

**CLAYTON COUNTY
MIDDLE SCHOOL
ATHLETIC HANDBOOK**

Guidelines for the CCPS
Middle School Athletic Program

Revised March 2016

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Preface

Interscholastic athletics for Clayton County Middle Schools shall be administered as a part of the total school program and under the same administrative guidelines as other parts of the educational program. All events in which Clayton County Middle Schools participate shall be conducted under the rules and regulations of the Clayton County Board of Education, Georgia State School Board Policy, Georgia State Standards, and the Southern Association of Colleges and Schools Standards.

All Clayton County Middle Schools shall abide by the Georgia High School Association Constitution unless otherwise noted in this Handbook.

Extra-curricular activities are an integral part of the total school program. All coaches must be considered as teachers first and coaches second with the understanding that the aspects of the two programs are interrelated.

Philosophy

The Clayton County Middle Schools athletic program is based on the premise that students in the transitional years between childhood and adolescence have characteristics and needs that are unique to their age group. Coaches of middle school students should possess an understanding of the characteristics of the age group and should utilize a variety of methods in working with the students.

The goal of each athletic activity should be to improve physical fitness, coordination, confidence, and the ability to follow directions, while developing such values as cooperation, sportsmanship, discipline, self-respect, and respect for others. Although excellence is a worthy goal and students should strive to win, they should also learn to recognize the value of participating in a team effort and in doing their best. In order to be effective, the athletic program at each school should be a cooperative venture shared by the administration, coaches, and parents working together to provide a positive experience for students.

Middle School Athletic Committee

The committee will consist of three middle school principals, one alternate, all assistant superintendents as ex officio members and 3 middle school athletic directors appointed by the County Athletic Director who will have a voice but not a vote. One of the principals will be elected chairperson and one will be elected vice chair. When a committee member changes positions or makes the decision to vacate membership, the County Athletic Director will recommend a replacement for that member to the current committee. All final votes will be held by Principals and County Athletic Director.

Duties of the Middle School Athletic Committee:

Approve changes to the Middle School Athletic Handbook.

One member will attend the monthly meeting of the middle school athletic directors.

Act as an appeals board for decision made by the system Athletic Director concerning rules violations as outlined in this manual.

Perform other duties as directed by the Assistant Superintendents.

Administration

The following process shall be used in determined violations to be adjudicated by the Athletic Committee:

- Suspected violations are reported to the principals of a school. The reporting person may be a teacher, coach, student, or private citizen. The suspected violation must be in writing and copied the principal of the accused school and to the system athletic director.
- The principal of the school to whom the report was made will investigate the suspected violation within 48 hours.
- If the allegation has merit, the principal who has investigated the allegation will file a written summation with the Clayton County Athletic Director within 24 business hours
- The system athletic director will contact the suspected violating school and discuss the situation with the principal and render a decision as per the Athletic Handbook or the GHSA Constitution.
- The AD may, as his/her discretion, conduct meetings with all or some of the parties involved prior to rendering a decision.
- The defending party may appeal the decision in writing within 24 business hours and the MSAC will be convened within 48 business hours to review the appeal and render a final decision.
- See Policy #109 Appeals Process

Commitment to Gender Equity

The Clayton County Board of Education is committed to equal opportunities for male and female student athletes as shown by its policy IDFA titled “Interscholastic Athletics Gender Equity in Sports” and dated 8/16/2001.

The Athletic Director will serve as the Gender Equity Coordinator in each middle school. The duties of this individual will be to collect and tabulate athletic data throughout the school year. All personnel at the school level are to cooperate fully with requests for information by the Gender Equity Coordinator so that he/she can effectively complete the duties of this position.

POLICY #101**Duties & Responsibilities of Middle School Athletic Director**

Athletic Directors are employed to oversee the entire athletic program at the school and reports directly to the principal of the school.

1. Provide leadership in the selection, assignment, and evaluation of athletic coaches at your school.
2. Foster good community relations by keeping the community informed of athletic events.
3. Meet with coaches, parents, and athletes when appropriate to solve on site problems.
4. Schedule all athletic events following guidelines provided by the county athletic director.
5. Attend monthly Athletic Director meetings.
6. Arrange transportation for all athletic contests.
7. Develop appropriate rules and regulations for the conduct of athletes during athletic activities.
8. As AD make sure you are versed on GHSA & MSAH requirements for all sports offered at your school. Insure that individual coaches are versed in their sport. Discuss rules, regulations, requirements, equipment, scheduling, and other necessary areas of concern with coaches in each sport.
9. Insure that all athletes who participate are eligible according to GHSA & MSAH, that eligibility forms, physical forms, and agent notification forms are up-to-date and on file in a central location.
10. Prepare and forward all necessary forms to the county athletic office according to required time schedules.
11. Meet monthly with the coaching staff to review schedules, county athletic department information, gender equity issues, and other information which individual coaches may tend to overlook or deem unimportant. Keep a school athletic calendar and discuss its correctness at this meeting, update it as needed. Inform the county athletic department of any changes.
12. Prepare and administer the athletic program budget as well as overseeing all athletic accounts and approving expenditures. Supervises all ticket sales and fund-raising events in the athletic department and assumes responsibility for proper handling and accounting of monies involved.
13. Serve as Gender Equity Coordinator.
14. Requisition supplies, uniforms, and equipment for athletic programs. The AD will follow timelines for ordering equipment through the county athletic department.
15. Supervise the cleaning, storage, and care of all athletic equipment. The AD will meet with the coaches of each sport that issues uniforms and discuss details of proper uniform and equipment storage and collection. Each coach will utilize a form which lists each player; equipment/uniforms issued, and return dates. The coach/AD will hold participants responsible for the return of school property and require payment when equipment is not returned.
16. Assume general responsibility for the supervision of all home athletic events including arranging for reception of visiting teams to the campus, dressing room facilities, restrooms, security, and seating areas for fans.
17. Make arrangements for use of non-school playing fields for games and practices when needed and arrange practice schedules for the coaches on the fields and in the gyms.
18. Keep records of the results and maintain records of all athletic contests for the school and coordinate a recognition program for school athletes. Assure that all game results are called in to newspapers.
19. Coordinate the scheduling and preparation of each athletic field on campus for each athletic activity sponsored by the school including proper off-season and summer maintenance.
20. Follow guidelines established by the county athletic director regarding equipment orders, proper care for equipment, attending meetings, scheduling of contests, and submission of documents.

21. Oversee the Lay Coach Program and be able to interpret the rules and guidelines of the program to your staff, principal, and other parties who may have questions.
22. As AD you are responsible for developing high expectations for the conduct of your coaches at athletic events. Professional behavior must be modeled for the participants.
23. The AD is responsible for the safety of participants within reason. Make sure that you and your staff develop a system for notifying parents and medical personnel when appropriate. Do not allow students to practice or play in unsafe condition.

POLICY #102 Qualifications of Coaches

Coaches in CCPS Middle Schools must meet the following three (3) qualifications:

- Be a **CERTIFIED (hold a clear renewable certificate)** employee of Clayton County Public Schools
- Hold certification in Red Cross First Aid
- Attend a coaching clinic for each sport coached prior to that season or watch the video of that meeting or complete an online coaching clinic. School AD's are responsible for monitoring this requirement.

Failure to complete this requirement will be noted by the school AD and copied to the school principal and the system AD. This requirement is part of the Duties and Responsibilities of the employee.

School may use lay coaches per the current Clayton County policies.

Volunteer (unpaid) coaches may be used to augment the paid coaching staff in all sports. Lay and volunteer coaches must attend the coaching clinics and be registered with the system AD.

Non-Exempt employees are prohibited from coaching or volunteering with athletics in any way.

POLICY #103 Coaching Restrictions

1. Teachers at one middle school may not coach at another middle school. Middle school teachers, however, may coach at high school.
2. Teachers under contract with CCBOE may not be under contract, either verbal or written, to coach in another school system. (See the GHSA Constitution for exception to this rule.)
3. Being an athletic director at a middle school is a full-time position. Duties and responsibilities include supervision of students, financial accounting, community involvement, and overseeing coaching staff. Middle school athletic directors may not coach at other schools.
4. Coaches at a middle school may not coach a sport at a high school if there is an overlap between the two sports. The season at the middle school must end prior to any coaching responsibilities at the high school.
5. Coaching supplements may not be split between two persons without written permission from the central office. Any such request should be made to the county Athletic Director. Approval or denial will be sent to the school principal.

POLICY #104 Coaching Management & Remuneration

Clayton County Public Schools will pay a supplement for the following coaching positions in Middle Schools:

- Athletic Director (1)
- Head Football (1)
- Assistant Football (3)
- Head Basketball (2) –one boys' and one girls'
- Head Track (2)

- Assistant Track (1)
- Swimming (2)
- Volleyball (1)
- Cheerleader (1)

Coaching supplements for spring sports (swimming and track) will be paid in lump sums at the end of the season. When the school athletic director verifies that all responsibilities have been met, a completion of duties form will be signed by the school athletic director and the school principal. That form will be sent to the county Athletic Director who will sign and forward it to payroll. (The form is available on the county web site.)

All lay coach supplements will be paid in lump sums at the end of the designated season upon request by the school AD under the signature of the school principal. (The form for requesting this payment is on the county web site.)

An entrance fee is charged for all CCPS Athletic Contests. As per board policy, established procedures and guidelines must be followed when dealing with gate receipts. All football receipts will be forwarded to the system athletic director. All other gate receipts are retained at the school to support all other programs. It is recommended that all of these gate receipts be placed in the school's Athletic Account and dispersed at the discretion of the school principal.

The local school is responsible for transportation requests for athletic competition seasons. The local school athletic director is responsible for those requests.

Local schools will have monthly athletic departmental meetings for clarity regarding current issues as soon as possible after the system AD meeting.

POLICY #105 Duties, Responsibilities & Conduct of Coaches

Clayton County Middle School coaches will be upheld to the highest standard and expected to follow the guidelines set forth by the Clayton County Board of Education, the MSAC, and the County Athletic Director. Always follow policies and procedures and if you have any questions or concerns please always direct them to the school level Athletic Director first.

A. Duties

- 1. To the Clayton County Board of Education.**
- 2. To the School and the entire faculty/staff**
- 3. To the School Coaching Staff**

One must bear in mind that his or her sport is **not** the only sport; it is only part of the total athletic-educational program and of the school. Therefore, it is important to **support, promote and cooperate** with all coaches for the well being of the **total athletic program**.

- 4. To the student athletes**
 - Provide safe environments
 - Properly plan an activity
 - Evaluate their athletes or students for injury
 - Match or equate athletes
 - Provide or maintain proper effective equipment
 - Warn of inherent risks of a sport
 - Supervise closely
 - Know and use emergency procedures and first aid
 - Keep adequate records
 - Know school policies

5. To the parents of student athletes

a. Hold a Parent Meeting at the beginning of the season

- b. Provide Season calendar, include practices and events
- c. Keep open line of communication
- d. Avoid confrontations if at all possible, always keep a calm head
- e. Schedule a meeting with the AD or Administration if needed; **NEVER** meet with a parent alone

B. Responsibilities

1. Head Coach Responsibilities

- a. Responsible for inventory of the sport that you coach
- b. Turn in an inventory 2 weeks after the season ends
- c. Turn in your order request for the next year within two weeks of your season ending
- d. The Eligibility list will be turned into the Athletic Director one week prior to the first game

The following information must be included:

- Name of the athlete
- Date of birth
- Grade level
- Date of physical (Physicals expire 1 year from that date)
- Date of first practice, if different from starting date

This list must be in alphabetical order!

- e. All physicals for students who tried out must be turned into the Athletic Director with eligibility
- f. All purchasing will be made through the Athletic Director
- g. Head coach is responsible for their own playing surface and locker room. Each coach is responsible for keeping practice areas and locker rooms in order. Storing equipment neatly and using equipment properly. Pride in the equipment and facilities are of primary importance to all athletes and coaches. Always keep area locked.
- h. **Mandatory attendance** for all fund raisers or assigned duties and **cannot leave until all students have left campus** and all other duties are completed.
- i. List of all your athletes lettering due at the end of the season. (Athletes may letter only one time in Middle School)
- j. Must obtain the following on all athletes before he/she is **allowed to participate** in any activity. (Try-outs, practice or games)

- i. Physical
- ii. Insurance waiver
- iii. Proof of passing 5 of 6 classes the previous semester.
- iv. Date of birth

- k. Responsible for **complete lockup** of the school's facilities during the season, includes all **7th & 8th grade games and practices**

- l. Stay until all of your athletes have left campus. (Make sure all athletes stay outside and do not re-enter the building without supervision.

- m. Prepare practice schedule and organize players during practices and games
- n. Responsible for all your assistants coaches, assign specific duties, train assistants to become head coaches and attend all mandatory clinics for your sport.

- o. Responsible for all athletes while off campus during away games or events

- p. Other duties may be designated by the Athletic Director or an Administrator in or out of your season

- q. If absent from school, contact the Athletic Director concerning other school duties and responsibilities and contact Assistant Coaches for in-season duties
- r. Obtain a bus license if at all possible
- s. Responsible for all announcements concerning your team
- t. Direct any and all questions to school AD, do not contact County AD.
- u. Responsible for providing all-star players to the all-star team and attending all all-star practices and games.

2. Assistant Coach Responsibilities

- a. Assist Head Coach with inventory of the sport that you coach.
- b. Assist Head Coach with eligibility requirements
- c. Mandatory attendance of all athletic functions and remain until all duties are completed
- d. Assist Head Coach with **complete lockup** of the school's facilities during the season
- e. Attend all practices of the sport that you are coaching and be on time due to liability.
- f. Assist Head Coach with maintenance of playing surface.
- g. Prepare equipment for all games or practices.
- h. Responsible for all athletes during practice or games. Supervise athletes until they leave campus. (Make sure all athletes stay outside and do not re-enter the building without supervision.)
- i. **Other responsibilities** may be designated by the Head Coach, Athletic Director or an Administrator **in or out of your season.**
- j. **If absent from school**, contact the Head Coach for in-season duties and the Athletic Director concerning other school duties and responsibilities.

Coaches are in a unique position to influence behavior and character development; therefore, it is essential that the conduct of coaches be of the highest order and that coaches assume the responsibility for assuring equally desirable conduct from their teams. Specific areas of emphasis are:

- To refrain from the use of profanity in the performance of duties.
- To refrain from the use of tobacco while in the presence of students. CCPS policy prohibits the use of tobacco while on school property.
- To be responsible for the behavior of students and to make every effort to see that students do not argue with officials or display unsportsmanlike behavior.
- To be well groomed and appropriately dressed at all times.
- To be supportive of administrative decisions.
- To maintain a high standard of sportsmanship in relationships with coaches, players, officials, parents, and fans.
- To extend professional courtesy to other members of the profession at all times.
- To give each student an equal/fair opportunity.
- To avoid intentionally humiliating one's opponent in competition.
- To vacate one's position only after all records are complete and can be readily understood by one's successor and only after appropriate notice to one's employer.

Remedies and penalties

Coaches ejected from a CCPS athletic contest, either as a head coach or as an assistant coach will not be allowed to coach during that team's next regularly scheduled contest. The coach shall have no role in nor be in attendance at the contest's warm-ups, activities, or game. The school AD will notify need to know personnel of all event ejections. Notification of the ejection shall be submitted to the Clayton County Athletic Director, the Assistant Superintendent of Middle Schools, the Middle School Athletic Committee and the Principal of the school within 24 hours.

Coaches that are ejected for the second time in one season shall serve a suspension of two games. Suspensions shall carry over into the next season if necessary. Notification of second ejections shall be submitted to the Clayton County Athletic Director, the Assistant Superintendent of Middle Schools, the Middle School Athletic Committee, and the Principal of the school within 24 hours.

POLICY #106 Sportsmanship

One of the primary objectives of educational athletics is good sportsmanship. The National Federation of State High School Associations has adopted the following guidelines for sportsmanship. Middle School students should set a good example in the matter of sportsmanship and quickly condemn unsportsmanlike conduct of the part of other students or adults. To this end they should:

- Remember that a student spectator represents his/her school the same as does the athlete.
- Recognize that the good name of the school is more valuable than any game won by unfair play.
- Respond with enthusiasm to the calls of the cheerleader for yells in support of the team, especially when the team is losing.
- Learn the rules of the various athletic games so that, either as spectators or critics, they will be intelligent.
- Accept decisions of officials without question.
- Express disapproval of rough play or poor sportsmanship on the part of players representing the school.
- Recognize and applaud an exhibition of fine play or good sportsmanship on the part of the visiting team.
- Be considerate of the injured on the visiting team.
- Insist on the courteous treatment of the visiting team as it passes through the streets or visits the local school building and extend the members every possible courtesy.
- Acquaint the adults of the community and the students with the ideals of sportsmanship that are acceptable to the middle school.
- Impress upon the community its responsibility for the exercise of self-control and fair play at all athletic contests.
- Advocate that any spectator who continually evidences poor sportsmanship be requested not to attend future contests.
- Insist on fair, courteous, and truthful accounts of athletic contests in local and school papers.
- Be familiar with the state rules of eligibility and support their strict enforcement.
- Encourage the full discussion of fair play, sportsmanship, and school spirit through class work and assembly programs in order to discover ways by which students and schools can develop and demonstrate sportsmanship.

POLICY #107 Practice Guidelines

Practice in any extracurricular activity is defined as an assembly of three (3) or more students participating in any extracurricular activity in the presence of or under the direct or indirect supervision of a coach in that specific activity. (NOTE: Remember that practice guidelines and other definitions are taken directly from the GHSA Constitution. Please read that document for further clarification.)

Neither schools nor coaches shall suggest, require, or otherwise attempt to influence students to participate in or practice in any extracurricular activity outside the state or county designated season during the school year.

Legal practice dates are established for each activity/sport. Those dates correspond with the GHSA practice dates and are adjusted as needed by the Middle School Athletic Committee during spring for the succeeding year. An illegal practice is one that occurs when a coach works with three (3) or more student outside the legal practice dates established by the Middle School Athletic Committee. **Pre-season scrimmages or contests constitute an illegal practice unless expressly allowed by the Middle School Athletic Committee during the spring of the year preceding the scrimmage.**

Conditioning of athletes two (2) weeks prior to the state or county designated season shall not be deemed illegal practice.

During summer break, if practices are held, participation must be voluntary. All summer camps and summer programs must meet GHSA guidelines and participation dates.

Legal practice dates are established for each activity by the Georgia High School Athletic Association and can be found in the Georgia High School Association Constitution and Bylaws Book.

Spring football/volleyball practice is limited to ten (10) consecutive school days from the starting date regardless of weather.

POLICY #108 Awards Guidelines

Awards will be considered as trophies or letters.

The CCPS Athletic Director will furnish the following trophies:

- Volleyball 2 trophies (champion, runner-up)
- Football 2 trophies (champion, runner-up)
- Basketball 4 trophies (boys' & girls' champion and runner-up)
- Swimming 5 trophies (boys' & girls' champion and runner-up and one overall champion)
- Track 5 trophies (boys' & girls' champion and runner-up and one overall champion)
* Medals will also be awarded for 1st, 2nd, & 3rd place finishers in track and swimming events.

The CCPS Athletic Director will furnish letters with the following stipulations:

- Athletes are to receive only one letter in middle school.
- Athletes lettering in more than one sport will receive a pin and bars thereafter for each year they letter in a particular sport.
- Each school should keep an up-to-date list of all students who have lettered and should keep this list on file in the principal's office.

POLICY #109 Recruiting/Undue Influence

The use of influence by any person connected directly or indirectly with the school to secure or to retain a prospective athlete is prohibited.

Undue influence or recruiting is defined as the attempt by anyone connected directly or indirectly with a member school to induce a student of any age to transfer from one school to another for athletic or literary competition purposes.

Evidence of undue influence includes, but is not limited to, personal contact by coaches and sponsors in an attempt to persuade transfer of schools, gifts or money, jobs, supplies, clothing, free transportation, admission to contests, invitation to attend practice games, or free tuition.

Steps in reporting violations of rules in recruiting, age, academics, illegal practices, and all other rules violations are listed in the Administrative Section of this Handbook.

All employees of the Clayton County Public Schools should be continually aware that they are bound under federal law (FERPA) to protect the confidentiality and privacy of all students within the public school system.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):

- ♦ Other schools to which a student is transferring;
- ♦ Specified officials for audit or evaluation purposes;
- ♦ Appropriate parties in connection with financial aid to a student;
- ♦ Organizations conducting certain studies for or on behalf of the school;
- ♦ Accrediting organizations;
- ♦ To comply with a judicial order or lawfully issued subpoena;
- ♦ Appropriate officials in cases of health and safety emergencies; and
- ♦ State and local authorities, within a juvenile justice system, pursuant to specific state law.

POLICY #110 Appeals Process

A situation may occur that leads a principal to appeal the result of an athletic event. Such appeals should be made only on the rare occasion that the interpretation of a specific rule has affected the final score of the game. Appeals should not be made as a result of general disagreement with the officials or based on controversy involving judgment call. In the event that a principal wishes to appeal the final result of an athletic event, the following procedure should be followed:

- The principal should make an appeal in writing to the Chairperson of the Middle School Athletic Committee within 24 hours after the game is played.
- The Chairperson of the Middle School Athletic Committee shall schedule a meeting of the entire committee to hear the appeal within 48 hours. Members of the committee from the involved schools shall be removed from voting. In all cases, the Assistant Superintendent of Middle School must be present for the appeals meeting.
- The principal of the school making the appeal will be given the opportunity to explain the reason for the appeal.
- The principal of the other school will be given the opportunity to respond.
- After hearing the testimony from both schools, the committee will make a decision.
- Any school program not in compliance with the guidelines will face forfeiture of that particular game or games.
- NOTE: In a tournament or playoff situation, it will be necessary to resolve the appeal by 10:00 AM the morning following the game or the ruling will stand as is.

POLICY #111 Health and Safety of Athletes

Due to extremes in temperatures that can take place in Georgia during athletic events which are held outdoors, coaches should practice extreme vigilance in monitoring weather conditions. When the outside temperature is extreme, the following procedures shall be implemented across the county:

- Coaches will assure that players are hydrated before going outside.
- Coaches will assure that players have proper nutrition in the mornings and at lunch.
- During a game, after every touchdown or at every four minutes (based on the game clock), whichever comes first, the officials will call time out and send the players to the sidelines for hydration.
- Coaches will observe all players to assure that they are hydrating properly.

These procedures are to be considered the minimum expectations. Coaches and officials may see a need at their particular site to go beyond these procedures

Football Practice Regulations with Heat

New Guidelines are currently in place regarding heat and football practices. Please note the following changes and make sure that as a Head Coach or Athletic Director that your school is adhering to these policies. There will be no variance from these stated guidelines.

See Attached GHSA Bylaw 2.67 – This document must be signed by the head coach and placed in the hands of EVERY parent on the team.

WEIGHT TRAINING THAT OCCURS BEFORE OR AFTER ON FIELD PRACTICE IS ALSO CONSIDERED PRACTICE AND THAT TIME SHOULD BE DEDUCTED FROM THE DAY'S TOTAL PRACTICE TIME.

Acclimatization

- All football players **MUST** undergo a 5 day acclimatization process before participating in pads.
- This acclimatization process **MUST** take place 5 consecutive days. (It may wrap around a weekend).
- These practices are limited to 2 hours maximum.
- Athlete can only wear Helmet and Mouthpiece during these 5 days.
- First date of practice in pads is August 1, 2012.
- Athletes who attend after August 1 **MUST STILL** complete the acclimatization process.

Practice Components/Restrictions – Hydration/Cooling

- All players should be weighed before and after practice. Records should be kept.
- All rest times should be in cool zones with an unlimited hydration opportunity and out of direct sunlight.
- Practices held at or above 86 on the WBGT (Wet Bulb Global Temp) scale **REQUIRE** an immersion tub of ice water on site.
- Cooling of athletes should be done via cold sponge (Not towels) to prevent MRSA.
- The GHSA matrix is to be used for practice/heat guidelines on when practice can occur and under what conditions.

Football Practice Limitations

- Two-a-day practices may not take place on consecutive days.
- Two-a-day practices are limited to 5 hours in totality and 3 hours in one session. The 5 hours cannot be split into 3 sessions.
- Single practice days are limited to 3 hours.

Wet Bulb Globe Temperature Readings

- An Approved device will be provided by CCPS to every middle and high school.
- Wet Bulb Readings are to be mandatory and taken every 15 minutes and recorded.
- Wet Bulb Reading should be available for review by the Athletic Office upon demand.

POLICY # 112**Concussion Mandate**

Every coach (Middle and High) is mandated to complete the NFHS (National Federation of High Schools) Concussion Course once every 2 years. The Athletic Director must keep on file the current copy of the completion certificate.

Instructions for NFHS
Concussion Course

Instructions for taking the free NFHS online concussion course: (Completion of this course is mandated by Clayton County Schools Athletic Department for all High School and Middle School coaches.)

1. Go to the NFHS Learning Center website at <http://www.nfhslearn.com/>
2. Complete the brief registration exercise located at the upper right hand side of the page.
3. When your registration is complete you may "order" the free concussion course offered along the left hand side of the page. Continue following prompts. Although it may look like you'll be charged for the course, there is no cost.
4. Once you've completed "checkout," you'll be able to take the free online course (approximately 25 minutes long).
5. When you've completed and passed the course, print the certificate of completion and keep it on file with your school Athletic Director.

THIS IS MANDATED FOR EVERY COACH ON STAFF INCLUDING LAY COACHES

POLICY #113**Game Manager and Responsibilities**

The administrative head of each school shall operate all interscholastic contests and activities under direct and complete control of the school administration or designated school personnel. These responsibilities are not to be delegated by the board of education, superintendent, or principal to any person or persons who are not a part of the school staff.

If an athletic contest is scheduled for a school campus, the administrative head of the school has the responsibility of the operation of that contest. Every home contest, with the exceptions noted in the GHSA Constitution, shall be conducted under the supervision of a game manager who shall not be a participating coach. The game manager may be the principal, an assistant principal, the athletic director, or another responsible staff member who has been assigned that duty by the principal. Decisions to continue or discontinue an athletic event shall be made by the game manager prior to the beginning of the event. Once the event begins, the decision rests with the event officials, if the event requires officials. In the event no officials are present, (i.e. track), the game manager will make the decision.

Decisions to discontinue or continue an event at a campus are not made from a central location under normal circumstances (rain, wind, lightning, etc.). Decisions to discontinue or continue are made on site by the game manager/officials. Every attempt should be made to complete an event with the safety of the students the primary concern.

POLICY#114**All Star Game Policies & Procedures**

At the end of each season an All Star game will be held for Football, Volleyball and Basketball. The following Guidelines will be in place for each sport. The North and South teams will be divided as follows:

| <u>North</u> | <u>South</u> |
|---------------|---------------|
| North Clayton | Eddie White |
| Morrow | Lovejoy |
| Forest Park | Mundy's Mill |
| Babb | Pointe South |
| Rex Mill | M. D. Roberts |
| Adamson | Kendrick |
| Sequoyah | Jonesboro |
| Elite | Riverdale |

All Star Coach

The Coach of the North and South team will be decided on the coach whose team has the best record in their division. If there is a tie in the division the higher seeded teams coach will Coach the All Star Game.

Football

North Division

Each coach will submit 6 All Star Athletes to represent their school. Each athlete will be required to attend an All Star practice. Every athlete will be allotted at least 1 full quarter of playing time in the All Star game

South Division

Each coach will submit 5 All Star Athletes to represent their school. Each athlete will be required to attend an All Star practice. Every athlete will be allotted at least 1 full quarter of playing time in the All Star game

Volleyball

Each coach will submit 2 All Star Athletes to represent their school. Each athlete will be required to attend All Star practice. Every athlete will be allotted at least 1 full game of playing time in the All Star game.

Basketball

Each coach will submit 2 All Star Athletes to represent their school. Each athlete will be required to attend All Star practice. Every athlete will be allotted at least 1 full quarter of playing time in the All Star game.

Athletes for All Star Game will be selected by the head Coach and/or Athletic Director by one of the four criteria:

- a. Represents School in a positive manner
- b. Excels in Sport
- c. Team player
- d. In good Academic Standing

POLICY#115

Coach of the Year, AD of the year and Athlete of the Year Awards

Coach of the Year – After each sport season all Head Coach's will receive and submit their ballot electronically for County Coach of the year. Cheerleading votes will be cast after basketball season. Coaches may not vote for themselves.

AD of the year – In the first week of May, all Athletic Director's will receive and submit their ballot electronically for County Athletic Director of the year. Athletic Director's may not vote for themselves.

Male and Female Athlete of the year – In the first week of May all schools may nominate one male and one female student athlete for Clayton County Athlete of the Year. Each nomination must be submitted in writing and include 1 paragraph on why the athlete is deserving. Candidates must:

- Be Academically Eligible in the Fall and Spring Semester of that school year
- Have displayed true sportsmanship while participating – No Ejections
- Have Principal and Athletic Director approval before being nominated

The CCPS Athletic Office will provide a plaque to be delivered to the school of each winner.

SECTION 200 – ELIGIBILITY

POLICY #201 Certification of Eligibility

Students gain eligibility to compete for a given school after they have been certified by the principal of said school and processed by the CCPS Athletic Director. They must meet all the state requirements of scholastic standing, age, residence, and limits of participation.

For each sport and before the first competition, the athletic director at each school shall file an eligibility list with all other middle schools and with the CCPS Athletic Director. Failure to follow this procedure will be referred to the Middle School Athletic Committee for consequences which may include a fine and/or removal of the coach from his/her position.

Supplemental lists may be submitted at any time, but a student cannot compete unless his/her name has been submitted to all other middle schools. Lists may be submitted to other schools by fax, county mail, delivered personally or electronically. However, the list to the Clayton County Athletic Director must be a hard copy signed by the school principal.

POLICY #202 Age Eligibility

To be eligible to participate in interscholastic middle school activities, an 8th grader must not have reached his/her 15th birthday prior to May 1 preceding his/her 8th grade school year.

Official school records must be used to determine chronological age. Coaches may **not** rely simply upon asking the child his/her age. **Students are never eligible until the receiving school has possession of the official school records.**

POLICY #203 Residence Eligibility

A student must live within the attendance boundaries of the school he/she attends as determined by the Clayton County Board of Education. A student may be granted special permission to attend a school outside his/her attendance area. This is deemed a permissive transfer and **does not carry athletic eligibility**. The student will be ineligible for one academic year. The student may file for eligibility with the hardship committee. (See the form for filing for hardship at the county web site.)

The student must live with his legal parents or legal guardians within the attendance boundaries. In the case of divorced parents, a student is granted a one-time choice. Students who change residence without a corresponding move of the legal guardian(s) become a migrant student and are ineligible for one academic year. Migrant students may apply for eligibility through the hardship committee.

All transfer students must meet all above rules to be eligible to participate in interscholastic athletics. Seventh graders are always athletically eligible provided they attend their assigned school.

When a student is enrolled under the McKinney-Vento Act for Homeless Education, that student will be eligible to participate if he/she meets all other eligibility requirements.

If a student chooses to transfer to another Clayton County Middle School under the NCLB School Choice option, the student will be ineligible until the following academic year.

POLICY #204**Scholastic Eligibility**

It shall be the responsibility of the head coach of each sport, the school athletic director, and the principal to validate the eligibility of each participant. When validating scholastic eligibility, the following guidelines should be followed:

- **A student must pass at least 70% of classes the semester immediately preceding participation. This shall be determined based on the number of classes taken. 4 out of 5, 5 out of 6 or 5 out of 7 classes must be passed for the semester.**
- Eligibility is determined by averaging grades for a given semester. First semester is considered to be the first and second nine-week period of the school year and the second semester is the third and fourth nine-week period. Summer quarter is an extension of second semester.
- The grades of like subjects must be averaged together when possible, e.g., language arts with language arts, math with math, science with science, social studies with social studies, etc.
- If a student is enrolled in a performance music class, those grades must be averaged together, e.g. band with band, chorus with chorus, orchestra with orchestra. If a student changes from one performance class to another in successive nine weeks, those grades should be averaged together, e.g., band with chorus, orchestra with band, etc.
- Connections class grades should be averaged together. Connection classes include art, computer technology, foreign language, family and consumer science, and industrial technology.
- If a student is in the music rotation for connections subjects, then it is possible that the student could have physical education/health one nine weeks and a connection subject the following nine weeks or vice versa. If this occurs, then these two subjects should be averaged together to arrive at a connection average.
- Physical education/health grades should be averaged together.
- A special education student shall meet the same eligibility requirements as a regular student, except that the courses passed must be according to the student's I.E.P. Special Olympics or other programs designed exclusively for students with disabilities are exempt.
- In any instance where there is a question of eligibility, the principal may refer the issue to the system athletic director.
- Sixth graders are eligible to participate in all interscholastic athletics and are eligible upon entering middle school. Sixth graders grades do not need to be checked until the 2nd semester. All 7th and 8th graders must fulfill academic requirements.
- Semester Eligibility transition is applicable 24 hours after the date assigned to post grades.

POLICY #205**Make-Up Work**

Make-up work will be accepted on the same basis as make-up work is accepted for all other pupils in the local school, provided that such make-up work for each semester is submitted fourteen (14) calendar days after the close of each semester. The student is ineligible until such time as the make-up work is completed and the required passing grade(s) is recorded.

POLICY #206**Attendance Requirements**

Students will be permitted to participate in or practice extracurricular activities on a school day only if they have been in attendance at least one-half of the day. The principal must approve exceptions.

POLICY #207**Effect of Suspension on Eligibility**

Students assigned to suspension must be removed from extracurricular activities for the length of the suspension. This rule applies to both in-school suspension (ISS) and out-of-school suspension (OSS). The

student is ineligible to participate in any after school extracurricular activity **from the moment suspension is assigned until the day following the last day or part-day of suspension.** Any student assigned for any part of the day to in-school suspension or out-of-school suspension is not eligible to participate during that period.

Example: On Monday at 1:00 PM, a student is assigned to ISS for two days. The student served the two days on Tuesday and Wednesday. The student is ineligible for athletic competition and practice on Monday, Tuesday, and Wednesday.

Another example: On Thursday at 2:00 PM, a student is assigned OSS for one day. That student served one day OSS on Friday. The student is ineligible for athletic competition and practice on Thursday night, Friday, Saturday, and Sunday. The student may participate on Monday.

POLICY #208 Physical Examination & Insurance Requirements

Physicals:

Prior to participation in any athletic practice or events, students must have on file in the office a certificate of an annual physical examination indicating that the student is physically approved for participation. A physical is good for one calendar year from the date of the examination. Exception: Physicals completed on or after April 1 of the preceding calendar year are current through the following school year. Example: If a student has a valid physical on file dated April 15, 2010, that physical is valid through the 2010-2011 school year. A physical dated March 31, 2010, expires on March 31, 2011.

Insurance:

The student must also have on file in the office a letter verifying that the student's parents have either their own personal insurance or that they have obtained school insurance for their child.

All physicals and insurance waivers must be kept on file in one place for all athletes in the school. It is recommended that the two be stapled together for ease of auditing.

Effective immediately the new physical form from GHSA must be used for all new physical. The form is available at their website, www.ghsa.net, or on the system web site.

POLICY #209 Limits of Participation

The maximum number of contests in middle school, excluding the CCPS county tournaments and county play-offs are as follows:

| | |
|------------|-----------|
| Basketball | 15 games |
| Football | 6 games |
| Swimming | 6 meets |
| Track | 6 meets |
| Volleyball | 9 matches |

The end-of-the-season tournaments and playoffs are exempt from these limits.

Middle schools will not travel outside Clayton County for any athletic contest. In volleyball, with the approval of the school principal, teams from outside Clayton County may be scheduled for home games as long as the limits above are met. The only tournaments and playoffs are those at the end of each season between Clayton County teams. No holiday tournaments are permitted.

POLICY # 210 8th Grade Participation at High School

8th Grade students may participate at the Junior Varsity level at their feeder High school in the sports of Baseball, Softball and Wrestling. They must play for the high school they are to matriculate to, once they play for that school they are bound to that school unless a bonafide move occurs. They may only play 60% of the scheduled games.

SECTION 300 – FOOTBALL

POLICY #301 Rules/Guidelines

All football games must be played under the football rules as adopted by the National Football Rules Committee of the National Federation of State High School Association Constitution and By-laws. The principals or Middle School Athletic Committee Chairperson may approve exceptions on a case-by-case basis.

POLICY #302 Football Practice

No football practice in pads is permitted until three weeks before the first scheduled game. Schools may practice without pads for two weeks before the first day in pads. Headgears, mouthpieces, and football shoes may be worn during this period. Also, during this two week period, the coach may select a total of three days to include the use of shoulder pads. During this two week conditioning period, players must meet all criteria for eligibility and meet insurance requirements

POLICY #303 Maximum Number of Games

Each school will play six (6) games.

A team may not participate in more than one contest per week preceding a school day.

For any Pre-season Jamboree scheduled by CCPS Athletic Department, there will be an admission charge to cover the cost of officials and stadium managers. Coaches MAY be on the field with their players during the Jamboree. It is acceptable to have a concession stand open during the Jamboree.

POLICY #304 Football Officials

All football games will be played with four (4) dressed football officials so designated by the county athletic director. There may be times when only two officials arrive at the game site before game time. The game may proceed by mutual agreement of both head coaches and administration of both schools.

For safety issues and consistency of rules enforcement, the system athletic director will assign officials for all pre-season and regular season games.

POLICY #305 Length of Games

The length of each quarter for all middle school football games will be eight (8) minutes. There will be a ten (10) minute half-time. The principals and the county athletic director will be responsible for making the football schedule.

POLICY #306 Scheduling

The school athletic directors and county athletic director will be responsible for making the football schedule and presenting it to the principals for approval. The football schedule will be completed and presented to the schools during the spring for the following school year.

Football schedules will remain the same for two years with the location of the games alternating between the two sites.

In the event a new middle school opens during an odd year, schedules will be adjusted after one year to accommodate the new school.

POLICY #307 Play-Offs

The football playoff format allows eight teams with the best records to participate in the playoffs.

To determine play-off teams in case of a tie, the following procedures will apply.

- 1) In a tie between two teams:
 - a. If the two teams played during the regular season, the winner of that head-to head game will have the higher placement.
 - b. If the tie remains after “a”, and both teams have qualified for a play-off spot, the county athletic director will flip a coin to determine the higher seed.
 - c. If the tie remains after “a”, and there is a play-off spot for only one team, the two teams that are tied will meet at Tara Stadium on the Wednesday after the end of the regular season and play a tie-breaking game. Only the winner of that game will advance to the play-offs.
- 2) In the case of a tie among three or more teams, and there are not places in the play-off brackets for all three teams:
 - a. At any point in this process, if the tie can be broken so that only two teams remain tied, consideration of head-to head competition will be given.
 - b. If the teams that are tied have played during the regular season, and one team has defeated the others, the undefeated team will get the highest placement.
 - c. If the tie remains after “a” and “b” have been considered, a coin toss will determine the order of play.
 - d. When three teams are tied for two open spots, the following format shall be used:
 - Team “C” receives a bye
 - Team “A” plays “B”
 - Winner of the A/B game qualifies
 - Tie breaker #1 above then applies
- 3) In the case of a tie among four teams for one open spot, the pairing will be determined by a draw and the following format will be used:
 - Team “A” plays Team “B” in game one
 - Team “C” plays Team “D” in game two
 - Winners of games one and two play each other in game three
 - Winner of game three qualifies
- 4) In the case of a tie among four teams for two open spots, the pairings will be determined by a draw and the following format will be used:
 - Team “A” plays Team “B” and the winner qualifies
 - Team “C” plays Team “D” and the winner qualifies
 - Tie breaker #1 above then applies
- 5) If Mini-Games are not possible due to the Academic Calendar and ties cannot be broken with “a”, “b”, or “c” then teams will draw for playoff spots.

POLICY #308 Spring Practice

Spring football shall be limited to a period of two weeks (ten school days). The dates will correspond to those set up by the state for high school spring practice. This two-week practice shall be held after the conclusion of both swimming and track seasons. All GHSA rules apply for equipment worn by athletes.

POLICY #309 Uniforms and Equipment

Uniforms and equipment for football must be ordered according to a schedule by the system athletic director.. All orders must be turned in on a county order form to the county athletic director and signed by the principal of each school.

POLICY #310 Overtime Procedure

If at the end of the fourth quarter the teams have identical scores, the tie will be resolved by a method approved by the State High School Association. That procedure follows:

- 1) There will be a three minute intermission between the end of regulation play and the coin toss to start the overtime procedure.
- 2) The captains will meet for the coin toss and the winner may choose one of the following:
 - a. Be on offense first
 - b. Be on defense first
 - c. Choose the end of the field on which to play
- 3) The ball is placed on the 15 yard line and the offense keeps the ball until:
 - a. The ball is turned over on downs. (The team can offense can gain a first down.)
 - b. The defense gains possession. (The ball is dead immediately.)
 - c. The offense scores a touchdown or a field goal.
 - d. The offense misses a field goal.
- 4) After the first offensive team completes its possession, the opposing team gets their opportunity from the 15 yard line.
- 5) If the game remains tied after each team has had an offensive series, there will be a two minute intermission. The team that lost the first coin toss has the option for the second possession.
- 6) For each additional overtime period, the coin toss options are alternated.
- 7) Beginning with the third overtime period, each team must attempt a two-point conversion after a touchdown.
- 8) Each team is allowed one timeout per overtime period. No timeouts may be carried over from regulation play.
- 9) Penalty enforcement is handled the same way as in regulation play.

SECTION 400 – BASKETBALL

POLICY #401 Rules/Guidelines

All boys and girls basketball games will be played by the rules as published by the National Federation of State High School Association. All state standards will be met. These standards are found in the Georgia High School Association Constitutions and By-laws. This book is issued annually to the Athletic Director for each school. Each head coach is responsible for compliance to all state standards. The Middle School Principals Athletic Committee and the Clayton County Athletic Director may approve exceptions and modifications to the GHSA rules and regulations which shall be noted in this manual.

POLICY #402 Basketball Practice

Clayton County middle school basketball practice will start on a date set by the Middle School Athletic Directors and the County Athletic Director subject to the approval of the principals. The guidelines for pre-season conditioning will conform to the GHSA guidelines.

POLICY #403 Number of Games

The maximum number of games played by any CCPS middle school basketball team shall be 60% of the maximum number of games allowed for high school varsity teams. This limitation on the number of games does not include the CCPS middle school basketball tournament. **No CCPS middle school shall participate in any other tournament or round of games other than the official CCPS middle school basketball tournament.**

Only one game per week can be scheduled for a night preceding a school day. This does not apply to the CCPS middle school tournament. A player may play or dress for only one tournament per basketball season with a maximum of four tournament games allowed. SEE Policy 209 for further clarification.

POLICY #404 Basketball Officials/Gym Managers

All games will be played with two (2) basketball officials who have been assigned by the county athletic director.

Each home team for shall establish a gym manager who may be the principal, an assistant principal, the athletic director or another responsible staff member who has been assigned that duty by the principal. The gym manager may **NOT** be a participating coach. The gym manager is the responsible person for problems and issues which may arise during the game. The manager should remain visible and inside the gym throughout all games.

The gym manager will be responsible for meeting and greeting the officials, security and the visiting team. The GM will escort the officials to their quarters and insure they have privacy and hot water for showers. The GM will insure that the GHSA Sportsmanship statement is read before each game of the day.

POLICY #405 Length of Games

All girls/boys middle school games will be played in twelve-minute halves. There will be a five-minute half time and a five-minute warm-up time between the girls and boys games.

For evening games, the first game of a regular season girls/boys double headers (on a night preceding a school day) should begin at 5:00 PM. Games scheduled on a night preceding a school day must be over by 8pm or called due to curfew. The game manager is responsible for calling the game due to curfew.

POLICY #407 Scheduling of Games

The school athletic directors and county athletic director will be responsible for making the basketball schedule and presenting it to the principals for approval. The basketball schedule will be completed and presented to the schools during the spring for the following school year.

Basketball schedules will remain the same for two years with the location of the games alternating between the two sites.

In the event a new middle school opens during an odd year, schedules will be adjusted after one year to accommodate the new school.

POLICY #408 Tournament Seeding

Seeding for the middle school basketball tournament will be based on win/loss records of each team. The team with the best record will be seeded number one with the remaining seeds being determined in the same manner.

In the event that two or more teams have identical records, head-to-head competition will serve to break the tie. If a tie still exists after considering head-to-head competition, the teams involved will draw for the seeds in question.

Examples:

| | | |
|--------|-------|--|
| Team A | 2 – 0 | Teams are seeded accordingly within those three positions for which they are tied. |
| Team B | 1 – 1 | |
| Team C | 0 - 2 | |

| | | |
|--------|-------|--|
| Team A | 1 – 1 | No team has an advantage; coin is flipped. |
| Team B | 1 - 1 | |
| Team C | 1 - 1 | |

| | | |
|--------|-------|----------------------------|
| Team A | 3 – 0 | Teams are seeded as shown. |
| Team B | 2 - 1 | |
| Team C | 1 - 2 | |
| Team D | 0 - 3 | |

| | | |
|--------|-------|--|
| Team A | 2 – 1 | Winner of head-to head between A & B receives the higher position. The same is true for C & D. |
| Team B | 2 – 1 | |
| Team C | 1 - 2 | |
| Team D | 1 – 2 | |

The same procedure will be followed for all ties. In case of an unusual situation where a game ended in a tie as a result of a curfew (which is possible) or was not played, each team receives .5 win and .5 loss for seeding purposes. Forfeited games will count as a win for the team who did not forfeit and a loss for the team who forfeits.

POLICY #409 Tournament Hosting

The first four seeds in each division will host the first round of the tournament. The quarter-finals, semi-finals, finals and all-star game will be assigned on a rotating basis that will be established in the spring of 2014.

SECTION 500 – TRACK & FIELD

POLICY #501 Rules/Guidelines

The National Federation (National Alliance) Edition of Track and Field Rules is the official guide for Clayton County Middle Schools with the exceptions that may be found in special regulations in this book.

POLICY #502 Track Practice

Starting dates for track will be set by the Clayton County Athletic Director. Track season will end with the completion of the county championship.

POLICY #503 Number of Meets

A school may have six (6) meets a year. This number does not include the county meet.

POLICY #504 Scheduling

The county athletic director and county track director will be responsible for making the track & field schedule.

Note: As long as swimming and track remain spring sports in middle school, the swimming and track county championship will be scheduled on different days.

POLICY #505 Events

Events for both boys and girls are as follows:

Field Events

Shot Put
Long Jump
High Jump
Discus
Triple Jump

Running Events

100 meter dash
200 meter dash
110 meter low hurdles
400 meter dash
800 meter run
1600 meter run
400 meter relay
1600 meter relay

POLICY #506 Limits of Participation

A contestant in track may enter a maximum of both relays and in addition any one (1) of the combination listed below:

1. Three (3) field events
2. Two (2) field events and one (1) running event
3. One (1) field event and two (2) running events

POLICY #507 Cancellation of Meets

Meets will be cancelled by the host school by 2pm on the day of the meet. All schools shall be notified by email and a phone call. Transportation must be cancelled and must be contacted by ALL schools affected.

SECTION 600 – SWIMMING

POLICY #601 Rules/Guidelines

The National Federation of Swimming rules shall be the official rules for the Clayton County Middle Schools with the exception of any special regulations found in this section.

POLICY #602 Swimming Practice

The county athletic director will set the starting practice date.

POLICY #603 Number of Meets

Each school may participate in six (6) regular season swim meets. This number does not include the county swim meet. Swimming season will end with the county championship.

POLICY #604 Scheduling

The county athletic director and county swim director will be responsible for making the swim meet and practice schedule.

Note: As long as swimming and track remain spring sports in middle school, the swimming and track county championship will be scheduled on different days.

POLICY #605 Order of Events

- Boys 200 Yard Medley Relay
- Girls 200 Yard Medley Relay

- Boys 50 Yard Freestyle
- Girls 50 Yard Freestyle

- Boys 50 Yard Butterfly
- Girls 50 Yard Butterfly

- Boys 50 Yard Backstroke
- Girls 50 Yard Backstroke

- Boys 100 Yard Freestyle
- Girls 100 Yard Freestyle

- Boys 50 Yard Breaststroke
- Girls 50 Yard Breaststroke

- Boys 50 Yard Individual Medley
- Girls 50 Yard Individual Medley

- Boys 200 Yard Freestyle Relay
- Girls 200 Yard Freestyle Relay

POLICY #606 Limits of Participation

During the regular season, each team may enter two (2) relay teams in each of the two (2) relay events and two (2) individuals in each of the six (6) individual events. A swimmer may swim in three (3) events but only two (2) of them can be individual events. For example, one (1) relay and two (2) individuals events or two (2) relays and one (1) individual event.

During the Clayton County Swim Meet, each school may enter only one (1) relay team in each of the relay events and (4) individuals in the individual events.

Swim teams will be limited to 20 girls and 20 boys with only two coaches allowed on the pool deck.

POLICY #607 Entry Cards and Sheets

Entry sheets for each swim meet must be turned in thirty (30) minutes prior to the beginning of the meet.

Each middle school will be supplied with entry cards for the meets. These cards should be filled out prior to the meet. Each swimmer must give the card to the timer upon reporting to the starting blocks for his/her event. The cards must contain the name of the swimmer, event, lane assignment, and name of the school. It is the responsibility of the swimmer to report to the starting block with his/her card in time for his/her event. Failure to report will result in disqualification.

Entry sheets for the county meet should be turned in to the County Swim Coordinator immediately after your last meet.

POLICY #608 Timers, Scorers, and Supervision

Each school must furnish four (4) timers and a scorekeeper for each meet. Two (2) finish judges (volunteers) per meet will be needed. In the event a school does not have adequate numbers of timers or scorekeepers, volunteers from opposing schools may serve.

Each school must also have an adult to supervise swimmers who are waiting for their events.

POLICY #609 Rules/Guidelines

A. Regular Season Meets:

- Individual Events: 7—5—4—3—2—1
- Relay Events: 14—10—8—6—4—2

B. County Championships:

- Individual Events: 16—13—12—11—10—9—7—5—4—3—2—1
- Relays: 32—26—24—22—20—18—14—10—8—6—4—2

SECTION 700 – CHEERLEADING

POLICY #701

Rules/Guidelines

The National Federation of State High School Associations will govern the practices and procedures of cheerleaders and drill teams. Rules and conduct will be governed by the Georgia Cheer Coaches Association. This specifically includes the types of stunts and routines that are allowed. Also included is the conduct of coaches and cheerleaders.

Dates of participation shall be limited by GHSA guidelines for each academic year.

It is suggested that tryouts be completed by March 1 of the school year in order to not conflict with other spring sports. Once tryouts are completed, there should be no practice until after the end of the academic year.

Good sportsmanship is defined as conduct which promotes fairness, respect for one's opponents, and graciousness in winning and losing. School spirit is a reflection of attitudes and behaviors which promote proper sportsmanship. If schools are to succeed in developing good citizens and teaching students to behave properly, it is essential that student groups exhibit proper sportsmanship at all school sporting events. Sportsmanship is good citizenship in action. Recognizing that the promotion of sportsmanship is a primary responsibility of spirit cheerleaders, the following guidelines have been developed in order to encourage good sportsmanship among the member schools of GHSA and their opponents, regardless of region or classification.

The following is required of all spirit coaches in the state of Georgia:

- ♦ It is required by the Georgia High School Association (GHSA) that all spirit cheer coaches annually attend the rules clinics conducted by the GHSA so as to become knowledgeable and familiar with guidelines and regulations of the National Federation Spirit rules book.
- ♦ It is the responsibility of the spirit cheer coach to access the GHSA website in order to determine the spring and summer clinics available for coaches to attend the annual rules clinics.
- ♦ The spirit cheer coach is responsible for ensuring the actions and behavior of his/her school's spirit cheerleaders adhere to the rules of the National Federation and Georgia High School Association. (Note: the National Federation Spirit Rules book may be obtained for NFHS Customer Service, P.O. Box 361246, Indianapolis, IN 46236; phone 800.776.3462; fax: 317.899.7496.

Spirit cheer coaches are expected to promote the following and to ensure that the behavior by their school's cheerleaders follows these rules:

1. Spirit teams should cheer in a positive manner for their own teams. It is inappropriate to cheer "against" or "at" the other team or their spirit cheerleaders in an aggressive manner in order to solicit an equally aggressive response. Cheering positively for one's own team will often eliminate inappropriate responses from spectators and opposing fans in the crowd.
2. Cheers and chants with suggestive words and/or motions (for example, pointing at opposing fans or cheerleaders or cheering "at" the opposing squad) are strictly prohibited. It is strongly recommended that cheer squads be positioned at opposite ends on the same side of the gym in order to eliminate the face-to-face cheering that promotes this kind of inappropriate action and behavior.

3. Quiet on the free throw line. This means no cheering or stomping. The “miss it” cheer is strictly prohibited in the basketball gym; cheerleaders should not draw attention to the mistakes of individual players on the court. Intimidation of opponents has no place in middle school athletics.
4. Cheerleaders should behave with calm regard for players who are injured on the court or field, standing, sitting, or kneeling quietly until the injured players has recovered or have been helped from the field of play.
5. Spirit cheerleaders should promote good sportsmanship by creating spirit signs that show support of their own team, and not negative comments regarding their opponents, either the basketball gym or on the other playing fields. Positing signs that encourage one’s own players is a far more appropriate gesture of sportsmanship that degrading the mascots or players of one’s opponents. This guideline should be extended to crash-through (also called run-throughs) at football games.
6. Obnoxious behavior should not be encouraged nor permitted under the guise of school spirit. Opposing players, officials, and fans should be treated with respect and dignity before, during, and after games. Spirit cheerleaders should behave as role models for fans in their respect for all participants.
7. Cheer and dance motions performed by spirit cheerleaders should be free from vulgarity and sexual implication. Music played at school sporting events should reflect the moral expectations of communities, school administrators, and parents.
8. As noted, Spirit Cheer Coaches are responsible for adherence to all rules established, explained and discussed in detail in the national Federation rules book. Specifically the following National Federation rules should be followed by the spirit cheerleaders of GHSA member schools.
 - ♦ No jewelry should be worn while cheering, including rings, bracelets, earrings, hair studs or belly rings.
 - ♦ No gum or candy during practice or performance.
 - ♦ No glitter or facial stickers shall be worn while cheering.
 - ♦ Uniforms shall be appropriate for student athletes and should fit properly.
 - ♦ Cheerleaders should be middle school students only. Because of liability issues, small children dressed as cheerleaders performing with the school squad are strictly prohibited.
 - ♦ Cheer coaches should constantly be aware of the level of their squad’s capabilities in performing stunts, pyramids, or gymnastics. Cheer coaches are also responsible for ensuring that practice surfaces are appropriate and safe, that practice areas are reasonably free of obstructions and excessive noise, and that constant adult coaching supervision is provided at all practices, warm-ups, and game situations. **The safety of the athlete should be a constant concern and primary responsibility of the spirit cheer coach.**

It is the intention of the cheer coaches of the member schools of the Georgia High School Association to work together to promote good sportsmanship at all events and to encourage among our spirit cheerleaders the values of respect for one’s opponents, courteous behavior between competitors, and graceful acceptance of winning and losing.

A copy of the above needs to be signed by your cheerleading coach and a copy kept in the athletic office.

POLICY #702 Sanctioning of Events

Cheerleader coaches and drill team coaches may not be involved in any way with a competition which is not approved by the principal of the school. All competitive events will meet the same rules, policies, and guidelines as prescribed by the GHSA for high schools.

POLICY #703 Space Restrictions

The location of cheerleaders and spirit groups at basketball games shall be restricted to a seating section on either end of the gym as designated by the home gym management; both teams must be on the same side of the gym. This rule may be modified by home management as appropriate. If the game is in a high school gym with ample room on the ends of the court or if the crowd is so large that the seats are needed for

spectators, the home management may adopt an alternative plan remembering that student safety is the primary concern.

POLICY #704 Cheerleading Tryouts

Out-of-season cheerleading practice may be held in preparation for tryouts only. Once tryouts are completed, no practice or conditioning may be held until school is out. Out-of-season practices/tryouts are limited to a maximum of ten consecutive school days per school between February 1 and the last day students are in school.

Eligibility for tryouts:

- Students must be enrolled at a school in order to try out for that school's cheerleading team. A student may be enrolled in only one school. However, a student who is enrolled at School A and wishes to try out for cheerleading at School B may not do so unless the parents/guardians have already purchased or have under contract a residence in School B's attendance area and the student is finishing the school year at School A. This prevents a student from "shopping" for a team by going from school to school until he/she is successful.
- Enrolled migrant students may try out for a cheerleading team, but may not represent the school until the migratory sit-out period has ended.

All students who try out for cheerleading must have a physical examination on file in the school office before they may try out, practice, or perform. These physicals should be stored in alphabetical order in the same location as the physicals for the other athletic teams.

All students who try out for cheerleading must also have proof of insurance on file in the same manner as other athletic teams.

SECTION 800 – VOLLEYBALL

POLICY #801 Rules/Guidelines

Volleyball will be played under the rules and regulations as per the National Federation of State High School Associations and the GHSA except as noted in this Handbook.

POLICY #802 Number of Games

The volleyball team will play seven (7) regular season games. This does not include the CCPS county tournament.

Practice may begin three (3) weeks prior to the start of the season.

For any Pre-season Jamboree scheduled by CCPS Athletic Department, there shall be an admission charge as this is to be considered an organized practice. Coaches MAY be on the court with their players during the Jamboree. It is acceptable to have a concession stand open during the Jamboree.

POLICY #803 Scheduling of Games

The school athletic directors and county athletic director will be responsible for making the volleyball schedule and presenting it to the principals for approval. The volleyball schedule will be completed and presented to the schools during the spring for the following school year.

Volleyball schedules will remain the same for two years with the location of the games alternating between the two sites.

In the event a new middle school opens during an odd year, schedules will be adjusted after one year to accommodate the new school.

POLICY #804 Spring Practice/Tryouts

Spring volleyball participation shall be limited to a period of two weeks (ten school days). The dates will correspond to those set up for spring football. This two-week practice shall be held after the conclusion of both swimming and track seasons. All GHSA rules apply for equipment worn by athletes. Tryouts may ONLY involve current 6th and 7th grade students. Rising 6th graders must be given the opportunity to tryout in the summer or in August. No MANDATORY tryout may be held prior to August 1.

POLICY #805 Tournament Hosting

The first four seeds in each division will host the first round of the tournament. The quarter-finals, semi-finals, finals and all-star game will be assigned on a rotating basis that will be established in the spring of 2014.

APPENDIX I

Rules Violation Format for Documentation

This report is to be filed with the Principal of the reporting school and with the Clayton County Athletic Director. The report is to include the following information:

MIDDLE SCHOOL ATHLETIC HANDBOOK RULES VIOLATION

Person filing complaint _____ Date of filing _____
(print clearly)

Status of complainant _____ Violating School _____
(parent, coach, student, etc.)

Day Phone _____ Evening Phone _____

E-Mail _____
(please print clearly)

Person/school in violation _____ Date(s) of violation _____

Policy violated if known _____

On the reverse please give a detailed description of the violation and attach any supporting documentation.

Signature of person filing complaint _____

Present a copy of this report to the school principal of the violating school and a copy to the system athletic director.

Date received by principal _____ Date received by system AD _____

RULES VIOLATIONS AND CONSEQUENCES

Policy 101 Red Cross and First Aide Classes

Coaches must have documentation of successful completion of formal training First Aide. The school AD will keep this documentation of file in the coach's personnel file at the school.

Consequence/Action: The coach may not conduct practice or be in an active coaching mode at an event until the AD has verified completion of the First Aide Class. The principal shall hold the AD responsible for this verification process.

Policy 108 Undue Influence/Recruiting

Each principal, AD and coach is responsible for knowing the rules governing this area. The GHSA Constitution is more detailed in its wording. If a school employee is discovered to be in violation of this policy, the employee will be placed on probation for a period of one year from the date of the discovery and a letter of warning placed in that person's personnel file. A second violation will result in a hearing before the Middle School Athletic Committee for consideration of further action.

Policy 201 Certification of Eligibility

Students **MAY NOT** participate in a middle school athletic contest until the provisions of this policy are met. The eligibility report must be sent to ALL AD's and the county AD 24 hours prior to the first competition, failure to do so will result in a \$50.00. AD's who continuously violate this policy will receive a letter of warning and a one-year probationary period. Continuous violations will result in a hearing before the Middle School Athletic Committee for consideration of further action.

Policy 202 Age Eligibility

Students may not participate in middle school athletics unless they meet age eligibility. Only official school records are used to measure a student's age. A coach who allows an overage student to participate in a contest will be fined \$50.00 and a letter of warning placed in his personnel file. A second violation will result in a \$100.00 fine and a hearing before the Middle School Athletic Committee for consideration of further action.

Policy 203 Residence Eligibility

It is the responsibility of the school AD and the individual sport coaches to verify legal residence. Students who are enrolled at a school in the 6th grade and return for the 7th grade would logically be eligible. However, the members of the school athletic department must utilize the resources at their disposal to verify residence of all athletes. Careful attention to new enrollees and returning students is necessary to assure legal residence. Residence eligibility complaints will be investigated by the system athletic director. If such complaints prove to be valid and it is shown that the school should have known of the violation, the violation will be addressed as in Policy 202.

Policy 204 Scholastic Eligibility

It is inconceivable that a scholastically ineligible student be allowed to practice or compete. With all the methods available to the AD and coach to check eligibility, allowing a scholastically ineligible player to practice or compete constitutes a major rules violation. Not only is it unfair to the students who are eligible and to opponents, it is grossly unfair and hurtful to the ineligible student and could cause long range educational damage. The school AD must oversee this process and demand compliance by the coaches.

For the first practice or game where this occurs the coach will be fined \$100.00 with the accompanying personnel documents. If it is found that the AD should have known about the violation, then the AD will be fined the same amount. A second violation by either party will result in a hearing before the Middle School Athletic Committee.

Policy 208 Physicals and Insurance

Please read both the Middle School Athletic Handbook and the GHSA Constitution for information in this area. The same actions and consequences apply as for Policy 204.

Policy 209 Participation and Game Limits

The middle school seasons are limited to shorter participation seasons than high school varsity teams by GHSA and CCBE guidelines. The seasons are structured in such a way so that athletes may participate in multiple activities with very little overlap. If in doubt about an interpretation of this policy, always ask a more experienced coach or AD **BEFORE** the fact, not after. Violations of this policy are administered on a case-by-case basis and always accompanied with documentation in the coach's personnel file. Violations result in forfeitures of games, possible loss of player eligibility for future games.

General Comments about Rules Violations and Consequences.

Consequences and penalties are not limited to the above policies. Violation of any policies included in the Clayton County Middle School Athletic Handbook will result in a fine. The amount will be determined by the county AD based on number of offenses. It is the responsibility of the principal, athletic director and each coach to know the rules of competition. Reported violations of all rules not stated above will be addressed by the system athletic director and resolved in a fair and impartial manner. An invoice will be sent to the school Principal, Athletic Director and Bookkeeper from the County AD office when an infraction is committed.

Repeated violations by coaches and AD's from one school can result in the school being cited for a lack of institutional control. The principal of the school should insist that all rules and regulations of the Middle School Athletic Handbook and the GHSA Constitution are followed by the athletic director and the coaches.

APPENDIX II

Guidelines for Outdoor Extra Curricular Activities During Extreme Heat and Humid Conditions

1. Each program shall have and use a **wet bulb global temperature device** for measuring environmental factors. All activities will monitor and follow guidelines.
2. Practices should be held early in the morning or later in the evening when possible to avoid times of severe environmental conditions.
3. An unlimited supply of cold water should be available to participants during practices and games.
 - Any request by a student to receive water will be granted without question by a coach or supervisor.
 - Hydration and fluid replacement is a daily process. Students should hydrate themselves before, during and after activity. Meals should include an appropriate amount of fluid intake.
4. Give adequate rest periods.
 - Football Players shall be allowed to remove their helmets.
 - **Rest should be in a shaded area out of direct sunlight.**
 - Shoulder pads should be removed if conditions warrant.
5. Gradually acclimatize participants to the heat.
 - Research indicates 80% acclimatization may be achieved in 7-10 days, but can take up to 14 days.
 - **All Players MUST have a 5 day acclimatization period where only helmets and mouthpieces can be worn prior to participating in full equipment.**
 - The length and intensity of practices should be adjusted according to the WBGT.
6. Athletic participants should wear clothes that are light in color and weight.
7. **Athletic participants should be weighed before and after activity when possible to monitor water loss and identify those becoming dehydrated.**
8. Students who need careful monitoring include:
 - Overweight students
 - Weight control problems (fluctuations)
 - Those taking over-the-counter and prescription medicines
 - Students who have done NO exercise at all
9. Be familiar with heat related symptoms and corresponding treatments
10. Be familiar with any emergency and 911 procedures
11. Monitor students after activities for needed medical attention.

In an emergency...Cool First! Transport Second!

Heat Illness Symptoms and Treatments

| Heat Illness | Definition/Description | Signs/Symptoms | What to do |
|-------------------------|---|---|--|
| Muscle (heat) Cramps | Occurs during or after intense exercise. Athlete will experience acute, painful, involuntary muscle contractions typically in the arms, legs or abdomen. | Dehydration Thirst Fatigue Sweating Muscle Cramps | Stop activity and sit quietly in a cool place. Drink clear juice or sports drink Do not engage in exercise/strenuous activity for a few hours after cramps subside, as this may lead to heat exhaustion or heat stroke. Seek medical attention if heat cramps do not subside in 1 hour. |
| Heat Syncope | Occurs as result of exposure to high temperatures. Typically, occurs during the first 5 days of acclimation to physical activity in the heat. May also occur after a long period of standing after physical activity. | Dehydration Fatigue Fainting Lightheadedness Tunnel Vision Pale or sweaty skin Decreased pulse rate | Lie down in cool place Drink clear juice or sports drink. Cool core temperature with cold wet cloth. |
| Heat Exhaustion | The inability to continue exercising that is associated with heavy sweating, dehydration, energy depletion, and sodium loss. | Normal or elevated body-core temp (97-104) Dehydration Dizziness Headache Nausea Weakness Persistent muscle cramps Profuse sweating Chills Cool, clammy skin | Seek medical attention immediately if symptoms are severe. Attempt to cool the athlete using cool beverages, rest, cool shower or bath, move to an air conditioned environment, and wearing light clothing. |
| Heat Stroke | Life-threatening unless promptly recognized and treated. Occurs as a result of prolonged heat exposure while engaging in physical activity. Symptoms are a result of the body when it is no longer able to regulate temperature naturally | Same symptoms as heat exhaustion: Core body temp (>104) Change in mood Increased heart rate Confusion | Symptoms evident: call 911 immediately Move athlete to shady area Cool athlete rapidly using whatever methods possible. Ice, cool cloth, etc.. cool shower spray with water. Monitor and cool athlete until core temp is between 101-102 |