

**LONG COUNTY HIGH SCHOOL**  
**ATHLETICS HANDBOOK**  
**FOR**  
**PARENTS AND STUDENTS**



Karen Swindell, Athletic Director  
July 2009

**Long County High School  
1 Academy Street  
Ludowici, GA 31316**

Dear Parents and Student-Athletes:

The handbook defines the regulations and procedures of Long County High School as well as those guidelines established by Georgia High School Association (GHSAA) that govern Long County High School's interscholastic athletic program. These are governing principles intended to ensure the safety and physical as well as emotional well-being of all student athletes. They represent the collective experience of coaches, athletic directors, school principals, administrators and parents in Long County and throughout the State of Georgia.

While it is the responsibility of the Athletic Director to ensure compliance with these rules, a broad base of community support is necessary to meet their intent. Athletic competition should be an enriching experience that teaches social skills and contributes to the physical and emotional maturity of the student athlete. Attaining this objective will be furthered by all in the athletic community supporting both the spirit and the intent of the regulations set forth in this handbook.

Upon completion of reviewing the handbook, you will find an acknowledgment form. This form must be returned completed to your child's coach. Athletes will not be allowed to participate without the required signatures.

I look forward to your participation in our athletic program. If you have any questions, please feel free to call me at (912) 545-2135 ext. 4002 at any time.

Sincerely,

Karen Swindell  
Athletic Director

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## PART I

### **PHILOSOPHY OF THE LONG COUNTY INTERSCHOLASTIC ATHLETIC PROGRAM**

Athletics have had a significant influence on American culture and society and enjoy unique status in the American value system. We believe that participation on an interscholastic athletic team is a worthwhile experience, which all students should have the opportunity to pursue. The Long County School District affirms the right of every student to participate in the interscholastic athletic program without regard to gender, race or creed. We support the regulations and spirit of Title IX legislation and do not limit one sex in the enjoyment of any right, privilege, advantage or opportunity.

Since interscholastic athletics are philosophical extensions of the physical education program and classified as co-curricular activities, the goals and objectives of athletics should be supportive of and consistent with the goals and objectives of the total educational program. When conducted properly, athletics can positively contribute to intellectual, physical, social and emotional development. Growth is accomplished when an athletic program, conducted by educationally oriented coaches, provides the means to achieving these ends.

Students who choose to participate in our athletic program will be expected to conform to basic standards of conduct and to demonstrate a degree of self-discipline and self-sacrifice for the welfare of their team. Athletes will also be expected to demonstrate respect for the dignity and rights of others, good sportsmanship, and respect for authority.

There are no guarantees when you become a member of a team. The only thing that you can control as an athlete is how hard you work! The coach will be responsible for deciding who plays. The coach must have the team's best interest in mind in the making of decisions. You must make every effort to understand as a member of a team, you do not come first. There is not "I" in team. The coaches work toward the goal of putting the best team that we can on the field, regardless of what grade the student is in, who his parents are, or where he/she is from.

In order to more fully realize the educational value of athletics, the athletic program should:

- promote the physical and emotional well-being of all participants,
- be an integral part of the total education program,
- have the same administrative governance as the total education program,
- be conducted by certified coaches with training in First Aid/CPR/AED,
- be conducted within the letter and spirit of all applicable rules and regulations.

## **HIGH SCHOOL ATHLETIC PROGRAMS**

Athletic participation at the Varsity level is more competitive than the Middle School program, and the Junior Varsity (JV) program functions as a transition between the two. Varsity competition is based on ability and participation in this program requires a significant commitment of time as well as adherence to more stringent team and Athletic Department rules. Parents and athletes are advised to take this into consideration when deciding to participate at the JV or Varsity level. In order to fully appreciate a family's commitment to JV/Varsity competition and to avoid miscommunication and unrealistic expectations, parents and students must understand that:

- practices/contests are often scheduled on Saturdays and during vacation periods. Athletes are required to participate in all practices/contests unless excused by the coach. Excessive unexcused absences will result in disciplinary action, which might include dismissal from the team,
- squad selection is based on ability and "cuts" are made at the discretion of the coach, and
- "playing time" is based on ability and substitutions are made at the discretion of the coach.

## **HIGH SCHOOL ACADEMIC RESPONSIBILITIES**

Long County High School recognizes that a student's first priority must be to the academic program. Since participation in the athletic program requires a significant commitment of time, parents are encouraged to monitor their child's academic progress. When required to do so, student-athletes must attend after school make-up classes or extra help sessions prior to practicing or competing with their team.

## PART II

### POLICIES & PROCEDURES

#### ATHLETIC CODE OF BEHAVIOR

It is expected that all individuals involved with interscholastic athletics will display behavior that reflects the ideals of sportsmanship, ethical conduct, and a sense of fair play at all times. The benefits derived from playing the game fairly should be stressed, and any actions which tend to diminish those values should be discouraged. Courtesy should be shown toward opponents, officials, supervisors, spectators and administrators. Efforts must be made to achieve a thorough understanding and acceptance of the rules of the game and standards of eligibility as well as to respect the integrity and the judgment of the sports officials. It is important for all to recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players. **Most of all, it is the duty of all concerned with school athletics to remember that each individual athletic contest is only a game and should be kept in that perspective.**

#### ATHLETES ARE EXPECTED TO:

1. understand and abide by the rules and regulations of the game and respect the integrity and judgment of the officials,
2. conduct themselves in a mature fashion at all times,
3. demonstrate self-control and mutual respect at all times,
4. avoid the use of profanity, abusive language or gestures in dealing with opponents, officials or spectators,
5. accept victory with grace and defeat with dignity. Poor winners or losers do a disservice to themselves.
6. set an example in word and deed, both on and off the playing area. Remember that athletes assume a role of leadership and that younger athletes emulate their behavior.
7. observe training regulations and requirements of physical fitness for better personal performance and greater contribution to the team effort,
8. place athletic competition in its proper perspective. It represents only one part of the learning process and should not be pursued to the exclusion of everything else.
9. remember that participation in athletics is a privilege that should not be abused.

### **SPECTATORS ARE EXPECTED TO:**

1. conform to accepted standards of good sportsmanship and behavior,
2. respect officials, coaches and players and extend all courtesies to them,
3. refrain from feet stomping, disrespectful remarks, and the use of noisemakers,
4. be quiet when players need total concentration, such as a free-throw in basketball,
5. obey the regulations of the school. Those who do not conform will be brought to the attention of the school authorities and may be asked to leave the premises.
6. understand that schools are responsible for the conduct of their respective spectators, **whether at home or away**, and
7. refrain from shouting disapproval of calls made by officials.

All Long County student-athletes are expected to behave responsibly while in school and while participating in team practices and contests. During the season, student-athletes must conform to several Athletic Department policies as outlined in the Code of Behavior letter (see page 29 in this handbook) that athletes and parents are asked to sign. Signed copies of the letter are forwarded to the Athletic Director and kept on file.

**If a coach feels a student-athlete has violated the code of behavior, a team rule, or has accumulated an excessive number of unexcused absences that would result in a suspension or dismissal from a team, the coach must contact the Athletic Director and submit his/her recommendation for disciplinary action. The Athletic Director, after consultation with the Principal, and after discussing the circumstances with parents, shall render a decision.**

**Long County School District coaches also have a code of behavior to which they are expected to conform.**

### **CODE OF BEHAVIOR FOR COACHES**

1. Set an example both on and off the playing area. Be a living example of sound personal values and good sportsmanship.
2. Recognize that athletic competition is a means toward an end, not an end in itself. Specifically, athletics should lead to the development of healthy, well-adjusted young men and women.
3. Approach competition as a healthy and constructive exercise, not as a life and death struggle that requires victory at any price. It should be fun and enjoyable.

4. Recognize that the participants in individual or team sports are young men and women with human frailties and limitations who are capable of making mistakes.
5. Be modest in victory and gracious in defeat and instruct your players accordingly.
6. Be sensitive to the feelings and needs of your players, and use good judgment when addressing them, avoiding offensive or sexist comments.
7. Be positive.
8. By personal attitude and behavior, command the respect of the players.
9. Be well-groomed. Personal appearance is an indication of self-respect and helps set the tone for the individual or team performance.
10. Do not use, or allow the use by others, of profanity, crude or abusive language with players, opponents, officials or spectators.
11. Respect the judgment of the officials. Although it is reasonable for the coach to question an official's decisions or even disagree with decisions, the official's decision must be accepted graciously.
12. Instruct the players to respect the officials and not to argue, demonstrate or be abusive. Any questions with officials concerning rules interpretation should be made by the captain or coach.
13. Do not bait or harass officials by work or action. If unhappy with an official, notify your athletic director to discuss your dissatisfaction and a plan of action to take.
14. Avoid behavior in game situations that will incite players, opponents or spectators.
15. Instruct players in the elements of good sportsmanship and remove players from competition who demonstrate un-sportsmanlike behavior.

### **ELIGIBILITY FOR PARTICIPATION**

A student who is suspended for disciplinary purposes, whether it is in-school suspension or out-of-school suspension, is not eligible to participate (practice or play) and/or tryout for any GHSA activity during the suspension. Suspension ends when the student is physically readmitted to the classroom. A student assigned to ISS on the day of a contest will not be eligible to participate, travel, dress, or sit on the sideline or bench. It is the responsibility of the student-athlete to notify their coach of ISS or OSS assignments. Athletes who participate while on ISS or OSS may be suspended and/or dismissed from the team for the remainder of the season.

Any athlete assigned to ISS will receive a **verbal warning** on the first day. The second day of ISS assignment will result in a **written warning**. The third day and subsequent days of ISS

assignment will result in a **One-Game Suspension**. Any student assigned to CIP (Courtesy Intervention Program) will also be monitored. Any student assigned to CIP will receive a verbal warning. The first time they get drilled will result in a **written warning** and the third time and subsequent times will result in a **One-Game Suspension** per incident. Occasionally, students may get drilled more than one time per day. Each different incident of getting drilled will count as a different time.

### **ADMINISTRATORS' RESPONSIBILITIES**

1. The building Principal may delegate certain responsibilities and authority to the Athletic Director, but ultimate responsibility rests with the Principal, Superintendent, and Board of Education.
2. The building Principal is responsible for the conduct of coaches, players, spectators and other employees of the school.
3. The building Principal assumes responsibility for informing these groups of the code of behavior expected during participation.

### **ELIGIBILITY RULES**

In order to participate on an interscholastic athletic team, a student *must* satisfy the following eligibility rules. These standards are established by the Georgia High School Association (GHSA). The policies and procedures can be viewed on the following website: [www.ghsa.net](http://www.ghsa.net)

1. **Bona Fide Student:** An athlete must be a bona fide high school student and must be taking at least six classes. Students who have completed graduation requirements are not permitted to participate in an interscholastic athletic program. A student will not be eligible for participation for more than 8 semesters from the date of taking the first ninth grade subject.
2. **Age:** A student shall be eligible for interscholastic competition in grades 9, 10, 11 and 12 until his/her 19th birthday. A student whose 19<sup>th</sup> birthday was prior to May 1 of the preceding school year is not eligible to participate.
3. **Health Examination:** A student who engages in interscholastic competition **MUST** receive an adequate health examination physical every year.
5. **Duration of Competition:** A pupil shall be eligible for senior high athletic competition in each sport for only four consecutive seasons of each sport after entry into the ninth grade and prior to graduation.

6. **Transfer Rules:**

- A. A student who transfers, with a corresponding change in residence of his/her parents, shall become eligible after starting regular attendance in the second school.
- B. A student who transfers without a corresponding change in residence of his/her parents is ineligible to participate in any interscholastic athletic contest in a particular sport for a period of one (1) year.

Exemptions to (B)

- 1. The student reaches the age of majority and establishes residency in a district.
- 2. A student who is a ward of the court or state and is placed in a district by court order.
- 3. A student from divorced or separated parents who moves into a new school district with one of the aforementioned parents.

Note: It is provided, however, that each student shall have the opportunity to petition GHSA without penalty based on an undue hardship of the student.

- 7. **Practice Sessions:** All required practice sessions shall be organized and planned for a reasonable length of time and shall include activities *specific* to the sport. Depending on the sport and level of play (i.e. modified or JV/Varsity), each team and team member is required to participate in practice sessions. Practice sessions are sport-specific so that practices in one sport would not apply to another sport in the event an athlete changes teams. Athletes must have an approved medical examination and health update before being allowed to practice.
- 8. **Required credits:** All students must pass a total of at least 2.5 Carnegie units previous semester that count towards graduation to be eligible. Also, student must be considered on track in order to participate in athletics. On track means that the student must have the required number of credits as stated by GHSA.
  - a. **Students who entered ninth grade prior to 2009, the following are the number of units required to be on track:**

End of 1<sup>st</sup> Year – 5 units  
 End of 2<sup>nd</sup> Year – 10 units  
 End of 3<sup>rd</sup> Year – 16 units

## PHYSICAL EXAMINATIONS AND MEDICAL UPDATE

Approved medical examinations are required for all students before they will be allowed to practice with an interscholastic athletic team. Approved physicals are valid for a period of twelve (12) months. The District will conduct medical examinations prior to the end of each school year.

Announcements regarding the examination date, time, and location will be made in the school announcements, and in physical education classes. Students who fail to report for a school-sponsored medical examination will have to be examined by their private physician at their families' expense. Results of the examination must be reported on the District's medical form (obtained from Athletic Director or coach). Only after the completed medical exam may a student engage in an athletic program. **To avoid any delay in eligibility, we strongly recommend that students who have a physical examination by their own physician (medical doctor) return the forms at least one week prior to the start of the season.**

## TRYOUTS AND SQUAD SELECTION

When facilities warrant the limiting of squad size or when an unusually large number of students try out for a team, coaches must establish a plan for selecting those students who will make the greatest contribution to the team. Such plans are discussed with the Athletic Director and include the following:

- Equal opportunity for all eligible candidates,
- Methods of selection, and
- Procedure for notifying students.

Each coach shall be responsible for justifying "selection and cuts" and demonstrating that tryouts were conducted fairly, when requested to do so by the Athletic Director.

## CHANGING SPORTS

Whenever students enlist in the athletic program by joining or "trying-out" for a specific team, they assume a responsibility and commitment to that team and coach. Dropping out of a sport to play another sport is not permitted. Student/athletes who chose to quit a sport **WILL NOT** be allowed to play another sport until the sport that he/she quit has completely finished its season.

## QUITTING

Quitting any activity that one begins is an undesirable quality. Athletics teaches us to finish what we start, regardless of how a season is progressing. Any athlete who quits a team may not begin another activity until the completion of the season of the team that he/she has quit. Our interpretation of season begins with the first game. Once the first game is played, the season has begun. The season ends when the team has participated in its last game for the season (including playoffs).

### CROSS-OVER ATHLETES

Athletes will be encouraged to participate in as many athletic teams as one desires. Undue influence discouraging a student athlete from participation on any team will not be tolerated. In the case of sports that “cross-over” due to scheduling; the following will be the policy:

1. Athletes will finish the sport engaged in first.
2. Athletes will be given an opportunity (without penalty) to try out/join another team that began practice prior to their beginning due to another sport.
3. Athletes may choose to, but are not required to, participate in limited practices with the second sport, **IF** the second practice does not interfere with the first practice, and **BOTH** coaches agree. If they do not wish to do so, back to number one.
4. This is for athletes who wish to play basketball after football and baseball after basketball.
5. Students are only allowed to play on one team when the seasons correspond to each other. For example, a student cannot be a cheerleader and a softball player or a cheerleader and basketball player. The exception is that students can participate in track and baseball or football and cross country because these sports are more of a running sport and athletes train in this area for all sports.

### HEALTH INSURANCE COVERAGE

All athletes will be covered through a policy with Long County School District. If a student has a primary policy with their parent, the school coverage will serve as their secondary policy. If a student does not have medical coverage, then the school insurance will serve as their primary coverage. Athletes should show proof of primary insurance if applicable.

### RE-ADMITTANCE TO ATHLETIC ACTIVITY FOLLOWING AN INJURY OR ILLNESS

1. In the event an athlete sustains an injury (sprain, concussion, laceration, bruise) serious enough to require a physician’s examination and treatment, the athlete must obtain written permission from a physician and his/her parent/guardian before being allowed to resume practice/competition. **All such injuries must be reported to the Athletic Director by the athlete or coach as soon after the injury as possible.**
2. All doctor’s notes regarding an athlete’s fitness to resume athletic competition must be submitted to the coach to be noted and kept on file on the student’s health record. In the event a question arises regarding an injury/illness, the school nurse/trainer should be contacted immediately.
3. In cases where an athlete is absent from school for more than five consecutive days due to illness, the fitness of the athlete to resume athletic activity must be established. Written permission from the attending physician or approval of the school nurse and

written permission from the parent/guardian must be obtained before the athlete is allowed to return to athletic competition.

4. In the event an athlete sustains a broken bone or an injury which requires the application of a cast or splint, the athlete will be automatically excluded from participation in athletic competition. Once the injury has healed and cast/splint has been removed, the athlete may be readmitted to athletic competition only when the attending physician and parent/guardian provide written permission to do so. GHSA has guidelines which may allow participation under certain conditions and when proper padding is used.

### **HEAT ALERT**

1. During the early fall and late spring, hot and humid weather could create conditions that would subject athletes to heat stress problems. Most times serious problems can be prevented by following simple precautions. Heat-related illness include the following:
  - a. **Heat Cramps** – cramps or spasms of active muscles caused by intense, prolonged exercise in heat and depletion of water and electrolytes due to sweating.
  - b. **Heat Fatigue** – feelings of weakness and tiredness caused by depletion of water and electrolytes due to sweating.
  - c. **Heat Exhaustion** – extreme weakness, exhaustion, headache, dizziness, profuse sweating, and, sometimes, unconsciousness. This medical emergency is caused by extreme depletion of water and electrolytes.
  - d. **Heat Stroke** – an acute medical emergency caused by a breakdown of the body's temperature regulatory mechanism that blocks one's ability to perspire. If left untreated, this results in a dangerously high body temperature, disorientation, seizures, possible unconsciousness or coma.
2. Practices and precautions should:
  - a. provide for the gradual acclimatization to heat through a graduated conditioning program, which can produce 80-90 percent acclimatization after 7-10 days,
  - b. provide water breaks, scheduled for a minimum of 10 minutes for every half hour of strenuous exercise in heat, during which water, preferably iced water, is available in unlimited quantities. **Water should never be withheld from athletes.**
  - c. provide for water breaks and rest periods taken in shaded areas. Coaches should reduce the amount of required clothing and equipment during hot and humid weather since cooling by the evaporation of perspiration is directly related to the amount of exposed skin,

- d. schedule practices during the cooler time of day,
  - e. be on the alert for signs of trouble and obvious weight loss, and
  - f. encourage athletes to eat a well-balanced diet to ensure that the electrolytes lost through perspiration are replaced.
3. During periods of **high temperature and humidity**, it may be necessary to alter game/practice routines, and under extreme conditions, cancellation or delay may be necessary. On days when the possibility for heat stress is likely, the Athletic Director shall provide guidance on temperature and humidity either by using a sling psychrometer or other source and determine which game and/or practice conditions will immediately go into effect for the following temperature humidity (^) readings:
- |                         |   |
|-------------------------|---|
| <b>60^F – 66^F</b>      | Safe to participate but observe those athletes susceptible to heat illness.                                   |
| <b>67^F – 77^F</b>      | Caution – unlimited water on the field; mandatory water and rest breaks; cool body surfaces.                  |
| <b>78^F &amp; Above</b> | Danger Level – starting time for practices/games delayed until temperature humidity reading falls below 78^F. |
4. When a heat alert goes into effect, coaches will be advised of the condition.

### **HEAT INDEX BOARD POLICY**

#### **Supervision and Protection of Athletes**

In compliance with the Georgia High Athletic Association's ruling for local schools, the following will serve as the Long County Public Schools heat tolerance policy. It is the policy of the Long County Board of Education to require all member schools of the Georgia High School Association (GSHA) to be in compliance with the requirements adopted at the August 28, 2006 meeting of the GSHA Executive Committee.

#### **Long County Heat Tolerance Policy**

- (A) By March 1, 2007, each member school shall develop a written policy for conducting activities or practices (all sports) during times of extremely high heat and/or humidity that will be distributed annually to each activity participant. Participants, head coaches, and a legal guardian will be required to sign acceptance of said policy in order for the student to participate in the activity. The required paperwork must be on file with the Long County Athletic Director prior to an activity or practice commencing. The policy shall include, but is not limited to address:
1. The time of day the activities are scheduled and the various heat index levels.
  2. The ratio of workout time to time allotted for rest and hydration in conjunction with various heat index levels.

3. The heat index level and/or other heat related conditions causing practice to be altered or cancelled outdoors.
- (B) Additionally, a scientifically-approved instrument that measures the heat index must be utilized at each outdoor activity to ensure the written policy is followed according to the Long County Board of Education directives.

Heat Index Chart																	
% Relative Humidity																	
	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	
110	108	112	117	123	130												
105	102	105	108	113	117	122	130										
100	97	98	102	104	107	110	115	120	126								
95	91	93	95	96	98	100	104	106	109	113	119	124	130				
90	86	87	88	90	91	92	95	97	98	100	103	106	110	114	117	121	
85	81	82	83	84	85	86	87	88	89	90	92	94	96	97	100	102	
80	76	77	78	78	79	79	80	81	82	83	84	85	86	87	88	89	
Legend																	
80-89		Fatigue is possible with prolonged exposure and/or physical activity.															
90-104		Sunstroke, heat cramps and heat exhaustion are possible with prolonged exposure and/or physical activity.															
105-129		Sunstroke, heat cramps and heat exhaustion are likely. Heat stroke is possible with prolonged exposure and/or physical activity.															
130 + degrees		Heatstroke/sunstroke is highly likely with continued exposure.															

### Heat Index Chart Levels of Caution

#### Level One (Below 90 degrees on the heat index chart)

- Water every 15-20 minutes
- No other prevention necessary

#### Level Two (Between 90 and 104 degrees on the heat index chart)

- Extreme caution
- Possible heat cramps and/or heat exhaustion with prolonged exposure
- Reduce activity duration, activity intensity, or both

- Water breaks every 15 minutes
- 10 minute break every hour

**Level Three** (105-114 degrees on the heat index chart)

- Danger (Heat Advisory)
- Possible heat stroke with prolonged exposure
- Extra shade provided by setting up tents
- Buckets with ice water and sponges provided to keep body temperatures lowered
- Limit football players to helmets, shoulder pads, and shorts or girdles
- Helmets and/or shoulder pads off while not in active participation
- No helmets and shoulder pads late in activity/practice
- Water at each station/drill/work area
- All players drink water when not in drill
- 15 minute rest-breaks every hour
- Move practice to early morning or late in the day

**Level Four** (Between 115-123 degrees on the heat index chart)

- Excessive Heat Warning
- Modify practice considerably
- Water every 10 minutes
- 20 minute rest-break every hour
- No conditioning drills
- T-shirts and shorts only
- Cross Country or distance sport – Indoors only
- Move practice to early morning or late in the day

**Level Five** (Above 123 degrees on the heat index chart)

- Terminate ALL outdoor practices
- Move practice to indoor area

**Guidelines**

1. Each athlete is required to have a physical examination with a medical history when first entering a program and a yearly health history update. History of previous heat illness and type of training activities must be included prior to initial organized practice. Georgia High School Association recommendations and guidelines must be followed.
2. Top physical performance can only be achieved by an athlete who is in top physical condition. Lack of physical fitness impairs the performance of an athlete who participates in high temperatures. Coaches should know the PHYSICAL CONDITION of their athletes and set practice schedules accordingly.
3. A GRADUAL ACCLIMATIZATION TO HOT WEATHER IS IMPORTANT. It is necessary for an athlete to exercise in the heat if he/she is to become acclimatized to it. It is suggested a graduated physical conditioning program be used and 80% acclimatization can be expected to occur after the first 7-10 days. Final stages of

- acclimatization to heat are marked by increased sweating and reduced salt concentration in the sweat.
4. The most important safeguard to the health of the athlete is the replacement of water. Water must be on the field and readily available to the athletes at all times. It is recommended that a minimum ten minute water break be scheduled for every twenty minutes of heavy exercise in the heat. Athletes should rest in a shaded area during the break. **WATER SHOULD BE AVAILABLE IN UNLIMITED QUANTITIES.**
  5. Athletes should weigh each day before and after practice and **WEIGHT CHARTS** must be checked by coaches. Generally, a 3% weight loss through sweating is safe and over a 3% weight loss is considered the **danger zone**. If there is over a 3% weight loss, the athlete should not be allowed to continue practice. Observe the athletes closely under all conditions. Do not allow athletes to practice until they have adequately replaced their weight.
  6. Observe athletes carefully for signs of heat-related symptoms. Some symptoms include: nausea, incoherence, fatigue, weakness, vomiting, cramps, weak and/or rapid pulse, visual disturbance, and unsteadiness.
  7. All coaches are required to know emergency procedures and have emergency plans on file.
  8. Coaches will warn athletes of the danger of using products which speed metabolism, increase body heat, and constrict the blood vessels in the skin.
  9. Coaches are responsible for ensuring athletes consume adequate amounts of water throughout activities.
  10. An alternative method to the Heat Index Chart for assessing heat and humidity is the weather guide or approved heat index device.

### **SCHEDULING PRACTICES, SCRIMMAGES AND GAMES**

1. Each coach shall be responsible for planning and conducting practices on a regularly scheduled basis. Practices should be limited to a reasonable amount of time each day (generally 1½ to 2 hours at the varsity and JV level.) Athletes must be excused from practice with no penalty for religious reasons or for “extra help” sessions with classroom teachers. Coaches have the discretion on whether or not to excuse athletes from practices/games for all other reasons. It is the responsibility of the athlete to notify the coach if he or she is in school and unable to make practice or game prior to going home.
2. Sunday Practice – As a general rule, there will be no team practices on Sundays; however, in instances when a practice can be justified, it can be scheduled with the Athletic Director’s prior approval. When a Sunday practice is held, another team practice must be canceled so that athletes are not practicing on more than six consecutive days.
3. On days when ACT, SAT, and PSAT tests are administered, consideration should be given to scheduling practices and scrimmages so that conflicts do not arise with the test times.

4. The coaches will be responsible for the scheduling of all interscholastic athletic contests. All league contests will be scheduled by the Region, and all non-region contests and scrimmages may be scheduled by each individual coach or the Athletic Director.
5. All contests rescheduled for weather or other reasons will be done by either the Athletic Director or the coach.
6. Whenever regularly scheduled contests conflict with school or community activities (e.g. class trips, testing dates, religious education, etc.), the Athletic Director will attempt to resolve these conflicts by changing the contest date. Since changes in the schedule affect other schools, officials, and transportation, requests to change a scheduled contest cannot always be fulfilled.
7. The number of required contests in any given sport shall be within the limits established by GHSA.
8. **All athletes must attend school for a minimum of 6 hours and 25 minutes on the day of the athletic competition in order to be eligible to participate in the contest. A student who misses school for more than 45 minutes will not be allowed to participate in the contest.**

### SCHOOL ATTENDANCE

Student-athletes are expected to attend school on a regular basis. They must be present a minimum of 6 hours and 25 minutes to participate in an athletic event. A student who misses school for more than 45 minutes will not be allowed to participate in the contest. It is also the student-athlete's responsibility to attend school following an event regardless how late the team returns to the school. Any athlete tardy to school on the morning following a contest or absent from school following a contest will receive a **verbal warning** on the first offense. The second tardy or absence will result in a **written warning**. The third and following tardy or absence will result in a **one-game suspension**. Long County athletes should serve as role models in the school setting and always report to class on time.

### OBSERVANCE OF RELIGIOUS HOLIDAYS

The Long County High School Athletic Department recognizes the right of all students to practice their religion, observe religious holidays, and attend religious services and education programs. All requests to be excused from practice and/or games for religious purposes will be honored without penalty. Coaches are expected to establish a climate of mutual respect, tolerance, and appreciation among team members and be sensitive to a student's religious beliefs. Under no circumstances will a student be discouraged from practicing their religion.

It is the student's responsibility to inform the coach when they will miss practice for religious reasons.

## **CANCELLATIONS**

1. All cancellations due to weather or any other unforeseen circumstances will be made by the Athletic Director after consultation with the coach. When the Athletic Director is not available, the coach, in consultation with a building or school administrator, will be responsible for cancellations.
2. After consultation with the coach, the Athletic Director will reschedule all canceled contests.
3. The coach will be responsible for notifying athletes of any changes in the schedule.
4. Cancellation of contests is usually made by the home team when activities are outdoors and involve the conditions of the playing field. Cancellations made for hazardous road conditions are usually made by the visiting team.
5. Cancellations on school days for whatever reason will be made between 1:00 and 2:00 p.m. There may be exceptions to this timeframe, especially during playoffs.
6. When school is closed or closes early due to inclement weather or other emergencies, scheduled contests and practices on that day will be canceled.

## **CONFLICTS WITH EXTRACURRICULAR ACTIVITIES**

The Long County High School provides numerous opportunities for its students to participate in extracurricular activities. These activities are conducted according to an overriding philosophy that is consistent with the academic program. Students are encouraged to take advantage of these opportunities; however, students should not be allowed to sacrifice the quality of their academic program to participate in athletics.

The Athletic Department recognizes that students should have the opportunity to engage in a broad range of learning experiences. However, a student who attempts to participate in too many extracurricular activities will, undoubtedly, be in a position of conflicting responsibilities. Students are cautioned not to overextend themselves. Participation on athletic teams requires a demanding commitment of time to a rigorous schedule of practice and competition that in addition to weekdays, includes, at the JV and varsity levels, weekend, holiday, and vacation days.

Parents and student-athletes have a responsibility to notify a coach immediately whenever a conflict arises, and they should attempt to resolve the conflict. If it becomes apparent that conflicts will continue on a regular basis and a student cannot fulfill his/her obligation, he/she should withdraw from one of those activities.

## **TRANSPORTATION**

1. It is the coach's responsibility to ensure that his/her athletes behave responsibly while on the bus. Athletes should be reminded that as team member, they are representing Long

- County High School, and any misconduct will negatively reflect on their team, coach, and school.
2. A coach must accompany his/her team on a bus. Only in emergencies will a team be allowed to travel on a bus without a coach being present.
  3. The following rules apply to all bus trips:
    - a. No food or beverages on the bus unless approved by the bus driver.
    - b. Athletes shall clean off their cleats before boarding.
    - c. All paper, tape, wrapping, bandages etc. shall be picked up before getting off.
    - d. Heads, arms, and hands shall remain inside the bus.
    - e. Athletes shall remain seated, refrain from throwing objects, and keep their hands to themselves.
    - f. Emergency doors shall *not* be used as an exit, except in an emergency. These exits may be used for loading or unloading equipment.
    - g. All equipment (ball bags, hurdles, water coolers, etc.) are to be placed so that all emergency exits are kept clear.
  4. Students are not permitted to drive their automobiles to away contests; however, under unusual circumstances, parents may be permitted to drive their children to or from contests with the permission of the Athletic Director. In those instances, parents should speak to the coach prior to the contest/event and put their request **in writing to the Athletic Director**.
  5. Team members may only be release to their own parents or guardians. Parents are required to sign out with the coach if the player will not ride the bus back to the school.

### **AWARDS SYSTEM**

A system of awards has been established to recognize the contributions and achievements of all members of Long County athletic teams. It is the coach's responsibility to convey the criteria for the awarding of participation credit at the varsity and junior varsity level. The criteria shall be explained to all squad members at the beginning of a sport season. It should take into consideration an athlete's level and quality of participation during a season as well as his/her previous years' contributions in that particular sport. A record of each student's participation on athletic teams will be maintained by the Athletic Director.

In order to qualify for an award, the student must meet all standards set forth by the Athletic Director and coaches. The student must complete the entire season (including playoffs) to meet the requirements of completion.

1. **Varsity** - First-time varsity award winners who meet the eligibility requirements will receive an eight-inch chenille letter and pin insert. For subsequent varsity awards, athletes will only receive a pin insert. Certificates will also be awarded, and all varsity presentations will be made at the banquet at the end of the season.

In order to receive a letter in a sport, the student must meet the following requirements as specified by each sport:

- a. Baseball – participate in 60 innings.
  - b. Football – participate in 18 quarters.
  - c. Basketball – participate in 40 quarters.
  - d. Softball – participate in 40 innings.
  - e. Track – participate in 66 2/3 percent of track meets.
  - f. Golf – participate in 66 2/3 percent of golf matches.
  - g. Cross Country – participate in 66 2/3 percent meets.
  - h. Cheerleading – participate in 66 2/3 percent of all games.
2. **Junior Varsity** – Award winners will receive a certificate. These will be presented for all junior varsity participants by coaches at the conclusion of each sport season.
  3. **Special Awards**
    - a. Each coach will determine the special awards given to players in his/her sport. Coaches may consider giving an award based on academic performances along with athletic performances.

### **PARENT PARTICIPATION**

It is our desire that positive relations may be maintained between parents and coaches. Parents are encouraged to ask questions regarding their child's performance and/or status, and a meeting can be arranged by calling the coach. In the event that hostile feelings or arguments ensue, the meeting should be immediately terminated by either party and another meeting scheduled with the Athletic Director present.

Parents are encouraged to adhere to the following **protocol** when a conflict arises. The parent should first:

- **Speak to the coach directly.**
- If the issue has not been resolved, then speak to the Athletic Director.
- If the parent needs further assistance after having spoken to the coach and the Athletic Director, seek advice from the building principal.

### **BOOSTER CLUB**

Each sport has its own booster club composed of parents of students and other members of the community who are concerned with the promotion of properly supervised athletics in the Long County School System. Each team benefits from the club's sponsorship of various activities. Parents are encouraged to support its activities by becoming members of the Booster Clubs.

### UNACCEPTABLE BEHAVIOR

Student-athletes at Long County High School are required to conduct themselves as responsible young adults. The following list contains reasons that a student may be suspended or dismissed from the athletic program:

- a. The sale or use of illegal drugs, alcohol, or tobacco,
- b. Stealing from school or fellow team members,
- c. Any act of insubordination toward the Head coach or any assistant coach,
- d. Any act or conduct, at school or away from school, that in the opinion of the coach or Athletic Director reflects on the athletic program in a negative manner or below acceptable standards,
- e. Missing practices without permission,
- f. Persistent profanity,
- g. Any acts of dishonesty,
- h. Flagrant acts of disloyalty to his or her team, coaches, and school,
- i. Consistent lack of effort, and/or
- j. Refusal to accept the discipline related to the minor rules of each sport.

### **PART III – FORMS**

The following pages include sample copies of the following forms:

1. **Acknowledgement Form** that must be signed by the student-athlete and his/her parent/guardian and returned to the coach. This form is a declaration that all concerned have read the handbook and understand the rules and regulations governing the Athletic Program. Student-athletes who participate on one of our athletic teams will not be allowed to participate in a team function until the signed form has been returned to the coach prior to each sport season. Once the coach has collected all of his/her forms, the coach will submit them to the Athletic Department to be kept on file.
2. **Code of Behavior Letter** to be signed and submitted by each athlete, prior to each sport season
3. **Parent Permission Form and Insurance Release**
4. **Emergency Contact Information**

**LONG COUNTY HIGH SCHOOL****Athletic Department****ACKNOWLEDGMENT FORM**

It is the responsibility of the parents and students to read the **Long County Parent-Student Interscholastic Athletic Handbook** prior to participating in our interscholastic athletic program. The information contained in this handbook outlines the Policies, Rules and Regulations that govern our program. The school district requires that you and your student-athlete sign this Acknowledgment Form and return it to your son/daughter's coach. Please return the form as soon as possible. No student-athlete will be allowed to participate in a game until this form is returned.

I/we have read the Long County High School Parent-Student Interscholastic Athletic Handbook and understand the Policies, Rules and Regulations that govern the program.

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**Student-Athlete Name Printed**

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**Student-Athlete Signature**

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**Date**

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**Parent/Guardian Signature**

---

**Date**

**PLEASE RETURN THIS FORM TO YOUR COACH**

**LONG COUNTY HIGH SCHOOL**

**Athletic Department**

**Code of Behavior**

Dear Parents:

I am pleased that your son/daughter has expressed a desire to participate in the Long County athletic program. By becoming a member of an athletic team, you and your child have assumed a responsibility to fulfill a significant and important commitment to his/her teammates, coaches, and team. Student-athletes play a major role in the image of our school and community. They must understand that when they are wearing our school uniform, they are representing Long County as a whole and not as an individual. We want the image of our community to be positive and any acts that are considered unacceptable will not be tolerated. The athletic department and the administrative staff reserves the right to discipline a child as they see fit in the event of any behavior that is deemed inappropriate or negatively affects the image of our school or community. We recognize the right of all students to practice the teachings of their religion, observe religious holidays, and attend religious education programs. Such requests to be excused from practice/competition will be honored without penalty. All students must comply with the following rules:

**1. Possession/use of alcohol or illicit drugs and smoking/use of tobacco products:**

Long County High School has a zero policy on alcohol, drugs, and tobacco products. If a student is caught with any of these substances, he/she will be referred to a discipline tribunal and will be suspended from any extracurricular activities for the remainder of the school year.

**2. Hazing or Harassment of another student(s).**

Hazing or harassment of another student will not be tolerated. The first offense for his unacceptable behavior will result in immediate out-of-school suspension and immediate suspension from the team for a period of one week. The second offense will result in immediate out-of-school suspension and suspension from the team for the remainder of the season.

**3. Regular school attendance is mandatory for all athletes. On the day of a contest, a student-athlete must attend school for 6 hours and 25 minutes in order to participate in the athletic event. If a student does not attend the mandatory number of hours, he/she will not be allowed to participate. Also, a student-athlete is not allowed to be tardy or absent on the morning following an athletic event. Excessive tardiness or absenteeism following an event will not be tolerated and consequences will be enforced.**

**5. Regular attendance at practices/contests is essential to remain as a team member. Absences from practices and contests must be excused by the coach in advance and will be approved only for compelling reasons.**

**6. Athletes will be required to return all issued equipment or pay for replacement. Replacement equipment will not be issued until payment for the lost item(s) is made.**

**7. Student-athletes must abide by all rules stated in the Long County Student handbook. Special privileges will not be given to athletes.**

When participating in athletics, the possibility exists that athletes may sustain an injury, and it is very important that you and your child acknowledge this risk. While our overriding concern is the physical well-being of our students, there is a possibility that an athlete may suffer a severe injury as a result of participating in athletics. In the event an injury occurs while participating in sports, it is the athlete's responsibility to report to the coach or athletic director immediately.

After having read this letter, please sign it, indicating your understanding and support of the rules and your acknowledgement of the risk of injury. Your son/daughter must also sign and return it to his/her coach.

Sincerely,

Karen Swindell, Athletic Director

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

Athlete's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Long County Athletic Department**  
**Parent Permission Form**

My (son/daughter) \_\_\_\_\_ has my permission to travel to and from official athletic contests with a member of the Long County teaching staff in the event that school transportation (bus or van) was not available.

I also give my (son/daughter) \_\_\_\_\_ permission to participate in the following sport(s): (check all that may apply during this school year).

- |  |                                     |
|--|-------------------------------------|
| <input type="checkbox"/> Football      | <input type="checkbox"/> Basketball |
| <input type="checkbox"/> Softball      | <input type="checkbox"/> Track      |
| <input type="checkbox"/> Cheerleading  | <input type="checkbox"/> Baseball   |
| <input type="checkbox"/> Cross Country | <input type="checkbox"/> Golf       |

I also give my (son/daughter) permission to leave school to attend any athletic contest for the sport listed above. I realize that my child may be required to leave school early to travel to away games and it is his/her responsibility to make up any missing assignments in a timely manner.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Insurance Release**

My (son/daughter) is covered by the following insurance:

Check one and complete the information requested.

\_\_\_\_\_ Private Insurance

\_\_\_\_\_ School Insurance

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

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

Policy Number: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Group Number: \_\_\_\_\_

If my (son's/daughter's) family doctor is not available, the school reserves the right to send my (son/daughter) to an available doctor. I hereby appoint Long County Schools to act as my agent for the purpose of obtaining medical treatment in the event of an injury.

I understand that the school, school officials, or coaches will not be held liable in case of an accident or injury involving my (son/daughter). I agree to be responsible for all medical expenses incurred. In the event that Long County Schools incurs expenses for medical treatment, I agree to reimburse said school in full.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**LONG COUNTY HIGH SCHOOL  
ATHLETIC DEPARTMENT**

**EMERGENCY INFORMATION**

Sport \_\_\_\_\_ Date \_\_\_\_\_

Athlete's Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Home Phone \_\_\_\_\_

Father's Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mother's Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Family Physician \_\_\_\_\_ Phone Number \_\_\_\_\_

Family Dentist \_\_\_\_\_ Phone Number \_\_\_\_\_

Allergies \_\_\_\_\_

Present Medications \_\_\_\_\_

Emergency contact/phone number (friend/relative) \_\_\_\_\_