



Athletic Handbook



2023-2024

Revised: 09.20.23

Athletic/School Contacts

Dr. Aaron D. Allen, Superintendent

Mr. Brian E. Clary, District Athletic Director

School	Principal	Athletic Director
East Lincoln Middle	Katrina Robinson	Dakota Shoemaker
Lincolnton Middle	Allison Rhyne	Amber Willard
North Lincoln Middle	Marybeth Avery	Mike Warlick
West Lincoln Middle	Kristie Ballard	Vonda Duncan
East Lincoln High	Dr. Nate McLean	Christopher Matile
Lincolnton High	Scott Carpenter	Brent Gates
North Lincoln High	Chip Cathey	Dennis Frye
West Lincoln High	Tracy Eley	David Avery

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ATHLETICS OFFERED IN LINCOLN COUNTY SCHOOLS

All participating students and schools must comply with the rules and guidelines of the North Carolina High School Athletic Association (NCHSAA) and the North Carolina State Board of Education.

Middle School Sports	Season	Grade
Cheer	Fall	6-8
Cross Country (boys/girls)	Fall	6-8
Football	Fall	7-8
Golf (boys/girls)	Fall	6-8
Soccer (boys)	Fall	6-8
Softball	Fall	6-8
Volleyball	Winter	6-8
Basketball (boys/girls)	Winter	6-8
Cheer	Winter	6-8
Wrestling	Winter	6-8
Baseball	Spring	6-8
Soccer (girls)	Spring	6-8
Track (boys/girls)	Spring	6-8

High School Sports	Season	Grade
Cheer	Fall	JV-Varsity
Cross Country (men/women)	Fall	JV-Varsity
Football	Fall	JV-Varsity
Golf (women)	Fall	JV-Varsity
Soccer (men)	Fall	JV-Varsity
Tennis (women)	Fall	JV-Varsity
Volleyball	Fall	JV-Varsity
Basketball (men/women)	Winter	JV-Varsity
Cheer	Winter	JV-Varsity
Swimming (men/women)	Winter	JV-Varsity
Indoor Track (men/women)	Winter	JV-Varsity
Wrestling	Winter	JV-Varsity
Baseball	Spring	JV-Varsity
Golf (men)	Spring	JV-Varsity
Soccer (women)	Spring	JV-Varsity
Softball	Spring	JV-Varsity
Tennis (men)	Spring	JV-Varsity
Track (men/women)	Spring	JV-Varsity
Lacrosse (NORTH LINCOLN HIGH ONLY)	Spring	Varsity

Duties and Responsibilities of the Athletic Director

1. The Athletic Director will provide a list of all equipment to the Principal on a yearly basis.
2. The Athletic Director shall oversee and implement the Coaches' evaluations.
3. The Athletic Director shall meet with parents as requested.
4. The Athletic Director shall ensure all sports are treated equitably and will advocate for all sports.
5. The Athletic Director shall provide a means for all Coaches to have input in the needs assessment for each sport. *A needs assessment form will be provided to each Coach at the beginning of the school year. The form must be returned to the Athletic Director, reviewed by the Principal, and forwarded to the County Athletic Director.
6. The Athletic Director will create an athletic budget and will meet as needed with the Principal to review all athletic accounts, including athletics, individual sports accounts, and athletic booster accounts. The Athletic Director will develop a budget based on the average of the past 3-5 years of gate receipts. The budget will be presented to the administration for approval and submitted to the County Athletic Director.
 - a. The operating budget and financial procedures are to include:
 - Preparation and supervision of the athletic budget
 - Direct sale of tickets for all contests
 - Follow proper financial procedures for cash handling and gate/ticket receipts
 - Collect all monies from the athletic contests and deposit in the appropriate accounts
 - Ensure that all money raised or collected by the school will be deposited in the appropriate school athletic account
 - Ensure that the donations from the athletic booster organizations are equitably dispersed among all sports and used for those intended fundraising activities by the athletic boosters
7. The Athletic Director will post all athletic fundraisers, earnings, and uses of funds on the school's webpage. These fundraisers include school level and athletic booster level fund raising.
8. The Athletic Director will develop a master schedule for all competitions to include all athletic events for the school year. The schedule will be submitted to the Principal for approval. The Principal will submit the master schedule to the office of the County Athletic Director. The schedule will provide equity for all sports in the use of facilities for competitions.
9. The Athletic Director will develop a schedule to ensure equal access to all weight rooms for male and female athletes.
10. The Athletic Director will work with the Lincoln County Schools Department of Transportation to schedule activity buses.
 - a. The Athletic Director will ensure that all activity buses are returned clean and on time to the appropriate site.
11. The Athletic Director will coordinate with the maintenance department, the repair and maintenance of all facility needs, which are utilized by the athletic department.
12. The Athletic Director will provide the Principal with eligibility lists for all sports for their approval. The Athletic Director will ensure the below requirements are met for each athlete of each sport.
 - a. Domicile or Residency Requirements, [LCS Policy 4120](#)
 - b. Attendance, [LCS Policy 4400](#)
 - c. Athletic Transfer Guidelines [LCS Policy 4151](#)
 - d. Random Drug Testing of Student Athletes, [LCS Policy 3623/4343](#)
 - e. Promotion Guidelines
 - f. Concussion Paperwork
 - g. Physical Dates

13. The Athletic Director will ensure all rules and regulations as mandated by the NCHSAA are enforced with all sports at each sporting event.
14. The Athletic Director will ensure that Coaches have the information on all pre-season paperwork turned in before participating in any school sponsored athletic activities including but not limited to tryouts and practice.
15. The Athletic Director will work with Coaches to ensure tryouts for sports are held appropriately, which is defined as announcing dates and times of tryouts in a timely manner, equal access to tryouts, and a measurable rubric to measure the athlete's performance during tryouts.
16. The Athletic Director will work with each Coach to address facility needs and maintenance of all athletic facilities including locker rooms, competition fields, practice fields, and weight rooms.
17. The Athletic Director, in cooperation with the Principal, is responsible for the overall appearance and cleanliness of all athletic facilities all year around.
18. The Athletic Director will provide documentation to the Principal that all head Coaches and Assistant Coaches have attended the required rules session(s) and taken the appropriate course work issued by the NCHSAA.
19. The Athletic Director will report all violations of eligibility or other NCHSAA rules directly to the Principal and the County Athletic Director.
20. The Athletic Director shall provide security at all events held on site or off-site as needed to maintain the safety and integrity of the scheduled event. The Athletic Director will also ensure that the appropriate staff is in place for crowd control based on the local fire marshal's recommendations.
21. The Athletic Director will work to resolve any conflicts within the coaching staffs.
22. The Athletic Director will act as a tournament manager for all league and tournament playoff activities that are assigned to the school.
23. The Athletic Director will plan and supervise the athletic awards programs with the cooperation of the Administrators and Coaches.
24. The Athletic Director or designee will coordinate the use and operation of the press box.
25. The Athletic Director will attend and serve as school liaison at athletic booster organization meetings.
26. The Athletic Director will assist the Administration in the preparation and distribution of complimentary passes for the school.
27. The Athletic Director will assist the Principal in the hiring process, retention, and dismissal of coaches.
28. The Athletic Director will prepare and obtain signed game contracts when appropriate.
29. The Athletic Director will have a Coaches meeting prior to the start of each sports season to go over all necessary items Coaches will need.
30. The Athletic Director will welcome and communicate with opposing teams for pass lists, admission procedures, directions, emergency plans, and handicap parking. This communication should take place in enough time, so the opposing Coaches have time to communicate with their parents.
31. The Athletic Director will ensure that all Coaches carry out the pre-season meetings with parents and athletes and ensure all pre-season paperwork is signed and returned.
32. The Athletic Director will ensure that all athletic facilities are prepared for practice and/or competition.
33. The Athletic Director will develop a preventative maintenance schedule for all facilities and equipment.
34. The Athletic Director will report all Coaches who are ejected from an event to the Principal and the County Athletic Director.
35. Other duties as assigned.

ATHLETIC DIRECTOR RESPONSIBILITIES AND EVALUATION

Athletic Director: _____ **Date:** _____

The information provided below serves as a job description as well as an evaluation of Athletic Director expectations. Use the blank to the left of each description to document the date received for any required paperwork or the date reviewed with the Athletic Director during the summer of each year. The blanks to the right serve as a year-end evaluation of those same expectations.

(M) Mastery, (S) Satisfactory, (NI) Needs Improvement, (U) Unsatisfactory, (NA) Not Applicable

DATE	MAJOR PRE-SEASON RESPONSIBILITIES	M	S	NI	U	NA
	1. Coordinate medical clearance of teams according to Lincoln County Schools' policy and NCHSAA regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Review and ensure that Lincoln County Schools Pre-Season Athletic Packet is accurately completed prior to the first contest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. Correct certifications in CPR/AED, CDL, and Coaches Education Programs must be maintained appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. NCHSAA required attendance at specific meetings and events.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5. Coordinate practice schedule with coaches.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6. Communicate standards and expectations of eligibility, participation, and lettering criteria to coaches.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

DATE	MAJOR RESPONSIBILITIES DURING SEASON	M	S	NI	U	NA
	1. Follow proper budgetary procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Ensure that coaches provide a copy of the NCHSAA eligibility list submitted (five days prior to date of first contest).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. Adherence to the regulations relative to NCHSAA Handbook, LCS Policies/Procedures, and Athletic Procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5. Ensure proper care of equipment and supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6. Oversee the care of school facilities (gym, athletic field, locker rooms).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7. Coordinate the care of injuries and notification of injury to the Athletic Trainer/First Responder/Administration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8. Follow proper procedures to ensure that squad members are excused from school for athletic contests and post-game transportation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9. Assist with adherence to regulations relative to overnight squad trips.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	10. Pre-game preparations (transportation, equipment, facilities).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	11. Appropriate conduct at games toward players, officials, and spectators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	12. Ensure the reporting of game scores and other pertinent information to all area newspapers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	13. Verify that accurate statistical data/records are kept during the season.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	14. Review and comment on the development and execution of written practice plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

MAJOR RESPONSIBILITIES AFTER SEASON

DATE	(Submit to the Athletic Director):	M	S	NI	U	NA
	1. Collect and review a list of squad members who completed the season (varsity letter winners, junior varsity certificate winners, special award recipients).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Collect season record of teams – Opponents and scores, any championships won and any outstanding achievements by a player such as most points scored in a game, high scorer for season, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. Obtain a detailed list of players who failed to return issued school equipment to coaches.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. Collect an inventory of equipment on hand – indicating condition from coaches.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5. Collect and review budget concerns for the next season.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

DATE	OTHER RESPONSIBILITIES	M	S	NI	U	NA
	1. Hold coaches and student athletes to high ideals, good habits, and desirable attitudes in behavior.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Coordinate and/or participate in coaching clinics and in-service programs as part of professional growth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. Communication/rapport with players/parents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. Communication/rapport with coaching staff/school administration, and athletic boosters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5. Knowledge of athletic policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6. Ability to improve coaching performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7. Teaching/modeling legitimate and ethical standards and strategies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8. Respect and concern for athletes, students, parents, colleagues and other citizens.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
Evaluator's Summary:						
Employee's Response to Evaluation:						

Signature of Athletic Director

Date

Signature of Principal

Date

NORTH CAROLINA COACHES ASSOCIATION

CODE OF ETHICS

When entering the coaching profession, a Coach accepts certain obligations and responsibilities to the players, and fellow Coaches, and to the game, each Coach directs. If we are to keep the coaching profession on a high level, we must assume all these responsibilities in such a way that we will give our profession honor and dignity.

- The Coach in contact with each player should, by principle and example, set a pattern of behavior for each student, for he/she influences those more than he influences any other person does. Parents put their dearest possessions under your guidance and you should be sure to see that they are better for having played under you.
- The Coach should meet rival Coaches before and after each game and exchange greetings.
- The Coach should see that every injured athlete is given immediate medical attention.
- The Coach should remember the first function is to educate a student through participation in athletics.
- Coaches should remember the position they hold in the school system, and that they must support the Administration in all policies, rules, and regulations. Where there are differences, they should be discussed behind closed doors.
- The Coach should be sure that every participant fulfills all the rules and regulations for eligibility. Anyone who attempts to circumvent eligibility rules and to use ineligible players is guilty of unethical conduct.
- The Coach should inspire every student to achieve the highest academic success possible.
- Every Coach should have a good knowledge of all rules of the game, which he/she coaches. Coaches should never attempt to disregard any rules to their advantage.
- Coaches should stress good sportsmanship, and if they defend the use of unsportsmanlike tactics, they should be considered guilty of a breach of coaching ethics. Every Coach should advise players as to the proper conduct in meetings with the press, radio, and how to conduct themselves in player interviews, for their protection and to avoid any embarrassment.

It is the duty of all concerned with athletics:

- to emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
- to eliminate all possibilities which tend to destroy the game fairly.
- to stress the values derived from playing the game fairly.
- to be cordial to the visiting team and officials.
- to establish a happy relationship between visitors and hosts.
- to respect the integrity and judgment of sports officials.
- to achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
- to encourage leadership, use of initiative, and good judgment of the players on the team.
- to recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional wellbeing of the individual players.
- to remember that an athletic contest is only a game and not a matter of life or death for players, Coaches, school officials, fans, community, state or nation.
- to avoid unfavorable criticism of other Coaches and School Officials, except that formally presented to the proper authority.
- to report to the proper authorities' matters which are detrimental to the welfare of the conference.
- to study and practice the Sportsmanship Code of NCHSAA.

COACHES GUIDELINES

Coaches – Athletic Contest Ejection Policy

Any Coach who is ejected from an athletic contest is to sit the required number of contests designated by the NCHSAA and NCDPI. That Coach is to meet with the Athletic Director, School Administration, and the County Athletic Director (*within one week of ejection*).

Coaches – Fines and Penalties

Any Coach who violates NCHSAA guidelines is subject to fines and penalties. The Coach is responsible for paying all fines.

Coaches – Non-Faculty Assistant Coaches

If after diligent search for a Principal to secure a faculty member to be an assistant Coach, a non-faculty assistant may be hired under the following conditions:

- Their character and behavior must be beyond reproach.
- Approval for such an arrangement must be secured from the Head Coach, the Principal, and the County Athletic Director. A Lincoln County Schools hiring sheet must be completed and submitted to the Human Resources department.
- Their employment is on a temporary renewal basis. Their services may be terminated at any time at the discretion of the Principal or Lincoln County Schools.
- The Coaching positions will be filled with faculty members whenever faculty members are available and acceptable to the Principal/County Athletic Director.
- They must have thorough knowledge of the rules of the sport.
- Documentation of experience must be filed with the Lincoln County Schools Human Resources Department. The Athletic Director must verify the years' experience before submitting documentation of experience. Any Coach found to have intentionally falsified their experience level will be subject to termination of coaching duties and any other disciplinary action deemed appropriate by the Superintendent's office.

Coaches – Non-Faculty Head Coaches

Non-faculty Head Coaches may be employed only if the Principal cannot secure a faculty member or an instructional staff member.

- Their character and behavior must be beyond reproach.
- They must have thorough knowledge of the rules of the sport. Approval for such an arrangement must be secured from the Athletic Director, Principal, and the County Athletic Director. A Lincoln County Schools hiring sheet must be completed and submitted to the Human Resources department. This should be used by both middle and high schools.
- Their employment is on a temporary renewal basis. Their services may be terminated at any time at the discretion of the Principal/Lincoln County Schools.
- The coaching positions will be filled with faculty members whenever they are available and acceptable to the Principal/County Athletic Director.
- Documentation of experience must be filed with the Lincoln County Schools Human Resources Department. The Athletic Director must verify the years' experience with their previous employer before submitting documentation of experience. Any Coach found to have intentionally falsified their experience level will be subject to termination of coaching duties and any other disciplinary action deemed appropriate by the Superintendent's office.

COACHES – NUMBER FOR EACH SPORT

Varsity Coaching Allotments:

	Football	Basketball	Baseball, Softball	Wrestling, Soccer	Cross Country, Track	Lacrosse	All Other Sports
Head Coach	1	1	1	1	1	1	1
Assistant Coach	4	1	1	1 with 25 +	1 with 20 +	1	0

Junior Varsity Coaching Allotments:

	Football	Basketball	Baseball, Softball	Wrestling, Soccer	Cross Country, Track		All Other Sports
Head Coach	1	1	1	1	1		1
Assistant Coach	2	1	1	1 with 25 +	1 with 20 +		0

Middle School Coaching Allotments:

	Football	Basketball, Volleyball	Baseball, Softball	Wrestling, Soccer	Cross Country, Track		Cheer, Golf
Head Coach	1	1	1	1	1		1
Assistant Coach	2	1	1	1 with 25 +	1 with 20 +		1 with 16 +
<p>If a school cannot fill a coaching vacancy and would like to have one coach for two teams in the same season, the school will need to contact the County Athletic Director for approval.</p> <p>If a school chooses not to fill an assistant coach position, and would rather apply the cash value of that position to cover travel costs, the County Athletic Director must first grant permission.</p>							

Coaches – Salaries or other Remuneration

Coaches shall be paid according to the Lincoln County Schools Coaches' Salary Supplement Schedule. **Coaches' pay rate for all sports is based on the sport in which the Coach has the highest number of years' experience.** No additional payment may be made at the school level or any other source unless approved by the County Athletic Director. This regulation includes any additional remuneration of any type including payments, gifts, or fringe benefits by athletic booster clubs or any other individual or group. If a Coach is offered remuneration, gift, or fringe benefit, he/she is to inform the individual or group making the offer that he/she may not receive such. In addition, the Coach is required to report such an offer to the Principal of the school. The exception to this policy would be for someone who is retiring from coaching after lengthy service. In that case, a retirement gift would be acceptable.

Coaches – Teaching Loads and Duties

All Coaches must carry the same teaching loads as that required of other teachers. All duties assigned to Coaches are expected to be completed on the same basis as other non-coaching teachers. During school hours Coaches are to remain on their teaching duty unless otherwise approved by the Principal or Athletic Director.

Coaches - Training (Mandatory- Faculty Coaches, Non-Faculty Coaches)

All Lincoln County Schools Coaches must take the required coaching courses as outlined in the NCHSAA handbook.

1. Complete the National Federation of State High School Association NFHS **Fundamentals of Coaching online course and submit** the certificate of completion to the school Athletic Director before coaching in any contest. (EXCLUDING MIDDLE SCHOOL COACHES). This is a one-time requirement.
2. Complete the **NFHS Concussion in Sports online course** and submit the certificate of completion to Athletic Director before coaching in any practice or contest. (MUST BE DONE ANNUALLY).
3. Coaches and Volunteer Coaches **must** complete CPR/First Aid/AED training and provide documentation to the Athletic Director. Certification is through the American Heart Association and is good for two years. The sudden cardiac course is acceptable for volunteer coaches (this is a one-time requirement).
4. Pole Vault Coaches must adhere to the additional training as stated in the NCHSAA handbook. (EXCLUDING MIDDLE SCHOOL COACHES)
5. All Cheerleading Coaches should complete NFHS courses as described by NHCSAA if cheer squads tumble/stunt.

Coaches – Volunteer Coaches

Volunteer Coaches are utilized within the following guidelines:

- Volunteer Assistant Coaches are permitted if the Coach, the Athletic Director, the Principal, and the County Athletic Director approve them. Volunteer Coaches may receive no pay and their conduct and behavior must be beyond reproach at all times. A Lincoln County Schools hiring sheet must be completed and submitted to the Human Resources department.
- They must have thorough knowledge of the rules of the sport.
- A volunteer Coach may be terminated at the discretion of the Principal or Lincoln County Schools.
- Volunteer Coaches cannot conduct team practices alone unless approved by the Principal or Principal's Designee.
- Volunteer Coaches must follow the off-season skill development and dead periods as noted in the NCHSAA handbook.

All online courses must be completed prior to the first practice.

[The necessary courses are a pre-employment condition.]

DUTIES AND RESPONSIBILITIES OF THE COACHES

1. Supervise all team personnel during practice, at games, and on trips.
2. Schedule a minimum of three (3) days for tryouts.
3. Inform parents and/or guardians of student athletes that they are required to attend a pre-season sports meeting to review NCHSAA, DPI, Lincoln County Schools, and team rules. If the parents and/or guardians do not attend the pre-season meeting student athletes will not be allowed to participate.
4. Supply the Athletic Director with an alphabetical roster of team members indicating their grade level, eight (8) days prior to the first contest. Head Coaches will be subject to paying the state fine if they are late turning in their list for eligibility purposes.
5. Supervise the care of all equipment, supplies, and facilities, including the year-round maintenance of all playing areas, in their area of responsibility.
6. Check the grades of team members again at the end of the first semester for eligibility purposes and throughout the semester as needed.
7. Secure and maintain a valid CDL (Commercial Driver's License) unless medical release/verification is on file with Lincoln County Schools within one year (highly recommended).
8. If the cheerleaders are traveling with the football and basketball teams, there is no need for the cheerleading Coaches to obtain a CDL. If they wish to obtain a CDL for their own travel, it is up to the Coach, Athletic Director and the School Administration.
9. Present to the Principal or Assistant Principal, twenty-four hours in advance, a list of students who are to be dismissed early to participate in an athletic contest. List the time of dismissal assuring that the team misses the smallest amount of class time as possible. Coaches must arrange to have their classes covered when absent for an athletic contest.
10. Obtain approval of the Athletic Director before placing an order to make a purchase. All requests must be made in writing.
11. Plan with the Athletic Director on transporting, feeding and housing teams.
12. Check with the Athletic Director before re-scheduling a contest. The school calendar must also be considered.
13. File an inventory with the Athletic Director within two weeks of the last contest. Coaches are to keep one copy in their files.
14. Count, pack, clean, and store athletic equipment in a designated space, within two weeks of the last contest.
15. List new equipment needed for next year (two copies, one for the Athletic Director and one for the Coach). The Athletic Director will then secure permission to purchase from the Principal.
16. Inform the Athletic Director of normal and abnormal happenings surrounding the team or coaching.
17. Supply the Athletic Director with forms, information, summaries, statistics, or other data the Athletic Director indicates is needed to operate an efficient department.
18. The Head Varsity Coach should coordinate duties of staff for the best possible results.
19. Cooperate with Administration, Faculty, Athletic Director, Athletic Trainers, Parents, Students, and other Staff Members in working together harmoniously for the betterment of the program.
20. Have team rules, criteria for lettering, and try-out rubrics reviewed and approved by the Athletic Director and/or Principal before being put in place.
21. Complete the NFHS Fundamentals of Coaching Course prior to the first contest (high school only) and provide the Certificate of Completion to Athletic Director. The Coach and not a designee must complete courses.
22. Annually complete the NFHS "Concussion in Sports" course prior to the first practice (middle and high school) and provide a certificate of completion to the Athletic Director. The Coach and not a designee must complete courses.
23. Maintain current CPR/AED certification. The Coach and not a designee must complete courses.
24. Work closely with the Athletic Training staff to ensure the safety of all athletes (e.g. heat and humidity guidelines, Gfeller-Waller Law requirements: Return to Play, etc.).
25. Coaches should meet with parents to discuss their concerns regarding their student athlete at the appropriate times.

HEAD COACH RESPONSIBILITIES AND EVALUATION

Coach: _____ **Sport:** _____ **Date:** _____

The information provided below serves as a job description as well as an evaluation of coaching expectations. Use the blank to the left of each description to document the date received for any required paperwork or the date reviewed with the particular Coach (i.e. preseason coaches meeting). The blanks to the right serve as a post-season evaluation of those same expectations.

(M) Mastery, (S) Satisfactory, (NI) Needs Improvement, (U) Unsatisfactory, (NA) Not Applicable

DATE	MAJOR PRE-SEASON RESPONSIBILITIES	M	S	NI	U	NA
	1. Medical clearance of squad candidates according to Lincoln County Schools' policy and NCHSAA/NCDPI regulations.					
	2. Lincoln County Schools Pre-Season Athletic Packet accurately completed prior to the first contest and submitted to the Athletic Director.					
	3. Correct certifications in CPR/AED, CDL, and Coaches Education Programs must be maintained appropriately.					
	4. NCHSAA required attendance at sports specific pre-season rules meeting.					
	5. Coordinate practice schedule with Head Coaches and fellow Coaches.					
	6. Communicate standards and expectations of eligibility, participation, and lettering criteria.					
Comments:						

DATE	MAJOR RESPONSIBILITIES DURING SEASON	M	S	NI	U	NA
	1. Follows proper budgetary procedures.					
	2. Provides a copy of the eligibility list submitted (five (5) days prior to date of first contest) to the Athletic Director.					
	3. Supervises squad members from time of arrival for a practice or competition until all players are off campus.					
	4. Adherence to the regulations relative to NCHSAA Handbook, LCS Policies/Procedures, and School and Team Procedures.					
	5. Care of equipment and supplies.					
	6. Care of school facilities (gym, athletic field, locker rooms).					
	7. Care of injuries and notification of injury to the Athletic Trainer/First Responder/Athletic Director/Administration.					
	8. Follows proper procedures to ensure that squad members are excused from school for athletic contests and post-game transportation.					
	9. Adherence to regulations relative to overnight squad trips.					
	10. Pre-game preparations (transportation, equipment, facilities).					
	11. Appropriate conduct at games toward players, officials, and spectators.					
	12. Reporting of game scores and other pertinent information to athletic directors and all area newspapers.					
	13. Keep accurate statistical data/records during season.					
	14. Development and execution of written practice plans.					

Comments:

MAJOR RESPONSIBILITIES AFTER SEASON

(Submit to the Athletic Director):

DATE			M	S	NI	U	NA
	1.	Provide a list of squad members who completed the season (varsity letter winners, junior varsity certificate winners, special award recipients).					
	2.	Submits season record – Opponents and scores, any championships won and any outstanding achievements by a player such as most points scored in a game, high scorer for season, etc.					
	3.	Submits detailed list of players who failed to return issued school equipment to the Athletic Director.					
	4.	Submits inventory of equipment on hand – indicating condition to the Athletic Director.					
	5.	Submits budget for next season to the Athletic Director.					

Comments:

DATE

OTHER RESPONSIBILITIES

M

S

NI

U

NA

	1.	High ideals, good habits, and desirable attitudes in behavior.					
	2.	Participation in coaching clinics and in-service programs as part of professional growth.					
	3.	Communication/rapport with players/parents.					
	4.	Communication/rapport with coaching staff/school administration, and athletic boosters.					
	5.	Knowledge of game rules, fundamentals and strategy.					
	6.	Ability to improve player performance.					
	7.	Teaching/modeling legitimate and ethical standards and strategies.					
	8.	Respect and concern for athletes, students, parents, colleagues and other citizens.					

Comments:

Other:

Evaluator's Summary:

Employee's Response to Evaluation:

I have read and fully understand my responsibilities as a Coach of Lincoln County Schools.

Signature of Coach

Date

Signature of Athletic Director

Date

Signature of Principal

Date

ASSISTANT COACH RESPONSIBILITIES AND EVALUATION

Coach: _____ **Sport:** _____ **Date:** _____

The information provided below serves as a job description as well as an evaluation of coaching expectations. Use the blank to the left of each description to document the date received for any required paperwork or the date reviewed with the particular Coach (i.e. preseason coaches meeting). The blanks to the right serve as a post-season evaluation of those same expectations.

(M) Mastery, (S) Satisfactory, (NI) Needs Improvement, (U) Unsatisfactory, (NA) Not Applicable

DATE	MAJOR PRE-SEASON RESPONSIBILITIES	M	S	NI	U	NA
	1. Medical clearance of squad candidates according to Lincoln County Schools' policy and NCHSAA/NCDPI regulations.					
	2. Lincoln County Schools Pre-Season Athletic Packet accurately completed prior to the first contest and submitted to the Athletic Director.					
	3. Correct certifications in CPR/AED, CDL, and Coaches Education Programs must be maintained appropriately.					
	4. Coordinate practice schedule with Head Coaches and fellow Coaches.					
Comments:						

DATE	MAJOR RESPONSIBILITIES DURING SEASON	M	S	NI	U	NA
	1. Supervises squad members from time of arrival for a practice or competition until all players are off campus.					
	2. Adherence to the regulations relative to this Handbook, LCS Policies/Procedures, and School and Team Procedures.					
	3. Care of equipment and supplies.					
	4. Care of school facilities (gym, athletic field, locker rooms).					
	5. Care of injuries and notification of injury to the Athletic Trainer/First Responder/Athletic Director/Administration.					
	6. Follows proper procedures to ensure that squad members are excused from school for athletic contests and post-game transportation.					
	7. Adherence to regulations relative to overnight squad trips.					
	8. Pre-game preparations (transportation, equipment, facilities).					
	9. Appropriate conduct at games toward players, officials, and spectators.					
	10. Reporting of game scores and other pertinent information to athletic directors and all area newspapers.					
	11. Keep accurate statistical data/records during season.					
	12. Development and execution of written practice plans.					
Comments:						

MAJOR RESPONSIBILITIES AFTER SEASON						M	S	NI	U	NA
DATE	(Submit to the Athletic Director):									
	1.	Submits detailed list of players who failed to return issued school equipment to the Athletic Director.								
	2.	Submits inventory of equipment on hand – indicating condition to the Head Coach.								
Comments:										

DATE	OTHER RESPONSIBILITIES				M	S	NI	U	NA	
	1.	High ideals, good habits, and desirable attitudes in behavior.								
	2.	Participation in coaching clinics and in-service programs as part of professional growth.								
	3.	Communication/rapport with players/parents.								
	4.	Communication/rapport with coaching staff/school administration, and athletic boosters.								
	5.	Knowledge of game rules, fundamentals and strategy.								
	6.	Ability to improve player performance.								
	7.	Teaching/modeling legitimate and ethical standards and strategies.								
	8.	Respect and concern for athletes, students, parents, colleagues and other citizens.								
Comments:										
Other:										
Evaluator's Summary:										
Employee's Response to Evaluation:										

I have read and fully understand my responsibilities as a Coach of Lincoln County Schools.

Signature of Assistant Coach

Date

Signature of Head Coach

Date

Signature of Athletic Director

Date

Signature of Principal

Date

ATHLETIC SALARY SUPPLEMENT SCHEDULES AND POLICIES

Criteria Used for Establishing Supplements

1. Length of season
2. Number of athletes to be supervised
3. Responsibilities for assistant coaches
4. Current coaching salaries
5. Revenue of sport

Policies Governing Athletic Supplement Schedule

1. Coaches shall be placed on the athletic supplement scale at the appropriate level based on paid years' experience. The Athletic Director must verify the years' experience with their previous employer before submitting documentation of experience to Human Resources. Any Coach found to have falsified their paid experience level will be subject to termination of coaching duties and any other disciplinary action deemed appropriate by the Superintendent's office.
2. The rating of a middle school Coach, who transfers to a high school coaching position, does not change.
3. Athletic Directors will submit a coaching roster to the County Athletic Director for each sport season/year.
4. High School Supplement Schedule (supplements will be paid in three installments):
 - a. Fall Sports- Coaches will be paid August, September, October
 - b. Winter Sports- Coaches will be paid November, December, January
 - c. Spring Sports- Coaches will be paid March, April, May
5. Middle School Supplement Schedule (supplements will be paid in three installments):
 - a. Fall Sports- Coaches will be paid September, October, November
 - b. Winter Sports- Coaches will be paid December, January, February
 - c. Spring Sports- Coaches will be paid March, April, May
6. The supplement scale shall be reviewed yearly.
7. No extra supplement shall be paid for play-offs.
8. One Coach or one cheerleading Coach may coach two teams or squads in the same season (for example: boys' and girls' basketball or varsity and junior varsity cheerleaders). In an emergency, one person may do so only under the following conditions:
 - a. Approval must be secured from Principal
 - b. Practices must be separate in order to receive supplement
 - c. Approval must be granted each year
9. Only experience in an allotted, paid coaching position will be considered.
10. Athletic Directors will not notify Coaches of their placement on the coaching supplement schedule until documentation of experience has been submitted to the County Athletic Director and a rating approved.
11. Coaches' pay rate for all sports is based on the sport in which the Coach has the highest number of years' experience.

**Coaches Supplement Schedule
High School Athletics - Grades 9-12**

High School Varsity Head Coach

Revised 09.20.23

Category	Pre-Season Football	Football	Basketball	Lacrosse, Baseball, Soccer, Softball, Wrestling	Cheer, Cross Country, Golf, Swim, Tennis, Track, Volleyball, Indoor Track, Weight Training
A	\$220	\$3,080	\$1,540	\$1,320	\$880
B	\$220	\$3,135	\$1,650	\$1,540	\$935
C	\$220	\$3,245	\$2,090	\$1,815	\$1,100
D	\$220	\$3,355	\$2,200	\$2,035	\$1,375
E	\$220	\$3,575	\$2,750	\$2,310	\$1,650
F	\$220	\$3,850	\$3,080	\$2,640	\$1,980

* Summer Mowing Supplement- \$1000 (per high school)

High School Junior Varsity Head Coach

Category	Pre-Season Football	Football	Basketball	Lacrosse, Baseball, Soccer, Softball, Wrestling	Cheer, Cross Country, Golf, Swim, Tennis, Track, Volleyball
A	\$220	\$2,200	\$1,100	\$880	\$660
B	\$220	\$2,255	\$1,155	\$935	\$715
C	\$220	\$2,365	\$1,265	\$1,045	\$825
D	\$220	\$2,475	\$1,375	\$1,265	\$1,045
E	\$220	\$2,695	\$1,595	\$1,485	\$1,265
F	\$220	\$2,970	\$1,870	\$1,815	\$1,540

High School Varsity Assistant Coach

Category	Pre-Season Football	Football	Basketball	Lacrosse, Baseball, Soccer, Softball, Wrestling	Cheer, Cross Country, Golf, Swim, Tennis, Track, Volleyball, Indoor Track, Assistant Trainer
A	\$440	\$1,540	\$1,100	\$880	\$660
B	\$440	\$1,760	\$1,155	\$935	\$715
C	\$440	\$1,980	\$1,265	\$1,045	\$825
D	\$440	\$2,200	\$1,375	\$1,265	\$1,045
E	\$440	\$2,530	\$1,595	\$1,485	\$1,265
F	\$440	\$2,860	\$1,870	\$1,815	\$1,540

High School Junior Varsity Assistant Coach

Category	Pre-Season Football	Football	Basketball	Lacrosse, Baseball, Soccer, Softball, Wrestling	Cheer, Cross Country, Golf, Swim, Tennis, Track, Volleyball
A	\$440	\$990	\$770	\$605	\$495
B	\$440	\$1,045	\$825	\$660	\$550
C	\$440	\$1,155	\$880	\$770	\$660
D	\$440	\$1,265	\$990	\$880	\$770
E	\$440	\$1,485	\$1,210	\$1,100	\$990
F	\$440	\$1,760	\$1,485	\$1,375	\$1,265

Key: A- less than 2 years • B- 2 but less than 5 years • C- 5 but less than 10 years
D- 10 but less than 15 years • E- 15 but less than 20 years • F- 20 years or more

**Coaches Supplement Schedule
Middle School Athletics - Grades 6-8**

Middle School Head Coach

Revised 07.01.22

Category	Pre-Season Football	Football	Basketball, Soccer	Baseball, Softball, Wrestling	Cross Country, Golf, Track, Volleyball	Cheer, Tennis
A	\$ 220	\$990	\$880	\$770	\$715	\$660
B	\$ 220	\$1,045	\$935	\$825	\$770	\$715
C	\$ 220	\$1,155	\$1,045	\$935	\$880	\$825
D	\$ 220	\$1,265	\$1,155	\$1,045	\$990	\$935
E	\$ 220	\$1,485	\$1,375	\$1,265	\$1,210	\$1,155
F	\$ 220	\$1,760	\$1,650	\$1,540	\$1,485	\$1,430
* Summer Mowing Supplement- \$500 (per middle school)						

Middle School Assistant Coach

Category	Pre-Season	Football	All Other Sports
A	\$ 220	\$880	\$495
B	\$ 220	\$935	\$550
C	\$ 220	\$1,045	\$660
D	\$ 220	\$1,155	\$770
E	\$ 220	\$1,375	\$990
F	\$ 220	\$1,650	\$1,265

First Responder

Category	Fall Sports	Winter Sports	Spring Sports
A	\$550	\$550	\$550
B	\$605	\$605	\$605
C	\$660	\$660	\$660
D	\$715	\$715	\$715
E	\$770	\$770	\$770
F	\$825	\$825	\$825
*Limit 1 per season per high school/middle school			

Key: A- less than 2 years • B- 2 but less than 5 years • C- 5 but less than 10 years
D- 10 but less than 15 years • E- 15 but less than 20 years • F- 20 years or more

Athletic Directors Supplement Schedule

Middle School Revised 07.01.22

Category	Director	Director AIC (12.5%)	Director CIC (25%)	Summer Supplement (June/July)
A	\$2,000	\$2,250.00	\$2,500.00	\$1,000
B	\$2,250	\$2,531.25	\$2,812.50	\$1,000
C	\$2,550	\$2,868.75	\$3,187.50	\$1,000
D	\$2,850	\$3,206.25	\$3,562.50	\$1,000
E	\$3,200	\$3,600.00	\$4,000.00	\$1,000
F	\$3,350	\$3,768.75	\$4,187.50	\$1,000

High School Revised 07.01.22

Category	Director	Director AIC (12.5%)	Director CIC (25%)	Summer Supplement (June/July)
A	\$3,250	\$3,656.25	\$4,062.50	\$4,000
B	\$3,500	\$3,937.50	\$4,375.00	\$4,000
C	\$3,800	\$4,275.00	\$4,750.00	\$4,000
D	\$4,100	\$4,612.50	\$5,125.00	\$4,000
E	\$4,450	\$5,006.25	\$5,562.50	\$4,000
F	\$4,600	\$5,175.00	\$5,750.00	\$4,000

Key: A- less than 2 years • B- 2 but less than 5 years • C- 5 but less than 10 years
D- 10 but less than 15 years • E- 15 but less than 20 years • F- 20 years or more

Guidelines for Faculty/Non-Faculty Assistant Coaches Paid by Non-School Funds

- Lincoln County Schools does not allow extra Coaches to be hired from any other revenue source.
- Lincoln County Schools must have an equal amount of Coaches and volunteers for “like sports.”

Guidelines for Summer Employment

High School Athletic Trainers:	Provided by Atrium Healthcare Systems
High School Athletic Directors:	10 months plus a summer supplement
Middle School Athletic Directors:	10 months plus a summer supplement

The high school Athletic Director and middle school Athletic Director shall be paid in June and July.

Coach/Parent Interaction Guidelines

- If a parent / student is upset post game or practice and feels that they need to speak to the coach, it is requested by the parent that they make an appointment to meet with the coach between 12 and 24 hours afterwards. This can occur before school starts the next day, during planning periods or before the next day event. This conversation can be made with the any of the needed individuals (head coach, assistant coach, athletic director, and/ or administrator).
- If a parent/student does not adhere to this request and continues to demand speaking to the coach post game or practice, then the coach needs to politely remind the individual(s) of the first request and then leave the situation.
- If the individual continues, then the coach needs to call for the SRO (where applicable), athletic director, or administrator to have the individual removed.
- The administrator would have the same conversation as noted in step #1.
- If the individual persists, then the administrator has the opportunity to have the individual removed and could request that the Superintendent support a ban of this individual for a range of one (1) to three (3) contests. This would be determined in the administrator's request to the Superintendent.
- If the same problem persists within the school year, the subsequent recommendation to the Superintendent could be made for the remainder of the year or sport season.

DUTIES AND RESPONSIBILITIES OF AN ATHLETIC TRAINER

North Carolina Board of Athletic Trainer Examiners • February 2007
P.O. Box 10769 • Raleigh, North Carolina 27605 • (919) 821-4980

Licensed Athletic Trainer Protocol

I. Prevention

- A. Educate the appropriate patient(s) about risks associated with participation and specific activities using effective communication techniques to minimize the risk of injury and illness.
- B. Interpret pre-participation and other relevant screening information in accordance with accepted guidelines to minimize the risk of injury and illness.
- C. Instruct the appropriate patient(s) about standard protective equipment by using effective communication techniques to minimize the risk of injury and illness.
- D. Apply appropriate prophylactic/protective measures by using commercial products or custom-made devices to minimize the risk of injury and illness.
- E. Identify safety hazards associated with activities, activity areas, and equipment by following accepted procedures and guidelines in order to make appropriate recommendations and to minimize the risk of injury and illness.
- F. Maintain clinical and treatment areas by complying with safety and sanitation standards to minimize the risk of injury and illness.
- G. Monitor participants and environmental conditions by following accepted guidelines to promote safe participation.
- H. Facilitate physical conditioning by designing and implementing appropriate programs to minimize injury risk.
- I. Facilitate healthy lifestyle behaviors using effective education, communication, and intervention risk of injury and illness and promote wellness.

II. Clinical Evaluation and Diagnosis

- A. Obtain a history through observation, interview, and/or review of relevant records to assess the pathology and extent of the injury, illness or condition.
- B. Inspect the involved area(s) visually to assess the pathology and extent of the injury, illness, or health-related condition.
- C. Palpate the involved area(s) using standard techniques to assess the pathology and extent of the injury, illness, or health-related condition.
- D. Perform specific tests in accordance with accepted procedures to assess the pathology and extent of the injury, illness, or health-related condition.
- E. Formulate a clinical impression by interpreting the signs, symptoms, and predisposing factors of the injury, illness, or health-related condition to determine the appropriate course of action.
- F. Educate the appropriate patient(s) about the assessment by communicating information about the current or potential injury, illness, or health-related condition to encourage compliance with recommended care.
- G. Share assessment findings with other healthcare professionals using effective means of communication to coordinate appropriate care.

III. Immediate Care

- A. Employ life-saving techniques using standard emergency procedures in order to reduce morbidity and the incidence of mortality.
- B. Prevent exacerbation of non-life threatening condition(s) using standard procedures in order to reduce morbidity.
- C. Facilitate the timely transfer of care for conditions beyond the scope of practice of the athletic trainer by implementing appropriate referral strategies to stabilize and/or prevent exacerbation of the condition(s)
- D. Direct the appropriate patient(s) in standard immediate care procedures using formal and informal methods to facilitate immediate care.
- E. Execute the established emergency action plan using effective communication and administration practices to facilitate efficient immediate care.
- F. In the event of a serious injury, the following procedures will apply:
 - 1. Call 911 to activate the EMS for transport to an emergency facility.
 - 2. If not present at the athletic event, the team physician will be called and made aware of the situation.

IV. Treatment, Rehabilitation, and Reconditioning

- A. Administer therapeutic and conditioning exercise(s) using standard techniques and procedures in order to facilitate recovery, function, and/or performance.
- B. Administer therapeutic modalities using standard techniques and procedures in order to facilitate recovery, function, and/or performance.
- C. Apply braces, splints, or assistive devices in accordance with appropriate standards and practices in order to facilitate recovery, function, and/or performance.
- D. Administer treatment for general illness and/or conditions using standard techniques and procedures to facilitate recovery, function, and/or performance.
- E. Reassess the status of injuries, illnesses, and/or conditions using standard techniques and documentation strategies in order to determine appropriate treatment, rehabilitation, and/or reconditioning and to evaluate readiness to return to a desired level of activity.
- F. Educate the appropriate patients in the treatment, rehabilitation, and reconditioning of injuries, illness, and/or conditions using applicable methods and materials to facilitate recovery, function, and/or performance.
- G. Provide guidance and/or counseling for the appropriate patient(s) in the treatment, rehabilitation, and reconditioning of injuries, illnesses and /or conditions through communication to facilitate recovery, function, and performance.

V. Organization and Administration

- A. Establish action plans for response to injury or illness using available resources to provide the required range of healthcare services for patients, athletic activities, and events.
- B. Establish policies and procedures for the delivery of healthcare services following accepted guidelines to promote safe participation, timely care, and legal compliance.
- C. Establish policies and procedures for the management of healthcare facilities and activity areas by referring to accepted guidelines, standards, and regulations to promote safety and legal compliance.
- D. Manage human and fiscal resources by utilizing appropriate leadership, organization, and management techniques to provide efficient and effective healthcare services.
- E. Maintain records using an appropriate system to document services rendered, provide for continuity of care, facilitate communication, and meet legal standards.
- F. Develop professional relationships with appropriate patients and entities by applying effective communication techniques to enhance the delivery of healthcare.

VI. Professional Responsibility

- A. Demonstrate appropriate professional conduct by complying with applicable standards and maintaining continuing competence to provide quality athletic training services.
- B. Adhere to statutory and regulatory provisions and other legal responsibilities relating to the practice of athletic training by maintaining and understanding of these provisions and responsibilities in order to contribute to the safety and welfare of the public.
- C. Educate appropriate patients and entities about the role and standards of practice of the athletic trainer through informal and formal means to improve the ability of those patients and entities to make informed decisions.
- D. Perform other specified tasks as directed by the physician.
- E. Must be in attendance for all football practices and both home and away games, unless excused by the superintendent in writing due to an emergency.

Athletic Trainer: _____

Team/Organization: _____

The undersigned physician and athletic trainer agree to abide by this protocol:

_____ Print Name of Physician	_____ Print Name of Athletic Trainer
_____ Signature of Physician	_____ Signature of Athletic Trainer
_____ Physician Address	_____ Athletic Trainer Address
_____ City, State, Zip	_____ City, State, Zip
_____ Business Telephone	_____ Business Telephone

DUTIES AND RESPONSIBILITIES OF A FIRST RESPONDER

Essential Duties and Responsibilities

1. Must hold CPR and AED Certification (may complete after hire)
2. Must hold Sudden Cardiac Arrest Certification (may complete after hire)
3. Responsible for giving basic instruction to athletic staff members in prevention and care of injuries.
4. Responsible for referring athletic injuries and/or treatments to physicians.
5. Responsible for the treatment and supervision of treatment for all minor athletic injuries and conditions.
6. Must be knowledgeable in different methods of taping.
7. Maintain, educate, and update emergency action plans.
8. Must be present at all football practices and both home and away games, unless excused by the principal in writing due to an emergency.
9. Must be able to resolve scheduling conflicts to insure coverage is provided at all times.
10. Reviewing all documents provided by each athlete including pre-season paperwork, physicals, etc.
11. Responsible for reporting all injuries to the Athletic Director on the proper forms.
12. Shall perform all other duties assigned by the Athletic Director.
13. The First Responder shall **not** be permitted to coach or assist in coaching any sports while serving as a First Responder.
14. Communicate with the High School Trainer whenever asked or as needed.

Physical and Cognitive Requirements

Must be able to:

1. Walk, lift, reach, stoop, stand, grasp, balance, climb, kneel, and crouch
2. Communicate effectively to individuals or groups of people with poise, voice control, and confidence
3. Work in various inside and outside environments being subjected to weather changes, atmospheric conditions, noise, vibrations, and job hazards
4. Use visual acuity required for depth perception and color perception
5. Use a variety of athletic equipment
6. Operate machines, motor vehicles, and job-specific equipment and tools
7. Determine the accuracy and thoroughness of work
8. Observe general surroundings and activities
9. Hear sufficiently to accurately perceive information at normally-spoken word levels
10. Work safely in situations of exposure to blood borne pathogens, which may require specialized personal protective equipment
11. Prepare, read, and comprehend a variety of job-related forms, reports, and documentation
12. Perform under stress, deal with persons acting under stress, and adapt when confronted with emergencies.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works outdoors. The noise level in the work environment is usually moderate. The work is performed in the school and athletic fields.

First Responder: _____

Team/Organization: _____

The undersigned First Responder agrees to abide by this protocol:

Printed Name of First Responder

Signature of First Responder

Date

Address

City, State, Zip

Business Telephone

INSURANCE FOR STUDENT ATHLETES

Lincoln County Schools provides a secondary insurance for student athletes. The secondary insurer payout differs case by case. Parents should contact the school office for required forms

All high schools, which are members of the NCHSAA, are covered by catastrophe insurance. This means that the school's student athletes, coaches, cheerleaders, and team managers have certain insurance coverage in the event that they are involved in a catastrophe. Insurance fees are paid in the fall when the school pays its annual NCHSAA membership fee.

HIGH SCHOOL ATHLETIC PARTICIPATION and NCHSAA REQUIREMENTS

Protect Your Eligibility; Know the Rules

To represent your school in athletics YOU:

1. Must be a properly enrolled student at the time you participate, must be enrolled no later than the 15th day of the present semester, and must be in regular attendance at that school.
2. Must meet local attendance standards for the previous semester.
3. Must have not exceeded eight (8) consecutive semesters of attendance or have participated more than four (4) seasons in any sport since entering grade nine (9). No student may be approved for any athletic contest if his or her 19th birthday comes on or before August 31st.
4. Must live with your parents or legal custodian within the school administrative unit (exceptions must be approved by your Local Education Agency (LEA) and the NCHSAA). A student is eligible if he/she has attended school within that unit the previous two (2) semesters (if eligible in all other respects).
5. Must be present for a minimum of 50% of the student day on the day of an athletic contest in order to participate, unless the absence is excused per Board policy.
6. Must have passed a minimum of three (3) courses during the previous semester in the block schedule, must meet promotion standards established by the LEA.
7. Middle school students promoted or transferred to the high school will be automatically eligible for the first semester at the high school – regardless of courses passed at the middle school level.
8. Must have received a medical examination by a licensed physician, physician assistant, or family nurse practitioner within the past 395 days; if you miss five (5) or more days of practice due to illness or injury, you must receive a medical release before practicing or playing.
9. Must not accept prizes, merchandise, money, or anything that can be exchanged for money because of athletic participation. This includes being on a free list or loan list for equipment, etc.
10. Must not have signed a professional contract, have played on a junior college team or be enrolled and attending a class in college unless the course is a part of the Lincoln County Schools curriculum.
11. Must not participate in unsanctioned all-star or bowl games.
12. May not receive team instruction from your school's coaching staff during the school year outside your sports season other than those approved by the NCHSAA (from first practice through final games). NCHSAA and NCDPI guidelines must be followed for off-season workouts.
13. Must observe Lincoln County Schools guidelines pertaining to practice and play during the school day. Teams may not practice during the school day. Teams may not begin competition until after the school day ends. The following are the exceptions: State playoffs, conference tournaments, 18-hole golf matches. Student athletes may not play, practice or assemble as a team with your Coach on Sundays.
14. May not dress for a contest, sit on the bench, or practice if you do not meet eligibility requirements.
15. Must adhere to NCHSAA/NCDPI guidelines regarding weekly and seasonal contest limitations.
16. May attend only those summer camps to which you or your parents paid the fees.
17. May take part in summer workouts under your school's coaching staff provided all NCHSAA/NCDPI regulations are met. Summer workouts are provided by the coaching staff and are optional for all athletes.
18. Must not be guilty of unsportsmanlike conduct.
19. Must not have graduated or been eligible for graduation from high school.

Additional information can be found on the following state athletic websites:

<http://www.nchsaa.org>

<http://www.ncpublicschools.org/docs/curriculum/healthfulliving/athletics/middle-athletics-manual.pdf>

High School Athletic Participation, Eligibility and Requirements

9.1 Eligibility Beginning 1st Semester Freshman Year

- No restrictions automatically eligible

9.2 Eligibility Beginning 2nd Semester Freshman Year

- Must have passed 3 of 4 courses from the previous semester.

10.1 Eligibility Beginning 1st Semester Sophomore Year

- Must have passed 3 of 4 courses from the previous semester.
- Must have accumulated 6 credits.

10.2 Eligibility Beginning 2nd Semester of Sophomore Year

- Must have passed 3 of 4 courses from the previous semester.
- Must have accumulated 6 credits

11.1 Eligibility Beginning 1st Semester of Junior Year

- Must have passed 3 of 4 courses from the previous semester.
- Must have accumulated 13 credits.

11.2 Eligibility Beginning 2nd Semester of Junior Year

- Must have passed 3 of 4 courses the previous semester.
- Must have accumulated 13 credits.

12.1 Eligibility Beginning 1st Semester of Senior Year

- Must have passed 3 of 4 courses the previous semester.
- Must have accumulated 20 credits.

12.2 Eligibility Beginning 2nd Semester Senior Year

- Must have passed 3 of 4 courses the previous semester.
- Must have 20 credits.

NOTE:

*Grade status is determined by local promotion standards: (1) Credits earned

*Athletic eligibility status is determined by the number of semesters enrolled in high school.

(Transcript Grade assignment is to be used in determining the grade assignment of the athlete.)

Revised 9-14-11

Middle School Athletic Participation and Requirements

Academics:

In grades six, seven and eight, the student must pass at least one less course than the number of required core courses each semester (3 out of 4) and meet promotion standards established by the LEA. If an athlete is "academically eligible" or "academically ineligible" at the beginning of any semester, that status is retained throughout the full semester. It is the responsibility of the school principal to check the academic status of each student/athlete enrolled in school at the beginning and close of a semester. First semester sixth graders are eligible to participate unless they have been retained in sixth grade. (Effective 2017-18 school year).

Students with a disability, IEP, or 504 Plan must meet all academic requirements that apply to the regular education student.

No student may be eligible to participate at the middle school level for a period lasting longer than six (6) consecutive semesters, beginning with the student's entry into sixth grade (except for football, only seventh and eighth grade). The Principal shall have evidence of the date of each player's entry into the sixth grade and monitor the six (6) consecutive semesters.

Age:

In grades six, seven and eight, a student may not participate on a team if the student becomes fifteen (15) years of age on or before August 31 of that school year.

Attendance: A player must attend school at least 85% of the previous semester. A student must, at any time of any game in which he or she participates, be a regularly enrolled member of the school's student body, according to local policy. A student must be present for a minimum of 50% of the student day on the day of an athletic contest in order to participate, unless the absence is excused per Board policy.

Out-of-School Suspension (OSS) is an appealable process for student athletes. If a student athlete goes over the 85% attendance rule, it can be appealed because OSS is an excused absence. It will have to be initiated at the school level, both middle school and high school.

Domicile:

The student must meet the residence criteria of G.S. 115C-366(a). The student may participate only at the school to which the LEA assigns the student.

Medical Exam:

In order to be eligible for practice or participation in interscholastic athletic contests, the student must receive a medical examination once every 395 days by a duly licensed physician, nurse practitioner, or physician assistant, subject to the provisions of G.S.90-9, 90-18.1, and 90-18.2. Students absent from athletic practice for five (5) or more consecutive days due to illness or injury must receive a medical release from a physician licensed to practice medicine before remittance to practice or contests.

NOTE: An athlete becomes eligible or ineligible on the first day of the new semester. Coaches are asked to make certain that athletes are aware of the regulations.

Eligibility requirements for middle and high school athletes are as stated in the NCHSAA Handbook. Eligibility requirements for middle school athletes are also addressed in the North Carolina Public Instruction publication "Middle/Junior High School Athletic Manual." The manual can be viewed at the following web address:

<http://www.ncpublicschools.org/docs/curriculum/healthfulliving/athletics/middle-athletics-manual.pdf>

Lincoln County Schools Board Policies

To view the policies pertaining to athletics listed below, please choose the following link:

http://policy.microscribepub.com/cgi-bin/om_isapi.dll?clientID=2143814614&depth=2&infobase=lincoln.nfo&softpage=PL_frame

- **Domicile or Residence Requirements- Board of Education Policy Code 4120**
- **Request for Student Transfer- Board of Education Policy Code 4151**
- **Extracurricular Activities- Board of Education Policy Code 3620-R**
- **Prohibition Against Discrimination, Harassment and Bullying- Board of Education Policy Code 1710/4021/7230**
- **Drug Testing of Students- Board of Education Policy Code 3623/4343**
- **Drug Testing of Students- Board of Education Policy Code 3623-R/4343-R**

GENERAL POLICIES AND PROCEDURES

ACTIVITY BUS PROCEDURES

Breakdown Procedures:

- Immediately get the bus off of the roadway and into a parking lot if at all possible (as best as you possibly can).
- If a breakdown occurs during normal operating hours, 6:00am to 5:00pm, contact the bus garage at **704-736-4247 or 704-736-4242.**
- If a breakdown occurs after 5pm, contact **Leighann Campbell at 707-530-9133, Lee Hughes at 704-240-2433.** An alternate contact number will be provided by e-mail if one of the three individuals is not available.

Accident Procedures:

Lincoln County Schools' Board of Education
Union Insurance Company
Policy Number 4255971

- First and foremost, check all passengers for any injuries. **Contact 911 immediately** if any student or staff member should require medical treatment.
- If there are no injuries, access the damage to the bus to determine if students should evacuate. Evacuation should only be executed if necessary....i.e. fuel is leaking and there is threat of a fire, bus is in a compromised position and could be struck again by other motorist.
- If damage is minimal and the other party agrees, move the vehicles involved out of the roadway and into a parking lot or other safe location.
- If an accident occurs during normal operating hours, 6:00am to 5:00pm, contact the bus garage at **704-736-4247 or 704-736-4242.**
- If an accident occurs after 5pm contact **Leighann Campbell at 707-530-9133 or Lee Hughes at 704-240-2433.** An alternate contact number will be provided by e-mail if one of the two individuals is not available.
- The Transportation Department will provide appropriate instructions once they have been notified.
- Coaches/Bus Drivers will use the following guidelines in the event that you do not reach a representative from the Transportation Department:
 1. Create a roster of all passengers riding the bus and a seating diagram. This information will be used for both law enforcement and insurance purposes.
 2. Highlight the name(s) of any student/staff member who is injured and document their injuries.
 3. Collect pertinent information from other parties involved... full name, address, phone number, insurance company, and policy number.
- Details of the accident **must not** be discussed with anyone other than law enforcement or School Administration.

Safety Procedures:

- All activity buses must be inspected for safety before each trip as required by the Federal Motor Carrier Safety Regulation.
- Coaches/Bus Drivers must contact the bus garage immediately if items of concern are discovered during the pre-trip inspection. An alternate activity bus will be provided if necessary (see attached safety inspection).
- Before each trip, all passengers should be instructed as to the placement of all emergency exits in the case of an accident where evacuation is necessary.
- At no time should an emergency exit be blocked while the activity bus is parked or in transit.

ACTIVITY BUS INSPECTIONS AND BUS DRIVER RESPONSIBILITIES

- _____ Driver has a valid Commercial Driver's License (CDL), class B with S and P endorsements, and has a North Carolina School Bus certification.
- _____ Driver understands the safety and emergency procedures as outlined in the athletic handbook.
- _____ Conduct a pre-trip inspection of bus number _____.
- ✓ Check Vehicle number and markings
 - ✓ Check tires and treads (no recaps on front tires; no slick tires!)
 - ✓ Check wheel hubs for grease leaks
 - ✓ Check all mirrors for visibility
 - ✓ Look for any fluid leaks, including a check of the fuel tank cover
 - ✓ Check all lights (interior, head, tail and brake)
 - ✓ Check emergency doors, roof hatches, windows and exit handles
 - ✓ Check first aid kit and fire extinguisher
 - ✓ Check driver's seat and seat belt
 - ✓ Check handrails and handholds
 - ✓ Test horn and windshield wipers
 - ✓ Check windshield and windows for cracks
 - ✓ Test emergency brakes and foot brake; check for air leaks

Please contact the Transportation Department of any safety concerns/defects at 704-736-4247.

I certify by signing below, that I have completed all required pre-trip inspection procedures prior to the assigned trip and that the items inspected are free of any defects.

Driver Name (Printed)

Driver Signature

Date

Adding/Dropping Sports Teams

The adding or dropping of a sport at a school must have the approval of the County Athletic Director. The dropping of sports should be limited to the number of students or lack of coaches.

Admission Tickets and Passes to Athletic Events

Lincoln County High Schools are in two separate conferences. Each conference sets their own admission price for athletic events.

- **Free Passes**

- An **I.D. badge with a red bar is issued to all full time employees**. This pass, will grant only the employee admission to all Lincoln County Schools' home games/athletic contests for the regular season. School age children of faculty or staff members may not be admitted free. Employees with a blue or green bar on their badge must pay the cost of admission to all games/athletic contests. Passes may not be transferred to any other person. Abuse or misuse of passes will result in their immediate revocation. Admit free any preschool age children.
- Honor all N.C. Coaches Association, NCHSAA, and Lincoln County Schools activity passes.
- Substitute teacher and part-time employee passes are not accepted.
- Admit uniformed rescue squad members and their spouses free of charge. Any other persons accompanying them must pay admission.
- The Tar Heel Senior pass is accepted during regular season contests at the school's discretion. However, NCHSAA guidelines require that the pass be accepted during playoffs.
- A picture sheet is to be included in each moneybox per event and posted at entry gates.

Color	Category	Free Admission to School Events
RED	Full-Time Benefited Personnel	Yes
BLUE	Part-Time Personnel: <ul style="list-style-type: none">• Non- Faculty Coach• Volunteer Coach• Tutors• Volunteers – Athletics (Authorized Athletic Personnel)	No
GREEN	Substitutes: <ul style="list-style-type: none">• Teachers• Child Nutrition• Bus Drivers/Sub Bus Drivers• Student Teachers	No

ATHLETIC BOOSTERS

Athletic booster officers cannot be school employees. Athletic boosters may operate approved fundraisers including concession stands. All gate receipts are the responsibility and property of the school and should be deposited in the appropriate account. Athletic boosters must work with the Athletic Director and Principal on all donated items/funds.

ATHLETIC PARTICIPATION FORM

All schools must have an athletic participation form for each athlete on file (included in the [pre-season athletic packet](#)). All schools will conduct a pre-season meeting to discuss expectations, procedures, and concussion protocol.

ATHLETIC PURCHASING

All purchases or donations to athletic programs by athletic booster organizations, clubs, or individuals must have the prior approval of the Athletic Director and Principal. Coaches or Athletic Directors will not request purchases or donations without prior approval of the Principal.

ATTENDANCE REQUIREMENT

A player must be present at least one-half of the school day in order to participate in an athletic contest on that same day. Parents may petition the School Principal or Athletic Director in writing regarding an excused absence (e.g. funeral, college visit). All athletes must meet local attendance standards from the previous semester.

CAPACITY (Stadiums, Gyms, etc.)

Administrators are accountable for the scheduled posted capacity at each sports arena. Once capacity is reached, Administrators will disallow admission. All exits and aisles must remain clear at all times.

COACHING CLINICS

Each school will set procedures and guidelines for coaching clinics. The summer coach's clinic is supplemented by Lincoln County Schools at the rate of \$1500.00 per high school and \$500.00 per middle school (middle school Coaches are encouraged to attend but not required). All other coaching clinics are the responsibility of the Coach and/or school. The finance department sets the financial procedures for all schools.

CROWD MANAGERS

Crowd managers must be certified at each school site if the school will exceed 1000 spectators at an athletic event. Athletic Directors are responsible for assigning crowd managers and their duties prior to the athletic contest.

DOUBLE PARTICIPATION RULE

North Carolina's rule on double participation has been eliminated. Middle and high school Coaches may discourage, but may not prohibit, school players from playing on non-school teams. The reasons for discouraging play on a school and a non-school team in the same season are:

- Young people increase their chances of injury by playing on two teams.
- Playing on two teams can be tiring both physically and emotionally.
- Academic work may suffer because of the time required to play on two teams. Students missing school to participate in a non-school sport may be in violation of the local attendance policy.

ELIGIBILITY LISTS FOR MIDDLE SCHOOLS

Before the first contest, the Principal and the Athletic Director shall file a copy of the eligibility list at the school.

Out-of-School Suspension (OSS) is an appealable process for student athletes. If a student athlete goes over the 85% attendance rule, it can be appealed because OSS is an excused absence. It will have to be initiated at the school level, both middle school and high school.

ELIGIBILITY PROCEDURES FOR HIGH SCHOOLS

- The Head Coach of each sport will submit an alphabetized list of players to the Athletic Director and Data Manager.
- The Data Manager will generate an eligibility report in PowerSchool and submit it to the Coach.
- The Coach will review all data and advise the Athletic Director and Data Manager of any inaccurate information.
- The final eligibility report will be submitted to the Athletic Director and Principal.

- The Athletic Director will review the eligibility report and submit it to the County Athletic Director.
- Coaches will work with Data Managers to maintain a current eligibility list and inform the Athletic Director of any changes.
- The Athletic Director will notify the County Athletic Director of changes as they occur during the season.

Out-of-School Suspension (OSS) is an appealable process for student athletes. If a student athlete goes over the 85% attendance rule, it can be appealed because OSS is an excused absence. It will have to be initiated at the school level, both middle school and high school.

EMERGENCY ACTION PLAN

EAP's must be completed in compliance with NCHSAA guidelines. Each site/venue must have an EAP clearly posted and be up to date. Revisions to the plan are due to the County Athletic Director by June 30th of each year. EAP's are to be shared with game day officials, visiting team coaches, athletic trainers, as well as home staff. Failure to correct EAP deficiencies by NCHSAA established deadline will result in a fine of \$100.00.

STUDENT TRANSFER ELIGIBILITY REQUIREMENTS

A. Transfers within Lincoln County Schools (LCS):

1. A student transferring from one-member school to another member school within LCS is eligible for athletic participation in middle and high school upon the initial transfer. By mutual agreement that the transfer is not for athletic purposes, a student's first transfer from Local Education Agency (LEA) school to LEA school, and absent a bona fide move, is not subject to the NCHSAA transfer policy.
 - a. Absent mutual agreement and in consideration of the above, exceptions for immediate athletic eligibility for transfers from one LEA school to a different LEA school will be reviewed during the transfer application process.
 - b. If a student transfers from one Lincoln County School to another Lincoln County School and then attempts to transfer to another Lincoln County School, the student shall be deemed ineligible for athletics for a 365 calendar day period.

B. Transfers from LEA to LEA

1. A student transferring from one-member school in one LEA to another member school in a different LEA must sit out two consecutive semesters, or 365 days, whichever is less, for athletic participation.
 - a. By mutual agreement that the transfer is not for athletic purposes, a student's **first** transfer from LEA to LEA, and absent a bona fide move, is not subject to the NCHSAA transfer policy.
 - i. Absent mutual agreement, and in consideration of the above, exceptions for immediate athletic eligibility for transfers from one LEA to a different LEA will be heard by the NCHSAA Transfer Committee.
 - ii. The NCHSAA Transfer Committee will be composed of the NCHSAA Executive Committee and at least one (1) non-district affiliated member school representative.
 - iii. A transfer application should be accompanied with an official LEA release form from the student's previous LEA.
 - b. The two-consecutive semester application occurs when a student is enrolled for at least 50% of the semester in which the student initially enrolled and all of the following semester.
 - c. Students transferring to the same member school where the student's coach has relocated within a calendar year will be deemed ineligible in any sport in which that coach is involved.
 - d. A student may not participate in practices or workouts, in or out of season, until the student's transfer has been validated by the NCHSAA.
2. If a member school is not part of a defined LEA (e.g., charter school, non-boarding parochial school, etc.), then the member school itself will be considered its own LEA for purposes of this policy (i.e., exceptions involving these member schools will fall under subsection (i) above).

3. If a student transfers from a NCHSAA member school to a non-member school (including a transfer to a North Carolina Department of Public Instruction (NCDPI) approved home school) and then attempts to transfer to any NCHSAA member school within a 365-day period, such initial transfer will be disregarded for purposes of this transfer rule and the subsequent transfer will be treated as if it were an NCHSAA member school to NCHSAA member school transfer and evaluated by the NCHSAA as provided in section (2) above.

Exceptions to the 365-Day Ineligible Period:

1. Permanent, full-time employees' children who reside in Lincoln County and want to transfer their child to the feeder zone in which they work.
2. Seniors who request to remain at the school they are already attending after the school year starts.
3. Students who are considered homeless or are under custody of the state.
4. A student whose transfer is revoked and returns to their domiciled school.
5. The student already sat out 365 days from the previous school year.
6. The student attended the school for the previous two semesters.
7. The student's domicile moves from their current school district and a transfer has been granted to remain at the school for the remainder of the school year.

C. Things You Need to Know:

1. If the student starts the school year on a transfer, the student will be expected to complete the academic year before being eligible to return to their home school without moving their domicile.
2. NEW transfer requests will not be allowed after July 1. The only exceptions to this would be to allow a student to remain at the school if they move zones or a full-time employee is hired after the July 1 deadline seeking a transfer for their child.
3. Middle School: a student can have one (1) transfer with LCS during their 6th-8th grade years without athletic penalty.
4. High School: a student can have one (1) transfer with LCS during their 9th-12th grade years without athletic penalty.
5. If a student has a previous history in a middle school and is on a transfer to the feeder high school, the grade-span transfer for 9th grade will be the one (1) free transfer.
 - Example: an 8th grader at Lincolnton Middle School (LMS) on a transfer from West Lincoln Middle School (WLMS) plays sports and would like to attend Lincolnton High School (LHS); the student would request a transfer to LHS for grades 9th-12th. This would be their one (1) transfer without penalty.
6. If a student is on a transfer and cannot remain at the transfer school for a full grade span, and returns to their domiciled school, the student will be ineligible to play sports for 365 days from the entry to their domiciled school.

NOTE: A student's participation in cheerleading is not subject to the NCHSAA transfer policy.

EQUIPMENT

Coaches will submit an equipment inventory and needs list to the Athletic Director at the end of each sports season. Equipment can be purchased through school or athletic booster funds. All equipment that requires certification or inspection by an outside vendor must be documented and the verification of certification and/or inspection must be kept on file at the school level.

EXAMS

Games are not to be played the day before exams begin and during the exam period. Middle school or high school contests are prohibited on exam days unless it is on the last exam day of week. Practice must end by 6:00pm the day before an exam.

EXEMPTED EXAMS/ELIGIBILITY TO PLAY

A high school student who is exempt from a final exam(s) is eligible for athletic participation the day of their exempted exam.

EXTRA-CURRICULAR ACTIVITIES SUSPENSION DUE TO CRIMINAL CHARGES

Criminal Arrest/Conviction: Except for minor traffic violations, any student charged with a felony, a class A1, class 1 or class 2 misdemeanor is ineligible to participate until the charge is disposed of by the court by either dismissing the case or finding the student “not guilty.” During the pendency of the criminal matter, the student may request a review of the evidence surrounding the charge. The request for review must be filed with the principal. A five-member committee consisting of an administrative team selected by the Superintendent or designee will conduct this review. The team will consist of administrators outside of the school in which the student attends. The committee shall determine whether there exists mitigating circumstances or other good cause to allow the student to participate in athletics while the charge is pending. The committee must render a decision within 10 days after the filing of the appeal. During the 10-day period, the student is ineligible to participate in practice or athletic events. If the student is convicted, pleads “no contest” or enters into a deferred prosecution to a felony charge, the student will be prohibited from participating in athletics for the remainder of his/her high school career. If the student is convicted, pleads “no contest” or enters a deferred prosecution to a lesser charge than a felony specified in this section, the student is ineligible to participate in athletics for a minimum of 90 days. If the student enters into a deferred prosecution, for any charge specified in this section, and the charges are later dismissed as part of the deferred prosecution agreement, the student is then eligible to participate in athletics. If the student has a second conviction (or any combination of a conviction, plea of no contest or deferred prosecution) the student shall be ineligible to participate in athletics for a period of one (1) year. For the third conviction (or any combination of a conviction, plea of no contest or deferred prosecution) the student shall be ineligible to participate in athletics for the remainder of his/her high school career.

In the case of a misdemeanor charge of a crime not addressed in the above section (typically a Class 3 misdemeanor), the principal, in consultation with the student’s coach and athletic director, shall determine the eligibility and/or suspension of the student. A student may appeal this decision to the five-member committee as set forth above. The committee shall determine whether there exists mitigating circumstances or other good cause to allow the student to participate in athletics. If a student is convicted, pleads no contest, or enters into a deferred prosecution to any charge covered by this section, the student will be ineligible to participate in athletics for a period of ninety (90) days. For the second conviction (or any combination of a conviction, plea of no contest or deferred prosecution), the student shall be ineligible to participate in athletics for a period of one (1) year. For the third conviction (or any combination of a conviction, plea of no contest or deferred prosecution), the student shall be ineligible to participate in athletics for the remainder of his/her high school career. This section does not apply to minor traffic offenses.

GAMES OR MATCHES DURING THE SCHOOL DAY

All teams must observe Lincoln County Schools guidelines pertaining to practice and play during the school day. Teams may not practice during the school day. Teams may not begin competition until after the school day ends. The following are the exceptions: State playoffs, conference tournaments, 18-hole golf matches. Teams may not play, practice or assemble as a team with your Coach on Sundays.

INITIATION OR HAZING

Initiations and hazing of athletes is strictly prohibited. Coaches should report any incidents to the Athletic Director and Administration immediately.

LAW ENFORCEMENT AT GAMES

Lincoln County Schools requires that “a uniformed law enforcement officer be present at all middle school playoff games to help with crowd control issues and high school varsity football and varsity basketball games.” In addition, Principals and Athletic Directors are encouraged to have law enforcement personnel whenever a large crowd is expected at an athletic event or when there is reason to believe that law enforcement may be needed. Officers should be told they are being paid to patrol the area, not to be spectators. Administrative personnel (Principals and Athletic Directors) should be on duty at every athletic event at which the public is present on school property.

LETTERING FOR TEAM-SUPPORT PERSONS

Lettering requirements for such persons as team managers, student trainers, and cheerleaders should be reviewed regularly by each school to assure fairness and equity.

MEDIA COVERAGE

Coaches are encouraged to contact media outlets, Athletic Director and County Athletic Director regarding the outcome of contests and team and individual accomplishments. Coaches are encouraged to highlight all athletes throughout the season. All athletic directors should keep the county Athletic Director informed of results of each contest on a regular basis.

MEDICAL EXAMINATION

All athletes must receive a medical examination before participation in tryouts, practice, or athletic events. The medical exam must be done once every 395 days by a duly licensed physician, nurse practitioner or physician's assistant with no counter signature required. If a student is absent from practice for five or more days due to illness or injury, he/she must receive a medical release by a duly licensed physician, nurse practitioner or physician's assistant before being readmitted to practice and contests.

MEDICAL STAFF COVERAGE

Prior to the beginning of athletic practice for football, each school should make plans to have an Athletic Trainer/First Responder on staff and in attendance at all football practices and football games. These individuals are also responsible for coverage at ALL home events throughout the remainder of the school year. As of May 2014, per NCHSAA, a licensed Athletic Trainer or Certified First Responder must be present at all wrestling matches. As of May 2015, per NCHSAA, a Licensed Athletic Trainer or Certified First Responder must be present at any football seven on seven scrimmages.

MIDDLE SCHOOL GUIDELINES

All Lincoln County middle schools will follow NCHSAA guidelines, if not included in the [NCDPI Guidelines](#). Lincoln County Schools will allow 6th graders to participate (with the exception of football) beginning the 2017-18 school year.

MULTIPLE SPORTS IN ONE SEASON

When sharing athletes, Coaches will work together to ensure sufficient practice time and conditioning for both sports. The Athletic Director will handle any conflicts revolving around these athletes.

OPEN GYMS

All open gym times will be posted on the door of the gyms. All students will have access to open gym times. Open gyms cannot be required and cannot be used for skill development.

PARTICIPATION DURING HOLIDAY BREAKS- ABSENCES

Coaches along with the Athletic Director will evaluate special/unique circumstances with the parent and athlete regarding absences from practices/non-conference games during school holiday breaks. Parents and athletes must fully understand this may affect their playing status on the team from this point forward per Coach's discretion. Coaches should communicate this procedure regarding student absences prior to the start of the season.

PLAYER CONDUCT

All players are representatives of their school and are expected to display positive conduct and good sportsmanship at all times. The Coach may discipline any player guilty of willful misconduct to include dismissal or possible denial of participation in the next contest or contests. The Coach and Principal will make this determination. Please see the Lincoln County Schools Board of Education Policy Extracurricular Activities, Policy Code 3620-R, for additional information. Lincoln County Schools follows NCHSAA ejection guidelines. Any student-athlete, Coach or School Official in grades 6-12 who is ejected from an athletic contest shall be penalized as stated in the NCHSAA or [NCDPI handbooks](#).

PRACTICE- BEGINNING OF FOOTBALL PRACTICE FOR MIDDLE SCHOOL

Practice may begin no earlier than six (6) school days prior to the opening of the school term.

PRACTICE FOR TEAMS

- Practice may not take place until after the last regularly scheduled instructional period and after the end of a teacher workday.
- There may be no practice or scrimmage involving middle school teams with high school junior varsity or high school varsity teams.
- Student/Team Managers are NOT allowed to participate in drills or scrimmages during practice. ONLY team members are allowed to participate.
- Practice time, especially after school, should be reasonable in length so that students will have adequate time to complete homework assignments.
- Middle school and high school contests are prohibited on exam days unless it is on the last exam day of the week.
- All practices and regular season games are prohibited when Lincoln County Schools are closed due to weather related conditions. The Superintendent may make an exception to this rule under certain conditions.
- There shall be no Sunday practices, events, or competition for the calendar year in any sport. (Exception: NCHSAA sponsored events).

PRESS BOX GUIDELINES

The press box is a designated area to be used to coach, operate, and broadcast a sporting event. All press boxes are under the direct supervision of the School's Administration, including the Athletic Director. Each press box should be a working press box. Visitors in the press box should not interfere with coaching, broadcasting, or any operation of the press box. The School Administration and Athletic Director will regulate visitors. Below are the necessary personnel in Lincoln County Schools' press boxes:

- The window areas are first reserved for announcers, spotters, clock operators, video technicians, statisticians, coaches, and media in that order.
- The media shall consist of one radio station, home team newspaper, and visiting newspaper (if room exists). If room does not exist for all media outlets who desire to be in the press box they can stand behind the other media, if occupancy allows, or stand on the sidelines behind the media lines that are painted on the field.
- If space exists, visitors will be allowed in the press box at the discretion of Administration/Athletic Director. Visitors should stay behind the workers in the press box if the occupancy code would allow it.
- Any disruptions or other circumstances in the press box are to be monitored by the School's Administration/Athletic Director.

RECRUITING

No employee of the Lincoln County School System shall encourage a student-athlete to seek a transfer from one school to another for athletic purposes, or to otherwise engage directly or indirectly in recruiting practices that would result in such transfer requests. Any school employee that exercises undue influence to cause a student to transfer from one school to another for athletic purposes shall be considered in violation of this regulation and shall be subject to whatever disciplinary action the Lincoln County Schools Board of Education and Superintendent deem appropriate.

RELATIONS BETWEEN HIGH SCHOOLS ATHLETIC DEPARTMENTS AND FEEDER MIDDLE SCHOOL ATHLETIC DEPARTMENTS

A close, cooperative working arrangement is encouraged between high school and middle school athletic departments. Each school has much to gain from such cooperation.

SPORTS CAMP GUIDELINES

The Sports Camp Procedures/Request can be found at the following link:

http://www.lcsnc.org/cms/lib010/NC01911169/Centricity/Domain/1695/Sports_Camp_Procedures_Request_Form.pdf

Purpose: These procedures are being laid out to give direction and consistency across the district on sports camps and proper procedures to host a sports camp. For the purpose of these procedures sports camp does not mean or include the actual team that is playing for the school in a particular sport.

Each school/coach is welcome to offer sports camps in the off-season so long as it meets the NCHSAA guidelines and the below Lincoln County Schools procedures.

- The Principal and Superintendent/Designee using the Sports Camp Approval Form must approve the camp. This form may be accessed online under the Athletics tab.
- The camp must be offered for the purpose of building fundamental skills and increasing interest for your sport.
- The camp may have a fee. The fee is for the purpose of fundraising, employing coaches/referees, cost of material/supplies, and facilities up keep. The fee is to be as small as possible to increase the amount of players that would be able to attend. The Superintendent/Designee can adjust the final fee as they feel fit. The fees collected must go through the school's bookkeeper and follow the Lincoln County Schools cash/check collection procedures.
- Facilities can only be used during regular operating hours.
- Coaches:
 - ✓ All Coaches shall be considered volunteers but will be entitled to a maximum stipend of \$400 per week or \$8 per day. Payment of Coaches shall follow the Finance Department's pay procedures through the school's financial bookkeeper.
 - ✓ All Coaches must go through the Human Resources screening process if they are not already employed by Lincoln County Schools.
 - ✓ Coaches are responsible for all aspects of the camp including safety, waivers, forms, facilities, costs, etc.
 - ✓ Coaches are to encourage, build, and teach fundamentals of the sport that is being offered as a camp. Sportsmanship and fun should also be included in each camp!
 - ✓ All revenue that exceeds the cost of the camp must be deposited into the sports account of the sport offering the camp.
 - ✓ Male and female sports should offer camps alike.

STATE COMPETITION AND CAMPS

- **IN-STATE OVERNIGHT COMPETITION AND CAMPS**

All athletic teams that spend the night in state must notify the County Athletic Director in writing five days prior to the contest/camp or as soon as the team is aware of the event. Athletic Directors will notify the County Athletic Director in writing of any overnight sports camps five days prior to the team's departure.

- **OUT-OF-STATE OVERNIGHT COMPETITION AND SANCTION**

All contests during the sports season where a LCS' team will travel out-of-state, including scrimmages or regular season games involving non North Carolina Schools, should be entered into Travel Tracker after the principal has approved it.

STUDENT/TEAM MANAGERS

Student/Team Managers no longer have to meet eligibility requirements but are NOT allowed to participate in practices or games. Student/Team Managers are ONLY allowed to assist the Coach with managerial duties. Student/Team Managers will be included on the eligibility list for catastrophic insurance purposes.

TEAM CAMPS

Off-season team camps are not mandatory. Costs for off-season camps are the responsibility of the student athlete. The sport and/or athletics department may offset the cost for non-mandatory team camps. Athletic Directors will notify the County Athletic Director of any overnight sports camps in writing five days prior to the team's departure.

TRANSPORTATION TO/FROM EXTRA-CURRICULAR ACTIVITIES

Students must ride to and from the event in which an activity bus is provided. With prior written permission and the Coach's permission, a parent/guardian may take his/her student home from the event. Parents and students are responsible for providing their own transportation to and from all practices and events where an activity bus or other school vehicle is not offered or available. Coaches and staff members shall not transport students in their own private vehicles.

TRYOUT/SELECTION CRITERIA

All tryouts shall be a minimum of three (3) days. Athletic Directors will work with Coaches to create measurable rubrics to be used during the tryout period. Athletic Directors and Coaches will create a plan to notify student athletes if they are not chosen for the team in the most respectful manner possible.

These results will not be shared during the school day. Students who were part of a sports season and either quit or were removed may not try out for the next sports season until that season is complete. The Athletic Director shall maintain this record.

UNIFORMS

All mandatory uniforms and team gear will be paid for by the school or through team fundraising. Coaches cannot mandate students to purchase supplemental apparel/accessory items. Students will be allowed to purchase items they plan to keep at the conclusion of the season. This does not take the place of the four-year uniform rotation procedure.

UNIFORMS- REPLACEMENT

- Replace as needed due to wear and usage
- A list of all uniforms replaced will be provided to the County Athletic Director each month

UNIFORMS- FOUR YEAR ROTATION CHART			
SPORT	REPLACE	BALLS	MISCELLANEOUS
Football	Every Four Years (home and away)	Game/Practice balls purchased yearly	As needed, due to wear or safety
Soccer (Men/Women)	Every Four Years- shorts and jerseys	Game/Practice balls purchased yearly	Nets and flags as needed
Cross Country (Men/Women)	Every Four Years- shorts and jerseys	N/A	Timers purchased as needed
Volleyball	Every Four Years- shorts and jerseys	Game/Practice balls purchased yearly	Nets and stands purchased as needed.
Cheerleading	Every Four Years	N/A	Tumbling mats purchased as needed
Basketball (Men/Women)	Every Four Years- shorts and jerseys (home and away)	Game/Practice balls purchased yearly	Practice jerseys and nets purchased as needed
Wrestling	Every Four Years- Singlet (home and away)	N/A	Mats will last 5 to 10 years depending on reconditioning efforts
Baseball	Every Four Years- pants and jerseys (home and away)	Game/Practice balls yearly	Bases, bats, pads purchased as needed
Softball	Every Four Years- pants and jerseys (home and away)	Game/Practice balls yearly	Bases, bats, pads, purchased as needed
Track (Men/Women)	Every Four Years- shorts and jerseys	N/A	Timers and equipment purchased as needed

Golf (Men/Women)	Yearly- golf shirt (athletes keep)	Balls purchased yearly, coaches choice	Bags purchased as needed
Swimming (Men/Women)	Yearly (athletes keep)	N/A	Timers, towels, etc. purchased as needed
Tennis (Men/Women)	Yearly- t-shirt and shorts	Purchased as needed	Purchased as needed

WEIGHT ROOM ACCESS

All Coaches and teams must have access to the weight room. Athletic Director will oversee the scheduling of the weight room.

CHEERLEADING GUIDELINES

HIGH SCHOOL PYRAMIDS AND STUNT

High school cheerleaders and Coaches shall follow the safety guidelines and progressions set forth by the NFHS/AACCA and endorsed by NCHSAA.

NUMBER OF CHEERLEADING SQUADS/MEMBERS

Middle schools will carry a maximum 16 cheerleaders. High schools will carry a maximum of 16 cheerleaders.

COMPETITION CHEERLEADING GUIDELINES

Spirit Squads have evolved to include competition as athletes. Competition should be a secondary consideration for spirit groups. Forming a competition squad is at the discretion of each school based upon number of student athletes and Coaches. Competition squads must adhere to the following guidelines:

1. Lincoln County Schools' spirit squads (which includes varsity and junior varsity) may compete as long as ALL participants are members of one of the school spirit teams (if that school has separate football and basketball squads) and if the Coach chooses to compete. Lincoln County Schools does not fund competition costs for non-state affiliated competitions. Funding will be the responsibility of the participants (registration, transportation, etc.).
2. Spirit squads that compete will be covered by the same liability insurance that covers a team traveling during a school activity; many spirit squads compete at their "own risk" during games as well as while competing.

HEALTH & SAFETY GUIDELINES

Concussion in Sports

The NFHS has teamed up with the Centers for Disease Control and Prevention (CDC) to educate coaches, officials, parents and students on the importance of proper concussion recognition and management in high school sports. This course highlights the impact of sports-related concussion on athletes, teaches how to recognize a suspected concussion, and provides protocols to manage a suspected concussion with steps to help players return to play safely after a concussion. Select the following link to view this course: <http://www.nfhslearn.com/>

Gfeller-Waller Concussion Awareness Act: The Gfeller-Waller Concussion Awareness Act was drafted and implemented to protect the safety of student-athletes in North Carolina and was signed into law on July 16, 2011. There are three major areas of focus in the law and these include: (1) education, (2) emergency action and post-concussion protocol implementation, and (3) clearance/return to play or practice following a concussion. Each school should maintain documentation that it complies with the law. The following is a guide to steps that will help you, the school administrator, comply with the Gfeller-Waller Law.

- a) **Educate** those involved with interscholastic athletic activities.
 - 1. Student-athletes will be provided with the STUDENT CONCUSSION INFORMATION FORM.
 - 2. Students shall read, initial, sign, and return the STUDENT-ATHLETE CONCUSSION STATEMENT form
 - 3. Parents, Coaches, School Nurses, Athletic Directors, First Responders, and Volunteers will be provided with the ADULT CONCUSSION INFORMATION FORM.
 - 4. All above adults shall read, initial, and return the COACH/SCHOOL/NURSE/PARENT/ VOLUNTEER CONCUSSION STATEMENT FORM.
(It is at the discretion of each educational institution to identify who will distribute, collect, and maintain the above forms.)
- b) **Plan** for what will happen when an injury occurs:
 - 1. Concussion: If a student-athlete exhibits signs and symptoms consistent with a concussion (even if not formally diagnosed), the student-athlete will be removed from play and is not allowed to return to play (game, practice, or conditioning) on that day.
 - 2. Student-athletes are encouraged to report their own symptoms, or to report if peers may have concussion symptoms. Coaches, parents, volunteers, first responders, school nurses, licensed athletic trainers (if available), are responsible for removing a student-athlete from play if they suspect a concussion.
 - 3. Following the injury, a qualified medical professional with training in concussion management should evaluate the student-athlete. It is strongly recommended that each institution seek qualified medical professionals in the surrounding community to serve as resources in the area of concussion management.
 - 4. In order for a student-athlete to return to play without restriction, he/she must have written clearance from appropriate medical personnel. The form that should be used for this written clearance is posted on the Gfeller-Waller website.
- c) **Emergency Action Plan:** Each school should have a venue specific Emergency Action Plan (EAP) that follows the specifications outlined in the EAP guidelines on the website.
 - 1. This plan should be: 1) in writing, 2) reviewed by an Athletic Trainer licensed in North Carolina, 3) approved by the Principal of the school, 4) distributed to all appropriate personnel, 5) posted conspicuously at all venues, and 6) reviewed and rehearsed annually by all Licensed Athletic Trainers, First Responders, Coaches, School Nurses, Athletic Directors, and Volunteers for interscholastic athletic activities.

The NCHSAA website (Health and Safety Section) has information on the Gfeller-Waller Concussion Awareness Act including the Legislation Policy, Compliance Checklist, Student-Athlete and Parent/Legal Custodian Concussion Statement Form, Return to Play Form, Coach/School Nurse Concussion Statement Form and link to the Gfeller-Waller concussion Awareness Act website (Revised May 2014)

HEAT & HUMIDITY GUIDELINES

Lincoln County Schools follows the NCHSAA Heat and Humidity Guidelines.

For updated guidelines, go to www.nchsaa.org.

1.5 HEALTH AND SAFETY

2.5.1 Fundamentals of Heat Illness Prevention and Management

- a.) A Certified Athletic Trainer or First Responder **MUST** attend at all football practices and games.
- b.) The vast majority of serious heat illness occurs during the first week of practice/training. The key to appropriate acclimatization should consist of gradually increasing the amount of time of environmental exposure (heat and humidity) while progressively increasing physical exertion and training activities is the key to appropriate acclimatization.
 1. Begin with shorter, less intense practices and training activities, with longer recovery intervals between bouts of activity.
 2. Minimize protective gear during the first several practices, and introduce additional uniform and protective gear progressively over successive days. (E.g. in football, helmets only, no shoulder pads).
 3. Emphasize instruction over conditioning during the first several practices.
- c.) Keep each athlete's individual level of conditioning and medical status in mind and adjust activity accordingly. These factors directly affect exertional heat illness risk. For example, there is an increased risk of heat injury if the athlete is obese, unfit, has been recently ill (particularly gastrointestinal illness), has a previous history of exertional heat illness, has Sick Cell Trait, or is using certain medications. Players at risk should be identified from their pre-participation examination.
- d.) High temperatures and high humidity are potentially dangerous for athletes. In these conditions, lower the intensity of practices and increase the frequency and duration of rest breaks, and consider reducing uniform and protective equipment. Also, be sure to monitor all players more closely as conditions are increasingly warm/humid, especially if there is a change in weather from the previous few days.
- e.) Athletes should begin practices and training activities adequately hydrated.
- f.) Recognize early signs of distress and developing exertional heat illness (weakness, nausea/vomiting, paleness, headache, lightheadedness). Promptly remove from activity, and treat appropriately. **First aid should not be delayed.**
- g.) Recognize more serious signs of exertional heat illness (clumsiness, confusion, stumbling, collapse, obvious behavioral changes and/or other central nervous system problems), immediately stop activity, begin rapid cooling, and activate the Emergency Medical System.
- h.) All schools should have a heat illness prevention and management policy for all sanctioned activities and this policy must be followed.
- i.) A venue-specific Emergency Action Plan (EAP) with clearly defined written and practiced procedures should be developed and in place ahead of time.
- j.) Prior to the season all Coaches, athletic training personnel, and first responders working with the team should review the signs and symptoms of heat illness and the emergency action plan for their school.
- k.) A WetBulb Globe Temperature (WBGT) chart should be available at practices and contests. IF an instrument to assess WBGT is unavailable, the heat and humidity guidelines chart should be used.
- l.) Supplies to assess WBGT (or alternatively, heat and humidity on site), to assess core temperature, and to provide for rapid cooling should be on-site for all practices and games as environmental conditions require. **(Revised)**

2.52 Acclimatization

- a.) Days 1-5 are the first formal practices. No more than one (1) practice occurs per day.
- b.) Total practice time should not exceed three (3) hours in any one (1) day.
- c.) 1-hour maximum walk-through is permitted on days 1-5, however there must be a minimum three (3) hour break in a cool environment between practice and walk-through (or vice versa).
- d.) During days 1-2 of first formal practices, a helmet should be the only protective equipment permitted (if applicable). During days 3-5, only helmets and shoulder pads should be worn (if applicable). Beginning on day six (6), all protective equipment may be worn and full contact may begin.
 - 1. Football only: on days 2-5, contact with blocking sleds and tackling dummies may be initiated.
 - 2. Full-contact sports: **100% live action drills should begin no earlier than day six.**
- e.) Day 6-14, double-practice days must be followed by a single-practice day. On single-practice days, one (1) walk-through is allowed, separated from the practice by at least three (3) hours of continuous rest. When a double-practice day is followed by a rest day, another double-practice day is permitted after the rest day.
- f.) On a double-practice day, neither practice day should exceed 3 hours in duration, and no more than five (5) total hours of practice in the day. During the two (2) hour practice, there can be NO live action. Warm-up, stretching, cool-down, walk-through, conditioning, and weight-room activities are included as part of the practice time. The two (2) practices should be separated by at least three (3) continuous hours in a cool environment.
- g.) Because the risk of exertional heat illnesses during the preseason heat-acclimatization period is high, we strongly recommend that an athletic trainer be on site before, during, and after all practices. (Adapted from Korey Stringer Institute, 2015) **(Revised)**

2.5.3 Prevention of Heat Illness

- a.) Measure WBGT reading using a scientifically approved instrument for measuring WBGT. Readings should be taken every hour beginning 30 minutes before the beginning of practice. Refer to the WBGT chart. If unable to obtain WBGT reading, obtain onsite heat and humidity levels and refer to the heat index chart. Reliable heat and humidity levels should be taken on site. Avoid using readings from locations more than 5 miles away.
- b.) As WBGT (or heat index) increased, minimize clothing and equipment.
- c.) Provide unlimited drinking opportunities during hotter practices. NEVER withhold water from athletes.
- d.) Pre and post-practice weigh-ins SHOULD be conducted. NOTE: An athlete who is not within 3% of the previous pre-practice weight should be withheld from practice. These athletes should be counseled on the importance of re-hydrating. Pre and post-practice weigh-ins are recommended for all sports participating during periods of high heat and humidity. **(Revised)**

WBGT Index and Athletic Activity Chart		
WBGT Index (F)	Heat Index	Athletic Activity Guidelines
Less than 80	Less than 80	Unlimited activity with primary cautions for new or unconditioned athletes or extreme exertion; schedule mandatory rest / water breaks (5 min water / rest break every 30 min)
80 - 84.9	80 - 90	Normal practice for athletes; closely monitor new or unconditioned athletes and all athletes during extreme exertion. Schedule mandatory rest / water breaks. (5 min water / rest break every 25 min)
85 - 87.9	91 - 103	New or unconditioned athletes should have reduced intensity practice and modifications in clothing. Well-conditioned athletes should have more frequent rest breaks and hydration as well as cautious monitoring for symptoms of heat illness. Schedule frequent mandatory rest / water breaks. (5 min water / rest break every 20 min) Have cold or ice immersion pool on site for practice.
88 - 89.9	104 - 124	All athletes must be under constant observation and supervision. Remove pads and equipment. Schedule frequent mandatory rest / water breaks. (5 min water / rest break every 15 min) Have cold or ice immersion pool on site for practice.
90 or Above	125 and up	S U S P E N D P R A C T I C E

NOAA's National Weather Service

Heat Index

Temperature (°F)

Relative Humidity (%)	Temperature (°F)															
	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
55	81	84	86	89	93	97	101	106	112	117	124	130	137			
60	82	84	88	91	95	100	105	110	116	123	129	137				
65	82	85	89	93	98	103	108	114	121	128	136					
70	83	86	90	95	100	105	112	119	126	134						
75	84	88	92	97	103	109	116	124	132							
80	84	89	94	100	106	113	121	129								
85	85	90	96	102	110	117	126	135								
90	86	91	98	105	113	122	131									
95	86	93	100	108	117	127										
100	87	95	103	112	121	132										

Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

Caution
 Extreme Caution
 Danger
 Extreme Danger

25.4 Recognition of Heat Illness

a.) Heat Exhaustion

1. The clinical criteria for heat exhaustion generally include the following:
 - i. Athlete has obvious difficulty continuing with exercise
 - ii. Body temperature is usually 101 to 104°F (38.3 to 40.0°C) at the time of collapse or need to drop out of activity
 - iii. No significant dysfunction of the central nervous system is present (e.g., seizure, altered consciousness, persistent delirium)
2. If any central nervous system dysfunction develops, such as mild confusion, it resolves quickly with rest and cooling.
3. Patients with heat exhaustion may also manifest:
 - i. Tachycardia (very fast heart rate) and hypotension (low blood pressure)
 - ii. Extreme weakness
 - iii. Dehydration and electrolyte losses
 - iv. Ataxia (loss of muscle control) and coordination problems, syncope (passing out), light-headedness
 - v. Profuse sweating, pallor (paleness), “prickly heat” sensations
 - vi. Headache
 - vii. Abdominal cramps, nausea, vomiting, diarrhea
 - viii. Persistent muscle cramps

b.) Heat Stroke

1. The two main criteria for diagnosing exertional heat stroke:
 - i. Rectal temperature above 104°F (40°C), measured immediately following collapse during strenuous activity.
 - ii. Central Nervous System dysfunction with possible symptoms and signs: disorientation, headache, irrational behavior, irritability, emotional instability, confusion, altered consciousness, coma, or seizure.
2. Most patients are tachycardic and hypotensive.
3. Patient with heat stroke may also exhibit:
 - i. Hyperventilation
 - ii. Dizziness
 - iii. Nausea
 - iv. Vomiting
 - v. Diarrhea
 - vi. Weakness
 - vii. Profuse sweating
 - viii. Dehydration
 - ix. Dry mouth
 - x. Thirst
 - xi. Muscle cramps
 - xii. Loss of muscle function
 - xiii. Ataxia
4. Absence of sweating with heat stroke is not typical and usually indicates additional medical issues.
(Revised)

2.55 Management of Heat Illness

- a) A primary goal of management of heat illness is to reduce core body temperature as quickly as possible. When exertional heat stroke is suspected, immediately initiate cooling, and then activate emergency medical system. Remember “cool first, Transport Second.”
- b) Remove all equipment and excess clothing.
- c) If appropriate medical staff is present, assess athlete’s rectal temperature.
- d) Immerse the athlete in a tub of cold water (the colder the better). Water temperature should be between 35° to 60°F (2 to 15°C); ice water is ideal but even tepid water is helpful. Maintain an appropriately cool water temperature. Stir the water vigorously during cooling.
- e) Monitor vital signs (rectal temperature, heart rate, respiratory rate, blood pressure) and mental status continually. Maintain patient safety.
- f) Cease cooling when rectal temperature reaches 101° to 102°F (38.3-38.9°C).
- g) If an immersion pool is unavailable or in cases of heat exhaustion, use these cooling methods:
 - i. Place icepacks at head, neck, axillae, and groin
 - ii. Bathe face and trunk with iced or tepid water
 - iii. Fan athlete to help the cooling process
 - iv. Move athlete to a shaded or air conditioned area if available near the practice site. **(Revised)**

Hot Weather Play and Practice Guidelines for High School Football

In the Carolinas, high schools initiate football practice during generally the hottest part of the calendar year. In order to get through this period without incident and provide athletes a rewarding experience, there are several guidelines recommended. Most of the following recommendations involve nothing more than being aware of and respecting the conditions of heat and humidity; monitoring all athletes closely; and modifying practice as necessary in response to weather conditions. The recommendations are:

- **REQUIRE A THOROUGH EXAMINATION OF ALL ATHLETES.** A complete history giving information relative to past heat-related problems should be included. This needs to be IN HAND before the athlete is allowed to set foot on the practice field.

Effective June 2018: During late spring and fall, when weather is consistently high heat and high humidity, Lincoln County Schools will institute a self-reporting procedure for ALL athletes effected based upon when they practice. Students will weigh in and out at home, record their weight and have their parent sign off on it. Each Monday, this data will be turned into the athletic trainer/athletic director for review to examine the 3% variance. If students fail to provide this information, they will not practice or compete until they do so.

- **EDUCATE PARENTS, COACHES, AND PLAYERS TO THE DANGERS OF HOT WEATHER PRACTICES. MAKE SURE EVERYONE CAN RECOGNIZE THE SIGNS AND SYMPTOMS OF THE VARIOUS FORMS OF HEAT.** Make sure Coaches have respect for the heat and the toll it can take on the un-acclimatized athlete's body. On the field, everyone should be watching the athletes for symptoms of heat problems. Athletic trainers, Coaches, student trainers, and players alike should be alert for the signs of heat illness and seek medical attention for affected individuals when such are observed.
- **EDUCATE PARENTS OF THE NEED TO PROVIDE A WELL-BALANCED DIET FOR ATHLETES DURING HOT WEATHER PRACTICES.** Meals should include foods rich in potassium and calcium, and these minerals are frequently not in sufficient quantities during meals to replace that which is lost during a hot weather workout. Sodium can be replaced easily enough by adding extra salt (NaCl) to one's food at mealtime. Salt tablets should not be given to athletes as they may actually contribute to heat stress problems. Potassium-rich foods include cereals, dried peas and beans, fresh vegetables, dried fruits (raisins, prunes, dates), fresh fruits, orange juice, watermelon, cantaloupe (perhaps the potassium-richest), sunflower seeds, and nuts. Drinking extra milk or eating greater quantities of dairy products can replace calcium. For the lactose intolerant athlete, inexpensive calcium-rich dietary supplements can be taken. Fresh fruits and fruit juices should be maintained in ample quantity and players should be encouraged to eat and drink plenty during the early hot weather periods of football practice. Parents are advised to keep an ample quantity of some type of electrolyte beverage (ex. Gatorade) on hand and to encourage their athlete to drink plenty. Caffeinated beverages should be avoided, as caffeine, a diuretic and central nervous system stimulant would have a negative effect on the body's ability to cool itself. Alcoholic beverages seriously impair the body's ability to cool itself and athletes should be emphatically cautioned against their usage. Athletes taking medications should make the athletic staff aware of this as well as any precautions that should be observed. Drugs (prescribed or other), often have an adverse effect on the body being able to cool itself.
- **CONDITIONS OF TEMPERATURES AND HUMIDITY SHOULD BE MEASURED AND RECORDED,** starting one hour before the onset of practice and continuing hourly until practice is finished for the day. A sling psychrometer (manual or digital), physiodyne, or heat stress monitor is the best means to measure the conditions. If these are not available, a wet-bulb or dry-bulb thermometer reading should take. Page 61 of the NCHSAA handbook has a chart with recommended guidelines for practice under specific conditions is given and should be adhered to as minimal standards. It is perfectly okay to exceed the given guidelines on the side of caution.

NOTE: It is a recommendation of Lincoln County Schools that a sling psychrometer be used to measure the conditions. The use of a sling psychrometer will be mandatory effective 2017-2018.

- **WEAR APPROPRIATE CLOTHING.** Light colored mesh jerseys are preferable to the darker ones, as they do not absorb heat as readily. On days when the temperature and humidity indicate the need, allow players to wear only shorts, shirts, and helmets to practice. On these days, encourage the players to remove their helmet anytime they are not directly involved in a practice situation. Limit the amount of body-to-body contact on such days. Do not hesitate to cancel practice altogether if the conditions get too severe.
- **FLUID REPLACEMENT DURING HOT WEATHER PRACTICES IS ESSENTIAL.** Fluids should be given freely and often before, during, and after practices. Electrolyte beverages are excellent, but if not available, copious quantities of water should be ingested. Coaches should understand that more work could be attained from a fresh athlete than one that is suffering from extreme dehydration. Water breaks should occur often during the first 10 days of practice during which nearly 90% of the acclimatization process occurs. During a break all activity should stop, players should go to a shaded area, helmets should be removed, and every player should drink. Coaches should circulate among players during breaks and look for signs of heat illness. Water breaks should become more frequent and last longer as the temperature increases. **AN UNLIMITED SUPPLY OF WATER MUST BE READILY AVAILABLE ON THE PRACTICE FIELD.** Multiple water stations should be set up during hot weather practices. Student athletic trainers should circulate among the various groups of players with water bottles and cold towels. This gives student athletic trainers the opportunities to not only make water available between breaks, but to get a closer look at the players. At breaks, every athlete should be encouraged to drink, even if they say they are not thirsty, as thirst is not a good indicator of fluid loss.
- **RECORD THE WEIGHTS OF ALL PLAYERS BEFORE THEY GO TO PRACTICE AND AGAIN AFTER THEY RETURN FROM PRACTICE. OBSERVE THE 3% RULE. MAINTAIN A RECORD OF THE ATHLETE'S WEIGHT BEFORE AND AFTER EACH PRACTICE SESSION.** This is a good means of seeing how much fluid a player has lost. The 3% rule simply states that a player cannot go out to practice if his weight is not within 3% of what it was when he came in from the last session. For example, a player that weighs 200 pounds, loses 8 pounds at practice (this is not unusual during a hard hot-weather practice). This player would not be permitted to practice at the next session unless his weight was back to within 3% of his 200 pounds (194 pounds). This means the player would have to gain back at least 2 pounds before he would be permitted to go back out to practice. This could be accomplished by drinking 2 pints of water as a pint of water = 1 lb.
- **PRACTICES SHOULD BE GRADUATED IN LENGTH AND INTENSITY.** Acclimatization is critical, but needs to be accomplished through a gradual lengthening of practices and similarly increasing the intensity and workload during practices. Practices need to be scripted to include regular water and rest breaks, which are strictly adhered to by the entire coaching staff.
- **WATCH PLAYERS THAT MAY BE PREDISPOSED TO HEAT STRESS PROBLEMS.** Watch all players certainly, but pay careful attention to the heavy and/or obese athletes, athletes that have recently lost a considerable amount of weight, fair-skinned red-headed athletes, athletes with a history of heat problems in the past, and athletes that have not taken part in summer workouts.
- **HAVE A SHADED AREA AVAILABLE.** When an athlete becomes stressed by heat, they need to be removed from direct sunlight. If your practice field does not afford any shade, you should investigate getting a portable tent to provide you some shade. Mist units, fans, and cold towels, are means of cooling an athlete rapidly, and one or more of these should be available.

HEAT ILLNESS PREVENTION the 3 % LIMIT									
Weight	Less 3%	Weight	Less 3%	Weight	Less 3%	Weight	Less 3%	Weight	Less 3%
100	97.00	151	146.47	202	195.94	253	245.41	304	294.88
101	97.97	152	147.44	203	196.91	254	246.38	305	295.85
102	98.94	153	148.41	204	197.88	255	247.35	306	296.82
103	99.91	154	149.38	205	198.85	256	248.32	307	297.79
104	100.88	155	150.35	206	199.82	257	249.29	308	298.76
105	101.85	156	151.32	207	200.79	258	250.26	309	299.73
106	102.82	157	152.29	208	201.76	259	251.23	310	300.70
107	103.79	158	153.26	209	202.73	260	252.20	311	301.67
108	104.76	159	154.23	210	203.70	261	253.17	312	302.64
109	105.73	160	155.20	211	204.67	262	254.14	313	303.61
110	106.70	161	156.17	212	205.64	263	255.11	314	304.58
111	107.67	162	157.14	213	206.61	264	256.08	315	305.55
112	108.64	163	158.11	214	207.58	265	257.05	316	306.52
113	109.61	164	159.08	215	208.55	266	258.02	317	307.49
114	110.58	165	160.05	216	209.52	267	258.99	318	308.46
115	111.55	166	161.02	217	210.49	268	259.96	319	309.43
116	112.52	167	161.99	218	211.46	269	260.93	320	310.40
117	113.49	168	162.96	219	212.43	270	261.90	321	311.37
118	114.46	169	163.93	220	213.40	271	262.87	322	312.34
119	115.43	170	164.90	221	214.37	272	263.84	323	313.31
120	116.40	171	165.87	222	215.34	273	264.81	324	314.28
121	117.37	172	166.84	223	216.31	274	265.78	325	315.25
122	118.34	173	167.81	224	217.28	275	266.75	326	316.22
123	119.31	174	168.78	225	218.25	276	267.72	327	317.19
124	120.28	175	169.75	226	219.22	277	268.69	328	318.16
125	121.25	176	170.72	227	220.19	278	269.66	329	319.13
126	122.22	177	171.69	228	221.16	279	270.63	330	320.10
127	123.19	178	172.66	229	222.13	280	271.60	331	321.07
128	124.16	179	173.63	230	223.10	281	272.57	332	322.04
129	125.13	180	174.60	231	224.07	282	273.54	333	323.01
130	126.10	181	175.57	232	225.04	283	274.51	334	323.98
131	127.07	182	176.54	233	226.01	284	275.48	335	324.95
132	128.04	183	177.51	234	226.98	285	276.45	336	325.92
133	129.01	184	178.48	235	227.95	286	277.42	337	326.89
134	129.98	185	179.45	236	228.92	287	278.39	338	327.86
135	130.95	186	180.42	237	229.89	288	279.36	339	328.83
136	131.92	187	181.39	238	230.86	289	280.33	340	329.80
137	132.89	188	182.36	239	231.83	290	281.30	341	330.77
138	133.86	189	183.33	240	232.80	291	282.27	342	331.74
139	134.83	190	184.30	241	233.77	292	283.24	343	332.71
140	135.8	191	185.27	242	234.74	293	284.21	344	333.68
141	136.77	192	186.24	243	235.71	294	285.18	345	334.65
142	137.74	193	187.21	244	236.68	295	286.15	346	335.62
143	138.71	194	188.18	245	237.65	296	287.12	347	336.59
144	139.68	195	189.15	246	238.62	297	288.09	348	337.56
145	140.65	196	190.12	247	239.59	298	289.06	349	338.53
146	141.62	197	191.09	248	240.56	299	290.03	350	339.50
147	142.59	198	192.06	249	241.53	300	291.00	351	340.47
148	143.56	199	193.03	250	242.50	301	291.97	352	341.44
149	144.53	200	194.00	251	243.47	302	292.94	353	342.41
150	145.50	201	194.97	252	244.44	303	293.01	354	343.38



NFHS GUIDELINES ON HANDLING PRACTICES AND CONTESTS DURING LIGHTNING or THUNDER DISTURBANCES

National Federation of State High School Associations (NFHS) Sports Medicine Advisory Committee (SMAC)

These guidelines provide a default policy to those responsible or sharing duties for making decisions concerning the suspension and restarting of practices and contests based on the presence of lightning or thunder. The preferred sources from which to request such a policy for your facility would include your state high school activities association and the nearest office of the National Weather Service.

Proactive Planning

1. Assign staff to monitor local weather conditions before and during practices and contests.
2. Develop an evacuation plan, including identification of appropriate nearby safe areas.
3. Develop criteria for suspension and resumption of play:
 - a. When thunder is heard or a cloud-to-ground lightning bolt is seen, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for thirty minutes and take shelter immediately.
 - b. Thirty-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
 - c. Any subsequent thunder or lightning after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
4. Review annually with all administrators, coaches and game personnel.
5. Inform student athletes of the lightning policy at start of season.

For more detailed information, refer to the "Lightning Safety" section contained in the NFHS Sports Medicine Handbook.

Revised and Approved October 2014

DISCLAIMER – NFHS Position Statements and Guidelines

The NFHS regularly distributes position statements and guidelines to promote public awareness of certain health and safety-related issues. Such information is neither exhaustive nor necessarily applicable to all circumstances or individuals, and is no substitute for consultation with appropriate health-care professionals. Statutes, codes or environmental conditions may be relevant. NFHS position statements or guidelines should be considered in conjunction with other pertinent materials when taking action or planning care. The NFHS reserves the right to rescind or modify any such document at any time.

LINCOLN COUNTY SCHOOLS TORNADO WATCH/WARNING GUIDELINES

**What to do if a Tornado Watch or Warning is issued before/during/after
athletic practices and/or contests are in progress.**

TORNADO WATCH

All practices/events may continue as scheduled as long as a school designee is constantly monitoring the local weather channel at all times.

If an athletic team is traveling away for a contest the Principal or designee shall notify the opposing school or their local law enforcement office and have them contact the Coach and inform them if the **TORNADO WATCH** is in Lincoln County.

TORNADO WARNING

All events should be cancelled **IMMEDIATELY** and the athletes are to **IMMEDIATELY** go to the nearest building and seek coverage and get in the proper position for the **TORNADO WARNING**.

If an athletic team is traveling away for a contest the Principal or designee shall notify the opposing school or their local law enforcement office and have them to contact the Coach and inform them of the **TORNADO WARNING** in Lincoln County. Remain in your present location until the **TORNADO WARNING** has been removed. If the **TORNADO WARNING** is in effect for the area in which they are playing, they should be instructed to seek **IMMEDIATE** shelter and assume the proper position until the **TORNADO WARNING** has been removed in Lincoln County prior to returning home.

REMEMBER:

A **TORNADO WATCH** CAN TURN INTO A **TORNADO WARNING** IN A MATTER OF SECONDS. IT IS THE FEELING OF THE ADMINISTRATION THAT DURING A **TORNADO WATCH** IT IS MUCH SAFER FOR TEAMS TO RETURN HOME IN DAYLIGHT VERSUS WAITING UNTIL DARK TO RETURN HOME.

Lincoln County Schools Athletic Venue Crisis Plan

[School Name] School Phone #

Position	Name	Cell Phone Number	Extension
<i>Additional Staff Trained in CPR/First Aid:</i>			
Bomb Threat			Code Blue
Procedures			Responsible Party
1. Person receiving call writes info received from the caller. School activates call tracing.			AD or Administrator
2. Notify Principal or Designee.			AD or Administrator
3. Office staff will announce Code Blue Bomb Threat over the PA.			AD or Administrator
4. Call 911.			AD or Administrator
5. Call the Central Office: 704-732-2261.			AD or Administrator
6. Move the students/athletes approximately 500ft from the building.			All Coaches
7. The coach will take the team roster outside to determine all are accounted for.			All Coaches
8. All remain outside until notified to return.			All Coaches/Adults/Spectators
Natural Disaster			Code Green
Procedures			Responsible Party
1. Remain calm and follow instructions for tornado drill.			AD or Administrator
2. If necessary, call 911.			AD or Administrator
3. Crisis Team members should be available to comfort athletes			All Teachers/AD/Administrator
4. After the crisis, classroom and small groups need follow-up.			Guidance Counselor(s)/Admins
In The Event a Tornado Has Been Sighted (All Coaches)			
1. Coaching staff and assistants should lead the athletes to the gym. Move far away from the windows. Athletes get on their knees facing the wall with their heads down and hands on head. Gym: move to the locker rooms away from windows. Outdoor Fields: move into the locker rooms.			
2. Move to designated area quietly and orderly. This is necessary so that announcements and weather bulletins can be heard.			
3. Coaches should take the roster to determine that everyone has reached the designated area.			
4. Any person/coach that has athletes/students at the time of the warning is to proceed to their designated area.			
Intruder Threat / Hostage Situation			Code Red
Procedures			Responsible Party
1. When notified of an intruder, the receptionist should push the panic button and unplug the phone from the wall allowing all calls to be forwarded to ITS. Lock all office doors.			
2. Contact law enforcement (911). Express urgency as needed in the situation(s). Communicate on the radio that 911 has been called.			
3. No more radio contact!			
4. Administrator will call the Central Office to notify them of the situation.			
5. Run, hide, fight...all students/staff. If hiding in the classrooms, use the red card if necessary. In large areas like the cafeteria, media center, tec., hide in any covered area.			
6. After the threat has been eliminated, administration will work with law enforcement to account for everyone.			
7. CPR/First Aid will be administered as necessary.			
8. Assigned designees will travel to the hospital with athletes/students.			
9. Refer media to the Associate Superintendent/Public Information Officer.			