



**WHALE BRANCH EARLY COLLEGE HIGH SCHOOL**

**ATHLETIC HANDBOOK**

## TABLE OF CONTENTS

<b>Preface</b>	<b>page 3</b>
<b>Purpose</b>	<b>page 3</b>
<b>Introduction</b>	<b>page 3</b>
<b>Organization of Athletic Administrations</b>	<b>page 4</b>
<b>Coaching Policies</b>	<b>page 5</b>
<b>Job Description-Coaches</b>	<b>page 6</b>
<b>Coaches Offices</b>	<b>page 7</b>
<b>Cardinal Athletic Principles</b>	<b>page 8</b>
<b>Code of Ethics</b>	<b>page 8</b>
<b>Nine Legal Duties of a Coach</b>	<b>page 9</b>
<b>Sections I-Administration</b>	<b>page 10</b>
• <b>The Staff</b>	
• <b>Governance (Region, Conference, SCHSL, NFHS)</b>	
• <b>Responsibility for Administration</b>	
<b>Section II-The Coach-Duties and Responsibilities</b>	<b>page 11</b>
• <b>Principles of Good Coaches</b>	
<b>Section III- Procedures for Conducting the Program</b>	<b>page 12</b>
• <b>Frosh Athletics, JV Athletics, Varsity Athletics</b>	
• <b>Methods and Techniques of Coaching</b>	
• <b>Specific Rules and Regulations</b>	
• <b>Attendance and Tardiness</b>	
• <b>Awards</b>	
• <b>Budget</b>	
• <b>Cooperation of Varsity, JV, &amp; Frosh</b>	
• <b>Coaches Meeting</b>	
• <b>Disciplinary Measure</b>	
• <b>Eligibility</b>	
• <b>Equipment Distribution &amp; Return (inventory)</b>	
• <b>Facilities</b>	
• <b>Health &amp; Safety of Athletes</b>	

- **Accidents, Injuries, and Emergencies**
- **Insurance**
- **Leaving or Being Dismissed from squad**
- **Managers**
- **Practice Time**
- **Purchasing**
- **Scheduling**
- **Selecting the Squad**
- **Tobacco Products**
- **Supervision of Squad**
- **Transportation**
- **What an Athlete Can Expect**
- **Volunteer Coaches**
- **Public Relations and Media Guidelines**

**Athletics Directors Responsibilities** **page 29**

**Code of Ethics for Athletics Coaches** **page 30**

**Miscellaneous** **page 31**

**Whale Branch Early College High School  
Athletic Department Policies, Operations, and Procedures Manual**

**PREFACE**

This manual provides a basis for uniformity of the entire athletic program, it is important in order to achieve an efficient department with high coaching standards; it states in specific details the job analysis of the athletic director and all coaches. Areas of responsibilities are identified in a manner that is clearly understood by all athletic personnel. Procedures for conducting the interscholastic athletic program are specifically outlined.

**PURPOSE OF COACH'S HANDBOOK**

The purpose of this handbook is to give direction and organization to the athletic department. It is intended to be a guide for the coaching staff in organization of athletic teams so that continuity exists within the athletic department. All coaches are expected to read carefully each section of this handbook and follow the approved guidelines. The athletic staff is encouraged to participate in the development of this handbook through a yearly evaluation process. Certain sections are to be copied and given to the student-athletes as a student handbook.

**INTRODUCTION**

The opinion is well established in education circles that the only justification for interscholastic athletics is its contribution to educational and physical educational objectives. Therefore, we feel that the objectives of inter-school athletics should interface fitness, mental health and efficiency, social-moral character, emotional expression and control, and appreciation.

The Whale Branch Early College High School athletic program is an integral part of the physical education curriculum and the total school program. Its purpose is to meet the needs and interests of students who possess varying degrees of exceptional athletic ability. We believe that concentrated efforts should be made by school personnel to capitalize effectively in the wholesome values of interscholastic athletic competition.

In addition to possessing athletics skills, a member of a Whale Branch Early College High School athletic squad must be a gentleman or lady and demonstrate this by his/her actions and his/her loyalty to the school, teammates and coaches.

## ORGANIZATION OF ATHLETIC ADMINISTRATIONS

1. **BOARD OF EDUCATION** – The Beaufort County School District is ultimately responsible for all activities of public education. The school board interprets school needs and establishes policies for all functions to include athletics.
2. **SUPERINTENDENT OF SCHOOLS** – The superintendent is responsible for administering the policies set forth by the State Board of Education, the District School Board, and the South Carolina High School League. The superintendent delegates this authority to the building principal.
3. **HIGH SCHOOL PRINCIPAL** – The high school principal is responsible for all activities involving students from his/her school. The principal delegates athletic duties to the athletic director.
4. **ATHLETIC DIRECTOR** – The Athletic Director directs the operation of the athletic program.
  - a. responsible for scheduling and changes in schedule
  - b. responsible for transportation
  - c. responsible for obtaining officials
  - d. selects and supervises coaches
  - e. evaluates staff and athletic programs
  - f. budget preparation for entire athletic program
5. **HEAD COACH**
  - a. represents the school in interscholastic competition
  - b. conducts their work within framework of school goals and objectives
  - c. strictly enforces league, region, and team rules and regulations
  - d. determine team selection criteria and selection of players
  - e. individual team rules
  - f. entirely responsible for players in their charge.

## COACHING POLICIES

1. All coaches are expected to be loyal to the athletic program and policies, and to the best of your ability, carry out the policies. If you have a problem with a policy, discuss this with the athletic director.
2. As a leader of young people, our behavior should reflect class. We must remember that the personality of our team will be an extension of our own personality. We should not publicly take part in activities forbidden to our players.
3. We expect our coaches to be dedicated teachers who are willing to go the extra mile to help our athletes. We don't expect to see our coaches beat the players out the gate when practice is over.
4. Coaches will be expected to be prompt. Be early for meetings, practices, games, etc.
5. All coaches will be organized. This means that all practices are to be planned prior to practice and this planning should be written down and filed for later reference. Try and make the best use of the time available to you and your team.
6. We expect all our coaches to be good disciplinarians. We will get from our athletes exactly what we demand from them.

**If we must get on a player at practice or during a game, we should make every effort to talk to them later and explain why we did what we did. We never want to physically abuse a player or verbally humiliate a player.**

7. We want our coaches to insist on perfection. We want to demand the best from our athletes and try to develop pride in hard work and dedication toward reaching our goals.
8. We should strive to develop a good rapport with our athletes. It is important that they know we are interested in them and their welfare.
9. We expect our coaches to command respect. Anything that resembles disrespect should be dealt with immediately and severely. Do not overlook little things like common courtesies. We want our athletes to address our coaches as Mr., Miss., Mrs., or Coach and nothing else.

10. No one is allowed to use the Whale Branch Early College High School gym after school hours without permission from the Athletic Director. This includes all athletic functions and weekend pickup games.
11. Keys are not to be loaned out. If your key opens it, you are responsible.
12. Coaches may be excused from faculty meetings only if the absence is verified with the Athletic Director on the day of the meeting. You will be responsible for all information covered in the faculty meeting.

### **JOB DESCRIPTION-COACHES**

1. Supervision of team in the locker room, on the practice field, on the playing field, and on the buses to and from games, meets, and/or matches.
2. Discipline of the team.
3. Setting up dates and times for practice.
4. Coordination of practice.
5. Arriving at least thirty minutes before scheduled practice time and staying at school until every athlete leaves.
6. Making certain that practice areas are locked and secure before leaving.
7. Keeping unauthorized persons out of the practice areas.
8. Purchasing, maintaining, and inventorying of team clothing and equipment.
9. Maintenance of and care for the practice areas: fields, gyms, courts, etc.
10. Organization of matches, meets, and games.
11. Provision of good public relations between given sport and the school; the community; the administration; other schools; other coaches and teachers within the school.
12. Scheduling of transportation and coordinating the schedules with the Athletic Director.
13. Preparation of required reports of eligibility, insurance, inventory, etc.

14. Encouraging team members to develop and/or improve such character traits as loyalty, self-respect, punctuality, respect of others, fair play, industriousness, and perseverance.
15. Keeping the Athletic Director informed about the activities that are going on.
16. Adhering to the policies set down in the athletic handbook.
17. Cooperating with everyone who has part in making the athletic program at Whale Branch Early College High School a success.
18. All handbook times pertinent to athletes should be discussed with the athletes. No surprises.
19. Attend all staff meetings.
20. Submit to the Athletic Director at year-end report, which shall include the following information:
  1. Squad members
  2. Letter winners
  3. Captain and Managers
  4. Game Results
  5. Special Honors
  6. Season Summary
  7. Suggestion for improvement

### **Coaches Offices**

These facilities are to be used as work areas for coaches and not lounge for students. These areas are to be kept neat as possible. Each coach will be responsible for keeping his office area clean. Any needed repairs should be reported to the athletic director.

## **CARDINAL ATHLETIC PRINCIPLES**

To maximize effectiveness, the athletic program will:

1. Be a well-coordinate part of the secondary school curriculum.
2. Justify the use of tax funds and school facilities because of the education aim achieved.
3. Be based on the spirit of amateurism.
4. Be conducted by secondary school amateurism.
5. Provide opportunities and encouragement for many students to participate in a wide variety of sports.
6. Eliminate commercialism.
7. Foster training in conduct, game ethics and sportsmanship for participants and spectators.
8. Engender respect for local, state and national rules and policies under which the school program is conducted.

## **CODE of ETHICS**

It is the **DUTY** of all concerned with high school athletics:

1. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the value derived from playing the game fairly.
4. To show cordial courtesy to visit teams and officials.
5. To establish a happy, respectful relationship between visitors and host.
6. To respect the integrity and judgment of sports officials.
7. To achieve a thorough understanding and acceptance of the rule of the game and the standard of eligibility.
8. To encourage leadership, use of initiative and good judgment by players on the team.
9. To recognize, the purpose of athletics is to promote the physical, mental, moral, social, and emotional well being of the individual players.
10. To remember that an athletic contest is only a game—not a matter of life or death for player, coach, school, official, fan, community, state or nation.

**NINE LEGAL DUTIES OF A COACH**

1. Duty to Plan for practices and games
2. Duty to Supervise Property
3. Duty to Instruct Properly
4. Duty to Provide Safe Facilities
5. Duty to Provide Safe and Proper Equipment
6. Duty to Match Athletes
7. Duty to Condition Properly
8. Duty to Warn
9. Duty to Proper Emergency Care

**Whale Branch Early College High School Athletic Program**

**GOAL:** To be the best athletic program in the Beaufort Area.

- Each coach will be totally familiar with the SCHSL, Beaufort County Athletic Guidelines and the WBECHS Athletics Department Handbook
- Each coach will see to it that his/her program meets educational objectives and in addition, is educationally sound. Each head coach will follow through with parent meeting before the first contest and at the end of the season
- Win Region 6AA Sportsmanship Award
- Win Region 6AA Team Championships
- Win AA State Team Championships

## **SECTION I: Administration of the Interscholastic Program**

### **1. The Coaching Staff-Whale Branch Early College High School**

(Name of each sport, its head coach and assistant coaches)

### **2. The South Carolina High School League**

The South Carolina High School League establishes the rules and regulations governing his/her particular sport. These regulations include age of contestants, eligibility, standards, official date for start of practice and games, game standards, officials, etc. Guidelines for disciplines issued by the league for violation of rules and regulations are listed in the SCHSL handbook. Coaches are to be familiar with these violations and fines, which accompany them. In the event that a violations and fines, which accompany them. In the event that a violation occurred shall have the responsibility of paying that fine. If the violation involves the negligence of duty of any other member of the athletic department, he too shall be responsible for an equal share of the fine. Whale Branch Early College High School will NOT pay any monetary fines for violations that occur because of negligence on the part of any member of its athletic department.

### **3. National Federation of State High School Athletic Associations (NFHS)**

National Federation rules will be used in all games. There will be no deviation other than those adopted by the Executive Committee of Legislative Assembly of the SCHSL. These deviations may be found in the colored section of the High School League Handbook. It is the responsibility of the coach to know and administer all rules governing his/her sport.

### **4. 6AA Conference**

All 6AA schools of the SCHSL are organized into one Conference. This 6AA Conference publishes a handbook that gives all dates of start and finish of seasons. It also includes all playoffs, and regulations. Each head coach is responsible for being familiar with the 6AA Handbook and the regulations regarding his/her sport.

### **5. Responsibility for the Administration of the Local Program of Interscholastic Athletics**

The **Superintendent** of schools is specifically responsible for all school activities that affect students in his/ her district. It is imperative that he/she be involved intimately with the operation of the athletic program. The **Athletic Director** is responsible for planning, organizing, directing, and evaluating the entire athletic program. **He/she is the**

**immediate supervisor of all coaches of all sports, and is directly accountable to the High School Principal.**

## **SECTION II the Coach-His/her Duties and Responsibilities-a Philosophy of Coaching**

The quality of any program is determining more by the caliber of the coaches than by any other consideration. Ideally, the coach should understand his sport thoroughly. He/she should know children and be an effective leader. He/she needs to be a skilled teacher with ability to develop sound fundamentals and well-coordinated offensive and defensive team play. He/she must realize that athletics are a part of school experiences and they must, therefore, be conducted to achieve educational objectives.

**HE/SHE MUST APPRECIATE THAT SPORTS EXIST FOR THE EDUCATION AND DEVELOPMENT OF THE CHILD RATHER THAN THE CHILD EXISTS FOR THE WINNING OF THE GAMES.**

### **Good coaches are distinguished by their observance of the following principles:**

1. They recognize that coaching is teaching.
2. They make there work an integral part of the school program, giving special attention to its educational contribution.
3. They insist on the enforcement of all rules of athletic eligibility and seek no favor for athletes.
4. They are fair and unprejudiced in relationships with students.
5. They pay careful attention to the physical condition of the players at all times.
6. They support the decision of officials.
7. They teach students to use only legitimate and ethical means trying to win.
8. They counteract rumors of questionable practices by opponents.
9. They seek to prevent gambling, obscene language, and other offenses against sportsmanship, honor, and decency.
10. They set good examples for their players to follow.
11. They help student-athletes to understand that they are neither more nor less important than their fellow is a student.
12. **THEY REALIZE THAT THEY ARE THERE TO SERVE STUDENTS AND THE COMMUNITY THEY LIVE IN AND THEY ADOPT A “KIDS FIRST” PHILOSOPHY.**

The coaches and assistant coaches have the entire responsibility of the guidance of their squads. It is the personal obligation of the coach to have a thorough knowledge of the policies and procedure of the **Beaufort County Schools and Whale Branch Early College High School Athletic Department**. It is the duty of each coach to be familiar with the regulations of our 6AA Conference and the contents of the handbook of the SCHSL as they affected his/her sport.

### **SECTION III Procedures for Conduct of the Interscholastic Athletic Program**

- A. WBECHS Team Athletic/Sports:** Our WBECHS program consists of football, volleyball, golf, wrestling, basketball, baseball, softball, soccer, tennis, cross country and track & field.
- B. JV ATHLETICS:** Our JV program consists of football, basketball, baseball, softball, volleyball, and cheerleading. Those students eligible to play on this level are students 9 thru 10<sup>th</sup> grade. An exception athlete in grade 7 or 8 may participate on JV football team. A 7<sup>th</sup> or 8<sup>th</sup> grade student may NOT participate on the varsity level in any contact sport (football, wrestling, and soccer.)
- C. Varsity Athletics/Sports:** Students eligible to compete on the varsity squads must meet the grade requirement of the District and the SCHSL. In sports where JV and frosh teams are available, the varsity should be made up mostly 11<sup>th</sup> and 12<sup>th</sup> grade students. Should any underclassman be good enough, the head coach may select these students up to the varsity only if they are going to “start” or “contribute” significantly to the squad.
- D. METHODS AND TECHNIQUES OF COACHING:** It is an established fact that the methods of coaching affect the mental, physical, and emotional health of both the coaches and the squad members. Provisions for individual differences compatible with personal emotional traits, intellectual capacity, and physical status are indications of efficient instruction and good coaching.

Unwise disciplinary measures often cause poor mental health. The atmosphere surroundings a practice session or schedule game should be one of inspiration, joy, leadership, responsibility, self-direction and cooperation.

Besides the way a coach treats his/her players and teachers the skills of his/her sport, one of the greatest criteria in judging a coach is by his/her actions on the bench or sideline during a game. We want our coaches to behave like ladies and gentlemen, professionals and leaders.

It is true that a sport, which attracts large crowds (football, basketball), causes “spectator pressure” on the coach. The spectators seldom know the basic reasons for behavior of coaches and players. Nevertheless, we still want our coaches to react in manner, which one might expect of a teacher. There will be many times when parents will object to the manner in which you are coaching or the way you have treated their son/daughter. Coaches who will hold a “grudge” against players will not to be tolerated. Such behavior is non-compatible with our mission and objectives.

**E. SPECIFIC RULES AND REGULATIONS FOR COACHES AT WHALE BRANCH EARLY COLLEGE HIGH SCHOOL:**

1. **ATTENDANCE AND TARDINESS AT PRACTICE OF SQUAD MEMBERS:** Each squad member is expected to be present at every practice session, unless absent from school or personally excused by the coach. In either case, the player must notify his/her coach before practice begins on the day of his/her absence. Failure to notify the coach properly shall warrant some degree of punishment. His/her coach shall determine this punishment. Tardiness will not be tolerated and is subject to serve disciplinary action.

Each coach shall be responsible for the prompt attendance of his/her players to practice. He/she shall submit to the Athletic Director a team policy concerning discipline for absences and tardiness to practice.

**ATTENDANCE POLICY:**

1. Each coach is responsible for maintaining a daily attendance record. This record is to be kept on Google Docs for the Athletic Director's inspection.
2. The following attendance policy will be adhered to by all sports at Whale Branch Early College High School:
  - A. Only three unexcused absences will be permitted during a season.
  - B. First unexcused absence:  
Extra work must be completed after or before next practice to equal one practice season.
  - C. Second unexcused absence:  
Suspension for one game; extra work  
Personal conference will be made with parent.
  - D. Third unexcused absence:  
Dismissed from team and all award returned.

**Award:** Award shall be made to members of athletic teams, team managers and cheerleaders as symbols of achievement, tradition, and school spirit. This practice shall be educationally justifiable through the learning process that is connected with receiving an award properly and humbly.

**ATHLETIC LETTERING POLICY:** The combination scheme letter and certificate award shall be used. The first year an athlete wins a letter in any sport he/she is awarded that letter. The athletes purchase jackets and sweaters. The following year or years, if he/she again earns a letter, he/she

is given a bar (to be shown on a letter). Certificates will be awarded to all JV and Frosh team player that meet the requirement set by the coach.

Certificates of Participation are awarded to those players who do not meet the requirements set by the coach. An athlete can only receive one letter for each sport in all high school athletics. Managers shall be awarded a letter upon successful completion of their duties. The coach and the Athletic Director must agree that any manager's work has been satisfactory.

**Requirements for earning a Varsity Letter Award:**

**AT THE PRE-SEASON MEETING WITH PARENTS AND PLAYERS, THE COACH WILL ADVISE ALL TEAM CANDIDATES OF THE AWARD POLICY OF THE ATHLETIC DEPARTMENT. A COPY OF EACH COACH'S LETTERING POLICY SHALL BE GIVEN TO THE ATHLETIC DIRECTOR FOR FILING BEFORE SEASON.** Seniors who have not lettered, but given loyal service during the years of their eligibility may be awarded a letter. Coaches must include as one of the criteria for lettering a player, "subjective evaluation." It is strongly recommended that each coach keep a record of the amount of competition of each individual. **A LIST OF ALL TEAM MEMBERS WHO COMPLETED THE SEASON MUST BE FILED WITH THE ATHLETIC DEPARTMENT.** A recommended list of those to receive the school letter shall be prepared by the coach and submitted to the Athletic Director one week after the final contest for the team.

**AWARDS/TROPHIES:** Athletes receiving awards in the form of plaques or trophies shall have been recommended by the players of they're squads or the head coach or coaches of that sport. **THE RECOMMENDATION LIST SHALL BE PREPARED BY THE COACH AND SUBMITTED TO THE ATHLETIC DIRECTOR TWO WEEKS PRIOR TO THAT SPORT'S AWARDS CEREMONY.** The Athletic Director and the coach shall confer with Principal in order to check on school citizenship, attitude, character, and scholastic standing.

**CONFERENCE CHAMPION AWARDS**

- A. An award will be made to each of the team who wins a Region Championship. Managers will receive an award if they have served for two years.
- B. This policy may be dictated by money available.

**OUTSIDE ORGANIZATION AWARD:** Organization who wishes to present awards to the athletes of Whale Branch Early College High School must get approval for presentation from the Athletic Director.

**ATHLETIC AWARDS PRESENTED BY WHALE BRANCH EARLY COLLEGE HIGH SCHOOL:**

(List all awards by sport)

**ATTENDANCE AT AWARDS CEREMONIES:** All athletes who participate in varsity sports shall be required to attend his/her respective awards ceremony. **ANY ATHLETE WHO DOES NOT DO THIS REQUIREMENT SHALL NOT RECEIVE ANY TYPE OF AWARD.** It shall be a duty of all coaches to inform their athletes of their awards ceremony with a reasonable amount of advance notice. Coaches shall make a special effort to the athletes that will be receiving trophies or plaques. It is recommended that the coach call the parent/guardian of these athletes to be personally informed and invite them to the awards ceremony. All coaches shall be required to attend his/her awards ceremony and remain through the entire program. Any coach who does not fulfill this requirement may expect his/her coaching position terminated. (NOTE: In the event of illness, emergencies, or prior commitments- other sport contests- the coach or athlete may be permitted to miss or leave the ceremony early.

**BUDGET:** Steps in preparing the Budget:

- **INVENTORY ALL EQUIPMENT AND SUPPLIES ON HAND:** All equipment issued to the coach during the past season must be collected and returned by the coach immediately after the last contest. The Athletic Director does want a list of athletes who have not turned in equipment-**THE COACHES IS RESPONSIBLE FOR COLLECTION OF ALL EQUIPMENT OR MONEY FOR LOST EQUIPMENT.** The athletic department will provide an equipment inventory form. The form is to be submitted by the coach to the Athletic Director within one week after the final contest. Additionally, all field or court equipment must be properly stored for next year's season. The Athletic Director will review the inventory with the coach when inventory is completed.
- **ESTIMATED BUDGET:** Each coach shall prepare an estimated budget for expenditures of his sport and submit it to the Athletic Director within two weeks' budget form. The Athletic Director will confer with each coach and both will approve the sport's final budget.
- **REVIEW OF BUDGETS AND PREPARATION OF OVERALL BUDGET:** The Athletic Director will review all sports budget and prepare a complete estimated budget for the entire athletic program. This budget will be submitted to the Principal for approval.

**4. COOPERATION OF VARSITY, JUNIOR VARSITY AND FROSH COACHES:**

JV and Frosh coaches shall consult the varsity coach of his/her particular sport with the future plans of the varsity coach in mind. JV and Frosh coaches are expected to work cooperatively with varsity coach. It is the responsibility of the varsity coach to initiate

this type of organization if he/she so desires. An athlete may be moved from JV to varsity or from Frosh to JV or varsity with the regulations of the SCHSL.

## **5. COACHES MEETINGS-LOCAL, REGION, & CLINICS**

**WHALE BRANCH EARLY COLLEGE HIGH SCHOOL MEETINGS:** the Athletic Director will hold seasonal meetings concerning the in-season sport and shall notify the coaches in advance. Additionally, the Athletic Director or Principal may call meetings for special reasons at any time during the school year.

**REGION 6AA MEETINGS:** Our Region (6AA) requires a coaches meeting for the purpose of selection annual All-Region teams and Coaches of the Year. These meetings are traditionally set for the first Saturday after the final regular season contest. Attendance at these meetings is mandatory and is a part of your post-season public relations responsibilities.

**CLINICS:** Coaches may attend clinics, which relate to their sport. However, they must provide for clinic expenditures in their estimated budget for their sport. Coaches are encouraged to plan fundraiser funds for these clinics and camps.

## **6. DISCIPLINARY MEASURES/ATHLETIC POLICY HANDBOOK:**

Misbehavior by an athlete of Whale Branch Early College High School will **NOT** be tolerated! He/she must conduct himself/herself in a manner that exemplifies good citizenship and self-control while attending school. All disciplinary measures are specifically spelled out in the **Beaufort County Athletic Guidelines and Beaufort County Code of Conduct. In addition are personal rules of the coach not covered in this code of conduct but must be submitted to the Athletic Director and Principal for approval.** If a coach had additional rules, they must be written, handed out to each of his/her players/parents/guardians or posted permanently on the locker room bulletin board. A copy **MUST** also be given to the Athletic director. A particular note will be made to the coaches in the attendance rule. The enforcement rule will require the coach to the coaches in the attendance rule. The enforcement rule will require the coach to check the school attendance sheet and sign out sheet on the day of a game/contest.

## **7. ELIBILITY:**

All phases of eligibility shall be governed by the requirements Beaufort County Athletic Participation Packet and the SCHSL. Coaches are responsible for being totally familiar with these requirements and, therefore, should know them through study of the Beaufort County Athletic Participation Packet and SCHSL HANDBOOK.

## **ADMINISTRATIVE PROCEDURE FOR ELIBILITY AND FORMS SECURITY**

### **Steps 1: At your first organization meeting:**

- Use 3x5 cards to get every player/candidate's NAME, PHONE #, ADDRESS, PARENT/GUARDIAN NAMES & PLACE OF WORK (if known) WORK phone's
- Handout following forms (if they have not already done so for a previous sport):
- Beaufort County Athletic Participation Packet
- Blue form: emergency and consent form
- **ATHLETIC POLICY HANDBOOK (code of conduct) & ORANGE FORM: confirmation of reading athletic policy.**
- INSURANCE BROCHURE: The athletic department provides an excess policy for all athletes.
- Notify players of the mandatory requirement of a certified birth state, county, or city birth certificate. Get these to the Athletic Director as soon as you receive them. The Athletic Director is responsible for validating them and making copies for the student's athletic file.

### **STEP 2:**

- List names alphabetically on the "TEAM TRYOUT FORM" (provided by the athletic department), each player's grade. Get this form to the athletic director for "grades" and "birth certificate" verification. This should be done daily each time you add candidates to the form. You are to use this form to check of receipt of forms form players. Collect all forms! **NO ATHLETE IS TO PRACTICE WITHOUT BEAUFORT COUNTY ATHLETIC PARTICPATION PACKET COMPLETED AND ALL FORMS HANDED IN!** Additional players added to this "Tryout Form" should be shown to the Athletic Director daily.

**STEP 3:** After the team has been finalized, return the "Tryout Form" to the Athletic Director with a formal team roster before the deadline date. These dates are as follows:

- Football-August
- Fall Sports-August
- Winter Sports-November
- Spring Sports-February

**NOTES: BLUE FORMS** are to be kept by the head coach and with you when you go to all away contests. Should an athlete need emergency treatment, this form should go with this athlete to the hospital.

**ORANGE FORMS** are to be given to the Athletic Director for verification and filing.

\*\*\*\*\* A final team roster should be given to the Athletic Director at the end of the season of those athletes that finished the season.

## **8. EQUIPMENT DISTRIBUTION AND RETURN:**

No equipment may be loaned to students to take home for use over weekends or holidays.

It is the responsibility of the coach to see that the school uniforms and equipment are properly cared for and not abused. The uniforms are to be worn at scheduled games and practices and at no other time. Squad members are absolutely responsible for equipment issued to them and must return equipment promptly at the coach's request. **All equipment must be accounted for before an athlete is eligible for a "letter" award or for further participation in athletics.**

The coach must check in personally with the Athletic Director all the equipment issued to him. He/she must follow up all delinquent equipment/uniforms owed to the school and request payment for any missing equipment. An equipment issue form should be used by each coach that includes a statement that the athlete must sign declaring his/her responsibility for the equipment issued. All athletes must sign this statement, which lists all equipment that they have been issued.

## **9. FACILITIES:**

Every effort will be made to provide the best practice and game facilities. It will be the responsibility of the coach to see that the facility is maintained and kept fit for use. The last coach to leave the facility is responsible for final security. Other coaches using the same facility are to secure all doors/gates and turn off lights in your area before leaving. This is especially for locker rooms cleanliness and security. It will be the responsibility of the Athletic director to see that all facilities are prepared for athletic contest. It is necessary that coaches are willing to help mark a field, sweep a floor, mop or vacuum a locker room or to assist in whatever must be done for the health and safety of the athletes.

## **SPECIAL SPORT REGULATION**

- **FOOTBALL**-shoes (cleats) must not be worn in the building. Shoes must be put on and removed outside the building.
- **BASKETBALL**-street shoes must not be worn on the gym floor. Only shoes classified as tennis or basketball shoes may be worn.
- **The Athletic Director must schedule USES OF FACILITIES BY SCHOOL ORGANIZATIONS**-one week prior to the date of which the facility is to be used. Coaches do not have the authority to do this without approval of the Athletic Director.

- **The Athletic Director, Principal and District Office must approve USE OF FACILITIES BY OUT-OF-SCHOOL ORGANIZATION/PERSONNEL-** Coaches do not have the authority to schedule such use by the outside organizations or persons.
- **ALL SPORTS/COACHES-**Meetings with the athletes during school day are allowed.

## **POLICIES REGARDING STUDENT ATHLETES**

Coaches are to post the following in their locker room and read to every player:

- 1) Members of a team are to travel to and from athletic events with the team. Members may travel home with a parent or guardian with approval of the head coach.
- 2) Athletes are to report for practice at the appointed time and report to the designated area.
- 3) Any athlete involved in theft will be reported for disciplinary action and may be removed from the team.
- 4) Any athlete serving a suspension will follow the Beaufort County Athletic Guidelines governing suspensions.
- 5) Athletes must abide by the dress code set down by the Athletic Director or Head Coach of that individual sport.
- 6) Athletes guilty of consumption or possession of drugs, alcohol of any form will follow the Beaufort County Athletic Guidelines governing suspensions.
- 7) Any athlete who persists in smoking will follow the Beaufort County Athletic Guidelines governing suspensions.
- 8) Athletes are to assist coaches in maintaining a clean and healthy dressing area.
- 9) Coaches' offices are off limits to players. The only time players are to be in coaches' offices is by invitation of the coach. At no time should players be "hanging around the coaches' office."
- 10) Athletes are not being allowed in equipment rooms unless they are assisting the coach in some way.
- 11) Athletes are to address coaches as "Coach" or "Mr. or Mrs."
- 12) Profanity on and off the field is prohibited.
- 13) The Athletic Banquet is for the athletes. Every athlete should make a point to attend.
- 14) A policy of absences will be posted in the locker rooms. Athletes are to follow this policy.

## **10. HEALTHY AND SAFETY OF ATHLETES:**

Proper safety and first aid procedures are of primary importance. These include:

- Health examination for all participants before each sport season (must be after April 1 of the previous school year.)
- Thorough conditioning for each sport and proper teaching in the fundamentals of the sport.
- School physicians present at all contests of a strenuous nature and doctor's approval of continued players injured.
- Careful matching of contestants provided by suitable scheduling.

- General First aid administered only by coach, trainer or doctor-**NOT BY PLAYER!**
- Careful observations by the coach of players during activity.
- Adequate and safe areas of play.
- Proper protective equipment and devices.
- Follow-up of all injuries by the coach. This includes practice and games, on the field/court and off-the coach should call the parent, visit the emergency room/hospital, etc. This is your opportunity to let the athlete know you regard him as a human being and not just a player.

## **11. ACCIDENTS, INJURIES, EMERGENCIES, TRAINING ROOM:**

It is a prerequisite that all coaches be familiar with and have a basic knowledge of First Aid and CPR/AED. All coaches must be certified in these primary areas (Red Cross.) This is a coach's responsibility!

### **EMERGENCY PROCEDURE (ON THE FIELD/COURT-game or practice)**

1. HEAD COACH-Evaluate the severity of the injury.
2. DELEGATE TO ASSISTANT OR RESPONSIBLE ADULT (CAPTAIN OF TEAM)-activate the Emergency Medical System: activate the Emergency Medical System:
  - Call EMS (911)-warn of dialing '9' if school phone.
  - **Give following information to EMS operator:**
  - Location and directions
  - Phone # you are calling from
  - Your name
  - Description of injury
  - Condition on the injured athlete
  - What kind of First Aid is being given
  - Let EMS hang up first
3. HEAD COACH/CERTIFIED TRAINER-provide first aid
4. SEND RUNNER (preferably adult) to gate the EMS will arrive
5. APPOINT SOMEONE (if available) to go with injured athlete to hospital
6. CONTACT PARENT/GUARDIAN

## **GENERAL EMERGENCY RULES**

- The coach has the ultimate responsibility of deciding and/or securing the appropriate medical attention, including administering first aid. Should an injury occur that requires emergency care:
- Personally transport or have an assistant transport (if injury not too serious) to the hospital **(With Parental Consent)**. If the injury is of a serious nature, call EMS (911). Secure the athlete's BLUE FORM for transport also.
- Make every attempt to notify parents of the injury and request their desire as to the selection of a hospital or physician (This is their choice!)
- If an assistant coach is present, have them go to the hospital with the athlete if an EMS unit is used. If not, the coach should go to the hospital immediately after the practice or contest. The head coach is **REQUIRED** to make some type of personal follow-up (either in person or by phone) to the hospital and to the parents.
- Notify the Athletic Director and/or Principal as soon as possible.
- Secure an insurance claim form from the Athletic Trainer or Athletic Director the next day. Fill out and give back to the Athletic Director.

### **NON-EMERGENCY PROCEDURES WITH INJURIES**

- If you feel that the injury is of non-emergency nature (i.e. the athlete can wait until the next morning for evaluation and/or treatment), notify the parents as soon as possible and give them your evaluation and recommendations.
- Follow-up the next morning with a phone calls to the parents of the athlete as to the status of the athlete.
- Secure a claim form from the Athletic Trainer or Athletic Director the next day, fill out and return to the Athletic Director.

13. **INSURANCE:** All of our athletes are covered by an excess insurance policy. There are **NO** exceptions to this requirement. If you have a problem with a parent regarding insurance, refer them to the Athletic Director. The Bollinger Inc. administers this insurance plan. All procedures and explanations of benefits are included on the "brochure". Additionally, there is a phone number for parents included. The steps for processing claims are specifically outlined in the "brochure."

### **General notes:**

The insurance Brochure is to be given to each athlete at the athletic meeting. Additional brochures should be given out at your "pre-season" meeting with players and parents. The insurance process should be covered in detail at this meeting. **PLEASE NOTE IN EMERGENCY PROCEDURES ABOVE: A CLAIM FROM IS TO BE FILLED OUT IMMEDIATELY FOLLOWING AN INJURY—NO LATER THAN THE NEXT DAY-WITH THE ATHLETIC TRAINER OR ATHLETIC DIRECTOR! This starts the claim process and puts the injured athlete in the BOLLINGER file.**

**PHYSICIAN'S & PHYSICAL REFERRALS:** We have associated our athletic program with excellent local physicians. The Athletic Trainer will help your athletes obtain appointments with our orthopedic doctors. Parents may choose for their child to be seen by any physician. We ask that you encourage them to use the suggested physician recommended by the Athletic Trainer when possible.

**PHYSICIAN'S STATEMENTS ON A PREVIOUSLY INJURED ATHLETE'S ABILITY TO RETURN TO PLAY WILL BE ABSOLUTE!**

- Mouth guards will be made available to any athlete that requests one.
- Football players are required to utilize mouth guard during all participation.
- It is the head coach's responsibility to inform parents and athletes of the availability of mouth guards during participation in any sport.

**13. LEAVING OR BEING DISMISSED FROM A SQUAD:**

**LEAVING A SQUAD:** In the event a student leaves a squad, he/she will have 24 hours to personally ask the coach for reinstatement. The coach will act on the individual case as he/she wishes. Coaches are encouraged to personally counsel this player within the 24-hour period (why, what reasons, etc.) If the student does not personally apply for reinstatement within the 24-hour deadline, he/she is considered permanently dropped from the squad. All students dropped from the squad must be reported to the Athletic Director. The Athletic Director must review any action that involves dismissal from a team. A parent conference must be conducted to include the Athletic Director.

**DISMISSAL FOR DISCIPLINARY REASONS:** Any student dismissed from a team because of disciplinary reasons shall be ineligible to participate in any sport without the consent of the Athletic Director and the coach of the sport in which the student wishes to participate

**14. MANAGERS:** Coaches are responsible for obtaining managers for their squads. They must meet the required "good citizenship" standards listed for athletes.

**15. PRACTICE TIME:** It is recognized that practice sessions should not conflict with the regular school day. Our professional training should guide us as to the length of practice sessions, taking into consideration the age and maturity of the individual. Coaches should understand fully that although we are a part of the total education program, we are an extracurricular activity and do not supersede academic priorities of the student-athlete.

Knowledge of the athletic rules and eligibility regulations regarding when practice for a sport may begin is the responsibility of the coach.

All holiday and Saturday practice sessions must be cleared through the Athletic Director.

**16. PURCHASING:** Each coach shall submit to the Athletic Director, along with his estimated budget, all purchase orders listing equipment and supplies needed for his sport

or her sport. The orders should contain complete specifications of each piece of equipment and supplies to be ordered. All purchase shall be made or directed personally by the Athletic Director. Each purchase order must have the signature/approval of the Athletic Director before any purchase will be made. **THE ATHLETIC DEPARTMENT WILL NOT PAY FOR ANY EQUIPMENT, SUPPLIES, OR TRANSPORTATION COSTS THAT OCCUR WITHOUT AUTHORIZATION TO PURCHASE!**

When your supplies arrive, pick them up from the office and check to be sure that all supplies that were ordered have been received. Return the packing slips and invoice (if included) to the Athletic Director the SAME DAY that you pick up the package and inform the Athletic Director of any items that are missing or damaged. We must have verification that all supplies have been received before we can submit the invoice to the bookkeeper for payment.

**17. SCHEDULING:** The scheduling of regular and practice games is the responsibility of the Athletic Director. This may be shared with the head coach of that sport. However, the Athletic Director must be ultimately responsible. The changing of schedules or canceling of games is the sole responsibility of the Athletic Director and no one else! However, the coaches must be involved when a game is changed or canceled.

Coaches may tentatively schedule practice games, but must discuss the possibility immediately thereafter. The Athletic Director must approve before a commitment is made.

**18. SELECTING THE SQUAD:** Choosing the members of any particular squad is sole responsibility of the head coach of that squad. However, his/her actions must be governed according to the limits as determined by the athletic department of Whale Branch Early College High School and he/she must choose his/her squad members in conformity with the philosophy of the athletic program.

Head Coaches must personally notify each player that he/she determines will not “make” his/her squad. **UNDER NO CIRCUMSTANCES WILL THE POSTING OF A FINAL SQUAD OR ANY “CUTS” BE ALLOWED.** Coaches are encouraged to be honest with those he/she cuts from the squad and tell them exactly why they did not make the team. Coaches are strongly urged to use measured, objective tests as part of the criteria in the selection process. These test scores are to be recorded and kept on file until after the season. Subjective and “attitude/character” evaluations (important in team “chemistry”) are also strongly urged in addition to the objective score process. These criteria are important when applying the axiom: “the best players don’t always make the best team, but the best team always wins.”

**19. TOBACCO PRODUCTS:** Coaches must not use tobacco products while coaching or conducting their activity-during practice, games or travel to and from games. **NOTES:** S.C. State Law prohibits the use of tobacco products on school grounds. SCHSL rules

prohibit both players and coaches from using tobacco products. This is also the policy of the Beaufort County School District.

## **20. SUPERVISION OF SQUADS:**

**LOCKER AND DRESSING ROOMS:** It is the responsibility of the coach to see that his squad members, upon being excused from or after games, quickly shower and leave the dressing room. All faucets are to be checked, loose equipment left on the benches and floors should be picked up, lights out, and doors and windows secured.

### **CLEANLINESS OF LOCKER ROOMS IS A MAJOR RESPONSIBILITY OF THE COACH**

**COACHES:** Only squad members, managers, coaches and administration will be permitted in the locker and dressing rooms at all times.

- 1.) At least one coach or teacher should be in the immediate vicinity of the locker room area at all times. Responsibility includes supervision and complete charge of this area. Coaches and teachers should demand a tidy locker room and the best conduct of our athletes at all times.
- 2.) A tidy locker room will require each teacher/coach to tell all students to keep lockers neat, to take care of all school district, as well as personal equipment. This is an essential part of a student's training.
- 3.) Insist that all students lock their lockers at all times when away from the locker room.
- 4.) Locker rooms should be locked at all times when unoccupied/unsupervised.
- 5.) Coaches/teachers are responsible for bulletin board material. Make certain all boards are meaningful and attractive.
- 6.) Clean speech is mandatory! No profanity, no loud or boisterous talking, and no scuffling are permitted at any time.
- 7.) Property and equipment must be respected. Do not mark, deface, or damage school property.
- 8.) Janitorial staff will not open locker rooms under any circumstances, unless a coach is present to supervise activity.
- 9.) The only persons allowed in the dressing rooms will be those team members who are presently to supervise activity.
- 10.) These dressing rooms will only be used for the purpose of getting dressed for the sport(s) that are in season.
- 11.) If we have more than one team using the same dressing area or if a team has several coaches (football, basketball, etc.), a lock-up schedule will be required.

**GYMNASIUM: At no time may athletes use the gymnasium unsupervised!** When practice is terminated, coaches must turn out all lights, secure all windows, equipment and doors. Batting, throwing baseballs, softballs, kicking soccer balls, passing, throwing or kicking football in the gym is prohibited unless directly receiving instruction from a teacher or coach.

**WEIGHT ROOM: At no time may athletes use the weight room unsupervised!**

Coaches are to make sure that the weight room is clean and orderly after use. Make sure that all doors are secured. All plates must be racked at the end of each session and day. The weight room is for our athletes. However, at no time should students be allowed in the weight room without approval and supervision? Teams may use the weight room and to avoid crowds. A schedule can be worked out for teams to use the weight room.

Only those coaches who are involved in the strength program may use the weight room with the strength team. Time set aside for faculty use in the time that other coaches are to use the weight room for personal use.

1. Only Whale Branch Early College High School physical education classes and athletes use the weight room. Any other person or persons who wish to use the weight room must obtain special permission from the Athletic Director or Principal.
2. No one will be allowed to lift weights unless a teacher or coach is in the weight room.
3. Any time the weight room is not supervised, it should be locked.
4. Chewing gum, snuff, and chewing tobacco will not be allowed in the weight room (coaches and players.)
5. No one is to use the benches unless he has on a shirt or has shirt or towel lying on the bench.
6. Some type of shoes must be worn in the weight room.
7. If a person is working with free weights, he should have a spotter if the exercise constitutes any type of hazard.
8. When a workout is finished, bars should be stripped and all weights should be placed on the weight racks.
9. Horseplay of any type will not be allowed in the weight room.
10. All equipment must be taken care of properly. DO not slam weights or machines.
11. No food or drinks will be allowed in the weight room.
12. Take pride in the appearance of this facility and the benefits that you will receive from working in the weight room. Keep it clean and safe.

**BUSES:** The coach is responsible for safe and proper behavior of his squad on all trips. The coach is also responsible for leaving the bus in a clean condition when returning. Any fees incurred, as a result of misuse or leaving the vehicle unclean will be debited from that team's budget. Special care should be taken when transporting teams composed of both sexes. It is strongly urged that the sexes be separated on the bus (girl's front, boy's back.)

**VISITING OTHER SCHOOLS:** Squad members should behave at other schools in a manner that will reflect respect for their opponents. Coaches must never leave the squad members unsupervised. Since squad members are representing the Whale Branch Early College High School and Community, it is expected that all students will dress in good taste. Each coach will be held responsible for appearance of squad members.

**TRANSPORTATION:** The coach is responsible for all arrangements for travel of his/her team away contests. All transportation requests are to be given to the athletic director. He/she will arrange for the vehicle to be used. The coach is to follow all the written procedures for the use of vehicles written on the trip ticket form. Every coach must accompany his/her squad on all trips and is responsible for their safe return as well as their conduct.

Only squad members, managers, bonafide scorekeepers and coaches will be permitted on the bus in either direction and they must return as well as go on the bus. A student may return from an away game with his/her parents (**ONLY HIS/HER PARENTS-NO ONE ELSE!**) In such cases, the parent must directly request (**IN PERSON AND IN WRITING**) such permission from the coach of that sport after the contest. **A STUDENT MAY NOT RETURN WITH SOMEONE ELSE'S PARENT.**

Members of athletic squads are permitted to drive their cars to practices only under the guidelines of School District Policy. This Policy requires that a form be filled out and placed in the athlete's file with the Athletic Director. Forms may be secured from the Athletic Director.

**21. WHAT AN ATHLETE CAN EXPECT OF HIS/HER COACH:**

- A genuine and up-to-date knowledge of his sport.
- Fair unprejudiced relationships with the athletes.
- Careful attention to the physical condition of all players during the entire period of a season.
- Firm disciplinary action if an athlete displays unsportsmanlike conduct or breaks other rules of sports behavior.
- Some type of off-season and pre-season training program.
- To work hard!
- High expectations!

**22. VOLUNTEER COACHES:** Volunteer or walk-on coaches are welcomed in our program. We encourage this practice and only ask that you be very selective in obtaining this help. **ALL VOLUNTEERS MUST APPLY WITH BEAUFORT COUNTY SCHOOLS AND MUST BE APPROVED BEFORE THEY ARE ALLOWED TO INTERACT WITH ANY STUDENTS. THE HEAD COACH WILL BE HELD RESPONSIBLE FOR ANY ACTIONS OF ANY VOLUNTEER!**

Under no circumstances are volunteer coaches allowed to make comments of any nature to officials before, during or after a game. This will result in his/her immediate dismissal.

Coaches are encouraged to “coach” this volunteer coach in all aspects of coaching and working with young people. Remember that our objective are educational.

**23. PUBLIC RELATIONS AND MEDIA GUIDELINES:**

High school athletic competition is the first real taste of media exposure of any appreciable amount. It is also one of the few places that education receives constant positive exposure to the public. Media relations are a very important duty that you, the coach, have to realize is an integral part of high school sports and of education. It is your duty to see to it that every possible effort is made to accommodate the needs of the media and of our program through media exposure. Coaches are encouraged to promote their team and athletes as much as possible. The most important duty that you have in this area is calling in all of your scores and results after each contest! Coaches who do not see to it that this is done on a regular basis may expect to have their coaching position terminated. **The media is our friend and must always be looked upon as such.** A guide of phone numbers and addresses will be placed in the Appendix.

## **ATHLETIC DIRECTOR**

**RESPONSIBILITIES:** Responsible to the high school Principal and under the over-all supervision of the Superintendent of schools.

**GENERAL DUTIES:** The director of athletics shall be responsible for the administration of the high school's interscholastic athletics and intramural programs. He shall be responsible for the promotion of the total athletic and intramural program in the secondary schools with respect to the educational needs of the child and submits requisitions for all equipment and supplies necessary for the total athletic program.

**SPECIFIC DUTIES:**

- 1) He shall assume the leadership of the athletic department.
- 2) He shall attend and represent the high school he is assigned at all meetings or functions of the conference, leagues, or associations of which the high school is a member.
- 3) He shall coordinate the athletic programs between high school, junior high school, and any other school in conjunction with the principals concern.
- 4) He shall coordinate the usage and scheduling of the football field for interschool athletic events.
- 5) He shall assist each head in the planning of schedules.
- 6) He shall annually evaluate, by written report to the principal, the work of each coach.
- 7) He shall annually recommend the assignment of coaches to the principal
- 8) He shall receive inventories and requests from coaches
- 9) He shall coordinate with the high school principal all athletic equipment to be purchased.
- 10) He shall present major purchase requests to the building principal for approval and/or disapproval.
- 11) He shall assist coaches in their selection of team equipment.
- 12) He shall coordinate the school and the Athletic Booster Club.
- 13) He shall coordinate and supervise the work of the coaches.
- 14) He shall be responsible for any other duties as may be assigned from time to time by the high school Principal.
- 15) He shall be responsible in all athletic events for scorekeepers, timekeeper and gatekeepers.
- 16) The Athletic Director will be responsible for all athletic scheduling and may work with his various coaches with this task. The building Principal may, at his discretion, limit the number of contests scheduled or the distance traveled for out-of-conference activity.
  - A) Arrangements for the stadium police protection and other security, arranging for ticket takers will be the responsibility of the Athletic Director. The Principal will be responsible for the deployment of police at the stadium and for delivery of the money to the stadium and/or to the bank.
  - B) The Athletic Director will be responsible for contacting the ambulance service about the times and dates of football games.

- 17) The Athletic Director will be responsible for all athletic events.
- 18) The Athletic Director will be the first line of communication for all coaches in handling problems or other situations. If the Athletic Director cannot resolve the situation it will be his responsibility to bring these matters to the attention of the building Principal. Members of the staff may discuss these matters with the building Principal only after they have been presented to the Athletic Director.
- 19) The Athletic Director will develop with his staff appropriate guidelines for students participating in athletics covering such items as:
  - A. Student must be in school the day he is scheduled to participate.
  - B. Practicing or attending practice on the days he or she is not in school for illness or other reasons.
  - C. Length of practice. It is good public reason for parents picking up students to know when practice will end.
  - D. Rules for dismissal of team members. A consistent policy should be established to cover such things as dismissal because of suspensions, violations of training rules, grooming regulations, etc. All coaches for their teams should adhere to this policy.

## **WHALE BRANCH EARLY COLLEGE HIGH SCHOOL**

### **Code of Ethics for Athletic Coaches**

It is the DUTY of all concerned with high school athletics:

- 1) To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
- 2) To eliminate all possibilities which tend to destroy the best values of the game.
- 3) To stress the values derived from playing the game or sport fairly.
- 4) To show cordial courtesy to visiting teams and official.
- 5) To establish a happy, respectful relationship between visitors and hosts.
- 6) To respect the integrity and judgement of sports official.
- 7) To achieve a thorough understanding and acceptance of the rules of the game, standards of eligibility, regulations and rules as set forth by the National Federation, the South Carolina High School League and the School District of Beaufort County.
- 8) To encourage leadership, use on initiative and good judgement by players on the team.
- 9) To recognize the purpose of athletics is to promote the physical, mental, moral, social, and emotional well being of the individual players.
- 10) To remember that the role of interscholastic athletics is educational, that athletics are only a part of the total school program and that an athletic contest is only a game-not a matter of life or death for a player, coach, school, official, fan, community, state or nation.
- 11) To understand that a coach is assigned to a specific school to coach and that the recruiting of students at any grade level not in their school's/team's

attendance zone to attend his/her school in order to participate on that school's teams is strictly forbidden and in violation of High School League rules.

- 12) To support and strive to fulfill the professionally recognized nine legal duties of a coach.

Note: This "Code of Ethics: is incorporated in each coach's job description by specifying it as a responsibility to "...abide by the Code of Ethics for Coaches in The School District of Beaufort County."

### **MISCELLANEOUS**

Each coach will be responsible for making a complete inventory of equipment within two weeks after the last game. All equipment should be properly accounted for, cleaned, and stored in the proper place.

Any equipment purchase by the school is school property. It is not to be used for personal use.

Coaches are not to approach a teacher about grades of their players. This information is to come through the athletic director office. The Athletic Director may inquire about a student/athlete's grades with approval of the Principal.

All coaches should familiarize themselves with the rules and regulations of the high school league, which are related to the sport that you coach.

All coaches are to maintain a daily attendance record of their practice schedule.

All coaches are encouraged to support other athletic events.

Coaches are responsible for matters in the Beaufort County Athletic Guidelines, which may supersede this manual.

**EACH COACH WILL BE HELD ACCOUNTABLE FOR THESE POLICIES AS WELL AS "COMMON SENSE MATTERS!"**