passing grade of 80% or more is required on the two (2) exams **BEFORE a community coach is allowed to assume any coaching duties.** A school allowing a community coach to coach before this time is subject to a fine and other penalties.
- For completing the “Principles for Coaching” online exam, follow the instructions given to you at the class. If a prospective coach does not pass the examination, he/she and the school will receive notification. After the GHSA office receives the re-testing fee of \$25 (school system check or money order ONLY) the re-take exam can be taken online. At that time, an email notification will be sent to the community coach indicating access to the online exam. The prospective coach is required to retake the exam until a passing grade is achieved.
- Follow the directions sent with the exam packet from NCSS to complete 8 Modules of the PREPARE/First Aid online exam. Community coaches who have successfully completed the “NCSS PREPARE/First Aid” exam online will automatically receive a certificate of completion. You should provide your school a copy of this certificate for their files. **Your original certificate should be kept for future reference in the event you change schools or sports activities.**
- Community coaches who have fully completed the GHSA “Principles for Coaching” will receive a certificate of completion by mail. You should provide your school a copy of this certificate for their files. **Your original certificate should be kept for future reference in the event you change schools or sports activities.**
- You should have ample time to attend your course classes and complete both exams before you are needed to coach. Please remember the 90-day time limit on completing both exams. If you do not attend both of your scheduled classes or complete both exams within 90 days, then you will be disqualified from coaching and will have to re-register and pay the course fees to complete your certification.
- **HIGH SCHOOLS ONLY: After you have become certified to coach, the school Athletic Director or Principal is responsible for updating the online school staff roster and adding your name as a community coach for the school.** In order to receive your pass, be sure your school submits this information to the GHSA office. **DO NOT** call the GHSA office regarding your pass. **As always with any questions, please check with your school Athletic Director.**

- All community coaches MUST attend a regular GHSA Rules Clinic in the sport(s) they coach as required of others on the staff, or the school will be fined. At the time of course completion, if a rules clinic for the sport he/she coaches is available then he/she must complete the clinic to avoid a fine. If a rules clinic for the sport he/she coaches is not available, then he/she will not be fined. Prospective coaches may still be able to review the clinic though and it would be to their benefit to do so.
- Special attention must be paid to rules dealing with out of season coaching and illegal practices.
- A community coach may not assume coaching duties until fully certified.
- Community coaches may not coach out of season with any community team that has one or more students from the GHSA member school at which that person coaches on that team.
- Community coaches may not coach an out-of-school team during the school term. They are allowed to coach out-of-school teams during the summer months ONLY when school is not in session.
- Community coaches may coach for only one board of education annually, regardless of whether or not they are paid for their services
- Community coaches may not coach the same sport at more than one school even if there are multiple schools in the system.

PLEASE NOTE THAT NCSS IS RESPONSIBLE FOR THE TESTING AND GRADING OF THE “PREPARE/FIRST AID” PORTION OF THE PROGRAM AND GHSA IS RESPONSIBLE FOR THE “PRINCIPLES FOR COACHING” PORTION OF THE PROGRAM.

GHSA On-Site Rules Clinic Schedules

GHSA On-Line Rules Clinic Schedule for 2019-2020- Required for all coaches!

The GHSA Office requires ALL officials to complete the annual on-line GHSA/NFHS Rules Clinic(s) for each respective sport officiated. Each official must verify that they have completed the clinic within the allowable timeframe to complete the clinic. Verification of completion will be distributed to each local association following the published deadline. Click the link below:

[GHSA Clinic Website \(learn.ghsa.net\)](http://learn.ghsa.net)

NFHS Concussion Video - Concussion in Sports

Review the GHSA website for all other sport categories at: <http://learn.ghsa.net/ghsa-line-rules-clinic-schedule>

- A. **Coaches and Officials** - In order to receive clinic credit in a particular sport, you must complete the clinic for that sport **by the date listed**. For credit to be recorded, **you must watch the entire presentation and fill out an attendance form that will be presented at the end of the presentation**. However, after the clinic deadline has passed, the attendance form will no longer appear.
- B. If you are having trouble viewing the clinic presentations, try these [troubleshooting tips](#).
- C. **We have had many clinics confirmation emails bounce back to us due to incorrect email addresses or spam filters. There are also some email providers that are routing certain emails from our email server to Spam folders.** If you did not receive a confirmation email, please check your Spam folder. You can also send an email to clinics@ghsa.net and we will resend the confirmation or route it to another address.
- D. **Please retain your confirmation email as this is your proof that you completed the clinic.**

APPENDIX P: Sportsmanship Announcement

SPORTSMANSHIP ANNOUNCEMENT (GHSA)

GHSA Sportsmanship Announcement

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

APPENDIX Q: GHSA Beginning and End Dates

GEORGIA HIGH SCHOOL ASSOCIATION BEGINNING AND ENDING DATES

<https://www.ghsa.net/sites/default/files/documents/Constitution/CALENDAR21-22Datescx9.pdf>

ACTIVITY	DATE FOR FIRST PRACTICE	FIRST CONTEST	MAXIMUM GAMES/DATES	LAST PLAY DATE	PLAYOFF QUALIFIERS DETERMINED	GHSA STATE PLAYOFF DATES				
						First Round/Sectionals	Second Round	Quarterfinals	Semifinals	
FOOTBALL	Aug. 2	Aug. 20	10 (7 JV)	Nov. 6	Nov. 6	Nov. 12-13	Nov. 19-20	Nov. 26-27	Dec. 3-4	1
CHEERLEADING	Aug. 2	Aug. 7	6 (4 JV)	Nov. 6	Nov. 13	Nov. 13 (Region/Sectionals)				N
SOFTBALL (FP) SOFTBALL (SP)	Aug. 2 Feb. 14	Aug. 5 Feb. 18	30 (21 JV) 16	Oct. 9 April 9	Oct. 9 April 9	Oct. 12-14 April 13-14	Oct. 19-21		Oct. 28-29	A
VOLLEYBALL	Aug. 2	Aug. 9	18 (13 JV) Dates	Oct. 16	Oct. 16	Oct. 19-20	Oct. 23	Oct. 26-27	Oct. 30	
CROSS COUNTRY	Aug. 2	Aug. 9	10 (7 JV) Dates	Oct. 30	Oct. 30					
FLAG FOOTBALL	Sept. 20	Oct. 7	12 (8 JV)	Nov. 20	Nov. 20	Nov. 30	Nov. 30	Dec. 2	Dec. 6	
ONE ACT PLAYS	Aug. 2	—	—	Oct. 30	Oct. 30					No
LITERARY	Aug. 2	—	—	March 12	March 12					Ma
RIFLERY	Aug. 2	Oct. 25	—	March 12	March 12	March 26			April 9	
SWIMMING	Oct. 11	Oct. 25	10 (7 JV)	Jan. 28						
DANCE	Oct. 25	Nov. 6	6 (4 JV)	Feb. 5						
BASKETBALL	Oct. 25	Nov. 12	25 (18 JV)	Feb. 19	Feb. 19	Feb. 22-23	Feb. 25-26	March 1-2	March 4-5	M
WRESTLING	Oct. 25	Nov. 12	20 (14 JV) Dates 6 (girls) Dates	Jan. 29	Du - Jan. 7-8 Tr - Jan. 28-29	Du - Jan. 14-15 Tr - Feb. 4-5				D Tr
GYMNASTICS	Jan. 3	Jan. 24	10 (7 JV)	April 16		April 21-22				
TENNIS	Jan. 3	Jan. 24	18 (13 JV)	April 14	April 14	By April 21	By April 27	By May 3	By May 9	
SOCCER	Jan. 3	Jan. 24	18 (13 JV)	April 9	April 9	April 12-15	April 18-21	April 25-26	April 28-29	
TRACK	Jan. 10	Feb. 7	10 (7 JV)	April 30	April 30	May 7 (Class A Areas)				N
LACROSSE	Jan. 17	Feb. 7	18 (13 JV)	April 23	April 23	April 27-28	May 2-3	May 5-6	May 10-11	
BASEBALL	Jan. 17	Feb. 14	30 (21 JV)	April 23	April 23	April 27-29	May 3-4	May 9-10	May 14, 16	Ma
GOLF	Feb. 7	Feb. 19	12 (8 JV) Dates	May 7	May 5 April 25 (5-7A)	May 2-3 (5-7A)				N

“DeKalb Athletics: Focusing on Educationally Sound Practices”



APPENDIX R: Cancellation Policy for Athletic Events

The following procedures must be taken:

1. Approval by the Principal and/or designated personnel (Assistant Principal, Athletic Liaison, etc.).
2. Contact the Athletic Department and get approval from the Athletic Coordinator for specific sport or Athletic Director.
3. Contact opponents.
4. Contact Officials Association.
5. Contact Athletic Department to cancel officials (**soccer only**).
6. Contact Transportation.
7. Contact personnel at site of meet.

NOTE:

If a school fails to show up for a game or cancels a game within four (4) hours of the scheduled starting time without an emergency condition or weather-related conditions, that school shall pay a forfeiture fee to the host school equivalent to the cost of the officials. NOTE: If the host school is the violating team, the fee will be paid directly to the official's association. The host school shall reimburse the visiting team(s) for mileage incurred by the visiting team(s) when this by-law is violated by the host team). Additionally, the school must make payment to the Department of Athletics to cover cost for the stadium/gymnasium staff and the cost of School Resources Officers scheduled to work the event.

If a school fails to show up for a game or cancels within four (4) hours of the scheduled game time without emergency reasons or weather-related reasons for a second time, that school must make restitution again and must show cause to the GHSA Executive Director as to why they should not be placed on probation by the GHSA.

Athletic Department

5829 Memorial Drive
Stone Mountain, GA 30083
Office (678) 676-1821 / Fax (678) 676-1829

APPENDIX S: Heat Protocols



Summary of Heat Protocols 2022-2023

Due to the unpredictability of weather in Georgia, certain precautions must be taken to avoid serious illness and possible death during outdoor activities in times of extreme heat. Included in our heat protocol standards are examples of hydration stations and tips on when to discontinue all outdoor activities in DeKalb County. Please adhere to these guidelines for the protection and safety of student athletes and staff. ***(Note: the term “activity” includes all sports practices, physical education classes, clubs, band, cheerleading and other outdoor activities.)***

Temperature/Heat Index:

- a. Coaches must take daily Heat Index readings from the Digital Pocket Psychrometer which is provided to all HS and MS Football Coaches.
- b. Readings must be taken every 30 minutes beginning 30 minutes before practice and continuing throughout the practice.
- c. Document all readings for each practice during the extreme heat periods.
- d. When the Heat Index reading from the psychrometer is lower than 95 degrees, provide water breaks every 30 minutes for 10 minutes duration. Provide ice-down towels for cooling.
- e. When the Heat Index reading is 95 or higher, **always** provide water breaks every 30 minutes for 10 minutes duration and ice-down towels for cooling. Helmets and other possible equipment should be removed when not involved in contact. Reduce the time of outdoor activity and consider adjusting practice times to cooler times of the day such as early morning or late evening.
- f. When the Heat Index reading is 100 to 102 degrees, **always** provide water breaks every 30 minutes for 10 minutes duration and ice-down towels for cooling. Reduce the time of outdoor activity. Adjust practice times to cooler times of the day such as early morning or late evening. Alter uniforms by removing items if possible. Allow for changes to dry t-shirts and shorts. Helmets and other possible equipment should be removed when not involved in contact.
- g. When the Heat Index reading reaches 103 degrees, practice must be suspended. **No Outdoor**

Practice is allowed once the Heat Index reading reaches 103 degrees or higher.

- a. Coaches should monitor the Air Quality Index (AQI) daily. When the (AQI) is Orange, the air is unhealthy for sensitive individuals including all children under the age of 18. This includes those with respiratory and cardiac conditions. Outdoor exertion for all children and sensitive adults should be limited in duration and intensity. Begin activities prior to 12 noon (early morning is recommended) or after 6 p.m. (late evening). These times of the day are when pollutants are lowest.

- b. When the (AQI) is Red, the air is unhealthy for everyone. **No Outdoor Practice is allowed** when the AQI is Red.
- c. **Always provide ample amounts of water.** This means that water should always be available, and athletes should be able to take in as much water as they desire.
- d. A shaded water area must be provided and must include ice water coolers and cups with injury ice available. It is recommended that a cooler for Powerade is made available. Powerade provides a perfect oral hydrating solution for electrolyte balance and carbohydrates for energy.
- e. Water stations should be available around the field perimeter. For example, stations can be set up on both end zones on each side of the field and at the 50-yard line on each side of field. This will provide six areas where several water bottles are available. (These are in addition to the shaded water area.)
- f. Designate an Assistant Coach to keep water rotations going during practice. NEVER run out of water during practice.
- g. We recommend official water breaks every 30 minutes. These should be conducted near the shaded water/Powerade station.
- h. Limit your outdoor practice sessions in the heat to 3 hours total. This includes warm-up, practice, instruction, breaks and cool-down.
- i. Encourage light-colored clothing with shorts. Remove helmets and shoulder pads during instructional periods.
- j. AED (Automated External Defibrillator) must be present at all practices.
- k. **ALWAYS** watch and monitor athletes carefully for danger signs due to extreme heat. Please see the list of possible heat disorders:

Heat Index Reading:

- 80 – 90 degrees – Fatigue is possible with prolonged exposure and/or physical activity.
- 90 – 105 degrees – Sunstroke, muscle cramps, and/or heat exhaustion is possible with prolonged exposure and/or physical activity.
- 105 – 129 degrees – Sunstroke, muscle cramps, and/or heat exhaustion is likely. Heatstroke is possible with prolonged exposure and/or physical activity.
- 130 degrees – Heat stroke or sunstroke is likely.

APPENDIX T: Athletics Contacts

CONTACT INFORMATION FOR THE DEPARTMENT OF ATHLETICS



DeKalb County School District Athletic Department

James Jackson, Executive Director Athletics - 678 676-1824

Janet Scott- Executive Administrative Assistant - 678 676-1821

Chris Chilton, Athletic Specialist - 678 676-1825

Lorenzo Sewell, Athletics Specialist, Finance - 678 676-1830

Mark Brock, Athletics Specialist, Statistician, Sports Media - 678 676-1827

Valerie Gilbert, Bookkeeper - 678 676-2079

John Harwell, Athletics Coordinator - 678 676-1823

Paris Burd, Middle School Athletics Coordinator - 678 676-1839

Tekshia Ward-Smith, Administrative Athletics Director - 678 676-1884

Alethea Webb, Administrative Assistant - 678 676-2019

APPENDIX U: GHSA Responsibilities

ELIGIBILITY RESPONSIBILITIES AND PROCESSES (GHSA)

DeKalb County Schools Department of Athletics Eligibility Responsibilities and Processes

COACH

The student registers, “signs-up”, or shows interest to participate in sport(s).

(GHSA Constitution and By-Laws Section 1.30) – AGE to be eligible to participate in interscholastic activities, a student must not have reached his 19th birthday prior to May 1st, preceding his year of participation. The coach provides all prospective athletes with the following forms and requires that all paperwork is complete and returned to the coach prior to the student’s participation. The required paperwork

Consists of the following forms:

1. Physical
2. Insurance waiver
3. Registration form
4. Permission to participate form

(GHSA Constitution and By-Laws Section 1.41) - Students must have a certificate of an annual Physical examination on file at the school prior to participating in any athletic try-outs, practices or Games that indicate the students are physically approved for participation.

- (a) Physical examinations will be good for twelve (12) months from the date of the exam.

EXCEPTION: Any physical examination taken on or after April 1 in the preceding year will be accepted for the following GHSA school year.

- (b) The physical exam must be conducted by a licensed medical physician, Doctor of Osteopathic Medicine, nurse practitioner or a physician’s assistant.
- (c) The exam must be signed by an M.D. or D.O., but the doctor's stamp is acceptable if it is in script, and if information appears elsewhere on the form identifying him/her as a medical doctor.
- (d) The GHSA requires that member schools use the latest edition of the pre-participation physical evaluation form approved by the American Academy of Pediatrics, et. al., found on the GHSA web-site.

The Coach does not issue equipment or allow participation until all eligibility requirements are complete and the athlete has been cleared by the coach, the athletic liaison, the principal, and the Georgia High School Association.

(GHSA Constitution and By-Laws Section 1.21) To be eligible to participate and/or try-out for a sport or activity, a student must be enrolled full time in grades 9-12 inclusive at the school seeking eligibility for that student.

- (a) Enrollment is defined as follows:

- (1) Fall Semester: when the student participates in a practice or contest before classes begin, or the student attends classes.
- (2) Spring Semester: when the student attends classes.
- (3) A student may be enrolled in only one (1) high school at a time.

- (b) The student must be in regular attendance.

- (c) The student must be taking courses that total at least 2.5 Carnegie Units that count toward

“DeKalb Athletics: Focusing on Educationally Sound Practices”

graduation.

NOTE: If an eligible student transfers from a school that uses a block-schedule format to a school using a traditional format (or vice versa) and that student cannot get a full schedule of classes with equivalent credit, the school may petition the Executive Director for a waiver of this rule for the semester the transfer occurs.

- (d) All or part of the course load of a student may be taken online through a virtual school as long as the student's grades are being kept at the school in which the student is enrolled. Grades from virtual school courses must be on file at the school by the first day of the new semester for the student to be eligible. The coach provides a complete student roster along with all completed paperwork to the athletic liaison who also reviews and ensures that all documents are accurate and complete. The student is not allowed to participate until the coach and the athletic liaison clear him/her for participation based on completed paperwork and academic eligibility. The coach must check each student submitted by the athletic liaison from the official GHSA form to ensure students have been deemed eligible. The coach has the responsibility to ensure that each player on the team has been deemed eligible by GHSA prior to participation.

(GHSA Constitution and By-Laws Section 1.11) - Students gain eligibility to practice or compete for the school in which they are enrolled after they have been certified by the principal of that school, after the eligibility forms have been processed by the GHSA office, and after the students have met the standards of:

- (a) academic requirements
- (b) age
- (c) semesters in high school
- (d) residence in the school's service area
- (e) transfer rules

Note: Students establishing eligibility as entering 9th graders are automatically eligible for the first semester. Any certificated person who violates rules in regard to student eligibility, or illegal practices, or knowingly misleads a member school and/or the GHSA will have a report of that behavior sent to the Professional Standards Commission.

The GHSA offers eligibility presentations which detail GHSA eligibility rules and forms processing. These seminars are especially helpful for school administrators and athletic department personnel that are responsible for processing GHSA eligibility forms. The seminars are located on-line at <http://www.ghsa.net/eligibility>.

ATHLETIC LIAISON

The liaison submits all confirmed prospective athlete's names on GHSA Form A or B, signs the report and delivers the document to the principal for review and signature. Once the registration is signed and approved by the principal the athletic liaison submits the eligibility form to the GHSA for eligibility status and approval.

(GHSA Constitution and By-Laws Section 1.12) - The certification of eligibility shall be submitted initially in each sport or activity no later than twenty (20) days before the date set by the GHSA for the first contest in that sport or activity.

(GHSA Constitution and By-Laws Section 1.42) - A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition.

- (a) A student is not considered to have entered the 9th grade when a 9th grade course is taken if:
 - (1) the student is regularly enrolled in a member's feeder school in a grade below the ninth, AND
 - (2) the course is taken as an advanced course, AND
 - (3) the principal of the school attended by the student certifies to the GHSA that the subject and

course(s) meet the criteria set forth above.

(b) Credits earned toward high school graduation which are taken below the ninth grade may be used when considering high school eligibility.

(GHSA Constitution and By-Laws Section 1.51) - To be eligible to participate, practice, and/or try out in interscholastic activities, a student must be academically eligible. A student is required to pass classes that carry at least 2.5 Carnegie Units counting toward graduation the semester immediately preceding participation.

Exception 1: First semester ninth grade students.

Exception 2: *A cheerleader who is academically ineligible for the spring semester may try out if she is passing ALL classes at the time of the tryout. The window of opportunity to try out under these conditions is available only during the ten (10) days set aside for tryouts that the school chooses.*

(a) Passing in all GHSA member schools is a grade of seventy (70).

(b) Students participating in junior varsity or "B" team competition must meet all scholastic requirements.

(c) If an eligible student transfers from a school that uses a block-schedule format to a school using a traditional format (or vice versa) and that student cannot get a full schedule of classes with equivalent credit in the semester of the transfer, the school may petition the Executive Director for a waiver of his rule for the first semester after the transfer occurs.

(d) For schools offering courses with yearlong grading, eligibility must be computed for each semester.

(1) At the end of the first semester, the school must determine that the student has a grade of 70% or higher in classes carrying at least 2.5 Carnegie Units.

(2) The second semester grade will be the grade given for the entire course and shall include the end-of-course test grade.

(3) Remediation programs designed to bring the student's first semester grade up to 70% or higher may be used (in accordance with GHSA guidelines) if the school allows such programs for all students.

(GHSA Constitution and By-Laws Section 1.52) - Students gain or lose eligibility on the first day of the subsequent semester. The first day of the fall semester shall be interpreted as the first date of practice for the first sport.

(a) Exception: Students who successfully complete summer school to maintain eligibility become eligible the last day of summer school.

(1) Summer school is an extension of the previous semester and courses may be:

a. remedial in nature where a previously taken course is repeated in its entirety with a new grade being given.

b. enrichment in nature where a new course is taken that results in new credit being earned.

(2) A maximum of two (2) Carnegie unit credits earned in summer school may be counted for eligibility purposes. NOTE: Additional credits may be earned in credit recovery programs or make-up programs.

(3) Summer school credits earned in non-accredited home study programs or non-accredited private schools may not be used to gain eligibility. Accreditation recognized under the rule shall be from the Georgia Accrediting Commission (GAC) or a regional accreditation agency (such as SACS) or the Georgia Private School Accreditation Council (GAPSAC).

(4) An independent study course taken in summer school must be regionally accredited and accepted by the school system for graduation credit.

(b) Courses completed after the beginning of a new semester may not be used to gain eligibility for that semester. Example: night school classes, correspondence courses, etc.

(c) Independent study courses taken during the school year must meet the criteria of 1.52 (a) 4.

(GHSB Constitution and By-Laws Section 1.53) - Students must accumulate Carnegie units towards graduation according to the following criteria:

- (a) **First-year students** (entering 9th grade) are eligible academically. Second semester **first-year students** must have **passed courses carrying at least 2.5 Carnegie units** the previous semester in order to participate.
- (b) **Second-year students** must have **accumulated five (5) total Carnegie units** in the first year, **AND passed courses carrying at least 2.5 Carnegie units** in the previous semester.
- (c) **Third-year students** must have **accumulated ten (10) Carnegie units** in the first and second years, **AND passed courses carrying at least 2.5 Carnegie units** in the previous semester.
- (d) **Fourth-year students** must have **accumulated sixteen (16) Carnegie units** in the first three years, **AND passed courses carrying at least 2.5 Carnegie units** in the previous semester.
- (e) Students may accumulate the required Carnegie units for participation during the school year and eligibility will be reinstated at the beginning of the next semester.
- (f) Beginning with students starting 9th grade in 2008-09, third-year students must have accumulated 11 Carnegie units in order to be eligible and fourth-year students must have accumulated 17 Carnegie units to be eligible.

Once the student athlete's eligibility is confirmed by the GHSB, the official form is returned to the athletic liaison who then informs the coach and athlete. The athlete is eligible to participate only when cleared through the formal GHSB process. Any certificated person who violates rules regarding student eligibility, or illegal practices, or knowingly misleads a member school and/or the GHSB will have a report of that behavior sent to the Professional Standards Commission. The GHSB offers eligibility presentations which detail GHSB eligibility rules and forms processing. These seminars are especially helpful for school administrators and athletic department personnel that are responsible for processing GHSB eligibility forms. The seminars are located on-line at <http://www.ghsa.net/eligibility>.

PRINCIPAL

The principal receives the eligibility form from the athletic liaison. The principal signs the eligibility report and returns the form to the athletic liaison for submittal to the GHSB.

The athletic liaison is responsible for the timely submission of all GHSB eligibility forms in accordance with the published timeline found in the GHSB "White Book". The principal retains a copy of eligibility report for their official records.

(GHSB Constitution and By-Laws Section 2.21) - The administrative head of each school shall have on file in the school office a certificate of an **annual physical examination** given by a licensed medical physician, a doctor of Osteopathic medicine, nurse practitioner or a physician's assistant indicating the student is approved for participation in athletic activities before that student may tryout, participate in practice or conditioning drills, or participate in interscholastic contests (see By- Law 1.41). The physical exam form must be signed by the physician or osteopath after reviewing the data from the examination and the student's health history on the form.

(GHSB Constitution and By-Laws Section 2.22) - The administrative head of each school shall **operate** all interscholastic **contests and activities** under direct and complete control of the school administration or designated school personnel. These responsibilities are not to be delegated by the board of education, superintendent, or principal to any person or persons who are not a part of the school staff.

(GHSA Constitution and By-Laws Section 2.23) - The administrative head of each school is expected to be a person who believes in fairness and honesty as evidenced by the **strict adherence to all rules** and regulations in regard to eligibility of contestants representing his/her school.

(GHSA Constitution and By-Laws Section 2.24) - The administrative head of each school is expected to employ those persons who exemplify fairness and honesty. Any certificated person who violates rules in regard to student eligibility, or illegal practices, or knowingly misleads a member school and/or the GHSA will have a report of that behavior sent to the Professional Standards Commission.

(GHSA Constitution and By-Laws Section 2.25) - The administrative head of each school may submit to the GHSA Executive Committee such **recommendations for the improvement of the GHSA** as he/she may deem necessary. These recommendations must be submitted to the GHSA Office at least thirty (30) days prior to the meeting of the Executive Committee.

(GHSA Constitution and By-Laws Section 2.26) - The member institution has a responsibility to educate student-athletes, coaches, and other appropriate persons on GHSA rules and procedures that could affect them. Further, the member school should monitor its compliance with State Association guidelines.

(GHSA Constitution and By-Laws Section 2.27) - Member schools that fail to follow stated procedures and deadlines may be assessed a fine for each violation.

(GHSA Constitution and By-Laws Section 2.29) - Member schools are expected to fulfill their responsibilities for a sports season once they have committed to play that sport.

(a) If a school commits to play a sport at the region meeting that precedes the sport, or on April 1 for Area sports, and then drops out of competition before or during the season, the school will have to play a non-region schedule in that sport the next year.

(b) If a school enters the competitive structure that qualifies it to advance in postseason competition, that school is expected to advance if it qualifies. Schools that drop out of competition after qualifying may be penalized with fines or probation.

(c) Appeals for emergency circumstances may be filed with the Executive Director.

Any certificated person who violates rules in regard to student eligibility, or illegal practices, or knowingly misleads a member school and/or the GHSA will have a report of that behavior sent to the Professional Standards Commission.

The GHSA offers eligibility presentations which detail GHSA eligibility rules and forms processing. These seminars are especially helpful for school administrators and athletic department personnel that are responsible for processing GHSA eligibility forms.

The seminars are located on-line at <http://www.ghsa.net/eligibility>.

APPENDIX V: GHSA Eligibility Guidelines

GHSA GUIDELINES FOR ELIGIBILITY

GHSA Guidelines for ELIGIBILITY

The following eligibility information has been extracted from the current GHSA Constitution and By-Laws. Please refer to the [Constitution and By-Laws](#) for additional information. The Georgia High School Association recognizes that local boards and/or governing bodies may place more stringent requirements as they deem appropriate. The Association encourages all boards of education and/or governing bodies to extend the same rules and regulations to all extra-curricular activities under their jurisdiction. These rules establish the provisions governing student eligibility to participate in interscholastic activities.

A. The word "student" used in these By-Laws refers either to a boy or girl participant in interscholastic athletics, cheerleading, or literary activities. Therefore, according to correct grammatical usage, since the antecedent "student" can involve persons of both sexes, the masculine pronouns he, his, or him used throughout said By-Laws will refer to either male or female participants.

B. The word "principal" used in these By-Laws refers either to a male or female head of a secondary school. Therefore, according to correct grammatical usage, since the antecedent "principal" can involve or refer to persons of either or both sexes the masculine pronouns, he, him, or his, will refer to a male or female head of a secondary school.

C. The abbreviations GHSA used throughout these By-Laws refers to the Georgia High School Association.

BY-LAW 1.00 - STUDENT

1.10 - CERTIFICATION OF ELIGIBILITY

1.11 **Students gain eligibility** to practice or compete for the school in which they are enrolled after they have been certified by the principal of that school, after the eligibility forms have been processed by the GHSA office, and after the students have met the standards of:

- (a) academic requirements
- (b) age
- (c) semesters in high school
- (d) residence in the school's service area
- (e) transfer rules

Note: Students establishing eligibility as entering 9th graders are automatically eligible for the first semester.

1.12 The **certification of eligibility** shall be submitted initially in each sport or activity no later than twenty (20) days before the date set by the GHSA for the first contest in that sport or activity.

- (a) This due date does not consider the date of the first contest scheduled.
- (b) **EXCEPTION:** Literary, One-Act Play, Debate, and Riflery certification is due twenty (20) days prior to the first scheduled contest.

1.13 If a student ruled ineligible by the GHSA, competes interscholastically due to the terms of a **court restraining order or injunction** against his/her school and/or the GHSA, and then has the court order vacated, stayed, reversed, or ruled unjustified; the Executive Director shall take one or more of the following actions against the school involved in the interest of restitution and fairness to the competing school(s):

- (a) Require that individual and/or team records and performances achieved during participation by the ineligible student be vacated or stricken.
- (b) Require that team victories be forfeited to the opponent(s).
- (c) Require that team awards earned by the school or individual awards earned by the ineligible student be returned to the GHSA.

1.20 - ENROLLMENT AND TEAM MEMBERSHIP

1.21 To be eligible to participate and/or try-out for a sport or activity, a student must be enrolled full time in grades 9-12 inclusive at the school seeking eligibility for that student.

(a) Enrollment is defined as follows:

- (1) Fall Semester: when the student participates in a practice or contest before classes begin, or the student attends classes.
- (2) Spring Semester: when the student attends classes.
- (3) A student may be enrolled in only one (1) high school at a time.
- (b) The student must be in regular attendance.
- (c) The student must be taking courses that total at least 2.5 Carnegie Units that count toward graduation.

NOTE: *If an eligible student transfers from a school that uses a block-schedule format to a school using a traditional format (or vice versa) and that student cannot get a full schedule of classes with equivalent credit, the school may petition the Executive Director for a waiver of this rule for the semester the transfer occurs.*

(d) All or part of the course load of a student may be taken online through a virtual school as long as the student's grades are being kept at the school in which the student is enrolled. Grades from virtual school course must be on file at the school by the first day of the new semester in order for the student to be eligible.

1.22 Students enrolled in *grade 9 in middle or junior high school* which is a feeder school to the high school may participate in interscholastic activities for the parent school.

1.30 - AGE

To be eligible to participate in interscholastic activities, a student must not have reached his 19th birthday prior to May 1st, preceding his year of participation.

1.40 - LIMITS OF PARTICIPATION

1.41 Students must have a certificate of an **annual physical examination on file** at the school prior to participating in any athletic try-outs, practices or games that indicate the students are physically approved for participation.

- (a) Physical examinations will be good for twelve (12) months from the date of the exam. EXCEPTION: Any physical examination taken on or after April 1 in the preceding year will be accepted for the following GHSA school year.
- (b) The physical exam must be conducted by a licensed medical physician, Doctor of Osteopathic Medicine, nurse practitioner or a physician's assistant.
- (c) The exam must be signed by an M.D. or D.O., but the doctor's stamp is acceptable if it is in script, and if information appears elsewhere on the form identifying him/her as a medical doctor.
- (d) The GHSA requires that member schools use the latest edition of the pre-participation physical evaluation form approved by the American Academy of Pediatrics, et. al., found on the GHSA web site.

1.42 A student has **eight (8) consecutive **semesters** or four (4) consecutive years of eligibility** from the date of entry into the ninth grade to be eligible for interscholastic competition.

- (a) A student is not considered to have entered the 9th grade when a 9th grade course is taken if:
 - (1) the student is regularly enrolled in a member's feeder school in a grade below the ninth, AND
 - (2) the course is taken as an advanced course, AND

(3) The principal of the school attended by the student certifies to the GHSA that the subject and course(s) meet the criteria set forth above.

(b) Credits earned toward high school graduation which are taken below the ninth grade may be used when considering high school eligibility.

1.43 Sub-varsity competitors must meet all eligibility requirements with the exception of the migratory rule.

1.44 Students in grade 9 and higher may participate on **both the varsity and sub-varsity teams** in the same sport with the following limitations:

(a) Football _ a player may not participate in interscholastic competition more than six (6) quarters per week. The week starts with the varsity game. Violations of this participation rule will result in a mandatory fine and an automatic forfeiture of the game in which the student exceeded the limit. Additional penalties may be imposed by the Executive Director in extreme circumstances.

(b) Basketball _ a player may not participate in interscholastic competition more than five (5) quarters per calendar day.

(c) Soccer _ a player may not participate in interscholastic competition more than three (3) halves per calendar day.

(d) All other sports - the combination of games, play-days, or weigh-ins (varsity and sub-varsity) in which the student participates may not be greater than the limit allotted to the varsity in that sport.

1.45 Eighth grade students may participate on a sub-varsity team of a high school provided they attend a feeder school of that high school.

(a) Students in grade 8 are never eligible for a varsity event in any activity.

(b) Eighth grade students who play on a high school team must meet all middle school requirements as put forth by the State Department of Education.

(c) An eighth-grade student who is declared ineligible at a middle school or retained for academic reasons, is considered to be ineligible for participation on a sub-varsity high school team.

(d) Eighth grade students participating on a sub-varsity team may only participate in 60% of the number of games allotted to the varsity team in that sport.

(e) Students below the eighth grade are not eligible to participate on any high school team.

(f) Students enrolled in grade 8 in a middle school or junior high school which is a feeder school to the member high school may participate in Spring football practice. These students must be pre-enrolled at that member high school, and once pre-enrolled; the student has established eligibility at that high school.

(g) Students enrolled in grade 8 in a middle school or junior high school which is a feeder school to the member high school may try out for cheerleader at the high school. Eighth grade students at a non-feeder school that has no system high school may participate in cheerleader tryouts at the member high school serving the student's area of residence. Such a student must be pre-enrolled at that member high school, and once pre-enrolled; the student has established eligibility at that high school.

1.46 The number of contests, starting and ending dates, and the number of practice days allowed for each sport or activity can be found listed in a calendar at the front of this publication.

1.47 Girls may participate **on boys' teams** when there is no girls' team offered in that sport by the school. Boys are not allowed to play on girls' teams even when there is no corresponding boys' sport. NOTE: Cheerleading is a co-ed sport.

1.48 Advisory Notice - Pregnant Students: In response to the increasing number of pregnant students attending member schools, and the continued participation of these students in GHSA activities, the following advisory notice is being offered:

(a) During the first 18 weeks of pregnancy, students, with written consent from a physician, may be allowed to participate in athletic activities except those activities in which a fall or other rapid deceleration is likely to occur.

(b) Pregnant students should not be allowed to participate in any athletic activities after the 18th week of pregnancy.

1.49 Schools having students participate in athletic activities with **artificial limbs** must certify that the artificial limb is no more dangerous to participants than a natural limb.

(a) A permission form must be filed with the GHSA office.

(b) The form may be found in the Miscellaneous section on the GHSA web site.

1.50 - SCHOLASTIC STANDING / SCHOLARSHIP

1.51 To be eligible to participate, practice, and/or try out in interscholastic activities, a student must be academically eligible. A student is required to pass classes that carry at least 2.5 Carnegie Units counting toward graduation the semester immediately preceding participation.

Exception 1: First semester ninth grade students.

Exception 2: *A cheerleader who is academically ineligible for the spring semester may try out if she is passing ALL classes at the time of the tryout. The window of opportunity to try out under these conditions is available only during the ten (10) days set aside for tryouts that the school chooses.*

(a) Passing in all GHSA member schools is a grade of seventy (70).

(b) Students participating in junior varsity or "B" team competition must meet all scholastic requirements.

(c) If an eligible student transfers from a school that uses a block-schedule format to a school using a traditional format (or vice versa) and that student cannot get a full schedule of classes with equivalent credit in the semester of the transfer, the school may petition the Executive Director for a waiver of this rule for the first semester after the transfer occurs.

(d) For schools offering courses with yearlong grading, eligibility must be computed for each semester.

(1) At the end of the first semester, the school must determine that the student has a grade of 70% or higher in classes carrying at least 2.5 Carnegie Units.

(2) The second semester grade will be the grade given for the entire course and shall include the end-of-course test grade.

(3) Remediation programs designed to bring the student's first semester grade up to 70% or higher may be used (in accordance with GHSA guidelines) if the school allows such programs for all students.

1.52 Students gain or lose eligibility on the first day of the subsequent semester. The first day of the fall semester shall be interpreted as the first date of practice for the first sport.

(a) Exception: Students who successfully complete summer school to maintain eligibility become eligible the last day of summer school.

(1) Summer school is an extension of the previous semester and courses may be:

a. remedial in nature where a previously taken course is repeated in its entirety with a new grade being given.

b. enrichment in nature where a new course is taken that results in new credit being earned.

(2) A maximum of two (2) Carnegie unit credits earned in summer school may be counted for eligibility purposes. NOTE: Additional credits may be earned in credit recovery programs or make-up programs.

(3) Summer school credits earned in non-accredited home study programs or non-accredited private schools may not be used to gain eligibility. Accreditation recognized under the rule shall be from the Georgia Accrediting Commission (GAC) or a regional accreditation agency (such as SACS) or the Georgia Private School Accreditation Council (GAPSAC).

(4) An independent study course taken in summer school must be regionally accredited and accepted by the school system for graduation credit.

(b) Courses completed after the beginning of a new semester may not be used to gain eligibility for that semester. Example: night school classes, correspondence courses, etc.

(c) Independent study courses taken during the school year must meet the criteria of 1.52 (a) 4.

1.53 Students must **accumulate Carnegie units towards** graduation according to the following criteria:

(a) **First-year students** (entering 9th grade) are eligible academically. Second semester **first-year students** must have **passed courses carrying at least 2.5 Carnegie units** the previous semester to participate.

- (b) **Second-year students** must have **accumulated five (5)** total Carnegie **units** in the first year AND **passed courses carrying at least 2.5 Carnegie units** in the previous semester.
- (c) **Third-year students** must have **accumulated ten (10)** Carnegie **units** in the first and second years AND **passed courses carrying at least 2.5 Carnegie units** in the previous semester.
- (d) **Fourth-year students** must have **accumulated sixteen (16)** Carnegie **units** in the first three years AND **passed courses carrying at least 2.5 Carnegie units** in the previous semester.
- (e) Students may accumulate the required Carnegie units for participation during the school year and eligibility will be reinstated at the beginning of the next semester.
- (f) *Beginning with students starting 9th grade in 2008-09, third-year students must have accumulated 11 Carnegie units to be eligible and fourth-year students must have accumulated 17 Carnegie units in order to be eligible.*

ADVISORY NOTICE: CURRICULAR INNOVATIONS

A. BLOCK FOUR PROGRAMS:

- 1. The student takes four courses that are worth one (1) Carnegie unit each and the classes meet twice the number of hours per week as in the standard curricular programs.
- 2. To be eligible, a student must earn at least 2.5 Carnegie units.
- 3. Carnegie unit requirements are the same in all curricular programs.

B. BLOCK EIGHT PROGRAMS:

- 1. The student takes eight courses at some time during the term, and each course is worth one-half Carnegie unit.
- 2. To be eligible, a student must earn at least 2.5 Carnegie units during the term.
- 3. Carnegie unit requirements are the same in all curricular programs.

C. HYBRID SCHEDULING:

- 1. Definition: A student takes a combination of courses scheduled as block courses, yearlong courses and/or traditional courses.
- 2. To be eligible, a student must be enrolled in a combination of courses that carry at least 2.5 Carnegie units.
- 3. To be eligible, a student must have passed a combination of courses the previous semester that carries at least 2.5 Carnegie units.

1.54 A student enrolled in a **joint-enrollment program** between his parent school and a vocational-technical school, an alternative school, or a college, shall be eligible to represent the parent school in interscholastic activities provided he:

- (a) is enrolled at the parent school and that school received state funds based on his enrollment. If enrolled in a private school, he must be a full tuition-paying student.
- (b) is carrying work in the school which he is attending equivalent to at least 2.5 Carnegie Units, and has passed coursework carrying at least 2.5 Carnegie Units the preceding semester.
- (c) is a student in a state-approved joint enrollment program in which he will receive credit at the parent school for high school courses carrying at least 2.5 Carnegie Units during the high school semester.
- (d) must receive credit at the parent school for work done at the alternative school, vocational-technical school, or college.
- (e) must not have participated in interscholastic activities in the vocational-technical school, alternative school, or college.

1.55 Students participating in **post-secondary options programs** shall be eligible to participate at the parent school provided academic eligibility is maintained.

- (a) Students shall receive credits at the parent school based on the following:
 - (1) 7.5 quarter hours at the college level = 1 Carnegie Unit
 - (2) 5.0 semester hours at the college level = 1 Carnegie Unit

NOTE: To participate, a student must be enrolled at a college for at least 18.75 quarter hours or 12.5 semester hours.

(b) Students in post-secondary options programs will gain or lose eligibility on the first day of the subsequent semester of the parent school.

(c) Questions arising from this program should be referred to the GHSA Executive Director.

1.56 Loss of Eligibility: Students assigned to an **alternative school** or on **out-of-school suspension** for **Disciplinary reasons, or adjudicated to YDC**, lose their eligibility. Suspension is considered to have ended when the student is physically readmitted to the classroom.

1.57 Failure to Meet Academic Standards: When a school administrator believes that the student has failed to meet the academic eligibility requirements due to conditions that were beyond the control of the school, the student, and/or his parents, and such that none of them could have been expected reasonably to comply with the rule, he may request that the student's case be put on the agenda of the **Appeal Board**.

(a) Ignorance of the rule(s) on the part of any individual is not sufficient cause to set aside the rule(s).

(b) Schools must supply all the materials requested on the Hardship Application Form on the GHSA web site.

1.58 Credit Recovery/Make-up Work: Students who have academic deficiencies at the end of a semester may make up those deficiencies in programs that are available to any student in the school.

(a) Credit recovery programs are short-term programs that involve a course that has been completed and a grade given. The student is given the opportunity to work on areas of deficiency.

(b) Make-up programs occur when a course has not been completed and an "Incomplete" grade has been given. The student is given the opportunity to work on areas of deficiency.

(c) Credit recovery and make-up work must be completed within fourteen (14) school days after the start of the next semester. The student is ineligible until such time as the work is completed and the required passing grade has been recorded. Exception: If the end-of-course test is not offered within 14 days of the beginning of the next semester, the student may be granted a reasonable extension by the GHSA.

(d) The GHSA Executive Director shall be authorized to approve credit recovery or make-up work completed later than fourteen days after the start of the next semester if he finds that the:

(1) timeframe was not met due to circumstances outside the control of the student, his parent(s), and the school, AND

(2) work was completed as soon as reasonably possible, AND

(3) allowance for such a delay is offered on the same basis to all students in the school.

(e) Credit recovery programs operated during the summer or in intersessions shall be completed within fourteen days of the beginning of the new semester. Students using those credits to gain eligibility are ineligible until the course is completed successfully. Credit recovery is used for remedial work only, and no new credit courses may be applied under this provision.

(f) Students using credit recovery or make-up programs must have their eligibility submitted to the GHSA office on a "Form C."

1.59 Students with disabilities:

(a) A student with disabilities who is enrolled in a special education program which is not physically located at the parent school (example: psycho-education center, regional occupation center, community-based instruction class, etc.) shall be eligible to participate, practice, and/or try out in interscholastic activities at the parent school if IEP (Individual Education Program) requirements are met.

(b) Schools with students having to meet only IEP requirements for course credit must establish an accounting process for the number of courses passed each semester, and for the awarding of Carnegie units. Requirements for the date of entry into the ninth grade and for age apply to students with IEPs without variation.

(c) Competitive interscholastic activities administered through local **special education programs** shall follow Georgia Department of Education guidelines and procedures for special education, and are exempt from GHSA requirements.

1.60 - SCHOOL SERVICE AREAS / TRANSFER / MIGRANT STUDENTS / MIGRATORY WAIVER

1.61 School **service areas** for member public schools are those attendance boundaries established by local boards of education from which a school normally draws its students. The school service area for a member private school is the county in which the private school is located. The school service area for a startup or converted charter school will be the same as the school from which the charter school draws its students.

1.62 A **transfer student** who has established eligibility at a former school in grades 9-12 shall be **immediately eligible** at the new school **if**:

(a) The student moved simultaneously with the entire parental unit or persons he/she resided with at the former school, and the student and parent(s) or persons residing with the student live in the service area of the new school, this is known as a **"bona fide move."**

(1) The student may choose the public or private school serving that area.

(2) It must be apparent that the parent(s) or the persons residing with the student and the student have relinquished the residence in the former service area and have occupied a residence in the new service area.

(3) Relinquishment of the former residence may be met by one of the following procedures: selling the residence; having the residence listed with a real estate agent for sale at a fair market value; having a contract with a buyer; having a lease agreement at a fair market value; or abandoning the house and shutting off unnecessary utilities. When a family claims multiple residences, the residence for which they apply for a homestead exemption will be declared the primary residence.

(4) The bona fide move is validated when the student's family maintains the new residence for at least one calendar year. A return to the previous residence within that year renders the student to be a migrant student. All hardship appeal processes are available.

(b) The student was enrolled in a **private school or a magnet school** and has a bona fide move from one public school service area to another public-school service area. A student in this situation may attend either the public school or a private school serving his area of residence.

(c) The student was enrolled in a **non-member private school in Georgia or was boarded at a school out of state** and, without a bona fide move, transferred to a GHSA-member school that serves his area of residence as long as:

(1) The student was enrolled at the high school serving his/her area of residence in grades 9-12 before attending the non-member school, OR

(2) The student has not yet established eligibility at grades 9-12 at a member school serving his area of residence, OR

(3) the student has previously established his attendance at a school other than the school serving his area of residence, and chooses to return to that school, AND

(4) it is the initial move of the student from a non-member school to a member school serving his area of residence.

(d) The student transfers from a non-member home school and the receiving school grants credit so that the student has accumulated sufficient Carnegie units. At the time such credit is given, the student must also have passed a minimum of five (5) courses the previous semester. The student becomes eligible when credit is awarded officially.

(e) The student is involved in a **foreign exchange program** that is approved and published on the "Advisory List of International Educational Travel and Exchange Programs" published by the Council on Standards for International Educational Travel (CSIET). This list is found on the GHSA web site.

(1) The student shall be considered eligible for a maximum period of one calendar year.

(2) The student shall not be a graduate of a secondary school in his home country.

(3) The student must maintain eligibility requirements at the member school.

(4) The foreign exchange program must assign students to schools by a method that ensures that no student, school, or other interested party may influence the assignment for athletic purposes.

(f) If one of his/her parents or the custodial parent is a certified teacher or administrator teaching at the receiving school. This opportunity is available one time only at any given school.

(g) The student has one of the following family-related situations that produces a **waiver of the bona fide move rule**:

(1) There is a Superior Court or Juvenile Court awarded **change of permanent custody** and the student moves to the residence of the parent receiving custody.

(a) The student must attend the member school serving that area of residence.

(b) A copy of the court order must accompany the eligibility forms.

(c) NOTE: Temporary guardianship papers issued by a Probate Court are not valid for eligibility.

(2) There is a Superior Court or Juvenile Court final order awarding permanent **joint custody** to the parents and the student moves to a residence of his or her parent outside the service area of the previous school.

(a) This waiver may be made one time during a calendar year.

(b) A copy of the court order must accompany the eligibility forms.

(3) There is a **death of a custodial parent**, and the student moves to live with the other natural parent in a new school service area.

NOTE: A copy of the death certificate shall be submitted with the eligibility papers.

(4) There is a military transfer of one or both custodial parents that creates a change of residence that is not a bona fide move. NOTE: A copy of the deployment order shall be submitted with the eligibility form.

(h) Students who are U.S. citizens **returning from a foreign country** shall be eligible if they meet all other requirements of eligibility.

(i) Students who are transferred from one school attendance area to another school attendance area by a **mandate of the local board of education** maintain their eligibility.

(j) **Married students** setting up a household (domicile) shall be eligible in the school of their residence provided they meet all other requirements of eligibility.

(k) Students at the Atlanta School for the Deaf will be eligible at the school serving their area of residence provided they meet all other eligibility requirements.

(l) The migratory rule (See 1.63) will be waived **one time** for **students entering the following boarding schools**:

Ben Franklin Academy Rabun Gap School Tallulah Falls School

Georgia Military College Riverside Military Academy

Exception: Students from foreign countries not on an approved foreign exchange program are not eligible.

(m) *Students entering a school as an "unaccompanied youth" under the conditions of the McKinney-Vento Act must go through the hardship appeal process to become eligible.*

1.63 A **"migrant student"** is a student who transfers into a GHSA school without a bona fide move or without one of the exceptions listed in by-law 1.62. The student may practice or compete at the sub-varsity level but may not compete at the varsity level for one calendar year from the date of his entry into the new school.

1.64 A student who is not eligible because of GHSA rules at the former school, and then transfers to a new school, cannot regain eligibility by the transfer. Ineligible students cannot gain eligibility by being adjudicated to YDC and subsequently returning to their resident school with earned credit.

1.65 Students whose transfers from member school to member school have been approved by the GHSA office after the end of regular season play or during post-season play are not eligible for participation in GHSA sponsored tournaments and/or playoffs in that sport for the school year of transfer.

1.66 A student who is not eligible at one school because of **suspension or expulsion** and then transfers to a member school cannot regain eligibility by such a transfer, for the length of the suspension or one calendar year, whichever is less.

1.67 A **permissive transfer** is defined as an allowance by a local board of education for students and/or their parents to choose a school to attend without regard to the location of residence.

(a) A student transferring from member school to member school on a permissive transfer is considered a migrant student.

(b) A student transferring to or from a school housing a system-wide, singular academic or vocation program or a magnet program on a permissive transfer is considered a migrant student.

(c) Students transferring under the provisions of "No Child Left Behind" and the failure to make "Adequate Yearly Progress" must be processed through the normal Hardship Appeal procedures. Such students must demonstrate that they have been materially affected by the issue(s) that caused the former school to be placed on the "Need to Improve" list.

(d) *When a military base is in two school districts, a student moving onto the base for the first time may choose to attend either school district, or that district will place the student appropriately. Any transfer after the initial move will be subject to standard eligibility regulations.*

1.68 **Hardship Applications** may be filed to attempt to establish eligibility in the following situations:

(a) A student who changes schools because of a **temporary custody transfer** from a parent to a guardian, or from one guardian to another (See Article IV, Section 5, in the GHSA Constitution).

(b) A student whose transfer is based upon his being **emancipated**, homeless, a child from a broken home, a **ward of the DFACS**, or a **ward of a Court** (See Article IV, Section 5, in the GHSA Constitution).

1.69 When a new school opens, student eligibility shall be determined as follows:

(a) When a school district mandates an attendance area for a new school for all grades enrolled at the new school, all students living within the mandated attendance area in those grades are immediately eligible. All students living outside the mandated attendance area who desire to attend the new school are considered migrant students and are ineligible for one year. Hardship appeals may be filed if conditions warrant.

(b) When a school district mandates some students to attend the new school, allows some students to stay at their present school, and permits some students to transfer to the new school, the school shall set a deadline for students living in the attendance area of the new school to decide whether they will move to the new school, or stay at the present school. The decisions exercised at the deadline date are binding. Subsequent changes render the student to be a migrant student with the one-year period of ineligibility. Students who are granted permissive transfers to enroll at the new school from other schools within the system are considered to be migrant students. Hardship appeals may be filed if conditions warrant.

1.70 - RECRUITING/UNDUE INFLUENCE

1.71 **Recruiting and Undue Influence** is **defined** as the use of influence by any person connected directly or indirectly with a GHSA school to induce a student of any age **to transfer** from one school to another, or **to enter** the ninth grade at a member school for athletic or literary competition purposes, whether or not the school presently attended by the student is a member of the GHSA.

(a) The use of undue influence to secure OR retain a student for competitive purposes is prohibited and shall lead to penalties being assessed against **either school**. NOTE: This violation may cause the student to forfeit eligibility for one year from the date of enrollment.

(b) Evidence of undue influence includes, but is not limited to, personal contact by coaches and sponsors in an attempt to persuade transfer, gifts of money, jobs, supplies, clothing, free transportation, admission to contests, invitation to attend practices and/or games, or free tuition.

(c) Complaints or reports of violations of this rule will be investigated and handled on a case-by-case basis. If **coaches** are found to be in violation of the recruiting rule, a copy of the investigation will be forwarded to the Professional Standards Commission of the Department of Education.

1.72 A student athlete transferring from one member school to another shall be ruled ineligible for one year because of "undue influence" if it is proven that:

(a) the coach of the receiving school coached an out-of-school team on which the athlete played prior to the transfer; OR

(b) the coach at the receiving school acted as a private athletic instructor for the transferring athlete, regardless of whether the coach was paid for his services and/or expertise

(c) Articles (a) and (b) shall be enforced even in the event the student made a bona fide move into the receiving school's service area.

1.80 - FINANCIAL AID

1.81 Any student who receives financial aid or non-GHSA approved gifts from any source and in any form (scholarships, tuition remission, cash, gifts, etc.) arising out of or **received in connection with their participation** in any sport or literary event shall be ruled ineligible. This prohibition shall not apply to awards under By-Law #1.90 or to other items approved by the GHSA.

(a) The GHSA Executive Director will determine whether the financial aid or gift arose out of or in connection with participation in any sport or literary event.

(b) If a school allows a student who has received such financial aid or gifts to participate in competition, the Executive Director shall assess an appropriate penalty.

1.82 Financial aid in the form of free or reduced tuition or other aid must be **need-based aid** as determined by a national student aid service or financial aid based on institutional policies for academic performance (classroom record and/or test scores) that is administered by persons not in the athletic department.

1.83 Member schools who award financial aid shall issue a statement to the Executive Director signed by the principal or headmaster of the school giving the following information:

(a) number of students enrolled in the school

(b) number of students receiving financial aid

(c) names of students (or a listing of student identification numbers) receiving financial aid who are involved in GHSA activities

(d) certification that the percentage of students who participate in activities and who receive financial aid is the same percentage as the number of students receiving financial aid who do not participate in activities (plus or minus 5%)

1.90 - AMATEUR STATUS/AWARDS

1.91 A student who represents a school in interscholastic athletic competition shall be an **amateur** in that activity.

(a) An **amateur athlete** is one who engages in athletic competition solely for the physical, mental, social, and pleasure benefits derived therefrom.

(b) Accepting nominal, standard fees or salary for instructing, supervising, or officiating in an organized youth sports program or recreation, playground, or camp activity, shall not jeopardize an athlete's amateur status.

(c) Reasonable compensation derived from private lessons in a sport is permissible.

1.92 An athlete **forfeits amateur status** in a sport by:

(a) competing for money or other monetary compensations except for reasonable allowances for travel, meals, and lodging. NOTE: Accepting expense allowances authorized by the United States Olympic Committee for Olympic Development Programs is acceptable for GHSA students.

(b) receiving any award or prize of monetary value which has not been approved by the GHSA.

(c) capitalizing on athletic fame by receiving money or gifts with monetary value except college scholarships.

(d) signing a professional playing contract in any sport or hiring an agent to manage his/her athletic career.

1.93 Only **awards** approved by the GHSA may be accepted by a high school student-athlete as a result of participation in school or non-school competition in a sport recognized by the GHSA.

1.94 **Symbolic awards** (i.e., non-cash) presented for winning or placing in GHSA competitions are limited to \$250 per year, per student in the aggregate, paid by the local school. These are the only GHSA-approved awards for interscholastic competition. Beyond this, a student may receive one (1) school sweater or jacket presented by the school during his high school career.

ATTACHMENT I:

ATTACHMENT I: Head Coach Duties and Responsibilities

1. DUTY TO PLAN

- A. This is a comprehensive requirement that transcends all other duties. Inherent in this duty is the need to continually conduct focused analyses of potential hazards and to develop responsive strategies that prevent or reduce the potential for injury and loss in the following areas: coaching competence; medical screening; appropriate activities that consider age, maturity and environmental conditions; facility and equipment evaluation and improvement; injury response; warnings to athletes and their families; insurance of athletes; proper GHSA forms completed and signed by parents to include; physical form; concussion awareness form; sudden cardiac arrest awareness form; practice policy for heat and hydration form. Head coaches are responsible for managing and logging lightning detector, wet bulb, and AED logs. Negligence can be alleged when an injury loss results from no planning, inadequate planning or when plans are developed but ignored.
- B. Eligibility of Players – Head coaches are responsible for ensuring all players are academically eligible to participate, meet all age requirements, and live in the school zone. Head coaches must turn in a team roster to the Athletic Liaison prior to the first day of practice. The head coach must provide information to the Athletic Liaison concerning any transfer student needing a “B” form approval. The following guidelines are provided by GHSA:
Students gain eligibility to practice or compete for the school in which they are enrolled after they have been certified by the principal of that school, after the eligibility forms have been processed by the GHSA office, and after the students have met the standards of: (a) academic requirements (b) age (c) semesters in high school (d) residence in the school's service area (e) transfer rules Note: Students establishing eligibility as entering 9th graders are automatically eligible for the first semester unless over age.
- C. Scheduling – Head coaches are responsible for scheduling all games prior to the beginning of the season. DeKalb Athletics must be contacted 72 hours prior to any cancellation otherwise the school may be charged for referees. DeKalb Athletics must be contacted for approval of any rescheduled games.
- D. Uniforms and Equipment – Head coaches are responsible for ordering uniforms and equipment through DeKalb Athletics. Head coaches are responsible for the proper care of all uniforms and equipment. Proper inventory and documentation must be completed at the end of each school year. Any discrepancies are the responsibility of the school.
- E. Head coaches are responsible for the following concerning their coaching staff:
 - 1. Head coaches are responsible for properly vetting assistant coaches according to DeKalb School District and GHSA policy.
 - 2. All coaches must complete GHSA rules clinic for their sport.
 - 3. All coaches must follow and adhere to GHSA Constitution and By-Laws. Any violations of GHSA policy must be reported to DeKalb Athletics.
 - 4. All coaches on staff must complete first aid and CPR training.
 - 5. All Community/Lay coaches must complete the GHSA process and be certified by GHSA.
 - 6. **Coaches may not coach athletes outside of their season on any non GHSA team within twelve months of coaching the player on the school team.**

- F. Emergency Action Plans/Practice Plans – Head coaches are responsible for creating and implementing Emergency Action Plans for practice and games. This plan should include medical emergencies, fights, and active shooters. Emergency Action Plans and daily practice plans must be turned in to the Athletic Liaison. **Head coaches are responsible for knowing and complying with begin and end dates and all practice policies established by GHSA.** Head coaches are responsible for attending any post season play-off meetings held by GHSA.
- G. Head coaches are responsible for communicating all information concerning their teams to school administrators and players parents.

2. DUTY TO SUPERVISE – A head coach must be physically present at all events, provide supervision and control of impulsive behavior, competent instruction, structured practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. Head coaches must ensure there is always proper adult supervision of student/athletes before and after practice and athletic events. Athletes must not be left unsupervised waiting for parents to pick them up following any athletic activity.

3. DUTY TO ASSESS ATHLETES' READINESS FOR PRACTICE AND COMPETITION – Head coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes. A progression of skill development and conditioning improvement should be apparent from practice plans. Athletes must also be medically screened in accordance with state association regulations before participating in practice or competition.

4. DUTY TO MAINTAIN SAFE PLAYING CONDITIONS – Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury specific to a sport and inherent in defective equipment or hazardous environments. Coaches should not practice in unsafe field environments and should report any field or practice facility issues to the principal.

In addition, weather conditions must be considered. Athletes should not be subjected to intense or prolonged conditioning during periods of extreme heat and humidity or when frostbite may be a factor. In addition, a plan for monitoring and responding to dangerous weather conditions is necessary.

5. DUTY TO PROVIDE PROPER EQUIPMENT – Coaches and athletic administrators must ensure athletes are properly equipped with equipment that is appropriate for the age and maturity of the athletes and that is clean, durable, and safe. Fitting should be carried out in accordance with manufacturer's specifications. This is especially important for protective equipment which must carry a National Operating Commission on Safety in Athletics Equipment (NOCSAE) certification and must be checked for proper fit and wearing. Athletes must wear protective equipment any time they are exposed to the full rigors of contact in practice or competition. Selection of equipment must also consider the age and maturity of the athletes.

6. DUTY TO INSTRUCT PROPERLY – Instructor-coaches must be properly prepared to provide appropriate and sequential instruction and to identify and avoid dangerous practices or conditions. Instruction must demonstrate appropriate and safe techniques and must include warning about unsafe techniques and prohibited practices.

7. DUTY TO MATCH ATHLETES –Athletes should be matched with consideration for maturity, skill, age, size, and speed. To the degree possible, mismatches should be avoided in all categories.

8. DUTY TO CONDITION PROPERLY – Practices must account for a progression of cardiovascular and Musculo-skeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities. Consideration must be given to student readiness and maturational factors. In addition, consideration should include weather conditions and their impact on student health. Practice policy guidelines must be reviewed and followed in accordance with GHSA Constitution and By-Laws.

9. DUTY TO ENSURE ATHLETES ARE COVERED BY INJURY INSURANCE – Athletic administrators and coaches must screen athletes to ensure that family and/or school insurance provides a basic level of medical coverage. Athletes should not be allowed to participate without injury insurance. Deductible

and co-payment requirements should be clearly explained to parents and athletes. Certain schools may need to publish this information in several languages. Comprehensions should be required of parents and athletes.

10. DUTY TO PROVIDE EMERGENCY CARE – Coaches are expected to be able to administer accepted, prioritized, standard first aid procedures including the use of AED machines and administering CPR when needed.

11. DUTY TO DEVELOP AN EMERGENCY RESPONSE PLAN – Athletic administrators and coaches must develop site-specific plans for managing uninjured team members while emergency care is being administered to an injured athlete. In addition, plans must be in place to: ensure access to a telephone, and a stocked first aid kit. The plan should also account for a timely call to EMS and an expedited access by EMS to the injured athlete by stationing coaches or team members at driveways, parking lots, entry doors and remote hallways.

12. DUTY TO PROVIDE PROPER TRANSPORTATION – Head coaches must ensure school bus transportation is provided for all scheduled games using Trip Tracker. Players who travel to athletic events by car must follow district guidelines and have the proper waiver documentation completed prior to the event.

13. DUTY TO SELECT, TRAIN AND SUPERVISE COACHES – Head coaches will be expected to ensure coaches can provide safe conditions and activities as outlined in the preceding list of thirteen duties.

I have read the above document and understand I am responsible for all duties and responsibilities of being the head coach. I understand it is my responsibility to read the GHSA Constitution and By-Laws and know all rules governing my sport as outlined by the National Federation of High Schools and GHSA.

Name _____

Title _____

Signature _____

ATTACHMENT II:



DeKalb County Athletic Department

ATTACHMENT II: Athletic Liaison Job Description

Title: Athletic Liaison

Qualifications:

1. Valid Georgia Teacher Certification
2. Previous experience as a coach in a variety of sports.
3. Knowledge of overall operation and policy and procedure governing the athletic program.

Reports To: Principal

Supervises: Assists the principal in supervision of coaches and all aspects of the school athletic program.

Job Goal: To provide for overall leadership and coordination among the various sports to facilitate programs that provide student/athletes worthwhile learning experiences through athletic competition.

Duties and Responsibilities:

1. Reports to the high school principal, the DeKalb County Department of Athletics and the Superintendent of Schools.
2. Administers the interscholastic policies and procedures of the local school, the DeKalb Department of Athletics, the Board of Education, and the Georgia High School Association.
3. Maintains for each sport a permanent file containing the GHSA medical forms, insurance/waiver forms, athletic registration forms and other appropriate information for all student-athletes.
4. Maintains a school athletic history for each sport, which includes the win-loss record, number of students participating, team championships, individual championships and outstanding team and individual honors.
5. Review written team rules for each sport to assess that they are enforceable, equitable and fair.
6. Develops and coordinates and Athletic Study Table Program.
7. Prepares athletic eligibility based on a list of players submitted by each coach.

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8. Interprets athletic policies and procedures for coaches as needed.
9. Assists in resolving conflicts that may develop between coaches and programs.
10. Coordinates the equitable use of athletic facilities to include training and team rules for practice, games and special events for fairness and to meet gender equity requirements.
11. Supervises the proper care, use and storage of all athletic equipment.
12. Conducts an accurate inventory of uniforms and equipment for each sport. A copy of this inventory is to be filed with the Department of Athletics within two weeks of the completion of the season.
13. Assists, where possible, in arranging for medical personnel at all home varsity football games and larger athletic events and coordinates GHSA physical exams for students.
14. Supervises athletic events and awards programs as assigned by the principal.
15. Coordinates requests for maintenance and repair of athletic fields, track gymnasium and other athletic areas.
16. Recommends facility improvements needed for the principal.
17. Works as a liaison among the coaches, the local school administration, and the Department of Athletics.
18. Reviews game schedules for conflicts or problems.
19. Recommends cancellation or postponement of contests to the principal after consulting with the coach.
20. Assists as a liaison between the coaches and the athletic booster clubs.
21. Follows the Code of Ethics as printed in the Athletic Handbook and maintains an athletic program that promotes sportsmanship and fair play.
22. Evaluates athletic needs constantly to seek ways to improve the total school athletic program.
23. Works to assure gender equity issues are resolved at the school level.
24. Teaches the Sports Safety/CPR classes to certify the school's and feeder school's coaches annually.
25. Develops, publicizes, and monitors a local safety plan for athletics.
26. Administers all programs in compliance with the request of Title IX.
27. Performs other duties as the principal and/or Superintendent of Schools may Direct.

ATTACHMENT III:

DEKALB COUNTY SCHOOL DISTRICT

ATTACHMENT III: MS ATHLETIC ELIGIBILITY FORM

SPORT _____ List students alphabetically per grade (all 8th grade then all 7th grade student athletes)

Name Last,	Name First, MI	Birthday	GRADE	Total Classes Offered Last Semester (6 or 7)	Total Classes Passed Last Semester_using the 4 out of 6 Or 5 out of 7 model (ex. 4.5/6 or 6/7)	Eligibility 4 Out Of 6 Or 5 Out Of 7 Y or N
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

Coach Signature: _____

Administrator of Athletics: _____

Date: _____

Signature confirms that the information on the eligibility sheet is accurate.

“DeKalb Athletics: Focusing on Educationally Sound Practices”

ATTACHMENT IV:

ATTACHMENT IV: GHSA On-line Eligibility Seminars & Constitution

GHSA On-Line Eligibility Seminars

Session 1 –
Academic Eligibility Regulations:
<http://www.ghsa.net/node/1734>

GHSA Eligibility Seminar –
Session 2 –
Transfer Eligibility Rules:
<http://www.ghsa.net/node/1763>

GHSA Eligibility Seminar –
Session 3 –
Processing Eligibility Forms:
<http://www.ghsa.net/node/1767>

GHSA Constitution

<https://www.ghsa.net/sites/default/files/documents/Constitution/Constitution20-21completecx23.pdf>