

**2017-2018**  
**Athletics Handbook**

Kevin M. Maxwell, Ph.D.  
Chief Executive Officer

Earl Hawkins  
Coordinating Supervisor of Athletics

O'Shay Watson  
Supervisor of Athletics

4400 Shell Street  
Capitol Heights, Maryland 20743

The following workshop participants contributed to the creation of the Prince George's County Public Schools Athletic Handbook:

**Shirley Diggs**  
**Terry Dendy**  
**George McClure**  
**Thomas Green**  
**Eric Knight**  
**Torrie Lashley**  
**Irvin Hay**  
**Carlyle Rose**  
**Jason Mattern**  
**Bailey Lawrence**  
**Demario Newman**  
**Shante Jones**  
**Michael Silverman**

**Jessica Brandt**  
**Brian Moore**  
**Jeffrey Patnode**  
**Christine Gilliard-Arthur**  
**Julius Pinkney**  
**Linda Henson-Hubb**  
**Kevin Young**  
**Jason Gordon**  
**Marcellus Clement**  
**Ayana Ball-Ward**  
**William Hartwell**  
**Adam Durham**  
**Alva Amaker**

***Board of Education***

Segun C. Eubanks, Ed.D., Carolyn M. Boston, David Murray,  
Lupi Quinteros-Grady, Dinora A. Hernandez, Esq., Patricia Eubanks,  
Raaheela Ahmed, K. Alexander Wallace, Edward Burroughs III, Sonya Williams,  
Mary Kingston Roche, Curtis Valentine, M.P.P., Beverly Anderson, Ph.D., Juwan Blocker

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# Prince George's County Public Schools

## Philosophy

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

All of our coaches should first and foremost be leaders of young men and women by constantly setting a good example of what it means to be an athlete during and after school hours. It is expected that our coaches will be consistent and fair in all rules and regulations applied to the athletes they coach.

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

The primary goal of our education based athletics program will always be to achieve success in all academic and competitive endeavors. It is recognized that a positive education based athletic program can contribute significantly to school morale and community pride as well as to the pride and honor for all persons involved with the athletic program.

We believe as athletic administrators and coaches we bear the responsibility for the periodic evaluation of the total program. New programs should be suggested when appropriate, and old programs scrutinized to be sure that they are meeting the needs and interests of student-athletes.

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

ATHLETICS "The Other Side of Education"

## **Our Strategic Map**

**Great Schools, Great Staff, Great Community Great by Choice  
One Team—One Goal—Outstanding Academic Achievement for all Students**

**1. Academic Excellence**

**2. High-Performing Workforce**

**3. Safe and Supportive Environment**

**4. Family and Community Engagement**

**5. Organization Effectiveness**

## **Vision**

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

**All Administrative Procedures executed by Prince George's County Public School System supersedes the contents of this document.**

# **Constitution of the Prince George's County**

## **High School Athletic Association**

### **ARTICLE I: Name**

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

### **ARTICLE II: Purpose**

The purpose of this Association shall be to promote, organize, and administer athletics among the high schools in Prince George's County.

### **ARTICLE III: Organization**

All high schools with Athletic Programs are under the supervision of the Board of Education shall become members of the Association and shall be eligible to participate in the sports season immediately following the organization of the school.

The Association shall be composed of the Coordinating Supervisor of Athletics, Supervisor of Athletics, the high school principals, an athletic director from each high school, and one individual representing each recognized sport to be elected bi-annually by the respective coaches' group.

The Association shall operate within the framework of the Maryland Public Secondary Schools Athletic Association and Prince George's County Public Schools Administrative Procedures. It shall be directly responsible to the Chief Executive Officer or his/her designee.

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

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

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

The officers, one principal, one athletic director, one sports representative, to be elected bi-annually by the athletic directors, the Coordinating Supervisor of Athletics and the Supervisor of Athletics shall be the Executive Committee responsible for the routine operation of the Association.

## **Removal and Replacement**

In the event that a representative needs to be removed prior to the next election due to the representative's violation of State or County Rules, failure to perform his/her duties, or a decision that, in the judgment of the Executive Committee, compromises the integrity of the sport or event.

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

## **ARTICLE VI: Meetings**

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

## **ARTICLE VII: Voting Privileges**

Proposed Language – Each member is entitled to one vote and any officially designated alternate shall be entitled to one vote in the absence of the member and shall have full authority to vote for the member. Votes can be done in the general session meetings or via electronic submission within a 48 hour period after the vote is called.

## **ARTICLE VIII: Quorum**

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

## **ARTICLE IX: Amendments**

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



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

## **ARTICLE X: Bylaws**

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

The bylaws may be amended by a majority affirmative vote of the membership provided that such amendment shall become effective at the beginning of the following sport season. Proposed amendments to the Bylaws must be submitted to all principals, athletic directors, and coaches' representative two weeks prior to their inclusion on the agenda of the association.

However, the Bylaws will be amended in the event that said Bylaws come into conflict with changes in the Bylaws of the Maryland State Public Secondary Schools Athletic Association.

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

*Revised July 6, 2010*

## **BYLAW I Eligibility**

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

### A. MPSSAA Policies

1. Students must be officially registered as required by Maryland School Laws and they may represent only the school in which they are registered.
2. Students who are 19 years or older as of August 31 are ineligible to participate in athletics for the school year ahead.
3. Students may participate in athletic contests for a maximum of four seasons in any one sport in grades 9, 10, 11, and 12.
4. A student shall be examined and certified to the high school principal as being physically fit to participate in any try out, practice, or contest of a school team. A licensed physician, certified physicians' assistant under the supervision of a licensed physician or a certified nurse practitioner, shall perform the examination.  
**Physical examinations are valid for one year calendar year.**

### B. Prince George's County Policies

#### 1. 2.0 - Eligibility

- a. Eligibility rosters must be submitted to the school's athletic director 1 week before the first play date as published by the MPSSAA Office. Additions to the eligibility roster must be submitted prior to any participation. An eligibility roster for each sports team will be sent to the Office of Athletics prior to the first official play date as published by the MPSSAA. The athletic director will retain a duplicate copy in the school.
- b. All students in grades 9-12 must earn an overall quarter Eligibility Index of at least 2.0 in order to participate in extracurricular activities or athletics during the following quarter. In coming 9<sup>th</sup> graders are exempt until the 1<sup>st</sup> grading period.
- c. If a student's Eligibility Index falls below 2.0 at the end of a quarter during which he/she is participating in a sport or activity, and the

sport continues through the following quarter, the student will no longer be eligible for participation in the sport or activity. The student will need to cease participation, effective the date the report cards are released to students, as listed on the approved Board of Education School Calendar.

- d. Personnel from the Division of Information Technology will compute the Extracurricular Activities Eligibility Index for all students in grades 9-12 at the end of the first, second, and third quarter and for all students in grades 8-11 at the end of the fourth quarter. (Averages will be rounded to two places behind the decimal.) This data will be sent to schools. The Extracurricular Activities Eligibility Index (Quarter GPA) will be printed on student's report cards at the end of each quarter.
  - e. If a student transfers to the Prince George's County Public School System from an approved, unapproved, or unaccredited educational program without a current transcript or GPA, eligibility will be determined by entering all classes and grades earned during the previous quarter into the student information system and running processes prescribed by the Division of Information Technology to compute the student's quarter GPA. **If the student has a current GPA, it shall be used to determine his/her eligibility (AP 5121.3).**
2. Raising Grade Point Averages through Summer School and Evening School. A student may bring up a quality point average by retaking a course or through taking an additional course in summer school or evening school.
- a. A student who has a 2.0 GPA or above at the end of the fourth quarter remains eligible for participation in sports or extracurricular activities during the first quarter of the fall semester regardless of grades he/she received in any course taken during summer school, whether for original or repeat credit.
  - b. A student who passes all courses at the end of the year but achieves fourth quarter GPA below 2.0 may enroll in any summer school course approved by the Area Associate Superintendent of the High School or his/her designee. The course may be for original or repeat credit.
  - c. A student, who fails a course in English, Social Studies, Mathematics, and or Science, must repeat and pass the course failed.
  - d. A student who fails a course, which is not offered in summer school, may enroll in a summer school course, which has been approved by the Area Associate Superintendent for the High School or his/her designee. The course must be in the same content area.

- e. If a course is repeated in summer or evening school, the new grade will replace the existing grade for purposes of determining eligibility only. If a course is taken for original credit in summer or evening school, that grade will be averaged with existing grades for purposes of determining eligibility.
  - f. The Eligibility Index should not be recalculated manually. Schools will receive an annual memorandum from Instructional Data Systems describing the procedures to update the Eligibility Index from summer schools grades.
  - g. Students who are presently ineligible will be declared eligible, after an internal audit of their grades is made and on the date published by the Board of Education. Coaches, athletic directors, and the principal will verify through their signatures that these athletes are eligible. Once athletes complete their 10 day conditioning period, report cards are issued, and an addendum to the eligibility roster has been received in the Office of Athletics, athletes will be able to participate in athletic events.
3. Students Exemptions – There are no waivers/exemptions.
4. Appeals Procedure
- a. The Principal shall determine whether an appeal involves challenging a course grade
  - b. If the appeal involves a challenge of a course grade, the steps described in Administrative Procedure 5121, Section III-F should be followed.
  - c. If individual students, parents or guardians wish to appeal application of the Board policy for their child, the appeal route will be as follows:
    - 1. Appeal to the Principal who will verify the accuracy of the student’s quarter GPA.
    - 2. Appeal to the Superintendent, or his designee, who will verify the information submitted by the school and determine if extenuating circumstances warrant the granting of a waiver. The Superintendent’s waiver may be conditionally granted.
    - 3. A further appeal may be made to the Board of Education.
5. Attendance

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

## 6. Residency and Transfers

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

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

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

**Students not attending the school in the area in which they reside are not eligible to participate in Athletics.**

### **Appeal Process:**

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

- b. **Transfer Policy**

All students are expected to attend the school assigned to the address at which the parent (s) or legal guardian (s) resides. Students must not withdraw from or cease attendance at their assigned schools except upon receipt of an official letter of transfer approval. Contextual Learning Environment (CLE) goals may affect transfer decisions.

Middle school students who attend school outside of their area of residence and who wish to remain in that pattern must apply for a waiver to be eligible for Athletics.

Middle school students who matriculate to a high school other than the home attendance area school may not participate in Athletics.

**Appeal Process:**

If unusual circumstances exist, a student may appeal the ineligibility in writing to **Mr. Earl L. Hawkins, Coordinating Supervisor of Athletics, 4400 Shell Street, Capitol Heights, MD 20743.**

**A copy of the approved transfer form (PGIN – 75403001) must accompany the appeal.**

**Process:**

The Coordinating Supervisor of Athletics will meet with the school principal (s) and athletic directors involved to decide if the appeal should be granted.

**c. Team Member Transfers**

**Students who are a member of a sports team may only represent one school during a sports season and/ or school year. Students are immediately ineligible for the remainder of the school year upon transferring from one Prince George’s County Public School to another in county public school.**

**Appeal Process:**

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

**A hearing committee of 3 athletic directors, a high school principal and the Coordinating Supervisor of Athletics shall convene within 5 business days to hear the case and determine eligibility.**

7. Expulsion

- a. When a student’s expulsion covers any grading quarter, he/she is ineligible for the following quarter as no grades are earned.
- b. If a student’s expulsion covers the fourth quarter, he/she is ineligible for fall sports as no grades are earned.

8. Medicals

Students are required to have an annual medical evaluation before participation. Prince George's County Public Schools Medical Evaluation Form must be used (PGIN #7540-3100).

9. Senior Year Eligibility

- a. No student will be eligible for athletics that is classified as a senior in two (2) separate academic years. Exceptions may be granted for students who have been continuously registered and attending. Appeals may be submitted in writing to the Coordinating Supervisor of Athletics at 4400 Shell Street, Capitol Heights, MD 20743.

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

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

Protest

- A. Protests or complaints growing out of interschool competitions, such as those dealing with eligibility of participants or with alleged violations of rules and regulations shall be filed with the President for adjudication or settlement by the Association.
- B. No protests will be considered which are based upon the real or alleged failure of contest officials to render correct decisions in matters of judgment.

**BYLAWS III**  
**Rules and Interpretations**

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

**Reporting Violations Procedure**

- A. The principal of each member school is obligated to report any violation of league rules and regulations to the Coordinating Supervisor of Athletics. Whenever the coordinator learns officially of an alleged violation he/she shall make a complete and thorough investigation and shall initiate appropriate action through the Investigative Committee of the High School Athletic Association Rules Hearing Committee.
- B. Only the Coordinating Supervisor of Athletics or his/her designee, principal, or athletic directors may initiate protests. All parties must be notified before any written protest is submitted. Protests shall be in writing, addressed to the Coordinator of Athletics and to the President of the PGCAA, and shall contain a digest of all facts pertinent to the case.

**Ruling on Admitted or Alleged Violations**

- A. Self-reported Violations: Upon receipt of written admission of a rule violation, the Coordinating Supervisor of Athletics or his/her designee shall convene a hearing via electronic medium or in person with the principals and the athletic directors of the school (s) involved to determine an appropriate penalty. The party that allegedly committed the violation will be afforded the opportunity to be heard. Penalties must be in line with those imposed for similar infractions.



- B. Upon receipt of a written protest (not self-reported), the Coordinating Supervisor of Athletics or his/her designee shall convene a Rules Infraction Committee to decide if a violation has occurred. Additionally, the committee will determine an appropriate penalty. The investigative committee shall be made up of four principals, two athletic directors and a sports representative.
- C. Members of the investigative committee may not serve on that committee if their school is involved in any investigation of any kind. The investigative committee shall meet promptly to consider and act upon each protest properly filed with the Office of Athletics or the President of the Association.
- D. In each case in which disciplinary action is taken or the committee imposes a penalty, the Association secretary shall file a complete report with the CEO and other parties involved. Penalties will follow state guidelines (See State Handbook Violations, Penalties, and Appeals).

#### Appeals

- A. Final decisions of the Investigative Committee Rules Hearing Panel shall be binding upon the membership of the Association.
- B. Appeals from the decision of the Association may be made to the CEO (PGCAA Rules) or the Executive Director of the MPSSAA (State Rules).

#### Sanctions Imposed by Other Jurisdictions

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

# GUIDELINES AND PROCEDURES

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

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

## II PRE-PRACTICE MEETING

Each head coach is **required** to have an organizational meeting for the purpose of informing students of:

- A. Medical examinations (good for one (1) calendar year)
- B. Parental Permission Form/Insurance Information
- C. Eligibility/Requirements
- D. Practice/Game schedule
- E. Equipment required, including safety equipment (cups, sports bra, etc.)
- F. Transportation arrangements
- G. School, county and state policies- Pre-season Assembly- Conducted by AD/Coaches
- H. Sportsmanship - Agreement
- I. Specific information for each sport
- J. Pre-season Parent Meeting
- K. Media Release Form
- L. **Information on Concussion Sudden Cardiac Arrest, Heat Acclimatization**
- M. Athletic Activity Fee
- N. Athletic Training Waiver
- O. Medical Treatment Form

## III PRACTICES

- A. Practices may be held every day that schools are in session and on Saturday. Athletic Directors will notify coaches and athletic teams of any non-practice and non-contest days and dates. **Practice should not be held during faculty duty hours unless approved by the Associate Superintendent for the High School.** (Consult no-practice/no-play bulletin.)

- B. When schools are closed due to inclement weather, all practices and games are cancelled. For information relevant to non-school day practice/games, call Security at (301) 499-7000.
- C. When two practices are held in one day, each session should not exceed two hours. (Summer football interpretation).
- D. When one practice is held in a day, the practice should not exceed 3 hours.
- E. The number of scrimmages is limited to two (2) home and two (2) away scrimmages for all athletic teams during the preseason and regular season. Athletic teams will be allowed 1 postseason scrimmage. All scrimmages must be within the fifty (50) mile radius that is allowed by the Prince George's County Public School Transportation department. However, a school may have the option or flexibility of having more home than away scrimmages (ex. 3 home, 1 away). – see MPSSAA Handbook for definition of a scrimmage.
- F. Hot Weather Guidelines (refer to APPENDIX).
- G. All regular season Varsity and Junior Varsity contests must be played using a majority of the team members listed on the preseason eligibility roster. Any exceptions to this rule must be submitted to the Coordinating Supervisor of Athletics within 24 hours prior to the next scheduled contest. Only the Coordinating Supervisor of Athletics can end a sport season.

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

- A. County track meets
  - Tournament/other athletic event entry fees
- B. Officials
  - 1. All Scrimmages (revenue sports)
  - 2. Holiday tournaments
  - 3. 6<sup>th</sup> Football Official (optional)
  - 4. Scorer/Timer
- C. Security at all home athletic events except varsity football
- D. Equipment and first aid supplies
- E. Uniforms
- F. Game Workers (except football)
- G. Substitute coverage

- H. All other items for the program as determined by athletic director and administrative staff.

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

- A. Warm up for games
  - 1. Proper warm up must be given to teams; special consideration should be given to visiting teams arriving late due to unforeseen circumstances.
  - 2. Pre-game and Half time Warm up Guidelines
    - a. Players can only warm up in their assigned half of the playing area.
    - b. Players cannot run laps around the entire playing area and must avoid their opponent's bench during laps.
- B. The Office of Athletics must approve all postponements and cancellations. Once approval is given, the home team is responsible for contacting the opposing team and sport commissioner immediately.
- C. Post-game departure
  - 1. Visiting schools should depart the school premises in a timely manner.
  - 2. The coach of the visiting team shall inspect the dressing area of the visiting team before and after a contest. Problems or concerns should be reported to the game manager, athletic director or home team coach.
- D. Communicable diseases (refer to NFHS policy)
- E. Drug, alcohol, and tobacco use (refer to Student Code of Conduct)
- F. Child abuse (refer to County memo)
- G. Discrimination and Harassment (refer to Administrative Procedure 4170)
- H. Sanction rule – A member MPSSAA school shall not compete in any of the following contests unless the contest is approved by the MPSSAA Executive Director:
  - 1. Any inter-county contest involving more than three teams and sponsored by a non-member educational institution;
  - 2. Any inter-county contest involving more than four schools;
  - 3. Any inter-county contest involving more than four counties. The host school shall file the appropriate sanction request form with the MPSSAA Executive Director at least 45 days before the event.

- I. Background check for coaches (refer to Prince George's County Fingerprinting memo).
- J. Equity (refer to Prince George's County Board of Education Policy 0500).
- K. School mascots and colors (refer to appendix).
- L. Testing dates (see Prince George's County yearly Testing Schedule for High Schools).

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

**MARYLAND PUBLIC SECONDARY SCHOOLS ATHLETIC ASSOCIATION**

Regions 2017-2019

**Class 4A**

West		North		South		East	
1. Bethesda-CC	Mg	1. Calverville	B Co	1. Bladensburg	PG	1. Annapolis	AA
2. Churchill	Mg	2. Dulsey	B Co	2. Bowie	PG	2. Arundel	AA
3. Clarkburg	Mg	3. Perry Hall	B Co	3. C H Flowers	PG	3. Broadneck	AA
4. Elstein	Mg	4. Mergenthaler	Balt	4. Dr. Henry A Wee Jr	PG	4. Glen Burnie	AA
5. Galtenburg	Mg	5. Wisdom *	Balt	5. Duval	PG	5. Meade	AA
6. Kennedy	Mg	6. Urbana	Fra	6. Eleanor Roosevelt	PG	6. North County	AA
7. Northwest	Mg	7. Howard	How	7. High Point	PG	7. Old Mill	AA
8. Quince Orchard	Mg	8. Montgomery Blair	Mg	8. Laurel	PG	8. Severna Park	AA
9. Richard Montgomery	Mg	9. Northwood	Mg	9. Northwestern (PG)	PG	9. South River	AA
10. Wall Whitman	Mg	10. Paint Branch	Mg	10. Parkdale	PG	10. North Point	Cha
11. Walker Johnson	Mg	11. Sherwood	Mg	11. Sulland	PG	11. Leonardtown	SM
12. Wheaton	Mg	12. Springbrook	Mg				
13. Woolton	Mg						

**Class 3A**

West		North		South		East	
1. Manchester Valley	Car	1. Dundalk	B Co	1. City	Balt	1. Chesapeake	AA
2. Westminster	Car	2. Franklin	B Co	2. Digital Harbor	Balt	2. Northwest (AA)	AA
3. Frederick	Fra	3. Kenwood	B Co	3. Poly	Balt	3. Atholton	How
4. Lingans	Fra	4. Lansdowne	B Co	4. Southwestern	Balt	4. Centennial	How
5. Thomas Johnson	Fra	5. Milford Mill Academy	B Co	5. Huntington	Cal	5. Long Reach	How
6. Tuacora	Fra	6. Parkville	B Co	6. Northern (Cal)	Cal	6. Mt. Hebron	How
7. Blake	Mg	7. Patuxent	B Co	7. St. Charles	Cha	7. Reservoir	How
8. Magruder	Mg	8. Towson	B Co	8. Ocon Hill	PG	8. J. M. Bennett	Wic
9. Rockville	Mg	9. Woodlawn	B Co	9. Potomac	PG	9. Stephen Decatur	Wic
10. Watkins Mill	Mg	10. Aberdeen	Hlt	10. Chopfloon	SM		
11. North Hagerstown	Wes	11. Bel Air	Hlt	11. Great Mills	SM		
12. South Hagerstown	Wes	12. C. Milton Wright	Hlt				
		13. Edgewood	Hlt				

**Class 2A**

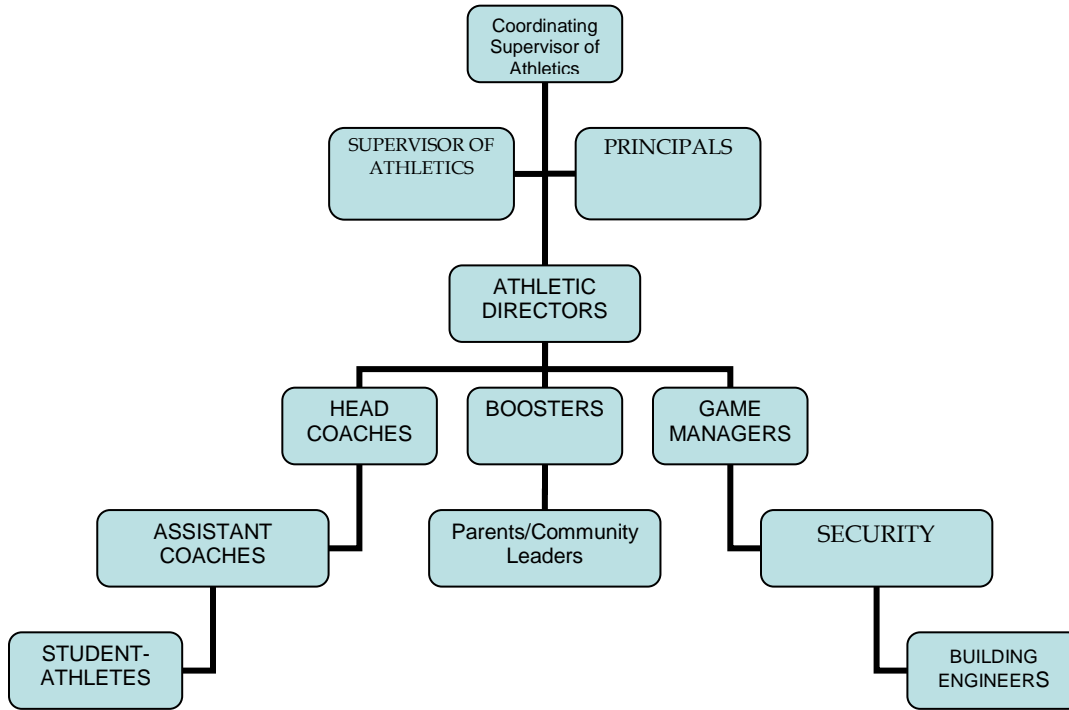
West		North		South		East	
1. Century	Car	1. Eastern Technical	B Co	1. Southern (AA)	AA	1. Peltaton	Hlt
2. Liberty	Car	2. Harford	B Co	2. Calvert	Cal	2. Harford Tech	Hlt
3. South Carroll	Car	3. New Town	B Co	3. Patuxent	Cal	3. North Harford	Hlt
4. Waters Mill	Car	4. Owings Mills	B Co	4. La Plata	Cha	4. Elton	Cec
5. Middleloven	Fra	5. Carver Vo-Tech	Balt	5. Thomas Stone	Cha	5. North East (Cecil)	Cec
6. Oakdale	Fra	6. Edmondson/Wisbeide	Balt	6. Westlake	Cha	6. Rising Sun	Cec
7. Walkersville	Fra	7. Lake Clifton	Balt	7. Glenelg	How	7. North Carolina	Cin
8. Demasica	Mg	8. Northwestern	Balt	8. Hammond	How	8. Kent Island	Ge
9. Poolesville	Mg	9. Paterson	Balt	9. Marlotts Ridge	How	9. Queen Anne's	Ge
10. Service Valley	Mg	10. Central	PG	10. Oakland Mills	How	10. Easton	Tal
11. Williamsport	Wes	11. Crossland	PG	11. River Hill	How	11. Wicomico	Wic
		12. Gwynn Park	PG	12. Wilde Lake	How	12. Parkdale	Wic

**Class 1A**

West		North		South		East	
1. Allegany	All	1. Carver A&T	B Co	1. Chesapeake Science Point *	AA	1. Navis de Grace	Hlt
2. Fort Hill	All	2. Chesapeake	B Co	2. Lacey	Cha	2. Joppetowne	Hlt
3. Mountain Ridge	All	3. Loch Raven	B Co	3. McDonough	Cha	3. Paterson Mill	Hlt
4. Francis Scott Key	Car	4. Overlea	B Co	4. College Park Academy *	PG	4. Bohemia Manor	Cec
5. Brunswick	Fra	5. Pikeville	B Co	5. Groom Vocational *	PG	5. Perryville	Cec
6. Catocin	Fra	6. Randallstown	B Co	6. Fairmont Heights	PG	6. Colonial Richardson	Cin
7. Northern (Ger.)	G	7. Sparrows Point	B Co	7. Frederick Douglass	PG	7. Cambridge-SD	Dor
8. Southern (Ger.)	G	8. Wisdom STES	B Co	8. Friendly	PG	8. North Dorchester	Dor
9. Boonboro	Wes	9. Benjamin Franklin	Balt	9. Int. School at Langley Park *	PG	9. Kent County	K
10. Clear Spring	Wes	10. SDJKASA	Balt	10. Int. School at Largo *	PG	10. Orfield *	Som
11. Hancock *	Wes	11. Coppin Academy	Balt	11. Largo	PG	11. Washington	Som
12. Smithsburg	Wes	12. Dunbar	Balt	12. North CMT *	PG	12. St. Michaels *	Tal
		13. FAET	Balt	13. South CMT *	PG	13. Merdels	Wic
		14. Frederick Douglass-B	Balt	14. Sunbeltville	PG	14. Pocomoke	Wic
		15. National Academy (NAF)	Balt	15. Tall Oaks *	PG	15. Snow Hill	Wic
		16. New Era Academy *	Balt				
		17. Reginald Lewis	Balt				
		18. Seed School of Maryland *	MD				

\* Denotes schools that field less than 50 percent of the total number of sports administered by the MPSSAA in the last classification cycle.

# CHANNELS OF COMMUNICATION



The PGCPs Athletic Channels of Communication Graph shows the basic organization and levels of The Athletic Department infrastructure. **This graph should be used to identify the proper communication path needed to get questions answered or problems resolved.**

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

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

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

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

## **Athletic Director Responsibilities**

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

The Athletic Director's responsibilities are:

1. To become a Certified Athletic Administrator (CAA) through the National Athletic Administrators Association (NIAA) certification program within 2 years.
2. To conduct seasonal coaches' meetings to review all aspects of the Athletic Program. (i.e. county, State regulations, student safety, reporting child abuse and neglect, and medical concerns)
3. To report all major incidents in writing (fights, injuries requiring emergency medical transport, ejections, issues with crowd control, etc.) to the Coordinating Supervisor of athletics or his/her designee immediately.
4. To organize and administer the athletic program for his/her school.
5. To complete and approve all athletic schedules.
6. To confer regularly with the Coordinating Supervisor of athletics or his/her designee about matters pertaining to athletics.
7. To verify the eligibility of each athlete as determined by the coach in cooperation with the school principal.
8. To enforce and be the in-school interpreter of the county and state athletic association's rules and regulations, to conduct coaches, parent and student assemblies/meetings to review all MPSSAA Rules, the MPSSAA Sportsmanship Initiative "Respect the Game", and the PGCPSS Sportsmanship Agreement.
9. To arrange all details for practice items of teams, home athletic contests including gymnasium services, field assistance, security and dressing facilities for officials.
10. To ensure, with the cooperation of the coach, that all equipment for each sport is purchased, issued, collected, cleaned, reconditioned and stored.
11. To see that all coaches receive from each athlete all required forms/documents and medical evaluation forms from parents and doctors prior to taking part in any practice session.
12. To arrange transportation for all athletic events.



13. To be responsible for the preparation of overall athletic budget and individual expenditures by all members of the coaching staff with the approval of the principal.
14. To see that all coaches at the end of each sport season, submit an updated inventory and budget request for the following school year.
15. To submit to the supervisor of athletics the following forms when due:
  - a. Football purchase orders
  - b. Title IX Report
  - c. Longevity forms
  - d. Coaches lists
  - e. EMT schedules
  - f. Bus schedules
  - g. Football ticket reports- and all unused tickets
  - h. Appointment and authorization forms
  - i. Payroll
  - j. Ineligible Athletes Status Report
  - k. Seasonal coaching vacancies
  - l. Eligibility rosters (each season)
  - m. OCR forms (each season)
  - n. Game workers payroll – Fall and Winter
  - o. Updated schedules
  - p. Travel reimbursement forms
  - q. Mandatory Ticket Report Form (all unused tickets)
  - r. Athletic Financial Reports
  - s. All other reports as required
16. Provide athletic schedules and all appropriate changes to sport commissioners for the assignment of officials.
17. To provide leadership with the principal in the selection and assignment of athletic coaches. Additionally, they must educate their staff on MPSSAA and PCGAA Rule and Regulations.
18. To supervise all ticket sales connected with the athletic program and assume responsibility for proper handling and accounting of monies involved to the supervisor of athletics.

19. To assist in fostering good school-community relations by keeping the community aware of the athletic program and be responsive to reasonable request of the community.
20. To attend countywide meetings when scheduled.
21. To provide coaches, athletes, administrative staff and the school community information pertaining to current trends and policies in athletics.
22. To verify each coach assigned to each sports team prior to and throughout the sports season.
23. To ensure that all coaches hold the National Federation of High Schools Level I National Certification and to complete an annual evaluation of all head coaches.
24. To attend pre and post payroll conferences as instructed by the Coordinating Supervisor of Athletics.
25. To maintain files that shall include all payroll documents for 5 years or until audited by Internal Audit.
26. To maintain records of current and past coaching staffs. The files should include, but are not limited to coaches' contracts, code of ethics, security clearance (finger printing), coaches' evaluations, their team rosters and official eligibility rosters for a minimum of 5 years or until audited.
27. To maintain a file on all student athletes for 6 years. Records should include, but are not limited to permission slips, emergency cards, physical forms, and transfer checklist.
28. To attend all PGCAA and athletic director meetings and/or work sessions.
29. To account for all paid game workers by utilizing a sign-in sheet.
30. To submit EMT time sheets.
31. To ensure that all non-school system coaches (paid or volunteer) attend the PGCPSS Sexual Harassment Training and child abuse and neglect training.

\*The vice principal in charge of the athletics program shall evaluate an athletic director in the sports where he/she is the head coach.

\* Note: Athletic directors are members of Unit I please follow contract guidelines when assigning duties.

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



Prince George's County Public Schools

## Athletic Director Evaluation

+ = Excellent

S = Satisfactory

N = Needs Improvement

### A. Administrative Responsibilities

- \_\_\_ 1. Provide leadership for the athletic department and place it in the proper educational perspective.
- \_\_\_ 2. Assist the Principal in securing competent personnel for athletic staff. The athletic administrator should be included in interviews and selection.
- \_\_\_ 3. Prepare and keep a calendar for school athletic events; communicate this calendar and a list of activities to all facets of the school and media.
- \_\_\_ 4. Assign facilities for all school athletic practices and activities.
- \_\_\_ 5. Attend as many contests, meets, and events as possible.
- \_\_\_ 6. Participate in the entire school program and encourage coaches to do the same.
- \_\_\_ 7. Transmit all pertinent information for county and state athletic associations, conferences, clinics, camps, and college information to Principals and coaches.
- \_\_\_ 8. Arrange school-board-approved transportation for athletic events.
- \_\_\_ 9. Resolve conflicts that may develop from time to time within the ranks of the athletic department.
- \_\_\_ 10. Act as a tournament manager for all league and tournament playoff activities that are assigned to the school.
- \_\_\_ 11. Provide a system to maintain permanent records for each sport, such as wins and losses, outstanding records, letterpersons, etc.
- \_\_\_ 12. Plan, organize, and supervise all athletic awards programs with the cooperation of the sport's Booster Club, coaches, and other administrators.
- \_\_\_ 13. Coordinate with the maintenance department, the repair and maintenance of athletic fields, courts, tracks and gymnasiums, including physical education facilities.
- \_\_\_ 14. Attend and serve as school liaison and coaches' representative at athletic Booster Club meetings.
- \_\_\_ 15. Coordinate the annual review of the athletic policy and county handbook.
- \_\_\_ 16. Evaluate the program, always seeking ways of improving interscholastic athletics.
- \_\_\_ 17. Prepare and obtain signed game contracts, if appropriate.
- \_\_\_ 18. Impress upon the coaches the need for proper personal and player appearance (neat and clean).
- \_\_\_ 19. Examine all equipment and facilities before use.
- \_\_\_ 20. Provide dressing rooms and escorts for visiting teams and game officials.
- \_\_\_ 21. Keep informed of the rules and regulations of the total athletic program.
- \_\_\_ 22. Perform such other duties as the Principal and/or coordinator of athletics may direct.

**ATHLETIC DIRECTOR EVALUATION**

**B. Specific Duties**

1. In conjunction with coaches, the Athletic Director should do the following:
  - a. Prepare eligibility lists.
  - b. Submit roster and photos as required by the MPSSAA.
  - c. Evaluate each athlete's grades at the end of each grading period; submit All-Academic and Minds In Motion forms accordingly.
  - d. Secure parents' consent, physicals, permission forms, and emergency cards from all participants.
  - e. Establish policies on all passes.
  - f. Inform all coaches of all county rules and regulations.
  - g. Establish written awards policies for the athletic department.
  - h. Enforce all MPSSAA regulations.
  - i. Prepare entry list for tournaments and meets.
  - j. Supervise and observe coaching.
  - k. Maintain a proper rapport with coaches.
  - l. Provide a system for evaluation and professional growth of coaches.
  
2. Secure all needed personnel for the operation of the athletic program to include the following:
  - a. Game officials
  - b. Announcers
  - c. Time keepers
  - d. Score keepers
  - e. Ticket sellers
  - f. Ticket takers
  - g. Security
  - h. Custodians
  - i. Concessions
  - j. Support personnel
  - k. Medical coverage
  
3. Coordinate and supervise all special events related to the athletic program to include the following:
  - a. Athletic banquets
  - b. Awards nights
  - c. Fund raising
  - d. Pep rallies
  - e. Any gymnasium sessions
  - f. Contests intermission activities
  - g. Special events
  
4. Develop the operational budget and financial procedures to include the following:
  - a. Prepare and supervise the athletic budget process.
  - b. Direct the sale of tickets for all athletic contests.
  - c. Collect all monies from athletic contests and deposit in appropriate accounts.
  - d. Prepare and issue all vouchers for disbursement of funds from the athletic budget.
  
5. Procure and care of equipment
  - a. Provide a system for the purchase, storage, repair, cleaning, distribution and collection of athletic equipment in cooperation with the coaches.
  - b. Establish procedures for proper use of materials, supplies, and equipment.
  - c. Oversee and approve athletic purchases.
    - 1) Maintain a current inventory
    - 2) Prioritize needs
    - 3) Provide a system for ordering equipment
    - 4) Complete county order

**ATHLETIC DIRECTOR EVALUATION**

- 6. Develop community relations
  - a. Promote publicity for all interscholastic sports, such as flyers, announcements, sports brochures, press and radio, etc.
  - b. Coordinate the use of all facilities with the respective Principal by group outside the school.
  - c. Arrange for medical examinations and emergency personnel and procedures for all home athletic events.
  - d. Send reminders of upcoming events to schools' game officials and news media.
  - e. Supervise and coordinate activities of cheerleaders with the athletic program.
  - f. Coordinate participation of school band with the athletic program.
  
- 7. Implement prudent legal procedures
  - a. Maintain proper records which include players' medical examinations, insurance forms, participation records, parent permission and informed consent forms, payment, etc.
  - b. Maintain records which verify the coaches' qualifications and certification as necessary.
  - c. Maintain a perpetual inventory of equipment relating to safety and certification, and recommend appropriate repair or replacement.
  - d. Maintain a perpetual inventory of facilities safety evaluations, and recommend appropriate changes.
  - e. Provide a system for approved means of transportation to and from contests and/or practices.
  - f. Maintain a file of all athletic disciplinary actions.
  - g. Interpret rules and regulations regarding scholastic eligibility of all candidates for athletic teams, and verify their eligibility.
  
- 8. Serve on state/county athletic committees.
  
- 9. Join and become an active member in professional organizations: MSADA and NIAAA.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Principal Date

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

\_\_\_\_\_  
Evaluator's Signature Date

\_\_\_\_\_  
Evaluator's Signature Date

## Athletic Directors' 2017-2018 Contact Information

SCHOOL	PRINCIPAL	ATHLETIC DIRECTOR	SCHOOL NUMBER	E-mail address
Bladensburg	BernNadette Mahoney	Mike Silverman	301-887-6700	<a href="mailto:Michael.silverman@pgcps.org">Michael.silverman@pgcps.org</a>
Bowie	Robynne Prince	Jessica Brandt	301-805-2600	<a href="mailto:jessica.brandt@pgcps.org">jessica.brandt@pgcps.org</a>
Central	Keisha Wallace	Jeffery Patnode	301-499-7080	<a href="mailto:jeffery.patnode@pgcps.org">jeffery.patnode@pgcps.org</a>
Charles H. Flowers	Gorman Brown	Carlyle Rose	301-636-8000	<a href="mailto:carlyle.rose@pgcps.org">carlyle.rose@pgcps.org</a>
Chesapeake – CMIT North	Mehmet Gunes	Bailey Lawrence	301-350-6051	<a href="mailto:blawrence@cmitacademy.org">blawrence@cmitacademy.org</a>
Croom	William Henderson	William Hartwell	301-372-8846	<a href="mailto:william.hartwell@pgcps.org">william.hartwell@pgcps.org</a>
Crossland	Theresa Mosley-Fax	Eric Knight	301-449-4800	<a href="mailto:eric.knight@pgcps.org">eric.knight@pgcps.org</a>
Dr. Henry A. Wise	Charoscar Coleman	Jason Gordon	301-780-2100	<a href="mailto:jason.gordon@pgcps.org">jason.gordon@pgcps.org</a>
DuVal	John Brooks	Jason Mattern	301-918-8600	<a href="mailto:jason.mattern@pgcps.org">jason.mattern@pgcps.org</a>
Eleanor Roosevelt	Reginald McNeil	Thomas Green	301-513-5400	<a href="mailto:thomas.green@pgcps.org">thomas.green@pgcps.org</a>
Fairmont Heights	Torrie Walker	Torrie Lashley	301-952-1360	<a href="mailto:torrie.lashley@pgcps.org">torrie.lashley@pgcps.org</a>
Frederick Douglass	Eddie Scott	Julius Pinkney	301-952-2400	<a href="mailto:julius.pinkney@pgcps.org">julius.pinkney@pgcps.org</a>
Friendly	Robin Pope-Brown	Joanna Quirine	301-449-4900	<a href="mailto:Joanna.quirine@pgcps.org">Joanna.quirine@pgcps.org</a>
Gwynn Park	Tracie Miller	Linda Henson -Hubb	301-372-0140	<a href="mailto:linda.hensonhubb@pgcps.org">linda.hensonhubb@pgcps.org</a>
High Point	Nicole Isley McClure	Shirley Diggs	301-572-6400	<a href="mailto:shirley.diggs@pgcps.org">shirley.diggs@pgcps.org</a>
Inter. School at Langley Park	Carlos Beato	Christine Gilliard-Arthur	301-702-3910	<a href="mailto:Christine.gilliard@pgcps.org">Christine.gilliard@pgcps.org</a>
Inter. School at Largo	Alison Hanks-Sloan	Marcellus Clement	301-702-3810	<a href="mailto:Marcellus.clement@pgcps.org">Marcellus.clement@pgcps.org</a>
Largo	Afie Mirshah-Nayor	Ayana Ball-Ward	301-808-8880	<a href="mailto:ayana.ball@pgcps.org">ayana.ball@pgcps.org</a>
Laurel	Dwayne Jones		301-497-2050	
Northwestern	E. Carlene Murray	Terry Dendy	301-985-1820	<a href="mailto:terry.dendy@pgcps.org">terry.dendy@pgcps.org</a>
Oxon Hill	Regena Williams	Alva Amaker	301-749-4300	<a href="mailto:alva.amaker@pgcps.org">alva.amaker@pgcps.org</a>
Parkdale	Tasha Henderson Graves	Brian Moore	301-513-5700	<a href="mailto:brian.moore@pgcps.org">brian.moore@pgcps.org</a>
Potomac	Nathaniel Laney	Irvin Hay	301-720-3900	<a href="mailto:Irvin.hay@pgcps.org">Irvin.hay@pgcps.org</a>
Suitland	Danny Miller Angelique Acevedo-Baron	George McClure	301-817-0330	<a href="mailto:george.mcclure@pgcps.org">george.mcclure@pgcps.org</a>
Surrattsville	Katrina Lamont	Demario Newman	301-599-2453	<a href="mailto:demario.newman@pgcps.org">demario.newman@pgcps.org</a>
Tall Oaks	Larry McRae	Shante Jones	301-390-0228	<a href="mailto:shante.jones@pgcps.org">shante.jones@pgcps.org</a>

## Coaches Information

### Administrative Responsibility/ Job Description of Coaches

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

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

*All paid and volunteer coaches must hold National Federation of High Schools Level 1 National Certification in the sport in which they coach within 1 year of signing their initial contract.*

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

1. Selection of the squad: choosing the members of the athletic teams is the sole responsibility of the coaches of those teams.
2. Assume responsibility for following the regulations in this handbook; know the content of appropriate rules books of national organizations; adhere to regulations outlined in the *MPSSAA Handbook*; adhere to procedures and guidelines contained in current state tournament bulletins; and follow the regulations of other organizations governing that sport.
3. Organize tryouts, practices, scrimmages, and games within defined guidelines of PGCPs and MPSSAA regulations and plan regular practices when county regulations permit. It is the expectation that teams practice every day in the course of the season except on those days where practice is not allowed by PGCPs regulation or where the team is involved in a contest.
4. Collect all required forms from students prior to their participation, including, current health inventory (physical examination), parent permission form, emergency medical card, and other forms as required by the school. The physical examination must be performed by a licensed physician, certified physician assistant under the supervision of a licensed physician, or certified nurse practitioner before the student participates in any clinic, tryout, practice, or contest. **A medical examination is valid for one calendar year.** Coaches are to inform those athletes whose parents are divorced and have joint custody that permission forms must be signed by both parents.

5. Submit to the athletic director necessary reports and forms, including, but not limited to, medical evaluations, parent permission forms, eligibility reports, rosters, **injury report forms, return to play forms**, lists of scrimmages, and practice schedules.
6. Understand and inform all athletes of guidelines regarding proper conduct, training rules, safety, and regulations established by PGCPSS, PGCPSSAA, MPSSAA, the local school, and the individual coach.
7. Attend all practices, scrimmages, games, and coaches' meetings.
8. Assume responsibility for sportsmanlike conduct of all players and team personnel and stress the importance of good sportsmanship to all team members.
9. Demonstrate concern for the success of the entire athletic program and not just that of a particular sport.
10. Advertise programs within the school and at feeder schools to encourage wide student participation in their sport.
11. Verify the eligibility of all participants according to both PGCPSS and MPSSAA criteria.
12. Provide for effective locker room supervision prior to and after practices and contests.
13. Maintain appropriate individual and team statistics and records.
14. Notify the athletic director in writing, no later than the following day of any student(s) or coach (es) ejected from a contest.
15. Develop a plan for removing players immediately from the area in case of an emergency.
16. Periodically inspect equipment, fields, and facilities for safety, and report problems to the athletic director.
17. Mark and prepare playing areas for each home contest.
18. Submit to the athletic director an accurate preseason and postseason inventory of equipment and uniforms and assess appropriate team members for the cost of lost uniforms, equipment, and supplies.
19. Participate in awards and school recognition programs.
20. Maintain positive public relations with school staff, community members, booster organizations, opposing coaches, universities, and news media.
21. Attend administrative meetings with the principal, athletic director, assistant athletic director, and parents or guardians as appropriate.



22. Attend countywide pre-and postseason meetings conducted by the Coordinating Supervisor or Supervisor of athletics. Countywide coaches' meetings take precedence over practices and scrimmages.
23. Submit to the athletic director a budget request for replacement of supplies and/or equipment, maintenance of equipment, and facility repairs.
24. Show concern for the academic success of athletes. This includes monitoring the academic records and progress of team members, and verifying that each athlete meets the academic eligibility requirements throughout the season. Coaches are expected to check that incomplete grades are made up within a 10-day period. Coaches must verify eligibility by looking at the grades on the report card. Coaches should not rely on the eligibility statement on the report card, nor on "eligibility lists."
25. Assist interested athletes in furthering their educational opportunities.
26. Assume responsibility for monitoring class attendance of team members and for following regulations regarding the required daily attendance of players.
27. Direct captains and other team members not to organize "informal" practices at any time, including religious holidays, school cancellations, or other designated non-practice days.
28. Review carefully the PGcps policy on Child Abuse and Neglect.
29. Establish and distribute to participants and to the athletic director prior to the season the written team standards, which include:
  - A. Criteria for team selection. Participation in summer, evening, or weekend programs or outside teams may not be used as criteria for team selection or determining a player's status on a team.
  - B. Criteria for earning an athletic letter and other awards.
  - C. Rules concerning the prohibition of the use of tobacco, alcohol, or illegal drugs during the season and the penalties for infractions as established by that school.
  - D. Other expectations of the coach, which should be communicated to athletes and parents prior to the start of the season.
30. Maintain current certification in CPR including the use of automated external defibrillators (AEDs).
31. Provide a list of summer activities and schedules to the Athletic Director.
32. Review information on concussion awareness and sudden cardiac arrest to student athletes and parents (MPSSAA/CDC/NFHS handout).

33. Review information on heat acclimatization to student athletes and parents (MPSSAA/CDC handout/NFHS).

These coaching responsibilities are not all-inclusive. **Refer to the PGCPS Appointment and Authorization Form for Athletics and Intramurals in this handbook for additional responsibilities of coaches.**



September 28, 2016

MEMORANDUM

TO: High School Athletic Directors  
High School Coaches  
Middle School Athletic Directors  
Middle School Coaches

FROM: Earl Hawkins, Coordinating Supervisor of Athletics 

RE: Education Based Athletics – Coaches are Role Models

The use of profanity and the demeaning and intimidation of student athletes have no place in education based athletics or athletics period. These tactics in coaching are outdated and do not achieve the ultimate objectives for our student athletes; which is to provide an enjoyable athletic experience that infuses life-long values and builds character.

Education based athletics is a critical part of the educational process in the Prince George's County Public School System. As a firm believer in Education Based Athletic Programs, it is important for all to understand that winning is important, but it is not the most important task of a coach. Being a positive role model, building character, fostering high self-esteem and self-worth, and teaching respect, sportsmanship, discipline, work ethic and numerous other values are by far the most important tasks of a coach.

You as coaches are critical to the success of our most valuable resources, our students. Study after study has shown that student athletes revere their coach and in many cases, the coach has greater impact on an athlete's life than anyone. Therefore, your conduct and behavior must be exemplary.

Your role is extremely important to the school (s) where you coach and to the Prince George's County Public School System. Coaches have a tremendous impact on the student athletes they coach and sometimes on the school population in its entirety. We want the athletic experience to be both positive and rewarding for all student athletes. You must remember, national statistics show that over ninety percent of high school athletes will never participate at the collegiate level. Let's make their high school athletic memories positive and rewarding.

c: Kevin M. Maxwell, Ph.D.  
Monique W. Davis, Ed.D.  
Associate Superintendents  
Instructional Directors  
High School Principals  
Middle School Principals  
Mr. O'Shay Watson

# Code of Ethics

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

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

- Strive to develop in each athlete qualities of leadership, initiative, and good judgment
- Respect the integrity and personality of the individual athlete in the selection of the team as well as in the playing of the game
- Demonstrate positive human relations skills
- Encourage the highest standards of conduct and scholastic achievement among all athletes
- Seek to inculcate good health habits including the establishment of sound training rules
- Fulfill responsibilities to provide health services and an environment free of safety hazards
- Exemplify the highest moral character, behavior, and leadership (i.e., refrain from the use of abusive language)
- Promote ethical relationships among coaches
- Encourage respect for the value of all athletics
- Abide by the rules of the game in letter and spirit relative to your sport (developed by coaches of each sport)
- Respect the integrity and judgment of sports officials by refraining from any public confrontation and by instructing my players to do the same
- Display modesty in victory and graciousness in defeat
- Demonstrate a mastery of and continuing interest in coaching principles and techniques through professional improvement
- Have knowledge of the rules governing athletics in the State of Maryland and Prince George's County.

## *Coach - Athlete Communication*

We ask that coaches provide their coaching style and methodology to the players at the beginning of the sports season. Coaches' styles will vary with the individual coach. However, we stress that all coaches have an "open line" of communication with their players. Coaches should

never use profanity in practice and/or games to address their players, assistants and officials. They should use positive reinforcement whenever possible to achieve the outcomes they desire.

### *Coach – Parent/Guardian Communication*

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

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

1. *Philosophy of the coach*
2. *Expectations the coach has for your child as well as all the players on the squad*
3. **Expectations of the parents (How You Can Help Make Your Child's Athletic Career a Positive and Rewarding Experience)**
  - **Allow your child to perform and progress at a level consistent with their ability. Athletes mature at different ages and some are more gifted than others.**
  - **Teach your child to enjoy the thrill of competition and that improving skills and attitude are important.**
  - **Don't relive your athletic life through your child! This creates added pressure that your child does not need; let them enjoy their experience with athletics.**
  - **Don't compete with the coach. Keep in mind that they are balancing the development of your child with the growth and progress of an entire athletic team. Often coaches have many considerations that are not obvious to parents.**
  - **Remember, young athletes tend to exaggerate when being praised and/or criticized. Temper your reaction until you investigate.**
  - **An athlete's self-confidence and self-image will be improved by support at home. Comparison to others is discouraged. Encourage the athlete to do their best regardless of family or friends who may have been outstanding players.**
  - **Insist on positive behavior in school and a high level of performance in the classroom. Numerous studies indicate extracurricular involvement helps enhance academic performance.**

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

4. *Locations and times of all practices and contests (once tryouts have been completed)*
5. *Team requirements, (i.e. fees, special equipment, off-season conditioning)*
6. *Procedure should your child be injured during participation*

**7. Discipline that results in the denial of your child's participation**

*Communication coaches expect from parents*

- 1. Concerns expressed directly to the coach*
- 2. Notification of any schedule conflicts well in advance*
- 3. Specific concern in regard to a coach's philosophy and/or expectations*

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

*Appropriate concerns to discuss with coaches*

- 1. The treatment of your child, mentally and physically*
- 2. Ways to help your child improve*
- 3. Concerns about your child's behavior*

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

*Issues that are not appropriate to discuss with coaches*

- 1. Playing Time*
- 2. Team Strategy*
- 3. Play Calling*
- 4. Other students-athletes*

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

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

- 1. Student athlete should first discuss concerns directly with the coach*
- 2. If parents/guardians still have concerns, they should contact the coach to make an appointment*

***3. If the discussion during the conference does not provide a satisfactory resolution, call and set up an appointment with the school's athletic director to discuss the situation with the coach. Additional steps are to be discussed during this conference.***

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

## Fourteen Legal Duties of a Coach

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

1. **Duty to Plan** – A coach must demonstrate awareness of the maturity, physical development and readiness of athletes with appropriate plans for instruction, conditioning and supervision.
2. **Duty to Supervise** – A coach must be physically present, provide competent instruction, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to make sure facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. This duty may also require coaches to control reckless player behaviors. Supervision responsibility also pertains to athletic administrators who are expected to be able to supervise coaches competently.
3. **Duty to Assess Athletes Readiness for Practice and Competition** – Athletics administrators and coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes. A progression of skill development and conditioning improvement should be apparent from practice plans. Athletes must also be medically screened in accordance with state association regulations before participating in practice or competition.
4. **Duty to Maintain Safe Playing Conditions** – Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury inherent in defective indoor and outdoor facilities or hazardous environments.
5. **Duty to Provide Safe Equipment** – Courts have held athletic supervisors responsible to improve unsafe environments repair or remove defective equipment or disallow athlete access.
6. **Duty to Instruct Properly** – Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill, and capability.
7. **Duty to Match Athletes** – Athletes should be matched with consideration for maturity skill, age, size and speed. To the degree possible, mismatches should be avoided in all categories.
8. **Duty to Condition Properly** – Practices must account for a progression of cardiovascular and musculoskeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities.
9. **Duty to Warn** – Coaches are required to warn parents and athletes of unsafe practices specific



to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension.

10. **Duty to Ensure Athletes are Covered by Injury Insurance** – Athletics administrators and coaches must screen athletes to ensure that family and/or school insurance provides basic level of medical coverage. Athletes should not be allowed to participate without injury insurance.
11. **Duty to Provide Emergency Care** – Coaches are expected to be able to administer standard emergency care (first aid, CPR) in response to a range of traumatic injuries.
12. **Duty to Design a Proper Emergency Response Plan** – Coaches must design plans to ensure an expedited response by EMS and an effective transition to the care and supervision of emergency medical personnel.
13. **Duty to Provide Proper Transportation** – In general, bonded, commercial carriers should be used for out of town transportation. Self or family transportation for local competition may be allowed if parents have adequate insurance coverage for team members other than their family members. (*Follow School District guidelines – PGCPS provides transportation*)
14. **Duty to Select, Train, and Supervise Coaches** – Administrators have responsibility to ensure that appropriate skill and knowledge levels exist among members of the coaching staff to ensure appropriate levels of safety and wellbeing among athletes.



### Evaluation of Coaches

Name of Coach	School	Assignment	Varsity/ JV Level	Boys/Girls Gender
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#### RATING SCALE

NA—Not Applicable      1—Definite Weakness      2—Improvement Needed      3—Satisfactory      4—Good

#### I. PROFESSIONAL AND PERSONAL RELATIONSHIP

#### CIRCLE RATING

1. Understands and follows rules and regulations set forth by Prince George's County Office of Athletics and MPSSAA	NA	1	2	3	4
2. Works cooperatively with Athletic Director	NA	1	2	3	4
3. Keeps Athletic Director informed of any or all problems before, during, or after all sporting events.	NA	1	2	3	4
4. Respects and supports other coaches and athletes	NA	1	2	3	4
5. Show rapport with head coach and assistants before, during, and after the coaching season for program development	NA	1	2	3	4
6. Public Relations—cooperates with newspaper, media, sport's Booster Club, PTSA	NA	1	2	3	4
7. Accepts and implements athletic department decisions and policies	NA	1	2	3	4
8. Maturely accepts criticism and/or recognition	NA	1	2	3	4
9. Shows proper sidelines conduct at games toward players, officials, fans, etc.	NA	1	2	3	4
10. Fosters school spirit by promoting and supporting all extracurricular school activities	NA	1	2	3	4
11. Makes recommendations for athletic awards and participates in selection of recipients	NA	1	2	3	4
12. Develops rapport with other teachers, coaches, and administrators	NA	1	2	3	4
13. Cooperates and communicates with parents during the sports season	NA	1	2	3	4
14. Is appropriately dressed at practices and games	NA	1	2	3	4

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**White Copy** – CEA/Principal    **Yellow Copy** – Athletic Supervisor    **Pink Copy** – Athletic Director    **Goldenrod Copy** – Coach

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**COACH'S EVALUATION**

<b>II. COACHING PERFORMANCE</b>	<b>CIRCLE RATING</b>				
1. Develops respect by example in appearance, manner, behavior, language, and conduct during athletic contest	NA	1	2	3	4
2. Provides proper supervision and security of locker rooms and practice areas	NA	1	2	3	4
3. Maintains individual and team discipline and control	NA	1	2	3	4
4. Is well-versed and knowledgeable in matters pertaining to the sport	NA	1	2	3	4
5. Provides supervision and control on bus trips	NA	1	2	3	4
6. Understands written rules and regulations of coach's expectations for athletes during the sports season	NA	1	2	3	4
7. Develops a well-organized practice schedule which utilizes his or her staff and team to its maximum potential	NA	1	2	3	4
8. Understands scouting responsibilities	NA	1	2	3	4
9. Is innovative using new coaching techniques and ideas in addition to sound, already proven methods of coaching	NA	1	2	3	4
10. Is prompt and consistent in meeting team for practices and games	NA	1	2	3	4
11. Shows an interest in athletes both during the season and off season to support their academic program. These efforts include monitoring academic performance in order to maintain athletic eligibility	NA	1	2	3	4
12. Provides leadership and attitudes that produce positive efforts by participants	NA	1	2	3	4
13. Is familiar with each student's physical examination and is aware of the student/athlete's medical history	NA	1	2	3	4
14. Utilizes current technology along with providing quality instruction on coaching techniques	NA	1	2	3	4
15. Provides an atmosphere of cooperation by being receptive to suggestions and criticism	NA	1	2	3	4
16. Understands team performance should be consistent with quality of athletes available	NA	1	2	3	4

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COACH'S EVALUATION**

<b>III. RELATED COACHING RESPONSIBILITIES</b>	<b>CIRCLE RATING</b>				
1. Is concerned about care of equipment, including issue, collection, cleaning, inventory, and storage	NA	1	2	3	4
2. Is cooperative in sharing facilities	NA	1	2	3	4
3. Works with and shows interest in middle school program	NA	1	2	3	4
4. Follows proper procedure for purchasing of equipment	NA	1	2	3	4
5. Has team fund raising activities to supplement County, sport's Booster Club, and school funds allotted for team needs and follows County procedures regarding the collection and disbursement of funds	NA	1	2	3	4
6. Is cooperative in scheduling non-league and scrimmage games	NA	1	2	3	4
7. Works with Athletic Director prior to notifying sport's Booster Club of his or her program's needs	NA	1	2	3	4
8. Cooperates with the Athletic Director in regards to submitting participant and eligibility list, athletic permits and medical evaluation forms, academic awards, year-end reports, and other information relative to his or her coaching assignment	NA	1	2	3	4
9. Attend coaches' meetings pertaining to his or her sport	NA	1	2	3	4

COMMENTS: \_\_\_\_\_  
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# **Rules and Restrictions**

## **Supervision of Players**

The coach or athletic director responsible for the conduct of the team must accompany teams/squads to all contests and must remain until the event is over and all team members have left school property. If the team is returning to their home school, the coach must not leave any student unsupervised at the home site. A visiting team shall not be allowed into a locker room or allowed to begin to warm-up unless accompanied by a coach or appropriate school representative.

## **Transportation**

All teams must travel in county approved buses to and from all athletic events. All team members must travel as a group to and from all athletic contests. If approved by the local school principal or principal's designee in advance, a team member may be released to the custody of a parent or legal guardian at the conclusion of an away contest. Approval must be requested in written form prior to the specified event and signed by the student-athletes parent or legal guardians. The principal or principal's designee shall sign all authorized requests. The local school principal or principal's designee must approve any other exceptions to this mode of travel in advance. (See attached form)

Coaches will not provide transportation of any kind to and/or from practices or athletic events.

Vans of any kind are prohibited.

## **Attendance Policy**

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

## **Awards**

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

## **All Star Games**

All-star games are not organized or administered by PGCPSS. Only seniors may participate, and only after the end of the season. The *MPSSAA Handbook* states:

**.04, D., (5) "Individual students may participate in two all-star games per sport, upon the completion of their eligibility in the sport in which this participation occurs."**

## Celebratory Activities

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

## Study Hall

Each School is responsible for developing its own policy for study hall attendance.

## Food/Snacks

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

## Eligibility to Participate

Administrative Policy 5122 (See AP handbook)

Students must achieve a 2.0 GPA to participation in athletics and extracurricular activities.

## Scrimmages

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

## Bench Personnel

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

## Ejection of Coaches

If a coach is ejected from a contest, he/she must leave the area of the contest and shall not be visible to or have communication or visible contact with players, officials, spectators, or school personnel until the contest is completed. If there is no member of the coaching staff from the school or another PGPCS certified coach present to assume responsibility the contest will be forfeited.

If a coach is ejected from a contest he/she must notify the athletic director in writing within 24 hours. The athletic director should notify the Coordinating Supervisor of Athletics or Supervisor of Athletics of any ejections. A coach who is ejected from a contest is suspended from participation in the next contest. **If a second ejection occurs, the coach is suspended from all coaching duties for the rest of the season.** (Review AP 0414) The suspended coach may not be on the premises of the contest, including bleachers or adjacent areas.

### **Hazing**

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

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

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

### **Medications/Supplements**

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

### **Clinics**

The regulations below are in addition to regulations contained in the MPSSAA Handbook. The regulations pertain to out-of-season and in-season coaching of PGCPS athletes including, but not limited to, summer leagues, recreational teams, camps, clinics, and other instruction of team members.

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

**Loss of Instructional Time** – Sports teams may not travel to events that require a significant loss of instructional time unless approved through the submission of a field trip packet for overnight trips.

Interpretation: Participation in an event must be within the USA, does not involve loss of instructional time, and complies with the local school system policies and procedures for school travel.

### **Ejections**

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

### **Prayers**

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

### **Recruitment of Athletes**

Each coach should encourage students from his/her school and feeder middle schools to participate in the athletic program. Coaches, booster club members, or other school-affiliated parties are not permitted to contact or recruit students who do not reside in the school attendance area or to encourage them to attend another school. When a student or parent who does not reside in the school attendance area contacts a coach, a booster club member, or school affiliated party they must inform that person of the rules and shall not encourage him or her to seek a transfer. The principal and athletic director must be notified as well. Violation of this rule will result in appropriate personnel action.

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

### **Scouting**

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

### **Social Media:**

Coaches must exercise the utmost discretion when using social media outlets (Twitter, Instagram, Facebook, etc.) and personal communication devices (texts) with players and our



school community. Communication with players must be related to your duties as a coach.

**A coach shall not communicate with an individual student, but should send a group message that includes another coach (es), a parent/guardian and/or other team members.**

## Weather Guidelines

Temperature	Humidity	Air Quality Index	Activity
Mid 70s – Low 80s° F		Code Green 0-50 Good Air Quality	No restrictions
Upper 70s – Mid 80s° F	Less than 70%	Code Yellow 51-100 Moderate Air Quality	Watch carefully
Upper 70s – Mid 80s° F	More than 70%	Code Yellow 51-100 Moderate Air Quality	Provide a 10-minute rest period each hour
Upper 80s – Low 90s° F	Any	Code Orange 101-150 Unhealthy for sensitive groups Air Quality	Observe carefully (especially at risk individuals) frequent water breaks
Mid 90s – 100° F	Any	Code Red 151-200 Unhealthy Air Quality	<b>Hold one morning and one evening non-school day practice after 5:00pm</b> , or one school day practice of one hour, with mandatory water breaks every 20 minutes.
Mid 90s – 100+° F	Any	Code Purple 201-300 Very Unhealthy Air Quality	Games cancelled. Afternoon practices cancelled. Games cancelled.

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

Air quality (ground level ozone or smog) deteriorates when temperatures are in excess of 90°, with low or no winds and clear skies. When such conditions are anticipated, a Code Orange, Red or Purple forecast is issued. Under such conditions at-risk individuals, who are heavily exercising, should be closely watched and if experiencing any breathing difficulties, immediately required to cease exercising and move indoors. At-risk individuals include those who responded “yes” on the Medical Evaluation Form to being asthmatic or having heart and lung function problems (Part I), and individuals who responded “yes” to having experienced chest pains, shortness of breath, weakness when exposed to high temperatures, or impaired lung function (Part 3).

In hot, humid weather, coaches are expected to use good judgment in determining the length and type of outdoor practice. Frequent practice breaks and drinking water must be provided.

Coaches must be aware of signs of heat exhaustion. Players who exhibit these signs are to cease practicing. Salt tablets are not to be issued.

When schools are dismissed early because of heat, no practices, meetings, or contests are allowed.

In extremely cold weather coaches are expected to use good judgment in determining the length and type of practice. Athletic events may be rescheduled by mutual agreement of the athletic directors of the opposing schools if the wind-chill factor could be detrimental to the health and safety of the athletes.

### **Thunder and Lightning**

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

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

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



**Kevin M. Maxwell, Ph.D.**  
Chief Executive Officer

July 15, 2017

**MEMORANDUM**

**TO:** Middle School and High School Principals  
Middle School and High School Athletic Directors  
Middle School and High School Sports Representatives

**FROM:** Kevin M. Maxwell, Ph.D. *KMM*  
Chief Executive Officer

**RE:** 2017-2018 No-Practice and No-Playing Dates for Athletics

In accordance with Board of Education policy, extreme care must be taken to ensure that no student experiences a personal disadvantage by not participating in a practice session on the dates listed below.

No events or practice sessions are to be scheduled on the following dates:

- Sundays\*\*\*
- Rosh Hashana - Thursday, September 21\*
- Thanksgiving Day - Thursday, November 23\*\*
- Christmas Day - Monday, December 25
- New Year's Day - Monday, January 1

Practice is permitted, but no games are to be scheduled on the following dates:

- Labor Day - Monday, September 4
- Yom Kippur - Saturday, September 30\*
- Ed Al-Adha - Friday, September 1\*
- Martin Luther King, Jr. Day - Monday, January 15
- Presidents' Day - Monday, February 19
- Good Friday - Friday, March 30
- First Day of Passover - Saturday, March 31\*
- Memorial Day - Monday, May 28

\*Holiday begins at sundown of the day before.

\*\*Football practice (a.m.) may be held for teams participating in MPSSAA Play-offs.

\*\*\*Cheer teams may compete in 3 competitions per school year.

Schools may participate in Maryland Public Secondary School Athletic Association Regional and State Competitions scheduled on Holidays. *No other activities may be held on the aforementioned dates (i.e. weight lifting, open gym/fields for any sport, conditioning programs, etc.)*

If you have questions, please contact Mr. Earl Hawkins, at 301-669-6050, or by e-mail, at [ehawkins@pgcps.org](mailto:ehawkins@pgcps.org).

KMM:MM:eh

**c:** Members, Executive Cabinet  
Ms. Michele Winston  
Instructional Directors  
Mr. Earl Hawkins  
Mr. O'Shay Watson

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

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

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

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

- Open to the student body as whole, not just athletes.
- Not open to the general public or students from other schools.
- Dates and times announced and publicized to the student body as a whole.
- Be conducted immediately before or after school when possible.
- Coaching or instruction may not take place! **Instruction may occur during weight training to ensure proper lifting techniques.** Coaches may be present for supervision and liability purposes only.
- Subject to approval by principal
- Recommended seasonal
- Must not interfere with in-season team practices or games. In-season teams will have first priority of facility use, followed by any out of season teams or conditioning programs as coordinated and approved by the athletic director.
- **Open gym/fields and conditioning cannot be held on days when schools are closed for students.**

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

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

The form should be mailed to the parents within 48 hours of the dismissal or student-athlete's quitting the team.

5. Notification of the dismissal should be done by the head coach in the presence of an appropriate school staff member and in private whenever possible. It is recommended that another coach or Athletic Director be present for the dismissal notification with the student-athlete. Specific reasons should be presented to the student-athlete at that time.
6. A conference involving the parent(s), the student-athlete, the coach, and the athletic director should be scheduled at the earliest convenience, if requested by the parent(s).
7. If the parent(s) are not satisfied with the rationale for the dismissal after the conference, they may appeal to the principal. If not satisfied with the results of the meeting with the principal, they may appeal the action to the Coordinating Supervisor of Athletics for Prince George's County Public Schools. A further appeal must be addressed to the Superintendent of Schools in the form of a letter. The letter must be addressed to the superintendent of schools in care of the Executive Director for the High School Consortium.
8. It is highly recommended that the entire procedure detailed in this procedure be implemented and completed as quickly as possible. Time from initial notification to the initial parent conference should not exceed 72 hours (3 days).

# Student-Athlete Dismissal/Parent Notification Form

*School Name:*

*School Address:*

*School Phone Numbers:*

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

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

GRADE \_\_\_\_\_ HOMEROOM \_\_\_\_\_ DATE \_\_\_\_\_

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

PRIOR INTREVENTIONS

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

REASON FOR DISMISSAL FROM TEAM

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

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

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

WAS A PARENT CONFERENCE WITH THE COACH AND ATHLETIC  
ADMINISTRATION HELD? YES NO

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

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

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

# Hiring Procedures for Employing Coaches

## Vacancy Announcement

- Identify and submit coaching vacancies to the Coordinating Supervisor and/or Supervisor of Athletics.
- The Coordinating Supervisor and/or Supervisor of Athletics submit to Human Resources Recruiting and Staffing Specialist a request to post coaching vacancies.
- After the posting closes, the Principal and Athletic Director will receive through iRecruitment a list of eligible candidates and resumes through Oracle Workflow – Production within 48 to 72 hours.

## Interviews

- The *Hiring Procedures for Employing Athletic Coaches* will include the following forms that are to be used for the interview process: an applicant evaluation form, an approval sheet of recommended candidates, and coaches request form. The forms are available in each Athletic Director's High School Management List in GoogleDocs.
- Interviews must be conducted by a panel to include the Principal or his/her designee, Athletic Director, and a school administrator at a minimum.
- Interviews are conducted using a uniformed interview process, as established in the procedures for the employment of athletic coaches, at the school building.
- All interview questions will be submitted with applicant packet to the Human Resources Recruiting and Staffing Specialist.
- Certificated candidates must be interviewed and considered first. A justification must be submitted to and approved by Human Resources whenever a certificated candidate is not recommended.
- **Non-certified candidates may not be contacted or interviewed until the Coordinating Supervisor of Human Resources or his/her designee gives written approval to do so.**
- At the conclusion of the interviews, the Athletic Director submits all required forms (applicant evaluation forms, approval sheet of recommended candidates or coaches request form, interview questions, list of candidates interviewed indicating date and time interviewed to the Recruiting and Staffing Specialist.
- The Recruiting and Staffing Specialist will contact the candidate and offer the coaching position.

- Principal, Athletic Director, Coordinating Supervisor of Athletics, and Supervisor of Athletics will be notified of candidate’s acceptance or non-acceptance by email.

**Newly Hired Coaches**

- Coaches selected for a coaching position must bring two forms of identification (Passport, Driver’s License, Birth Certificate, or Social Security Card) on appointment date.
- All newly hired coaches will complete and sign a “Code of Ethics and Fundraising Guidelines” form and an “Appointment and Authorization Form for Athletics and Intramurals,” which will be maintained by the Athletic Director at the school.
- All temporary/emergency coaches must be approved by the Associate Superintendent for High School Performance, Principal, Athletic Director, and Coordinating Supervisor of Athletics.
- All newly hired coaches (external applicants), including volunteers, will be contacted and scheduled for an appointment by the Recruiting and Staffing Specialist to complete a Temporary Employee Packet, be fingerprinted and set-up for Data Entry. No new coach shall start without being fingerprinted and processed through the Office of Administrative and Support Staffing.

**Fingerprinting and Background Check**

**See AP 4215**

**Out-of-Season Teams Interpretation**

At the April 25<sup>th</sup> MPSSAA Board of Control meeting, the Board voted 27 to 21 to further refine the definition of an out-of-season team in which members of the high school coaching staff may serve as coaches.

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

The wording of the interpretation is as follows:

**OUT-OF-SEASON PRACTICE**

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

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



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

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

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

Timeframe

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

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

Track & Field	18 events	14
Volleyball	6	4
Wrestling	14	11

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

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

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

### **Frequently Asked Questions**

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

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

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

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

## Monetary Procedures for Athletics

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

1. The Principal gives approval of any financial obligations incurred on behalf of the school and **only the principal has the authority to sign contracts.**
2. At the beginning of each season, all coaches will be issued a receipt book. This book will be returned to the Athletic Administration for review at the end of each season. No student should be responsible for the collection of money. That responsibility belongs to the teacher, coach, or sponsor of the group, class, or organization. No money is to be accepted for any reason without giving a **receipt** and without the sponsor keeping a copy.
3. All money turned into the Accounting Secretary must be accompanied by a **Monetary Transmittal Form (MTF)** (available from the Accounting Secretary) signed by the teacher/sponsor. All money must be counted accurately with all coins wrapped (coin wrappers are available from the Accounting Secretary). **All deposits are to be turned into the Accounting Secretary by 12:00 noon to be included in that day's deposit.** No checks dated more than ten (10) days previous to the date of deposit will be accepted. Each check should have noted on it the telephone number of the signer and the **name of the student** for whom it is being paid, as well as the name of the group making the deposit. **All checks are to be made payable to your high school.**
4. Disbursements will be made by check only. Requests for payment must be submitted to the Principal's Secretary in duplicate on a **School Funds Expenditure Form (SPEF)** by Friday of each week. Only the principal can approve all SPEF's before checks can be written. Checks will not be available until the following Wednesday. A receipt of invoice must accompany each check request or the check will not be written. The money must also be available in that particular account before the check is written.
5. Fundraisers: The sponsor of any group who wishes to conduct a fundraiser must first obtain the following forms from the Accounting Secretary: (1) Calendar Request, (2) fundraiser Request and Authorization, (3) fundraiser Completion Report, and (4) student Remittance Report. The Calendar Request should be submitted to your Administration for approval. The Fundraiser Request and Authorization Forms should be turned into the Accounting Secretary. Two weeks after the Fundraiser is completed the Fundraiser Completion Report should be submitted to the Accounting Secretary. Monies collected should be turned into the Accounting Secretary before 12:00 noon daily. Financial debts owed by student(s) should be submitted on a "Report Card Withhold Form" and submitted to the Accounting Secretary. Also remember that there is a 5% sales tax which must be paid on any items sold. No new fundraisers can be approved for a particular group unless all forms from the previous fundraiser are complete.

# Student Activity Funds Procedures

Information Provided by Nancy E. Williamson, Certified Internal Auditor PGCPS Internal Audit Office

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

1. **Collections**
2. **Disbursements**
3. **Sponsoring a club or a Special Activity (Restricted Funds)**

## **Collections:**

- a. Staff must obtain a pre-numbered Monetary Transmittal Form (MTF) from the office; staff member is responsible for that form and must return either the form with the money or if the form has to be voided, return it to the secretary and sign for a replacement.
- b. Provide a receipt, if requested by the student or parent;
- c. Submit **all** money to the office on the day collected; do not store money in your room, do not take money home overnight, do not withhold any money collected (do not pay expenses from the cash collected).
- d. Submit the money in the same denomination in which it was collected.
- e. Complete the MTF-all sections; be mindful of accuracy and completeness; indicate the account to be credited; remember to indicate sales tax, if applicable; sign and date; attach detail to support collections (ex: student remittance report, class list ).
- f. MTF distribution:
  1. Pink copy-you keep in your 'MTF' envelope;
  2. Original and yellow copies-to the drop safe with the money; after secretary verifies the accuracy of the money and the completeness of the form, the form will be signed and dated.
  3. Yellow copy-returned to you for attachment with the pink copy in your MTF envelope.

4. Both the pink and yellow are retained by you until year-end check out; prior to check out, you should make sure all your pink and yellow copies are in the envelope, seal the envelope and initial across the sealed area; turn in the envelope to the designated administrator.

### **Disbursements**

- a. **Pre-approval** by the Principal is required before spending money or obligating the school.
- b. Complete the top portion of the School Funds Expenditure Form and submit to the Principal for pre-approval; Athletics must be submitted to the Athletic Director who will authorize and submit to the Principal; Principal may elect to require the subject department chair to review and approve all expenditure requests for instructional materials prior to submittal to the Principal.
- c. After approval, obtain the Maryland sales tax exemption Certificate from the secretary.
- d. Make the purchase (Spend your own money? Place a phone Order? Regardless of the method of purchase, Principal Pre-approval is required.)
- e. Original, itemized receipt or an invoice is required.
- f. Complete middle action of the School funds Expenditure Form, attach original receipt or invoice and submit to the Principal.
- g. If you spent your own money, a check reimbursing you will be prepared.
- h. If you placed a phone order, the school will be invoiced. (Be mindful, that all invoices received by the Principal must have been pre-approved.)
- i. Do not pay for expenses with cash that has been collected; all Money received must be deposited in the school's bank account and all expenses must be paid with a school check.

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

There are financial responsibilities associated with extra-curricular activities.

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

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

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

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

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

# **Title IX Information**

## **What Is It?**

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

Title IX states:

*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.*<sup>1</sup>

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

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

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

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

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

## **Playing Fair: A Women's Sports Foundation Guide to Title IX**

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS  
Board of Education  
Upper Marlboro, Maryland

0104  
Policy No.

BOARD OF EDUCATION POLICY

BASIC COMMITMENTS

Title IX

Title IX of the Educational Amendments of 1972 is the landmark legislation that prohibits sex discrimination in schools, whether in academics or athletics.

Title IX requires educational institutions to maintain policies, practices, and programs that do not discriminate against anyone based on sex. Under this law, males and females are expected to receive fair and equal treatment in all arenas of public schooling: recruitment, admissions, educational programs and activities, course offerings and access, counseling, financial aid, employment assistance, facilities and housing, health and insurance benefits, marital and parental status, scholarships, sexual harassment, and athletics.

The Board of Education directs the Chief Executive Officer to take immediate action to correct any violation of Title IX in the operation of the school system's programs.

The Board of Education directs the CEO to designate a Title IX Coordinator to oversee implementation and compliance with the September 2006 Agreement with the National Women's Law Center and compliance with the regulations of the Title IX Educational Amendments of 1972.

Legal Reference:

Title IX of the Education Amendments of 1972 to the Civil Rights Act of 1964  
Regulations of Title IX Educational Amendments of 1972, 45 C.F. R. Part 86

Policy Adopted as 0102  
9/7/95

Policy Amended and Renumbered 104  
2/25/00

Policy Amended and Renumbered 0104  
5/12/03

Policy Reviewed – No Revisions Required



# Game Management and Admission Policy

## Duties of Game Manager

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

## Pep Bands

Home pep bands are permitted at basketball games with the approval of the principal or his/her designee. Band members (musicians and dancers) must display good sportsmanship at all times. The band must be seated on the side of the gym opposite its team and may only play when an “official time out” is called. Organized programs will be permitted during intermission. Any band or other half-time presentation should be planned carefully, approved in advance by the host school, and should not interfere with the beginning of the second half of the contest.

The visiting school's pep band or marching band may attend outdoor athletic events with prior approval from the principal of the host school and the Coordinating Supervisor of Athletics. Only pep bands (30 members only per MPSSAA rules), with the aforementioned prior approvals may attend indoor athletic events.

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

### Cheerleading Squads

Cheerleader coaches shall set an example by being cooperative and positive to each other. Cheers should be positive and **non-antagonistic**. Control the crowd by performing positive cheers when the mood of the crowd is down or negative. Applaud when and injured player leaves the playing area.

See Cheerleading Handbook for other corresponding guidelines.

### Unsportsmanlike Behavior of Spectators

- a. School officials have the authority to remove a spectator(s) from a contest for unruly to improper conduct. The individual(s) may be removed for the duration of a particular contest or for any extended period of time depending on the severity or frequency of the improper conduct
- b. In severe instance, upon approval of the Coordinating Supervisor of athletics, spectators may be excluded from multiple contests, for the duration of a season, or longer.

### Seating Arrangement/Team departure at events

- a. Seating areas for home and away spectators should be clearly marked or stated over the PA at the beginning of the contest.
- b. In a stadium with bleachers on opposite sides, the home team shall be in front of the home team bleachers; the visiting team shall be in front of the visiting team bleachers.
- c. In a stadium with bleachers on one side only, the visiting teams should be opposite with the home team in front of the home crowd. If there is ample space separating the teams, teams may be on the same sideline. This should be avoided in football.
- d. In gymnasiums, home team spectators should sit behind the home team and in the bleachers directly opposite; visiting team spectators should sit behind the visiting team and directly opposite. Cheerleaders should be assigned area in front of their respective crowd if possible, directly opposite their team.
- e. At the conclusion of an athletic event, the visiting team should depart in a timely fashion and post-game talks should be limited to ten (10) minutes or less. If this does

not occur, please notify the Coordinating Supervisor of Athletics via email within 24 hours.

### **Signs and Noise Makers**

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

### **Souvenirs/Promotional Sales Items**

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

### **Broadcasting**

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

### **Admission Policy for Athletic-Related Groups**

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

### **Admission Policy for PG CPS Employees**

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

### **Admission Policy for Complimentary Passes**

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

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

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

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

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

### **Admissions Policy for Senior Citizens (age 55 and over)**

Board of Education Policy 1261 mandates that senior citizens receive a discount on admission to athletic events.

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

- All athletic directors will receive an Athletic Ticket Report Form. All athletic directors will sign this document and retain a copy. A copy shall be given to the principal and a copy will be retained in the Office of Athletics.

- Gate receipts from varsity football ticket sales are to be returned to the PGCPSS Office of Treasury Operations. Athletic directors must verify that funds have been sent to PGCPSS by completing the online ticket report in GoogleDocs.
- The online Cash Voucher Document must be completed for varsity football gate receipts. The Office of Athletics or his/her designee will account for those ticket sales.
- Gate receipts for all other athletic event ticket sales are the responsibility of the school principal or his/her designee. Tickets are to be kept in a secure location and accounted for at the end of each sports season.
- Please refer to Administrative Procedure 3702

### **Football**

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

- \$ 4.00 - purchased by students in school, and a senior citizen (55 or over with ID) at anytime
- \$ 5.00 - general admission purchased at the gate

### **Basketball**

A standard county admission fee for basketball games is

- \$ 4.00 - student ticket purchased in school, and a senior citizen (55 or over with ID) at anytime
- \$ 5.00 - general admission purchased at the door

### **Other Sports**

Junior varsity football, volleyball, wrestling and soccer

- \$ 4.00 - student ticket purchased in school, and a senior citizen at anytime
- \$ 5.00 - general admission purchased at the door
- \$ 5.00 – cheerleading competitions

## Security

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

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

## **Sportsmanship**

### Expectations for Spectator Behavior

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

# Sports Representatives

OFFICE OF ATHLETICS

301-669-6050

SPORTS REPRESENTATIVES 2017-2018

<b>SPORT</b>	<b>NAME</b>	<b>SCHOOL</b>	<b>WORK #</b>	<b>HOME#</b>
Baseball 3A, 2A, & 1A	Donald Cleveland	Laurel	301-497-2050	
Baseball 4A	Donald Cleveland	Laurel	301-497-2050	
Basketball – Boys	Cedric Holbrook	Bowie	301-805-2600	301-523-7064
Basketball – Girls	Ayana Ball-Ward	Largo	301-808-8880	
Cheerleading				
Cross Country	John Evans	Gwynn Park	301-372-0140	
Football	Julius Pinkney	Frederick Douglass	301-952-2400	240-409-3266
Golf	Theodore Smith	Eleanor Roosevelt	301-513-5400	
Indoor Track	Kenneth Washington	Northwestern	301-985-1820	
Soccer – Boys	George Kallas	Eleanor Roosevelt	301-513-5400	301-782-7353
Soccer – Girls	Carla Benavides	Oxon Hill	301-749-4300	
Softball	Luanne Smith	Central	301-318-9367	301-583-7948
Swimming	John Venit	Laurel	301-497-2050	301-725-7711
Tennis – Boys & Girls	Robert Vinson	Dr. Henry Wise, Jr.	301-780-2100	
Track – Boys	Kenneth Washington	Northwestern	301-985-1820	
Track – Girls	Brian Brown	Charles H. Flowers	301-636-8000	
Volleyball	Linda Henson-Hubb	Gwynn Park	301-372-0140	
Wrestling	Otis Felder	301-636-8000	301-636-8000	301-452-1678
Coordinating Supervisor	Earl Hawkins	Athletics	301-669-6050	301-952-1849
Supervisor	O'Shay Watson	Athletics	301-669-6050	301-627-6160
MPSSAA	Andy Warner	MPSSAA	410-767-0367 410-333-3311 (fax)	

## 2017-2018 Post-Labor Day School Calendar

<b>July 4</b>	<b>Tuesday</b>	<b>Holiday* – Independence Day Schools and Offices Closed</b>
August 21-23	Monday - Wednesday	Professional Duty Days for New Teachers
August 28-31	Monday - Thursday	Professional Duty Days for All Teachers
<b>August 30</b>	<b>Wednesday</b>	<b>Professional Development</b>
August 31	Thursday	Systemic Orientation Day for Pre-K and Kindergarten Students
September 1	Friday	Professional Duty Day for All Teachers
September 1	Friday	Eid al-Adha**
<b>September 4</b>	<b>Monday</b>	<b>Holiday* – Labor Day – Schools and Offices Closed</b>
September 5	Tuesday	Systemic Orientation Day – New Gr. 6&7 Middle-Schoolers & New 9 <sup>th</sup> -Graders
September 6	Wednesday	First Day of School for All Students
September 21	Thursday	Rosh Hashanah**
<b>September 29</b>	<b>Friday</b>	<b>Professional Development – 2-Hr. Early Dismissal for Students</b>
September 30	Saturday	Yom Kippur**
October 19	Thursday	Diwali**
October 20	Friday	Prof. Development – Schools Closed for Students***
October 30	Monday	Professional Development – 2-Hr. Early Dismissal for Students
<b>November 3</b>	<b>Friday</b>	<b>Professional Development – 2-Hr. Early Dismissal for Students</b>
November 9	Thursday	End of First Quarter (46 days)
November 10	Friday	Veterans Day (Observed) & Parent-Teacher Conferences – Schools Closed for Students***
November 13	Monday	Professional Day for Teachers – 2-Hr. Early Dismissal for Students
<b>November 22-24</b>	<b>Wednesday - Friday</b>	<b>Holidays* – Thanksgiving – Schools and Offices Closed</b>
December 8	Friday	Professional Development – 2-Hr. Early Dismissal for Students
<b>December 25-29</b>	<b>Monday - Friday</b>	<b>Winter Break* &amp; Christmas Holiday – Schools and Offices Closed</b>
January 1	Monday	Winter Break* – New Year's Holiday – Schools and Offices Closed
January 15	Monday	Holiday* – Martin L. King, Jr. Day – Schools and Offices Closed
January 25	Thursday	End of Second Quarter (44 days)
January 26	Friday	Professional Day for Teachers – 2-Hr. Early Dismissal for Students
February 9	Friday	Professional Development – Schools Closed for Students***
February 19	Monday	Holiday* – Presidents' Day – Schools and Offices Closed (will be a student day if three inclement weather days are used)
March 28	Wednesday	End of Third Quarter (42 days)
March 29	Thursday	Professional Day for Teachers – 2-Hr. Early Dismissal for Students
<b>March 30 &amp; April 2</b>	<b>Friday &amp; Monday</b>	<b>Holidays* – Easter – Schools and Offices Closed</b>
March 31-April 6	Saturday - Friday	Passover**
April 3-6	Tuesday - Friday	Spring Break – Schools Closed for Students and Teachers*** (April 6 will be a student day if four inclement weather days are used; April 5 will be a student day if five inclement weather days are used)
May 16	Wednesday	First Day of Ramadan
<b>May 28</b>	<b>Monday</b>	<b>Holiday* – Memorial Day – Schools and Offices Closed</b>
June 12	Tuesday	2-Hr. Early Dismissal for Students (Subject to change due to inclement weather: may become a full day for students if the last day changes; the 2-hour early dismissal will occur the day before the last day for students)
June 13	Wednesday	Last Day for Students – 2-Hr. Early Dismissal – End of Fourth Quarter (48 days) (Subject to change due to inclement weather; the 2-hour early dismissal will occur on the last day for students)***
June 14	Thursday	Inclement Weather Make-Up Day – Last day for students if one inclement weather day is used
June 14	Thursday	Last Day of Ramadan
June 15	Friday	Inclement Weather Make-Up Day – Last day for students if two inclement weather days are used
June 15	Friday	Eid al-Fitr**
June 18	Monday	Last Day for Teachers (Subject to change due to inclement weather)***
<b>June 26</b>	<b>Tuesday</b>	<b>Holiday* – Primary Election Day – Schools and Offices Closed</b>

180 student days • 192 teacher days • 195 days for new teachers

\*All schools and offices closed

\*\*Except for Diwali, holiday begins at sunset of the preceding day. PGCPs prohibits scheduling of any meetings or activities during or after the regular school day (exceptions for state or regional events, and Parent-Teacher Conferences, which are scheduled annually on the federal holiday to support parent attendance).

\*\*\*10- and 11-month employees should refer to Bulletin M-1-18: *Scheduled Workdays and Allocation for Supporting Personnel and 11-Month Professional Personnel for the 2017-2018 School Year* (Released in July 2017) for clarification on workdays.



## 2017 Homecoming Dates

**Teams may play no more than three (3) homecoming dates.**

SCHOOL	HOME COMING DATE		OPPONENT	TIME
Bladensburg	10/07/2017	vs.	Northwestern	2:00 PM
Bowie	10/21/2017	vs.	Potomac	2:00 PM
Charles Herbert Flowers	10/21/2017	vs.	Suitland HS	2:00 PM
Central	10/07/2017	vs.	Fairmont	2:00 PM
Crossland	10/14/2017	vs.	Central HS	2:00 PM
Frederick Douglass	10/14/2017	vs.	Bladensburg	2:00 PM
Dr. Henry Wise	10/13/2017	vs.	Oxon Hill	7:00 PM
Du Val	10/28/2017	vs.	Bowie	2:00 PM
E. Roosevelt	10/14/2017	vs.	Bowie	2:00 PM
Fairmont Heights	10/07/2017	vs.	Central	2:00 PM
Friendly	10/13/2017	vs.	Flowers	6:30 PM
Gwynn Park	10/07/2017	vs.	Friendly	2:00 PM
High Point	10/20/2017	vs.	Laurel	7:00 PM
Largo	9/29/2017	vs.	Bladensburg	7:00 PM
Laurel	10/07/2017	vs.	Parkdale	2:00 PM
Northwestern	9/29/2017	vs.	Suitland	7:00 PM
Oxon Hill	10/21/2017	vs.	Duval	2:00 PM
Parkdale	10/28/2017	vs.	High Point	2:00 PM
Potomac H.S.	10/14/2017	vs.	Duval	2:00 PM
Suitland	10/28/2017	vs.	Bladensburg	2:00 PM
Surrattsville	10/28/2017	vs.	Central	2:00 PM

**MPSSAA 2017-18 QUICK REFERENCE CALENDAR**

(All dates are tentative and are subject to change)

Sport	Practice Begins	First Contest	Number of Contests	Entry Deadline	Seeding/Org Mtg	Last Play Date	Sectional Quarterfinals	Sectional Semifinals	Sectional Finals	Reg Final/Tournament Comp. Date	State Semifinals	State Finals
Cross Country	August 9	Sept. 1	10 Meets	October 23	Nov. 5	-----	-----	-----	-----	Nov. 2	-----	Nov. 11
Field Hockey	August 9	Sept. 1	12 C+(1) 2-gm Tour. or 11 C+(1) 3-gm Tour.	October 31	Oct. 19	Oct. 23	Oct. 24	Oct. 26	Oct. 30	Nov. 1	Nov. 6 & 8	Nov. 11
Football	August 9	Sept. 1	10 Contests	November 13	Nov. 5	Nov. 4	-----	-----	(Region SF) Nov. 10/11	Nov. 17/18	Nov. 24/25	Nov. 30 & Dec. 1-2
Golf	August 9	August 9	12 Matches	October 17	Oct. 18	-----	-----	-----	-----	Oct. 17	Oct. 23 & 24	October 25
Soccer	August 9	Sept. 1	12 C+(1) 2-gm Tour. or 11 C+(1) 3-gm Tour.	November 6	Oct. 23	Oct. 25	Oct. 27	Oct. 31	Nov. 3	Nov. 7	Nov. 10 & 11	Nov. 16-18
Volleyball	August 9	Sept. 1	15 C or 14 C+ 1 multi-team Tour.	November 9	Oct. 30	Nov. 1	Nov. 2/3	Nov. 6	Nov. 8	Nov. 10/11	Nov. 13-16	Nov. 18
Basketball	Nov. 15	Dec. 5	20 C+(1) 2-gm Tour. or 19 C+(1) 3-gm Tour.	Mar. 1 - Boys Mar. 2 - Girls	Feb. 20	Feb. 22	Feb. 23 - B Feb. 24 - G	Feb. 26 - B Feb. 27 - G	Feb. 28 - B Mar. 1 - G	Mar. 2 - B Mar. 3 - G	Mar. 8-9	March 10
Wrestling Duals	Nov. 15	Dec. 5	-----	-----	-----	Feb. 4	-----	-----	-----	Feb. 7	-----	February 10
Indoor Track	Nov. 15	Dec. 5	10 Meets	7 days prior to region meet	Feb. 17	-----	-----	-----	-----	Feb. 3 - Feb. 14	-----	Feb. 19-20
Swimming & Diving	Nov. 15	Dec. 5	12 Meets	February 12	Feb. 19	-----	-----	-----	-----	Feb. 15-17	-----	Feb. 23-24
Wrestling Tournament	Nov. 15	Dec. 5	14 Meets (max of 3 tourn + 3 tri-meets)	-----	Feb. 25	Feb. 17	-----	-----	-----	Feb. 23-24	-----	March 2-3
Baseball	March 1	March 21	18 C+(1) 2-gm Tour. or 17 C+(1) 3-gm Tour.	May 16	May 8	May 9	May 10	May 12	May 15	May 18	May 22	May 25-26
Lacrosse	March 1	March 21	12 C+ (1) 2-gm Tour.	May 15	May 7	May 8	May 9	May 11	May 14	May 16	May 18-19	May 22-24
Softball	March 1	March 21	18 C+(1) 2-gm Tour. or 17 C+(1) 3-gm Tour.	May 17	May 8	May 9	May 10	May 14	May 16	May 18	May 22	May 25-26
Tennis	March 1	March 21	18 Matches	May 21	May 22	-----	-----	-----	-----	May 19	-----	May 25-26
Track & Field	March 1	March 21	10 Meets	7 days prior to Reg meet	May 20	-----	-----	-----	-----	May 16-19	-----	May 24-26

## General Guidelines/Procedures for all Sports

- A. Warm up for games
  - 1. Proper warm up must be given to teams; special consideration should be given to visiting teams arriving late due to unforeseen circumstances.
  - 2. Pre-game and Half time Warm up Guidelines
    - a. Players can only warm up in their assigned half of the playing area.
    - b. Players cannot run laps around the entire playing area and must avoid their opponent's bench during laps.
- B. The Office of Athletics must approve all postponements and cancellations. Once approval is given, the home team is responsible for contacting the opposing team and sport commissioner immediately.
- C. Post-game departure
  - 1. Visiting schools should depart the school premises in a timely manner.
  - 2. The coach of the visiting team shall inspect the dressing area of the visiting team before and after a contest. Problems or concerns should be reported to the game manager, athletic director or home team coach.
- D. Communicable diseases (refer to NFHS policy)
- E. Drug, alcohol, and tobacco use (refer to Student Code of Conduct)
- F. Concussion Awareness
- G. Heat Acclimatization Education
- H. Child abuse (refer County memo)
- I. Discrimination and Harassment (refer to Administrative Procedure 4170)
- J. Sanction rule – A member MPSSAA school shall not compete in any of the following contests unless the contest is approved by the MPSSAA Executive Director:
  - 1. Any inter-county contest involving more than three teams and sponsored by a non-member educational institution;

2. Any inter-county contest involving more than four schools;
  3. Any inter-county contest involving more than four counties. The host school shall file the appropriate sanction request form with the MPSSAA. Executive Director at least 45 days before the event.
- K. Background check for coaches (refer to Prince George's County Fingerprinting memo).
- L. Equity (refer to Prince George's County Board of Education Policy 0500).
- M. School mascots and colors (refer to appendix).
- N. Testing dates (see Prince George's County yearly Testing Schedule for High Schools).
- O. Adding Players during Sports Seasons:
1. Athlete must complete a 10 day conditioning period unless they are transferring from another school and were participating in that sports at the varsity or JV level.
  2. All other eligibility requirements must be met
  3. An addendum to the eligibility roster has been received in the Office of Athletics

# Specific Sport Information

## Adding New Sports Programs:

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

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

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

## Baseball

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

## Basketball (Boys and Girls)

1. The minimum number of participants is as follows:
  - a. Varsity - 12 players
  - b. Junior Varsity - 12 players

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

### **Cheerleaders**

1. The minimum number of participants is as follows
  - a. Varsity – 8
  - b. Junior Varsity – 8
2. Cheerleaders should conduct themselves in a courteous, polite, and considerate manner, reflecting good sportsmanship.
3. Refer to the Prince George's County Handbook for Cheerleader Sponsors.

### **Cross Country**

1. The minimum number of participants is 5 runners.
2. There will be medical coverage at all cross-country meets when possible. The athletic office will assign EMT's.
3. The host school will submit results to the sports representative within three days.
4. The number of regular season meets is limited to ten.
5. The host team is responsible for conducting course walk.

## **Football**

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

14. The home team will submit game results to the sports representative within 48 hours of the contest.
15. Medical coverage will be provided for all Varsity and Junior Varsity games, and the athletic office will assign EMT's. The Mercy Rule for football states that if during the second half the point-spread reaches 35 points or more, the time clock will run continuously except for time outs and injuries.
16. A school's football coaching staff should have no more than 10 coaches on the sideline during a varsity game. This includes varsity and junior varsity coaches who are paid, emergency, and volunteers.

### **Golf**

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

### **Indoor Track**

1. The minimum number of participants is ten.
2. Each school will be assigned specific responsibilities for the county meet.
3. There will be medical coverage at the county track meet when possible. The athletic office will assign EMT's.
4. The completed county entry form (electronic entry) is due seven days before the meet.
5. The home team must send results to the sports representative within 48 hours.



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

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

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

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

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

1. The minimum number of participants is as follows:
  - c. Varsity – 15 players
  - d. Junior Varsity – 15 players
2. The home team must submit the game results to the sports representative within 48 hours.
3. The athletic director should schedule postponed games on the next common date or both teams.

4. There will be medical coverage at all varsity and junior varsity games when possible. The athletic office will assign EMT's.

### **Softball**

1. The minimum number of participants is as follows:
  - a. Varsity – 12 players
  - b. Junior Varsity – 12 players
2. The home team will send results to the sports representative within 48 hours.
3. The athletic director should reschedule postponed games on the next common date for both teams.
4. Only molded cleats may be used.
5. All catchers must wear helmet, mask with throat protector, protective leggings, and chest protector.
6. The Mercy Rule for Softball states if a team is down by 10 runs or more at the end of four and a half or five innings the game will end.

### **Swimming**

1. The minimum number of participants is 8.
2. The Athletic Office will pay for pool rental time.
3. Rescheduling of meets shall be based upon pool availability.
4. The coach must be present at all practices and meets.
5. The County Championship will be determined by the winner of the Prince George's County championship meet to be held following completion of the dual meet scheduled. The 4A and 3A/2A/1A teams with the best dual meet win/lose record and runners up will also be acknowledged.
6. Students may participate as individuals or with a team in the same sport outside of school during the school season. However, they will be expected to attend practice.
7. A swimmer must participate in 5 of 7 regular season dual meets or sixty percent in order to participate in the county. A swimmer must swim officially in a dual meet individual event to enter that same event in the County Championship meet. **NO EXCEPTIONS.**
8. Both schools will be responsible for supplying an appropriate number of designated officials for each meet. The arrangements for officials should be done through the

coaches and parent representatives. These arrangements should be made two (2) days prior to the meet. Officials shall be volunteers.

9. All meets will be governed by National Federation rules amended in this handbook or otherwise agreed upon in writing by both coaches.
10. A preseason meeting on meet management and aquatics rules interpretation will be held. All interested coaches and prospective officials should attend. A post-season meeting will be held at the discretion of the Coordinator.
11. A competitor shall be permitted to enter a maximum of four (4) events, no more than two (2) of which may be individual events.
12. Meet Results – Coaches are responsible for checking scores and discrepancies must be reported within 48 hours. Scores are also due to the Coordinator within by 9:30 p.m. on Saturday. Meet sheets are due on Monday following the meet.

### **Tennis**

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

#### Match rules:

- a. Players shall be limited to playing either singles or doubles, not both in the same match.
- b. The Prince George's County Athletic Association has adopted the following match format for the high school tennis season. A match will include nine contests to include:
  - 1) #1 and #2 Men's Singles
  - 2) #1 and #2 Women's Singles
  - 3) #1 and #2 Men's Doubles
  - 4) #1 and #2 Women's Doubles
  - 5) #1 Mixed Doubles

- c. All matches are scheduled for 3 sets. All matches are played using no ad scoring. The first player, (or players in case of doubles), to win two (2) sets, wins the match. If the player (s) split sets, the 3<sup>rd</sup> set will be played as a tiebreak with the winner being the first to 10 points with a difference of 2 points. If no ad scoring, at deuce, the receiver may choose which side to receive the serve. In mixed doubles the male will serve to the male and the female will serve to the female.
- d. Stacking is not permitted.
- e. In the event a match is in progress and then rained out, play must be resumed at the point (exact score) it was when discontinued. A coach must use the same players if their match was started. If a match was not started, the coach may make a substitution.
- f. The home coach is the match official.
- g. If a match is to be postponed, the home coach must notify both athletic directors and the opposing coach, as soon as possible before match time.
- h. The athletic director should reschedule postponed matches on the next common date for both teams.

## **Volleyball**

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

## Wrestling

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

## County Championships

- A. League Champion will be determined by best winning percentage.
- B. Ties in League Championship will be broken by – 1) Head to head record, 2) By head to head point differential, 3) If still tied, we will have co-league champions. To determine which team shall play for the County Championship, ties shall be broken using the aforementioned steps or a coin flip if co-league champions.
- C. The following sports will have a championship game between the Divisional Winner: to be eligible to play in the County Championships you must have played the minimum number of games as outlined by MPSSAA.
  1. Baseball
  2. Boys' Basketball
  3. Cheerleading
  4. Girls' Basketball
  5. Boys' Soccer
  6. Girls' Soccer
  7. Softball
  8. Tennis
  9. Volleyball
- D. Wrestling will have two county champions (4A and 3A/2A/1A).
- E. Cross-country, indoor track, outdoors track, and swimming will have two county champions determined by the county meet.
- F. Proceeds from county championship games shall be placed in separate championship game accounts. The PGCAA shall determine the use of county championship proceeds. Proceeds must be used to enhance the Athletic Program.

### Appendix

- Game and Event Management Checklist

*Game*

*And*

*Event*

*Management*

# Game and Event Management

## Introduction

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

## Brainstorm-Before and During an Event

1. What can be done? Teams, officials, facility, medical needs
2. What should be done? Facilities, transportation, support, security
3. What can be done? Promotion/marketing

## Key People You Will Need

1. Game Manager
2. Ticket takers and sellers
3. Event host/hostess-teams and officials
4. Officials
5. Security
6. Announcer
7. Concessions
8. Set-up and clean-up
9. Medical personnel-trainer, doctor, other (dial EMT)

## Where to Find Key People

1. Faculty and staff
2. Retired Staff
3. Other school System Personnel

## Some Practical Suggestions

1. Have a back-up P.A. System and scoreboard
2. Have ample security coverage, know where they are located
3. Carry a cellular telephone, key people should carry two way radios
4. Carry a whistle
5. Make sure to shut off sprinklers
6. Never give out your keys
7. Provide maps
8. Have an evacuation/emergency plan
9. Have a good announcer
10. Put everything in writing

## Final Comments

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



# Game Management Checklist

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

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

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

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

**PRE-MEET/COURSE SETUP**

- \_\_\_\_\_ Measure and mark course day before
- \_\_\_\_\_ Paint
- \_\_\_\_\_ Cones (20)
- \_\_\_\_\_ Pole
- \_\_\_\_\_ Hammer
- \_\_\_\_\_ Rope

**PERSONNEL**

- \_\_\_\_\_ Referee
- \_\_\_\_\_ Starter
- \_\_\_\_\_ Clerk or Course
- \_\_\_\_\_ Chute Inspectors
- \_\_\_\_\_ Callers
- \_\_\_\_\_ Course Inspectors
- \_\_\_\_\_ Timers
- \_\_\_\_\_ Marshal
- \_\_\_\_\_ Scorer
- \_\_\_\_\_ Trainer

**EQUIPMENT NEEDED**

- \_\_\_\_\_ Place numbers (1 boys set & 1 girls set)
- \_\_\_\_\_ Numbers
- \_\_\_\_\_ Pins
- \_\_\_\_\_ Gun
- \_\_\_\_\_ Shells
- \_\_\_\_\_ Stop Watch (multiple timer with print out)
- \_\_\_\_\_ Quick Score Cards
- \_\_\_\_\_ Time Sheet
- \_\_\_\_\_ Result Sheet
- \_\_\_\_\_ Pencils
- \_\_\_\_\_ Clipboards

**EMERGENCY INFORMATION**

Security: 764-2400 Transportation: Area III (before 4:30pm) 204-4058

\_\_\_\_\_ EMT

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

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**GAME MANAGEMENT CHECKLIST  
SOFTBALL**

**PRE-GAME SET-UP**

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

**ADMINISTRATIVE**

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

**PERSONNEL**

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

**POST-GAME**

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

**OFFICIALS**

JV \_\_\_\_\_

V \_\_\_\_\_

Commissioner: Laura Beaver 437-6800  
Security: 764-2400 Transportation: Area III (before 4:30pm) 204-2058

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

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**GAME MANAGEMENT CHECKLIST  
FOOTBALL**

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

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

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

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

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

**PRESS BOX SET-UP**

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

**ADMINISTRATIVE GAME DETAILS**

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

**PRE-GAME**

- \_\_\_\_\_ Band Practice (5:30 pm)
- \_\_\_\_\_ Specialist on field (6:30 pm)
- \_\_\_\_\_ Coin toss (7:05 pm)
- \_\_\_\_\_ Teams leave the field for band activity (7:10 pm)
- \_\_\_\_\_ Teams back on field for introductions (7:25 pm)
- \_\_\_\_\_ Starting line ups (7:26 pm)
- \_\_\_\_\_ National Anthem (7:28 pm)

**HALF TIME**

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

**POST GAME**

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

**OFFICIALS**

F \_\_\_\_\_

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

Commissioner: Bill Nunnally H# 323-4162 W# 359-2110  
Security: 764-2400 Transportation: Area III (before 4:30pm) 204-4058

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

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

## GAME MANAGEMENT CHECKLIST TENNIS

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

### **PRE-MATCH SETUP**

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

### **BEFORE MATCH**

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

### **DURING MATCH**

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

### **POST MATCH**

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

Security: 764-2400 Transportation: Area III (before 4:30pm) 204-4058

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

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**GAME MANAGEMENT CHECKLIST  
WINTER  
BASKETBALL**

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

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

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

**PRE-GAME SET UP**

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

**ADMINISTRATIVE**

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

**PERSONNEL**

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



**HALF TIME**

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

**DURING GAME:**

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

**AFTER GAME**

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

**OFFICIALS:**

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

Commissioners: Girls, Stan Borris 425-5433; Boys Cecil Hurst 692-6843  
Security: 764-2400 Transportation: Area III (before 4:30pm) 204-4058

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

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**GAME MANAGEMENT CHECKLIST  
SWIMMING AND DIVING**

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

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

**PRE-MEET SETUP**

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

**SECURE OFFICIALS**

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

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

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

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

**CHIEF TIMER**

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

**REFEREE**

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

**SCOREKEEPER**

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

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

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

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

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

**EMERGENCY INFORMATION**

Security: 764 2400 Transportation: Area III (before 4:30pm) 204 4058

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

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

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

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

**PERSONNEL**

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

**TRACK EVENT OFFICIALS**

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

**FIELD EVENT OFFICIALS**

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

**EQUIPMENT NEEDED**

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

\_\_\_\_\_High jump Standards, Crossbar, Pads (1 50' Tape Measure)  
\_\_\_\_\_Pole Vault Standards, Crossbar, Pads 1 50'Tape Measure)

**EMERGENCY INFORMATION**

Security: 764-2400 Transportation: Area III (before 4:30pm) 204-4058

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

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**GAME MANAGEMENT CHECKLIST  
WRESTLING**

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

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

**PRE-MATCH SET UP:**

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

**SCORER'S TABLE**

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

**ADMINISTRATIVE**

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

**POST MATCH OFFICIALS**

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

JV \_\_\_\_\_

V \_\_\_\_\_

Commissioner: Mike Ingrayo H# 560-9278 W# 637-5116

Security: 764-2400 Transportation: Area III (before 4:30pm) 204-4058

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

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**GAME MANAGEMENT CHECKLIST  
SPRING  
BASEBALL**

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

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

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

**PRE-GAME SET UP**

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

**ADMINISTRATIVE**

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

**PERSONNEL**

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

**PRE-GAME**

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

**POST-GAME**

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



**OFFICIALS:**

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Commissioner, Wilbur Jones H# 978 3601

Officials, John Porter W# 978-0101

Security: 764-2400 Transportation: Area III (before 4:30pm) 204-4058

**OTHER:**

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**GAME MANAGEMENT CHECKLIST  
LACROSSE**

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

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

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

**PRE-GAME**

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

**ADMINISTRATIVE**

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

**PERSONNEL**

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

**PRE-GAME**

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

**HALF-TIME**

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

**POST-GAME**

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

**OFFICIALS**

JV \_\_\_\_\_

V \_\_\_\_\_

\_\_\_ Girls: Nancy Smalley, H# 506-8503 W#556 8208

\_\_\_ Boys: Paul St. Germain H# 222-9125 W# 968-1813

Security: 764-2400 Transportation: Area III (before 4; 30pm) 204-4058

**OTHER**

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

**GAME MANAGEMENT CHECKLIST  
SOCCER**

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

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

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

**PRE-GAME SETUP**

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

**ADMINISTRATIVE**

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

**PERSONNEL**

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

**PRE-GAME**

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

**HALF-TIME**

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

**POST-GAME**

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

**OFFICIALS**

JV \_\_\_\_\_

V \_\_\_\_\_

Commissioner: Paul Bower H# 754-9684, W# 631-1800

Scheduling: Joe Shabelski H# 204-0753

Security: 764-2400; Transportation: Area III (before 4:30pm) 204-4058

Press Box 476-5884

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

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

**GAME MANAGEMENT CHECKLIST  
SOFTBALL**

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

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

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

**PRE-GAME SET UP**

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

**ADMINISTRATIVE**

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

**PERSONNEL**

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

**POST-GAME**

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

**OFFICIALS:**

JV \_\_\_\_\_

V \_\_\_\_\_

Commissioner: Karl Beyer Rec# 360-0695, Beeper (202) 901-9116

FAX # (301) 297-5230

Security: 764-2400 Transportation: Area III (before 4:30pm) 204-4058

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

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

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

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

**FIELD EVENT OFFICIALS**

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

**EQUIPMENT NEEDED**

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

**EMERGENCY INFORMATION**

Security: 764-2400 Transportation: Area III (before 4:30pm) 204-4058

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

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## CANCELLATION CHECKLIST

SPORT \_\_\_\_\_

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

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

### **SCHOOL PERSONNEL**

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

### **SUPPORT PERSONNEL**

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

### **GAME PERSONNEL**

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

### **COMMUNITY**

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



**Game Worker Sign-in/Sign-out Sheet**

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

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

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

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

Start Time: \_\_\_\_\_ A.M./P.M.

End Time: \_\_\_\_\_

Print Name	Signature	Time In



### Sample Athletic Emergency Action Plan

The following sample emergency action plan is just an example. Relevant changes should be made based on each institution's staffing availability, athlete age group, and site location. Depending on the setting, the institution may not have an athletic trainer present at all times. You should make relevant notes and plans throughout the EAP to ensure that proper protocol can be followed no matter who is available. Also, you should take state and federal laws and policies into consideration when developing your own emergency action plan, e.g. when planning for heat illnesses or concussions.

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2. Overview of Emergency Action Plans (EAPs)
  - Introduction
  - Components of an EAP
  - Emergency Personnel
  - Emergency Communication
  - Emergency Equipment
  - Medical Transportation
  - Non-medical Transportation
6. Emergency Contact List
7. Accident/Injury Contact Phone Tree
8. Sample Campus Map
9. Campus Map with AED Locations Marked
10. Venue Information Chart
11. Sample EAP for a given venue (an EAP should be done for each sport at each venue that they may practice or host competitions)
12. Staff Medical Certification Requirements
13. Verification of Training Using the Emergency Action Plan
14. Directions for Emergencies

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NAME OF SCHOOL

EMERGENCY ACTION PLAN FOR ATHLETICS  
OVERVIEW

Introduction

Emergency situations may arise at any time during athletic events. Expedient action must be taken in order to provide the best possible care to the sport participant. The development and implementation of an emergency action plan will help ensure that the best care will be provided.

As emergencies may occur at any time and during any activity, all school activities workers must be prepared. Athletic organizations have a duty to develop an emergency plan that may be implemented immediately when necessary and provide appropriate standards of emergency care to all sports participants. As athletic injuries may occur at any time and during any activity, the sports medicine team must be prepared. This preparation involves formulation of an emergency plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in the area of emergency medicine and planning. Hopefully, through careful pre-participation physical screenings, adequate medical coverage, safe practice and training techniques and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation, and proper preparation on the part of the sports medicine team should enable each emergency situation to be managed appropriately.

Components of an Emergency Plan

1. Emergency Personnel
2. Emergency Communication
3. Emergency Equipment
4. Roles of First Responder
5. Venue Directions with a Map
6. Emergency Action Plan Checklist for Non-Medical Emergencies

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### Emergency Personnel

The first responder in an emergency situation during an athletic practice or competition is typically a member of the sports medicine staff, such as a certified athletic trainer. However, the first responder may also be a coach or another member of the school personnel. Certification in cardiopulmonary resuscitation (CPR), first aid, automated external defibrillator (AED), prevention of disease transmission, and emergency plan review is required for all athletics personnel associated with practices, competitions, skills instructions, and strength and conditioning [also including: athletic director, school nurse, certified athletic trainer, all coaches, etc.]. Copies of training certificates and/or cards are maintained in the athletic training facility and/or with the athletic director.

The emergency team may consist of physicians, emergency medical technicians, certified athletic trainers, athletic training student, coaches, managers, and possibly bystanders. Roles of these individuals will vary depending on different factors such as team size, athletic venue, preference of the head athletic trainer, etc.

The four basic roles within the emergency team are:

1. Establish scene safety and immediate care of the athlete:  
This should be provided by the most qualified individual on the medical team.

2. Activation of Emergency Medical Services:  
This may be necessary in situations where emergency transportation is not already present at the sporting event. Time is the most critical factor and this may be done by any one on the team. However, the person chosen should be someone who is calm under pressure, communicates well, and is familiar with the location and address of the sporting event.

3. Equipment Retrieval:  
May be done by any one on the emergency team who is familiar with the types and locations of the specific equipment needed. Athletic training students, managers, and coaches may be good choices for this role.

4. Direction of EMS to the Scene:  
One of the members of the team should be in charge of meeting the emergency medical personnel as they arrive at the site. This person should have keys to locked gates or doors.

Formation of an emergency team and implementation of specific roles are important. You should also assign more than one person to a role in case certain members are not present during a given situation.

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### Activating Emergency Medical Services

- I. Provide Emergency Care (First Aid/CPR)
  - a. If needed follow the steps below 2-9.
  - b. If EMT is not needed follow steps 6-9.
- II. Call 911
- III. Provide Information
  - a. Your name
  - b. address
  - c. telephone number
  - d. the caller nature of emergency (medical or non-medical\*)
  - e. number of athletes
  - f. condition of athlete(s)
  - g. first aid treatment initiated by the first responder
  - h. specific directions as needed to locate the emergency scene (i.e. " use the south entrance to the stadium on Pomfret Street)
  - i. other information requested by the dispatcher
- IV. Send someone to meet EMS
- V. If appropriate, retrieve medical equipment
- VI. Control crowd to keep person (s) safe
- VII. Staff member (if parent is not on scene) should accompany to emergency room
- VIII. Call Parents or Guardian - emergency numbers are listed on medical card located in medical kit
- IX. Contact athletic director, principal and director and/or supervisor of interscholastic athletics

\*If non-medical, refer to the specified checklist of the school's non athletics emergency action plan

#### Emergency Communication

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

#### Emergency Equipment

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

This type of equipment could include: spine boards and straps, automated external defibrillators (AEDs), AED pads, AED batteries, splinting equipment, helmet removal equipment and their batteries, etc.

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

#### Medical Emergency Transportation

Emphasis is placed on having an ambulance on site at high risk sporting events, such as football, gymnastics, track and field meets, etc. In the event that an ambulance is on site, there should be a designated location with rapid access to the site and cleared route for entering/exiting the venue. In the event that an ambulance is not on site, the medical personnel should be aware of average EMS response time for the athletic venue and distance from the venue to local hospitals.

Any emergency situation where there is impairment in loss of consciousness (LOC), airway, breathing, or circulation (ABCs) or there is a neurovascular compromise should be considered a "load and go" situation and emphasis placed on rapid evaluation, treatment, and proper transportation.

#### Non-Medical Emergencies

For the non-medical emergencies (fire, bomb threats, violent or criminal behavior, etc.) refer to the school emergency action plan checklist and follow instructions.

#### Conclusion

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. An athlete's survival may hinge on the training and preparation of athletic healthcare providers. It is prudent to invest athletic department "ownership" in the emergency action plan by involving the athletic administration and sport coaches as well as sports medicine personnel. The emergency action plan should be reviewed at least once a year with all athletic personnel and local emergency response teams. Through development and implementation of the emergency plan NAME OF YOUR SCHOOL helps ensure that the athlete will have the best care provided when an emergency situation does arise.

Approval and acceptance of the **NAME OF YOUR SCHOOL** Emergency Plan for Athletics.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
School Principal

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
School Athletic Director

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
EMT

NAME OF SCHOOL

**IMPORTANT CONTACTS LIST**

OFF CAMPUS CONTACTS	PHONE NUMBER
POLICE DEPARTMENT	XXX/XXX/XXXX
FIRE AND EMS	
MEDICAL CENTER	
POSIN CONTROL CENTER	

On Campus Offices	Phone Number
Athletic Training Room	XXX-XXX-XXXX
NURSE'S OFFICE	
Athletic Director	
Main Office	
Administrative Office	
School Counselor Office	

TITLE	NAME	OFFICE	CELL
ATHLETIC DIRECTOR	xxx/xxx/xxxx	xxx/xxx/xxxx	xxx/xxx/xxxx
DIRECTOR OF ATHLETICS	xxx/xxx/xxxx	xxx/xxx/xxxx	xxx/xxx/xxxx
SCHOOL NURSE	xxx/xxx/xxxx	xxx/xxx/xxxx	xxx/xxx/xxxx
PRINCIPAL	xxx/xxx/xxxx	xxx/xxx/xxxx	xxx/xxx/xxxx



NAME OF SCHOOL  
CONTACT TREE

COACH OR FIRST RESPONDER AT SCENE



LIFE THREATING CONDITION

NON-LIFE THREATENING CONDITION



CALL 911

CALL ATHLETIC DIRECTOR



CALL ATHLETIC DIRECTOR

CALL ATHLETIC DIRECTOR



CALL PARENT OR GUARDIAN

CALL DIRECTOR AND/OR SUPERVISOR OF  
INTSCHOLASTIC ATHLETICS AND NOTIFY  
PRINCIPAL



CALL DIRECTOR AND/OR SUPERVISOR OF INTSCHOLASTIC ATHLETICS AND  
NOTIFY PRINCIPAL

School Name  
Campus Map

NAME OF SCHOOL

Address  
XXX Street Name, City, State, Zip

**Campus Athletics Venue Information**

NOTE: Some settings may have multiple entrances for EMS - each of these roads should be coded (i.e. Entrance #1, Entrance #2) and labeled on the map.

Venue	EMS Route: Entrance #	Primary AED	Secondary AED
Main Gymnasium	Name by Road Name (EMS Entrance)	Basketball Court	First Floor Across from Weight Room
Football Field	Name by Road Name (EMS Entrance)	Sideline with Athletic Trainer	First Floor Gym Across From Weight Room

SAMPLE EAP

SPORT: NAME OF VENUE (for PRACTICE? COMPETITION?)

Address: XXX

Venue Directions: (turn by turn leading up to each relevant access gate)

MAP OF VENUE

This map should include major street names, a highlighted route to specific gates, and major buildings listed. The actual venue should be clearly demarcated. Consider using a "Googlemaps" feature or a pre---made campus map that is posted online for added accuracy.

Emergency  
Communication:

Certified Athletic Trainer Name XXX-XXX-XXXX  
Athletic Director Name XXX-XXX-XXXX  
Team Physician Name XXX-XXX-XXXX  
School Nurse Name XXX-XXX-XXXX

Emergency Equipment: Supplies relevant to that sport or event, nearest AED during different types of competition (i.e. practice vs games, when an ATC is present vs not present), location of given supplies, and phone numbers and access key locations to relevant storage places.

Role of First Responders:

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical services (EMS)
  - a. Call 911 (provide name, address, telephone number (number of individuals injured), condition of injured, first aid treatment, specific directions, other information as requested)
  - b. Activate phone tree
3. Emergency equipment retrieval
4. Direct EMS to scene (if not on site for game)
  - a. Open appropriate gates
  - b. Designate individual to "flag down" EMS and direct to scene
  - c. Scene control: limit scene to first aid providers and move bystanders away from area

NAME OF SCHOOL

PROTOCOL FOR MEDICAL CERTIFICATION REQUIREMENTS

All athletics personnel associated with practices, competition, skills instruction, and strength and conditioning, including all head, assistant, and volunteer coaching staff, must have the following training:

- Red Cross CPR/AED for the First Responder
- Red Cross First Aid for the First Responder
- Prevention of Disease Transmission: Blood Bourne Pathogens
- Emergency Action Plan annual run-through

All updated copies of certificates/cards will be on file in the athletic director's office.

SAMPLE LOG OF SAFETY CERTIFICATIONS

SPORT	STAFF MEMBER	PR/AED GOOD UNTIL	FIRST AID GOOD UNTIL
FOOTBALL	NAME	XX/XX/XXXX	XX/XX/XXXX
BOYS' SOCCER	NAME	XX/XX/XXXX	XX/XX/XXXX

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NAME OF SCHOOL

Emergency Action Plan Run Through

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

Each person who will be working with the school's athletics programs should be given a copy of the emergency action plan annually and sign an agreement that they have read and understand the document.

Additionally, each team before the start and throughout the season should run through scenarios in order to increase the comfort level and efficiency of the emergency action plan. This team should also include the local ambulance services and the fire department. Ensure that all team members are on the same page with athlete care and transport protocols (i.e. helmet removal for equipment-intensive sports such as football and lacrosse or "cool first, transport second" policies for exertional heat illnesses). Run-throughs should also be taken into consideration where ambulance access would take place to determine if any gates or cars would block the entrance during practice/game times and where any keys or relevant equipment will be located.

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**GYMNASIUM - MEDICAL EMERGENCY/ACCIDENT**

The coach should:

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

The athletic director/event manager

1. Remain calm
2. Assess the situation
3. Review information provided by the coach
4. Move all athletes, spectators and unnecessary personnel away from the injured athlete or person
5. Contact 911 if necessary
6. Make announcement #1 and #2 shown below
7. Assist medical personnel in gaining access to the site
8. Cooperate with medical personnel
9. Update teams if necessary
10. If the injured athlete is not from your school, contact the athletic director from the school he/she attends
11. Contact the principal, director and/or supervisor of interscholastic athletics
12. Follow up with parent/guardian or if the student is from the opposing school the athletic director of that school
13. Keep your supervisors informed

Public Address Script

#1. Ladies and gentleman, if there is a doctor, nurse or EMS personnel in the stands please report to the \_\_\_\_\_.

#2. Ladies and gentleman, EMS has been notified. Please remain calm and in the stands. An update announcement will be made, if and when appropriate. Thank you!



#### STADIUM - POWER OUTAGE

If the stadium is NOT a school facility, then prior to the start of the season - become familiar with the facility emergency procedures.

The coach should:

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

The athletic director / event manager should:

1. remain calm
2. assess the situation
3. if dark in the facility, use a bull horn to make announcement #1 shown below
4. contact maintenance staff
5. contact local utility company
6. communicate with officials, teams and coaches

IF the contest must be cancelled and we still have some LIGHT...

7. make announcement #2 shown below
8. follow school protocol for releasing athletes
9. contact the AD from the opposing school to inform of the situation and reschedule the contest
10. follow school protocol regarding media contact  IF the contest must be cancelled and we are in the DARK...
11. make announcement #3 shown below
12. organize contest workers to assist in the evacuation of the stadium (key areas to have someone  stationed are aisles, bleachers, stairways, parking lots, etc...)
13. follow school protocol for releasing athletes
14. contact the AD from the opposing school to inform of the situation and reschedule the contest
15. follow school protocol regarding media contact

**PA Script #1 Ladies and gentlemen** - Due to the power outage that just occurred, we must temporarily suspend the contest. For your safety and the safety of others, we ask you to remain seated (or be seated), calm and quiet while we attend to this matter. Further information will be provided at a later time. **#2 Ladies and gentlemen** - We are unable to restore power and the event has been cancelled. Information regarding the rescheduling of this contest will be available from you school athletic office. **#3 We are unable to restore power and the event has been cancelled.** Information regarding the rescheduling of this contest will be available from you school athletic office. (If the facility is dark) Please remain calm and quiet while we work toward a safe exit for all participants and spectators. School personnel with flashlights will assist in helping you exit the stadium. Please be patient. Thank you.

### STADIUM - SEVERE WEATHER & TORNADO

If the stadium is NOT a school facility, then prior to the start of the season - become familiar with the facility emergency procedures.

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

**Tornado Watch** - Take shelter; the shelter area is \_\_\_\_\_  
The coach should: 1. Monitor weather reports. 2. Prepare for a tornado. 3. Contact the athletic director. 4. Follow school protocol for releasing athletes

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

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

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

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

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

#### **PA Script**

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

**STADIUM - MISSING ATHLETE / ABDUCTION**

If the stadium is NOT a school facility, then prior to the start of the season become familiar with the facility emergency procedures.

**The coach should:**

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

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

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

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

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

### STADIUM - BOMB THREAT & EVACUATION

If the stadium is NOT a school facility, then prior to the start of the season - become familiar with the facility emergency procedures.

#### The coach should:

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

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

1. cell phones
2. radios
3. light switches

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

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

**PA Script:** Ladies and gentlemen - Due to unforeseen circumstances, the contest is being cancelled. For your safety and the safety of those around you, we ask that you do the following: Athletes, report to your coaches and follow their directions. Coaches, take your athletes to \_\_\_\_\_. Spectators please gather your belongings and proceed in a calm and orderly fashion to the exits located \_\_\_\_\_. If you do not have a vehicle, please proceed to the \_\_\_\_\_ located \_\_\_\_\_. We ask

that you refrain from using cell phones and pagers. Information regarding the rescheduling of this contest will be available from your school athletic office at a later time.

#### CHEMICAL SPILL / ATTACK

If the stadium is NOT a school facility, then prior to the start of the season become familiar with the facility emergency procedures.

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

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

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

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

##### **PA Script:**

Ladies and gentlemen - We have been informed that a chemical spill has occurred nearby. The contest is being cancelled. For your safety and

the safety of those around you, we ask that you do the following: Cover your mouth and nose. Refrain from eating, drinking, chewing gum, and putting anything in your mouth. Athletes, report to your coaches and follow their directions. Coaches, take your athletes to \_\_\_\_\_. Spectators please gather your belongings and proceed in a calm and orderly fashion to \_\_\_\_\_. Information regarding the rescheduling of this contest will be available from your school athletic office at a later time.

#### STADIUM - FIRE or EXPLOSION & EVACUATION

If the stadium is NOT a school facility, then prior to the start of the season - become familiar with the facility emergency procedures.

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

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

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

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

##### **PA Script:**

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

**STADIUM - CROWD CRISIS / VIOLENT ACT**

If the stadium is NOT a school facility, then prior to the start of the season - become familiar with the facility emergency procedures.

**The coach should:**

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

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

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

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

6. suspend the contest
7. make announcement #1 shown below
8. take teams, coaches, and officials to a safe location; this location is \_\_\_\_\_
9. communicate with contest staff
10. if someone is filming the contest, and they are located in a safe place, have them film the situation
11. communicate with opponent's administration if they are on site
12. encourage spectators to move away from the situation and out of harms way
13. isolate the people/group involved in the situation
14. make announcement #2 shown below
15. resume the contest

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

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

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

#1 Ladies and gentlemen - For your safety and the safety of others, please move away from the disturbance. Do not engage in the situation. Security has been contacted and will handle the situation.  
#2 Ladies and gentlemen - We apologize for the delay of game, at this time we are ready to resume play. Thank you for your cooperation.  
#3 Ladies and gentlemen - Due to the disturbance that has taken place, the contest is being cancelled. For your safety and the safety of those around you, we ask that you do the following: Please gather your belongings and proceed in a calm and orderly fashion to the exits located \_\_\_\_\_. Information regarding the rescheduling of this contest will be available from your school athletic office at a later time.

**STADIUM - RADIOLOGICAL SPILL / ATTACK**

If the stadium is NOT a school facility, then prior to the start of the season - become familiar with the facility emergency procedures.

**The coach should:**

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

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

1. remain calm
2. assess the situation
3. contact 911
4. inform the contest officials
5. suspend the contest



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

**PA Script:**

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



Date:

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

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

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

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

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

Date

\_\_\_\_\_  
Parent/Guardian's Signature

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

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

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

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

### **Gator Training Acknowledgement Form**

By signing this form you acknowledge that you have viewed and understand the John Deer Product and Safety Training - Gator Utility Vehicle Video.

I also acknowledge that I have received a copy of the Guidelines for the Use of Utility Vehicles during Athletic Events and Practice and have read and understand the guidelines.

I also agree to operate the vehicle safely at all times.

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

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

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

## **Out-of-Season Participation**

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

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

The summary addresses the following standards and regulations:

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

#### **A. Fundamental Points**

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

#### **B. Camps**

1. It is illegal for a school team to attend a camp as a team because school teams may not practice, compete, or assemble out-of-season.

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

### C. Conditioning Programs

1. Individual teams may not conduct conditioning programs beyond the sports season. This would be considered as practicing outside of the sport season.

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

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

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

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

1. As mentioned previously, a school team may not practice or compete beyond the parameters of the MPSSAA sports season. These parameters begin on the first day of practice, and end upon conclusion of the playoffs (state championship).
2. Similarly, a school coach may not instruct or coach returning players beyond the defined MPSSAA sports season unless the players are on a non-school team coached by the school coach.

3. If the school coach is the coach of a non-school team, the number of returning players that can be on the non-school team is determined by the calendar, as indicated below:

#### MPSSAA “Eighty-Percent” Rule

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

#### MPSSAA Unrestricted Period

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

### **F. PGCPS Interpretations**

An asterisk (\*) will be indicated in many instances in the sections that follow. The asterisk (\*) indicates an interpretation by PGCCPS regarding the applicable MPSSAA regulations.

An PGCPS interpretation is not a specific regulation. PGCPS does not have jurisdiction over non-PGCPS teams. However, PGCPS interpretations are important because they provide guidelines to assist schools, teams, and coaches from “crossing the line” from a non-school team to a school team. PGCPS interpretations are intended to assist schools and coaches in establishing clear parameters.

If there is a question of whether a team has violated a regulation, PGCPS will apply the interpretations that are offered to assist in determining whether a violation has occurred.

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

1. The team must be affiliated with a league that satisfies MPSSAA regulations (league must be operated by a non-profit organization or educational institution outside the school system). The PGCPS Interpretation would require that the league include the following components.
  - \*Either the league provides insurance for players/teams, or the league requires that teams in the league provide proof of insurance.
  - \*The league determines the schedule, with a similar number of games for all teams in the league.
  - \*The league has a commissioner (or a similar designation).
  - \*The league provides specific parameters/rules for conducting games, including a specific structure for contests and league play.
2. The non-school team may not use a name connected with the school
  - \*In many instances the name of a school is also the name of the community. Accordingly, the non-PGCPS team may include either the name of the community, and

not the school nickname, or use the school/community nickname, but not the name of the school/community.

- \*The non-school team may not use both the name of the school/community and the nickname of the school/community.

3. The non-school team may not use school uniforms or equipment

- \*School equipment includes any and all items owned by the school, including balls, cones and conditioning equipment. Briefly, other outside groups do not have school equipment at their disposal. Thus, a team using school equipment creates a clear link to a school team.
- \*Equipment discarded by the school (i.e. old blocking shields, balls) may not be used unless the school has sold or donated the equipment to the non-school team. For insurance and liability purposes, this transaction should be in writing. The discarded equipment must be stored at a site other than the school site.
- \*School uniforms include current as well as old or discarded uniforms.

4. The non-school team may not use school facilities unless the use is processed through School Facility Use Application and Permit Form (SFUAP)

- \*The non-school team may not use the school facility, inside or outside, for practices or games unless it has followed SFUAP procedures

5. Participation on the non-school team must be voluntary.

- Coaches may not coerce or pressure students to participate on the non-school team.
- Coaches may not imply or use participation on the non-school team as a factor in subsequent school team selection or playing time.

6. The non-school team must have proof of insurance.

## H. Practice and Game Limitations

1. MPSSAA Interpretation – A maximum of one practice session per game or event

- **\*A team is allowed up to three practice sessions in preparation for the first league game. After the opening league game, teams are limited to one practice session per game or event.**
- \*The total number of practice sessions per week may not exceed the number of games or events.
- \*A tournament, or jamboree, or any other gathering of multiple teams is considered as one event, even though several games may be played in that event.

2. \* The total number of games and practices per week may not exceed six.

- \*For instance, if a team has three games in a week, it is allowed a maximum of three practices (3 games + 3 practices = 6)
- \*If a team has five games in a week, it is allowed a maximum of one practice
- \*However, if a team has one game in a week, it is allowed a maximum of one practice.



### 3. Tournaments

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

<b>School</b>	<b>Color</b>	<b>Mascot</b>
Bladensburg	Maroon/white	Mustangs
Bowie	Navy/ Burgundy/White	Bulldogs
Central	Navy blue/white/columbia blue	Falcons
Charles Herbert Flowers	Forest/Black/Silver	Jaguars
Chesapeake - North	Purple/Gold	Tigers
Chesapeake - South	Purple/Gold	Tigers
College Park Academy	Red/Black/White/Gold	Phoenix
Croom	Black/Red/White/Gold	
Crossland	Red Black/white/Gold	Cavaliers
Dr. Henry A. Wise, Jr.	Royal Blue/Black/Gold	Pumas
DuVal	Black/Orange	Tigers
Eleanor Roosevelt	Columbia Blue/White	Raiders
Fairmont Heights	Maroon/grey/black/white	Hornets
Frederick Douglass	Maroon/gold	Eagles
Friendly	Red/Royal Blue	Patriots
Gwynn Park	Black/Gold/White	Yellow Jackets
High Point	Royal Blue/Gold	Eagles
International at Langley Park	Blue/Yellow/White	Phoenix
International at Largo	Turquoise Blue/Green	Sea Turtle
Largo	Blue/Grey/White	Lion
Laurel	royal blue/gold	Spartans
Northwestern	Navy/white/columbia blue	Wildcats
Oxon Hill	Black/gold	Clippers
Parkdale	Forest Green/Gold	Panthers
Potomac	Navy/Old Gold	Wolverine
Suitland	Red/White/Black	Rams
Surrattsville	Green/white	Hornets
Tall Oaks	Green/white	Tigers