



HOWARD COUNTY PUBLIC SCHOOL SYSTEM  
**Interscholastic Sports  
Policies and Procedures  
HANDBOOK**  
2024–2025





# **ATHLETIC HANDBOOK**

## **2024 - 2025**

**William J. Barnes**  
**Superintendent**

**John E. Davis, CAA**  
**Director of Athletics**

Revised: July, 2024

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Howard County Public School System  
10910 Clarksville Pike  
Ellicott City, Maryland 21042  
410-313-6600

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## FOREWORD

Per Policy 9080, Interscholastic Athletic Program, a Committee for Interscholastic Athletics will serve as an advisory group for the interscholastic athletics program. The Howard County Public School System's Committee for Interscholastic Athletics is composed of the athletics and activities manager and principal from each of the twelve high schools and two coach representatives. The current committee members are:

Atholton:	Nick Novak	Michael Senisi, CMAA
Centennial:	Joelle Miller	Jeannie Prevosto, CMAA
Glenelg:	Shawn Hastings-Hauf	Christopher Reagle, CAA
Guilford Park	Josh Wasilewski	Michael Lerner, CAA
Hammond:	Raymona Reid	Michael Salapata, CAA
Howard:	Steven Fleming	Brandon Lauer, CMAA
Long Reach:	Adam Eldridge	Joe Thomas, CAA
Marriotts Ridge:	John DiPaula	Jarrett Ingram, CAA
Mt. Hebron:	Katie Clark	Brian Rau, CAA
Oakland Mills:	Jeffrey Fink	Troy Stevenson, CMAA
Reservoir:	Karim Shortridge	Marcus Lewis, RAA
River Hill:	John DiFato	James Creighton, RAA
Wilde Lake:	Michael Brown	Kristina Dronenburg, CAA
Coach Representatives:	TBA	TBA
Chairperson:	John E. Davis, CAA	

An Interscholastic Athletic Handbook will be developed and updated annually.

The procedures outlined herein will provide each high school with a set of standards to be used in administering education-based interscholastic athletic programs.

The procedures contained in this handbook, along with requirements included in the Maryland Public School Athletic Association Handbook and the Maryland State School Laws and Bylaws, are to be used by high school principals, athletics and activities managers, and coaches in the management of the interscholastic athletic programs for the Howard County Public School System. These procedures were agreed upon and approved after considering various options and alternatives and should enable us to manage our program more effectively and efficiently.

Join me in accepting the challenge of providing high school students with an outstanding education-based athletic program which adequately meets their needs.

John E. Davis, CAA  
Director of Athletics

## **Philosophy of an Education Based Interscholastic Athletic Program for the Howard County Public School System**

The philosophy of an Education Based Interscholastic Athletic Program for the Howard County Public School System is to foster the quest for excellence by creating an educational and competitive experience with an atmosphere of sportsmanship. Interscholastic athletics is an integral part of the total educational process and is designed to have a positive influence on students. Interscholastic athletics is one of several experiences available at the high school level to assist students in their personal and social growth and development as well as help prepare them for the responsibilities of adult life.

Interscholastic athletic participation is secondary to the student's academic responsibilities. Practices and games are not scheduled to conflict with the academic class schedule, and a balance must be maintained between the demands of a competitive athletic program and the challenging academic schedule that all students carry.

In addition to athletic skill development and gaining competency in knowledge of the game and strategies, interscholastic athletics can provide enriching and rewarding experiences which enhance self-esteem and self-confidence; build self-discipline; promote the importance of teamwork and team unity; assist students in establishing goals and working diligently towards their achievement; and provide educationally sound sportsmanship practices and fair play.

The health and well-being of our students is more important than the outcome of any athletic contest. Interscholastic sports are a "tool" which can be used to teach and practice good citizenship. To this end, we believe winning and losing are important only when considered in the context of how we play the game and how we represent ourselves and our school under the pressure of competition. Winning, losing or placement is of secondary concern in comparison to the way students conduct themselves on the field, exhibiting dignity and grace in the midst of adversity.

Interscholastic athletics is a privilege that carries with it responsibilities to the school, the team, to the community and the students. The student shall conduct him or herself in accordance with all Maryland Public Secondary Schools Athletic Association and Howard County Public School System policies, rules and regulations as a requisite for participation on any interscholastic athletic program.

**Policy 9080**  
**Interscholastic**  
**Athletic Activities**

# **Section 1**

## **Athletic Personnel**



## Coaches - Selection and Standards

The selection of coaches as outlined in HCPSS Board of Education Policy 7120 Coaches and Advisors of High School Extracurricular Activities and HCPSS Athletics Office Procedures will be followed.

- A. The principal/designee in cooperation with the Director of Athletics secures and appoints coaching personnel. Prior to reporting for his/her assignment, all coaches must:
  1. Coaches must comply with Maryland Public Secondary Schools Athletic Association (MPSSAA) standards and regulations. Failure to comply will result in penalties (including forfeits) as outlined in the MPSSAA bylaws.
  2. Coaches must be fingerprinted and cleared by the Howard County Public School System (HCPSS).
  3. Complete HCPSS Bloodborne Pathogens Training through the Health Services Office - SafeSchools
  4. Coaches must have current American Heart Association or American Red Cross Cardiopulmonary Resuscitation/Automatic External Defibrillator (CPR/AED) certification. Online courses are not approved. Any course must have hands-on instruction. Volunteer coaches may take online CPR/AED training. If elevated to a paid position they must complete a hands-on course prior to starting the assignment.
  5. Complete Child Abuse Training.
  6. Complete state approved 15-hour Care and Prevention of Injuries Course within one year of hire. Effective July 1, 2017, all coaches will have five years to complete a refresher course in C & P as outlined by the athletics office.
  7. Attend New Coaches Orientation. Due date for new coaches is within one year of hire. A coach with a lapse in service of three years, or more, attendance is required, a one-year grace period is granted.
  8. Coaches must have current approved concussion management education training (bi-annual certification).
  9. Coaches must have successfully completed an approved Heat Illness education program annually.
  10. Any additional requirements as needed from Central Office, ex. Safe Schools Online training.
- B. Paid coaches must hold NFHS Coach Level 1 Certification (see pg. 1-2) prior to the beginning of the third coaching season in a particular sport. Other Certification Courses may be substituted in lieu of NFHS Courses/Accreditation such as American Sport Education Program (ASEP).
- C. Student teachers doing their practice teaching in Howard County are eligible to coach without pay during their student teaching experience. The student teaching experience is defined as beginning the first day of the student teaching assignment. No student teacher may hold a budgeted coaching position until all selection procedures prescribed by BOE Policy 7120 have been exhausted.
- D. The following personnel are prohibited from coaching any athletic team:
  1. Central Office Personnel
  2. Principal and Assistant Principal
  3. Athletics and Activities Manager (AAM)
- E. Consultants may be used only during practice. For a consultant to be used in a practice, the paid head coach must be present at all times. No more than three consultant days may be used for any given school team. Each consultant must be approved by the AAM.
- F. Salaries of paid coaches will be paid by the HCPSS. Volunteer coaches will not accept money from booster organizations, groups who may or may not be associated with the school, or individuals in the community. In addition, paid coaches and advisors will not accept money from individuals, booster groups, or other groups to supplement their stipends.

- G. Coaches will receive payment for services rendered only in that sport. There are no split assignments. No coach will receive a stipend for a sport he/she did not coach. Coaches are expected to conduct practices each school day during the season unless excused by the AAM.
- H. Per BOE Policy 7120: The volunteer coach is an individual who assists a certificated coach, a credentialed coach, or an emergency coach in the instruction of fundamentals and the implementation of individual/team strategies.

### **Credentialed Coach**

After July 1, 2010, an emergency coach is required to possess a Maryland Public Secondary Schools Athletic Association (MPSSAA)/MSDE **coach certification** prior to the start of their fourth year as an emergency coach by completing the NFHS Coach Level 1 Certification or MSDE approved in-service coaching education program.

Credentialed Coaches must meet the following requirements:

- Completion of the National Federation of State High School Association's (NFHS) Coach Level 1 or Maryland State Department of Education (MSDE) approved in-service coaching education program.
- Two years of successful coaching as an emergency coach in the Howard County Public School System (HCPSS).
- One year as a successful emergency coach at the school of hire in the position of hire.

A Credentialed Coach that moves to a different school must complete one year as a successful emergency coach at the new school of hire in the position of hire.

Excluded Personnel:

An individual who has been convicted of, pleads guilty or nolo contendere with respect to, or receives probation before judgment with respect to, a crime against children or a crime of violence.

The **NFHS Coach Level 1** is earned by completing the NFHS Coach Level 1 program online at [www.nfhslearn.com](http://www.nfhslearn.com).

This certification is obtained by receiving credit for successful completion of these four courses:

- NFHS Fundamentals of Coaching.
- NFHS Concussion in Sports.
- Sudden Cardiac Arrest
- Protecting Students from Abuse

**Note:** Taking the First Aid for Coaches course does not result in credit for the one-credit 15 Hour Care and Prevention of Athletic Injuries course.

The NFHS Coach Level 1 Certificate of Completion must be filed with the Athletics and Activities Manager (AAM) at the school of hire.

### **PAID COACH - JOB DESCRIPTION**

1. Organizes and administers the team which he/she coaches under the supervision of the AAM and building administration.
2. Attends all required coaches' meetings.
3. Uses evaluative criteria in the selection of team members.
4. Determines playing time, team strategy, play calling and tactics.

5. Helps in the selection and evaluation of assistant coaches, junior varsity coaches, and volunteer coaches. Volunteer coaches work under the direction of the head coach only.
6. Assumes responsibility for the selection and training of all team managers, scorekeepers, timers, and statisticians.
7. Verifies the eligibility of each athlete in conjunction with the AAM and designated administrator.
8. Assumes responsibility for reporting all unsafe playing areas, bleachers, and equipment to the AAM.
9. Assists, when appropriate, the AAM in the rescheduling of games and transportation to games.
10. Assists, when possible, in the arrangement of dressing area(s) for officials.
11. Assists in developing and placing into operation the appropriate rules, regulations and policies governing the conduct of athletic activities and contests.
12. Submits to the AAM equipment needs.
13. Completes and submits to the AAM an updated inventory of all equipment, supplies, and uniforms at the close of his/her season.
14. Assists the AAM with the cleaning, care, and storage of athletic equipment for their team.
15. Assists the AAM with arranging details of the visiting team's needs, as appropriate.
16. Assists, when appropriate, in the preparation of specifications for bids on supplies and equipment.
17. Assists, when requested, in the preparation of specifications for gymnasiums, athletic fields, and other facilities.
18. Assists in fostering good school-community relations by keeping the community aware of and responsive to the athletic program.
19. Provides, when appropriate, advertising, pre-contest publicity, press coverage of contests, and post-contest reports to the media.
20. Completes accident reports and forwards them to the AAM.
21. Assists the AAM in the decision-making process regarding cancellation of games due to inclement weather.
22. Assists in the evaluation of officials.
23. Helps in making proper preparation for the conduct of contests (playing fields, gymnasias, etc.).
24. Always supervises team personnel they are involved in the program. This includes team meetings, dressing before and after practices and contests, during practices and contests, and during transportation of team personnel to and from the contests.
25. Completes officials' evaluations (rating cards) and submits them to the AAM, as applicable.
26. Assists, when appropriate, in the promotion of student athletes' participation at the collegiate level.
27. Assumes responsibility for implementation of all information contained in all HCPSS policies, the HCPSS Sports Bulletin, the MPSSAA Bulletins and the National Federation Sports Rulebook.

## **Outlook Email Instructions**

**Coaches have access to an HCPSS Outlook email account. Please see link below with user instructions.**

<http://www.hcpss.org/employment/substitute-positions/#faqs>

To access your email account, please go to: <https://staff.hcpss.org> and click on "Email" at the top of the page. Your Username is the first letter of your first name along with your full last name. Your Password is your employee number followed by the last 4 digits of your social security number. You will be prompted to create a new password the first time you login.

If you need assistance with email access, please contact the Technology Help Desk at: 410-313-7004.

## HOWARD COUNTY COACHES' CODE OF ETHICS

As a professional educator, I will:

1. Strive to develop in each athlete qualities of leadership, initiative, and good judgment.
2. Respect the integrity and personality of the individual athlete in the selection of the team, as well as in the playing of the game.
3. Demonstrate positive human relations skills.
4. Encourage the highest standards of conduct and scholastic achievement among all athletes.
5. Seek to inculcate good health habits, including the establishment of sound training rules.
6. Fulfill responsibilities to provide health services and an environment free of safety hazards.
7. Exemplify the highest moral character, behavior, and leadership.
8. Promote ethical relationships among coaches.
9. Encourage respect for the value of all athletics.
10. Abide by the rules of the game in letter and spirit.
11. Respect the integrity and judgment of sports' officials.
12. Display modesty in victory and graciousness in defeat.
13. Demonstrate a mastery of and continuing interest in coaching principles and techniques through professional improvement.

## SALARY COMPENSATION

### Howard County Public School System

<b>Sport:</b>	<b>Salary Compensation:</b>
Baseball, Jr. Varsity	\$3,185
Basketball, Jr. Varsity	\$3,185
Cheerleading, Jr. Varsity - Fall	\$3,185
Cheerleading, Jr. Varsity - Winter	\$3,185
Field Hockey, Jr. Varsity	\$3,185
Football Assistant (2)	\$4,489
Football, Jr. Varsity (2)	\$4,489
Lacrosse Assistant	\$3,185
Lacrosse, Jr. Varsity	\$3,185
Outdoor Track Assistant	\$3,185
Soccer, Jr. Varsity	\$3,185
Softball, Jr. Varsity	\$3,185
Volleyball, Jr. Varsity	\$3,185
Volleyball, Freshman	\$3,185
Wrestling, Jr. Varsity	\$3,185
Baseball, Varsity	\$4,816
Basketball, Varsity	\$4,816
Cheerleading, Varsity - Fall	\$4,816
Cheerleading, Varsity - Winter	\$4,816
Cross Country, Varsity	\$4,816
Field Hockey, Varsity	\$4,816
Football, Varsity Head Coach	\$6,058
Golf, Varsity	\$4,816
Indoor Track, Varsity	\$4,816
Lacrosse, Varsity	\$4,816
Outdoor Track, Varsity	\$4,816
Soccer, Varsity	\$4,816
Softball, Varsity	\$4,816
Tennis, Varsity	\$4,816
Volleyball, Varsity	\$4,816
Wrestling, Varsity	\$4,816
<b>Allied Sports:</b>	
Bowling	\$2,577
Golf	\$2,577
Soccer	\$2,577
Softball	\$2,577

**TIMETABLE FOR HIRING OF COACHES  
2024-2025 School Year**

<b>Schedule:</b>	<b>Spring 2024</b>	<b>Fall 2024</b>	<b>Winter 2024-25</b>
Vacancies Submitted by Email to Athletics Office	09/03/24	12/02/24	04/02/25
Advertise to all Teachers via The Hub	09/09-09/23/24	12/05-12/17/24	04/07-04/22/25
Interview HCPSS Teacher Applicants, Credentialed coaches Accept/Reject in Writing	09/25-10/09/24	12/18/24-01/06/25	04/23-05/08/25
Vacancies Submitted by Email to Athletics Office	10/11/24	01/07/25	05/12/25
Advertise for Emergency Coaches	10/14/24	01/9/25	05/14/25

**EVALUATION PERIODS  
(60 Days from the last playdate)**

<b>Coaches Evaluation Period</b>	<b>Date</b>
Fall 2024	10/28/24 - 12/20/24
Winter 24-25	02/15/25 - 04/04/25
Spring 2025	05/20/25 - 07/08/25

## Procedures for Hiring New Coaches

All new coaches are to be given a **New Coaches Checklist**. The coach completes the top section. The section to be completed by the Athletics and Activities Manager should be done at the time the checklist is distributed to the coach and prior to a coach visiting the Temporary Services and/or the Athletics offices. All contracted coaches will sign a coach contract presented by the AAM/designee. **The Office of Temporary Services will not contact a new coach applicant until their on-line application is complete.**

### HCPSS Employees

Current school system employees should present their checklist to the Temporary Services office for processing. Prior to coaching, attendance at Bloodborne Pathogens training at the Department of Education is mandatory, or verified by the Athletics Office as complete, if taken previously.

- Current permanent employees who have previously coached but have not coached for over one year (three sports seasons) are required to complete a New Coaches Checklist.

### Emergency and Volunteer Coaches (any non-HCPSS employee)

The HCPSS application process is online. Apply at <http://www.hcpss.org/employment/>, Application Process, green box with "Apply Now".

- AAM reviews completion of the upper portion of New Coaches Checklist with applicants.
- Complete the AAM section of the checklist.
- AAMs will not refer prospective coaches to get their fingerprints done; fingerprinting is initiated by the Temporary Services Office.
- The Child Abuse Session is scheduled by the Temporary Services office after the coach application process is complete.
- Bloodborne Pathogens class and CPR/AED training can be taken before the coach is complete with Temporary Services.
- Temporary Status coaches (NOT current permanent HCPSS employees) who have previously coached but have not coached for over one year (three sports seasons) are required to complete the online application, be fingerprinted, and processed by Temporary Services in addition to completing a New Coaches Checklist.

Applicants may contact Temporary Services in Human Resources (410-313-7035) for assistance with the application process.

### All new coaches MUST:

- **Be approved by Human Resources**
- **Complete a New Coaches Checklist**
- **Complete the Bloodborne Pathogens training**
- **Have a current CPR/AED certification (Volunteers must have CPR/AED training).**
- **Have NFHS Heat Illness Prevention and Concussion in Sports**
- **Have Child Abuse Training**
- **Have a signed contract**
- **Complete Care and Prevention of Athletic Injuries and New Coaches Orientation within one year of first coaching assignment**

All checkpoints must be completed and confirmed, it provides for the thoroughness required in processing all individuals who work with our HCPSS students.

## **Guidelines – Preseason Coaches Meetings**

The following items must be reviewed annually at the three preseason in-house coaches meetings.

### **Education Based Athletic Program – Two Desired Outcomes:**

- Promote learning
- Promote citizenship

### **Eligibility Certification Process (Brochure – Protecting Your Eligibility)**

#### **Tryouts and Cuts – Written Policy (Coach and/or School) approved by principal/designee**

- Written tryout evaluations are required for all students seeking membership on an interscholastic team (including students who have been “cut”).
- The coach is responsible for verifying the accuracy and completion of all eligibility forms of all team members prior to tryouts.

### **Safety & Risk Management (Brochure – Risk Management in Athletics)**

- 14 Legal duties of coaches (section 5 Safety, Risk Management and Legal Issues)
- Security plan (on file) Approved and Communicated
- Hazing (Brochure – Hazing in Athletic Programs)
- Accident reports
- Inclement weather
- Emergency numbers – Players, Coaches, Admin., Athletic Trainer, Bus Contractor
- Athletic Trainer’s role and authority
- Doctor’s note to return
- Med kits, coolers, and ice
- Automated External Defibrillator (AED) location and procedures
- Procedures for fighting
- Coaches – certified and under contract
- Guest speakers/consultants
- Students with keys
- Physical punishment
- Use of technology (e-mail, social networking sites, internet applications, etc.)
- Concussion Management Program

### **Meetings – Dates, Times, and Location**

- Meetings Scheduled by AAM
- County-wide Coaches Meeting
- New Coaches Orientation
- Parent Orientation (Brochure – Parent/Coach Communication, PowerPoint)
- Athlete Orientation
- Sportsmanship (PowerPoint)
- Picture Day

### **Electronic Information Items**



- HCPSS Sports Handbook
- MPSSAA Handbook
- MPSSAA Bulletin
- School Contest Schedule (County Sports Zone)
- Transportation Schedule (compare to School and County Schedules)
- County Coaches Passes- AAM
- MPSSAA Passes -AAM
- Brochures

### **Sportsmanship**

- MPSSAA Sportsmanship PowerPoint
- Code of Conduct
- Due Process for Discipline
- Player/coach ejections
- Parent/Adult spectator ejections
- Announcers
- Pre-game music
- PowerPoint and quick reference

### **Equipment and Facilities**

- Inventory – uniforms and equipment
- Budget process
- Financial Guidelines
- Fundraising and donations policies
- Gym rotation – inclement weather
- Gym rotation – gender and sports equity

### **Public Relations**

- Reporting to the press – game results and feature stories
- Athlete recognition – Player of the Week, All-League/State/America
- School announcements/bulletin boards
- Letter policy (school)
- Media guides

# HOWARD COUNTY COACHES EVALUATION

SCHOOL \_\_\_\_\_ YEAR: \_\_\_\_\_

Coach: \_\_\_\_\_ Coaching Position: \_\_\_\_\_

Rating Scale: NA-Not Applicable 1-Unsatisfactory 2-Needs Improvement 3-Satisfactory 4-Outstanding

## I. COACHING RESPONSIBILITIES:

Circle Rating

- |  |            |
|--|------------|
| 1. Assumes responsibility for implementation of all information contained in the Howard County Handbook for Interscholastic Sports Policies and Procedures, all HCPSS policies, the HCPSS Sports Bulletin, the MPSSAA Bulletins and the National Federation Sports Rulebook. | 1 2 3 4 NA |
| 2. Satisfactorily completes and submits all required paperwork to the Athletic and Activities Manager on time.   | 1 2 3 4 NA |
| 3. Assumes responsibility for care of facilities, uniforms, equipment and supplies, including inspection, issue, collection, inventory and storage, and maintains proper records.  | 1 2 3 4 NA |
| 4. Follow proper procedure for all purchases.  | 1 2 3 4 NA |
| 5. Is cooperative in sharing facilities with other school groups.  | 1 2 3 4 NA |
| 6. Verifies eligibility of all team members.   | 1 2 3 4 NA |
| 7. Attends all required coaches meetings.  | 1 2 3 4 NA |
| 8. Helps in the selection, supervision, and evaluation of all assistants, JV, freshman and/or volunteer coaches (Head coach only).   | 1 2 3 4 NA |
| 9. Uses an objective method for the selection of team members.   | 1 2 3 4 NA |
| 10. Provides proper supervision and security of locker rooms, weight rooms, and practice areas.  | 1 2 3 4 NA |
| 11. Follows all proper medical and injury-related procedures.  | 1 2 3 4 NA |

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## II. COACHING

Circle Rating

1. Places the integrity of the school and program as well as the safety and well-being of those in his/her charge ahead of winning. 1 2 3 4 NA
2. Follows the HCPSS Coaching Code of Ethics. 1 2 3 4 NA
3. Models good sportsmanship and professionalism in appearance, language, and conduct. 1 2 3 4 NA
4. Shows an interest in athletes' classroom efforts and off-season activities. 1 2 3 4 NA
5. Provides proper supervision of players and managers before, during, and after practices and games. 1 2 3 4 NA
6. Is well-versed and knowledgeable in matters pertaining to the sport. 1 2 3 4 NA
7. Organizes practices to effectively condition and teach the skills and knowledge players will need for games. 1 2 3 4 NA
8. Develops a well-organized practice and game plan on a daily and seasonal basis. 1 2 3 4 NA
9. Arrives on time for all practices and games. 1 2 3 4 NA
10. Is familiar with each student's physical examination and is aware of the student athlete's medical history, restrictions, and special needs. 1 2 3 4 NA
11. Understands team performance should be consistent with the quality of athletes available. 1 2 3 4 NA
12. Establishes a continuity of skills and philosophy between the varsity and J.V. programs. 1 2 3 4 NA

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## III. PROFESSIONAL RELATIONSHIPS AND DEVELOPMENT

Circle Rating

1. Works cooperatively with the Athletics and Activities Manager to implement the athletics department's decisions and policies. 1 2 3 4 NA
2. Keeps the Athletics and Activities Manager informed of any or all problems before, during, and after the coaching season. 1 2 3 4 NA

- |   |            |
|---|------------|
| 3. Respects and supports other coaches, officials, and athletes.  | 1 2 3 4 NA |
| 4. Selects and trains all ancillary team members.   | 1 2 3 4 NA |
| 5. Handles parent and student complaints in a respectful and courteous manner.  | 1 2 3 4 NA |
| 6. Assists in fostering good school-community relationships by keeping the community aware of and responsive to the athletic program.   | 1 2 3 4 NA |
| 7. Keeps his or her knowledge of the game updated by attending programs, clinics, and/or camps for continuing professional development. | 1 2 3 4 NA |
| 8. Uses constructive criticism to develop professionally.   | 1 2 3 4 NA |

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Performance in this assignment: (circle one)**

**Satisfactory**

**Needs Improvement**

**Unsatisfactory**

\_\_\_\_\_  
 Athletics and Activities Manager

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Other Evaluator/Title

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Coach

\_\_\_\_\_  
 Date

Signature indicates my receipt of this evaluation and does not indicate agreement or disagreement with its contents.

## **ATHLETICS & ACTIVITIES MANAGER\*** **(ATHLETICS RESPONSIBILITIES)**

1. Organizes and administers the interscholastic athletic program for his/her school.
2. Provides leadership in the selection and assignment of athletic coaches.
3. Supervises and evaluates coaches under the direction of the principal.
4. Assists in fostering good school-community relations by keeping the community aware of and responsible for the athletic program.
5. Assumes responsibility for the organization and scheduling of all out-of-county athletic events. This includes effecting contracts when applicable.
6. Arranges transportation for athletic contest participants.
7. Assists in developing and placing into operation appropriate rules and regulations governing the conduct at athletic activities.
8. Verifies the eligibility of each athlete in cooperation with the designated building administrator.
9. Submits to the Director of Athletics equipment needs.
10. Supervises the cleaning, storage, and care of all athletic equipment.
11. Supervises all ticket sales connected with the athletic program and assumes responsibility for proper handling and accounting of monies involved to the Director of Athletics.
12. Arranges all details of visiting team needs including gymnasium services and field assistance, as appropriate.
13. Makes all necessary arrangements for the use of non-school playing fields and facilities in coordination with the principal and the community specialist.
14. Arranges the practice schedule for the other coaches on the fields and in the gymnasiums.
15. Reports all unsafe playing areas, bleachers and equipment.
16. Arrange dressing areas for officials.
17. Arranges for all playing areas to be cleaned after athletic events.
18. Monitors the expenditure of funds appropriated to the school's athletic department, or the expenditure of funds for which the athletic department will be reimbursed.
19. Assists principal in assigning security personnel to provide for parking and traffic control at all athletic events.

20. Forwards to the Director of Safety and Security the necessary payment request for ticket sellers and staff security.
21. Coordinates the setting up of pregame and halftime show(s) with the opposing team.
22. Monitors the online filing of accident reports.
23. Assists principal in administering and interpreting rules and regulations governing athletic competition.
24. Assists in providing coaches with information and in-service training.
25. Assists, when appropriate, in the preparation of specifications for bids on supplies and equipment.
26. Assists, when requested, in the preparation of specifications for gymnasium, athletic fields, and other facilities.
27. Represents his or her school in statewide and district meetings concerning interscholastic athletic events.
28. Coordinates collecting the inventories of sports equipment taken after each season. The AAM will submit the inventory electronically to the Director of Athletics, school principal of his/her school, and retain it for his/her file.
29. Cancels and reschedules athletic events, due to inclement weather, in cooperation with the Director of Athletics.
30. Monitors accident reports and officials' evaluation (rating cards) reports and forwards them to the Director of Athletics when appropriate.
31. Assumes responsibility for implementation of all information contained in the Howard County Handbook for Interscholastic Sports Policies and Procedures, all HCPSS policies, the HCPSS Sports Bulletin, the MPSSAA State Handbook and Bulletins and the National Federation Sports Rulebook.

\* Also referred to as AAM in this handbook.

# NATIONAL INTERSCHOLASTIC ATHLETIC ADMINISTRATORS ASSOCIATION

## CODE OF ETHICAL AND PROFESSIONAL STANDARDS

### **Prologue: Why a Code of Ethics for Athletic Administrators?**

The athletic administrator is an educational leader who oversees one of the most visible and scrutinized aspects of the school community. Athletic administrators understand athletics as an extension of a dynamic educational program. As a result, this serves as a guide to support the day-to-day decision making of an athletic administrator. It clarifies the mission, values and principles of educational athletics and how they translate into everyday decisions and actions.

### **The Interscholastic Athletic Administrator is committed to the student-athlete:**

- Develops and maintains a comprehensive education-based athletic program which seeks the highest development of all participants, and which respects the individual dignity, self-worth, and safety of every student-athlete.
- Considers the health and well-being of the entire student body as fundamental in all decisions and actions.
- Supports the principle of due process, protects the civil and human rights of all individuals, and endeavors to understand and respect the values and traditions of the diverse cultures represented in the respective school community.
- Strives to provide inclusive education-based athletic programs which provide participation opportunities for student-athletes of all abilities and backgrounds.

### **The Interscholastic Athletic Administrator is committed to education-based athletics:**

- Organizes, directs, and promotes an interscholastic athletic program that is an integral part of the total educational program and enhances the learning process.
- Cooperates with the staff and division of school management and instructional leadership in establishing, implementing, and supporting school policies.
- Promotes high standards of ethics, sportsmanship, and personal conduct by encouraging administration, coaches, staff, student-athletes, and community to commit to these high standards.
- Acts impartially in the execution of basic policies and in the enforcement of the local, district, state and national governing body's rules and regulations.

### **The Interscholastic Athletic Administrator is committed to the profession:**

- Fulfills professional responsibilities with honesty, integrity and a commitment to equity and fairness.
- Upholds the honor of the profession in all relations (both personal and digital) with students, colleagues, coaches, contest officials, members of the media, administrators, and the public.
- Improves the professional status and effectiveness of the interscholastic athletic administrator through participation in local, state, and national professional development programs including, but not limited to, the NIAAA Leadership Training Institute and Certification Program.
- Avoids using their position for personal promotion. Leads by helping others achieve their goals.

## EXIT INTERVIEW FORM

As a part of our ongoing effort to identify, recruit, and retain quality interscholastic athletic coaches, we would appreciate your help. Please complete this exit information form and return it to the Athletics and Activities Manager (AAM) at the school where you have coached or to the Director of Athletics for the Howard County Public School System (HCPSS). Your feedback is invaluable to us and will assist us in improving our athletic program. Feel free to identify yourself, but it is not necessary to do so.

John E. Davis, CAA  
Director of Athletics

Name (optional): \_\_\_\_\_ School (optional): \_\_\_\_\_

Sport(s) Coached: \_\_\_\_\_ JV, Var. Asst., Varsity (circle one)

Length of Service (years): \_\_\_\_\_ Name of AAM \_\_\_\_\_

HCPSS Certificated Teacher? Yes, No (circle one)    Emergency Coach? Yes, No (circle one)

1. What was your reason for resigning from your coaching position?
  
  
  
  
  
  
  
  
  
  
2. Would you consider returning to coach again in the Howard County Public School System? If yes, please include your current address and phone number.
  
  
  
  
  
  
  
  
  
  
3. Would you recommend coaching in the Howard County Public School System to your friends or family members? If not, please share the reason.
  
  
  
  
  
  
  
  
  
  
4. Do you know someone you would like to recommend for a coaching position (certificated or emergency) in the HCPSS? If so, please provide their full name, address and phone number. We will contact them and share their information with the high school Athletics and Activities Managers.
  
  
  
  
  
  
  
  
  
  
5. Other Comments. Feel free to use the back of this form if you require more space for any response.

DATE of RESPONSE: \_\_\_\_\_



# **Section 2**

## Eligibility

## I. STUDENT INFORMATION

Copies of Pre-participation Physical Evaluation Forms, Athletic Participation (Parental Permission) Forms, Birth Certificates, Written Tryout Evaluations (sample rubric in section 11), Concussion Information Sheet and Sports Concussion Testing Program, Release of Information Forms, Notification of Probable Head Injury for Interscholastic Athletics Forms, and Medical Clearance for Gradual Return to Interscholastic Athletics Participation Following Concussion Forms must be kept on file in the AAM's office. All forms must be kept on file for a period of three years beyond the student leaving school.

- A. Physical Examinations
  1. All student athletes must satisfactorily pass a physical examination by a physician/authorized health care provider (see MPSSAA Handbook).
  2. The Pre-participation Physical Evaluation forms provided by the MPSSAA and county approved forms are the only forms accepted, unless approved by the Director of Athletics.
  3. Student physical examinations cover one school year only.
  4. The Physical Examination form must be dated within 12 months of the first day of tryouts for that sport.
  5. A copy of the physical evaluation form must be kept in the school's health office.
- B. Parental Permission
  1. Written permission of parents must also be obtained for both games and practices for each sport in which the student participates.
  2. The parent permission forms provided by the HCPSS are to be used.
  3. All students must have an accident insurance policy that will cover the sport in which they wish to participate before they may take part in the sport for either practice or games.
  4. Insurance is available for purchase, including special insurance for football for those without their own personal coverage; please contact the AAM in your school for information.
- C. Birth Certificate

It is the responsibility of the principal, through the AAM, to verify all birth dates of students participating in the athletic program before presenting eligibility lists to the Director of Athletics for approval. A student is prohibited from practicing or playing on any school athletic team until the student has been certified to be within the MPSSAA age limits. The MPSSAA requirement states: "Students who are 19 years old or older as of August 31st are ineligible to participate in interscholastic athletics for the school year ahead." A bona fide copy of his/her birth certificate shall be on file in the school he/she is attending. However, if for some valid reason a birth certificate is not immediately available or is not translatable, the Director of Athletics shall determine which alternate documents will satisfy this requirement.
- D. Before the first practice the **Concussion Information Sheet** form and the **Sports Concussion Testing Program and Release of Information** form will need to be on file at the school for all athletes. Baseline testing is voluntary.
- E. Sudden Cardiac Arrest Form
- F. A student may not try out for more than one sport simultaneously.
- G. Seasonal Verification of Residency

Seasonal verification that the student is a bona fide resident of the attendance area of the school. Documents of proof are a current utility bill (excluding a cell phone bill) or a copy of a lease or rental agreement or a copy of a deed of trust. A post office box as the address on the document of proof will not be accepted. For students who have registered under the Multiple Family Disclosure (MFD) guidelines, proof of residence in accordance with MFD procedures must be on file.
- H. Wrestling

Prior to having their weight certified by a physician selected by the Director of Athletics, all members of the wrestling team must pass hydration testing then have their body composition determined by the

Athletic Trainer. The successful hydration testing and body composition must take place on the same day. This function will take place at a designated site at least one week prior to the official start of the wrestling season. The official start of the wrestling season is defined as the first date on which matches may be held. Wrestlers who are not available on the regular day that the physician certifies the weights will have to visit the designated physician's office to have their weights certified. A master list of all certified weights for wrestlers will be sent to each school. **The AAM will match the master weight certification list with the school's eligibility roster prior to submitting the eligibility form to the Director of Athletics.** The original certification form will be retained at the central athletics office.

## II. STUDENT PARTICIPATION AND ELIGIBILITY

- A. A student must comply with the current HCPSS Board of Education Policy 9070 Academic Eligibility for High School Extracurricular Activities.
- B. Specific participation and eligibility requirements subject to association regulations will be cooperatively agreed upon by the Committee for Interscholastic Athletics. Students voluntarily transferring from one high school to another, foreign exchange students, or tuition paying students must meet Policy 9000 Student Residency, Eligibility, Enrollment and Assignment, criteria or they are not eligible to participate in interscholastic athletics for a period of one year, effective the day of transfer.
- C. Students who are receiving Home and Hospital services from the HCPSS must comply with the current HCPSS Board of Education Academic Eligibility Policy 9070, to participate in the interscholastic athletics program.
- D. Participation and eligibility for junior varsity teams is to be determined as follows:
  - 1. Eleventh and twelfth grade students are prohibited from participating on junior varsity teams. Wrestling will have no grade restrictions. Any other waivers must be presented by the AAM to the Director of Athletics for approval.
  - 2. After the second contest, ninth and tenth grade students may not participate on the JV team once they have participated in a varsity game. The exceptions to this rule will be:
    - a. Wrestling
    - b. To perform on the varsity team if there is a danger of not enough players because of an illness or injury to competitively play the game. The AAM must approve such an exception prior to the game.
    - c. Junior Varsity students may participate in varsity level tournaments and return to the junior varsity team.
  - 3. Students may not compete on both a varsity and junior varsity team on the same day against the same school (e.g., Wrestling tri-matches). (MPSSAA Handbook).
  - 4. Only ninth grade female students may participate on the Freshman Volleyball team. Any waivers must be presented by the AAM to the Director of Athletics for approval.
- E. Eligibility for Allied Sports – Students who have previously participated in the interscholastic athletics program in the HCPSS are ineligible to participate in the Allied Sports Program. (Policy 9080) Any waivers must be presented by the AAM to the Director of Athletics for approval.
- F. A student shall not be permitted to participate in more than one interscholastic junior varsity or varsity sport during any one season. However, a student who is waived or resigns from a team prior to the first MPSSAA playdate (refer to chart in chapter 3) may try out for another team in the same season. The AAM must approve such a change.
- G. The Howard County Public School System Athletic Eligibility Form for students participating in athletics is due in the office of the Director of Athletics prior to the first play date as determined by the MPSSAA.

- H. A student may not try out or be added to the eligibility form after the first play date if he/she was ineligible to try out for the team because of disciplinary reasons.
- I. Eligibility - Other
1. Students in grades 9, 10, 11, and 12 may participate in interscholastic athletic contests for a maximum of four seasons in any one sport (MPSSAA Handbook).
  2. Students must maintain their amateur status as defined by the MPSSAA to be eligible for interscholastic athletics (MPSSAA Handbook).
  3. Students must present to their high school principal/designee a parent permission and insurance verification form.
  4. Any student who has been awarded a high school diploma shall be ineligible to compete in interscholastic athletics (MPSSAA Handbook). Graduating seniors are entitled to finish the spring season of their senior year.
  5. A student may not participate in any game or practice:
    - a. During a period of suspension from school.
    - b. On any day for which the student has an unexcused absence from school or truancy from any class.
    - c. A student must be present for a half day to participate in an athletic activity held that day (a minimum of three periods). Exceptions will be approved by the principal/designee.
  6. Playing a contest with an ineligible student will result in a forfeit of that contest. Additionally, the student will be ineligible for the next game.
  7. A principal may also declare a student ineligible for disciplinary reasons provided that the due process provisions of Policy 9200, Student Discipline (IV. Standards, C. 1.- 4.) are followed.
  8. Upon injury during a practice or game requiring him/her to see a physician, the student may not practice or enter a game without written permission from a physician.
  9. A player ejected from a game for dangerous play, fighting, cursing, or unsportsmanlike conduct must be reported by name to the AAM, principal, and Director of Athletics. This player will be automatically suspended from participation in the next athletic contest regardless of season and will carry over to the next year. Ejected players may practice with the team during the period of suspension.
  10. Ineligible students may not practice with any athletic teams.
- J. The team coach, AAM, and designated administrator are responsible for the verification of all team eligibility rosters. Student records must be maintained/protected. Information regarding eligibility will be shared in compliance with FERPA and HIPAA on a need-to-know basis.
- K. Notification of Change of Student Eligibility  
The principal/designee must notify the Director of Athletics within twenty-four hours when a student's eligibility status has changed. This notification shall be confirmed in writing via e-mail.
- L. Out-of-School Participation  
Students participating in the interscholastic program may only participate in an outside of school program at the same time and retain his/her eligibility as long as he/she does not miss a practice or game due to outside participation. However, the principal/designee and coach may waive this requirement. A written plan should be in place for such situations.
- M. All-Star Game Participation  
Individual students may participate in two all-star games per sport, upon the completion of the eligibility in that sport. Athletic equipment belonging to the HCPSS may not be used in all-star games unless the game or event is sanctioned by the HCPSS and/or the National Collegiate Athletic Association (NCAA).

## Summary of Athletic Eligibility

For purpose of clarification, the signatures of the coach, principal and AAM are on all team rosters (which are to be sent to the Director of Athletics before the first play date in any season) confirming that the students on the team rosters have met all the following eligibility requirements:

- A. That all students are academically eligible according to the HCPSS Board of Education Policy 9070, Academic Eligibility for High School Extracurricular Activities.
- B. That a completed Athletic Participation Form is on file from parents or guardians indicating their permission for participation in the sport.
- C. That every participant has health insurance verification.
- D. A copy of a birth certificate is on file for each student which indicates that the student is not 19 years or older as of August 31 of the year in which they intend to participate in interscholastic athletics.
- E. A completed medical form signed by a (qualified physician, Nurse Practitioner, Physicians Assistant), the parent/guardian and the student is on file indicating that the student is physically fit to participate in the respective sport.
- F. That the Notification of Probable Head Injury for Interscholastic Athletics and Medical Clearance for Gradual Return to Interscholastic Athletics Participation Following Concussion Forms are on file.
- G. Sudden Cardiac Arrest Form on file.
- H. That all students are legal residents in the school attendance area or are approved out-of-district students (e.g., JROTC). Seasonal verification is required. Documents of proof are outlined in the Athletic Participation Form. Any exceptions have documentation attached to the eligibility form.
- I. That all students have not participated in more than four seasons in any one sport after the ninth grade.
- J. That all students are not participating in more than one interscholastic sport during any one season.
- K. That all students have maintained amateur status as defined by regulation .10 Amateur Status on page 28-29 of the MPSSAA Handbook.
- L. That all students in violation of the HCPSS Board of Education Policy 1050 Alcohol, Drug, and Tobacco Free Environment have been removed from eligibility.

### Important Reminders

- A. A student may not participate in any games or practice:
  - 1. During a period of suspension.
  - 2. On any day for which the student has an unexcused absence from school, or truancy from any class.
- B. Playing a contest with an ineligible student will result in a forfeit of that contest. Additionally, the student will be ineligible for the next game.
- C. A principal may also declare a student ineligible for disciplinary reasons (Note BOE Policies 9230 and 9250 Weapons provisions).
- D. The principal must notify the Director of Athletics in writing within 24 hours when a student's eligibility status has changed. This notification shall be confirmed in writing via email.

# **Section 3**

## Regulations for Athletic Contests

## **I. ROSTER OF PARTICIPANTS**

All coaches must have a roster of participants readily accessible with the following information at all tryouts, practices, and games:

- A. Student name and address
- B. Parents' or guardians' home and work phone numbers

## **II. PRACTICE REGULATIONS**

- A. When school is not in session, daily practice will last no more than five hours per day. No practice session shall be longer than three hours in length. Double practice sessions shall be separated by a three-hour recovery period. Practice time includes blackboard sessions, showing of films and drills, and starts from the announced beginning time and continues until the termination of the practice session.
- B. Practice for all sports should occur each school day and should not exceed two hours. Mandatory non-school day practice is left to the discretion of the coach and principal/designee based on permissible practice days.
- C. The coach determines the criteria and process for the selection of members to the team.
- D. Written tryout criteria must be approved by the principal/designee prior to the start of tryouts.
- E. Running Routes Off Campus
  - 1. In preparation for various track events and conditioning, some high school teams have off-campus practice. Generally, this means that routes are established on neighborhood streets and Columbia Association pathways near the schools.
  - 2. When such off-campus practice is deemed necessary, the principal/ designee must work with coaches to be certain that such routes are chosen carefully and that safety precautions are followed. It is essential that major highways and other heavily traveled roads are avoided.
  - 3. In approving such routes, principals/designees are asked to be cautious to assure that the routes and safety procedures used are appropriate. Various items such as the following should be considered in approving such routes:
    - a. Distance to be run
    - b. Traffic volume
    - c. Intersections
    - d. Visibility
    - e. Off-road running space
    - f. Pedestrian traffic
    - g. Pathway safety
  - 4. Coaches must supervise off campus runs. If appropriate supervision cannot be provided, conditioning runs must be held on school grounds.

- F. Running/Training in School Hallways
  1. Each coach who has students training or running in school hallways must submit a written safety plan/guideline to the AAM.
  2. The following factors must be considered:
    - a. Size of hallway
    - b. Designated area and times
    - c. Required monitors/lookouts
    - d. Use of cones/flags
    - e. Consideration of unique hazards
    - f. Warning signs
  3. This plan must be approved by the AAM and communicated to school staff.
  4. Announce prior to practice.

**G.** School dress code extends to athletic practices and contests.

**H. Physical/Corporal Punishment**

1. **Defined: Physical punishment or undue physical discomfort inflicted on the body of a student for the purpose of maintaining discipline or to enforce school rules (HCPSS Policy 9200 Discipline).**
2. **Criteria to Judge if Exercise is Being Used as Physical Punishment:**  
**The use of physical exercise as punishment will not be permitted by any coach. Each coach must ask himself or herself the following questions: Is the activity or exercise to be used for:**
  - a. **Conditioning based on acceptable practice.**
  - b. **Skill development based on research and acceptable practice.**
  - c. **Negative reinforcement? If the answer is “yes”, there is a violation.**

**III. SCHEDULES, SCOUTING AND SCRIMMAGES**

**A. Schedules**

1. The number of games played in any sport shall not exceed the specified number approved by the MPSSAA.
2. The Director of Athletics will schedule all local games and approve proposed schedules for interscholastic games.
3. Athletic events and practices will be scheduled according to HCPSS policies. Students are permitted to miss events and practices according to religious beliefs without penalty.
4. Schedules are compiled by the AAM team based on MPSSAA regulations. The first day of practice is based on MPSSAA bylaws as follows:
  - a. Fall – See page 3-30 for date and explanation
    1. Winter – November 15\*
    2. Spring – March 1\*

\*Note: When these dates fall on a Sunday, practice will start on the preceding Saturday (MPSSAA).

**B. Ground Rules – Stadia Lights**

Evening games during the regular season (initial game of the event begins after 5 p.m.) MPSSAA playoff games are the exception.



*Recommended Number of Fall Events*

- Four football games
- Four soccer games
- Average of four playoff games

*Recommended Number of Spring Events*

- Four lacrosse games
- One track meet
- Average of four playoff games

Outside Use of Fields

All outside use of stadium fields must be permitted through Howard County Recreation and Parks.

C. Cancellations

1. When the school system is not in session due to inclement weather, all games and practices are canceled. This also applies when the school system is dismissed early due to inclement weather (see Inclement Weather section). The principal or his/her designee should contact the appropriate officials of the opposing school in time to cancel the departure of the team bus. Canceled games must be rescheduled by the AAM through the Director of Athletics on the next available date. JV games will not be made up as a separate event.
2. The principal/designee is responsible for contacting the Director of Athletics for authority to cancel a local game. After approval is obtained, the principal/designee is responsible for contacting the visiting school's officials and canceling the event. In the event of local games being affected by inclement weather, the principal/designee will inform the Director of Athletics or his/her designee to cancel, reschedule, or change the site of local games.
3. When an individual school is closed due to an emergency, a decision as to whether a game is canceled will be made by the school's principal/designee and the Chief School Management and Instructional Leadership Officer/designee on a case-by-case basis.
4. The home school AAM must inform the Director of Athletics during the school week before 11:00 a.m. on the day of a scheduled game, if for any reason games must be canceled. The Director of Athletics/designee then contacts all the officials regarding the cancellations no later than 12:00 p.m., noon. If an emergency arises after 11:00 a.m., the AAM should contact the Director of Athletics who will determine whether cancellation is possible.
5. For Saturday games, AAMs must inform the Director of Athletics prior to 11:00 am when a game must be canceled.

D. Late Night Completion of Events

1. For regular season HCPSS athletic contests:
  - Every effort will be made to schedule large meets on Fridays and Saturdays only.
  - Meets scheduled on weekdays will have a limited number of participants.
3. The Director of Athletics will meet with all AAMs and coaches to review pre-established procedures for notifying parents if return from a contest will be later than 11:00 p.m. For regular season HCPSS contests pre-established procedures will include:
  - Appropriate lines of communication
  - Arrangements for meals, if necessary
  - Advance notification for student drivers and students with provisional licenses
  - Notification to school management and instructional leadership
3. The Participation Form for athletic participation will give parents notice that some athletic events may end after 11:00 p.m.

4. The Director of Athletics will work with the school administration, AAMs, and coaches to ensure advance notification at events such as:
    - Parent Orientation
    - Coaches Meetings
    - AAM Meetings
  5. Parents of children with provisional licenses must be given advance notice when the team's arrival to the home school is expected after 11:00 p.m. so that transportation can be arranged.
  6. If it is determined by the coaches and officials by 9:00 p.m. at an athletic contest that the contest will end after 11:00 p.m., the coaches will immediately contact a designated parent to initiate a phone tree. Every effort to contact the parent(s) of each team member will be made. The coach will contact the AAM of the school and/or the appropriate building administrator.
  7. With written notification, parents who wish to pick up their own child and take him/her home may do so as long as they arrive prior to the departure of the team bus.
- E. Scouting  
Scouting of games is permitted only from within the designated spectator areas.
- F. Scrimmages
1. A maximum of two scrimmages for all teams are allowed during the regular season. Scrimmages are to be scheduled by the AAM and should be scheduled prior to the first regularly scheduled game or meet. However, with the approval of the Director of Athletics, a scrimmage may be held during the regular season. The AAM may schedule one additional scrimmage after the regular season and prior to the first playoff game. (See 2. for clarification in wrestling, tennis, track, and cross country.) Any associated costs for the scrimmage (including transportation and officials) will be the responsibility of the school. Coaches and students must comply with transportation regulations.  
Definitions:
    - a. Scrimmage - a game, match, meet, or practice between two or more teams in which no score is kept, no admission is charged, no public report is made, and the event is purely for instructional purposes.
    - b. Multi-Team Scrimmage/Play Day - more than two teams involved on the same day. These scrimmages count as one scrimmage. The cost of the Multi/Playday scrimmage is the responsibility of the host school.
  2. At the conclusion of the Howard County Championship Tournament, teams in wrestling, tennis, track, and cross country may practice together in preparation for the regional and state meets. Coaches must inform the AAM of such practice and participants must comply with all transportation regulations. No buses will be provided.

#### **IV. RULES AND REGULATIONS FOR ATHLETIC EVENTS**

- A. Uniforms
1. When Howard County teams are competing against each other in football and soccer, the home team will wear the dark colors. The home teams in basketball, field hockey, and lacrosse, will wear the light/white colors.
  2. Official high school uniform colors may not change from the original designated colors that were determined when the school opened for students, unless there is a hardship approved by the Committee for Interscholastic Athletics.
  3. Non-designated school colors may not represent more than an accent color (less than 10% of visible uniform area) unless designated by National Federation of High Schools (NFHS) rules.

B. Pre-Contest

1. Playing Field or Court

The Director of Athletics will make final determinations on Countywide playing fields and game cancellations. Recommendations for individual school cancellations will be made by the AAM at each school in conjunction with the Grounds Department.

2. Parking Management

Any special arrangements to be made in the parking area should be made by the AAM after conferring with the principal. The AAM will plan for the visiting team's buses to park as close to the visiting team's locker room exit as possible.

3. Bleachers

Bleachers should always be clean and clear of any foreign matter. Safety railings must be in place. Any damage that makes them unsafe should be reported to the AAM and to the principal immediately. The AAM will cooperate with the visiting team's AAM when special arrangements need to be made, such as reserving an area for the visiting team's band.

4. Equipment

The AAM, in cooperation with the coach, should make sure that all equipment that is needed for any game or meet is available to the visiting team's coach.

5. Warm-Up

Each team will be entitled to a minimum 20 minutes to warm up prior to the contest. Exceptions will be addressed in specific sports bulletins.

6. All pregame music is subject to the approval of the principal/designee. **Visiting teams are prohibited from bringing their own pre-game music.**

7. The National Anthem should be played at all Varsity Contests in the gyms or the stadiums, all participants may exercise their personal rights.

C. At the Contest

1. Dressing Facility for Teams

The AAM or coach will make sure that a dressing facility is available if the visiting team requests prior to their arrival and that the visiting team's dressing facility is clean and ready to be used. Someone should be available to greet the visiting team and escort them to the designated area.

2. Dressing Rooms for Officials

A dressing room must be assigned to officials for dressing and showering after a game when available. Any dressing area assigned to officials is out of bounds to all coaches or players until the officials leave the area.

3. Parking Area

The parking area should be clear of all obstacles. All special directions should be posted. Fire lanes and emergency access roads are to be vehicle free.

4. Stands or Bleachers

Appropriate supervision will be handled by the principal/designee regarding spectator control in the bleachers or stands. (See administrative coverage directive in Section 11 - Athletic Forms.)

5. Restrooms:

Restrooms will be designated for public use during athletic events.

6. Personnel permitted on the bench or field:

- a. Participants listed on the eligibility roster form
- b. Paid and volunteer coaches under contract
- c. Statisticians and game management personnel

- d. Paramedics/Athletic Trainer
  - e. Press personnel with the approval of the AAM or designee (field only)
7. Priority of personnel permitted to use the press box:
- a. Required scoreboard operator and announcer
  - b. Home and visiting team camera operators (equity of numbers)
  - c. Home and visiting coach(es) (equity of numbers)

### **Spectator Guidelines:**

The Department of Education of Howard County earnestly solicits the cooperation of parents and other adults in its effort to supervise and provide adequate control of all functions for the school community. The Department of Education will not tolerate acts of rowdiness on school property and will use every legal means within its power to see that offenders are fully prosecuted. The Department of Education is hopeful that the following rules and regulations will guarantee the type of behavior necessary to continue these functions.

#### **A. General Guidelines**

- a. Sale of tickets and admission to athletic contests will be under the control of school officials.
- b. Fire regulations limit the capacity of the gymnasiums, auditoriums, and cafeterias. When this capacity is reached, further admissions will be denied. Adding temporary seating is prohibited unless approved by the fire marshal.
- c. Individuals involved with continued problems at athletic events will be instructed to leave and could be refused admittance to all sports events for the remainder of the school year. Students could also be subject to consequences in accordance with the Student Code of Conduct. Adults could receive banning letters denying them access to any school event for a year.
- d. The use of tobacco, drugs, and alcohol is prohibited. Spectators appearing to be under the influence of tobacco, drugs, and/or alcohol will be asked to leave. Students could be subject to consequences in accordance with the Student Code of Conduct. Adults could be subject to laws regarding public intoxication.
- e. Individuals found to be under the influence of drugs or alcohol will be removed from the event.
- f. No spectator younger than high school age will be allowed to enter a game without a parent/guardian and must remain with that adult throughout the game.
- g. No food or drink is permitted in the gymnasium by spectators.
- h. Spectators, other than JV team members, are not allowed to bring backpacks, duffel bags, or book bags into the stadium or gymnasium.
- i. Once a spectator leaves an athletic event, there will be no re-admittance. Exceptions will be made by the principal/designee.
- j. Standing during athletic contests is permitted in the student sections, only.
- k. No jumping in the stands is allowed at any time, as this could damage the bleacher support systems.
- l. Pets (with the exception of service animals), bicycles, skateboards, and rollerblades are not permitted in the stadium, on the track, on the tennis courts, gym, or in any practice or game facility.
- m. During contests, spectators may not play catch or "pickup games."

- n. The stadium track will be closed to all joggers and walkers prior to and during all interscholastic games, scrimmages, and practices held in the stadium.
- B. Sportsmanship
- a. The use of derogatory, offensive, or insulting “cheers” is prohibited.
  - b. Spectators may not single out participants on the opposing team by name or number.
  - c. Once a game begins, the officials are in complete control of decisions related to game play. School administrators and security personnel will make all decisions related to safety and security matters. All officials’ decisions are final. There are no replays or appeals. Discussions between coaches and game officials must be conducted in a professional manner.
  - d. Noisemakers are not permitted at indoor events.
  - e. For outdoor contests: Noisemakers, musical instruments and/or amplified music, including drums, will not be used while the game clock is running or when a ‘live ball’ situation is applicable by rule.
    - i. Examples of noise makers are, but not limited to small megaphones, thunder sticks, fireworks, and cowbells.
    - ii. The site manager (or designee) is responsible for determining whether a specific item in this category represents an “irritant” to other patrons and whether it should be prohibited due to being unsportsmanlike. If noisemakers are determined to be interfering with game play they will be confiscated and possibly prohibited at future outdoor events.
  - f. No objects may be thrown by spectators during athletic events.
- C. Student Spectators
- a. Administrators will not allow their students to sit on the bleachers of the opposing side if they are causing problems.
    - i. If the home crowd is too big to fit on the home side, students sitting on the visiting side should be supervised.
  - b. At the end of athletic events teams and cheerleaders will exit the playing area together under the supervision of the coach or sponsor in a timely manner.
  - c. Students may stand, as determined by administration,
  - d. A Student Fan Section will be established at least 2 rows from teams to allow an open area behind the bench for team equipment. A student fan section should be established for
  - e. School dress code extends to athletic practices and contests.
  - f. Any students remaining on property 45 minutes after the conclusion of the event may be prohibited from attending future events.
- D. Overtime periods, innings, matches, or minutes for junior varsity contests ending with a tie score will be addressed in specific sports bulletins.
- E. Visiting teams will exit the facility, including locker rooms, as soon as possible.
- F. Following the Contest
- Clean-up
- 1. When athletic events take place in the outdoor area, the coach and managers are responsible for bringing all equipment to a secured school storage area.
  - 2. After Friday night and Saturday games, the clean-up operations are Handled by the school custodians following the contest.
  - 3. After basketball games, volleyball games, and wrestling matches in the gymnasium, the clean-up duties are handled immediately by the school custodians.

## G. Related Contest Activities

### 1. Security Plans

- a. Each high school must have a current security plan on file for all athletic venues.
- b. A template provided by the HCPSS Security Office must be completed prior to the contest, copies distributed to all security personnel, and kept on file (see Forms section).

### 2. Medical Personnel Coverage for Athletic Contests

Athletic trainers and/or paramedics are assigned to all junior varsity, varsity football, and boys' lacrosse games by the Director of Athletics. In addition to this coverage, a physician, paramedic, or athletic trainer is also assigned to the Howard County championship contests in cross country, wrestling, and track. The coach and AAM must be sure that a cell phone is always available for an emergency.

### 3. Concessions

The school principal/designee is responsible for the operation of the concession stands.

### 4. Bands/Ancillary Groups

#### a. Pep Bands

The visiting school AAM will notify the host school AAM that a pep band will be performing at the event. A contracted supervisor or contracted sponsor must be present at all times. Authorized pep bands can play only when the game is not in progress and leave immediately after the contest.

#### b. Ancillary Groups

Groups other than the participating team in any athletic contest cannot interfere with adequate warm up times as determined by the AAM. An approved supervisor or sponsor must be present at all times.

### 5. Scorebooks

Every team maintains a scorebook in applicable sports. The scorebook is maintained by a person assigned by the head coach.

### 6. Procedures for Fights During Contests

In the event of a fight during a game or athletic contest, the following procedures are to be implemented:

- a. All coaches are to immediately turn their attention to the players in the bench areas. Personnel in the bench areas are to be restrained and not permitted in the playing area.
- b. Spectators are not to enter the playing field or court. Coaches are to use verbal commands to direct spectators back to the bleachers.
- c. The officials will handle the fight on the playing field and apply necessary rules for penalties and ejections.
- d. A minimum of one game suspension for fighting will be administered.

### 7. Reports of Accidents

#### a. **All 911 emergency calls must be reported to the Safety and Risk Management Office and the Director of Athletics within 24 hours.**

- b. If any person is injured at an athletic event, following appropriate treatment, it shall be reported immediately to the principal/designee and/or coach in charge. Every attempt shall be made immediately to contact the injured person's parents or guardians. If a student is injured in an athletic event, the coach or athletic trainer will make sure the student has the necessary forms properly filled out and signed for the student to take to his/her physician.

#### c. **All incidents involving a call for emergency services or referral for medical evaluation requires the student accident injury reporting must be submitted through Synergy online.**

8. ATC Protocol with EMS and 911 Activation
  - a. Trainer Responsibilities
    - (1) Continue Scope of Practice until transferring the student to EMS care.
    - (2) Provide Geographic Guidance to EMS (directions to the patient).
    - (3) At the Patient's Side (APS), EMS takes over and assumes care of the patient.
    - (4) ATC becomes liaison to parents/guardians and school officials. Major responsibility is to know where the patient is being transported. Cannot assume they will go to Howard County General Hospital.
  - b. COMAR 30
    - (1) 911 Activated and EMS is on scene (APS) they assume control by law.
    - (2) Exception is that parents/guardians can refuse service from EMS.
    - (3) Must complete a 2-page patient refusal checklist.
    - (4) ATC and Coach cannot refuse service (HCPSS Policy).

9. Reports of Incidents

Any disruptive incidents that take place at an athletic event must be reported immediately by the teacher chaperone or security guards to the principal/designee in charge of that event.

- H. Athletic Investigation Protocol for Contest Controversy

1. The Principal and AAM at the school(s):
  - a. Notify the Director of Athletics, Community Superintendent, Chief School Management and Instructional Leadership Officer and Legal Counsel immediately.
  - b. Obtain written statements as soon as possible from the administrators, coaches, and athletes describing the events that occurred.
  - c. Review available game films as soon as possible.
2. Coordinator of Security:
  - a. Obtain written statements from police officers on duty.
  - b. Obtain written statements from other security personnel on duty.
  - c. Interview security personnel and police as appropriate.
3. Director of Athletics:
  - a. Notify the Public Information Office, Community Superintendent, Performance, Equity, and Community Response Officer and Chief School Management and Instructional Leadership Officer.
  - b. Obtain written officials' statements.
  - c. Review available game films with AAM and Principal.
  - d. Interview coaches, AAM, and administrators from the school(s).
  - e. Review Coordinator of Security report.
  - f. Review the situation with Legal Counsel.
  - g. Make recommendation(s) to the Community Superintendent.
4. Community Superintendent/designee:
  - a. Meet with the Director of Athletics, Principal(s), and AAM(s) as necessary.
  - b. Make recommendation(s) to the Chief School Management and Instructional Leadership Officer.
  - c. Inform and make recommendation(s) to the Superintendent and Assistant Superintendent for Administrative Affairs as appropriate.
  - d. Involve the Public Information Office as appropriate.

- I. Ejection Rule

Each sport has unique rules regarding red cards and ejections. There are occasions when an athlete, parent/adult spectator, or coach is ejected or disqualified for a rule violation or a safety

infraction. The intent of the ejection rule is to curtail profanity, fighting, dangerous play, and unsportsmanlike conduct. Ejections by the officials may not be appealed.

1. Coach

- a. If a coach is ejected from a contest, he/she must leave the area of the contest and shall have no communication or contact with players, officials, spectators, or school personnel in the area until the contest is completed. If there is no member of the paid coaching staff or AAM from the school present to assume responsibility, the contest will be forfeited. Volunteer coaches may not serve as head coaches at any level.
- b. Prior to returning the coach must take the NFHS Sportsmanship course.
- c. Within 24 hours of the ejection, the coach must notify, in writing, the school principal and AAM. The AAM will then notify the athletic office in writing (e-mail) about the ejection. Records for ejection will be established at each school.
- d. Additionally, a coach ejected from a contest will be automatically suspended from the next athletic contest regardless of the season and will carry over to the next year. He/she may not have any communication with the team before or during the contest.

2. Player

- a. If the ejection was issued for a flagrant foul, fighting, dangerous play, unsportsmanlike conduct, profanity, or any other egregious act, the student will be automatically suspended from participation in the next 2 athletic contests regardless of the season and will carry over to the next year.
- b. The coach will notify the AAM the next day.
- c. The AAM will notify the athletic office in writing (e-mail) about the ejection. Records of ejections will be established at each school.
- d. The ejected student may not wear his/her uniform during the suspended game. **He/she may travel with the team and stand on the sidelines or sit on the bench.**
- e. 2nd ejection will result in a minimum two game suspension.
- f. 3rd ejection will result in removal from the team for the remainder of the season.
- g. A coach who has a player suspended for three games will be required to meet with the Director of Athletics and principal/designee.

3. Spectators

If a spectator of any age is ejected from a contest, he/she must leave the school property and shall have no contact with the officials, players, school personnel, or other spectators.

- a. Additionally, he/she will automatically be suspended from the next athletic contest regardless of the season and will carry over to the next year.
- b. Anyone who does not follow these guidelines will be asked to leave school property and may be denied attendance from future events.

J. Security for Athletic Events

1. Uniformed security personnel are provided for selected school activities. Security coverage will be provided by off-duty police officers and/or security guards. Procedures for contracting security services will be coordinated by the Chief of Schools/designee.
2. Additional teacher chaperones are provided by designated, reimbursed members of the professional teaching staff. These people are selected by the principal/designee. Their duties include selling and taking tickets, and supervising spectators. The principal/designee forwards a payroll voucher to the Director of Athletics listing the teacher's full name, employee ID number, and the amount to be paid. The number of personnel to be used for these functions is determined by the event and budget. The determined number must be adhered to unless prior approval is granted by the Director of Athletics. Allocations will be determined by September 1 of each year.
3. A security template must be distributed and shared with all security personnel.



- K. Ticket and Gate Receipts- All ticket prices are \$4 (+ GoFan Service Charge). All regular season events in the stadiums and gymnasiums where HCPSS charges a gate, GoFan online ticketing will be used. AAMs will schedule these events on their GoFan page and route all regular season ticket revenue to the Central Office. For any school-based tournaments and Invitationals, AAMs will route the ticket revenue to their school's fundraising account for that event and follow the financial procedures on page 3-20 and 3-21.

**All County Championships held at the school will be routed to the Central Office.**

1. All Ticket Prices: \$4 (+ GoFan Service Charge) – all Invitationals, all Tournaments, all Howard County JV and Varsity Cheerleading Championships, all Indoor Track Meets, Howard County Wrestling Tournament, Howard County Outdoor Track Championships, County Championship Contests (if any).
2. All basketball, football, wrestling and indoor track contests will require an admission ticket. Other athletic contests played on the stadium field or gymnasium at night (after 5:00 p.m.), or on Saturday, will require an admission charge. Exceptions will be made by the Director of Athletics.
3. All regular season ticket sales will be deposited into the General Fund account at Central Office in accordance with the appropriate procedures.
  - a. Each high school will have internal procedures for handling any cash box and gate receipts in writing. The principal/designee will be responsible for the implementation of that plan.
  - b. There will be a check and balance system so no one individual will be responsible for the accounting of gate receipts.
  - c. The bookkeeper will verify and initial the information on the event form the next business day.
4. The principal/designee is responsible for routing all gate receipts to the Howard County Public School System, to the HCPSS Central Office General Fund.
5. Free Admissions  
No one other than those identified below will be admitted to games free without the authority of the Director of Athletics or the principal.

The following people will be admitted to games free of charge:

- Concession stand personnel
- Sideline personnel
- Scorekeepers
- Ticket takers
- Program sellers
- Team managers
- Physician on duty
- Ambulance crew on duty
- Cheerleaders in uniform
- Coaches and immediate families
- Bands
- Halftime performers
- Paramedics and Athletic Trainers
- Active-Duty Military
- Timers

- Team bus drivers
- HCPSS employees with identification badges
- Children age 6 and under, accompanied by an adult
- Senior citizens age 60 and over
- Other personnel with proper credentials (MPSSAA Passes)
- Media passes
- Others with administrative approval

## Out-of-Season Coaching

- A. Year Round
  - a. Out-of-season, coaches may work with two students per sport each day (MPSSAA).
  - b. Practice may occur on days when school buildings are open (Monday-Saturday).
  - c. Sessions may last no more than two hours.
  - d. A paid coach must be supervising.
  - e. Students should have the Out-of-Season Participation form for the activity.
  
- B. Summer Non-School Team Rules
  - a. 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 (MPSSAA), provided it meets the guidelines of a non-school team, as outlined below:
    - i. Teams must be open to interested parties.
    - ii. Coaches may not collect funds.
    - iii. May not use the school's name, nickname or mascot.
    - iv. May not use any school uniforms or equipment.
    - v. May not use school facilities unless approved through the Office of Community Services.
    - vi. May not use school funds, including any made through fundraising.
    - vii. Teams are allowed one day of practice per day of competition.

## NFHS and MPSSAA Sanctioned Out of Season Events

Regulation 13A.06.03.03A(5)

Local school systems may approve the participation of member schools to practice and compete in sanctioned National Federation of High Schools (NFHS) and MPSSAA events outside the defined sports season.

Interpretation:

Local school systems (LSS) who authorize member schools to participate in bon-a-fide sanctioned NFHS and MPSSAA events outside the defined sport season may authorize school teams to practice eight (8) days prior to the first day of the event the member school has obtained approval for from the LSS. Practice and participation must meet all local and state regulations applied during in-season participation.

## HCPSS Process

### Timing and Logistics

Practices may begin eight calendar days prior to the first day of the event.

Practices are not allowed on Sundays.

Practices are limited to two hours in length, like the regular season.

Building use for practices must be secured through the AAM. If local school facilities are not available (due to construction, maintenance, etc.), the school may secure an alternate HCPSS school facility.

## **Approval**

Events must be sanctioned by the NFHS and MPSSAA and appear on the list of approved, sanctioned events.

Participation must be approved by the local school athletics and activities manager and principal.

Field trip packets and approval must be secured regardless of the distance traveled or overnight status.

Travel distance must comply with regulations and limitations outlined in the HCPSS High School Athletics Handbook.

## **Finances**

School funds may be used to cover the cost of registration and transportation. Hotels, meals, and other incidental expenses must be reflected and accounted for in the field trip application process.

## **Coach Eligibility**

Only approved/rostered HCPSS coaches may coach students (all HCPSS and MPSSAA rules apply).

All coach eligibility standards outlined in the HCPSS High School Athletics Handbook apply. (Including training courses and CPR/AED certification).

## **Student Eligibility**

Students must secure parent permission through the field trip approval process.

Students must have been on the roster for the sport during the previous season and finished the season in good standing, to participate in an event during the subsequent offseason.

Seniors who have exhausted their eligibility in that sport are not eligible to participate.

Students must have a valid physical to participate.

## **Equipment and Uniforms**

School equipment may be used for practices and team activities.

School uniforms may be worn while participating in sanctioned events.

## **Health and Safety**

All HCPSS health and safety protocols and procedures apply. This includes but is not limited to weather guidelines, concussion protocols, school emergency plans, and access to AEDs.

Athletic trainers are provided during summer hours. Athletic trainers should be onsite to the extent possible for team practices. AAMs will approve this schedule.

## **A Summary of MPSSAA and HCPSS Standards and Regulations Regarding Camps Involving School Teams and School Coaches**

Summer Camps - MPSSAA Handbook page 23

- (1) Students may attend a summer sports camp of their choice.
- (2) Member MPSSAA schools, member school coaches, school-related organizations, or individuals may not sponsor or conduct a camp in which students who are returning players are involved or participate. A camp composed of several coaches with their respective teams is a violation of this regulation.

- (3) Coaches of member MPSSAA schools, while affiliated with a camp, may not conduct any form of team or group practice involving their school. Such a practice is considered a violation of the out-of-season practice rule defined in Regulation .03 of this chapter.
- (4) A member MPSSAA school may not provide school uniforms or equipment for students who attend a camp outside of the defined sports season in Regulation .03 of this chapter.

#### Interpretation

1. It is a violation 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 a violation 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 collections of fees, then the group becomes a school team (violation). No money handled by Coach or HCPSS employee.
  - If attendance or participation in the camp is mandatory, then the group becomes a school team (violation).
  - 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 (violation).
  - If the coach supervises, instructs, or coaches returning players at the camp, the group becomes a school team (violation). 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. No install of team schemes with returning players.

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 9th 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.
  - HCPSS schools conducting camps must complete the form entitled HCPSS Application for Summer Camp Camps/Activities (USE OF FACILITY).
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 are 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.

## Howard County Public School System Approved Summer Camp/ Guidelines

### MPSSAA

Local School System Approved Summer Camp: a series of training sessions that is sponsored and approved by the local school system involving skill development, instructional activities, and game situations within an individual local school system approved summer camp.

**Interpretation:** Local school systems may sponsor a camp that meets the following criteria:

1. After the last game of the Spring State Championships to Last Saturday in July
2. Camps per sport may not exceed 12 individual days. Local School Systems shall approve the number of hours allowed per day of camp.
3. Camps may not consist of contact for collision sports as defined in the MPSSAA [Recommendations to Strengthen Concussion Safety](#). **Helmets, pads, and full equipment are not allowed for football.**
4. Only coaches approved by the local school system may conduct school-sponsored camps. Guest instructors are allowed per local school system guidelines.
5. Only students approved by the local school system may participate in approved summer camps.
6. Skill development and instruction activities are allowed, including game situations within an individual local school system approved summer camp. Game situations may only occur within the parameters of the camp and may not lead to inter-school scrimmages/competitions.
7. Local school systems may operate multi-school camps. Game situations may only occur within the parameters of the camp and may not lead to multi-camp scrimmages/competitions.

### HCPSS-Specific Criteria:

*These rules apply to the new MPSSAA-permitted summer camps. **Youth sports camps** sponsored by booster organizations may continue as in the past.*

*Additionally, **non-school team activities** must be conducted 100% separately from the new MPSSAA-permitted summer camps and follow all Out-of-Season Guidelines outlined on pages 35-36 of the [MPSSAA Handbook](#). Failure to follow the guidelines below will result in an MPSSAA violation related to out-of-season practices.*

### **Summer Camp Objective: Instruction and Skill Development**

- HCPSS camps may be conducted Monday through Friday (only).
- Each sport is permitted a maximum of 12 total days (May 30 to July 29) with each day lasting no more than 2 hours in duration.
- Students participating in multiple camps/sports are limited to 4 hours (total) per day.
- Schools may not charge any fees for camps.
- Camps are voluntary for both staff and students.

- Camps may not be run concurrently with non-school team activities/practices or camps sponsored by booster organizations.
- For combined camps (multiple schools), inter-school scrimmages/competitions may not take place between designated schools. Competition may take place if students are not grouped by their home school.
- Student-athletes must have a current up to date sports physical from the previous school year or the upcoming school year.
- Parents/guardians must complete an Out of Season Participation form for their student to participate in voluntary instruction and skill-based summer camps.
- Camps must be open to all returning students and may not be limited to returning players.
- Only current high school students may attend a camp. Middle school (including incoming 9<sup>th</sup> grade students) and elementary school students are not permitted to attend a camp.
- Students may only attend a camp for the school in which they attend or will attend and at which it is anticipated they will graduate from or a county-wide camp.
- Summer camps are official team practices and only approved/rostered HCPSS coaches may work with students (all HCPSS and MPSSAA rules apply).
- Heat/humidity decisions will be made systemically by the Director of Athletics and the Athletics and Activities Managers. **These decisions will be applied to all 13 HCPSS high schools.**

**Approval:**

- All camps must be approved by the host school's Athletic Director and Principal.
- The Director of Athletics should be consulted if there are any questions or concerns.

## Financial Guidelines

### Hosting a Multi-Team Scrimmage, Tournament, or Invitational (Special Event)

**Host school will pay all expenses. The principal must approve the special event as a fundraiser to support high school athletics programs. Notify the Athletics Office with the Name, Date, and Time of the event prior to the season's first playdate.**

The Athletics Office will provide AAMs with *Event Tracking Forms*, *Athletic Event Salary Voucher with FICA Calculation* and *Athletic Special Event Deposit Slip*. The voucher and deposit slip will contain the correct worktags for Athletic Special Events. Do not change the worktags.

**Every dollar must be accounted for - a clear paper trail.**

- Parents cannot handle money.
- The boosters/school may keep concessions profits and t-shirt/apparel sales. School and county procedures must be followed when fund-raising.

**Host schools must charge admission for all tournaments/invitationals held in the stadium or in the gym.**

- **Charge tournament admission fees**
  - **\$5 (+ \$1 GoFan Service Fee) for all spectators.**
  - GoFan online ticketing will be used. AAMs will schedule these events on their GoFan page and route all regular season ticket revenue to the Central Office. For any school-based tournaments and Invitationals, AAMs will route the ticket revenue to their school's fundraising account for that event and follow the financial procedures below.

**All special tournaments and invitationals shall be considered fundraising events for the host school to support their high school athletics programs. All deposits and expenses will be handled through the school's Student Activity Funds (SAF) using the procedures identified below:**

**Schools should record all deposits for Ticket Sales (GoFan), Entry Fees, etc. related to the event to the Fundraiser (800.0.000) account established for the special event. Each event should have its own unique Fundraiser Account.**

**All expenses should be disbursed from the unique fundraising account.** Funds disbursed from the fundraising account include but are not limited to the following:

- Services provided by non-HCPSS employees/suppliers (Officials, Trainers, Cheer Judges, etc.)
- **Note: Suppliers of these services must either have a supplier number on file or complete a W-9 tax form to obtain a supplier number.** Any unincorporated supplier (1099 vendor) must be set-up in TRA as a district 1099 vendor before they are paid. **Cash Payments are not Permitted**
- Sundry items such as worker apparel, trophies/awards, hospitality food and drink.
- Contracted services such as mat rental, D.J.s, announcers, etc.
- Wages earned by HCPSS e number staff shall be paid using the salary voucher procedures in next step.

**Schools shall submit a check made payable to HCPSS from the School Activity Fund to cover the cost of Wages related to HCPSS staff (E-number) working at the event.**

- Below is the process for the schools to report and reimburse the General fund for these Wage expenses:



- The first business day following the event, schools should create a salary voucher using the *Athletic Special Event Salary Voucher with FICA Calculation*. The information from the *Event Tracking Form* will be used to populate the voucher. The salary voucher will include HCPSS employee names, E numbers, and rate of pay. The voucher will calculate the related FICA.
- The following Worktag should be used for these Wage related expenses and is pre-populated on the *Athletic Event Salary Voucher with FICA Calculation* provided by the Athletics Office:
  - Fund: 10 (Operating)
  - Program 8601
  - Cost Center CC8601
  - State Category State\_Cat\_03
  - Location 00
  - Spend Category Wages-Other
- Submit the salary voucher as an attachment in an email to the Central Office Athletics Office with the Event Tracking form as the backup.
- Using the information from the salary voucher the AAM should create an internal direct payment request (check request).
- The bookkeeper will generate a check made payable to HCPSS based on the check request for the salary voucher total. The check must include a reference to the event.
- The bookkeeper will create an *Athletic Special Event Salary Voucher Deposit Slip* for the salary voucher amount using the deposit slip provided by the Athletics Office with the pre-populated Work tags. Reference the name of the event on the top of the deposit slip.
- **Within 5 days send the check and deposit slip to the Central Athletics Office.**
- The Central Office Athletics Office will review the salary voucher and check for accuracy and submit approved requests to the Payroll Office via the payroll google document.
- The Central Office Athletics Office will forward the check and deposit slip to the finance office for processing.

## **SITE DIRECTOR DUTIES/RESPONSIBILITIES PAID EVENT**

### **60 Minutes Prior to Event**

1. Check facility for cleanliness and safety
2. Have floor swept and cleaned
3. Set up scorer's table
4. Turn on microphone
5. Set up chairs/bleachers for teams
6. Turn on and test scoreboard
7. Display *Code of Conduct* sign
8. Set up chair/table for ticket takers
9. Test National Anthem tape
10. Ticket prices clearly displayed
11. Signs directing visitors to designated areas
12. Copies of the security template

### **30 Minutes Prior to Event**

1. Open doors and begin selling tickets
2. Greet visiting team/escort to team room
3. Greet officials/escort to dressing room
4. Establish duty positions for teacher chaperones (corners of gym, hallway, etc.)
5. Greet police security/establish duty positions

### **During Event**

1. Make sure visitor's team room and official's room are secured
2. Make every effort to be visible
3. Visit each teacher security station

### **Half-Time**

1. Make sure visitor's team room and official's room are open
2. Instruct teacher-chaperones to keep all spectators off of playing area

### **Following Half-Time**

1. Make sure visitor's team room and official's room are secured

### **End of Event**

1. Make sure visiting team room and officials' room are open
2. Escort visiting team to bus
3. Secure all scoreboard equipment
4. Take down all signs

## **Scheduling Regulations**

All schedules are final as of the first MPSSAA playdate. Every attempt possible shall be made to honor the schedule established by the MPSSAA first playdate. The AAM will be able to verify and document the original schedule.

Schedules shall not be changed (approved by Director of Athletics as per policy) for any personal reasons of the involved parties (coaches, players, AAMs). An AAM may request a waiver from the Director of Athletics for an extreme emergency (i.e. death of a player or coach).

### **Out-of-County Contests**

AAMs will make every effort to hold out-of-county opponents to the agreed schedule. However, if a change is initiated by the opposing out-of-county team, every effort will be made to play the contest and not penalize players and coaches from Howard County.

An out-of-county school that violates (changes) a confirmation time on three different occasions will receive a letter from the Director of Athletics suspending all contests with any Howard County opponent for a period of three years. The Director of Athletics must receive a letter from the offending school's AAM requesting to be reinstated.

### **Emergency Changes for League Contests**

Emergency changes must be for a school related problem not foreseen during the scheduling process. Procedures:

- The principal and AAM from the involved school seek approval from the opposing principal and AAM.
- If all parties agree, the home AAM notifies the administrative secretary for final confirmation of new times/date.
- If any of the individual parties objects, the time and date of the contest will remain. Every effort will be made to field a team and play the contest (even if it is unofficial due to lack of players, etc.). Otherwise, the contest will be forfeited.

### **Tournaments**

Fall tournaments will be played during non-instructional time for all MPSSAA schools involved in the tournament.

Winter and spring tournaments will be played on non-school days for all MPSSAA schools involved in a tournament.

## Howard County Scheduling Rules

The sports listed below will be governed and scheduled by the following county guidelines.

All sports are permitted to participate in two scrimmages/playdays which follow the county definition of a scrimmage/playday.

- |                                |   |
|--------------------------------|---|
| <b>Cross Country</b>           | 10 regular season meets, no more than two meets per week, and three meets in one week may be scheduled once during the season.  |
| <b>Field Hockey</b>            | 12 regular season games or 14 with designated tournament, no more than two games per week, three games in one week may be scheduled twice during the season, a team may elect to play in one designated two or three-game tournament, and if a team elects to play in a designated optional three-game tournament, only 11 regular season games may be scheduled.                   |
| <b>Football</b>                | 09 regular season games, and no more than one game per week.  |
| <b>Golf</b>                    | 12 regular season matches, and no more than three matches per week.   |
| <b>Boys'/Girls' Soccer</b>     | 12 regular season games or 14 with designated optional tournament, no more than two games per week, three games in one week may be scheduled twice during the season, a team may elect to play in one designated optional two or three-game tournament, and if a team elects to play in a designated optional three-game tournament, only 11 regular season games may be scheduled. |
| <b>Volleyball</b>              | 15 regular season matches or 14 with designated optional tournament, no more than two matches per week, three matches in one week may be scheduled twice during the season, a team may elect to play tri-matches provided the total number of opponents does not exceed 15 during the season, and teams may play 14 matches plus one designated optional multi-team tournament.     |
| <b>Boys'/Girls' Basketball</b> | 20 regular season games or 22 with designated optional tournament, no more than two games per week, three games in one week may be scheduled twice during the season, a team may elect to play in one designated  |

optional two or three-game tournament, and if a team elects to play in a designated optional three-game tournament, only 19 regular season games may be scheduled.

**Boys'/Girls' Indoor Track** 10 regular season meets, no more than two meets per week, and three meets in one week may be scheduled once during the season.

**Wrestling** 14 regular season contests including dual meets and a maximum of three tournaments and three tri-meets, no more than two contests per week including a maximum of one tournament, multi-team events may be used to make up postponed contests between teams originally scheduled, a city/county/conference tournament required to qualify for the state tournament will not be counted as one of the three allowed tournaments, and wrestling tournaments and meets are defined by Regulation .04D(3) and (4).

**Baseball** 18 regular season games or 20 with designated optional tournament, no more than three games per week, a team may elect to play in one designated optional two or three-game tournament, if a team elects to play in a designated optional three-game tournament, only 17 regular season games may be scheduled, and if a team elects to play in the designated optional three-game tournament, only 17 regular season games may be scheduled, and if a team elects to play in the designated optional two or three-game tournament, a fourth game may be played during that week.

**Boys'/Girls' Lacrosse** 12 regular season games or 14 with designated tournament, no more than two games per week, three games in one week may be scheduled twice during the season, a team may elect to play in one designated optional two or three-game tournament.

**Softball** 18 regular season games or 20 with designated optional tournament, no more than three games per week, a team may elect to play in one designated optional two or three-game tournament, if a team elects to play in a designated optional three-game tournament, only 17 regular season games may be scheduled, and if a team elects to play in the designated optional three-game tournament, only 17 regular season games may be scheduled, and if a team elects to play in the designated optional two or three-game tournament, a fourth game may be played during that week.

**Boys'/Girls' Outdoor Track** 10 regular season meets, no more than two meets per week, and three meets in one week may be scheduled once during the season.

**Boys'/Girls' Tennis** 18 regular season matches, and no more than three matches per week.

**Allied Sports\***  
scheduled  
Number of Allied  
matches subject to  
increase due to facility  
availability

<b>Golf</b>	<b>Minimum of</b> 6 county matches
<b>Soccer</b>	6 county matches
<b>Bowling</b>	6 county matches
<b>Softball</b>	6 county games

## **POSTPONED OR SUSPENDED ATHLETIC EVENTS**

### **Determination of Playing Status**

The home AAM at each high school, in conjunction with the HCPSS Grounds Department, will determine if any outdoor events will be held.

The Director of Athletics, in conjunction with the HCPSS Director of Transportation, will determine if any indoor (winter) events will be held.

### **Make-Up Procedures for Postponed or Suspended Athletic Events**

The next available weekday (Monday – Friday) will be used within a six-day period of the suspended or postponed event. Make-up games are to be rescheduled in the order in which they were originally scheduled. If no weekday playdate is found within six days, both teams will play on the first available Saturday for each school.

Available date –

1. Compliance with local and state bylaws for each school.
  - a. No more than three games per week, where two were originally scheduled. Four games per week where three games were originally scheduled.
  - b. County games take precedence over non-county games and tournaments.
2. No previous games or make-ups for either school on a particular date.
3. In the sports of soccer, field hockey, basketball, and lacrosse, the use of three consecutive games will be avoided and will not count as available dates unless there are no more available dates left in the season.

The date, time, and place will be established with all necessary parties being notified.

A forfeit will be awarded to a team if for some reason the opposing team fails to show on the designated Saturday.

A double forfeit will be awarded if both teams fail to show on the designated Saturday.

**NOTE:** Forfeits are a serious matter. The AAM from the school that forfeits must file a report (for the record) of the reason for the forfeit. Additionally, the school administration will be encouraged to take any measures that will avoid a future occurrence.

## **Fall Start Date**

The Maryland State Board of Education has approved the MPSSAA proposal to modify the starting date for the fall sports season when the new bylaw took effect in 2008. The new regulation standardizes the official start date for fall athletic practice so competition may begin each year on the first weekend in September and end by the first weekend in December. The new bylaw will read: *Fall means the sixth Saturday following the first full week of July until the final date of the county, conference, district, regional, or state tournament.*

This standardized calendar defines the first week of the athletic year as beginning with the first Sunday in July. A week begins with Sunday and ends with Saturday. Thus, the Saturday of the 6th week will be at the end of the 6th week, counting from the first Sunday in July. This date will generally correspond with the Saturday that is closest to August 15, which traditionally has been the first fall practice date for Maryland public schools.

Benefits of adopting the standardized calendar include: Establishing a standard start to all fall regular seasons as the first weekend in September, first day of fall practice is always on a Saturday, significantly reduces conflicts with winter sport tryouts for many more schools, ends football season a week earlier most years, enhances scheduling opportunities with neighboring states and shortens, by a few days, the sports season for all fall sports teams.



# **Section 4**

## **Policies and Procedures for Violations and Infractions**

## **Policies and Procedures for Violations or Infractions**

Violations or infractions of the rules, policies, or procedures governing the athletic program in Howard County may be either self-reported by the AAM and the principal of the school in violation or reported by the AAM and the principal of another county school. No one other than the AAM or the principal may formally report violations or infractions. Violations or infractions must be reported in writing to the Director of Athletics. The Director of Athletics may require an investigation and report from the principal/designee of any school where an infraction or violation has been alleged to occur. The written report must be signed by the principal of the school making the report. The following procedures will be used in dealing with such reports:

- A. There shall be a standing committee, The Violations and Infractions Committee, to deal with the aforementioned reports at the first level. This committee shall be composed of a principal, an AAM, and a certified teacher/coach serving according to the following schedule:

Year	Principal	AAM	Coach of Sport Involved
2022-23	Hammond	Howard	Long Reach
2023-24	Howard	Long Reach	Marriotts Ridge
2024-25	Long Reach	Marriotts Ridge	Mount Hebron
2025-26	Marriotts Ridge	Mount Hebron	Oakland Mills

If a violation or infraction involves a school represented on the Committee, the person from that school shall not serve in reviewing and considering that particular case. This position on the committee will be assumed by the person occupying the appropriate position (principal, AAM, certified teacher/coach of sport involved) from the school next in line from the appropriate column. The committee shall always consist of three persons from three different uninvolved schools. A school will be considered “involved” if it issued the report or if the report was issued about them. Members of the Violations and Infractions Committee may not discuss a potential violation with any individual prior to the Committee meeting.

- B. The Director of Athletics will call the meeting of the Violations and Infractions Committee within five school days of receipt of the written report. (In the absence of the Director of Athletics, the Chief School Management and Instructional Leadership Officer/designee will perform these tasks.) In the interim, he/she will conduct an investigation. The Director of Athletics will present the results of his/her investigation to the committee. The principal of the school making the report and/or the principal whose school was reported may request to appear before the committee. Such requests will be granted and will be controlled as followed:
1. Presentations may be made by administrators and athletic department personnel only.
  2. No other persons will be permitted to attend.
  3. The presentation will be limited to one half-hour. Members of the committee will be given time to ask for clarification following the presentation.
  4. The committee will deliberate privately and render its decision. The Director of Athletics will give the decision verbally to the affected principals immediately. The decision will be rendered in writing within two school days of the committee meeting and will be sent to the Executive Director of the MPSSAA and the principals involved.
  5. Penalty assessments for violations of MPSSAA rules will be taken from the MPSSAA Handbook.

6. Penalties involving a MPSSAA rule violation must include a specific penalty against the school and the coach or student.
  7. Penalty assessment for violations of local rules/policy will be determined by the Violations and Infractions Committee. A previous case precedent or MPSSAA penalty guidelines may be used. The Committee may also use any other appropriate penalty assessment.
- C. The principal/designee of a school that receives a penalty judgment from the Violations and Infractions Committee may appeal that judgment. The appeal must be submitted in writing and signed by the principal within two school days following receipt of the written committee decision. The appeal will be submitted to the Director of Athletics. The body to which the appeal is made is the Committee for Interscholastic Athletics. This committee is composed of the principal and the AAM of each high school plus two coaches' representatives. The representatives from the school(s) directly involved in the appeal will be excluded from participating in the deliberation and decision-making regarding the appeal. Members of the Violation and Infractions Committee will attend and participate in the appeal hearing; however, they will not be eligible to cast a vote. The Director of Athletics will arrange for the appeal hearing. This will be arranged as soon as possible (but not to exceed five school days) following receipt of the appeal. The hearing will be conducted as follows:
1. The Director of Athletics will conduct the hearing. In the absence of the Director of Athletics, the Chief School Management and Instructional Leadership Officer/designee will perform these tasks. He/she will present each member of the Committee with copies of all written documents involving the case including the original report, the Violations and Infractions Committee decision, and the appeal. He/she will preside over the hearing, its deliberations, and will maintain proper decorum and order.
  2. The principal/designee of the school making the appeal will be given one half-hour to present the case on behalf of his/her school. Any school official may participate in the presentation at the discretion of the principal. However, the total time allotted for the presentation will not exceed one half-hour. In addition, the principal may invite up to five representatives of his/her school community (students or adults) to attend the presentation portion of the meeting as non-participating observers.
  3. The committee members will be given an opportunity to ask clarifying questions they wish of any member of the school staff present.
  4. The committee will render a decision according to the following guidelines:
    - a. The committee will consist of all eligible voting members. Seventy-five percent must be present to constitute a quorum.
    - b. Decisions will be carried by a majority of those voting members present.
    - c. All voting shall be by means of secret ballot. The specific vote on decisions reached by the committee will not be released.
  5. IF THE PRINCIPAL WISHES TO APPEAL A DECISION OF THE COMMITTEE FOR INTERSCHOLASTIC ATHLETICS, HE/SHE MUST SUBMIT SUCH APPEAL DIRECTLY TO THE MPSSAA WITHIN 30 DAYS. THE APPEAL AT THIS FINAL LEVEL IS GOVERNED AND HANDLED ENTIRELY BY THE MPSSAA. THE PRINCIPAL SHALL INFORM THE DIRECTOR OF ATHLETICS OF SUCH AN APPEAL BY PROVIDING HIM/HER A COPY OF THE APPEAL.

# **Section 5**

## **Safety, Risk Management and Legal Issues**

## Emergency Plan

Emergency action plans (EAPs) are concrete written plans that outline what should be done in the event of a catastrophic injury during any athletic event (practice, conditioning, strength training or competition). Practicing a comprehensive hydration and acclimatization plan minimizes but does not eliminate the risk of heat illness or exertional heat stroke (EHS). Developing, distributing and practicing an effective EAP provides the best chance of survival in the event of a catastrophic event. Therefore, it is critical that each school have in place specific preparedness measures should they encounter a heat emergency. Knowing what to do and reviewing specific protocols can minimize potentially catastrophic injuries and death. As local conditions render each school setting unique, any emergency plan needs to be tailored to suit individual school needs and should be specific to each venue within the school grounds. There are however common factors that should comprise every school's emergency plans. In light of the fact that a qualified medical person might not be on hand at every game or practice, it is recommended that a simple plan be prescribed. An uncomplicated plan provides the best opportunity to be remembered and then employed in time of crises.

A simple plan with assigned specific delegated duties could prove to be most helpful in:

- Remembering what to do
- Covering important task
- Offering the best chance for survival

Any single heat emergency plan should incorporate three basic components; recognition of heat illness, immediate cooling and transport via ambulance to a hospital.

Each school shall have venue specific emergency action plan(s). The emergency action plans shall be reviewed and rehearsed each year or sooner if needed. The review shall include pertinent school staff and the local EMS provider. Regular practice of the EAP including all medical and coaching staff that may participate, ensures the best outcomes. Every school's EAP shall:

- Be distributed to all athletics staff members as well as healthcare professionals who will provide medical coverage during games, practices, conditioning sessions or other events
- Be posted on site at each athletic venue where it is readily visible to all coaches and participants
- Be specific to each venue where practices, conditioning sessions and competitions take place
- List & location of all emergency equipment that may be needed in an emergency situation
  - Equipment to perform whole body cold water immersion (100 gallon stock tank, plastic children's pool, tarp for "taco method", etc)
  - Access to adequate supply of water and ice
  - Ability to adequately assess core body temperature. Rectal Thermometry is the gold standard for body temperature assessment. Removal from cold water immersion prior to returning the body to the appropriate core temperature can render the treatment ineffective and lead to death or permanent disability. Maryland State EMS protocol supports cooling the EHS victim prior to transporting to a hospital.
  - Automated External Defibrillator (AED)
  - All equipment should be on site and readily accessible at all times. Athletic practices and events often occur outside of the normal school operating day and equipment must be available in order to be effective.

- Identify personnel and their responsibilities to carry out the plan of action with a designated chain of command
  - Contact 911/EMS, contact athlete's parent/guardian
  - Consider gates that may need to be unlocked for ambulance access
  - Person(s) to prepare soaking tub or pool with water and ice
  - Person(s) to assist with moving and attending injured player
  - Person to meet and escort emergency vehicle to victim
- Include appropriate contact information for EMS and facility/venue address and access points
- Identify a place of shelter in the event of severe weather for outdoor venues
- Specify documentation actions that need to be taken post emergency

Below is a link to a template Emergency Action Plan. This can be used to guide a school in its development of venue specific EAPs:

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

[http://www.anyonecansavealife.org/wcm/groups/mdtcom\\_sg/mdt/documents/documents/acsal\\_eap\\_guide.pdf](http://www.anyonecansavealife.org/wcm/groups/mdtcom_sg/mdt/documents/documents/acsal_eap_guide.pdf)

<http://www.anyonecansavealife.org/resources/index.htm>

<https://ksi.uconn.edu/wp-content/uploads/sites/1222/2015/03/KSI-EAP-Template.docx>

## **Grounds, Maintenance and Repairs**

The maintenance and repair of all athletic playing facilities is the responsibility of the HCPSS Maintenance and Operations Department. When maintenance and repairs are needed in the athletic department, the AAM should fill out and forward the necessary forms to the principal/designee. In case of an emergency, the principal should telephone the foreman of the grounds or maintenance crew.

## **Weather Related Procedures**

All coaches are required to follow the procedures contained in the following weather-related situations:

1. Inclement Weather
2. Heat Index
3. Thunder and Lightning

These procedures are located on the following pages.

## **Inclement Weather Procedures**

### **School Closing Due to Inclement Weather:**

All use of school facilities will be canceled when schools are closed for the full day or dismissed early due to emergency conditions or emergency measures. In the event of virtual learning, HCPSS will follow those closing procedures.

### **Afternoon Snow/Ice**

If snow or ice arrives before 2:00 p.m., a decision to play or cancel will be made by the Central Office based on weather reports from the HCPSS Transportation Office. Your school will be notified as soon as possible.

### **Evening Snow/Ice**

If snow or ice arrives in the late afternoon or evening, the Administrator on duty will make the final decision.

- If a snow emergency plan goes into effect prior to the game or practice, it is canceled.
- If a snow emergency plan goes into effect after the start of a game or practice, the event may be completed.

### **Saturday/Non-School Day Snow/Ice**

If a snow emergency plan for Howard County is in effect at 7:00 a.m. on a Saturday, Sunday, or on a day when schools are closed for students, all community programs and activities scheduled to take place in school facilities are canceled. Should the snow emergency plan go into effect after 7:00 a.m., programs and activities that are in progress may be completed. All programs scheduled to begin after the time that the snow emergency plan went into effect are canceled.

If a team or student group is involved in an event outside of Howard County:

- They may depart for the event after the emergency plan is lifted.
- They may not travel through a county that has a snow emergency plan in effect.

Coaches may call the HCPSS Information Hotline at 410-313-6827 to receive a recorded message regarding community use activities.

If a snow emergency plan goes into effect before the practice or game, it must be canceled. Please use common sense before sending participants and spectators home.

If a snow emergency plan goes into effect after the start of the game or practice, it may be completed.

### **Snow Emergency Website**

To check active snow emergency plans, go to the following website:

[http://www.chart.state.md.us/StormInfo/snow\\_emergency\\_plans.asp](http://www.chart.state.md.us/StormInfo/snow_emergency_plans.asp)

When a team is on an overnight trip, they may compete unless travel is involved, and a snow emergency is in effect at their location.

### **Regional/State Events**

If a regional or state event is involved, a special decision will be made by our Superintendent in conjunction with the MPSSAA.

### **Extreme Cold**

Modifications to outdoor practice will be through consultation with the Director of Athletics, local AAM, and school staff.

## Wet Bulb NATA Guidance

The health and safety of all parties associated with HCPSS athletics/activities is paramount. When heat creates a dangerous scenario, HCPSS will follow the Wet Bulb temperature and NATA guidelines below.

A Wet Bulb Globe Temperature (WBGT) device is a measurement tool that uses ambient temperature, relative humidity, wind, and solar radiation from the sun to get a measure to monitor environmental conditions during exercise.

- AT/AAM at the school will determine the wet bulb temperatures by the Kestrel 5400 Heat Stress Tracker.
- Wet bulb temperatures will be taken at the location of play.
  - Location of play includes All inside and outside venues.
  - In the case of extreme temperatures, Wet bulb temperatures will be taken every 30 mins and practices will be adjusted accordingly.
- Practice/game modifications will follow the NATA Guidelines. Please see chart below.

### NATA Guidelines

WBGT (°F)	Activity Guidelines and Rest Break Guidelines
<82.0	Normal activities: provide ≥3 separate rest breaks of minimum duration 3 min each during workout.
82.0-86.9	Use discretion for intense or prolonged exercise. Watch at-risk players carefully. Provide ≥3 separate rest breaks of minimum duration 4 min each.
87.0-89.9	Maximum practice time = 2 h. For football: players restricted to helmet, shoulder pads, and shorts during practice. All protective equipment must be removed for conditioning activities. For all sports: provide ≥4 separate rest breaks for minimum duration 4 min each.
90.0-92.0	Maximum length of practice = 1 h. No protective equipment may be worn during practice and there may be no conditioning activities. There must be 20 min of rest breaks provided during the hour of practice.
>92.1	No outdoor workouts, cancel exercise, delay practices until a cooler WBGT reading occurs.

Source: NATA Position Statement: Exertional Heat Illness, Journal of Athletic Training volume 50, number 9 2015, Table 5



## ACSM-Nonacclimatized

WBGT (°F)	Action
≤65.0	Normal activity.
65.1-72.0	Increase the rest/work ratio. Monitor fluid intake.
72.1-78.0	Increase the rest/work ratio and decrease total duration of activity.
78.1-82.0	Increase the rest/work ratio. Decrease intensity and total duration of activity.
82.1-86	Increase the rest/work ratio to 1:1. Decrease intensity and total duration of activity. Limit intense exercise. Watch at-risk individuals carefully.
≥86.1	Cancel or stop practice, exercise and competition.

*Source: Exertional Heat Illness During Training and Competition, Medicine and Science in Sports and Exercise, American College of Sports Medicine 2007, table 2*

# Howard County Public School System

## HEAT INDEX

		Relative Humidity (%)										
		0	10	20	30	40	50	60	70	80	90	100
T e m p e r a t u r e	68	61	63	63	64	66	66	68	68	70	70	70
	70	64	64	66	66	68	68	70	70	72	72	72
	72	66	66	68	68	70	70	72	72	73	73	75
	74	68	68	70	72	72	73	73	75	75	75	77
	76	70	72	72	73	73	75	75	77	77	79	79
	78	75	75	77	79	79	81	81	81	82	84	86
	80	77	77	79	79	81	81	82	84	86	88	91
	82	79	79	81	81	82	84	84	88	90	93	97
	84	79	81	81	82	84	86	88	91	95	99	104
	86	81	82	82	84	86	88	91	95	99	104	113
	88	82	84	84	86	88	91	95	99	104	113	127
	90	84	84	86	88	91	95	99	104	111	124	144
	92	84	84	86	88	91	97	102	109	120	136	
	94	86	88	90	93	97	100	108	117	131		
	96	90	91	95	99	102	109	120	136			
	98	90	93	97	100	106	115	129				
100	91	95	99	104	111	120	135					
102	93	97	100	106	115	129						
104	95	99	104	109	120	138						

The above heat index chart is provided by the National Weather Service. The combination of air temperature (Fahrenheit degrees) and relative humidity (percent) produce a reading of how the air feels to human flesh or the apparent temperature. The heat index (apparent temperature) for a particular day will dictate any cancellations or restricted game and practice conditions. See the next page for specific restrictions.

Athletic Trainers at each school have access to a Heat Index Warning System that measures temperature and relative humidity. Heat Index readings can be ascertained at each school site.

# Howard County Public School System

## Game/Practice Restrictions Due to Heat

Heat Index Reading	Color/Code	Restriction
105 + 115+ Discontinue all activities	Code Red	<b>Danger!</b> Discontinue regular practice. All outdoor athletic events are to be canceled. Very short restricted practice is permitted. Outdoor practices are limited to 45 minutes (including warm ups) and should be conducted as a walk through. No extra equipment is permitted. FH: Goalies no pads or helmets, FB: no pads or helmets. Practice indoors if possible.
95-104	Code Yellow	<b>Extreme Caution!</b> <i>Modify</i> practice with (required) water breaks every 15-20 minutes. Games/events may continue with mandatory official time outs midway through quarters. Provide a water stop (mandatory) midway in cross country meets. Observe athletes carefully for signs of heat injuries. Make sure all athletes drink water. For 101-104 Helmets only for practices.
84-94	Code Green	<b>Warning.</b> Provide a mandatory ten minute rest per 45 minutes of activity. Water is to be available to athletes at all times.
Below 83	Code Blue	<b>No restrictions.</b> Water is to be available at all times. Monitor the heat index for increases.

## Air Quality Readings

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

NOTE: If a code red on the heat index is in effect, there will be an alert communicated to the Athletics and Activities Managers by 2:00 p.m. All athletic personnel are to follow the specific guidelines indicated for the “code”. Wet Bulb Thermometers will be the official monitoring tool at school locations. The OSHA Heat Index application will be used when a Wet Bulb is not available or at all other locations. On non-school days, coaches will use the OSHA app to monitor their locations. For Golf, a decision will be made by 1:00 p.m. so the courses can be notified.

## Heat Acclimatization Do's and Don'ts

### Do:

- Complete the NFHS Course on Heat Illness (mandatory, annual certification). AAM keeps the database. NFHS Education Course “Heat Illness Prevention”– [www.nfhslearn.com](http://www.nfhslearn.com)
- Ensure that all coaches have completed the course
- Provide heat illness information at preseason coaches’ meetings
- Provide heat illness information at preseason parent meetings
- Provide heat illness information at preseason student-athlete meetings
- Provide heat illness information at PTSA & Booster Meetings
- Use school websites to warn of the dangers of heat illness
- Use handout materials from Center for Disease Control (CDC) “Extreme Heat - A Prevention Guide to Promote Your Personal Health & Safety” - [http://www.cdc.gov/nceh/hsb/extreme/Heat\\_Illness/index.html](http://www.cdc.gov/nceh/hsb/extreme/Heat_Illness/index.html)
- Check the Heat Index daily, hourly if necessary and follow HCPSS Handbook guidelines
- Use a weight chart daily to assess an athlete’s weight and hydration status. Weigh them in, Weigh them out.
- Educate students as to how they can monitor their hydration status by the color and volume of urine.
- Educate coaches, parents and students as to the dangers and risks of cumulative dehydration
- Allow athletes unlimited access to water and ice during practices
- Provide regular water-breaks and cool down periods during practices
- Follow safety directions as recommended by the ATC
- Initiate and allow contact with blocking sleds and tackling dummies on practice day 3
- Allow full protective equipment and full contact to begin on practice day 6
- Separate all practice sessions and/or walkthroughs by 3 hours
- Allow one walkthrough on single-practice days
- Follow a double practice day with a single-practice day or a rest day

### Don't:

- Practice outside for more than 45 minutes when Code Red is in effect
- Practice more than 3 hours in any practice session
- Practice more than 3 hours on days 1-5 of the season
- Hold more than 5 hours of practice and/or walkthroughs and/or team meetings on any practice day
- Hold more than one walkthrough on a single-practice day
- Use protective equipment or other sports related equipment during walk through sessions
- Hold double practice days on days 1- 5 of the season
- Hold double practice days on back-to-back days
- Practice with extra equipment when it is a Code Red
- Hold double practice sessions or a single practice session and a walkthrough without a 3-hour recovery period between sessions
- Practice in more than helmets and shorts and shirts on days 1 and 2 of the season
- Practice in more than helmets and shoulder pads on days 3-5 of the season
- Practice in full pads until day 6 of the season
- Exceed total practice time limitations (3 hour maximum for a session or 5 hours for a day) if the practice is interrupted by inclement weather
- Count days when individual students do not practice because of a rest day, illness, injury or absence as any of the heat-acclimatization period

## **Howard County Public School System Thunder and Lightning Position Statement**

If thunder and/or lightning can be heard and/or seen, stop activity and seek protective shelter immediately.

In situations where thunder and/or lightning may or may not be present yet you feel your hair stand on end and skin tingle, immediately assume the following crouched position: drop to your knees, place your hands and arms on your legs, and lower your head. **Do not lie flat.**

In the event that either situation should occur, allow 30 minutes to pass after the last sound of thunder and/or lightning strike prior to resuming play.

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

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

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

A perilous misconception that it is possible to see lightning coming and have time to act before its strikes could prove to be fatal. In reality, the lightning that we see flashing is the return stroke flashing upward from the ground to the cloud, not downward. When you see the lightning strike, it has already hit. It is a fact that you will never see the bolt that hits you. If used immediately, the information provided can be used to minimize the risk of injury or death from lightning.

If an official(s) chooses to ignore the thunder and lightning policy, the coach is to remove the team from the area and seek shelter immediately.

The coach should note the time and allow 30 minutes to pass after the last sound of thunder and/or lightning strike prior to resuming play.

A decision to postpone will be determined by the officials and/or the administrator in charge.

Failure to obey this safety rule will result in disciplinary action for the coach and/or the officials.

Spectators will be directed to leave all outside athletic venues and seek shelter.

## **Fourteen Duties Related to Negligence Litigation**

1. Duty to plan
2. Duty to supervise
3. Duty to assess athletes' readiness for practice and competition
4. Duty to maintain safe playing conditions
5. Duty to provide proper equipment
6. Duty to instruct properly
7. Duty to match athletes
8. Duty to condition properly
9. Duty to warn
10. Duty to ensure athletes are covered by injury insurance
11. Duty to provide emergency care
12. Duty to develop an emergency response plan
13. Duty to provide proper transportation
14. Duty to select, train, and supervise coaches

## **Title IX**

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities which receive federal financial assistance. Title IX requires that members of both sexes have equal opportunities to participate in sports and receive the benefits of competitive athletics. Title IX also states that:

*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 program or activity receiving federal financial assistance.*

Title IX is enforced by the Office for Civil Rights (OCR) of the U.S. Department of Education. OCR has a headquarters office in Washington, D.C.

### **Educational Programs and Activities Covered by Title IX**

Programs and activities, which receive funds from the United States Department of Education (ED), must operate in a nondiscriminatory manner. These programs and activities may include, but are not limited to: admissions, recruitment, financial aid, academic programs, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, recreation, physical education, athletics, and housing and employment.

### **Schools Must Treat Male and Female Athletes Equally In All Aspects of Sports Programming**

Educational institutions must also ensure that male and female athletes are treated equally throughout their athletic programs, including:

- Equal quality and quantity of equipment and supplies
- Fairness in scheduling games and practices
- Equal facilities (locker rooms, playing fields, practice fields)
- Fairness in assigning and paying quality coaches
- Equal publicity
- Provision of medical and training facilities and services
- Equal financial support for travel and expenses

Schools do not have to provide identical benefits and services to their male and female athletes, as long as schools treat them equally overall.

The Director of Athletics, in cooperation with the AAM and building principal, will evaluate each high school annually to ensure equity in all interscholastic athletic programs sponsored by the HCPSS.

MPSSAA Transgender Guidance adopted by HCPSS is in Section 11- of the handbook.

## Hazing in Interscholastic Athletic Programs

*The definition of hazing as defined by the National Federation of High Schools is “any humiliating or dangerous activity expected of a student to belong to a group, regardless of their willingness to participate.”*

The HCPSS Board of Education Policy 1060, Bullying, Cyberbullying, Harassment, and Intimidation, defines hazing as “Participation in any intentional or reckless act directed against another for the purpose of initiation into, affiliation with, or maintenance of membership in an organization. Hazing is considered to be a form of bullying; hazing includes, but is not limited to, any action taken or situation created that directly or indirectly embarrasses, humiliates, harasses, ridicules, intimidates or causes harm or mental or physical discomfort to another.”

Hazing will not be condoned or permitted in any interscholastic athletic programs sponsored by the Howard County Public School System. This means that **HAZING is not tolerated on the fields or courts, in the locker rooms, on the bus, or at any other activity in which student athletes represent the Howard County Public School System.** Any student athlete who feels he or she may be a victim of hazing is urged to report it to their coach, school counselor, or school administrator immediately in order that appropriate action may be taken.

### Hazing Warning Signs

If you see a group where the “power differential” between the old and the new is great, this should be a warning. Watch out for groups where everyone is not equally respected and treated the same. Notify your high school coach, school counselor, or a school administrator if you feel you are being targeted. Examples of hazing include but are not limited to:

- Being yelled, cursed, or sworn at
- Being publicly harassed
- Having to act as a personal servant to an older group member
- Being told to eat or forced to eat disgusting things such as cat food, Tabasco sauce, or raw eggs, etc.
- Being thrown or forced to go into a pond, ocean, toilet, or other body of water
- Pressure to be tattooed, body pierced, or shaven
- Participating in drinking contests
- Pressure to exercise, smoke, drink, or do drugs
- Making prank phone calls or harassing others
- Destroying or vandalizing property
- Inflicting pain on yourself or others

The elimination of hazing from our athletic program will greatly enhance the HCPSS Strategic Goal 2: *School Climate...provide a safe and nurturing school environment that values our diversity and commonality.*



## **HCPSS Diversity, Equity and Inclusion**

1. HCPSS strives to cultivate an environment that values and respects the diverse populations within our schools and will work quickly to remove any barriers to inclusion and equity that may exist.
2. HCPSS encourages that all coaches and advisors be trained in Cultural Proficiency.
3. Coaches and advisors are encouraged to work with their school's Cultural Proficiency Liaison.

## **Recruiting/Student-Coach Relationships**

1. A coach is prohibited from recruiting an elementary, middle, or high school student not districted for his/her school for athletic purposes. Examples of recruiting include: fliers, letters, phone calls, scouting youth leagues and then talking to students and parents. However, a coach may provide basic information, upon request, about a particular sport or during the articulation process. This does not include seeking information about the student.
2. A coach may not have students living or staying in his/her home unless there is proof of legal guardianship.
3. Coaches may not provide student athletes with gifts and/or money. When a student athlete performs a job, the athlete may be paid accordingly. For instance, when an athlete works at a camp, he/she can be paid a reasonable wage for his/her services.
4. Recognition of student athletes and athletes' teams, other than through awards, shall be limited to appreciation banquets approved by the Superintendent (MPSSAA).

## **High School Conditioning Programs**

### **I. HCPSS Sponsored Athletic Conditioning Programs**

Students participating in any school system sponsored athletic conditioning program, including but not limited to, weightlifting, after school hours athletic conditioning programs and summer conditioning programs must provide a signed copy of the Pre-Participation Physical Evaluation and Parental Permission form. The permission form will describe the activities and inherent risks involved with the program.

Supervision, equipment, and property will conform to the same safety specifications as all other school system athletic activities (including certification to supervise the weight room through HCPSS). The use of the weight rooms is restricted to students enrolled in the school. Incoming 9<sup>th</sup> graders, once the current school year is complete, are eligible to participate.

Prior approval must be obtained from the principal/designee and Director of Athletics before such a school-sponsored program can begin.

### **II. Non-School System**

Non-school system sponsored athletic conditioning programs are not permitted to use school weight rooms. Use of facilities for programs other than weight rooms can take place provided the person/organization responsible for the athletic program completes facilities use agreement and provides required liability insurance coverage (Policy # 10020 - Use of Facilities). Groups must provide evidence of general liability insurance coverage of at least \$1M per occurrence. The Howard County Public School System must be named as “additional insured”.

Direct any questions regarding the above to the Office of Safety, Environment and Risk Management (x6739) or the Office of Athletics (x6631).



## Indoor Athletic Facilities Survey

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

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

AREA	REMARKS
<b>I. Entrance Areas:</b>	
A. School Building:	_____
B. Main Gymnasium:	_____
C. Auxiliary Gymnasium:	_____
D. Weight Room:	_____
E. Dance Room:	_____
F. Locker Rooms:	_____
G. Training Room:	_____
<b>II. Parking Areas:</b>	
A. Surface Areas:	_____
B. Markings:	_____
C. Fire Lanes:	_____
D. Bus Access:	_____
<b>III. Walks:</b>	
A. From Parking Areas to Entrance:	_____
B. Surface Condition:	_____
C. Ramps (ADA accessible):	_____
D. Steps:	_____
E. Other:	_____
<b>IV. Main Gymnasium:</b>	
A. Floor:	_____
B. Bleachers:	_____
C. Backboards:	_____
D. Lights:	_____
E. Sound System:	_____
F. Scoreboards:	_____
G. Doors:	_____
H. Signage:	_____
I. Wall Mats:	_____
J. Other:	_____
<b>V. Auxiliary Gym:</b>	
A. Floor:	_____
B. Lights:	_____
C. Back Boards:	_____
D. Scoreboards:	_____
E. Doors:	_____
F. Signage:	_____
G. Wall Mats:	_____
H. Other:	_____

**VI. Weight Room:**

- A. Floor: \_\_\_\_\_
- B. Lights: \_\_\_\_\_
- C. Doors: \_\_\_\_\_
- D. Signage: \_\_\_\_\_
- E. Weight Racks: \_\_\_\_\_
- F. Weight Machines/Benches: \_\_\_\_\_
- G. Cardio Machines: \_\_\_\_\_
- H. Cables: \_\_\_\_\_
- I. Mirrors: \_\_\_\_\_
- J. Other: \_\_\_\_\_

**VII. Dance Room:**

- A. Floor: \_\_\_\_\_
- B. Lights: \_\_\_\_\_
- C. Doors: \_\_\_\_\_
- D. Signage: \_\_\_\_\_
- E. Mirrors: \_\_\_\_\_
- F. Other: \_\_\_\_\_

**VIII. Training Room:**

- A. Floors: \_\_\_\_\_
- B. Lights: \_\_\_\_\_
- C. Doors: \_\_\_\_\_
- D. Signage: \_\_\_\_\_
- E. Storage: \_\_\_\_\_
- F. Other: \_\_\_\_\_

**IX. Locker Rooms:**

- A. Specify Room: \_\_\_\_\_
- B. Floors: \_\_\_\_\_
- C. Lights: \_\_\_\_\_
- D. Doors: \_\_\_\_\_
- E. Signage: \_\_\_\_\_
- F. Lockers: \_\_\_\_\_
- G. Other: \_\_\_\_\_

**X. Storage Areas:**

- A. Specify Area: \_\_\_\_\_
- B. Floor: \_\_\_\_\_
- C. Doors: \_\_\_\_\_
- D. Lights: \_\_\_\_\_
- E. Shelving: \_\_\_\_\_
- F. Cabinets: \_\_\_\_\_
- G. Other: \_\_\_\_\_

**XI. General Comments:**

**Inspector's Signature:** \_\_\_\_\_



## Outdoor Athletic Facilities Survey

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

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

AREA	REMARKS
<b>XII. Entrance Areas:</b>	
A. School Building: _____	
B. Stadium: _____	
C. Bermuda Field: _____	
D. Weight Room: _____	
E. Locker Rooms: _____	
F. Training Room: _____	
<b>XIII. Parking Areas:</b>	
A. Surface Areas: _____	
B. Markings: _____	
C. Fire Lanes: _____	
D. Bus Access: _____	
<b>XIV. Walks:</b>	
A. From Parking Areas to Entrances: _____	
B. Surface Condition: _____	
C. Ramps (ADA accessible): _____	
D. Steps: _____	
E. Other: _____	
<b>XV. Stadium:</b>	
A. Playing Field: _____	
B. Track: _____	
C. Bleachers: _____	
D. Press Box: _____	
E. Lights: _____	
F. Sound System: _____	
G. Scoreboards: _____	
H. Fences: _____	
I. Gates: _____	
J. Signage: _____	
K. Other: _____	
<b>XVI. Auxiliary Areas:</b>	
A. Bermuda Field: _____	
B. Practice Field (Specify): _____	
C. Shot Put Area: _____	
D. Discuss Area: _____	
E. Pole Vault Area: _____	
F. High Jump Area: _____	
G. Lights: _____	
H. Scoreboards: _____	

- I. Gates/Fences: \_\_\_\_\_
- J. Signage: \_\_\_\_\_
- K. Other: \_\_\_\_\_

**XVII. Baseball/Softball Fields:**

- A. Specify Field: \_\_\_\_\_
- B. Infield: \_\_\_\_\_
- C. Outfield: \_\_\_\_\_
- D. Backstop: \_\_\_\_\_
- E. Fencing: \_\_\_\_\_
- F. Dugouts: \_\_\_\_\_
- G. Other: \_\_\_\_\_

**XVIII. Restrooms/Port-a-Pots:**

- A. Specify Room: \_\_\_\_\_
- B. Floors: \_\_\_\_\_
- C. Lights: \_\_\_\_\_
- D. Doors: \_\_\_\_\_
- E. Signage: \_\_\_\_\_
- F. Other: \_\_\_\_\_

**XIX. Concession Stand:**

- A. Doors: \_\_\_\_\_
- B. Windows: \_\_\_\_\_
- C. Cabinets/Storage: \_\_\_\_\_
- D. Counters: \_\_\_\_\_
- E. Other: \_\_\_\_\_

**XX. Auxiliary Lighting:**

- A. Parking Lot (Specify): \_\_\_\_\_
- B. Walkway (Specify): \_\_\_\_\_
- C. Entrance/Exit (Specify): \_\_\_\_\_
- D. Other: \_\_\_\_\_

**XXI. Storage Areas:**

- A. Specify Area: \_\_\_\_\_
- B. Floor: \_\_\_\_\_
- C. Doors: \_\_\_\_\_
- D. Lights: \_\_\_\_\_
- E. Shelving: \_\_\_\_\_
- F. Cabinets: \_\_\_\_\_
- G. Other: \_\_\_\_\_

**XXII. General Comments:**

**Inspectors Signature:** \_\_\_\_\_

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

### WRESTLING MAT MAINTENANCE LOG

DATE	TIME	MAT DISINFECTED (Check off when completed)	SIGNATURE

## Soccer Goals-HCPSS Safety Guidelines

### **In Season:**

Coaches, under the supervision of the Athletics and Activities Manager, are to ensure that all goals are properly anchored, secured, or counterweighted per NFHS Rules during all games and all practices:

If portable goals are used, they shall be adequately anchored, secured or counterweighted to the ground. If used on a football field, the front of the portable goals should be at least 2 yards in front of the base of the existing football goalposts.

*Rule 1.4.Art.1 (page 12) NFHS Soccer Rules Book.*

If possible, when portable goals are being used in season, they are to be securely stored after every game and practice. If they cannot be securely stored, they must be anchored, secured, or counterweighted at all times.

Portable goals that cannot be stored daily during the season should be inspected on a regular basis (at the time of use) to ensure that the goals are adequately anchored, secured, or counterweighted.

Coaches are to inform team members that they may not hang from the goals or move the goals without permission and supervision of the coach.

### **Out of Season:**

When goals are not being used during the “off season” they are to be safely stored and secured in a manner that prohibits their use by non-HCPSS personnel. Suggested storage is

- The breakdown of the goals into component parts (nets, posts, supports, and crossbars) and storage inside a secure indoor storage facility
- Or, after the removal of the nets, the chaining of the goals in an appropriately secure outdoor storage area.

Goals improperly anchored, secured, or counterweighted pose a serious safety risk in games and practices. When not in use, goals improperly stored and secured become an attractive nuisance, creating additional risk and liability for the HCPSS.



## **Equipment Storage and Use**

All athletic equipment is to be safely installed, safely used, safely stored, and in safe and usable condition always.

This includes all track high jump and pole vault mats and pits, soccer and lacrosse goals and nets, baseball and softball batting cages, rebounding machines, pitching machines, hurdles, bleachers, golf carts, generators, wrestling and cheerleading mats, jump ropes, and all other equipment that our students can access, with or without permission and/or supervision.

We are responsible for any "Attractive Nuisance" that could cause harm to our students, staff, and spectators. Be ever vigilant.

## **Open Grill/Flame Prohibition**

Open Grill / Flame Prohibition – The use of grills or open flames on property is prohibited. Reference to this can be found in HCPSS Policy 10020PR Use of School Facilities by Non- School Groups states there shall be no open flames in schools or on school grounds. Although the policy addresses use by non-school groups, the prohibition of grills and open flames also applies to school employees / groups. Such use may also be in non-compliance with HCPSS Policy 9090 Wellness through Nutrition and Physical Activity, Circular #14 Food Sources, Health Department regulations and Life Safety Codes.

## **Decorations Statement**

Decorations – HCPSS Policy 10020PR states no decorations shall be used in buildings unless they are of a fireproofed material. Decorations and displays may not block exits, obstruct the discharge area, or be attached to a sprinkler head. Other Life Safety Codes may apply. Displays or decorations indoor or outdoor requiring electrical service, the use of extension cords and / or generators and painting surfaces are not permitted unless approved by the Director or Manager of Building Services. In some instances, approval may also be required from the Offices of Safety, Environment and Risk Management and the Fire Marshal. Latex balloons and materials may not be used on school grounds.

## **Tailgating Prohibition Statement**

Tailgating may lead to activities that create safety, security, and environmental issues. Such issues include the use of grills or open flames, reduced parking spaces, crowd management issues, inappropriate behavior, and trash / grounds damage. Tailgating is prohibited on HCPSS property. HCPSS policies that may apply include:

- Safe and Supportive Schools - 1040
- Tobacco-Free Environment - 1050
- Trespassing or Willful Disturbance - 3020
- Alcohol, Other Drugs, Prescription Medication and Over the Counter Products - 9230
- Weapons - 9250
- Student Dress Code - 9210
- Use of School Facilities - 10020
- Student Code of Conduct - Bullying, Cyber bullying, Harassment or Intimidation

## **Water Containers**

An available drinking water supply is important during practices and games, equally important is that the water supply is provided in appropriate containers such as water bottles and coolers and those containers are cleaned prior to being used. Drinking from or filling a container from a hose that is connected to an outside or indoor source is prohibited. Contamination to the water from bacteria and material from which the hose is made may result in health-related issues.

## **Large Event Notification**

Planned events with expected attendance of 500 or more people must be reported in advance to the Howard County Office of Emergency Management to Mike Hinson, [mhinson@howardcountymd.gov](mailto:mhinson@howardcountymd.gov). One person trained in Crowd Management must be assigned to the event for every 250 people.

This information will be shared with police and fire and rescue personnel for awareness in the event a call from that location be received for services or other reasons.

The use of aerial bucket equipment and the construction of scaffolding to videotape or direct athletic or band events are prohibited. These activities present a safety/liability risk to the operator/user, and to individuals in the vicinity of the equipment, as well as an unacceptable liability exposure overall to the school system.

In addition, unauthorized vehicles driven on the tracks and fields cause damage and costly repair to the track surface and the fields. Until further notice, no equipment such as the above or its equivalent is permitted on school tracks and fields for the purpose of videotaping or directing activities. The only vehicles permitted in these areas are HCPSS and emergency response vehicles.

**Drones-** In the interest of public safety and competitive equity, the use of unmanned aircraft systems (drones) is prohibited during MPSSAA regular season, district, regional, and state tournament competitions. Unmanned aircraft systems may not operate in airspace over host school grounds or facilities conducting athletic events.

## **Utility Golf Cart/Gator Guidelines**

- Any staff member operating the golf cart/gator must have completed the golf cart safety course provided online through SafeSchools. A refresher course must be taken every 3 years.
- Golf carts are for official school use only. Carts should always be driven with care.
- Golf cart use is limited to athletics and activities managers, physical education teachers, coaches, athletic trainers, and local school security personnel. With prior permission of the principal, the cart can be used to transport elderly or handicapped persons.
- No student shall be permitted to drive the cart at any time. Student passengers shall be limited to student trainers, student aides working an event, or injured students.
- Storage of the cart shall be in a locked storage area. At no time is the cart to be left unattended. When not in immediate use, the cart will be parked away from pedestrian traffic, with the key (if any) removed, and the wheels blocked to prevent rolling.
- No cell phone use while driving the cart.
- Yield to pedestrians. Observe a 5 miles per hour speed limit when near pedestrians; 10 miles per hour maximum speed at any time.
- No parking in pedestrian walkways, fire lanes, vehicle, or any no parking areas.
- Use additional caution in wet, muddy, sandy, gravel areas when driving.

- Never carry more passengers than the maximum allowed by manufacturers specification. No passengers at any time in the cargo area. Hands and bodies should always be inside the cart. Never exit the cart while moving. Exit only after coming to a complete stop.
- Regular cart maintenance should be maintained. A safety check is required before every use.
- Flammable fuel (gasoline) should be stored in an appropriate area.

**Faculty Games, Faculty/Student Games, and/or Alumni Games**

- **Not permitted, in or out-of-season.**

# **Section 6**

Equipment  
Inventories  
Budgets

## **Equipment and Uniforms**

### **Athletic Expenditures**

1. AAMs will follow standard procedures in submitting requisitions for athletic equipment to the Director of Athletics and Purchasing Officer.
2. Funds designated for the purchase of athletic equipment are allocated by the school. The principal and the AAM in each school determine the priority items (safety) for purchase.
3. Athletic equipment funded by the Board of Education will be secured through central purchasing by the Director of Athletics based upon requisitions and inventories received from AAMs.
4. An inventory of sports equipment must be taken after each season by the coach of each sport and recorded on forms supplied by the AAM. The AAM will make copies of the inventory and submit one to the Director of Athletics, and retain one for his/her file.
5. Athletic equipment that is to be used by individuals (uniforms, helmets, protective equipment, bats, etc.) may be used only for Howard County Public Schools sponsored games and events. Lending equipment to student athletes for clinics, out-of-season camps, and leagues is strictly prohibited (MPSSAA).
6. All equipment or uniform purchases, regardless of the source of funding, must be approved by the principal or designee and meet HCPSS, NFHS, and/or NOSCE/SGMA safety standards.
7. Golf Cart Guidelines  
  
See Section 5, pages 5-22 and 5-23.
8. All “Little Budget” (MOI) expenditures shall be approved by the principal/designee.
9. All school athletic accounts shall be monitored by the principal/designee.
10. All athletic purchases by coaches shall be approved in advance by the principal/designee.
11. Approved vendors, when possible, shall be notified in writing that all athletic purchases by coaches shall be approved in advance by the principal/designee.
12. Contact your bookkeeper or Purchasing Office for an approved vendor list.

**EQUIPMENT & UNIFORMS ESSENTIALS LIST GUIDELINES**

<b>Athletics</b>	<b>Cross Country</b>	<b>Field Hockey</b>
Combination Stadium Goalposts (1)	Boys Jerseys (36)	Ball Bag (2)
Gymnasium Scoreboard	Boys Shorts (36)	Ball Machine (1)
Stadium Scoreboard (1)	Girls Jerseys (36)	Captain's Band (2)
Turf Vehicle (1)	Girls Shorts (36)	Ball (72)
	Stopwatch Printer (1)	Goalkeeper Away Jersey (4)
		Goalkeeper Girdle (4)
		Goalkeeper Body Protector (4)
		Goalkeeper Gloves (4)
		Goalkeeper Helmet (4)
		Goalkeeper Leg Guards/Kicker (4)
		Goalkeeper Throat Protector (4)
		Goals (1 pr)
<b>Cheer</b>		Indoor Ball (2)
Uniform:		JV/Varsity Away Jersey (50)
Shell Top		JV/Varsity Home Jersey (50)
Skirt		Kilt (50)
Uni-Crop Top		Nets (2 pr)
CD Player/Sound System		Scoreboard (1)
Performance Mats		Scorebook (2)

<b>Football</b>	<b>Soccer (Boys &amp; Girls)</b>	<b>Volleyball</b>
1 Man Blocking Sled (1)	Ball Bag (8)	Ball Carrier (2)
2 Man Blocking Sled (1)	Boys JV/Varsity Away Jersey (50)	Ball Cart (2)
7 Man Blocking sled (1)	Boys JV/Varsity Away Shorts (54)	Balls (30)
Agility Bag (4)	Boys JV/Varsity Home Jersey (50)	Fresh/JV/Varsity Away Jersey (36)
Blocking Dummy (6)	Boys JV/Varsity Home Shorts (54)	Fresh/JF/Varsity Away Shorts (36)
Blocking Shield (6)	Captain's Band (2)	Fresh/JV/Varsity Home Jersey (36)
Practice Jersey (100)	Cone (100)	Fresh/JV/Varsity Home Shorts (36)
Down Marker (1)	Corner Flags (2 sets)	Spike Trainer (1)
Extra Point Kicking Tee (4)	Ball (72)	Training Ball (2)
Football (36)	Girls JV/Varsity Away Jersey (50)	Scorebook
Forearm Blocking Pad (6)	Girls JV/Varsity Away Shorts (54)	Nets (3)
Game Pants (100)	Girls JV/Varsity Home Jersey (50)	Standards (3)
Girdle Inserts (100 sets)	Girls JV/Varsity Home Shorts (54)	
Girdle Shell (100)	Goalkeeper Gloves (4 pr)	
Goalpost Pad (4)	Goalkeeper Jersey (4)	
Head Phones (1 set)	Goalkeeper Pants (4)	
Helmet Repair Kit (1)	Goalkeeper Shorts (4)	
Helmet (100)	Kwik Goal Carrier (2)	
JV/Varsity Away Jersey (100)	Kwik Goal (4)	
JV/Varsity Home Jersey (100)	Pop Up Goal Carrier (2)	
Kick Off Tee (4)	Pop Up Goals (2 pr)	
Knee Pads (100 pr)		
Light Practice Jersey (100)		
Practice Pants (100)		
Pylons (12)		
Rib Pad (6)		
Shoulder Pad (80)		

<b>Football (continued)</b>		
Sideline Markers (2 sets)		
Tackling Sled (1)		
Thigh Pads (100 pr)		
Web Belt (100)		
Yardage Marker (1)		

<b>Basketball</b>	<b>Indoor Track (Boys &amp; Girls)</b>	<b>Wrestling</b>
Ball Bag (2)	Baton (24)	Ankle Bands (4 pr)
Ball Cart (2)	Blanks .22 (20 boxes)	Face mask (2)
Boys Basketball (24)	Blanks .32 (20 boxes)	Head Guard (40)
Boys JV/Varsity Away Jersey (30)	Elastic Crossbar (2)	Knee Pads (80 pr)
Boys JV/Varsity Away Shorts (30)		Mat (1)
Boys JV/Varsity Home Jersey (30)	High Jump Crossbar (2)	Mat Tape (24)
Boys JV/Varsity Home Shorts (30)	High Jump Landing Mat (1)	Mat Transporter (6)
Girls Basketball (24)	High Jump standards (1 pr)	Practice Singlet (40)
Girls JV/Varsity Away Jersey (30)	Hurdle Cart (3)	Singlet (40)
Girls JV/Varsity Away Shorts (30)	Hurdle (40)	Timer (2)
Girls JV/Varsity Home Jersey (30)	Judges Stand (1)	Scorebook
Girls JV/Varsity Home Shorts (30)	Lap Counter (2)	
Scorebook	Mat Carrier (1)	
	Measuring Tape (8)	
	Pole Vault Crossbar (2)	
	Pole Vault Helmet (4)	
	Pole Vault Landing Mat (1)	



	<b>Indoor Track (Boys &amp; Girls) Cont'd</b>	
	Pole Vault Pole –150-170 lbs (4)	
	Pole Vault Pole – up to 150 lbs (4)	
	Pole Vault Standard Bases (1 pr)	
	Pole Vault Standards (1 pr)	
	Pole Vault Training Pole (2)	
	Starters Pistol .22 (1)	
	Starters Pistol .32 (1)	
	Starting Block Caddy (1)	
	Starting Block (8)	
	Stopwatch/Printer (2)	
	Stopwatch (8)	
	Boys Jersey (36)	
	Boys Shorts (36)	
	Girls Jersey (36)	
	Girls Shorts (36)	
	Indoor Shot 8.81 lbs (2)	
	Indoor Shot – 12 lbs (2)	

<b>Baseball</b>	<b>Boys Lacrosse</b>	<b>Girls Lacrosse</b>
Ball Buckets (2)	Arm Guard (60 pr)	Ball Carrier (4)
Bases (2 sets)	Attack Stick Handle (12)	Ball (120)
Batting Cage (1)	Ball Carrier (4)	Goals (2 pr)
Batting Helmet (18)	Ball (120)	Goalkeeper Arm Guards (4 pr)
Batting Tee (4)	Defense Stick Handle (12)	Goalkeeper Chest Protector (4)
Catcher's Chest Protector (4)	Gloves (60 pr)	Goalkeeper Girdle Pad (4)
Catcher's Helmet/Mast (4)	Goals (2 pr)	Goalkeeper Gloves(4 pr)
Catcher's Leg Guards (4 pr)	Goalkeeper Chest Protector (4)	Goalkeeper Helmet (4)

<b>Baseball (Continued)</b>	<b>Boys Lacrosse (Continued)</b>	<b>Girls Lacrosse (Continued)</b>
Catcher's Mitt (4)	Goalkeeper Stick (4)	Goalkeeper Leg Guards (4 pr)
Digout Tool (4)	Goalkeeper Throat Protector (4)	Goalkeeper Stick (4)
First Baseman's Glove (2)	Helmet (60)	Goalkeeper Throat Protector (4)
Fungo Bat (4)	JV/Varsity Away Jersey (60)	JV/Varsity Away Jersey (60)
Balls (20 Dozen)	JV//Varsity Home Jersey (60)	JV/Varsity Home Jersey (60)
Hat (48)	JV/Varsity Shorts (60)	JV/Varsity Kilt (60)
Infield Drag Mat (1)	Mouth Guard (100)	Mouth Guard (100)
Infield Rake (8)	Nets (2 pr)	Nets (2 pr)
Infield Screen (2)	Practice Jersey (60)	Practice Jersey (60)
JV/Varsity Away Jersey (36)	Rib Pad (60)	Practice Shorts (60)
JV/Varsity Home Jersey 36)	Shoulder Pad (60)	Scorebook
JV/Varsity Away Pants (40)	Scorebook	
JV/Varsity Home Pants (40)	Helmet/Stick Repair Kit	
Pitchers Screen (1)		
Pitching Machine (1)		
Pitching Machine Balls (10 dozen)		
Undershirt (40)		
Scorebook		

<b>Softball</b>	<b>Tennis</b>	<b>Outdoor Track (Boys &amp; Girls)</b>
Ball Bag (2)	Ball Hopper (2)	See Indoor Track
Bases (2 sets)	Ball machine (1)	
Batting Helmet (18)	Balls (24 cases)	Boys Jersey (36)
Batting Tee (4)	Shirt (24)	Boys Shorts 36)

<b>Softball (Continued)</b>	<b>Tennis (Continued)</b>	<b>Outdoor Track (Boys &amp; Girls) Continued</b>
Batting Tunnel (1)	Shorts (36)	Rubber Discus – 1 kg (2)
Catcher's Chest Protector (4)	Squeegee (2)	Rubber Discus – 1.6 kg (2)
Catcher's Helmet/mask (4)		Girls Jersey (36)
Catcher's Leg Guards		Girls Shorts (36)
Digout Tool (4)		Outdoor Shot 8.81 lbs (2)
First Baseman's Glove (2)		Outdoor Shot 12 lbs (2)
Balls (10 dozen)		Wood Discus – 1 kg (2)
Infield Drag Mat (1)		Wood Discus – 1.6 kg (2)
Infield Rake (4)		Discus Cage (1)
Infield Screen (2)		Shot Put Toe Board (1)
JV/Varsity Away Jersey (36)		
JV/Varsity Away Pants (40)		
JV/Varsity Home Jersey (36)		
JV/Varsity Home Pants (40)		
Pitchers Screen (3)		
Pitching Machine (1)		
Pitching Machine Balls (10 dozen)		
Undershirt (40)		

<b>Allied Soccer</b>	<b>Allied Bowling</b>	<b>Allied Softball</b>
Basic 6' x 12' Soccer Goal w/net (pair)	Polo w/2 color logo (20)	Batting Helmet w/mask (6)
Soccer ball-practice (8)	Polo w/2 color logo (20)	Helmet Logo (2)
Soccer ball-game (1)		12" Incrediball (dz) (1)
Slip in Shin guard (16)		RhinoSkin Bat (6)

<b>Allied Soccer (Continued)</b>		<b>Allied Softball (Continued)</b>
Ultra Lite Sock (16)		Heavy Duty Batting Tree (1)
Sublimated short/shirt (16)		Canvas Gear Bag (1)
Goalie Jersey (2)		Floor Tape 2"(1 red 1 blue) (2)
Team Ball Bag (1)		2 button mesh shirt (20)
9" Cones (24)		Mesh Short w/pocket (20)

# **Section 7**

## Transportation

## Transportation

1. Transportation of athletic teams to the site of the athletic events and immediate return to the home school is subsidized by the HCPSS, subject to budget approval. Transportation costs are subject to the following:
  - a. Athletic events are prohibited that would require a team to exceed 600-mile round trip from the Maryland state boundaries.
  - b. As defined by the current bid for school bus service for athletics and allied sports' events, the HCPSS Athletics Office funds athletic contests in the Metropolitan area including Baltimore City, Anne Arundel, Baltimore, Carroll, Frederick, Harford, Montgomery, and Prince George's Counties. Tournaments, Invitationals, and Regular Season Contests outside the metropolitan area will be the responsibility of the individual schools.
  - c. All transportation of athletic teams must have prior approval from the Director of Athletics.
  - d. Any costs other than transportation will be the responsibility of the school administration.
  - e. Overnight trips require a field trip form be filed with the Office of Safety, Environment, and Risk Management.
2. Except for Golf\*, Allied Golf\* and Allied Bowling, athletic teams must travel to and from games on authorized buses contracted with the Athletics Office. The only people permitted on the team bus are those allowed on the bench (participants listed on the eligibility roster, paid and volunteer coaches under contract, statisticians and game management personnel, paramedics/athletic trainer), unless prior approval has been obtained by the principal/designee. With principal/designee approval, student participants may be transported only by their parents/guardians in lieu of the bus. Specific protocols will be developed at the school level. Each driver and bus must be certified by the HCPSS Transportation Office. A coach or sponsor should ride on each bus at all times and is responsible for the team. These buses are paid for with county funds. Any exception to the transportation rule must be authorized by the high school principal/designee.

\*Parents or guardians are responsible for providing transportation to practices and matches.
3. Spectator buses must be authorized by the principal of the school and must have a faculty member riding on each bus in charge of the trip. Spectator buses are not funded by the HCPSS.
4. Copies of logs and invoices for transportation are kept on file in the AAM office and the Director of Athletics.
5. Per BOE Policy 5220-IP, School Bus Contracts and School Bus Personnel; vehicle liability insurance will apply while transporting students on approved school-related activities. Each driver and bus must be certified by the HCPSS Transportation Office.
6. Athletic teams are limited to the number of buses per transportation contract for transportation to a game or meet. Exceptions to this rule must be approved by the Director of Athletics and will be made only when necessary to transport minimum team personnel and cheerleaders.
7. Trips that exceed 100 miles in one direction must be made on a coach bus (when available). A current Motor Carrier list for charter service is available on The Hub, under Transportation. If not using a coach bus a waiver must be approved by the Director of Athletics.

8. \*Under exceptional circumstances and by submitting required documentation, approval to drive students, **at the high school level only**, may be granted by the Community Superintendent and the Office of Safety, Environment, and Risk Management (410-313-6739). Approval will only be considered for school related/sponsored activities (a school related activity must take place at a location other than the student's school).

Transportation of students by staff, to and from school or to any school related activity, is prohibited unless an exception is granted. Students participating in school related and sponsored activities must be transported in a bonded, insured commercial vehicle and be supervised in transit by school personnel.

Students who become a disciplinary problem while on a trip are **not** to be transported by any members of staff. Parents will be required to pick up their children from the site; or transportation will be provided on a bonded, insured commercial vehicle and students will be supervised in transit by school personnel.

Medical Situations:

Students in need of medical services are not to be transported by staff members at any time. A call should be placed to 911 under these circumstances.

\*Reference: Circular #31 Procedures for Transporting Students (10/15/18)

### Sample - Self-Transport Form

Dear Parents Names:

By signing this agreement, I acknowledge that I will not hold the \_\_\_\_\_ High School coaching staff, administration and/or the Howard County Public School System liable for any potential injuries or accidents that may occur while transporting my son/daughter \_\_\_\_\_ (player name) to and from the \_\_\_\_\_ (athletic event) on \_\_\_\_\_ (date). We will take full responsibility for providing transportation for only our child to the above-mentioned event. I am aware that this document must be signed by all parties and sent to \_\_\_\_\_ within at least 24 hours notice of the event.

Player Name: Sport: \_\_\_\_\_

Parent Name: Parent Signature: Date: \_\_\_\_\_

Coaches Signature \_\_\_\_\_

# **Section 8**

## **Care and Prevention of Athletic Injuries**



## **I. Care and Prevention of Athletic Injuries**

As the leader of a group of young people, the coach assumes a significant responsibility for helping to insure their health and well-being. A great deal of emphasis must be placed on training and conditioning, first aid, injury prevention and management, proper use of equipment, and maintenance of safe playing areas.

This section includes a summary of some major points to consider in the care and prevention of athletic injuries and is not intended to be all inclusive. The scope of this section does not allow for a detailed and thorough discussion of all medical emergencies which the coach might encounter. In case of injury, first aid and injury management are not to go beyond the scope of topics discussed and reviewed in the required Basic Care and Prevention of Athletic Injuries course.

All coaches shall have completed or be enrolled in a one-credit course in the Care and Prevention of Athletic Injuries within one (1) year of their first coaching assignment.

## **II. Heat Acclimatization Period**

Heat acclimatization guidelines are to take into account an acclimatization period that defines the duration, intensity and number of required practices to acclimatize each individual student-athlete. The duration and intensity for practices are suggested to gradually increase the student-athlete's heat tolerance, enhance their ability to participate safely in warm and hot conditions and minimize their risk for heat related illnesses. A proper heat-acclimatization plan in secondary school athletic programs is essential to minimize the risk of exertional heat illness during the preseason practice period. Gradually increasing athletes' exposure to the duration and intensity of physical activity and to the environment minimizes exertional heat-illness risk while improving athletic performance.

Progressive acclimatization is especially important during the initial 3 to 5 days of summer practices. When an athlete undergoes a proper heat-acclimatization program, physiologic function, exercise heat tolerance, and exercise performance are all enhanced. In contrast, athletes who are not exposed to a proper heat-acclimatization program face measurable increased risks for exertional heat illness.

### **KEY POINTS**

- Heat acclimatization (or acclimation) confers biological adaptations that reduce physiological strain (e.g., heart rate and body temperature), improve comfort, improve exercise capacity, and reduce the risks of serious heat illness during exposure to heat stress.
- The biological adaptations include integrated thermoregulatory, cardiovascular, fluid electrolyte, metabolic and molecular responses.
- Heat acclimatization occurs when repeated exercise-heat exposures are sufficiently stressful to invoke profuse sweating and elevate whole-body temperatures.
- About 2 weeks of ~90 min daily heat exposures are required
- Heat acclimatization is specific to the climatic heat stress (desert or tropic) and physical exercise intensities the athletes are exposed to, which should simulate the expected competitive environment.

### III. Heat Acclimatization Guidelines

- A. On single-practice days, one walk-through is permitted.
- B. Double practice days (beginning no earlier than practice day 6) must be followed by a single-practice day or rest day. When a double-practice day is followed by a rest day, another double-practice day is permitted after the rest day.
- C. All practices and walk-through sessions must be separated by three hours of continuous rest.
- D. If a practice is interrupted by inclement weather or heat restrictions, the practice should recommence once conditions are deemed safe, but total practice time should not exceed its limitations.
- E. Equipment Restrictions
  - 1. Football
    - a. Practice days 1 and 2 – helmets only, and shorts/t-shirts.
    - b. Practice days 3 through 5 – helmets and shoulder pads only. Contact with blocking sleds and tackling dummies may be initiated.
    - c. Beginning practice day 6 – full protective equipment and full contact may begin.
  - 2. Field Hockey
    - a. Practice days 1 and 2 – Goalies in helmet and goalie kickers, athletes may wear shin guards, goggles and mouth pieces.
    - b. Practice days 3 through 5 – Goalies in helmet, chest protection and goalie kickers.
    - c. Beginning practice day 6 – full protective equipment may be worn.
  - 3. Soccer – Shin guards and goalie gloves can be worn beginning day 1
  - 4. Volleyball- Knee pads may be worn beginning day 1
- F. The heat-acclimatization period is designed for students on an individual basis. Days in which athletes do not practice due to a scheduled rest day, injury, illness or other reasons do not count towards the heat-acclimatization period.
- G. **Practice Days 1-5**
- H. School teams shall conduct all practices within the general guidelines above as well as the following guidelines for practice days 1-5.
- I. School teams are limited to one practice per day not to exceed three hours in length.
- J. One walk-through session is permitted per day no longer than 1 hour in duration.
- K. **Practice Days 6-14**
- L. School teams shall conduct all practices within the general guidelines above as well as the following guidelines for practice days 6-14.
- M. Total practice and walk-through time per day should be limited to five hours with no single session longer than three hours in duration.
- N. School teams may participate in full contact practices with all protective equipment worn.

### Sample Practice Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Day 1	Day 2	Day 3	Day 4
Rest Day	Day 5	Day 6 Full Contact 1 <sup>st</sup> two-a-day	Day 7	Day 8	Day 9	Day 10
Rest Day	Day 11	Day 12	Day 13	Day 14	Day 15	

**Note:** Shaded days reflect Heat Acclimatization Period

#### IV. Heat Illness

There are three categories of heat illness, and the athlete may not sustain all three in order.

##### A. Heat Cramp

###### 1. Symptoms

The body and muscles will cramp due to the loss of fluid and electrolytes. This is a warning sign of further illness. The muscles most often affected are the quadriceps, gastrocnemius (calf), and abdominals.

###### 2. What to do?

- a. Ice and stretch
- b. Give water or fluids
- c. Improve cardiovascular condition (if early in season)
- d. If persistent, check into the diet

##### B. Heat Exhaustion

There is an excessive loss of water and electrolytes.

###### 1. Symptoms

- a. Sweating profusely
- b. Cool skin, may be pale
- c. Syncope (dizziness or confusion)
- d. Possible rapid pulse
- e. Internal temperature increases to 102 - 104.9 degrees (normal 98.6)

###### 2. What to do?

- a. Find a cool shaded place.
- b. Cool the individual with cold water, ice towels, or tap water from a hose.
- c. Have the athlete drink fluids. The thirst mechanism will shut down. He/she will only be able to take small sips. Have athlete suck on ice.
- d. Get the extra equipment off - shoulder pads, helmet, any extra clothing, shoes and socks.

### C. Heat Stroke

This is a medical emergency. The body's thermoregulatory system has totally shut down and the core body temperature is continuing to rise.

#### 1. Symptoms

- Body temperature more than 105 degrees
- Skin is dry, warm, or hot, red (total absence of sweat)
- Behavior may be disoriented, acutely aggressive
- Athlete may be conscious or unconscious

#### 2. What to do?

- Activate emergency and call 911 immediately
- Cool the athlete as efficiently as you can, using the heat exhaustion techniques
- Monitor vital signs (heart rate, blood pressure, and breathing) until ambulance arrives

### V. Differentiating between Heat Exhaustion and Heat Stroke

Heat Exhaustion Symptoms:

- Cool and clammy
- Sweating
- Body Temperature 98.6 - 104.9 degrees
- Pulse - Slow
- Confusion
- Conscious

Heat Stroke Symptoms:

- Hot and dry
- No sweating
- Body Temperature 105 degrees or higher
- Pulse - Rapid or Fast
- Aggressiveness
- May be unconscious

### VI. Ways to Prevent Heat Illness

Be aware of athlete's conditioning level. A better conditioning level will mean a greater toleration of the heat.

Anticipate the need for athletes to be acclimated. It will take seven to ten days to be well acclimated to a heat environment. Use a gradual increase in work at practice.

**In the sport of football, practices will be held without full equipment for the first three practices. Helmets and shoulder pads are optional.**

Know the temperature and the humidity level at practice time. Refer to the HCPSS heat index chart in the Athletic Handbook.

Make modifications during practice sessions with more water breaks, rest breaks, and change in dress for practice.

Push fluids! Cool water before, during, and after practice (hydrating). Hydrate on a regular basis whether or not the athlete is thirsty. Sport drinks can supplement but are NOT a replacement for water as the primary fluid.

Encourage a proper diet, especially fruit, vegetables, and leafy greens. An athlete can avoid a bloating feeling by eating before drinking a large amount of fluid.

Have the athlete wear proper clothing. The least amount that is appropriate for the sport is best. Nylon is ideal, cotton breathes very well.

If you choose to practice a two-a-day schedule, make your morning more strenuous than your afternoon. You may want to monitor the athlete's weight. Athletes should lose no more than 3% body weight after a practice session.

**Talk to your team about heat illness! It is a serious matter. For more information view the Model Policy for Heat Acclimatization Guidelines in Section 11.**

## **VII. Sports Related Concussion**

### **Sports Concussion Program Testing**

The Howard County Public School System provides a state-of-the-art Sports Concussion Program to detect and treat concussions in high school athletes. The program was developed by Dr. Gerard Gioia, director of the SCORE Concussion Program at Children's National Medical Center. Dr. Gioia works closely with school personnel, parents and the primary care physicians of our student athletes.

As part of the program, student athletes participate in voluntary pre-concussion baseline testing bi-annually to assess key functions affected by a concussion. The information is used for comparison after an injury to assess whether the athlete has a concussion and to assist in recovery if the athlete has suffered a concussion.

The following protocol is intended for coaches who suspect a possible concussion during practice or a game. The information and guidelines are taken from a variety of concussion resources including "National Athletic Trainers' Association Position Statement: Management of Sport Related Concussion" (2004), Vienna Conference (2002), Prague Conference (2005), and Heads Up: Concussion in High School Sports (2005). Concussion assessment and management is a job for qualified health care professionals (i.e., physician, athletic trainer, and neuropsychologist).

### **Definition of Concussion, Concussion Facts**

A concussion is an injury to the brain as a result of a force or jolt applied directly or indirectly to the head, which produces a range of possible symptoms and may or may not involve a loss of consciousness.

- 80-90% of concussions occur without loss of consciousness.
- Recognition and proper management of concussions when they first occur can help prevent further injury, prolonged recovery, or even death (secondary impact syndrome).

Concussions are also called mild traumatic brain injuries (MTBI). Concussions can occur in any sport, including Baseball, Basketball, Cheerleading, Equestrian, Field Hockey, Football, Gymnastics, Ice Hockey, Lacrosse, Rugby, Soccer, Softball, Volleyball, and Wrestling.

The potential for concussions is greatest in athletic environments where collisions or significant falls are common. Environmental factors also can cause injury. For example, a player may collide with an unpadded goalpost or trip on an uneven playing surface. Sometimes people do not recognize that a bump, blow, or jolt to the head can cause a concussion. As a result, athletes may receive no medical care at the time of the injury, but they may later report symptoms such as headache and dizziness. These symptoms can be a sign of a concussion and must be carefully evaluated.

## Signs and Symptoms of Concussion

Concussion results in a range of physical, cognitive, emotional, and sleep-related symptoms. Duration of symptoms can vary from person to person and may last for as short as several minutes and last as long as several days, weeks, months or even longer in some cases. Knowledge of the full range of signs (what you can see) and symptoms (what the student-athlete reports) are important. One or more of these signs and symptoms following a blow or jolt to the head may indicate that a concussion has occurred.

Concussions can also occur with no obvious signs or symptoms right away. Any of the symptoms listed in the table below should be taken seriously. Athletes who experience any of these signs or symptoms after a bump, blow, or jolt to the head should be kept from practice or game play until cleared by an authorized health care provider.

### Gradual Return to Play

After an authorized health care provider has determined initial medical clearance, the athletic trainer will supervise the gradual return to play protocol. The certified athletic trainer will make final determination for full return to play.

Signs Observed by Coaching Staff	Symptoms Reported by Athlete
Appears dazed or stunned	Headache
Is confused about assignment	Nausea
Forgets plays	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or fuzzy vision
Moves clumsily	Sensitivity to light or noise
Answers questions slowly	Feeling sluggish
Loses consciousness	Feeling foggy or groggy
Shows behavior or personality changes	Concentration or memory problems
Can't recall events prior to hit	Confusion
Can't recall events after hit	

### On-Field/ Sideline Assessment & Action

If student-athlete exhibits any sign of concussion or reports any symptom, they are to be removed from practice or play. When in doubt, keep the player out of play and seek an evaluation from a qualified health care professional trained in concussion assessment and management. The coach is not to try to judge the severity of the injury. Health care professionals have several different methods that they can use to assess the severity of concussion.

### Managing Concussion with no Loss of Consciousness

**First aid:** Remove athlete from activity until a qualified health care professional can evaluate them (i.e., physician, certified athletic trainer, and neuropsychologist). Monitor student-athlete for signs and symptoms every 5 minutes. Contact the parent. If signs/symptoms worsen, activate the emergency medical system, call 911.

## **Managing Concussion with Loss of Consciousness**

**Signs:** Athlete does not respond to external stimuli (i.e., voice or touch).

**First aid:** Activate emergency medical system and call 911 immediately. Contact parent. Monitor athlete's vital signs and keep head and spine immobilized and wait for emergency personnel. If and when athlete regains consciousness, monitor for signs/symptoms every 5 minutes and maintain head and spine immobilization.

**Coach Report of Concussion to Athletic Trainer:** A concussion that is identified by a coach must be reported to the athletic trainer for appropriate follow-up with the student-athlete, parent, and primary care physician.

**Communication with Parents:** On the day of the injury, inform the athlete's parents or guardians about the known or possible concussion and give them the fact sheet on concussion. Make sure they know that the athlete should be seen by a qualified health care professional.

## **Gradual Return to Play after a Concussion**

The student-athlete should never return to play competitive sports activities (practice or games) while experiencing any lingering or persisting symptoms of a concussion, no matter how slight. The student-athlete must be completely symptom free at rest and with physical exertion (e.g., sprints, non-contact aerobic activity) and cognitive exertion (e.g., studying, schoolwork) prior to return to sports activities. Given the potential of the student-athlete with a concussion to minimize symptoms to expedite their gradual return to play, objective data in the form of formal neuropsychological testing and balance testing may be used as a criterion for safe return to play. Student-athletes cannot return to play until written clearance is provided by an authorized health care provider (e.g., physician or physician's assistant, nurse practitioner, neuropsychologist). See Forms Section for Probable Head Injury Protocol flowchart.

As with any injury, return to play following a concussion should occur gradually and systematically and under the guidance of an authorized health care provider and the certified, athletic trainer – with increasing exertion and close monitoring of their response to treatment. Student-athletes should be monitored for symptoms and cognitive function carefully during each stage of increased exertion. Progression is allowed to the next level of exertion if the student-athlete is asymptomatic at the current level. A specific gradual return-to-play (RTP) protocol outlining gradual increase in activity has been established by the Concussion in Sport Group. The certified athletic trainer will oversee and manage the gradual return to play.

Premature return to play from a concussion can have serious consequences including a significantly higher risk for re-injury, prolonged recovery, and an increased risk for a catastrophic outcome, second impact syndrome, which results in death. Prevent these poor outcomes by delaying the athlete's return to the activity until the player receives appropriate medical evaluation and approval for gradual return to play.

## **VIII. Universal Immediate Care of Athletic Injuries**

### **A. R.I.C.E.**

#### **1. Rest**

- Do not use the injured body part until pain-free activity can be resumed.

#### **2. Ice**

- Apply ice directly to the injured area:
  - 20 minutes on, 20 minutes off, for the first three hours
  - After 72 hours, 20 minutes on, 40 minutes off, one time
  - Do not use chemical packs directly on skin for facial injuries
  - Do not apply heat if swelling, inflammation, or pain persists

#### **3. Compression**

- Wrap from below the injured area and toward the body and:
  - Use a pad under the wrap to add compression forces to retard swelling and activate absorption
  - When sleeping, loosen wrap, do not remove it

#### **4. Elevation**

- Elevate to a level above the heart:
  - To reduce bleeding
  - To reduce swelling

B. Every injury that requires **R.I.C.E.** should be evaluated by your athletic trainer, family physician or by an orthopedic surgeon as soon as possible.

C. The student-athlete may not return to play until written clearance is provided by a qualified health care professional (e.g., physician or certified athletic trainer).

## **IX. Water, Ice, and a Stocked Medical Kit must be available at all practices and contests.**

## **X. Medical Kit Checklist (Recommended)**

Nose Plugs

Band-Aids (multiple sizes and shapes)

Sterile Gauze

Peroxide

Cotton Tip Applicator

Tongue Depressor

Hydrocortisone

Scissors

Isoquin/Hand Sanitizer

Tough Skin

Heel/Lace Pads

Pre-Wrap

Athletic Tape (1 1/2 inch)

Elastic Tape (2 inch & 3 inch where available)

Sterile non-adherent pads

Tape Cutter

Vaseline/Skin Lube

Ice Bags

Bacitracin



Splints (SAM, finger)  
Saline, Mirror, Contact Case  
Non-latex gloves  
Nail Clippers  
Scissors  
Felt/Foam (if available)  
Mouth Guards  
Elastic Wraps (4-inch, 6-inch, 4-inch x long, 6-inch x long)  
CPR Shields  
Emergency contact information for each athlete  
Concussion signs and symptoms checklist

**Check with your AAM/athletic trainer if you need medical supplies or do not have a kit.**

**Keep your athletic trainer updated daily.**



PARENTAL RELEASE

(Ramadan/Activities)

We the parents/legal guardians acknowledge that our child \_\_\_\_\_,   
Student Name  
has with our understanding and permission, has made a personal decision in adherence to his/her religious beliefs to not eat or drink from sunrise to sunset in observance of Ramadan. My son/daughter is currently a member of the \_\_\_\_\_   
High School Name/Team or Activity  
which will be engaging in practices and/or games during this period involving strenuous physical activity and hyperthermia. I acknowledge that I have been advised that it is the Howard County Public School System's practice and strong recommendation that student athletes maintain proper hydration and nutritional intake during these periods, for personal health and safety reasons as well as proper conditioning and maximum performance.

We acknowledge that this decision presents safety risks to our child, some of which may be severe. We knowingly and voluntarily assume those risks. We further acknowledge that the coach may restrict our child's participation in a particular activity due to a concern about the student's physical well-being at the time.

We also understand that our child's standing on the team/activity will not be jeopardized by his or her own religious practices.



# **Section 9**

## County Championships and Awards

These are the interscholastic sports offered to the student body in each of the 13 high schools in Howard County:

<b>Boys</b>	<b>FALL</b>	<b>Girls</b>
Boys' Cross Country Football Boys' Golf Boys' Soccer		Girls' Cross Country Girls' Field Hockey Girls' Golf Girls' Soccer Girls' Volleyball
	Co-Educational	
	Allied Soccer Cheerleading	
	<b>WINTER</b>	
Boys' Basketball Boys' Indoor Track		Girls' Basketball Girls' Indoor Track
	Co-Educational	
	Allied Bowling Cheerleading Wrestling	
	<b>SPRING</b>	
Baseball Boys' Lacrosse Boys' Tennis Boys' Outdoor Track and Field		Girls' Softball Girls' Lacrosse Girls' Tennis Girls' Outdoor Track and Field
	Co-Educational	
	Allied Golf Allied Softball	

The Howard County Public School System does not sponsor interscholastic middle school sports.

The Howard County Public School System does not sponsor interscholastic club sports.

## PEOPLE TREE CUP

### ORIGIN AND PURPOSE

In 1978, Mr. Tony Sciani proposed to the HCPSS that an award be established to recognize overall excellence in interscholastic athletics by a Howard County public high school.

A committee composed of the president of the four Columbia Village Centers and Mr. Walter Phelan (former Supervisor of Athletics) was formed. The following guidelines were established:

All Howard County high schools are eligible.

All county varsity sports for which a county trophy is awarded are eligible.

For scoring purposes in the People Tree Cup Competition, points will be assigned to those schools participating in each eligible varsity sport upon the completion of a particular athletic program and the awarding of the county trophy. If twelve schools compete in the program the county trophy winner will get 12 points, second place will gain 11 points, and so on down the line. Half points will be gained in the event of a tie. At the completion of the school year and after all county trophies have been awarded and points tallied, the People Tree Cup will be awarded to the school whose successful athletic programs have produced the highest number of points. The award will be presented at the school's annual awards program.

The People Tree Cup was awarded for the first time during the 1978-1979 academic year.

### Previous Cup Winners

1979 Centennial	2001 River Hill	2023 River Hill
1980 Centennial	2002 Mt. Hebron	2024 River Hill
1981 Centennial	2003 River Hill	
1982 Centennial	2004 Glenelg	
1983 Centennial	2005 Mt Hebron	
1984 Mt. Hebron	2006 River Hill	
1985 Glenelg	2007 River Hill	
1986 Oakland Mills	2008 River Hill	
1987 Centennial	2009 River Hill	
1988 Centennial	2010 River Hill	
1989 Oakland Mills	2011 River Hill	
1990 Oakland Mills	2012 River Hill	
1991 Oakland Mills	2013 River Hill	
1992 Centennial	2014 River Hill	
1993 Centennial	2015 River Hill	
1994 Centennial	2016 Howard	
1995 Centennial	2017 Howard	
1996 Centennial	2018 River Hill	
1997 Centennial	2019 River Hill	
1998 Centennial	2020 River Hill	
1999 River Hill	2021 No Award	
2000 River Hill	2022 Glenelg	

## County Championships-Awards

County championships are only declared in varsity competition. Most schools must participate in a given sport to have a county championship declared and a trophy, cup, or plaque awarded.

### New Format for Scheduling and Awards

Two six team divisions have been established using enrollment and competitive balance to assure an equitable split.

Each team will play everyone in the respective division once or twice for certain sports and play a certain number of teams in the opposite division. A division champion would be declared based on winning percentage within the division. For sports that include ties, a win will count for one point and a tie will count for ½ point when calculating winning percentage. In the event of a tie at the end of the regular season, head-to-head competition will determine the champion. If head-to-head competition does not break the tie, a co-championship will be declared, and two or more awards will be presented. The respective division champions will then play each other to determine the overall county champion beginning in 2024. Host schools will be on a rotational basis with the Summit teams hosting the fall championships, Sierra in the winter, and Summit in the spring. It will be the opposite the following year.

Divisions are as follows:

Summit	Sierra
Reservoir (1)	Long Reach (2)
Marriotts Ridge (4)	Howard (3)
Mount Hebron (5)	Atholton (6)
Oakland Mills (8)	River Hill (7)
Glenelg (9)	Centennial (10)
Hammond (12)	Wilde Lake (11)

Guilford Park will be added to the Summit division in SY25 when they will be able to field varsity teams in all sports.

The following championships will be determined in this manner:

Baseball, Basketball, Field Hockey, Lacrosse, Soccer, Softball, and Volleyball.

Championships Determined by County Meet/Tournament

**The following championships are determined by the winner of the county competition/meet:**

**Cheerleading, Cross Country, Golf, Indoor and Outdoor Track, Tennis, and Wrestling.**

**Football will be determined by the overall winning percentage. Ties will be awarded Co-Champions.**

**\*For teams electing not to play a division opponent, this will be considered a win for that opponent with regards to winning percentage.**

### **All-Star Team Selection**

The selection of all-star teams, if any, is the responsibility of the news media and coaches electing to participate. The HCPSS will not participate in the selection process or endorse the selection process in any way.



## District V Athletic Association Contests 2024-2025

<b>Fall 2024</b>
Golf October 14, 2024 Fairway 8:30am (shotgun start)
<b>Winter 2024-2025</b>
Indoor Track Challenge TBD PGSLC
<b>Spring 2025</b>
Softball Showcase TBD a.m. JV TBD p.m. Varsity TBD p.m. Varsity TBD p.m. JV 12 teams each or each time slot

## Sportsmanship Cup Origin and Purpose

In 1994, Don Disney, Director of Athletics, made a proposal to the Sports Committee (also known as the Committee for Interscholastic Athletics) that an annual award be established to honor outstanding sportsmanship by a Howard County Public School. The proposal passed unanimously.

The following guidelines were established:

1. All Howard County Public high schools are eligible.
2. The Director of Athletics will determine season (s).
3. The school voting takes place at the end of each season (three times a year). The Athletics and Activities Manager selects the top three choices based on input from their coaches. First selections is worth 5 points, second selection is worth 3 points, and third selection is worth 1 point. The highest point total decides the overall winner.
4. The following groups/individuals will be observed with positive sportsmanship as the criteria: administrators, coaches, players, spectators, cheerleaders, and student body.
5. The Cup will move from school to school each year in the month of May. The presentation will take place at a Board of Education meeting.

### Previous Cup Winners

<b>Year</b>	<b>School</b>	<b>Principal</b>	<b>Athletic Director</b>
1995	Glenelg High School	Jim McGregor	Mike Williams
1996	Atholton High School	Roger Plunkett	Don Van Deusen
1997	Atholton High School	Roger Plunkett	Pat Saunderson
1998	Atholton High School	Connie Lewis	Pat Saunderson
1999	Howard High School	Mary Day	Vince Parnell
2000	Atholton High School	Connie Lewis	Chuck Fales
2001	Atholton High School	Connie Lewis	Chuck Fales
2002	Atholton High School	Connie Lewis	Chuck Fales
2003	Centennial High School	Lynda Mitic	Warren Michael
2004	Centennial High School	Jen Peduzzi	Jim Hill
2005	Atholton High School	Connie Lewis	Chuck Fales
2006	Oakland Mills High School	Frank Eastham	Dick Hendershott
2007	Hammond High School	Sterlind S. Burke Sr.	Joe Russo
2008	Glenelg High School	Karl J. Schindler	John Davis
2009	Glenelg High School	Karl J. Schindler	John Davis
2010	Atholton High School	Marcy Leonard	Mike Senisi
2011	Atholton High School	Jennifer Clements	Mike Senisi
2012	Wilde Lake High School	James LeMon	Vince Parnell
2013	Wilde Lake High School	James LeMon	Vince Parnell
2014	Howard High School	Gina Massella	Michael Duffy
2015	Hammond High School	Marcy Leonard	Michael Lerner

### Sportsmanship Cup, Continued

2016 (Tie)	Hammond High School	Marcy Leonard	Michael Lerner
2016 (Tie)	Wilde Lake High School	James LeMon	Brian Rau
2017	Hammond High School	Marcy Leonard	Michael Lerner
2018	Oakland Mills High School	Elaine Reid	Troy Stevenson
2019	Hammond High School	John DiPaula	Michael Lerner
2020	Long Reach High School	Joshua Wasilewski	Joseph Thomas
2021	Oakland Mills High School	Jeffery Fink	Troy Stevenson
2022	Hammond High School	John DiPaula	Michael Lerner
2023	Oakland Mills High School	Jeffery Fink	Troy Stevenson
2024	Oakland Mills High School	Jeffery Fink	Troy Stevenson

# **Section 10**

Publicity  
Public Relations  
Contacts

# CLUB SPORTS GUIDELINES

## DEFINITIONS:

*Competitive Non-School Club* is a group of students participating in an athletic activity that is supported by a private organization and is not sanctioned by the HCPSS. The private organization may only use HCPSS facilities through the Office of Community Services. A competitive non-school club team may not use the school's name, colors, or mascot in competition, or for any other purpose, unless it is clearly identified as a community team.

*Non-Competitive School Club* is a group of students who have a bona fide school sponsor and who participate in physical activities for recreation and enjoyment such as the Frisbee Club and Table Tennis Club. There is no competition between schools.

## DISSEMINATION of INFORMATION:

### Policy 10010 – Distribution and Display of Materials and Announcements –

#### I. Purpose

The purpose of this policy is to inform the public and staff about criteria for displaying, posting or distributing informational materials and announcements, including but not limited to: information sent home to or through students or distributed electronically; information on community display tables, racks or bulletin boards; and information made available at back-to-school nights, open houses, or other school-related activities.

Disseminate announcements of game scores, or materials in the Howard County Public School System as a “non-profit organized youth sports league” with written approval of the Director of Public Relations. Groups need to apply for approval only once each year and will need to re-apply annually.

- Advertise over PA system with appropriate disclaimer\*.
- Post information only on school community bulletin board with appropriate disclaimer\*.
- Purchase an ad in the yearbook and newspaper with appropriate disclaimer\*.
- Include club sports in a “Community Activities” section of the yearbook with appropriate disclaimer\*.
- At the discretion of the editorial staff and faculty sponsor write articles featuring a club sport(s). This is a choice, not a mandate. Appropriate disclaimer\* required.
- Athletic Directors or other appropriate school personnel can serve as a contact for club sport information.
- Written information can be provided on a community information table at 8<sup>th</sup> grade orientation with appropriate disclaimer\*.

**\*DISCLAIMER:**

The NAME OF CLUB is a private organization which is not affiliated or sponsored by the Howard County Public School System or any Howard County Public School.

- *Competitive Non-School Club* is a group of students participating in an athletic activity that is supported by a private organization and is not sanctioned by the HCPSS. The private organization may only use HCPSS facilities through the Office of Community Services. A competitive non-school club team may not use the school's name, colors, or mascot in competition, or for any other purpose, unless it is clearly identified as a community team.
- *Non-Competitive School Club* is a group of students who have a bona fide school sponsor and who participate in physical activities for recreation and enjoyment such as the Frisbee Club and Table Tennis Club. There is no competition between schools.

**SCHOOL BASED MEETINGS:**

**Policy 10020 – Use of School Facilities by Non-School Groups** - School facilities may be used with online approval (Use of Facilities Permit) from the Office of Community Services. Online requests can be submitted up to one year in advance, provided each submission is separated by the activity period. All submissions must be requested in accordance with the corresponding activity period. When requesting a permit, the group must: (1) show proof of non-profit status with either the State of Maryland or the federal government and (2) show proof of insurance. Application periods are September 1 to December 31; January 1 to March 31; and April 1 to June 30 (note: three applications – one for each time period – can be turned in at one time to cover the whole school year).

- Meet before and after school with Use of Facilities Permit.
- Meetings may be held under the supervision of a faculty/staff member during non-duty hours without the Use of Facilities Permit.
- Awards banquets are permitted with Use of Facilities Permit.

**FACULTY/STAFF INVOLVEMENT:**

- Teachers/staff may attend club sport events, including coaching, during non-duty hours and not as agents or employees of the HCPSS.
- Teachers/staff may supervise club sport meetings during non-duty hours without Use of Facility Permit.

**SCHOOL INVOLVEMENT:**

- Recognition at Senior Awards Functions may be given if the award meets the awards criteria of the school and the HCPSS.
- Club sports may use the school mascot and school colors only with appropriate disclaimer. The use of “High School” in the name of the club is not permitted.

- Booster Clubs may provide funding for club sports only if approved by the Booster Club and permitted by the Booster Club Charter or Bylaws.

## **Publicity and Public Relations**

### **I. ADVERTISING**

- A. Prior to the sports' season the sports schedules will be posted on [www.CountySportsZone.com](http://www.CountySportsZone.com).
- B. The high schools shall also advertise their athletic events with their student bodies through the school newspaper, websites and the Parent/Teacher Association.

### **II. PRE-CONTEST REPORT**

Athletics and Activities Managers and coaches are available to the media for any questions they may have about future games.

### **III. PRESS COVERAGE OF CONTESTS**

- A. To ensure press coverage at all local games, the Director of Athletics sends a press pass to all media representatives who cover Howard County athletic events.
- B. The Athletics and Activities Manager at each high school is responsible for making any special arrangements for the press media regarding using the press box for any film or picture taking. Arrangements should be completed in ample time prior to the athletic events.

### **IV. POST-CONTEST REPORT**

- A. It is the responsibility of each coach to contact The Baltimore Sun and The Washington Post, after each home game and out-of-county game, to report the statistics and final scores.
- B. The coach of each team should also cooperate with the news media in any reasonable way.

## HOWARD COUNTY ATHLETIC DIRECTORY

<b>School/AAM</b>	<b>Colors/Mascot</b>	<b>AAM Phone</b>	<b>Principal</b>	<b>School Phone</b>
Atholton High School Michael Senisi, CMAA	Kelly Green and White The Raiders	410-313-7080	Nick Novak	410-313-7065
Centennial High School Jeannie Prevosto, CMAA	Red, White, and Blue The Eagles	410-313-2865	Joelle Miller	410-313-2856
Glenelg High School Christopher Reagle, CAA	Scarlet and Gray The Gladiators	410-313-5539	Shawn Hastings	410-313-5528
Guilford Park High School Michael Lerner, CAA	Green and Blue The Panthers	410-313-7430	Josh Wasilewski	410-313-7430
Hammond High School Michael Salapata, CAA	Maroon and Vegas Gold The Golden Bears	410-313-7605	Raymona Reid	410-313-7615
Howard High School Brandon Lauer, CMAA	Navy Blue and White The Lions	410-313-2874	Steven Fleming	410-313-2867
Long Reach High School Joe Thomas, CAA	Purple, Silver and Black The Lightning	410-313-7414	Adam Eldridge	410-313-7117
Marriotts Ridge High School Jarrett Ingram, CAA	Navy Blue and Silver The Mustangs	410-313-5421	John DiPaula	410-313-5568
Mt. Hebron High School Brian Rau, CAA	Black and Gold The Vikings	410-313-2885	Katie Clark	410-313-2880
Oakland Mills High School Troy Stevenson, CMAA	Orange and Black The Scorpions	410-313-6953	Jeffrey Fink	410-313-6945
Reservoir High School Marcus Lewis, CAA	Blue and Orange The Gators	410-888-8850	Karim Shortridge	410-888-8850
River Hill High School Jimmy Creighton, CAA	Blue and Gold The Hawks	410-313-7114	Chris DiFato	410-313-7120
Wilde Lake High School Kristina Dronenburg, CAA	Green and Gold The Wildecats	410-313-6973	Michael Brown	410-313-6965

**Director of Athletics  
Executive Assistant I**

**John E. Davis, CAA  
Kim Masters**

**410-313-6630 jack\_davis@hcpss.org  
410-313-6631 kim\_masters@hcpss.org**



## SPORTS OFFICIALS/ASSIGNORS

<b>SPORT</b>	<b>COMMISSIONER/ASSIGNOR</b>	<b>PHONE</b>
<b>Baseball</b>	Chris Williams assignor@umpires.org	703-978-3601
<b>Basketball</b>	TBD commissioner@board12.org	
<b>Field Hockey</b>	Carol Mercer MarylandSelectOfficials@gmail.com	443-487-3932
<b>Football</b>	Deron Tross Washington District Football Officials Association (WDFOA) Wdfoa.commissioner@gmail.com	703-869-2283
<b>Lacrosse - Boys</b>	John Sheehan 8040 Old Montgomery Rd. Ellicott City, MD. 21043 sportzebra@yahoo.com	410-796-8160
<b>Lacrosse - Girls</b>	Carol Mercer MarylandSelectOfficials@gmail.com	443-487-3932
<b>Soccer</b>	Erik Endler preseident@casrareferees.com	410-336-9370
<b>Softball</b>	Ron Brocius rdbroci@verizon.net	410-541-6843
<b>Volleyball</b>	Jen Batty BRVO.Assignor@yahoo.com Kip Lornell kip@gandylornell.net	240-460-1719
<b>Wrestling</b>	Stewart Martinez mwoacommish@gmail.com	443-819-5200

## REPORTING SCORES TO MEDIA/CONTEST SCHEDULING SITE

All coaches of the home school and out-of-county games are required to report scores to Howard County Times, The Baltimore Sun, and The Washington Post.

- Email scores to Baltimore Sun, [mdscores@baltsun.com](mailto:mdscores@baltsun.com)
- Email scores to Howard County Times, [jsteinberg@baltsun.com](mailto:jsteinberg@baltsun.com)
- Email scores to The Washington Post, [hss@washpost.com](mailto:hss@washpost.com)
- **County Sports Zone (CSZ)** is an independent company that is the official scheduling and contest results site for all Howard County Public School System's high school athletic teams. In addition to posting all the schedules, CSZ posts results from every varsity, JV and freshman game, as well as postponement information. For questions about County Sports Zone, contact Co-Founder and Editor Ed Waldman at [Ed@CountySportsZone.com](mailto:Ed@CountySportsZone.com).



**CountySportsZone.com**

**Maryland's Source for High School Scores, Schedules and Standings! .**

**County Sports Zone (CSZ)** is an independent company that is the official scheduling and contest results site for all of the Howard County Public School System's high school athletic teams. In addition to posting all of the schedules, CSZ posts results from every varsity, JV and freshman game, as well as postponement information.

For questions about County Sports Zone, contact Co-Founder and Editor Ed Waldman at [Ed@CountySportsZone.com](mailto:Ed@CountySportsZone.com).

## **SIGNAGE DIRECTIVE- Stadiums and Athletic Facilities**

Per the passage of the County Council of Howard County, Maryland legislative Bill No. 8—2008, the HCPSS high schools will be permitted to hang temporary banners (signs) in the high school stadiums and on fences of other outdoor athletic facilities such as outfield softball and baseball fences.

Any banner (sign) hung must comply with **Policy 4010 DONATIONS** and **Policy 4020 FUND RAISING**.

### **Policy 4010 DONATIONS:**

Effective July 1, 2014

#### **Section IV. Standards**

- I. To be acceptable a donation must:
  4. Not endorse, either explicitly or implicitly, any business or product.
  8. Not be advertising. However, sponsorship of an activity is acceptable, and recognition of sponsorship is permissible.

#### **Procedures:**

##### **II. Donations to Schools**

- E. Though advertising is not allowed, recognition of donors and business partners through the display of an individual or company name and/or display of company logo is permissible.

### **Policy 4020 FUND RAISING:**

Effective July 1, 2005

Reviewed July 1, 2011

#### **Section III. Definitions**

- B. Advertising - the display of a message, logo, website, phone number, address, or photograph of an individual, service, or product on school property or in an official school communication in return for a fee.

#### **Section IV. Standards**

- D. Approval
  2. Fundraising activities will
    - k. Not consist of advertising with the exception of vending machines, student newspapers, yearbooks, written programs for student performances, school folders, and school book covers.

The outside banners (signs) may be temporarily displayed:

- Facing the inside of the field.
- From March 1, through December 1; and
- Temporary banners may not exceed 32 square feet in size.

Athletic banners and signs may also be hung inside schools in the gymnasiums. There is no time limit and they may not exceed 18 square feet in size. They may not be hung elsewhere in the building (hallways, cafeteria, auditorium, classrooms, etc.).

## ATHLETIC BOOSTER CLUBS

- 1 Booster clubs shall have a written charter.
- 2 Booster clubs shall be non-profit.
- 3 Booster clubs shall have an insurance certificate on file with the HCPSS Office of Safety and Risk Management. Certificate must name and hold the Howard County Board of Education as an additional insured.
- 4 The AAM is the school liaison to the booster club.
- 5 There shall be one booster club for all athletic teams. There cannot be individual sport booster clubs.
- 6 Booster clubs shall be a fundraising and volunteer service organization that financially supplements the school athletic program and teams.
- 7 Booster clubs shall not determine spending priorities for the athletic program. Spending priorities shall be determined by the principal/designee. The principal/designee shall ensure that all booster club donations comply with
  - HCPSS policies and procedures
  - HCPSS safety standards and procedures
  - COMAR
  - Title IX.
- 8 The principal/designee shall provide the booster club with
  - A proposed annual budget for school athletic funds
  - An annual accounting of all income and expenses.

# **Section 11**

## **Athletic Forms**

## Athletic Equipment/Uniform Issue Howard County Public Schools

Athlete's Name											
Sport				Coach				Grade		Student's Phone #	
✓	<b>No.</b>	<b>Equipment</b>	<b>Cost</b>	✓	<b>No.</b>	<b>Practice Uniform</b>	<b>Cost</b>	✓	<b>No.</b>	<b>Practice Uniform</b>	<b>Cost</b>
		Helmet				Jersey				Home Jersey	
		Shoulder Pads				Practice/Shorts				Away Jersey	
		Arm Pads								Home Pants/Shorts	
		Hip Pads								Away Pants/Shorts	
		Knee Pads			<b>No.</b>	<b>Accessories</b>	<b>Cost</b>			Warm-up shirts	
		Leg/Shin Guards				Briefs				Warm-up Pants	
		Chest Protector				Socks				Skirt/Kilt	
		Gloves				Cap				Singlet/Leotard	
		Stick				Equipment Bag					
		Head Gear									
<p>The items checked above have been issued to me for use during the current sport's season. I agree to return all of the above items and am obligated to pay for any lost or stolen items.</p>											
Signature										Date	

## Athletic Tryouts Evaluation

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

Grade: \_\_\_\_\_

### Rating Scale

4 = **Advanced** (skill highly apparent all of the time)  
 3 = **Proficient** (skill shown most of the time)  
 2 = **Novice** (skill shown sometimes; emerging)  
 1 = **Basic** (skill not demonstrated)

Directions: Rate the student on her performance in the following skills.

Skill	Day 1	Day 2	Day 3	
Mile Run				
Agility Ladder				
Sport Specific Skill #1				
Sport Specific Skill #2				
Sport Specific Skill #3				
Sport Specific Skill #4				
Sport Knowledge				
Coachability				
Conditioning				
Team Player				Total
<b>Subtotal</b>				

Coach Name: \_\_\_\_\_

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



## ATHLETIC PARTICIPATION FORM

It is the goal of the Board of Education of Howard County on behalf of the Howard County Public School System's (the "Board" or "HCPSS") Interscholastic Sports Program to provide a safe and supportive environment for all student athletes. We believe athletes need to develop skills that will teach good sportsmanship, self-discipline, and relationship skills. Toward that end, coaches, students, and parents should be aware of school and county policies and procedures that enhance these goals.

Please read carefully the conditions of participation. Please review, complete, sign, and return this form to the appropriate coach or the Athletics and Activities Manager (AAM) **prior** to your student's taking part in any sport-related activity. We look forward to your child's active participation in our athletic program and anticipate an excellent season.

### **Section I - Guidelines for Participants**

For students to be eligible to participate in the HCPSS Interscholastic Sports Program they must have on file at their high school proof of meeting the following requirements. Requirements are to be met prior to the first practice for any sport.

- A. A medical insurance or voluntary student accident insurance policy number covering the sport in which they wish to participate.
- B. A physical examination by a physician/authorized health care provider dated **April 1, or later**, of the preceding school year.
- C. Parental permission as provided below.
- D. Verification (usually a copy of birth certificate) that the student has not reached 19 years of age prior to August 31st. Additionally, any student who has been awarded a high school diploma is not eligible to compete (MPSSAA Handbook).
- E. Seasonal verification that the student is a bona fide resident of the attendance area of the school. Documents of proof are a current utility bill (excluding a cell phone bill) or a copy of a lease or rental agreement or a copy of a deed of trust. A post office box as the address on the document of proof will not be accepted. For students who have registered under the Multiple Family Disclosure (MFD) guidelines, proof of residence in accordance with MFD procedures must be on file.
- F. Concussion Information Sheet and the Sports Concussion Testing Program and Release of Information forms will need to be on file at the school. Baseline testing will be completed prior to the first practice for selected sports: (Fall) Cheerleading, Field Hockey, Football, Boys and Girls Soccer and Girls Volleyball, (Winter) Boys and Girls Basketball, Wrestling and Pole Vault, (Spring) Baseball, Boys and Girls Lacrosse and Softball. Students in other sports may voluntarily participate in the testing program; Cross Country, Golf, Indoor and Outdoor Track (with the exception of Pole Vault) and Tennis.

### **Section II - Other Eligibility Requirements and Board Policies**

These requirements must be verified as having been met prior to the first competition for any sport.

#### **A. Academic Eligibility**

A student must comply with the Academic Eligibility for High School Extracurricular Activities Policy (Board of Education Policy #9070). "For high school, a full-time student earns academic eligibility to participate in extracurricular activities by maintaining a 2.0 grade-point average (GPA), calculated using credit or non-credit courses, with no more than one failing grade for the marking period which governs eligibility for that activity. This provision does not apply to incoming 9<sup>th</sup> grade students for fall eligibility. Weighted grades will be used for academic eligibility for extracurricular activities, including high school athletics" *Applicable parts of Policy 9070 are in the Secondary Student Handbook.*

#### **B. Residency Requirement**

Following Section I – E above, each student must have on file in the school proof of bona fide residency in the attendance area of the school on whose athletic team they wish to play. Athletic eligibility for students who are reassigned from the school in their attendance area is governed by Policy 9000, Enrollment, Residency, Student Assignment and Admission to Pre-K and Kindergarten.

#### **C. Drug and Alcohol Policy**

Students must comply with Policy 9230, Alcohol, Other Drugs, Prescription Medication and Over the Counter Products. Consequences for violations of Policy 9230 are stated in the Policy itself. Depending on the specific violation of the policy, a student may be excluded from extracurricular participation from as little as 30 days to as much as the remainder of the semester and the entire next semester. *Applicable parts of Policy 9230 are in the Secondary Student Handbook.*

#### **D. Safe School Environments (Policy 1040) and HCPSS Codes of Conduct**

Bullying--defined in the HCPSS Code of Conduct--is prohibited. Threats, profanity, defamation, harassment, assault, battery, hazing, and intimidation are prohibited under Policy 1040, Safe School Environments; the policy covers students and third parties (parents and spectators). Participation (one's involvement even though the student doesn't create the harm to another) in any intentional or reckless act (action taken or situation created that involves mental or physical discomfort, embarrassment, humiliation, harassment, or ridicule) directed against another for the purpose of initiation into, affiliation with, or maintenance of membership in any school-sponsored activity, organization, club, or athletic team is considered "hazing" and is a violation of Policy 1040. Policy 1040, the HCPSS Code of Conduct, and the HCPSS Code of Conduct for Interscholastic Student-Athletes will be administered in response to any student violation. Parents violating Policy 1040 may be banned from all athletic events and/or practices for the remainder of the school year. Parents or athletes who become aware of inappropriate and unacceptable behaviors should contact a coach, athletics and activities manager, or school administrator. *Applicable parts of Policy 1040 and the entire Code of Conduct are in the Secondary Student Handbook.*





ATHLETIC PARTICIPATION FORM

E. Student Assault and/or Battery on School Staff (Policy 9270)

In addition to a substantial suspension from school, the consequences for violations of Policy 9270 "The student is declared ineligible for participation in extracurricular activities for the duration of a suspension." Applicable parts of Policy 9270 are in the Secondary Student Handbook.

F. Years of Participation

Students in grades 9, 10, 11, and 12 may participate in interscholastic athletic contests for a maximum of four seasons in any one sport (MPSSAA Handbook).

G. Amateur Status

Students must maintain amateur status (MPSSAA Handbook). Section III - Coach/Parents/Participants

- A. Decisions regarding team membership, which students play, and at times who is removed from the team, are made by the coaching staff in accordance with rubrics, team rules and guidelines, and are approved by the school administration and coaching staff. Accepting a position on a team includes accepting the decisions of the coaching staff.
B. Coach, athlete, parent meetings are encouraged to resolve any other issues creating concern or dissatisfaction. Such meetings must be arranged at a mutually acceptable time and place.
C. Any discussion between a coach and a parent should be conducted in a calm, non-threatening manner, or the discussion should be immediately terminated to be continued only by appointment with the Athletics and Activities Manager.
D. Coaches will fulfill all the duties and responsibilities mandated by their contract and listed in the Handbook for Interscholastic Sports Policies and Procedures.

E. Parents and athletes should note that some athletic events may end after 11:00 p.m. Section IV - Photo Release

I hereby grant permission to HCPSS to use my student's photograph on the school's website, the boosters' website, or in other HCPSS printed publications. [ ] Permission Granted [ ] Permission Not Granted

Section V - Insurance and Release

Students must have health insurance in effect in order to participate on the first day of practice for any interscholastic sport. HCPSS does not provide health/accident insurance for participants in the Interscholastic Sports Program. I, Parent/Guardian, understand and agree that I will be responsible for all medical bills and costs that may be incurred as a result of medical care and treatment of my child. Consequently, I agree to hold harmless and indemnify Board of Education of Howard County, its members, the Superintendent, principal, all coaches and assistant coaches, and any and all of their agents, servants, and/or employees (the "Indemnitees") from all liability for any medical expenses incurred while my child is participating in the Interscholastic Sports Program. Inexpensive voluntary student accident insurance can be purchased through HCPSS. For insurance information, please contact your school's Athletics and Activities Manager.

By authorizing my child's participation in the HCPSS Interscholastic Sports Program, I understand that the sport in which my child will be participating is potentially dangerous and that injuries may occur requiring emergency medical care and treatment. In consideration of the acceptance of my child by the HCPSS in its Interscholastic Sports Program, I agree to release and hold harmless the Board of Education of Howard County, its members, the Superintendent, principal, all coaches and assistant coaches, and any and all of their agents, servants, and/or employees and agree to indemnify each of them from any and all claims, costs, suits, actions, judgments, and expenses arising from my child's participation in the Interscholastic Sports Program.

PLEASE PRINT - My child has my permission to participate in the sport mentioned below.

Student: \_\_\_\_\_ \*Insurance Co.: \_\_\_\_\_
Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ \*Policy Number: \_\_\_\_\_
School: \_\_\_\_\_ Grade: \_\_\_\_\_ Sport: \_\_\_\_\_
Var. JV Freshman (circle one)

three

\*This form cannot be accepted without above information.



### ATHLETIC PARTICIPATION FORM

My signature below indicates that I have read the above information and confirms that I am a bona fide resident of Howard County and reside at the address below. I am aware of the policies and rules governing eligibility and participation for athletic participation. I am also aware of the consequences for violating these policies.

_____	_____	_____	_____
(Parent/Guardian Print Name)	(Date)	(Print Street Address)	(City, State, Zip)
_____	_____	_____	_____
(Parent/Guardian Signature)		(Parent/Guardian Email Address - Print)	
_____	_____	_____	_____
(Parent/Guardian Phone Number #1)		(Parent/Guardian Phone Number #2)	
_____	_____	_____	_____
(Student Signature)	(Date)	(Street Address)	(City, State, Zip)

\*This form cannot be accepted without above information.



**Parents and Student-athletes: Please read, sign, and keep a copy. You must turn in a signed form prior to the start of practice.**

## HOWARD COUNTY PUBLIC SCHOOLS Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your student-athlete reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

### **Symptoms may include one or more of the following:**

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/ comment

### **Signs observed by teammates, parents and coaches include:**

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays incoordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness



## HOWARD COUNTY PUBLIC SCHOOLS Concussion Information Sheet

### **What can happen if my child keeps on playing with a concussion or returns too soon?**

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often under report symptoms of injuries, and concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete's safety.

### **If you think your child has suffered a concussion**

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The Howard County Public School System requires the consistent and uniform implementation of well-established return to play concussion guidelines that have been recommended for several years:

“a youth athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time”

and

“...may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and received written clearance to return to play from that health care provider”.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/Concussion>

---

Student-athlete Name Printed

---

Student-athlete Signature

---

Date

---

Parent or Legal Guardian Printed

---

Parent or Legal Guardian Signature

---

Date

### Athletic Eligibility Roster



School Name: \_\_\_\_\_  
 AAM: \_\_\_\_\_

Sport: \_\_\_\_\_ Total Athletes: \_\_\_\_\_  
 School Year ending \_\_\_\_\_  
 June: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

**Instructions:** List in alphabetical order, the names of all team members. List teams separately, do not combine teams on a roster. Use more than one sheet per team, if needed. Include current year in the count for "Years of Participation." For team members added after start of season, complete and submit another form prior to student participation in an athletic event. See Handbook for Interscholastic Sports Policies and Procedures for additional directions.

#	ID	Alphabetically list: LAST NAME, FIRST NAME	ADDRESS	City	ZIP	Birth Date	Grade	Years of Participation		Medical Form	Parent Permission	Concussion Testing Form	Concussion Information Sheet	Birth Date Verification	Proof of Residency	Gender	Out-of-District	Ethnicity - Hispanic or Latino	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White		
								Varsity	JV																
1																									
2																									
3																									
4																									
5																									
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25																									

We, coach and AAM, certify the information on this athletic roster is correct and that the students meet all eligibility requirements of the Howard County Public School System and the Maryland Public Secondary Schools Athletic Association. **An actual signed copy of this roster must be submitted to the Office of Athletics prior to the first contest.**

\_\_\_\_\_  
 Signature, AAM/Date

\_\_\_\_\_  
 Signature, Coach/Date

\_\_\_\_\_  
 Signature, Administrator/Date



## PARENT VERIFICATION OF LACROSSE HELMET PURCHASE AND USAGE

Lacrosse helmets purchased and worn by the student have a safety approval for a three year time span from the date of purchase. The safety warning on the helmet and its purchase date must be verified. The manufacturer warrants the safety of the helmet as of this date.

Because you have privately purchased this lacrosse helmet, a parent or legal guardian must complete and sign this form. The coach will label the helmet as to its purchase date.

Student: \_\_\_\_\_

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

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

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

Today's Date: \_\_\_\_\_

\*\*\*\*\*

### OFFICIAL USE ONLY:

Serial Number of Helmet: \_\_\_\_\_

Date of Purchase: \_\_\_\_\_

Coach's Signature: \_\_\_\_\_

## Out of Season Participation Form

- A. Year Round
  - a. Out of season, coaches may work with two students per sport each day (MPSSAA).
  - b. Practice may occur on days when school buildings are open.
  - c. Sessions may last no more than two hours.
  - d. A paid coach must be supervising.
  - e. Students should have a parent permission form for the activity.
  
- B. Summer Rules
  - a. 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 (MPSSAA), provided it meets the guidelines of a non-school team, as outlined below:
    - i. Teams must be open to interested parties.
    - ii. Coaches may not collect funds.
    - iii. May not use the school name, nickname or mascot.
    - iv. May not use any school uniforms or equipment.
    - v. May not use school facilities unless approved through the Office of Community Services.
    - vi. May not use school funds, including any made through fundraising.
    - vii. Teams are allowed one day of practice per day of competition.

Participation is voluntary and will not have any influence on making an athletic team or playing time in a particular sport.

Students must have health insurance in effect in order to participate. The Department of Education does not provide health/accident insurance for participants. Consequently, the Department of Education is not liable for any medical expenses incurred while participating. Inexpensive health/accident insurance can be purchased through the Department of Education. For insurance information, please contact your school's Athletics and Activities Manager.

**PLEASE PRINT - My child has my permission to participate in the activity mentioned below.**

Student: \_\_\_\_\_ \*Insurance Co.: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ \*Policy Number: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Sport: \_\_\_\_\_  
Var. JV Freshman (circle one)

My signature below indicates that I have read the above information and confirms that I am a bona fide resident of Howard County and reside at the address below. I am aware of the policies and rules governing eligibility and participation for athletic participation. I am also aware of the consequences for violating these policies.

(Parent/Guardian Print Name) (Date)	(Print Street Address) (City, State, Zip)
(Parent/Guardian Signature)	(Parent/Guardian Email Address - Print)
(Parent/Guardian Phone Number #1)	(Parent/Guardian Phone Number #2)
(Student Signature) (Date)	(Street Address) (City, State, Zip)

\*This form cannot be accepted without above information.

# Probable Head Injury Protocol

## During School

Student is evaluated by Health Staff. Head Injury Procedure is followed:

- 911 activated (if applicable)
- Parent called
- *Notification of Probable Injury* form goes home to parent.

Student visits Authorized Health Care Provider for diagnosis. *Notification of Probable Head Injury* form is completed by Authorized Health Care Provider and returned to health room.

Health staff communicates diagnosis with:

- teachers
- principals
- counselor
- coach (if applicable)
- athletic trainer (if applicable)
- AAM (if applicable)

Counselor follows up with teachers to share suggestions for classroom accommodations.

## During Athletics

Student is evaluated by Coach or Athletic Trainer. Head Injury Procedure is followed:

- 911 activated (if applicable)
- Parent called
- *Notification of Probable Injury* form goes home to parent.

Student visits Authorized Health Care Provider for diagnosis. *Notification of Probable Head Injury* form is completed by Authorized Health Care Provider and returned to AAM.

AAM communicates diagnosis with coach and athletic trainer and gives *Notification of Probable Head Injury* form to Health staff.

Health staff communicates diagnosis with:

- teachers
- principal
- counselor

Counselor follows up with teachers to share suggestions for classroom accommodations.





Student Name: \_\_\_\_\_

**SPORTS CONCUSSION TESTING PROGRAM  
and RELEASE OF INFORMATION**

I understand that pre-concussion baseline testing and post-concussion testing will be administered at my son/daughter’s high school, and is a part of the procedure for guiding their return to sports participation after the injury.

**Procedures**

- There is no charge for the testing conducted at the school.
- If my son/ daughter sustains a concussion, typically this post-injury test will be re-administered by the athletic trainer within 1-3 days of the injury for comparison with the baseline test.
- The post-injury test results will be reviewed by the certified athletic trainer with the consulting neuropsychologist to advise a next course of action.
- I will be informed of the post-injury test results in writing.
- I may choose to consult with a concussion specialist outside of the school system at my own cost to assist my son/daughter’s recovery. The athletic trainer will work with this consultant to coordinate care.
- The Howard County Public School System (HCPSS) is not providing medical coverage or reimbursement for any testing, assessment, follow-up, or rehabilitation beyond the initial post-injury concussion test.

**Limitations on Use of Information**

- **I understand that the concussion baseline testing is designed only for concussion management and not as an IQ test and will not be used for educational planning or placement decisions.**
- **It is important to recognize that blows to the head can cause a variety of injuries other than concussions (e.g., neck injuries, more serious brain injuries). The sports concussion program is designed for concussions only. You must see your doctor as soon as possible to address any other medical concerns.**

**Storage, Use of Information, Persons Authorized Access, and Confidentiality**

- Howard County Public School System (HCPSS) will appropriately safeguard protected individually identifiable health information made available to or obtained by HCPSS from its students. HCPSS will comply with applicable legal requirements relating to protected Health Information.
- Test results will be stored confidentially on a password protected secure website.
- Only the following individuals will have access to the test results: School athletic trainer, consulting neuropsychologist, Athletic and Activities Manager, and any physician designated by parent/guardian.
- Information about the student’s recovery may be provided to the school nurse, guidance counselor, school psychologist, and teachers to provide temporary health or academic support.
- The post-injury test results will be sent to me in writing and, if I request, to my designated physician.

**Acknowledgement and Consent**

I have read this document completely and I understand the terms and conditions set forth above under Procedures, Limitation on Use of Information, and Storage, Use of Information, Persons Authorized Access, and Confidentiality. I understand that this testing program is a mandatory requirement of sports participation except for the sports of cross country, golf, tennis, indoor track, and outdoor track with the exception of the event of pole vault. The concussion testing program is available on a voluntary basis to those students not mandated to be tested. I consent to the administration of the concussion testing of my child under this program and to the release of my child’s testing information and related protected health information to the individuals specified in this form.

Name of parent or guardian: \_\_\_\_\_

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Parent/Guardian Phone Number #1)

\_\_\_\_\_  
(Parent/Guardian Phone Number #2)

Official Use Only:

Last Name:

Grade:

DOB:

Sport:



Student Name: \_\_\_\_\_

**SPORTS CONCUSSION TESTING PROGRAM  
and RELEASE OF INFORMATION**

I understand that pre-concussion baseline testing and post-concussion testing will be administered at my son/daughter’s high school, and is a part of the procedure for guiding their return to sports participation after the injury.

**Procedures**

- There is no charge for the testing conducted at the school.
- If my son/ daughter sustains a concussion, typically this post-injury test will be re-administered by the athletic trainer within 1-3 days of the injury for comparison with the baseline test.
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Name of parent or guardian: \_\_\_\_\_

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Parent/Guardian Phone Number #1)

\_\_\_\_\_  
(Parent/Guardian Phone Number #2)

Official Use Only:

Last Name:

Grade:

DOB:

Sport:



## Sudden Cardiac Arrest (SCA) Information for Parents and Student Athletes

**Definition:** Sudden Cardiac Arrest (SCA) is a potentially fatal condition in which the heart suddenly and unexpectedly stops beating. When this happens, blood stops flowing to the brain and other vital organs.

SCA in student athletes is rare; the chance of SCA occurring to any individual student athlete is about one in 100,000. However, student athletes' risk of SCA is nearly four times that of non-athletes due to the increased demands on the heart during exercise.

**Causes:** SCA is caused by several structural and electrical diseases of the heart. These conditions predispose an individual to have an abnormal rhythm that can be fatal if not treated within a few minutes. Most conditions responsible for SCA in children are inherited, which means the tendency to have these conditions is passed from parents to children through the genes. Other possible causes of SCA are a sudden blunt non-penetrating blow to the chest and the use of recreational or performance-enhancing drugs and/or energy drinks.

<b>Warning Signs of SCA</b>	<b>Emergency Response to SCA</b>
<ul style="list-style-type: none"><li>• SCA strikes immediately.</li><li>• SCA should be suspected in any athlete who has collapsed and is unresponsive.<ul style="list-style-type: none"><li>○ No response to tapping on shoulders</li><li>○ Does nothing when asked if he/she is OK</li></ul></li><li>• No pulse</li></ul>	<ul style="list-style-type: none"><li>• Act immediately; time is most critical to increase survival rates.</li><li>• Recognize SCA.</li><li>• Call 911 immediately and activate EMS.</li><li>• Administer CPR.</li><li>• Use Automatic External Defibrillator (AED).</li></ul>

**Warning signs of potential heart issues:** The following need to be further evaluated by your primary care provider.

- Family history of heart disease/cardiac arrest
- Fainting, a seizure, or convulsions during physical activity
- Fainting or a seizure from emotional excitement, emotional distress, or being startled
- Dizziness or lightheadedness, especially during exertion
- Exercise-induced chest pain
- Palpitations: awareness of the heart beating, especially if associated with other symptoms such as dizziness
- Extreme tiredness or shortness of breath associated with exercise
- History of high blood pressure

**Risk of Inaction:** Ignoring such symptoms and continuing to play could be catastrophic and result in sudden cardiac death. Taking these warning symptoms seriously and seeking timely appropriate medical care can prevent serious and possibly fatal consequences.

Information used in this document was obtained from the American Heart Association ([www.heart.org](http://www.heart.org)), Parent Heart Watch ([www.parentheartwatch.org](http://www.parentheartwatch.org)), and the Sudden Cardiac Arrest Foundation ([www.sca-aware.org](http://www.sca-aware.org)). Visit these sites for more information.

## Frequently Asked Questions about Sudden Cardiac Arrest (SCA)

### What are the most common causes of Sudden Cardiac Arrest (SCA) in a student athlete?

SCA is caused by several **structural** and **electrical** diseases of the heart. These conditions predispose an individual to have an abnormal rhythm that can be fatal if not treated within a few minutes. Most conditions responsible for SCA in children are **inherited**, which means the tendency to have these conditions is passed from parents to children through the genes. Some of these conditions are listed below.

1. *Hypertrophic cardiomyopathy (HCM)*: HCM involves an abnormal thickening of the heart muscle and it is the most common cause of SCA in an athlete.
2. Coronary artery anomalies: The second most common cause is congenital (present at birth) abnormalities of coronary arteries, the blood vessels that supply blood to the heart.
3. Other possible causes of SCA are:
  - a. *Myocarditis*: an acute inflammation of the heart muscle (usually due to a virus).
  - b. Disorders of heart electrical activity such as:
    - i. *Long QT syndrome*.
    - ii. *Wolff-Parkinson-White (WPW) syndrome*.
    - iii. *Catecholaminergic Polymorphic Ventricular Tachycardia (CPVT)*.
  - c. *Marfan syndrome*: a condition that affects heart valves, walls of major arteries, eyes, and the skeleton.
  - d. Congenital aortic valve abnormalities.
4. *Commotio Cordis*: concussion of the heart from **sudden blunt non-penetrating blow** to the chest
5. Use of recreational, **performance-enhancing** drugs, and **energy drinks** can also bring on SCA.

### How can we minimize the risk of SCA and improve outcomes?

The risk of SCA in student athletes can be minimized by providing appropriate prevention, recognition, and treatment strategies. One important strategy is the requirement for a yearly pre-participation screening evaluation, often called a sports physical, performed by the athlete's medical provider.

1. It is very important that you **carefully and accurately complete the personal history and family history section** of the "Pre-Participation Physical Evaluation Form" available at [www.mpssaa.org/HealthandSafety/Forms.asp](http://www.mpssaa.org/HealthandSafety/Forms.asp).
2. Since the majority of these conditions are inherited, **be aware of your family history**, especially if any close family member:
  - a. Had sudden unexplained and unexpected death before the age of 50.
  - b. Was diagnosed with any of the heart conditions listed above.
  - c. Died suddenly /unexpectedly during physical activity, during a seizure, from Sudden Infant Death Syndrome (SIDS) or from drowning.
3. **Take seriously the warning signs and symptoms of SCA**. Athletes should notify their parents, coaches, or school nurses if they experience any of these warning signs or symptoms.
4. Schools in Maryland have AED policies and emergency preparedness plans to address SCA and other emergencies in schools. Be aware of your school's various preventive measures.
5. If a cardiovascular disorder is suspected or diagnosed based on the comprehensive pre-participation screening evaluation, a referral to a child heart specialist or pediatric cardiologist is crucial. Such athletes will be excluded from sports pending further evaluation and clearance by their medical providers.



<b>For official use only:</b> Name of Athlete _____ Sport/season _____ Date Received _____
---



**Parent/Student Athlete Acknowledgement Statement**

**Parent/Guardian**

I acknowledge that I have read and understand the following:

- Sudden Cardiac Arrest (SCA) Information Sheet
- Concussion Awareness Information Sheet

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

Date \_\_\_\_\_

**Student Athlete**

I acknowledge that I have read and understand the following:

- Sudden Cardiac Arrest (SCA) Information Sheet
- Concussion Awareness Information Sheet

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
STUDENT ATHLETE SIGNATURE

Date \_\_\_\_\_



## ***WRESTLER'S WEIGHT CERTIFICATION FORM***

The Maryland Public Secondary Schools Athletic Association regulations for weight control state that "A medical examination certificate indicating that a person appears to be physically fit to participate in interscholastic wrestling must be submitted to the supervisor for the first match. During the season, as well as in tournaments, a contestant may not wrestle in more than one (1) weight class above his actual weight and never below the minimum weight class as certified by a physical before the first match." A wrestler cannot be recertified.

### ***SECTION I***

WRESTLER'S NAME:(Print or type) \_\_\_\_\_

School \_\_\_\_\_ Years of High School Wrestling Experience \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

### ***SECTION II - COMPLETED BY TRAINER:***

Weight for Body Composition \_\_\_\_\_ Hydration Test \_\_\_\_\_

Skin Folds: Triceps \_\_\_\_\_ Subscapular \_\_\_\_\_ Abdominal \_\_\_\_\_

Body Fat Calculation \_\_\_\_\_ Minimal Weight @ 7% (12% for Females) \_\_\_\_\_

Athletic Trainer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ***SECTION III - COMPLETED BY Licensed Health Care Provider: (LHCP)***

Actual Weight at Certification: \_\_\_\_\_

The weight class circled below will be the minimum weight class in which the wrestler may participate for the season.

**Coed 106 113 120 126 132 138 144 150 157 165 175 190 215 285**

**Girls 100 105 110 115 120 125 130 135 140 145 155 170 190 235**

LHCP Signature: \_\_\_\_\_ Certification Date: \_\_\_\_\_

*A Licensed Health Care Provider (LHCP) is defined as a licensed physician, certified physician assistant under the supervision of a licensed physician, or certified nurse practitioner.*

# **Section 12**

## Alpha Programs

## **Introduction of New Teams or Reinstating Deleted Teams into the Interscholastic Athletic Program**

The procedures for introducing new teams into the program of interscholastic athletics are as follows:

1. The initiating agent (principal, parents, etc.) submits a report to the Director of Athletics indicating the new activity and rationale.
2. The Director of Athletics, as Chairman of the Committee for Interscholastic Athletics, arranges for discussion and consideration by the committee.
3. The Director of Athletics submits a comprehensive report of the request to the Chief Schools Officer. The report would include information related to the following:
  - a. Name of sport and level (varsity, junior varsity, etc.)
  - b. Justification (need, etc.)
  - c. Description of planned schedule
  - d. Requirements for implementation
    - (1) Financial (school budget)
    - (2) Coaching staff
    - (3) Facilities
    - (4) Equipment
    - (5) Supplies
    - (6) Insurance
    - (7) Transportation
  - e. Suggested date of implementation.
  - f. Recommendations of the Committee for Interscholastic Athletics.
  - g. Indications of interest by specific high schools.
4. The Chief Schools Officer may forward the request to the Superintendent of Schools for consideration. The Superintendent may then make recommendations to the Board of Education. Approval of an interscholastic athletic team by the Board of Education means that funds will be requested in the next operating budget to fully fund the approved sport(s).
5. Interscholastic athletic programs included in the final adopted budget will be implemented.



# **2024-2025 Interscholastic Sports Policies and Procedures Handbook Changes**

## **Section 1**

**1.1 and 1.6 Volunteer CPR/AED Training**  
**1.5 Time Table**

## **Section 3**

**3.4 JV Games Make up**  
**3.5 Soccer uniform change**  
**3.11 Ejection Rule Change**  
**3.28 Removed Dates**

## **Section 9**

**9.2 Updated People Tree**  
**9-3 and 9.4 Updated County Championship Information**  
**9.4 Updated DV Dates**  
**9-6 Updated Cup**

## **Section 10**

**10-4 Updated Directory**  
**10-5 Updated Officials**  
**10.6 Media Updates**

## **Section 12**

**12.1 Updated Title**