



MECKLENBURG
HIGH SCHOOL

MECKLENBURG
MIDDLE SCHOOL

*Athletic Department
Handbook*

2023-2024

| | |
|---------------------------------|---------------------|
| Principal: | Dr. Magie Wilkerson |
| Assistant Principal: | Velva Kindley |
| Assistant Principal: | Amy Wright |
| Assistant Principal: | Sterling Williams |
| Student Services Administrator: | Denise Hall |
| CTE Administrator | Krystal Patton |
| Athletic Director: | Chris Martin |
| Athletic Trainer: | Monica Boyer |
| Athletic Trainer: | Lauren Thomas |

Mecklenburg County Middle School Administrative Team

| | |
|---------------------------------|--------------------|
| Principal: | Dr. Jonathan Dixon |
| Assistant Principal: | Lekeisha Horton |
| Assistant Principal: | Sarah Hughes |
| Student Services Administrator: | Denise Hall |
| Athletic Director: | Crystal Chandler |

The Mecklenburg County Athletics Handbook:

The Mecklenburg County High School and Middle School Athletic Department Handbook is designed to provide basic information on the operation of the athletic department. This information will allow members of the athletic department to perform their duties according to the policies of Mecklenburg County High School, Mecklenburg County Middle School, Mecklenburg County Public Schools, and the Virginia High School League, Inc. As well as providing the guidelines for our student/athletes, and for providing operational information for parents. The purpose of this handbook is to outline the basic policies of the athletic department while allowing coaches the greatest possible autonomy to manage their program in the way that best suits the needs of the participants.

HIGH SCHOOL ELIGIBILITY:

Students interested in participating in high school athletics should familiarize themselves with the following general regulations, academics and attendance requirements and athletic policies. Listed below are the activities offered.

FALL

Cheerleading
 Cross Country
 Football
 Golf
 Volleyball

WINTER

Basketball
 Cheerleading
 Forensics
 Indoor Track
 Scholastic Bowl
 Wrestling

SPRING

Baseball
 Soccer
 Softball
 Track

Eligibility Requirements:

To be eligible for tryouts, practice or participate in interscholastic activities, a participant must meet all Virginia High School League (VHSL) requirements and policies.

Age:

- May NOT participate if he/she becomes 19 years of age on or before August 1st.

Medical Examination:

- Must receive a medical examination after May 1st of the present school year by a duly licensed physician, nurse practitioner, or physician's assistant.
- Athlete and Parent/Legal Guardian must read and sign the concussion sheet.

Attendance:

- Student Athletes must be present for two (2) full class periods in order to practice or play in a game.
- Exceptions to the policy may be made for doctor appointments, mandatory court appearances, funerals, or other absences that receive prior administrative approval. Verification of aforementioned exceptions must be presented when the student returns to school.

Academics:

- A student upon first entering 9th grade, is academically eligible for competition on the high school teams.
- All requirements must be met the first semester (fall) in order for the student to be eligible for activity participation the second semester (spring).
- Students must meet promotion requirements to be eligible for the fall semester.
- Students must enroll in and earn passing grades in 3 classes during each semester in order to be eligible for participation the succeeding semester.

Other Mecklenburg County/VHSL Requirements:

- Student/Athletes must not participate at the Varsity level for a period lasting longer than eight consecutive semesters.
- Student/Athletes must not be "charged" and/or convicted of a felony in this or any other state.
- A student-athlete may be declared ineligible for participation in any athletic and/or academic activity if he/she:
 - Is found to be delinquent by the courts or put on probation by the courts,
 - Conducts himself/herself in a manner that, in the opinion of the school administration, would reflect unfavorably upon the school,
 - Is not on the Master Eligibility List (MEL) - may NOT play, or practice,
 - Does not maintain amateur status, the athlete must not accept money or awards having utilitarian value (golf balls, clubs, tennis rackets, etc.),
 - If assigned to In-School Suspension (ISS) or Out of School Suspension, he/she may NOT participate in practice or play during the days of suspension.
- If any student-athlete is dismissed or voluntarily leaves the team after the completion of the first official contest, he/she will be ineligible for any other team or off-season conditioning program until the team that they left, or they were dismissed from -

season has completed.

MIDDLE SCHOOL ELIGIBILITY

Students interested in participating in middle school athletics should familiarize themselves with the following general regulations, academics and attendance requirements and athletic policies. Listed below are the activities offered.

| FALL | WINTER | SPRING |
|--------------|------------------|----------------------------|
| Cheerleading | Boys Basketball | Baseball |
| Co-Ed Soccer | Girls Basketball | Softball |
| Football | Cheerleading | Track & Field (Girls/Boys) |
| Golf | | Forensics |
| Volleyball | | |
| ACE | | |

SMSC Eligibility Requirements:

To be eligible to represent the school in any inter-school contest, a student shall meet the following requirements:

1. An athlete cannot be eligible for athletic competition if he/she turns 15 years of age before August 1, the year in which he/she participates. He/she must have a complete physical before he/she can participate in tryouts.
2. Athletes taking 6 subjects must pass a minimum of 5 subjects. Athletes taking 7 subjects must pass a minimum of 6 subjects. Eligibility is checked on a semester basis. Athletes taking 4 subjects per semester must pass a minimum of 3 subjects. (Effective second semester 2000-2001 school year)
3. All eligibility lists shall be delivered (email, fax, mail) prior to the opening conference game of an athletic season, unless special permission is otherwise granted from the Conference. Supplemental eligibility must be received prior to competition and mailed to the chairperson and principal of each participating school in your division. Failure to do so will result in a forfeiture of games following a grievance submitted by affected schools.
4. Middle school conference teams will consist of 6th, 7th, and 8th grade students. 6th and 7th grade students who failed their grade are eligible after the second semester if they meet the grade requirements. 6th grade students are eligible their first semester in middle school with eligibility determined thereafter by grades at the middle school.
5. Students can participate in two levels of the same sport during a school year (Ex: Middle, JV). Once the middle school season has been completed, student-athletes may move up to the JV level of play.
6. Students can participate in both school sponsored and recreational programs at the same time.

Medical Examination:

- Must receive a medical examination after May 1st of the present school year by a duly licensed physician, nurse practitioner, or physician's assistant.
- Athlete and Parent/Legal Guardian must read and sign the concussion sheet.

Attendance:

- Student Athletes must be present for two (2) full class periods in order to practice or play in a game.
- Exceptions to the policy may be made for doctor appointments, mandatory court appearances, funerals, or other absences that receive prior administrative approval. Verification of aforementioned exceptions must be presented when the student returns to school.

School Discipline:

If a student-athlete receives In-School Suspension (ISS) and/or Out-of-School Suspension (OSS), he/she is also suspended from participating in any athletic and/or academic activities the same day(s) of the ISS and/or OSS. Athletic activities include practices, games, and/or any other team activity.

The following guidelines will apply to any school-disciplined student/athlete (OSS) during the current season:

- First Suspension (OSS) - The student-athlete will receive a verbal reprimand by the team's coach.
- Second Suspension (OSS) – The student-athlete will be suspended from the team for five (5) school days, resume team practice on the sixth (6th) school day, and become eligible for game competition on the eleventh (11th) day. Such student/athletes must have a conference with the Principal and High School Athletic Director before resuming practice.
- Third Suspension - The student/athlete will be dismissed from the team.

Duties and Responsibilities of Coaches:

All coaches are official representatives of Mecklenburg County High School, Mecklenburg County Middle School, and the Mecklenburg County Public Schools system. Coaches have the responsibility for the guidance of team members. The work of the coach must be an integral part of the educational program through character development, encouragement of academic achievement, and enforcement of school rules and policies. Coaches are expected to:

- 1) Know and enforce Mecklenburg County Public School Board policies, Mecklenburg County High School, Mecklenburg County Middle School, and athletic department policies, and the rules of the National Federation of State High School Associations (NFHS) and the Virginia High School League (VHSL).
- 2) Complete mandatory VHSL Coaches Education Requirements.
 - Coaches Education - <http://www.vhsl.org>
 - Child Abuse Recognition - www.doe.virginia.gov
 - First Aid, CPR, AED - <http://cpaedcourse.com/>
 - Concussion Education - www.nfhslearn.com

- Rules Clinics - <http://www.vhsl.org>
- 3) Know the rules of their sport. They should provide students with thorough conditioning and comprehensive fundamentals of the sport to ensure safety for the participants.
 - 4) Report all sportsmanship violations and ejections to the Athletic Director the night of or by the following morning in which the action occurred.
 - 5) Give due process to all student-athletes. If a student has particular needs, it is the responsibility of each coach to inform the student, parent, and school administration of the issue at hand and help seek an appropriate remedy. There should be consultation with the student, parent, and administrator before a student is dismissed from a team.
 - 6) Be responsible for submitting a complete roster of participants trying out for a team to the Athletic Director at the conclusion of the first week of practice. Additions or deletions should be submitted regularly as needed.
 - 7) This roster should include the name of participants with uniform numbers listed in order by number, grade in school, and position(s) played.
 - 8) Keep a participant's physical on hand at all times, especially at away competitions.
 - 9) The Head Coach is expected to be available to participate in the team parent meetings each season.
 - a. All coaches will conduct preseason meetings on the night predetermined by the Athletic Director.
 - b. Coaches will give participants and their parents written copies of team rules and procedures.
 - c. A signed copy of the rules and regulations will be kept in the Athletic Department Office.
 - d. During the Parent meeting, the coach should emphasize the following to each parent/participant:
 - i. attendance requirements;
 - ii. proper care of the locker room and equipment;
 - iii. respect for authority;
 - v. good sportsmanship, both in victory and defeat;
 - vi. All TEAM COMMUNICATION WILL BE WITH "REMIND" AND ONLY "REMIND". Communication regarding athletics and/or clubs must be communicated through the Remind App. Social media, including Facebook, Instagram, etc., and YouTube shall not be used as a form of communication for individual clubs or athletic teams. No MCHS or MCMS club or athletic organization shall create, communicate, or utilize a social media or YouTube account. Mecklenburg County Middle and High School, however, will maintain a Facebook page with administrative oversight. Club sponsors, coaches, and/or faculty/staff are welcome to request announcements be made via the MCMS Facebook page by emailing the middle school principal or MCHS Facebook page by emailing the high school principal;
 - vii. In emergencies only, communication to parents/participants can be through emails, telephone calls, emails, Hudl platform, and/or face-to-face;
 - viii. report all injuries to the coach or trainer;

- ix. parent/participant should return, signed, any required forms regarding school and athletic policies regarding behavior, tobacco products, alcohol, illegal drugs, etc.;
 - x. Attend all post season meetings pertaining to the selection of District, Region, and State teams;
 - 1. These meetings rotate between the schools that compose the district, region, and state. Please plan ahead as they may be two hours or more away.
- 10) Supervise all participants until their departure from Mecklenburg County Middle or High School after practice or games. **NO STUDENTS SHOULD BE LEFT UNSUPERVISED AT ANY TIME.** Student athletes should be dismissed from practice sessions in sufficient time according to the practice ending time.
 - 11) Valuable items and money should not be kept in the athletic locker rooms. Students should avoid bringing these items to school and practice. It is the responsibility of the individual to secure these items.
 - a. The school will not be held liable for lost or stolen items.
 - b. No glass objects are allowed in the locker room.
 - 12) Be responsible for the cleanliness of the locker room after use. The students will be assigned a locker to lock their belongings.
 - 13) Be responsible for the cleanliness of the bus after use,
 - 14) Assist the Athletic Director in the preparation of the playing facility for contests.
 - 15) Assist the Athletic Director in securing the playing facility after a contest.
 - 16) Assign a Coach to welcome the opposing team and make arrangements of their needs (locker room, water, enter/exit of facility. etc.).
 - 17) Work with and follow the directions of the Athletic Trainer for injured athletes.
 - 18) Do not provide any medication to participants.
 - 19) Coaches should keep an accurate record of equipment issued and make sure that the equipment is returned at the end of a season and kept in the storage area assigned by the Athletic Director.
 - 20) Be responsible for the practice and game facilities to make sure that these areas are kept clean.
 - 21) Be friendly and responsive to news media personnel. The Head Coach is responsible for reporting to local media the home contest results at the conclusion of each event. Athletes, game officials, and opposing teams and coaches should not be degraded in the media at any time. Game results need to be reported to the Athletic Director following the game/match or on the morning following an event.
 - 22) Be intimately familiar with VHSL rule 27-16-1 Use of Hate Speech, Ethnically or Racially Insensitive Expressions which states that any coach, team personnel, and/or contestant who confronts or addresses a coach, contestant or official using hate speech, ethnically or racially insensitive expressions will be disqualified for the contest and will be ineligible for the team's next three scheduled contests and/or subsequent contests until penalties and educational/restorative interventions are completed.
 - 23) Provide the Athletic Director with end of the season awards by the predetermined dates.

- 24) Fundraising for the school must first be approved by the Athletic Director and Principal.
- 25) No practice or team meetings of any kind may be conducted with student-athletes on Sundays.
- 26) Lockers must be cleaned out following the last game of each season.

Transportation:

Transportation is provided for all away games; coaches may not transport athletes without pre-approval by the Principal and Athletic Director. Departure times are determined by the Head Coach and Athletic Director. Departure times are set so that interference with instruction is as little as possible.

- 1) Only team members on the Master eligibility list, bona fide scorekeepers, managers, and student-trainers are permitted on the bus to and from the contest. No other people may ride the bus with the team.
- 2) Participants should return to school with the team on the bus unless there are special circumstances;
 - a. May return from an away contest with his/her parents, or designee with a note or parent communication.
 - b. The student may be dropped off or picked up at a designated location.
- 3) Participants must provide their own transportation from Mecklenburg County Middle or High School to their residence after games.
 - a. ***Students are not permitted to remain on school grounds after practices or games unless they are in a supervised activity.***
 - b. ***Unsupervised students are subject to disciplinary action per the Student Code of Conduct.***

Insurance:

Parents are advised to thoroughly research and investigate their insurance plans and the related coverage for school athletics, rescue squad usage, emergency room visits and any other related medical expenses. Health insurance, if purchased, must be provided by the legal guardian through a personal policy. Mecklenburg County Middle and High School within Mecklenburg County Public Schools will not accept responsibility for payment or treatment for injuries resulting from a student involved in interscholastic sports or activities. If students do not have adequate insurance (as per the Virginia High School League and MCPS - that student is INELIGIBLE to try-out, practice and/or compete. Health insurance, for families and students who are unable to afford it, may be available from the Mecklenburg County Department of Social Services (such as FAMIS) if the family/student is found eligible.

Duties and Responsibilities of Players:

- 1) Players are expected to be punctual, and always give their best effort.
- 2) Players are required to follow the instructions of the coaches.
- 3) Players must maintain a positive team attitude.

- 4) Players' proper conduct is expected at all times on and off the field/court.
- 5) Players' proper language is expected at all times on and off the field/court.
- 6) Players are required to show respect for coaches, parents, MCPS personnel, teammates, opponents, officials, fans and all others.
- 7) Poor sportsmanship will not be tolerated.
- 8) Players are expected to play the game and let officials officiate the game.
- 9) Meet eligibility requirements listed above.
- 10) Any contestant, coach, team personnel, or patron who confronts or addresses a coach, contestant, patron or official using hate speech, ethnically or racially insensitive expressions will be disqualified for the contest and will be ineligible for the team's next three scheduled contests and/or subsequent contests until penalties and educational/restorative interventions are completed.
- 11) RESPECT THE GAME, SCHOOL, PARENTS and COMMUNITY.

Responsibilities of the Athletic Trainer

The Athletic Trainer shall have the responsibility of administering care to injured athletes and making the proper recommendations. When the Athletic Trainer is not available, the Coach will have to assume the responsibility of dealing with injured athletes. The Coach should have a basic understanding of first aid, but it is the responsibility of the Athletic Trainer to assess injuries. If in doubt, an emergency unit should be called to address the situation at hand. All teams will be issued a first aid kit. First aid kits should be available at all practices and contests. In addition, coaches must carry the Emergency Permission Form section of the VHSL Physical Examination Form. Coaches should follow up on all injuries by contacting the Athletic Director, Athletic Trainer, and parents of an injured athlete at the earliest possible time. Athletes that have been instructed to not participate in athletics by a physician will need a note from a doctor to return to practice. All medical documentation must be turned in to the Athletic Trainer.

The duties and responsibilities of the athletic trainer are as follows:

- 1) Be responsible to and follow the directions and recommendations of the referring physician for the care, treatment, and rehabilitation of all interscholastic participants.
- 2) Aid the Athletic Director in providing adequate safety provisions for participants.
- 3) Work cooperatively with the Athletic Director and the school administration to carry out school athletic policies.
- 4) Conform to the Virginia High School League, Inc., rules concerning types of legal and illegal protective equipment.

- 5) After conferring with the participant's physician, or in the absence of an attending physician, determine if, when, and to what extent an injured participant can return to practice and competition.
- 6) Offer assistance to the visiting team to the extent they request assistance.
- 7) Maintain the training room, and establish and maintain a sports medicine program in a professional manner.
- 8) Strive to educate coaches and athletic personnel in current methods of first aid and proper athletic training techniques.
- 9) Give reasonable paramedical support to all athletic contests.
- 10) Maintain a level of professionalism through constant review of literature and continuing education in the athletic training field.
- 11) Work with the Athletic Director to determine the acquisition of supplies necessary to maintain an adequate athletic training program.
- 12) Complete a Student Accident Claim Form as needed for injuries.

Weather Related Issues

(Heat, Lightning, etc..)

It is the responsibility of the Athletic Trainers to determine whether or not a practice or game will be started or delayed. An Emergency Action Plan will be set up by the Trainers. During a game the trainer will be introduced to the officiating crew. The Athletic Trainers will monitor local weather conditions and determine our Emergency Action Plan.

Once the game has started, the game officials have jurisdiction and are responsible for making all determinations with regard to actual field conditions. Game officials are responsible for judging whether a field has become too wet, too muddy, or too slippery to continue play. School officials do not make those determinations

Duties and Responsibilities of the Athletic Director:

- 1) Be responsible for the supervision of all VHSL interscholastic programs.
- 2) Provide for the efficient handling of all athletic funds with such safeguards as annual budgets, audits, and proper bookkeeping.
- 3) Obtain bids and make purchases for athletic equipment consistent with the division's procurement procedures.
- 4) Supervise ticket sales, part-time workers, officials, security personnel, and financial expenses for home athletic contests.
- 5) Submit stipends for coaches, sponsors, and support personnel.
- 6) Provide adequate safety provisions in all sports for both participants and spectators and provide a periodic check of all facilities for safety and suitability.
- 7) Provide adequate facilities for visiting teams.
- 8) Be responsible for the maintenance of buildings and grounds in the athletic areas.
- 9) Develop effective relations with outside groups, such as booster associations and others.

- 10) Represent the school at athletic meetings—VHSL, district, region, state, and athletic conferences and workshops.
- 11) Review the master eligibility lists (MEL's) of all interscholastic programs to provide compliance with VHSL eligibility standards.
- 12) Arrange all varsity, junior varsity school team schedules and publicize dates, site, and time of contests.
- 13) Make the necessary arrangements for transporting participants to scheduled athletic events.
- 14) Maintain a system of inventory and accounting for equipment for all sports.
- 15) Establish school rules and policies governing athletic contests in cooperation with the principal and coaching staff members.
- 16) Work cooperatively with the principal to ensure that the coaches of all interscholastic teams know their described duties and responsibilities.
- 17) Assist the principal in recruiting and staffing athletic positions.
- 18) Conduct staff meetings on a regular basis to review policies and procedures.
- 19) Be responsible for evaluating the head and assistant coaching staff.
- 20) Insist that the success of the program be judged on the merits it offers for participants—values of being a team, discipline, cooperation, responsibility, and good sportsmanship.
- 21) Ensure that the ideals of good sportsmanship are practiced at all athletic events.
- 22) Work with the school custodial staff and maintenance staff to provide appropriate coverage for all events.
- 23) Coordinate and supervise fund raising activities for athletic teams.
- 24) Be responsible for other duties assigned by the school principal.

Code of Parent Conduct:

Both parenting and coaching can be extremely difficult during athletic participation. Parents have the right to understand what expectations are placed on their student athlete when they become involved in our program. This begins with clear communication from the coach of your child's program.

Communication you should expect from your child's coach:

1. Philosophy of the coach.
2. Expectations the coach has for your child, as well as all the participants in the program.
3. Locations and times of all practices and contests.
4. Team requirements, i.e., practice, fees, special equipment, and off-season conditioning.
5. Procedure should your child be injured during participation.
6. Discipline that results in a child's dismissal from the team.

Communication expected from parents:

1. Notification of any schedule conflicts well in advance of the date in question.
2. Specific concerns with regard to a coach's philosophy, actions, and/or expectations.
3. Disclosure of other issues as they apply to your child's participation on the team.

Revised August 2023

4. Use of Hate Speech, Ethnically or Racially Insensitive Expressions by any parent who confronts or addresses a coach, contestant, patron, or official using hate speech, ethnically or racially insensitive expressions will be asked to leave the contest and may have other consequences. VHSL rule 27-16-1

Appropriate concerns parents should discuss with the coach:

1. The treatment of your child.
2. Ways to help your child improve.
3. Concerns about your child's behavior.
4. Concerns about your child's academic progress.

Issues not appropriate for parents to discuss with the coach:

1. Playing time.
2. Play calling
3. Team strategy.
4. Other student/athletes

There are situations that may require a conference between the coach and the parent. These are to be encouraged when necessary as it is important that both parents and coaches have a clear understanding of each other's perspective. If a meeting is necessary, the following procedure should be followed:

The parent should contact the coach, express their interest in a meeting, and pick a mutually agreeable time to discuss the issue.

It is important to remember that we practice the **24-hour rule** regarding interaction between parents and staff before and after a practice or contest. These can be emotional times for both the parent and the coach and we ask that there be a period of 24 hours if there is an incident that requires a meeting. This will allow all parties involved time to address the issue properly.

*If a conference among the athletic director, coach, and parent is still necessary after the coach and parent have met, the following procedure should be used to help resolve any concerns: Call to set up an appointment. The Mecklenburg County Middle School telephone number is 434-447-1292 and the Mecklenburg County High School telephone number is 434-447-1295

Finances and Fundraising:

Teams are not required to raise funds. However, fundraisers provide an excellent opportunity for team building and the development of critical life skills. All fundraising and purchases must receive prior approval of the school administration and follow specific Mecklenburg County Middle and High School guidelines. These guidelines include the following:

- 1) The request for activity must be received at least two weeks before the fund-raising event.
- 2) All money raised through the fund-raising project will be held in school accounts specific to the sport that raised the money.
- 3) All money raised through fundraising projects, including concessions sales, must be deposited the day it is received. **No exceptions!**
- 4) The spending of any funds must be pre-approved by the Athletic Director.

- 5) No disbursements shall be made unless adequately supported by approved invoices, vouchers, and other documents. All disbursements must be signed by the principal.
- 6) Coaches cannot make purchases and should bring the bill to the athletic director for proper handling. All purchases must be made through the Athletic Director. Coaches will be held solely responsible for any unauthorized purchases.

Awards:

Phoenix Award (High School - Varsity Only) - Will be given to individuals who overall impact the team athletically and mentally. They exhibit good character and desire to put the team first. We are suggesting 4 per team. However, it is not mandatory to award 4.

Junior Phoenix Award (High School - JV Only) - Will be given to an individual who overall impacts the team athletically and mentally. They exhibit good character and desire to put the team first. We are suggesting 2 per team. However, it is not mandatory to award 2.

All-Phoenix Team (High School) - At the end of the year, The coaches will select the All-Phoenix Team. These individuals will be the BEST of your Phoenix Award winners.

High School District and Region:

Piedmont District

Bassett
 George Washington
 Halifax County
 Magna Vista
 Martinsville
 Mecklenburg County
 Tunstall

Region 4D

Amherst County
 Blacksburg
 Charlottesville
 E.C. Glass
 George Washington
 Halifax County
 Handley
 James Wood
 Jefferson Forest
 Liberty-Beal
 Mecklenburg County
 Millbrook
 Orange County
 Salem
 Sherando

Southside Middle School Conference

Division I (Western)

Amelia
 Central-CC
 Cumberland
 Powhatan
 Prince Edward

Division II (Eastern)

Lunenburg
 Mecklenburg
 Nottoway
 Russell
 Wyatt



2023-2024 Coaching Agreement for All HS/MS Coaches/Students

All coaches are expected to comply with Mecklenburg County policies, regulations, and other requirements including Board Policies about Code of Ethics and Standards of Conduct, which requires each employee to act as a positive employee and conduct oneself that protects the individual's integrity and reputation, and that of the Mecklenburg County School System. While it is impossible to enumerate all the situations that may arise, this set of guidelines has been created to communicate some clear expectations for all coaches in the Mecklenburg County School System.

1. I will comply with Mecklenburg County Public School (MCPS) policies, procedures, regulations, and requirements in my capacity as a Head Coach or Coach as stated in the MCPS Activity Handbook and MCPS Handbook and acknowledged by my signature.
2. I will comply with all applicable Virginia High School League (VHSL) rules and regulations, as well as MCPS instruction rules and regulations as stated in the MCPS Activity Handbook and MCPS Handbook and acknowledged by my signature.
3. I will not solicit or advertise directly to any MCPS parent, student, or staff member for any outside business interest related to athletics or my coaching.
4. During times when I am prohibited from coaching student athletes, I understand that any of my immediate family members are also prohibited from such coaching. I understand that if the district determines that one of my immediate family members is working with my student athletes during these prohibited times, the district can initiate disciplinary actions up to, and including, dismissal.
5. With respect to any outside business interest that I may have related to athletics, I understand that any such use of MCPS facilities must be approved through MCPS School Board.
6. Emphasis must be placed on areas of communication in regards to your team. All forms of communication must be made through the REMIND platform which is the MCPS approved communication vehicle. Communication to parents/participants can be through emails, telephone calls, emails, Hudl platform and/or face-to-face in emergency situations only.
7. Coaches and Students will comply with appropriate code of conduct rules and regulations with emphasis on the supervision of students at all times.

I understand these guidelines and my responsibilities as a coach and employee to perform my duties competently and ethically. I understand that at all times, my coaching position is considered as extra duty that can be terminated at the end of my assigned 2023-2024 season. I understand that I am not guaranteed coaching for any future season.

Printed Name (Coach)

Signature

Date

As a Student Athlete, I understand the rules as outlined in the MCPS Athletic Handbook along with the Coaches policies and expectations. I understand that it is a privilege not a right to participate in extracurricular activities at MCPS.

Signature

Date

Printed Name (Student)

**MECKLENBURG COUNTY PUBLIC SCHOOLS
COACHING EVALUATION**

School: _____MCMS _____MCHS

Name of Coach: _____

Sport/Season _____ School Year _____

S = Satisfactory NI = Needs Improvement U = Unsatisfactory

A. COACHING PERFORMANCE

- S NI U 1. Has good knowledge of the sport.
- S NI U 2. Is prompt and makes maximum use of time available for practice.
- S NI U 3. Practices safety procedures.
- S NI U 4. Is innovative, uses new coaching methods, techniques, ideas.
- S NI U 5. Has good knowledge of sports rules.
- S NI U 6. Prepares team physically (conditioning).
- S NI U 7. Prepares team mentally (motivation).
- S NI U 8. Prepares team emotionally (players play to potential).
- S NI U 9. Maintains discipline and control.
- S NI U 10. Other _____

B. TEAM MANAGEMENT

- S NI U 1. Is fair, patient, tolerant and sympathetic with athletes.
- S NI U 2. Organizes staff effectively.
- S NI U 3. Supervises players/team at all times.
- S NI U 4. Displays compassion and respect for the individuals on the team.
- S NI U 5. Recognizes individual differences, abilities and personalities.
- S NI U 6. Game conduct: sideline/bench discipline.
- S NI U 7. Game conduct: with game officials.
- S NI U 8. Game conduct: toward opposing players and coaches.
- S NI U 9. Cares for equipment: inventory, issue, collection, repair, storage.
- S NI U 10. Keeps accurate records: rosters, participation forms, eligibility, money receipt, etc.
- S NI U 11. Has knowledge of and respect for MCPS, conference/district, VHSL rules and regulations.
- S NI U 12. Cooperates with the athletic director in submitting schedules, rosters, evaluation forms and requested reports on schedule as due.
- S NI U 13. Has returned all keys and equipment issued at the beginning of the season.
- S NI U 14. Attends all required school meetings for coaches.
- S NI U 15. Makes appropriate transportation arrangements for team members.
- S NI U 16. Other _____

C. RELATIONSHIPS

- S NI U 1. Develops rapport with other members of the coaching staff.
- S NI U 2. Develops rapport with other members of the school staff.
- S NI U 3. Demonstrates general support for other coaches and other teams in the school athletic program.
- S NI U 4. Dresses appropriately at practice and games.
- S NI U 5. Sets a positive example for athletes by manners, behavior and language.
- S NI U 6. Communicates effectively with parents.
- S NI U 7. Provides appropriate information to the press.
- S NI U 8. Other _____

D. ADDITIONAL COMMENDATIONS (use separate sheet if necessary):

E. ADDITIONAL RECOMMENDATIONS (use separate sheet if necessary):

F. RECOMMEND FOR REHIRE: ___Yes___No

RESIGNED: ___Yes___No

Signature of Coach

Date

Signature of Athletic Director

Date



MECKLENBURG MIDDLE SCHOOL



Coaches Handbook Signature Form

By signing below, I acknowledge the following:

I have received a copy of the Mecklenburg Middle School Coaches Handbook and have read its contents. In addition, I understand that I am responsible for the information in both the Southside Middle School Conference Bi-Laws and the Coaches Handbook.

Coach Name: _____

Please Print

Coach Signature: _____

Date: _____

****Please sign & return to Crystal Chandler, MCMS AD before the start of your season or by the specified due date****

ATHLETIC PARTICIPATION/PARENTAL CONSENT/PHYSICAL EXAMINATION FORM

Separate signed form is required for each school year MAY 1 of the current year through JUNE 30 of the succeeding year.

For school year _____

PART I- ATHLETIC PARTICIPATION
 (To be filled in and signed by the student)

Male _____
 Female _____

PRINT CLEARLY

Name _____ Student ID# _____
 (Last) (First) (Middle Initial)

Home Address _____

City/Zip Code _____

Home Address of Parents _____

City/Zip Code _____

Date of Birth _____ Place of Birth _____

This is my _____ semester in _____ High School, and my _____ semester since first entering the ninth grade. Last semester I attended _____ School and passed _____ credit subjects, and I am taking _____ credit subjects this semester. I have read the condensed individual eligibility rules of the Virginia High School League that appear below and believe I am eligible to represent my present high school in athletics.

INDIVIDUALIZED ELIGIBILITY RULES

To be eligible to represent your school in any VHSL interscholastic athletic contest, you:

- Must be a regular bona fide student in good standing of the school you represent.
- Must be enrolled in the last four years of high school. (Eighth-grade students may be eligible for junior varsity)
- Must have enrolled not later than the fifteenth day of the current semester.
- For the first semester must be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation and have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding year or the immediately preceding semester for schools that certify credits on a semester basis. (Check with your principal for equivalent requirements.) **May not repeat courses for eligibility purposes for which credit has been previously awarded.**
- For the second semester must be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation and have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding semester. (Check with your principal for equivalent requirements.)
- Must sit out all VHSL competition for 365 consecutive calendar days following a school transfer unless the transfer corresponded with a family move. (Check with your principal for exceptions.)
- Must not have reached your nineteenth birthday on or before the first day of August of the current school year.
- Must not, after entering ninth grade for the first time, have been enrolled in or been eligible for enrollment in high school more than eight consecutive semesters.
- Must have submitted to your principal before any kind of participation, including tryouts or practice as a member of any school athletic or cheerleading team, an Athletic Participation/Parent Consent/Physical Examination Form, completely filled in and properly signed attesting that you have been examined during this school year and found to be physically fit for competition and that your parents' consent to your participation.
- Must not be in violation of VHSL Amateur, Awards, All Star or College Team Rules. (Check with your principal for clarification about cheerleading.)

Eligibility to participate in interscholastic athletics is a privilege you earn by meeting not only the above-listed minimum standards, but also all other standards set by your League, district and school. If you have any question regarding your eligibility or are in doubt about the effect an activity might have on your eligibility, check with your principal for interpretations and exceptions provided under League rules. Meeting the intent and spirit of League standards will prevent you, your team, school and community from being penalized. Additionally, I give my consent and approval for my picture and name to be printed in any high school or VHSL athletic program, publication or video.

LOCAL SCHOOL DIVISIONS AND VHSL DISTRICTS MAY REQUIRE ADDITIONAL STANDARDS TO THOSE LISTED ABOVE.

→Student Signature: _____ Date: _____

PROVIDING FALSE INFORMATION WILL RESULT IN INELIGIBILITY FOR ONE YEAR.

The pre-participation physical examination is not a substitute for a thorough annual examination by a student's primary care physician.

PART II- MEDICAL HISTORY (Explain "YES" answers below)

| This form must be complete and signed, prior to the physical examination, for review by examining practitioner. Explain "YES" answers below with number of the question. Circle questions you don't know the answers to. | | | | | | | |
|---|--------------------------|--------------------------|------------|--|---|--------------------------|-----------|
| GENERAL MEDICAL HISTORY | | YES | NO | MEDICAL QUESTIONS CONTINUED | | YES | NO |
| 1. Do you have any concerns that you would like to discuss with your provider? | <input type="checkbox"/> | <input type="checkbox"/> | | 24. Have you had mononucleosis (mono) within the last month? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Has a provider ever denied or restricted your participation in sports for any reason? | <input type="checkbox"/> | <input type="checkbox"/> | | 25. Are you missing a kidney, eye, testicle, spleen or other internal organ? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Do you have any ongoing medical conditions? If so, please identify: <input type="checkbox"/> Asthma <input type="checkbox"/> Anemia <input type="checkbox"/> Diabetes <input type="checkbox"/> Infections <input type="checkbox"/> Other: _____ | <input type="checkbox"/> | <input type="checkbox"/> | | 26. Do you have groin or testicle pain or a painful bulge or hernia in the groin area? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Are you currently taking any medications or supplements on a daily basis? | <input type="checkbox"/> | <input type="checkbox"/> | | 27. Have you ever become ill while exercising in the heat? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. Do you have allergies to any medications? | <input type="checkbox"/> | <input type="checkbox"/> | | 28. When exercising in the heat, do you have severe muscle cramps? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6. Do you have any recurring skin rashes or rashes that come and go, including herpes or methicillin-resistant Staphylococcus aureus (MRSA)? | <input type="checkbox"/> | <input type="checkbox"/> | | 29. Do you have headaches with exercise? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7. Have you ever spent the night in the hospital? If yes, why? _____ | <input type="checkbox"/> | <input type="checkbox"/> | | 30. Have you ever had numbness, tingling or weakness in your arms or legs or been unable to move your arms or legs AFTER being hit or falling? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8. Have you ever had surgery? | <input type="checkbox"/> | <input type="checkbox"/> | | 31. Do you or does someone in your family have sickle cell trait or disease? | <input type="checkbox"/> | <input type="checkbox"/> | |
| HEART HEALTH QUESTIONS ABOUT YOU | | | YES | NO | | | |
| 9. Have you ever passed out or nearly passed out DURING or AFTER exercise? | <input type="checkbox"/> | <input type="checkbox"/> | | 32. Have you had any other blood disorders? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10. Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise? | <input type="checkbox"/> | <input type="checkbox"/> | | 33. Have you had a concussion or head injury that caused confusion, a prolonged headache or memory problems? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 11. Does your heart race, flutter in your chest or skip beats (irregular beats) during exercise? | <input type="checkbox"/> | <input type="checkbox"/> | | 34. Have you had or do you have any problems with your eyes or vision? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 12. Has a doctor ever ordered a test for your heart? For example, electrocardiography or echocardiography. | <input type="checkbox"/> | <input type="checkbox"/> | | 35. Do you wear glasses or contacts? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 13. Has a doctor ever told you that you have any heart problems, including: <input type="checkbox"/> High blood pressure <input type="checkbox"/> A heart murmur <input type="checkbox"/> High cholesterol <input type="checkbox"/> A heart infection <input type="checkbox"/> Kawasaki Disease <input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | | 36. Do you wear protective eyewear like goggles or a face shield? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | 37. Do you worry about your weight? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | 38. Are you trying to or has anyone recommended that you gain or lose weight? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | 39. Do you limit or carefully control what you eat? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | 40. Have you ever had an eating disorder? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | 41. Are you on a special diet or do you avoid certain types of foods or food groups? | | | |
| | | | | 42. Allergies to food or stinging insects? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | 43. Have you ever had a COVID-19 diagnosis? Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | 44. What is the date of your last Tdap or Td (tetanus) immunization? (circle type) Date: _____ | | | |
| 14. Do you get light-headed or feel shorter of breath than your friends during exercise? | <input type="checkbox"/> | <input type="checkbox"/> | | FEMALES ONLY | | YES | NO |
| 15. Have you ever had a seizure? | <input type="checkbox"/> | <input type="checkbox"/> | | 45. Have you ever had a menstrual period? | <input type="checkbox"/> | <input type="checkbox"/> | |
| HEART HEALTH QUESTIONS ABOUT YOUR FAMILY | | | YES | NO | | | |
| 16. Does anyone in your family have a heart problem? | <input type="checkbox"/> | <input type="checkbox"/> | | 46. Age when you had your first menstrual period: _____ | | | |
| 17. Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 35 (including drowning or unexplained car crash)? | <input type="checkbox"/> | <input type="checkbox"/> | | 47. Number of periods in the last 12 months: _____ | | | |
| 18. Does anyone in your family have a genetic heart problem such as hypertrophic cardiomyopathy (HCM), Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy (ARVC), long QT syndrome (LQTS), short QT syndrome (SQTS), Brugada syndrome, or catecholaminergic polymorphic ventricular tachycardia (CPVT)? | <input type="checkbox"/> | <input type="checkbox"/> | | 48. When was your most recent menstrual period? _____ | | | |
| | | | | # >> | | | |
| | | | | # >> | | | |
| | | | | # >> | | | |
| | | | | # >> | | | |
| 19. Has anyone in your family had a pacemaker or an implanted defibrillator before age 35? | <input type="checkbox"/> | <input type="checkbox"/> | | # >> | | | |
| BONE AND JOINT QUESTIONS | | | YES | NO | | | |
| 20. Have you ever had a stress fracture or an injury to a bone, muscle, ligament, joint, or tendon that caused you to miss a practice or game? | <input type="checkbox"/> | <input type="checkbox"/> | | # >> | | | |
| 21. Do you currently have a bone, muscle or joint injury that bothers you? | <input type="checkbox"/> | <input type="checkbox"/> | | # >> | | | |
| MEDICAL QUESTIONS | | | YES | NO | List medications and nutritional supplements you are currently taking here: | | |
| 22. Do you cough, wheeze or have difficulty breathing during or after exercise? | <input type="checkbox"/> | <input type="checkbox"/> | | | | | |
| 23. Do you have asthma or use asthma medicine (inhaler, nebulizer)? | <input type="checkbox"/> | <input type="checkbox"/> | | | | | |

→ Parent/Guardian Signature: _____ Date: _____ → Athlete's Signature: _____

PART III- PHYSICAL EXAMINATION

(Physical examination form is required each school year dated after **May 1** of the preceding school year and is good through June 30 of the current school year)**

NAME _____ DATE OF BIRTH _____ SCHOOL _____

| | | | |
|--------|---------------|--|---------------------------------|
| Height | Weight | <input type="checkbox"/> Male | <input type="checkbox"/> Female |
| BP / | Resting pulse | Vision R 20/ | L 20/ |
| | | Corrected <input type="checkbox"/> Yes | <input type="checkbox"/> No |

| MEDICAL | NORMAL | ABNORMAL FINDINGS |
|---|--------|-------------------|
| Appearance (Marfan stigmata: kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, hyperlaxity, myopia, mitral valve prolapse, and aortic insufficiency) | | |
| Eyes/ears/nose/throat (Pupils equal, hearing) | | |
| Lymph nodes | | |
| Heart (Murmurs: auscultation standing, supine, +/- Valsalva) | | |
| Pulses | | |
| Lungs | | |
| Abdomen | | |
| Skin (Herpes simplex virus, lesions suggestive of MRSA or tinea corporis) | | |
| Neurological | | |
| MUSCULOSKELETAL | NORMAL | ABNORMAL FINDINGS |
| Neck | | |
| Back | | |
| Shoulder/arm | | |
| Elbow/forearm | | |
| Wrist/hand/fingers | | |
| Hip/thigh | | |
| Knee | | |
| Leg/ankle | | |
| Foot/toes | | |
| Functional (i.e. Double leg squat, single leg squat, box drop or step drop test) | | |
| Emergency medications required on-site: <input type="checkbox"/> Inhaler <input type="checkbox"/> Epinephrine <input type="checkbox"/> Glucagon <input type="checkbox"/> Other: _____ | | |
| COMMENTS: | | |

I have reviewed the data above, reviewed his/her medical history form and make the following recommendations for his/her participation in athletics:

- MEDICALLY ELIGIBLE FOR ALL SPORTS WITHOUT RESTRICTION
- MEDICALLY ELIGIBLE FOR ALL SPORTS WITHOUT RESTRICTION WITH RECOMMENDATION FOR FURTHER EVALUATION OR TREATMENT OF: _____
- MEDICALLY ELIGIBLE ONLY FOR THE FOLLOWING SPORTS: _____
Reason: _____
- NOT MEDICALLY ELIGIBLE PENDING FURTHER EVALUATION OF: _____
- NOT MEDICALLY ELIGIBLE FOR ANY SPORTS

By this signature, I attest that I have examined the above student and completed this pre-participation physical including a review of Part II- Medical History.

→ PRACTITIONER SIGNATURE: _____ (MD, DO, NP or PA)+ DATE**: _____

EXAMINER'S NAME AND DEGREE (PRINT): _____ PHONE NUMBER: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

+Only signature of Doctor of Medicine, Doctor of Osteopathic Medicine, Nurse Practitioner or Physician's Assistant licensed to practice in the United States will be accepted.

Rule 28B-1 (3) Physical Examination Rule/Transfer Student (10-90)- When an out-of-state student who has received a current physical examination elsewhere transfers to Virginia and attaches proof of that physical examination to the League form #2, the student is in compliance with physical examination requirements.

PART IV- ACKNOWLEDGEMENTS OF RISK AND INSURANCE STATEMENT

(To be completed by parent/guardian)

I give permission for _____ (name of child/ward) to participate in any of the following sports that are NOT crossed out: baseball, basketball, cheerleading, cross country, field hockey, football, golf, gymnastics, lacrosse, soccer, softball, swim/dive, tennis, track, volleyball, wrestling, other (identify sports): _____

I have reviewed the individual eligibility rules and I am aware that with the participation in sports comes the risk of injury to my child/ward. I understand that the degree of danger and the seriousness of the risk varies significantly from one sport to another with contact sports carrying the higher risk. I have had an opportunity to understand the risk inherent in sports through meetings, written handouts or some other means. He/she has student medical/accident insurance available through the school (yes__ no__); has athletic participation insurance coverage through the school (yes__ no__); is insured by our family policy with:

Name of medical insurance company: _____

Policy number: _____ Name of policy holder: _____

I am aware that participating in sports will involve travel with the team. I acknowledge and accept the risks inherent in the sport and with the travel involved and with this knowledge in mind, grant permission for my child/ward to participate in the sport and travel with the team.

By this signature, I hereby consent to allow the physician(s) and other health care provider(s) selected by myself or the school to perform a pre-participation examination on my child and to provide treatment for any injury or condition resulting from participation in athletics/activities for his/her school during the school year covered by this form. I further consent to allow said physician(s) of health care provider(s) to share appropriate information concerning my child that is relevant to participation in athletics and activities with coaches and other school personnel as deemed necessary.

Additionally, I give my consent and approval for the above named student's picture and name to be printed in any high school or VHSL athletic program, publication or video.

To access quality, low-cost comprehensive health insurance through FAMIS for your child, please contact Cover Virginia by going to www.coverva.org or calling 855-242-8282.

PART V- EMERGENCY PERMISSION FORM*

(To be completed and signed by the parent/guardian)

STUDENT'S NAME: _____ GRADE: _____ AGE: _____ DOB: _____

HIGH SCHOOL: _____ CITY: _____

Please list any significant health problems that might be significant to a physician evaluating your child **in case of an emergency**:

PLEASE LIST ANY ALLERGIES TO MEDICATIONS, ETC: _____

IS THE STUDENT CURRENTLY PRESCRIBED AN INHALER OR EPI-PEN? _____ LIST THE EMERGENCY MEDICATION: _____

IS THE STUDENT PRESENTLY TAKING ANY OTHER MEDICATION? _____ IF SO, WHAT? _____

DOES THE STUDENT WEAR CONTACT LENSES? _____ DATE OF LAST Tdap OR Td (TETANUS) SHOT: _____

EMERGENCY AUTHORIZATION: In the event I cannot be reached in an emergency, I hereby give permission to physicians selected by the coaches and staff of _____ High School to hospitalize, secure proper treatment for and to order the injection and/or anesthesia and/or surgery for the person named above.

DAYTIME PHONE NUMBER (WHERE TO REACH YOU IN AN EMERGENCY): _____

EVENING TIME PHONE NUMBER (WHERE TO REACH YOU IN AN EMERGENCY): _____

CELL PHONE NUMBER: _____

→ SIGNATURE OF PARENT/GUARDIAN: _____ DATE: _____

RELATIONSHIP TO STUDENT: _____

*Emergency Permission Form may be reproduced to travel with respective teams and is acceptable for emergency treatment in needed.

→ I CERTIFY ALL OF THE ABOVE INFORMATION IS CORRECT: _____

Parent/Guardian signature

The pre-participation physical examination is not a substitute for a thorough annual examination by a student's primary care physician.