

# Handbook on Interscholastic Athletics

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*Guidelines and Regulations for Administrators, Coaches and  
Student Athletes in Baltimore City Public Schools*

Office of Interscholastic Athletics  
200 E. North Ave.  
Baltimore, MD 21202  
410-396-8569

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**BALTIMORE CITY**  

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**PUBLIC SCHOOLS**

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## **INTRODUCTION**

Physical education is an important contributor to students' overall education, health and well-being. Through physical education, students develop physical fitness that benefits both mind and body; they learn about good sportsmanship, fair play and the role of athletics in American culture; and they broaden and learn from interpersonal experiences.

Participation on competitive school teams allows students to experience these benefits outside of physical education courses. Interscholastic athletics builds a sense of community and shared responsibility among students, and school teams promote school morale and unity. For all these reasons, athletics are an important part of the curriculum and activities of Baltimore City Public Schools (City Schools).

This handbook serves as an operational guide for all those involved in the district's interscholastic athletics program. It updates the October 2000 publication *Rules on Athletics* and draws on the handbook of the Maryland Public Secondary Schools Athletic Association (MPSSAA).

Everyone involved in the interscholastic athletics program—from spectators to players, coaches and administrators—has the responsibility to promote ideals of good sportsmanship. This handbook provides the framework to ensure successful operation of the program so that those ideals are present throughout athletic competition.

## **CODE OF ETHICS**

Participants and stakeholders in City Schools' interscholastic athletics program believe that it is the duty of everyone involved in school athletics to

1. Stress the values derived from fair play
2. Show respect for the integrity and judgment calls of officials
3. Recognize that the purpose of athletics is to promote the physical, moral, mental, social and emotional well-being of individual participants
4. Follow the rules of the game and City Schools' standards for eligibility
5. View an athletic contest in its proper context—as a game, rather than a “do or die” effort
6. Promote the highest values of the game
7. Stress the highest ideals of ethical conduct, sportsmanship and fair play
8. Show courtesy and respect to all visiting teams and officials
9. Encourage the development of leadership, initiative and good judgment in all team members
10. Establish a cordial and friendly relationship between host team and visiting team
11. Practice sportsmanship by upholding fair play; be gracious in defeat and modest in victory; and be worthy school representatives at all games
12. Promote school spirit by supporting the teams and cheerleaders; attend extracurricular activities; participate in pep rallies; and have pride in and loyalty to the school

## **ADMINISTRATION AND OVERSIGHT OF INTERSCHOLASTIC ATHLETICS**

### **City Schools and the Maryland Public Secondary Schools Athletics Association**

As a member of the MPSSAA, City Schools is bound by MPSSAA rules. It is important to note that, while several district rules are more restrictive than MPSSAA rules, none is less restrictive.

#### ***Membership***

As described under Article IV—Membership in the MPSSAA Handbook,

- All public high schools in Maryland who qualify under rules and regulations of the Maryland Public Secondary Schools Athletic Association may become members. Application for membership to the Association must be made by May 1 of any school year.
- A school having become a member of the MPSSAA shall continue as a member until such time as it withdraws its membership.

#### ***Classification***

- By November 1 of each even-numbered year, City Schools' CEO or the CEO's designee submits a report on enrollment of students in grades 9 to 11 as of September 30. Based on the report, the MPSSAA executive director and Classification Committee present a recommendation for classification of member schools for adoption by the MPSSAA Board of Control. Classification is determined every two years, based on the September 30 enrollment data from the previous year.
- A new school or a school whose enrollment is significantly changed by growth or consolidation during the two-year period is moved to the proper classification by the Classification Committee. *Significantly changed* is defined as a decrease or increase in enrollment of more than 25 percent. The new placement affects only the involved school and may not affect the classification of other member schools in the district.
- When a school does not have all three grades included in the enrollment figures for the even-numbered year on which classification is based but will have all three grades in the following odd-numbered year when classification becomes effective, the enrollment figure shall include the existing grades plus an average of the current class sizes applied to each projected grade.

### **Role of the Baltimore City Board of School Commissioners**

The Board determines criteria for academic eligibility of students who wish to participate in interscholastic athletics (see page 10) and hears appeals (see pages 28 to 29).

### **City Schools' Office of Interscholastic Athletics**

The district's Office of Interscholastic Athletics sets and ensures adherence to numerous regulations and policies associated with interscholastic athletics, as highlighted throughout this document. It also organizes periodic updates of this document to reflect revision to those regulations and policies, following these procedures for amendment:

- Proposed amendments to the regulations contained in this document may be submitted in writing by any school, person or committee with an interest in athletics. The submission shall be made to the Office of Interscholastic Athletics and should include a statement of rationale for the suggested amendment. The Office of Interscholastic Athletics may also, on its own initiative, suggest an amendment.
- The Office of Interscholastic Athletics shall send a notice of the proposed amendment to each MPSSAA member school in the district, the Chief Academic Officer, the Chief of Staff, the Office of the CEO, the Office of Legal Counsel and the Baltimore Teachers Union. During the next 30 calendar days, comments or suggestions on the proposed amendment can be submitted to the Office of Interscholastic Athletics.
- After the 30-day period for comment has expired, the Office of Interscholastic Athletics shall make recommendations to the CEO regarding the proposed amendment. If approved by the CEO, the amendment shall be in effect on the date established by the CEO.

Administratively, the Office of Interscholastic Athletics is housed within Student Support and Safety under the Office of the Chief Academic Officer (CAO).

The Committee on Interscholastic Athletics, composed of high school athletic directors, acts in an advisory capacity to the Office of Interscholastic Athletics. The committee, chaired by the specialist, meets monthly or as needed to address programming and to make recommendations concerning phases of the program.

Recommendations of the committee are referred to the executive director of Student Support and Safety and to the CAO for review and approval.

### **School-Based Staff of Interscholastic Athletics Programs**

Please refer to Appendix A for descriptions of the qualifications, roles and responsibilities of school-based staff, including the athletic director and coaches.

### **Coaches and Coaching**

#### ***Coaching Eligibility***

- In accordance with MPSSAA policy, City Schools shall employ district employees as coaches, teachers or certificated professional educators for a specific coaching assignment.
- All high school physical education teachers are required to coach at least one sport in the school where they work. This coaching assignment shall be at the discretion of the principal and will be based on needs.
- If their qualifications are at least comparable to those of other candidates, physical education teachers shall be given consideration for all coaching assignments that become available at their schools. A staff member already coaching satisfactorily will be continued (whether he or she is a physical education teacher or not), even as new coaches are identified and hired to fill vacancies.
- Coaches are paid in accordance with the policies set forth by City Schools.
- Junior varsity coaches are under the direction and supervision of varsity coaches.

- Coaches are responsible for maintaining current certification in appropriate standard-level first aid and cardiopulmonary resuscitation (CPR), care and prevention of athletic injuries and use of automated external defibrillators (AEDs). Swim coaches must be certified in lifeguarding and water safety instruction.
- A coach absent on a regular work day due to sick leave shall not perform duties as a coach on that day.
- Coaches are not permitted to participate in intramural activities in the sport that they are coaching that season (e.g., a basketball coach may not coach or otherwise participate in an intramural basketball activity during basketball season).

### ***Emergency Coaches***

If no acceptable, qualified coach is available from among the teachers or certifiable professional educators employed by City Schools, a temporary emergency coach may be employed. The school principal will select the emergency coach, who will be officially appointed on a one-season basis for a specific coaching assignment. The emergency coach will be paid exclusively by City Schools, according to the approved pay scale.

An emergency coach must

- Be at least 21 years old and possess a high school diploma
- Present three letters of recommendation outlining character, experience and ability to do an effective job in the sport(s) for which application is made
- Sign a memorandum of agreement as an independent contractor indicating salary, length of employment and the location of the coaching assignment
- Have completed or be enrolled in courses for first aid/CPR and care and prevention of athletic injuries; have completed or be receiving training for certification in the use of AEDs; and, for swimming coaches, have current certification in lifeguarding and water safety instruction
- Be free of drug and alcohol dependency
- Pass a criminal background check and be fingerprinted (cost to be borne by the applicant)
- Attend meetings and workshops associated with the coaching assignment
- Follow all rules and regulations outlined in this and the MPSSAA handbooks
- Be approved by both the school principal and the Office of Interscholastic Athletics

In sports with more than one coach, emergency coaches shall not constitute more than half of that sport's coaching staff.

### ***Volunteer Coaches***

Schools may permit volunteer coaches to assist the appointed coaching staff, but no team may have more than **two** volunteer coaches or be supervised solely by a volunteer coach. Volunteer coaches are appointed by the principal and must work only under the direction of the athletic director or a head coach; they may not themselves serve as head coaches at any level. Student teachers and alumni may serve as volunteer coaches; note that only those who are qualified (see below) and assigned as volunteer coaches may participate in practice sessions. Volunteer

coaches may be on the team bench but may not approach or debate with officials, go to the scorer's table or call time-outs.

A volunteer coach must

- Be at least 21 years old and possess at least a high school diploma
- Complete or be enrolled in a course on care and prevention of athletic injuries
- Be formally appointed on a one-season basis for a specific coaching assignment
- Submit two letters of reference from persons not employed by City Schools, outlining suitability to work with student athletes
- Pass a criminal background check and be fingerprinted by City Schools' Office of Human Capital (cost to be borne by the applicant)
- Be free of drug and alcohol dependency

## **STUDENT ELIGIBILITY**

Students are eligible to participate in interscholastic athletics when they adhere to the following criteria and regulations. Note that a principal may remove a student from the interscholastic athletics program due to extenuating circumstances beyond those described in this section.

### **Duration of Eligibility**

- Once a student has reached 9th grade, he or she will have a maximum of four years of athletic eligibility.
- The four years must be consecutive, beginning from the 9th grade.

### **Attendance**

It is the responsibility of the school to monitor adherence to the following policies.

- To participate in an interscholastic athletic activity, a student must have been officially admitted to school and be in attendance at school on the day of the activity. If the activity is on a Saturday, the student must have attended school on the preceding Friday.
- If the student is only in attendance for a portion of the day on which an activity will take place, in order to participate in the activity, the partial-day absence must be a legal one.
- During a period of suspension or expulsion, a student may not participate in any form of interscholastic athletic activity.
- Students may not try out, practice or play during any period of ineligibility.

### **Academic Eligibility**

As stated in Policy 515 of the Baltimore City Board of School Commissioners, in order to be academically eligible to participate in interscholastic athletics, a student shall have no more than one grade below passing in the previous grading period.

### **Age and Grade Level**

- Students who are 19 years old or older as of August 31 are ineligible to participate in the interscholastic athletics program.
- Middle grade students are not eligible to compete or practice with high school teams.
- High school juniors and seniors are not eligible to participate at the junior varsity level in any sport.

### **Seasons of Participation**

- Students who participate on an interscholastic team in grade 9 will have a maximum eligibility of four seasons in the sport of participation.
- Students may participate in interscholastic athletic activities for a maximum of three seasons in any one sport in grades 10, 11 and 12.

## **Participation after Reaching the Highest Grade Level**

- A student who fails to graduate after having reached the highest grade level at his or her school may not subsequently participate in any sport in which he or she has already played or participated during an officially scheduled game or competition. (*Example:* If a student played football as a senior but subsequently failed to graduate, the student may not participate in football the following year. However, the student could play soccer if all other eligibility requirements are met.)
- Students' accumulated credits are used to determine the highest grade level placement.

## **Amateur Status**

Students who are not amateurs in a particular sport may not represent their school in interscholastic athletics in that sport. Determination of amateur status takes the following into consideration.

- Students are not amateurs if they have used or are using their athletic skill as players for financial gain in a particular sport, sign a professional contract in that sport or have competed under an assumed name as players.
- Students do not lose amateur standing by playing with or against professional players, as long as they do not receive pay for their services.
- Employment as an instructor, counselor or official is not considered a violation of amateur status.

Students who lose amateur status may apply for reinstatement through the MPSSAA Appeals Committee, but only after waiting for a 60-day period following the CEO's filing of a letter of determination.

## **Outside Participation**

While participating on a school team, students are permitted to participate in the same sport outside of school during that sport's season, as long as such participation meets the following criteria:

- Outside participation shall not conflict with scheduled practice sessions or contests of the school team or squad, including district, regional or state championships, unless prior approval has been obtained from the school principal and coach.
- Students who elect to participate on an outside team and do not participate or practice with the school team for the mandatory number of practice days throughout the designated sport's season are ineligible to represent the school in all contests that determine a city, district, regional or state championship during that sport season.

## **Parental Permission**

A student must submit the Parent's Permission to Participate in Interscholastic Athletics form, signed by a parent or legal guardian, to the principal or the principal's designee prior to any try-out, practice or participation. The athletic director shall keep the form on file for at least three calendar years.

## **Physical Examination**

A student must have a physical examination and be certified to the school principal as being physically fit to participate in any try-out, practice or contest of a school team. This examination shall be performed by a licensed physician, certified nurse practitioner or certified physician's assistant under the supervision of a licensed physician. Written documentation of this examination is valid for one calendar year from the date of examination and shall be kept in a secure file for at least three calendar years in the office of the athletic director.

City Schools may arrange for physical examinations of students but does not pay for examinations. Should a student not take advantage of these arrangements, a physical examination must be arranged and paid for by the custodial parent or guardian. When a student does take advantage of a physical examination arranged by City Schools, the following procedures shall be followed:

- A representative of the athletic department shall be available throughout the physical examination.
- Whenever a student is examined by a healthcare provider of the opposite sex, an adult of the same sex as the student must be present while the healthcare provider is performing the examination. (*Note:* The adult present must ensure that the patient-doctor relationship is not violated.)
- To the greatest extent practical, physical examinations will be arranged so there is no conflict with regularly scheduled school health service activities.

## **Transfer Students**

Students who have legally transferred from one school to another—that is, their transfer has been formally approved and recognized by the district—may participate in interscholastic athletics for their new school, subject to these rules:

- Students may not participate in the same sport for two different schools in the same sport season.
- A student entering school after October 1, by transfer or by withdrawal and re-entry, must be a bona fide student for at least 30 calendar days prior to beginning practice. The 10-day practice rule (outlined in the section on “Team Practices” under Operational Guidelines) also still applies.
- In the event that a transfer is the result of a parental change of address or is mandated by the courts, the principal of the receiving school can, at his or her discretion, request a waiver of the 30-day rule noted above. The waiver request should be submitted to the Office of Interscholastic Athletics, along with any documentation requested by that office.

## **Establishing Residence**

- To be eligible to participate in interscholastic athletics, students must be officially registered at and attending a MPSSAA member school.
- The student may represent only the school at which he or she is registered and from which it is anticipated he or she will graduate.
- The student must have completed the student enrollment and school choice process.

## **EQUAL OPPORTUNITY FOR PARTICIPATION**

### **Interscholastic Athletics for Students with Disabilities**

Because of the many benefits of physical activity, City Schools believes that all students should have the opportunity to participate in extracurricular athletic programs. The Fitness and Athletics Equity for Students with Disabilities Act (see [mlis.state.md.us/2008rs/billfile/SB0849.htm](http://mlis.state.md.us/2008rs/billfile/SB0849.htm)) requires local school systems to develop policies and procedures to promote and protect the inclusion of students with disabilities in interscholastic athletic programs, whether within existing programs or through a parallel, corollary program. The law further mandates that schools accommodate the interests and abilities of students with disabilities fully and effectively in the programs offered.

To ensure that these requirements are met, City Schools follows these policies and practices.

- Appropriate and reasonable accommodations for students with disabilities are provided.
- A student with a disability must be given the opportunity to compete for a roster spot on an interscholastic team as long as participation by that student will not (a) present a safety risk to him- or herself or to others or (b) fundamentally alter the nature of the interscholastic athletic program.
- Safety standards developed by a committee of specialists familiar with disability sports are to be applied to all participants.
- Schools are required to promote opportunities for students with disabilities to try out for roster spots on interscholastic sports teams by recruiting in the cafeteria, posting signs, speaking at assemblies and providing information via school announcements, information in student publications, letters to parents and school and district websites.

In order to provide a welcoming environment for students during try-outs, practices and competitions, staff from the Special Education Office collaborate with appropriate school-based staff (e.g., administrators, teachers, therapists) to identify students with disabilities. At meetings for coaches held at the beginning of each sport season, training will be provided on how to involve students with disabilities in positive ways. Adapted physical education staff will work with the Office of Interscholastic Athletics, serving in an advisory capacity.

### ***Student Eligibility***

All students, including those with disabilities, who meet state and local eligibility criteria defined in the preceding section of this document have an equal opportunity to try out for the traditional interscholastic athletics program. A student with disabilities who meets the eligibility requirements shall not be excluded from a try-out unless an objective assessment indicates that participation presents a safety risk to the student or to others or fundamentally alters the nature of the athletic program.

During the try-out, a student with disabilities shall be allowed to use whatever modifications or aids he or she usually uses to play the sport, provided that they do not pose a health or safety risk to any of the participants. Such modifications might include, for example, racing wheelchairs, artificial limbs, interpreters for deaf students, changes in position or special equipment. A student shall not be excluded from trying out merely because he or she requires modifications or aids.

The head coach determines the final roster for a team. That determination is made as a result of skill testing, competitive demeanor and the student's ability to function within a team environment.

If a student with a disability is denied a roster spot, he or she may appeal to the Pathway to Play Committee as described below.

### ***Pathway to Play Committee***

Prior to the start of each athletic season, City Schools convenes a Pathway to Play Committee to provide guidance to coaches and to ensure that students with disabilities are provided opportunities to participate in the interscholastic athletics program to the fullest extent possible. The committee includes

- The education specialist in the Office of Interscholastic Athletics
- A school athletic director
- An adapted physical education teacher
- A representative from the Office of Special Education who has inclusion background
- A school-based administrator (principal or assistant principal)

At the request of a student, teacher, parent, coach or administrator, any student with an Individualized Educational Program (IEP) or a 504 plan who wishes to participate in the traditional interscholastic athletics program and is denied that opportunity is referred to the Pathway to Play Committee. This committee will consider the eligibility and appropriateness of student appeals on a case-by-case basis. The committee shall conduct a review of the affected students and the sport, consult with the MPSSAA as needed and identify accommodations or modifications that would be necessary to enable the individual student's participation.

To make its determination, the committee considers whether the accommodations or modifications

- Fundamentally alter the sport
- Provide a competitive advantage to the student
- Competitively disadvantage other participants
- Significantly increase the risk of injury for the student or other athletes

The Pathway to Play Committee shall render one of the following determinations for each student referred:

- The student is able to participate in the interscholastic athletics program with allowable accommodations or modifications.
- The student is able to participate against *or* alongside other athletes in individual interscholastic events with allowable accommodations or modifications (for example, in track and field, on a track parallel and alongside the track on which other students are racing)
- The student is unable to participate in individual or team sports but is offered the opportunity to participate in a corollary athletic program, as described below.

### ***Corollary Athletics Programs***

When students with disabilities cannot be accommodated in the traditional interscholastic athletics program, local school systems sponsor a corollary athletic program that follows either an allied or unified program model. Under either model, the programs offered must be inclusive and provide students with and without disabilities the opportunity to participate on sports teams. At least one alternative sport option must be offered in the fall, winter and spring seasons.

City Schools has partnered with Special Olympics Maryland to offer at least one unified sports program for each season, with team rosters including students with and without disabilities. As of publication of this document in Spring/Summer 2012, the sports are tennis, track and field, swimming, bocce, power lifting and bowling.

Unified sports operate according to this structure:

- The Office of Interscholastic Athletics works in conjunction with the Office of Special Education to identify students with disabilities at each school. Opportunities to participate on a unified sports team are promoted at each school, with an emphasis on reaching out to students with disabilities, though students without disabilities are also recruited.
- The school's athletic director oversees the unified sports program.
- Unified sports coaches are recruited and trained in each sport offered.
- Teams practice at least twice a week.
- Unified teams participate in at least three interscholastic competitions each sports season.
- The age limit for students with disabilities to participate in the unified sports program is 21 years of age; for students without disabilities, the current MPSSAA age policy applies (that is, students who are 19 years old or older as of August 31 are ineligible to participate).
- Students with disabilities who demonstrate academic progress are eligible to participate in unified sports programs, while students without disabilities are subject to the academic requirements that apply to participation in other interscholastic athletic programs (that is, they may have no more than one grade below passing in the previous marking period).

### **Opportunities for Male and Female Students**

Schools must treat male and female athletes equally in all aspects of sports programming, including the interscholastic athletics program. Students may not be excluded on the basis of sex from opportunity to participate in athletic programs.

Schools should ensure that the participation percentages of female and male student athletes in interscholastic competitive athletics are equal to the overall enrollment percentages of male and female students at the school, in order to provide equal participation opportunities for female and male students. If a school sponsors a team in a particular sport for members of one sex but sponsors no such team for members of the opposite sex, and if overall opportunities for members of the excluded sex have been limited, the excluded sex shall be allowed to try out for the team.

City Schools must also ensure that male and female athletes are treated equally throughout their athletic programs, including

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

## COMPETITIONS AND PRACTICES

### Eligibility for Interscholastic Participation

MPSSAA member schools shall only practice with or play against high school teams that

- Are members of a state interscholastic association recognized by the National Federation of High Schools (NFHS)
- Have been approved to play members of a state interscholastic athletic association recognized by the NFHS
- Are members of an athletic conference that formally adopts the standards of competition as established by the Maryland State Superintendent of Schools as part of its constitution and bylaws
- Are members of an athletic conference that has enforcement authority or represents a school that verifies compliance with standards of competition as established by the Maryland State Superintendent of Schools

### Minimum Squad Size

At the start of the season, teams must meet the minimum squad size noted below. If over the course of the season the team drops below the 70 percent level of that size, it will be dropped from competition. The Office of Interscholastic Athletics is the final authority on whether to grant a waiver or exception to this minimum squad size requirement.

Sport	Minimum Squad Size	70% of Minimum Squad
Badminton	10	7
Baseball	15	11
Basketball	12	8
Cross-country	15	11
Dance	7	5
Football	25	18
Lacrosse	15	11
Soccer	15	11
Softball	15	11
Swimming	13	9
Tennis	10	7
Track (indoor and outdoor)	15	11
Volleyball	15	11
Wrestling*	12	10

\* 12 different weight classes must be represented

## **Eligibility List**

No later than five (5) working days prior to the first scheduled contest in any sport, the school principal must submit to the Office of Interscholastic Athletics a list of eligible athletes and verify the following data for each athlete:

- Name of the eligible athlete
- Birth date (as documented in the records of City Schools)
- Pupil number
- Current grade
- Number of seasons of competition
- Name of former school, if student has transferred
- Number of courses failed (if the student has a failed course, the student's grade average must also be provided)
- Evidence of physical examination
- Parental permission for participation

***Note: Failure to submit this documentation within the time frame noted may result in forfeiture or reprimand.***

## **Sports Seasons**

- *Fall* begins on the sixth (6<sup>th</sup>) Saturday following the first full week of July and runs to the final date of the city, conference, district, regional or state tournament.
- *Winter* is November 15 until the final date of the local conference, district, regional or state tournament.
- *Spring* is March 1 until the final date of the local conference, district, regional or state tournament.
- When November 15 or March 1 falls on a Sunday, practice may start the preceding Saturday.

## **Team Practices**

- No team shall practice or compete unless it is under the supervision of a coach or other certified person designated by the principal or athletic director.
- A minimum of 20 calendar days must elapse between the first day of team practice and the first league or nonleague competition.
- Organizational meetings held prior to the first day of the sports season may be used only for the purposes of collecting information, arranging for physical examinations or establishing training rules. Such organizational meetings do not count as practice sessions.
- Teams may not practice or compete on Sundays.
- Coaches must ensure that athletes have adequate access to drinking water at all times during practices and competitions.
- An individual player shall participate in at least 10 days of practice prior to participation in a league or nonleague contest, including interschool practice sessions (scrimmages). If an individual player participates in fewer than 10 days of practice and then sits out for a period of time, when the player resumes participation he or she must complete the remaining

number of practices until the 10-day minimum is reached. If the individual player's absence is prolonged, it is up to the individual coach or athletic director to determine whether it is safe for the player to participate in a game or contest even after completing the 10 days of practice.

- For football, there shall be no contact work during the first three days of practice. These practices shall be conducted without protective equipment other than a helmet. The next two days of football practice may be conducted in full gear but limited to the use of blocking, tackling and other fundamentals. No scrimmaging or live blocking/tackling drills are permitted. Every newly identified player must follow these progressions.
- Scrimmages shall not be publicized or conducted in the presence of spectators.
- The Office of Interscholastic Athletics will not pay for officials assigned for scrimmages.
- Scrimmages shall not be included in the maximum number of games or contests allowed.

### ***Out-of-Season Practice***

Refer to the current MPSSAA handbook regarding out-of-season practice directives and important guidance regarding limitations on use of school uniforms or equipment, use of a name connected with the school and composition of the team roster.

### ***Summer Camps***

- Students who participate in interscholastic athletics may attend a summer sport camp of their choice.
- Schools shall not provide school uniforms or equipment for students who attend a camp outside of the defined sports season.
- City Schools coaches, other personnel or school-related organizations shall not sponsor or conduct a camp in which students who are returning players are involved or participate. A camp where several coaches participate with their respective teams is a violation of this regulation.
- Coaches, while affiliated with a camp, shall not conduct any form of team or group practice involving their school. Such a practice is considered a violation of the out-of-season practice rule defined in the Code of Maryland Regulations 13A.06.03.03A (1), (2), and (3).

### **Maximum Number of Competitions per Season, by Sport**

Note that, for each of the sports listed below, one additional contest beyond the maximum may be played to determine a conference or league championship; however, the results of that contest shall not count toward MPSSAA standings. All school athletic schedules shall be established before the first contest of each sport's season.

- *Badminton.* Fifteen (15) matches with not more than two matches per week, except that three matches in one week may be scheduled once during the season.
- *Baseball.* Eighteen (18) games with not more than three games per week. Two additional games may be played in one holiday tournament. Teams may elect to play three games as part of a holiday tournament and play 17 regular season games. The total number of games may not exceed 20. Four games are permitted in one week as part of a holiday tournament. Holiday tournaments shall be played on nonschool days for all MPSSAA member schools

involved in the tournament. Holiday tournament results shall not count toward MPSSAA standings.

- *Basketball.* Twenty (20) games with not more than two games per week, except that three games in one week may be scheduled twice during the season. Two additional games may be played in one holiday tournament. Teams may elect to play three games as part of a holiday tournament and play 19 regular season games. The total number of games may not exceed 22. Holiday tournaments shall be played on nonschool days for all MPSSAA member schools involved in the tournament. Holiday tournament results shall not count toward MPSSAA team standings.
- *Cross-country.* Ten (10) meets with not more than two meets per week. Meets may not be held on consecutive days.
- *Football.* Ten (10) games with not more than one game per week.
- *Golf.* Twelve (12) matches with not more than three matches per week.
- *Indoor track.* Ten (10) meets with not more than two meets per week. Meets may not be held on consecutive days.
- *Lacrosse.* Twelve (12) games with not more than two games per week, except that three games in one week may be scheduled twice during the season. Two additional games may be played in a holiday tournament. Holiday tournaments shall be played on nonschool days for all MPSSAA member schools involved in the tournament. Holiday tournament results shall not count toward MPSSAA standings.
- *Outdoor track.* Ten (10) meets with not more than two meets per week. Meets may not be held on consecutive days.
- *Soccer.* Twelve (12) games with not more than two games per week, except that three games in one week may be scheduled twice during the season. Two additional games may be played as part of a tournament during the season. A team may elect to play three games as part of a tournament and play 11 regular season games. The total number of games shall not exceed 14. The tournament shall be played during non-instructional time for all MPSSAA schools involved in the tournament.
- *Softball.* Eighteen (18) games with not more than three games per week. Two additional games may be played in one holiday tournament. Teams may elect to play three games as part of a holiday tournament and play 17 regular season games. The total number of games may not exceed 20. Four games are permitted in one week as part of a holiday tournament. Holiday tournaments shall be played on nonschool days for all MPSSAA member schools involved in the tournament. Tournament results shall not count toward MPSSAA team standings.
- *Swimming.* Twelve (12) meets with not more than two meets per week. Meets may not be held on consecutive days.
- *Tennis.* Eighteen (18) matches with not more than three matches per week.
- *Volleyball.* Eighteen (18) matches with not more than two matches per week, except that three matches in one week may be scheduled twice during the season. Teams may elect to play tri-matches provided the total number of opponents does not exceed 15 during a season, or teams may play 14 matches plus one multi-team tournament.

- *Wrestling.* Fourteen (14) meets including dual meets and a maximum of three tournaments and three tri-meets. (A wrestling meet is defined as a contest involving two or three schools; a wrestling tournament is defined as a contest involving four or more schools.) The total number of meets and tournaments may not exceed 14; however, a county-city tournament required to qualify for the state tournament will not be counted as one of the three allowed tournaments. There may not be more than two contests per week. Multi-team events may be used to make up scheduled contests between teams that were postponed earlier in the season.

### **Sanctioning Intercounty or Interstate Competition**

City Schools students or teams that represent schools in the district shall participate only in contests conducted by organizations that are education related, unless approved by the CEO or CEO's designee.

#### ***Interstate Competitions***

Schools participating in interstate contests shall use the NFHS contract form furnished by the Office of the Executive Director of the MPSSAA. In all interstate contests, each participating school shall follow the rules of the athletic authority of the host state.

When a school in the district wishes to host an interstate competition, invitations may not be extended to out-of-state schools until official sanction approval has been received from the NFHS.

City Schools students and teams may not compete in any of the following contests, unless the contest has been sanctioned by each of the interested state authorities through the NFHS:

- Any interstate meet in which four or more schools participate
- Any competition involving schools from three or more state athletic associations
- Any interstate two-school contest that involves travel outside the United States of America
- Any interstate two-school contest (regardless of distance to be traveled) sponsored by an individual or by an organization that is not an MPSSAA member school

City Schools teams and students shall not compete in any contest in another state if participation by any competing school violates the regulations or established policies of the high school interscholastic athletics authority that governs any of the participants.

#### ***Intercounty Competitions***

City Schools teams and students shall not compete in any of the following intercounty contests unless the contest is approved by the MPSSAA executive director:

- Any contest involving more than three teams and sponsored by a nonmember educational institution
- Any contest involving more than four schools
- Any contest involving more than four counties

### **MPSSAA Sanction Guidelines**

A school or school system that wishes to serve as a host for an intercounty or interstate contest shall file the appropriate sanction request form with the MPSSAA executive director a minimum of 45 days before the contest.

When seeking sanction from MPSSAA for competition, the following criteria must be met:

- The competition shall not determine a regional or national championship.
- The competition is not preliminary to a college or professional game.
- The competition is sponsored by an educational institution or similar nonprofit organization.
- Participation in the event is within the United States of America, does not involve loss of instructional time and complies with the Board's policies and CEO's administrative regulations for school-sponsored travel.
- City Schools' regulations on awards and recognitions must be followed (see 30).

### **Limits of Participation**

Each school shall establish guidelines that ensure a minimum loss of instructional time for coaches and students involved in the interscholastic athletics program.

Students who participate in both varsity and junior varsity teams may not play in a number of contests that exceeds the maximum number allowed in a sport in a week or season. Students may not compete on both a varsity and junior varsity team on the same day.

Student participation is limited to one sport per season.

To avoid coaching out of season, a member of a varsity team in the current or previous school year may not participate in an intramural program in the same sport, with the exception of dance.

Schools may not play or practice (including scrimmages) on Sundays.

With respect to movement among squads of different ranks (varsity and junior varsity),

- A member of a lower ranking squad may be transferred to a higher ranking squad at any time during the season. In order to transfer a student from a lower ranking squad, an addendum to the eligibility list must be submitted to the Office of Interscholastic Athletics prior to the contest.
- During the season, no member of a higher ranking squad shall be transferred to the lower squad after he or she has competed in a game or a meet as a member of the higher squad. This rule also applies to transfer students.
- Preseason contests, such as novice meets or contests that are declared as open meets for all, shall not be counted as varsity or subvarsity competition.

With respect to participation on all-star teams,

- Individual players may participate in two all-star games per sport, after having concluded their eligibility in that sport.

- Parents or guardians assume all risks for students who participate in all-star games or contests that are not sponsored by City Schools or the MPSSAA.
- Teams, coaches or students may not use school district equipment or supplies without prior written permission of the Office of Interscholastic Athletics.

High school athletes who participate in City Schools interscholastic athletics shall practice with and compete against only other high school athletes and only at events that are conducted or sponsored by educational institutions or by institutions approved in writing by the principal, principal's designee, CEO or CEO's designee.

Schools shall not enter competition preliminary to a college or professional game.

When a meet or game cannot take place as scheduled, the competing schools shall arrange for the game to be played on the next open date. If the schools cannot agree to an alternate date, the date shall be decided by the Office of Interscholastic Athletics.

When schools are closed for the day or dismissed early due to inclement weather or other circumstances, all practice sessions must be canceled.

### **Transportation to Athletic Competitions**

Only approved, bonded carriers may be used to transport student athletes; a list of approved carriers may be obtained from the Office of Transportation Services. Use of the approved, bonded carrier necessarily include the use of the carrier's driver; a coach may not drive the carrier's vehicle.

Coaches are not permitted to transport team members in personal vehicles.

Parents/guardians may use their own personal vehicles to transport their own children.

### **Officials**

Schools involved in interscholastic contests shall use only officials certified by the MPSSAA. For out-of-state competitions, only qualified officials certified by the state's interscholastic athletics authority can be used.

### **Postponed Games**

The decision to postpone a game, contest or special event shall be made by the home team's athletic director in sufficient time to communicate with all persons concerned, including but not limited to the visiting team's athletic director, home team's principal, commissioners, officials, medical personnel, news media, transportation officials, school police and security personnel.

The competing schools shall arrange for the game to be played on the next open date. If the schools cannot agree to a date, the date shall be assigned by the Office of Interscholastic Athletics.

Unless special permission is granted by the state, only one postponed contest can be reschedule in such a way as to exceed the maximum number of competitions allowed in that sport in a single week.

The home team's athletic director shall notify the Office of Interscholastic Athletics concerning cancellations, rescheduled dates and contractual information.

If a regional or state event is involved, the decision to postpone will be made by the state superintendent of education in conjunction with the MPSSAA.

### **Weather-Related Schedule Disruptions**

When schools are closed for the day or dismiss early due to inclement weather other than heat, all athletic contests shall be postponed or rescheduled. All practice sessions must be canceled.

When schools are closed due to heat or for other reasons unrelated to inclement weather, permission to proceed with an individual competition must be sought from and given by the Office of Interscholastic Athletics; in the case of a championship playoff or tournament, a decision regarding whether to postpone or proceed with the contest will be made jointly by representatives of the MPSSAA and the Office of Interscholastic Athletics.

To determine whether to proceed with practices or competitions in hot weather on days when schools have not closed or dismissed early, athletic directors shall take action based on heat index values (see Appendix B), as follows:

- 105 or more (code red)—All outside competitions and events should be canceled; very short, restricted practices are permissible but should be conducted indoors if possible.
- 95 to 104 (code yellow)—Competitions and events may proceed with mandatory time-outs mid-way through each quarter (for cross-country meets, water stops are mandatory at the mid-way point); practices can continue with required water breaks; all athletes should be observed carefully for signs of heat-related injury or illness and for adequate water consumption.
- 84 to 94 (code green)—Competitions and practices can proceed, but 10 minutes of rest must be provided for every 45 minutes of activity and water must be available to athletes at all times.
- 83 or less (code blue)—No restrictions on practices or competitions, but water must be available for athletes at all times and athletic directors or coaches should monitor the heat index value for increases.

If thunder or lightning can be heard or seen, all outdoor athletics activities must be halted immediately and all participants must seek protective shelter immediately (see Appendix B). In the absence of thunder or lightning, if any participant feels hair stand on end or skin tingle, all participants should immediately be directed to fall to their knees, place hands and arms on legs, and lower heads. Do not lie flat.

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

Thirty minutes must be allowed to pass after the last sound of thunder or the last lightning strike prior to play resuming. A decision to end the competition and seek postponement to another date will be determined by the officials or the administrator in charge.

Failure to obey these safety rules will result in disciplinary action for the coach or the officials.

## **MEDICAL CONSIDERATIONS**

In case of injury, first aid shall be rendered in accordance with methods and practices established in first aid procedures.

All schools are responsible for developing a plan to respond to medical emergencies related to interscholastic athletics and for ensuring that all school administrators, health personnel and staff involved in the athletics program are aware of and trained on the plan. For guidelines on developing the emergency plan, see Appendix C.

Due to the potential for serious and long-term injury related to concussion, City Schools requires specific handling of any head injury. As directed in the National Federation Sport Rules Codes, "Any player who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health-care professional." Consistent with MPSSAA guidance, City Schools requires that suspected or diagnosed concussion be documented in writing and that players returning from suspected or diagnosed concussion provide written clearance to return to play from an appropriate healthcare provider (see Appendix C for sample forms).

The home team at all football games shall arrange for the services of a medical attendant, formally trained in first aid procedures, to provide medical services for both teams. The judgment of the assigned attendant as to the condition of a player to return to competition shall be final. Because all coaches must have appropriate certification in first aid, CPR, AED and responding to athletic injuries, if the medical attendant is delayed in arriving, the football game may begin with coaches assuming medical oversight until the arrival of the attendant.

Medical bills resulting from injuries shall be paid according to the current indemnity scale of the Office of Risk Management. This policy is secondary in nature but becomes primary when no other medical insurance is available.

## **VIOLATIONS, PENALTIES AND APPEALS**

Failure to comply with the regulations set out in this document shall result in the following penalties against the MPSSAA member school, student or coach. Depending on the severity of the violation, more than one penalty may be imposed against the MPSSAA member school, student or coach. Penalties shall be imposed in the order listed below.

### **Penalties**

#### ***Against a School***

1. Require the school to forfeit all games in the sport in which the violation occurred.
2. Declare the school ineligible for championship honors for the current school year in the sport in which the violation occurred.
3. Declare the school on probation for one school year, rendering the school ineligible to compete in any approved state meet or tournament for that year in the sport in which the violation occurred.
4. Impose additional penalties as deemed justified in the particular case.

#### ***Against a Student***

1. Declare the student ineligible to participate for the next 60 school days following the date the student was found to be in violation. These 60 school days will carry over into the next school year if the violation occurs during the second semester.
2. Declare the student to be ineligible to compete during the subsequent season in the sport in which the violation occurred.
3. Declare the student ineligible to represent the school in all interscholastic athletics for the next six calendar months.
4. Declare the student ineligible to participate in any sport for an appropriate period of time.
5. Impose other penalties as deemed justified in the particular case.

#### ***Against a Coach***

1. Censure the coach with a verbal or written reprimand.
2. Declare the coach ineligible to coach a team for the current school year in the sport in which the violation occurred. (*Note: The team may compete under the direction of another qualified coach appointed by the school principal.*)
3. Declare the coach ineligible to coach a team in any sport for the current year.
4. Impose other penalties as deemed justified in the particular case.

### **Notification and Appeal Procedures**

Although anyone can report an alleged violation, no one other than an athletic director or principal may formally report violations or infractions. Violations or infractions of the rules, policies, procedures or regulations governing the interscholastic athletics program at City Schools may be self-reported by the athletic director or principal of the school in violation, or reported by the athletic director or principal of another school.

Violations or infractions must be reported in writing to the Office of Interscholastic Athletics. (If the violation or infraction is first reported verbally, a written notification must be submitted within 24 hours following the initial report.)

The Office of Interscholastic Athletics may require an investigation and written report from the principal or athletic director of any school where an infraction or violation has been alleged to occur. The written report must be signed by the principal of the school making the report.

Within five school days of the submission of the written allegation of violation or infraction or, if requested, of the written report from the school principal, a Violations and Infractions Committee will be convened by the Office of Interscholastic Athletics in cooperation with the Office of the CEO and/or the Office of the Chief of Staff to hold a fact-finding hearing, as described below.

### ***Violations and Infractions Committee***

The committee shall be composed of eight people: two from the Office of Interscholastic Athletics, two from the Office of Student Support and Safety (executive assistant level or higher), one from the Office of Labor Relations, one high school guidance counselor, one secondary school principal and one athletic director. No member shall be from or affiliated with the school, student or coach charged with the violation or infraction.

The chair of the committee will be determined by majority vote of the committee members.

To the extent possible, the Office of Interscholastic Athletics will conduct a preliminary investigation prior to the first meeting of the committee. Upon its constitution, the committee will conduct an additional investigation, if necessary, and then convene a hearing.

The party against whom the allegation has been made shall be allowed to present up to four witnesses at the hearing. No other persons shall be allowed to participate in the hearing. The presentation will be limited to a one-hour duration. However, the committee may ask clarifying questions during the hearing and may, as necessary, request the presence of additional school district personnel to answer specific questions.

The committee will deliberate privately and prepare a written report and recommendations, including any relevant exhibits, within two school days. The report will be submitted to City Schools' Chief of Staff, with a copy provided to the affected school principal, student or coach.

The Chief of Staff will review the committee's report and recommendations and determine whether a violation or infraction has occurred. The Chief of Staff will communicate this decision in writing to the committee chair and the affected school principal, student or coach within three school days, with a copy of the written decision forwarded to the executive director of the MPSSAA.

If the Chief of Staff determines that a violation has occurred, a penalty shall be imposed in accordance with the preceding procedures. The penalty shall be set forth in the Chief of Staff's written decision, which will also inform the affected principal, student or coach of the right to appeal the decision to the Board of School Commissioners.

If the affected principal, student or coach chooses to appeal, any such appeal must be filed, in writing, within 30 calendar days of the Chief of Staff's decision.

The decision of the Board on appeal can, in turn, be appealed to the MPSSAA. At this level, the appeal is governed and handled by the MPSSAA. The affected school principal shall inform the Chief of Staff and the Office of Interscholastic Athletics of such an appeal by providing them with a copy.

### **Ejection Rule**

Students, coaches or bench personnel who are ejected from a game for fighting, unsportsmanlike conduct or behavior detrimental to the game must leave the area of the contest and shall not be visible to or have communication or contact with players, officials, spectators or school personnel until the contest is completed.

If the coach is ejected and there is no member of the coaching staff from the school or another City Schools—certified coach present to assume responsibility, the contest will be forfeited.

Coaches must report any and all ejections in writing to the school principal and athletic director within 12 hours of completion of the contest; when an ejection occurs at a competition on a Saturday, the written report can be submitted by email. The athletic director shall then in turn notify the Office of Interscholastic Athletics within 12 hours of receiving the report from the coach.

Any individual who is ejected from a contest will be suspended from participation in the next contest. The “next contest” includes playoff games and, if applicable when the ejection occurs at the end of a season, games in the subsequent season. While suspended, the individual may not be on the premises of the contest, including in the bleachers or adjacent areas.

Failure to follow the ejection rule will result in forfeiture of all contests in which the ineligible student, coach or bench personnel participates.

Conduct that leads to an ejection, as well as any subsequent violations of the ejection rule, will be referred to the Office of Interscholastic Athletics and the Office of the Chief of Staff for appropriate disciplinary action.

## **AWARDS AND RECOGNITION**

Students are not eligible for awards unless they remain in good standing with their team through the conclusion of the final contest.

At the prerogative of individual schools, a school may establish a school-based award system. Criteria for awards must be available in writing.

Awards designed for presentation to students from their school shall be under the control of the school and limited in monetary value, as determined by the CEO. The awards programs in all schools must be comparable for both sexes.

A school or school-related or nonprofit group may purchase and present to a student a school insignia, medal, pin or similar article for athletic achievement.

Awards from outside the school may be given to individual athletes or school teams provided the awards are approved by the school principal and the CEO, meet MPSSAA guidelines and are presented at an approved school function. Acceptance of awards from outside organizations shall be subject to approval by the Board of School Commissioners on the recommendation of the CEO. The following shall serve as guidelines for determining the desirability of accepting or rejecting awards proposed by outside sources:

- *Awards* are defined as objects or tokens of recognition of achievement.
- Only awards in which educational value outweighs direct or implied selfish or commercial aspects shall be acceptable from individuals or groups. This applies equally to those that shall be given in individual schools in all involved schools.
- All awards given in the name of a public school shall be presented by the principal or his or her designee.

Recognition of student athletes and athletic teams, other than through awards, shall be limited to appreciation banquets or assemblies approved by the CEO or the CEO's designee.

## **BUDGET AND FINANCIAL CONSIDERATIONS**

The interscholastic athletics program is financed under a budget approved by the Baltimore City Board of School Commissioners. The program allocates funds to schools that participate as member schools in the MPSSAA athletic program. The expenditure of such funds is at the discretion of the Office of Interscholastic Athletics.

All gate receipts in excess of \$599 shall be remitted to the Office of Interscholastic Athletics.

### **Administration of Funds at the School Level**

The athletic director shall be responsible to the principal for all details pertinent to the business management of athletics.

Coaches, assistant athletic directors, custodians of equipment and directors of athletics shall be paid in accordance with the policies set forth by the Board.

All game personnel (security, medical attendants, game attendants, ticket sellers/takers, officials) shall be paid in accordance with the schedule and procedures set forth by the Office of Interscholastic Athletics. Any deviation from the established pay scale must be approved by the Office of Interscholastic Athletics prior to the contest.

Persons performing a duty shall be paid through procedures established by the Office of Interscholastic Athletics in cooperation with City Schools' payroll department. The established payroll procedure is to submit the appropriate completed payroll data form to the Office of Interscholastic Athletics for processing. All forms must be received within five days of the date of the contest. All forms must indicate the established salary scale to be paid for the duty performed.

No one performing a duty shall be paid directly from game receipts unless prior approval has been granted by the Office of Interscholastic Athletics.

### **Contest or Game Not Funded by the Board**

Any non-league contest not funded by the Board must still be approved by the Board.

When guarantees are tendered for travel to contests that are to be played outside of Baltimore City, the arrangements shall be approved by the Office of Interscholastic Athletics. The CEO shall sign the agreement or contract in order to finalize approval.

After expenses (which may include transportation, lodging and meals) are cleared, remaining guarantee funds received in excess of \$599 shall be remitted to the Office of Interscholastic Athletics. If the remaining guarantee funds are \$599 or less, the athletic director shall deposit the funds in the school's interscholastic athletic account for use by the athletic department only.

It is the responsibility of the principal and athletic director to keep and have available records, receipts, bills and contracts dealing with the operation of each game where admission is charged.

If expenses exceed gate receipts for any contest, it is the responsibility of the host school to satisfy any outstanding debts.

Guarantees paid to visiting teams will be the responsibility of the participating schools. The Board will not assume financial responsibility for these guarantees.

No advances for travel and other related expenses shall be given by the Office of Interscholastic Athletics.

When games are scheduled and played in excess of those financed from the interscholastic athletics account, gate receipts may, with the permission of the Office of Interscholastic Athletics, be used to offset the expense of the additional contests. Receipts net of expenses shall be credited and forwarded to the Office of Interscholastic Athletics. Approved expenditures include guarantees to visiting teams and payments to officials, security personnel, ticket sellers/takers, engineers and custodians.

## **Charging Admission**

### ***Athletic Activity Cards***

To promote a controlled atmosphere and improve crowd control, City Schools offers athletic activity cards for admission to interscholastic competitions. Each numbered card entitles a student to attend regular-season contests at which his or her school competes against other City Schools teams (unless otherwise communicated in advance).

Activity cards may not be used for admission to postseason events.

The cost of the cards must range between \$5 and \$10. Schools may determine the cost of renewals each year.

Revenues from sales of activity cards are retained by the school and deposited into the school's athletic account.

Cards are not transferable and school administrators have the right to deny access to cardholders when deemed appropriate.

### ***Other Admissions***

Other cash admissions may be charged to those not wanting to purchase athletic activity cards.

The Office of Interscholastic Athletics may issue season passes valid whenever a district school is the home team. Season passes shall admit only one person.

## **APPENDIX A: QUALIFICATIONS, ROLES, RESPONSIBILITIES AND EVALUATION OF SCHOOL-BASED STAFF OF INTERSCHOLASTIC ATHLETICS PROGRAMS**

### **Athletic Director**

#### ***Qualifications***

- Must possess certification from the Maryland State Department of Education
- Possess valid certification or endorsement in physical education or health and physical education
- Have a minimum of three years of successful teaching
- Be a full-time member of the physical education staff at the school where he or she will serve as athletic director
- Have leadership experience in interscholastic athletics
- Show organizational skills
- Demonstrate ability to communicate effectively and resolve conflicts
- Demonstrate proficiency in use of computers and other related technology

#### ***Duties and Responsibilities***

The athletic director is one of the most important members of a high school's educational staff. The principal delegates leadership of the athletics program to the school's athletic director. The program, which is a part of general education, plays a vital role in setting the climate of the school.

The general duties and responsibilities of the athletic director are as follows:

- Communicates with the principal and co-curricular chairperson on all matters pertaining to the athletic program
- Informs the principal and co-curricular chairperson about MPSSAA and City Schools matters related to the athletics program
- Locates, investigates and recommends personnel for the athletics program to the principal
- Represents the school at all meetings pertinent to the interscholastic athletics program
- Assumes committee assignments as assigned by the Office of Interscholastic Athletics
- Supervises staff
- Ensures that the athletics program is conducted in a wholesome atmosphere
- Promotes harmony in all departments within the school as well as with other schools involved in athletic activities and competitions
- Conducts periodic department meetings of athletics staff
- Observes and provides feedback to the principal to evaluate athletic staff
- Enforces all policies, regulations and established procedures, with guidance as necessary from the Office of Interscholastic Athletics or Chief Academic Officer
- Provides a variety of athletic opportunities for all students

- Coordinates use of facilities, unity of purpose and the pursuit of schoolwide goals with both the physical education department and the interscholastic athletics department

Specifically, the athletic director supervises the athletics program, as follows:

- Develops a program that meets individual and group needs in a safe and healthy environment
- Suggests strategies and works with coaches on improvement of practices and games
- Conducts the school's athletics program on sound ethical and social standards
- Acts as the official representative at athletics contests conducted at his or her school
- Organizes and conducts awards ceremonies
- Assumes responsibility for the final preparation of all sports schedules
- Reconstructs schedules to prevent conflicts in the use of facilities and other matters pertaining to the conduct of games and contests
- Requests and confirms scheduling of game officials, medical personnel, game personnel and transportation.
- Reschedules dates, re-requests and reconfirms all personnel listed above whenever games are postponed
- Conducts the school's athletics program on the basis of sound business standards (e.g., submitting game and financial reports)
- Manages allotted annual budgets.
- Requires inventory from coaches and custodian of equipment
- Allocates funds when appropriate for equipment and supplies
- Utilizes all procedures for ordering equipment through individual vendors
- Prepares and submits forms to the proper offices on the dates indicated
- Administers lost-equipment funds
- Assumes all clerical duties for the school's athletic program
- Requests supervision and files reports, when needed, relative to crowd control situations at home contests
- Directs the supervision of shower and locker room areas
- Directs requests for use of athletic facilities to the principal
- Communicates with the Office of Interscholastic Athletics regarding legal matters
- Upon approval of the principal, notifies the Office of Interscholastic Athletics, opposing schools, officials, transportation, security, etc., when teams are discontinued
- Controls all emergency purchases and handles all cash details according to established directives
- Maintains communication lines with members of the media
- Refrains from divulging confidential personnel matters to the media
- Maintains communication lines with alumni, organized parent groups and the school community
- Provides printed material to publicize the program (schedules, flyers, memos, etc.)
- Uses school communication channels to encourage schoolwide participation (e.g., school announcements)

- Requires that students have current physical exams prior to participation and publicizes exam dates and times
- Cooperates with the Office of Interscholastic Athletics in supervising physical examinations for large groups of students
- Collects physical examinations data and communicates related information to coaches
- Records academic eligibility and communicates this information to coaches
- Collects parent permission cards and keeps records on file
- Submits academic eligibility forms to the Office of Interscholastic Athletics prior to each sport's first contest
- Immediately upon discovery, notifies the Office of Interscholastic Athletics, in writing, of any violation of eligibility rules
- Investigates injuries to determine when and where they occurred
- Provides all necessary forms to parents and doctors for appropriate signatures
- Forwards claim forms and bills to the Office of Interscholastic Athletics
- Conducts preseason coaches' meetings
- Conducts a meeting for parents of football players to discuss the football program (including showing a film regarding safe football techniques)
- Meets with individual parents when needed or required
- Submits requests for the maintenance of athletic facilities and follows up as needed
- Submits requests for needed repairs and follows up as needed

### ***Performance Criteria and Indicators for Evaluation***

Communicates with the principal and coaching staff both orally and in writing on issues involving athletics:

- Distributes memos, minutes of area meetings and other pertinent materials to staff in order to apprise them of the most recent developments in the program
- Meets regularly with the principal to discuss athletics matters

With the principal, identifies, recommends, supervises and evaluates coaches:

- Advertises coaching staff vacancies both at the school level and throughout the community (should emergency coaches be needed) as they arise
- Interviews applicants with the principal
- Adheres to all criteria relative to background checks
- Interprets and follows all regulations (of City Schools and MPSSAA) governing the hiring of coaches
- Works with experienced and newly hired coaches in order to provide guidance and suggestions for improvements of job performance
- Documents appropriate comments for coaching improvement plans

With the principal, completes coaching evaluations subsequent to each season:

- Develops improvement plans with coaches as needed
- Identifies concerns early in the season in order to facilitate improvement during the season.
- Recommends assistance from other coaches, the district office and/or other resources in order to assist with performance improvement

Regularly attends appropriate meetings, programs and workshops:

- Is prompt and actively participates in all monthly athletic directors meetings
- Is prompt and actively participates in all City Schools meetings
- Represents the school in athletic department functions such as tournaments, awards presentations, playoffs and championships
- Assumes leadership and/or committee member roles in the district or at the state athletic association

Communicates with other departments in the school in order to promote school harmony:

- Provides and communicates information about the athletic program to the entire school
- Uses public address systems, television and print material to report the progress of teams to the entire school community
- Represents the athletic program in schoolwide activities (e.g., assemblies, school fairs, dances, etc.)

Provides staff development information to coaches as needed:

- Subscribes to resource materials and makes those subscriptions available to coaches
- Purchases resource material for coaches as needed (videos, textbooks, etc.)
- Provides information to coaching staff about rules interpretation, coaching clinics and workshops

Interprets and enforces the policies and regulations included in this document and in the MPSSAA handbook:

- Arranges and conducts coaches meetings at the beginning of each season to discuss rules and regulations
- Distributes rulebooks and highlights rule changes
- Interprets rulebook questions from coaches (or seeks assistance for the answers)
- Communicates in writing periodically when rulings and interpretations need enforcement
- Enforces rules consistently and equitably based on local and statewide interpretations

Identifies athletic facility safety problems and institutes corrective measures:

- Requires coaches to report safety concerns in writing and initiate proper requisitions for repair
- Follows up on requisition requests when the work is delayed
- Identifies alternate sites and procedures when safety concerns exist

Coordinates supervision of home athletic contests both on and off campus:

- Confirms game date and time with opponents
- Confirms transportation, game officials, school police and other game officials, and confirms game assignments with school police and other game personnel (ticket sellers, takers, etc.) prior to the contests
- Identifies potential crowd control concerns and articulates them to the principal, the administrators from the opposing team's school and other personnel as appropriate (school police, city police, etc.)
- Arranges for athletic trainers or other medical personnel as needed
- Provides proper payroll forms for officials
- Arranges for event set-up, field marking and clean-up as needed

Completes assigned duties within the time prescribed:

- Submits schedule information when required
- Submits officials' payroll forms to the Office of Interscholastic Athletics when required
- Submits school police payroll forms to the Office of Interscholastic Athletics when required
- Cancels officials and bus transportation when contests are canceled
- Manages athletic fund accounts in an efficient, equitable and responsible manner
- Documents income and expenses on fundraisers organized by the school
- Manages the Office of Interscholastic Athletics budget allocation for materials and supplies in an efficient manner
- Manages sales of City Schools' activity cards in an efficient manner
- Reimburses the Office of Interscholastic Athletics for expenses incurred at the school level (extra buses, officials, etc.)

Supervises inventory of supplies and equipment and prepares requisitions as needed:

- Requires an inventory from each head coach at the conclusion of each season
- Meets with each coach to discuss equipment inventory and critical needs
- With the custodian of equipment, identifies equipment to be renovated or removed from the program
- With the custodian of equipment, keeps equipment areas clean, secure and organized

Develops and distributes schedules to all appropriate parties:

- Organizes game dates with opponents after receiving sport schedules
- Submits final source sheet information at required source sheet meetings
- Sends completed schedules to opponents, commissioners of officials, transportation sources and media and makes schedules available for schoolwide distribution
- With school police, arranges for a schedule of the number of officers needed and the time needed

Arranges for medical evaluation of athletics when necessary:

- Informs students and coaches of dates, times and sites for medical examinations
- Arranges for referral of injuries when necessary

- Prepares injury reports and claim requests for insurance as needed within the required time frame
- Notifies wrestlers of weight certification requirements and examination dates, times and sites
- Collects and collates medical cards and keeps an active and organized file in compliance with all applicable federal and state laws and statutes

Develops and evaluates rosters to reflect eligible participants and submits to Office of Interscholastic Athletics:

- Investigates all participants in the athletic program as to their eligibility (age, academic standing, years on the team, parent permission and home address)
- Keeps accurate records and parent permission cards in an organized file
- Finalizes rosters with coaches to ensure accuracy
- Provides copies of rosters to administrators, the Office of Interscholastic Athletics and schoolwide as required

Communicates clearly and precisely using accepted conventions of standard English in all oral and written work:

- Writes legibly in all written communications
- Checks written materials for mistakes prior to distribution
- Carefully scripts all oral remarks made to public audiences

# BALTIMORE CITY PUBLIC SCHOOLS

## EVALUATION FORM: HIGH SCHOOL ATHLETIC DIRECTOR

Name: _____ Employee I.D. #: _____
School: _____

	ME*	DE*	Comments*
Communicates with the principal and coaching staff both orally and in writing on issues involving athletics			
With the principal, identifies, recommends, supervises and evaluates coaches			
Develops improvement plans with coaches as needed			
Regularly attends appropriate meetings, programs and workshops			
Communicates with other departments in the school in order to promote school harmony			
Provides staff development information to coaches as needed			
Interprets and enforces the policies and procedures included in City Schools' <i>Handbook on Interscholastic Athletics</i> and the MPSSAA handbook			
Identifies athletic facility safety programs and implements corrective measures			
Coordinates supervision of home athletic contests both on and off campus			
Completes assigned administrative duties within time prescribed (e.g., schedules, payroll)			
Manages athletic fund accounts in an efficient, equitable and responsible manner			
Supervises inventory of supplies and equipment and prepares requisitions as needed.			
Develops and distributes schedules to all appropriate parties			
Arranges for medical evaluation of athletes when necessary			
Develops, evaluates and submits rosters of eligible participants within required time			
Communicates clearly using accepted conventions of standard English			
<b>Total (64 or more required to meet expectations)</b>			

\*ME = meets expectations, earning up to 5 points; DE = does not meet expectations; Comments must be entered for any DE rating

**EVALUATION FORM: HIGH SCHOOL ATHLETIC DIRECTOR**

*Continued*

**Athletic Director's Comments:**

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**Principal's Comments:**

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

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

By signing this form, the Athletic Director verifies that the evaluation has been read and discussed. The Athletic Director does not have to necessarily agree with the contents.

## **Co-Curricular Chairperson**

### ***Qualifications***

- Possess valid certification or endorsement in physical education or health and physical education
- Full-time member of the physical education staff at the school where he or she will serve
- Opposite gender to the department head/athletic director

### ***Duties and Responsibilities***

Under the direction of the athletic director, the co-curricular chairperson assists in the organization, administration and supervision of the interscholastic athletics program. The duties and responsibilities of the co-curricular chairperson are as follows:

- Communicates and works cooperatively with the athletic director to coordinate the athletics program
- Represents the athletic director in his/her absence at all official meetings
- Assists in locating, interviewing, orienting or training coaches and custodians of equipment
- Assists in reviewing player eligibility
- Immediately upon discovery, notifies the Office of Interscholastic Athletics, in writing, of any violation of eligibility rules
- Assists in the supervision and administration of practice sessions and scheduled contests
- Assists in the area of public relations
- Assists with the awards and sportsmanship programs as well as other projects related to the school's athletics program both within the school and across the district
- Assists in developing an effective and accessible filing system for all forms and materials relating to the interscholastic athletics program

## **Athletic Coaches**

### ***Duties and Responsibilities***

The emphasis in each sport is to develop a successful varsity sports program. With this in mind, each sport will be viewed as one program presided over by a varsity coach. The varsity coach will be helped by assistant coaches as well as the junior varsity coaches.

In all sports, students will be taught one system from the junior varsity level up through the varsity level. The varsity coach will dictate the offenses, defenses and fundamental skills that should be taught at all levels. The rationale for this is simple: If the varsity coach is to be held responsible for the success of the program, he or she must have control of the entire program.

Team roster decisions will be made by the coaching staff, with the final authority held by the varsity coach.

It is the duty and responsibility of all athletic coaches to be thoroughly familiar with all policies, regulations and directives established by the Board of School Commissioners, the CEO and

other senior district leaders, the principal of the school, the Office of Interscholastic Athletics, the MPSSAA and the athletic director.

The duties and responsibilities of the athletic coaching staffs are as follows.

### ***Relationship to the Athletic Director***

In athletic matters, the principal delegates program leadership to the school's athletic director. Coaching staffs receive direction from and are responsible to the athletic director. In the absence of the athletic director, direction may come from the co-curricular chairperson or the principal's designee.

### ***Organization and Pre-season Planning***

The coaching staff is responsible for publicizing, arranging, planning and conducting a pre-season organizational meeting.

### ***Surveying and Selecting Materials***

The coaching staff is responsible for surveying and selecting information and materials pertinent to the sport. This is necessary to keep abreast of changes, to adjust to personnel, and to produce coaching resource materials.

### ***Staff Instruction***

The varsity coaching staff is responsible for arranging staff meetings to plan for such details as documenting eligibility requirements, physical examinations, issuance and control of equipment and sharing information relative to coaching techniques. The varsity coach shall instruct his/her staff in order to provide for continuity and uniformity in the coaching of all squads. The junior varsity coaching staff is subordinate to the varsity coach and shall take instruction from the varsity coach (e.g., the junior varsity team must run the same offense/defense system as the varsity team and the junior varsity coaches must assist in scouting of opponents).

### ***Team Rules***

Each coaching staff will develop written team rules regarding academics, attendance and discipline/behavior, which shall be consistent with all district policies and the regulations found in this document.

### ***Squad Supervision***

The coaching staff is responsible for the supervision of the locker room and shower areas before and after practice sessions. Appropriate opposite sex supervision, which may include the team captain, is needed when a male coach of a female team or female coach of male team is responsible for the team. The coach is to be in the immediate vicinity of the practice field, gymnasium, locker room or pool any time squad members are present and is to remain in the area until all members have departed.

The coaching staff is responsible for members of the squad from the time they enter the locker area until the time they depart the locker room. The coaching staff must accompany the team on the bus to and from athletic contests.

### ***Planning Instruction***

The coaching staff is responsible for providing competent instruction from the first day of practice to the last game of the season. Written game and practice plans are required. A master schedule and weekly plan, followed by careful planning of practice sessions emphasizing all aspects of the sport, are essential.

### ***Health and Safety Factors***

The coach is responsible for ensuring all required health and safety measures pertinent to the sport are in place, by

- Using proper coaching techniques
- Assisting with the management and organization of physical examinations
- Establishing approaches to prevention of injuries and management of injuries should they occur
- Assisting the athletic Director with the processing of insurance claims
- Promoting an adequate training program
- Supervising safe and clean practice and game areas
- Issuing, collecting and submitting parental permission documentation
- Issuing and describing the proper use of adequate and safe equipment

All members of the coaching staff are required to have completed a certified course in first aid/CPR as well as with AEDs; swimming coaches are responsible for maintaining current certification in life guarding. All coaches shall have completed or be enrolled in a one-credit course in the prevention and care of athletic injuries. Coaches have one year to complete the course.

The coaching staff must constantly be alert to the possibility of injuries at practice sessions or contests. Whenever a member of the coaching staff has a reason to believe that an injury might require medical attention, he or she must notify the athletic director and/or the co-curricular chairperson, and the student athlete's parent or guardian as soon after the injury as possible or practical.

When injuries occur, school accident forms are to be completed and filed with the principal, athletic director and the Office of Interscholastic Athletics.

All team members included on the eligibility list are covered by an accident insurance policy that is "secondary" in nature but becomes "primary" (with limitations) when there is no official evidence of other insurance. Coaches are encouraged to inform athletes and their parents/guardians of the merits of an independent accident insurance policy.

### ***School, Parent/Guardian and Student Relationships***

The coaching staff is responsible for ensuring the close cooperation and understanding necessary between the school, parent and student. A clear and precise definition of the program and a reasonable allotment of time and energy are important in achieving this goal.

### ***Community and Press Relationships***

The coaching staff is responsible for public relations with the community and the press. Coaches are to keep the media supplied with pertinent team information and to arrange for the scores of contests to be reported. (Practice scrimmage scores do not apply.) When issues arise beyond the normal reporting of team information and contest results, the coaching staff should contact the Office of Communications for guidance.

### ***Assignment of Scouting Duties***

The head coach is responsible for arranging scouting schedules with assistant and undersquad coaches. Scouting is a privilege intended for official contests only but may be extended into scrimmages by mutual consent.

### ***Guidance of Athletics***

Coaches must keep in mind that they are, first of all, educators concerned with the complete development of the student. Coaches should also be conscious that they may have greater influence on a student than do other staff members in the school. A conscientious coach provides wholesome guidance to the athlete in the area of career opportunities. He or she works to motivate the student to develop scholastically and socially as well as athletically.

At the beginning of the season, the coaching staff explains the school's eligibility policy to each candidate athlete, and all coaches cooperate in implementing that policy.

### ***Professional Development***

It is the responsibility of the coaching staff to participate in activities such as clinics, workshops and other sessions that will result in professional growth. Coaches are required to attend pre-season, seasonal and post-season meetings related to their role and sport.

### ***Evaluation of Coaching Methods and Procedures***

The head varsity coach is responsible for conducting a post-season meeting of the entire staff in order to evaluate the coaching methods and procedures used during the season. It is the head varsity coach's responsibility to present recommendations in writing for the following year to the athletic director.

### ***Ethical Conduct***

During articulation activities with current 8th graders in middle school, the coaching staff may inform the students of athletic opportunities at the school, but coaches should not be involved in enticing or recruiting potential athletes to attend.

The coaching staff, by word, attitude and example, is to provide leadership in developing sportsmanlike behavior and should tolerate nothing less.

In their relationship with game officials, it is important for members of the coaching staff to maintain self-control and sportsmanlike behavior and to require like conduct of the students and athletes. Coaches must be aware that spectator disturbances can be instigated by their attitude and manner.

### ***Attire***

Coaches must wear professional or other appropriate attire that will sufficiently identify them as members of the school's coaching staff.

### ***Equipment***

The coach is responsible for the care of all equipment in use. He or she is to assist the athletic director and/or the custodian of equipment in issuing, collecting, accounting for, evaluating and ordering equipment for his or her sport.

### ***Undersquads***

The varsity head coach of a sport is responsible, with the athletic director, for ensuring that undersquads are given adequate time and space for practice and for providing the necessary equipment.

### ***Coaching Contract***

Each coach assigned in the athletic program will sign a contract establishing his or her official position. The length of the contract for an emergency coach is for one season.

**BALTIMORE CITY  
PUBLIC SCHOOLS**

**COACHING CONTRACT, INTERSCHOLASTIC ATHLETICS PROGRAM**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

\_\_\_\_\_  
(print coach's name) (employee I.D. # / coach's social security #)

is contracted to serve as \_\_\_\_\_ coach  
(name of sport and coaching position)

at \_\_\_\_\_  
(name of school) (school #)

It is further understood that the above-named coach has all necessary certifications and qualifications (as stated in City Schools *Handbook on Interscholastic Athletics* and the MPSSAA handbook) in order to be named to this position.

Coaches in Baltimore City Public Schools are required to adhere to all provisions of the *Handbook on Interscholastic Athletics* and the MPSSAA handbook as they relate to the responsibilities of a coach.

At the conclusion of the season covered by this agreement, an evaluation of the coach will be conducted by the principal (or authorized representative) and/or the athletic director. It is understood that with unsatisfactory performance, the coach may not be retained for subsequent seasons in the same sport.

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

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Note: One copy of this contract shall be forwarded to the Office of Interscholastic Athletics within ten business days of the signature date.

# BALTIMORE CITY PUBLIC SCHOOLS

## EVALUATION FORM: HIGH SCHOOL ATHLETIC COACH

Name: _____ Employee I.D. #: _____
School: _____
Coaching Assignment (level, sport): _____
Season: _____

	ME*	DE*	Comments*
Implements and adheres to all policies, procedures and directives established by City Schools as they relate to coaching duties			
Publicizes, arranges, plans and conducts a preseason organizational meeting in a timely manner			
Keeps an accurate and ongoing inventory of uniforms, equipment and supplies used by the team, and assists the custodian of equipment in issuing and collecting the same in a timely manner			
Implements practice and game sessions using daily and long-range plans			
Submits forms, rosters, eligibility lists and other pertinent information to the athletic director as prescribed by a posted schedule of dates			
Conducts an ongoing survey of practice, game and locker room areas for unsafe conditions and relates same to the athletic director in a timely manner			
Serves as a positive role model for coaches, student athletes, staff members and game officials			
Supervises teams before, during and after practice sessions and interscholastic contests			
Demonstrates professional growth through yearly attendance at rules interpretation meeting, pre-season coaches meetings and clinics or seminars relevant to the coaching area(s)			
Communicates clearly and precisely using accepted conventions of standard English			
<b>Total (96 or more required to meet expectations)</b>			

\*ME = meets expectations, earning up to 12 points; DE = does not meet expectations; Comments must be entered for any DE rating

**EVALUATION FORM: HIGH SCHOOL ATHLETIC COACH**

*Continued*

**Record of Observations, Conferences and Assessments**

Observer	Date	Observation/Conference	Assessment

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

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

## **Custodian of Equipment**

### ***Qualifications***

The custodian of equipment must

- Have a degree in physical education or health and physical education
- Be a current member of the physical education staff at the school where he or she will serve as custodian of equipment
- Be appointed by the principal, on the recommendation of the athletic director and after conferring with the Office of Interscholastic Athletics

### ***Duties and Responsibilities***

A school's athletic equipment and supplies are extensive and represent a significant investment. Under the direction of the athletic director, the custodian of equipment is accountable for the maintenance, distribution, collection and storage of equipment and supplies so as to ensure that they are available when needed for the athletic program. It is the function of the custodian of equipment to ensure that materials and equipment are ready for use and that all possible provisions are made to avoid loss, vandalism and misappropriation.

Specifically, under the direction of the athletic director, the custodian of equipment does the following:

- Administers policies that ensure the return of issued materials and equipment
- Issues directives for payment to replace lost articles (with the authorization of the athletic director)
- Establishes schedules, creates forms and notifies all coaches of time periods for issuing, exchanging and collecting equipment
- Makes recommendations to the athletic director regarding improvement of inventory, methods of distribution, use, maintenance and security
- Maintains a uniform inventory system and estimates needs, and uses this information to make recommendations to the athletic director
- Uses a marking system to identify the school's equipment
- Administers policies relevant to lost, damaged, stolen, misappropriated or destroyed equipment, with the approval of the principal or athletic director
- When necessary, notifies school or other police and communicates with parents in a timely manner regarding lost or stolen equipment
- Institutes policies and procedures to prolong the life of items in inventory
- Inspects equipment for future use after each season and disposes of items beyond repair in an appropriate manner
- Arranges for the cleaning, laundering and storing of all materials after collection
- Maintains a clean, functional equipment facility
- Carries out other duties relating to equipment, as assigned by the principal or athletic director

## APPENDIX B: RESPONDING TO WEATHER

### Heat

The combination of air temperature and relative humidity produces the “heat index,” a reading of the apparent temperature—or “how hot it feels.” The heat index for a particular day dictates whether athletic competitions or practices must be postponed or can proceed with (or without) modifications.

The chart below, from the National Weather Service, is provided to show how heat index is calculated and to alert athletic directors, administrators and coaches to the temperature ranges where heat-related activity restrictions may be required. The gray-shaded areas indicate combinations of temperature and humidity that can result in restrictions; note that these begin at temperature readings as low as 78 degrees.

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

As indicated in the section on Competitions and Practices, under the “Weather-Related Schedule Disruptions” (pp. 25–26), the actions described in the following table should be taken at the heat indexes noted.

Heat Index Reading	Color Code	Restriction
105+	Code Red	Danger! Discontinue regular practice. All outside athletic events are to be cancelled. Very short, restricted practice is permitted—indoors if possible.
95-104	Code Yellow	Extreme caution! Modify practice, giving frequent, required water breaks. Competitions and events may continue with mandatory official time-outs midway through quarters. (For cross-country meets, provide a mandatory water stop at the midway point in competition.) Observe athletes carefully for signs of heat injuries. Make sure all athletes drink water.
84-94	Code Green	Warning! Provide a mandatory 10 minutes of rest per 45 minutes of activity. Water is to be available to athletes at all times.
Below 83	Code Blue	No restrictions. Water is to be available at all times. Monitor the heat index for increases.

## Thunder and Lightning

Depending on conditions, storms can move quickly and increase in intensity. If you are involved in an outdoor athletic activity and hear thunder or see lightning, you should assume that all participants are in immediate danger. All participants should seek shelter as quickly as possible. An indoor facility is recommended, but a car or bus is a relatively safe alternative. Do not take shelter under large trees or telephone poles, and avoid combinations of standing water and contact with metal objects (e.g., metal bleachers, metal cleats).

Keep in mind that lightning is not always accompanied by thunder, and that thunder cannot always be heard because of other noise. The only forewarning may be a feeling of hair standing on end or skin tingling. This indicates imminent danger of a lightning strike. Anyone feeling these sensations should assume a low crouch position. Do not lie flat; should a ground strike occur nearby, lying flat increases the surface area of the body exposed to electrical current traveling through the ground.

The National Weather Service recommends that, before resuming outdoor athletic activity, 30 minutes should pass after the last thunder is heard and lightning strike is seen.

## **APPENDIX C: RESPONDING TO MEDICAL EMERGENCIES**

### **Emergency Plan**

Although rare, serious medical emergencies can occur during athletic competition or activity. All coaches must have a plan to respond to emergencies and must ensure that all participants in athletic activities are familiar with it.

As you develop your plan, keep the following in mind.

#### ***Telephone***

Make sure that you know the location of telephones in the immediate area where the athletic activity is taking place. If you are relying on a land line, make sure the phone is accessible—and not located, for example, in an office that might be locked. In this case, make sure that you have all necessary keys.

If you are relying on a cell phone, ensure that the phone is charged and check to see that you are receiving a signal in the area.

#### ***Deployment of Staff***

Determine who is responsible for calling 911 and for staying with the injured or ill participant. Choices could include a member of the coaching staff or a mature and responsible team member. In making your decision, consider whether the person is always in attendance at all athletic activities and has the training and maturity to respond appropriately to the situation. Appoint both a primary person to take on the responsibility, and a secondary or back-up person.

#### ***Calling 911***

Make sure that the person designated to call 911 is aware of the following guidelines for speaking with the emergency medical services (EMS) operator. Share the following checklist with him or her.

- Identify yourself.
- Give the phone number from where you are calling.
- Identify the emergency, suspected injury and current status of the injured person.
- Listen and respond to the questions posed by the operator, which will ensure all of the necessary medical and emergency personnel and equipment are dispatched.
- Give very specific directions to your location. Not all fields and stadiums are easily seen or accessed. Provide the shortest route to gymnasiums or fields. Consider back doors instead of front entrances.

#### ***Follow Up***

As soon as possible after 911 has been called, the injured person's parents or appropriate immediate family members should be called. The person designated to make this call should be able to communicate clearly and effectively with families in this stressful situation.

The coach should also ensure that all necessary individuals in the school's chain of command (e.g., principal, athletic director) are aware of the situation. Also, the coach must complete all required paperwork, including an accident report and an insurance form.

Any student sustaining an injury serious enough to require medical attention from a physician or hospital must submit a statement from the hospital or physician indicating clearance to renew participation in the interscholastic athletics program.

### **Forms for Use in Case of Concussion**

If a coach believes that a student has experienced a head injury and possible concussion but no emergency medical attention was sought, the coach should complete the Maryland State Department of Education form for "Notification of Probable Head Injury" and ensure that it is delivered to the student's parents or guardians. (A copy of this form is available in the state document Policies and Programs on Concussions for Public Schools and Youth Sport Programs, which can be downloaded from

[http://www.marylandpublicschools.org/NR/rdonlyres/FCB60C1D-6CC2-4270-BDAA-153D67247324/29630/MSDEPoliciesProgramsConcussions2011\\_2.pdf](http://www.marylandpublicschools.org/NR/rdonlyres/FCB60C1D-6CC2-4270-BDAA-153D67247324/29630/MSDEPoliciesProgramsConcussions2011_2.pdf); a copy of the form is also appended to this document.)

No student diagnosed with a concussion can participate in athletic activities until the "Medical Clearance for Gradual Return to Sports Participation Following Concussion" (also available in the state document and appended here) is completed and returned.