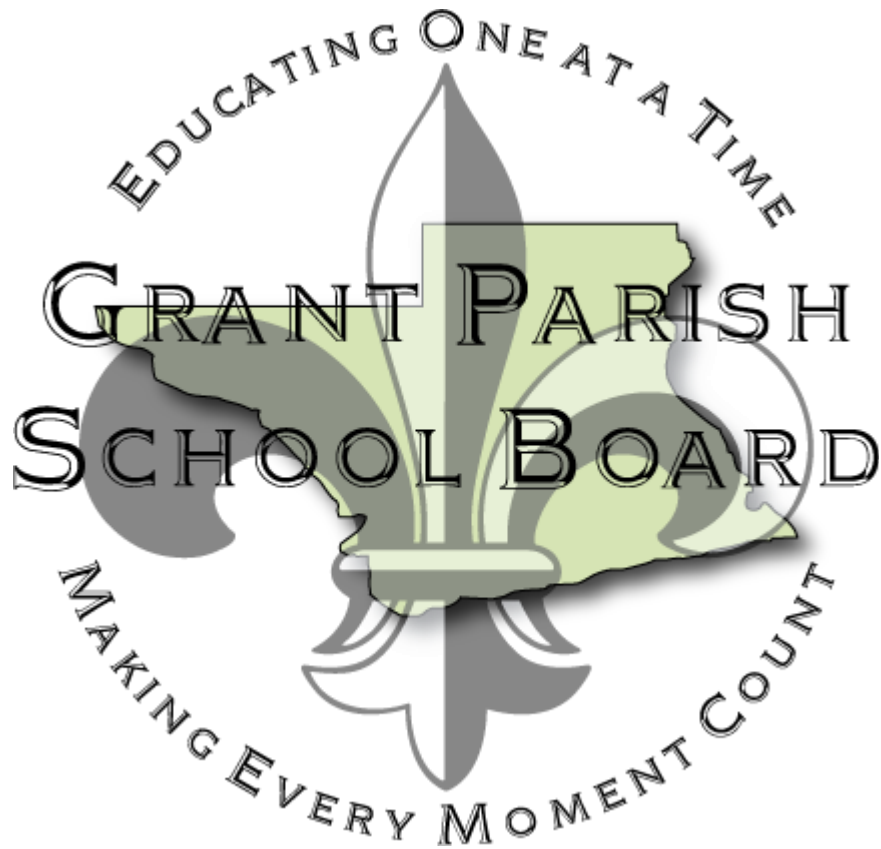


GRANT PARISH SCHOOL BOARD
ATHLETIC HANDBOOK



2019-2020

MISSION STATEMENT

The mission of the Grant Parish School Board is to coordinate, supervise, and direct interscholastic activities that enhance and protect the total educational process of all student participants. All activities programs shall be formulated to promote citizenship and the academic mission of the school.

ATHLETIC PROGRAM GOALS AND OBJECTIVES

1. To be one of the most successful athletic programs in the State of Louisiana.
2. All participants including players, coaches, administrators, board members, and parents shall provide a positive image of school athletics.
3. To strive for excellence that will produce quality teams and nurture sportsmanship and personal growth for the student athlete.
4. To provide an environment where students develop athletic and life time skills including but not limited to:
 - a. Development of team play that encourages loyalty, cooperation, accountability, honesty, and commitment.
 - b. Leadership that stresses discipline, self-motivation, trust, excellence, and the ideal of good sportsmanship.
 - c. Emphasizing programs for the entire student body, faculty, and community that will generate a feeling of unity.
 - d. Providing an opportunity for achievement of individual goals as set by the participant.
 - e. Developing an appreciation for athletics that promotes lifelong participation and a healthy life style.
 - f. Development of high standards of fairness and honesty.
 - g. Nurturing self-discipline, emotional maturity, and proper social behavior while learning to make decisions under pressure.
 - h. Creating an environment that allows participants to reach full personal athletic potential while achieving their personal goals and objectives.

CODE OF ETHICS FOR ADMINISTRATORS AND COACHES

The Grant Parish School Board Athletic Program endorses the Louisiana High School Athletic Association's code of ethics and responsibilities. In addition, all Grant Parish School Board administrators and coaches subscribe to the following core values:

1. Accept the responsibilities of the job.
2. Take pride in and promote the programs.
3. Adhere to policies and procedures.
4. Generate trust by being truthful and sincere.
5. Be accountable in action and attitude.
6. Lead by example.

ADMINISTRATIVE POLICY

Tryouts

The program head coach, with the assistance of the coaching staff, shall implement an evaluation process in written form. The tool can aid in the justification process when reducing participant numbers during tryouts for those sports that necessitate smaller numbers. The evaluation process and requirements need to be discussed with each athlete and a written copy made available for participants and parents. A pre-season parent meeting is required by all sports. During the tryout period, participants should be given equal attention with daily progress of skill, attitude, and ability documented. This is valuable when either student or parent expresses concerns.

Scheduling

Scheduling of all games and contest will be directed and finalized by the building athletic director. Consultation with program and team head coaches and the building principal will take place.

Attendance at Team Practices

A student must practice with the team in order to represent the school on that team. Each student must attend all practices unless excused by the coach. If special practice schedules are required, the building athletic director and head coach must approve said practices.

Practice Schedules

The athletic practice schedules are determined by the head coach and building athletic director in accordance with the rules and regulations of the Louisiana High School Athletic Association. Practices and training regulations must be carefully planned in order to minimize the potential for detrimental effects upon the health of the participants. It is recommended that one and one-half hours of practice time be used as a guideline at the junior high school level and two hours for the high school level. This length of time is exclusive of dressing, showering, and meetings.

After Practice and Games

Participants are not allowed to linger about the schools after practice sessions, games, or upon return from away contests. A participant must be picked up within thirty minutes after the end of the event. Violation(s) will result in:

1. Warning to parent/guardian (written)
2. One game suspension (written not to parent/guardian)
3. Dismissal from team

Coaches are responsible for ensuring that all participants are gone before the coaches leave the area.

Equipment

Equipment will be issued as specified by the head coach and in accordance to Louisiana High School Athletic Association.

Supervision

Supervision of all activities by the assigned coach, building athletic director, and/or administrator is necessary to reduce the risk of injury and assure proper handling of emergency situations. The following guidelines should be observed:

1. Proper supervision requires immediate physical presence of an authorized adult during all period of activity.
2. Emergency occurrences require the suspension of all student activity until proper supervision is provided. Primary attention must be given to the injured athlete.
3. Unique situations must be covered by a supervision plan as developed and authorized by the building principal for the supervision of locker rooms and all other facilities.
4. Primary supervision responsibilities must be completed prior to becoming involved in other assigned duties or unassigned personal or school activities.

Travel Policy

1. Grant Parish School Board approved transportation must be used at all times.
2. A positive image and conduct is necessary to properly represent the school and our community.
3. Any out of state transportation must be in compliance with Grant Parish School Board policy.
4. All coaches must hold a valid Louisiana Commercial Driver's License.
5. Participants must travel together to and from contest away from their school in transportation provided by the school. The exceptions are:
 - Injury to a participant which would require alternate transportation.
 - Prior arrangements between the participant's parent/guardian and the coach for the student to return with his/her parent/guardian.
 - Participants are **NOT** allowed to ride with friends or additional family members other than a parent or guardian.

After Game Procedures

The following procedures will be adhered to after the conclusion of each contest:

1. **No Coach/Parent meeting will take place after contests. If a parent/guardian has an issue, they will need to schedule an appointment with the school during school hours. Failure to comply may result in the parent/guardian being barred from athletic activities.**
2. No team member should linger behind to take issue with anyone.
3. Supervising personnel shall be sent ahead of the team to insure that the dressing area is open and secure before and during the scheduled contest.
4. Coaches must provide supervision for their team at all times.
5. Coaches shall check for any injuries and advise the trainer or take appropriate action.
6. **Players need to be released to their guardians in a reasonable time following games.**

Athletic Awards

The building athletic director, principal, and coaches shall meet prior to the season and determine a procedure for awards. Students are to be informed of this procedure prior to the first season game. Parents shall be informed of this procedure at the pre-season meeting.

Varsity Lettering

The head coach of each sport will determine the requirements necessary to receive a varsity letter in said sport. These requirements will be communicated to the students by the head coach in writing at the pre-season player/parent meeting.

Days with No School

When school is closed due to transportation hazards contests will be cancelled. All gyms will remain closed this day. Exceptions may be permitted by the building athletic director or building principal for practices only.

Funds Solicitation

NO fund drives or solicitations of funds from businesses or individuals are permitted without administrative approval.

Budgets and Purchasing

Budgets shall be prepared by the head coach for that particular sport using the proper budget request format with remittance to the building athletic director or principal. Budget request shall reflect all planned expenses to be incurred in the respective sports season. The principal or his designee and the athletic director will approve budgets and provide the information to the coaches. No purchases can be made without a purchase order, which must be obtained from the building principal or his designee prior to making a purchase. Before a purchase order can be obtained from the business office, an approved budget must be on file in the building athletic director's office or in principal's office. No purchase of goods, service, merchandise or equipment can be made prior to obtaining a signed purchase order from the business office. Inquiry as to cost, quality, quantity, and location of goods, service or equipment may be made at any time. The purchase order must be complete and must be signed by the coach and either the building athletic director or building principal.

Pre-season Staff Orientation

The program head coach of each sport will schedule and facilitate an orientation meeting for staff prior to the beginning of each sport season. Attendance of all coaching staff is required. The following are required agenda items:

1. Alignment: Grades 7-12
2. Identify specific goals and objectives for each program that are measurable; time sensitive; and support the mission statement of district athletic programs.
3. Staff input.
4. Review athletic manual.

Preparation of the Athlete

An athletic that is mentally, emotionally and physically conditioned for an activity is less susceptible to injury. Preparation requirements include the following:

1. A Louisiana High School Interscholastic physical examination is a requirement for participation in any sport.
2. A Louisiana High School Interscholastic permission form is a requirement for participation in any sport.
3. Prior to participation, each coach must be satisfied that every athlete is mentally and emotionally suited for that particular activity.
4. Coaches shall distribute written recommendations for off-season conditioning programs to all interested parties within two weeks of the conclusion of the respective sport season.
5. To properly prepare athletes all coaches should participate in continuing education including attendance at seminars, clinics, and workshops and studying appropriate materials related to safety procedures, sportsmanship, coaching techniques, and medical concerns.
6. Athletic preparedness is of concern throughout the season. Athletics must not be required to perform beyond their level of ability with regard to physical condition, performance techniques or level of competition.

ADEQUATE BODY FLUIDS ARE CRITICAL. Provide an adequate water supply at all times.

Individual fluid needs vary so do not limit fluid intake of the participant. Carefully monitor fluid loss.

Return to activity after serious injury or illness requires written consent of the athlete's physician. Even then, the final discretion rests with the coach. Special concerns are head injuries, heat illness, diabetes and mononucleosis.

Instructions to Athletes and Parents

Keeping athletes and parents well informed encourages an environment that greatly reduces the potential for injury.

- A. Parent and athletics must accept a degree of risk from participation in any sport.
- B. Staff members must communicate to athletes the full extent of and reason for rules of safety related to their sport.
- C. Safety regulations appropriate to each sport shall be established for every activity, and taught to all participants.
- D. Open lines of communication (through meetings, written materials, phone calls, e-mail) must be established and maintained between staff and parents to make them aware of risks and how to reduce them.
- E. Parents shall be informed in writing that minimal health requirements for full participation are:
 1. Satisfactory medical history and a physical examination.
 2. Permission form on file.
 3. Medical insurance coverage, or signed waiver by parent or guardian on file.
 4. Acclimatization period. (7-10 days with gradually increasing activity.)
 5. Proper nutrition and hydration before and during season.
 6. Strict adherence to safety rules and regulations.
 7. It is strongly recommended that students participate in a year-round conditioning program.
 8. Provide information between parents, athletes and staff regarding all injuries and illnesses.

Drug Testing of Athletes

The Grant Parish School Board, in order to provide for the health and safety of the individual athlete and other athletes, shall conduct a mandatory drug testing program for all student athletes. It is designed to create a safe, drug free environment for student athletes and is a requirement of the LHSAA.

PROCEDURES

Consent:

The parent and/or guardian and the student athlete shall be required to sign a written consent for drug testing prior to the student participating in any athletic program. Any time an athlete refuses to be tested, he/she shall be suspended from the team for the remainder of the school year and must submit to a drug test by the Board's designated laboratory at his or her expense before participating the next school year. A student who turns in a urine sample that does not meet the temperature standard will be considered to have a positive result as this indicates an adulterated sample.

Laboratory:

The drug testing shall be done by a certified laboratory designated by the Grant Parish School Board. The testing firm shall collect the specimens and shall handle the chain of custody and reporting of results. Collection shall take place under the supervision of the Parish Athletic Director. Results shall be submitted to the Superintendent. The process for collection shall be developed by the Grant Parish School System and the designated testing laboratory. Procedures shall be designed to ensure the integrity of specimens and protect the privacy of individuals being tested. Testing will be done by urine sampling. The specimens shall not be tested for diseases or conditions other than drug use.

The drug test will screen for the following six classes of drugs: 1) Opiates, 2) Cocaine, 3) Amphetamines, 4) Cannabinoids (marijuana), 5) Phencyclidines (PCP), and 6) Benzodiazepines. Grant Parish School Board reserves the right to include screening for any other drug considered to be illegal or controlled by the FDA.

Medication:

Student athletes who are or have been taking prescription medication must provide verification (either by a copy of the prescription or by doctor's authorization). Students who refuse to provide verification and test positive shall be subject to the actions specified below for "positive tests."

Student Selection:

Random testing will be conducted during the sports seasons. Students will be selected randomly. Students shall be tested the same day their random names are drawn. Students may be selected more than once in a season as the selection is random. Frequency of testing is at the discretion of the Superintendent but at least one random test will be conducted during each grading period (9 weeks) or during sports seasons with at least 10% of all active athletes randomly tested at each participating high school.

"Positive" Tests:

If the student's drug test indicates positive results the following will take place:

First Offense

-Notify parent or guardian

-Student shall be suspended from athletic participation for 30 days and will be required to provide a negative drug test before being allowed to resume playing athletics. The test shall be at the expense of the parent and paid before student returns to athletic activity.

Second Offense

-Notify parent or guardian

-Student shall be suspended from athletic participation for the remainder of the school year and will be required to provide a negative drug test before being allowed to resume playing athletics the next school year. The test shall be at the expense of the parent and paid before student returns to athletic activity.

Third Offense

-Notify parent or guardian

-Student is suspended from participating in athletics for the remainder of his/her high school career.

DEFINITIONS

Drug: Any substance considered illegal or controlled (Opiates, Cocaine, Amphetamines, Cannabinoids (marijuana), Phencyclidines (PCP), and Benzodiazepines) by the Food and Drug Administration.

Student Athlete: Any student participating in high school athletic practices and/or contests under the control and jurisdiction of the Grant Parish School District.

Student Participation Policies, Standards, and Requirements

Sportsmanship

All schools and athletic programs will comply with the Louisiana High School Activities Association (L.H.S.A.A.), sportsmanship guidelines manual. Sportsmanship, as defined by the L.H.S.A.A., is those qualities of behavior which are characterized by generosity and genuine concern for others. Further, awareness is expected of the impact of an individual's influence on others' behavior as well. Coaches, administration, athletes, and spectators should exhibit sportsmanship.

Discipline/Suspension/Quitting

Athletic coaches should have rules governing the conduct and appearance of players and the requirements of training and practice. These rules, which are not to be in conflict with any regulations of the school or LHSAA must be shared with players before they are in effect. Any violations of the team or school rules may result in temporary or permanent suspension from the team. The length of the suspension is subject to the time which the coach deems fit and is approved by the athletic director and principal (in matters extending beyond athletics).

School Discipline – Detention/Suspension An athlete with a school discipline obligation such as suspension or detention is expected to fulfill the discipline obligation before reporting to practice and/or a game. Student-athletes who are suspended from school are also suspended from their athletic teams for the duration of the suspension. The student-athlete cannot attend practice, meetings, competition or other team functions while

on suspension. It is the coach's and/or principal's discretion on any other consequences the student-athlete may face because of suspension.

An athlete may be removed temporarily or permanently from a team for excessive disciplinary problems. The length of the suspension is subject to the time which the coach deems fit and is approved by the school athletic director and principal. The athlete may (but is not required to be) be reinstated upon sufficient evidence of improvement, as determined in the judgment of the coach, principal and the school athletic director. It is expected that athletes shall be model citizens both in and out of school.

Quitting/Dismissal/Dropping from a Sport: If a student athlete quits or is dismissed from a sport, the athlete cannot begin a new sport until the entire season of the sport in which he/she quits or was dismissed is completed before joining another sport. (Unless extenuating circumstances exists, in this case the principal and athletic director will determine the date the athlete may begin playing). When a student/athlete quits or is dismissed he/she shall be ineligible to participate for one calendar year unless permission is given by the head coach, school athletic Director, and principal. Students who resigned with the consent of the coaches and administrative staff are exempt.

Sportsmanship Announcement before Athletic Contest

The following announcement will be read prior to all athletic contests where a public address (PA) system is available:

Athletic programs at (name) School are primarily for student participants. The purpose of this activity is to provide positive learning experiences and personal growth of the participants. We are pleased to host our visitors. This program is being conducted according to the rules of the Grant Parish School Activities Association. Cheerleaders, officials and spectators can, and are expected, to assist in promotion achievement of good sportsmanship ideals by taking personal responsibility for keeping the contest at a high level of fair, clean, wholesome competition. Good Luck to both teams! Welcome to Grant Parish!

Authorized Practice Days

There will be no practice/games on Sunday's or after 5 p.m. on Wednesdays without permission of the Superintendent. An exception may be authorized by the building principal for the purpose of district/state playoff games. Each sport will follow L.H.S.A.A. rules and guidelines for authorized dates to begin and end sports seasons.

Use of Equipment and Facilities

The use of equipment and facilities are to be cleared with the building principal, and in compliance with the Grant Parish School Board Policy. The policy includes showing proof of a \$1,000,000,000 liability insurance with the school board as a second insured and a Lease/Use Agreement.

Qualification for Team Membership

In order for an athlete to participate in a sport(s) he/she must meet the qualifications in accordance with the Louisiana High School Athletic Association guidelines and Grant Parish School Board policy.

Problem Resolution Protocol

If patrons, parents, students and employees have concerns that need to be expressed, in order to maintain continuity and best resolve issues of concern, the following district protocol is to be followed:

1. The first step is to take the concern to the assistant/head coach of the specific sport at that level. It is the goal to resolve the issue at this level.
2. If there is still a concern, it will be taken to the building athletic director.
3. If the concern persists, it will be taken to the principal.
4. If the concern still has not been resolved to the satisfaction of all concerned, then it will be taken to the superintendent.
5. If the interested party still feels the concern has not been properly resolved, then he/she may appeal to the board of trustees by calling or writing the superintendent and asking to have the item placed on the agenda of the next regularly scheduled business meeting of the board.

Emergency Procedure Preparation

Handling all injuries requires detailed preparation including emergency information, instruction for staff and athletes, proper equipment, and coordination with authorized medical personnel, fire department, and emergency response units. All coaches and athletic directors will have available:

Phone Numbers

- | | |
|-----------------------------|--------------------------------|
| 1. Emergency Response Units | 1. District Office |
| 2. Hospital/Clinic | 2. Poison Control |
| 3. Police | 3. Parents/Guardian of Athlete |
| 4. Building Principal | 4. Building Athletic Director |

Instruction and drills for staff and athletes: Establish periodic instruction and follow-up drills for all staff and athletes.

Cardiopulmonary Resuscitation and First Aid Certification: It is strongly recommended that all coaches have current CPR and First Aid certification cards.

A copy of each school's athletic schedule will be provided to the local ambulance provider and a request will be made for an ambulance to be onsite at all athletic functions.

The head coach or designee must have at all times the district approval list of all related **emergency equipment and supplies** for the proper care of the athlete.

Building athletic director will provide an **emergency pocket card** with emergency phone numbers to each coach prior to the beginning of each season (updated each season).

Emergency procedure for **away contests:**

1. Predetermine the medical assistance available.
2. Adapt district emergency plan to fit host schools' facilities and medical staff available.

3. Initiate basic emergency procedures.

Emergency Follow-up

- A. A written report of material facts and eyewitnesses, and the impounding of involved equipment and photographic evidence must follow a catastrophic injury.
- B. File district accident report form.
- C. Prepare independently a narrative supplement which reports factual observation of all events leading to, during, and following the injury within 24 hours. (Do not include opinions.)
- D. List all witnesses including name, address, and phone numbers. Attach a roster of any team involved in the event, as well as all assigned staff and officials.
- E. Impound involved equipment and any photographic record, with identifying tag indicating date, event, occurrence, and names of persons in chain of possession.
- F. Notify proper authorities immediately.

Basic First Aid and Communicable Diseases

First Aid Treatment

- A. Basic Treatment for injuries
 1. Treat for life first, but respect other injuries.
- B. If in doubt, do not move victim.
 1. Monitor vital signs (breathing, etc.)
 2. Be prepared to administer necessary life support (CPR, rescue breathing).
 3. Activate E.M.S.
 4. Treat life threatening injuries and shock (keep lying down)
- C. For general injuries:
 1. **Rest – Ice – Compression – Elevation**
- D. For bleeding using a barrier (latex gloves):
 1. Direct Pressure
 2. Elevation – above heart, if possible
 3. Pressure point (arm/thigh)
 4. Pressure bandage
- E. Never be afraid to activate E.M.S.. When E.M.S. is contacted, the following information should be given:
 1. Where the emergency is
 2. Phone number you are calling from
 3. What happened?
 4. How many people are involved?
 5. What is being done?
- F. Emergency Action Principles
 1. Survey the scene
 - a. Is it safe?

2. Do a primary survey
 - a. Check for unresponsiveness
 - b. Airway
 - c. Breathing
 - d. Circulation
3. Phone E.M.S.
4. Do secondary survey
 - a. Interview (what happened?)
 - b. Vital signs (breathing, pulse, temperature)
 - c. Head to toe exam

Communicable Disease Precautions

A. Care and handling

1. Routine use of gloves or other precautions to prevent skin and mucous membrane exposure when in contact with blood or other body fluids. Wash hands....
2. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids is anticipated.
3. The bloodied portion of the uniform must be properly disinfected or the uniform changed before the athlete may participate.
4. Clean all contaminated surfaces and equipment with a solution made from a 1-10 dilution of household bleach or other disinfectants before competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels, and other sharp instruments or devices.
6. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags or other ventilation devices should be available for use.
7. Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
8. Contaminated towels should be properly disposed of/disinfected.
9. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth guards and other articles containing body fluids.
10. Refer to the specific sport rules for additional information.

B. Coaches Responsibilities

1. Parents will be notified immediately.
2. A coach or any responsible member of the school's personnel should accompany the student to the hospital unless doing so would leave other players without supervision. This person should remain in attendance until the parent or doctor arrives. The student should not be left at the hospital at the completion of the activity unless the parent/guardian has arrived or there is first hand confirmation that they are enroute.
3. If the athlete requires attention beyond minor first aid, the principal, athletic trainer, and/or athletic director will be notified immediately.

4. Students receiving an injury that may warrant future professional medical care must be transported home by a parent/legal guarding or other arrangements approved by the school administration.
5. All accidents involving medical attention should be reported on a district student accident report form and turned into the school district athletic director and principal within twenty-four hours.

District Athletic Director Requirements and Responsibilities

Qualifications: District level personnel assigned by the Superintendent.

Job Summary: This person is responsible for managing the district athletic programs that are active in each junior high and high schools in the district, and supervising the administration of each program.

Building Principal Requirements and Responsibilities

Qualifications: See district personnel manager for detailed job requirements.

Job Summary: This person is responsible for managing the building athletic director that serves in this capacity in the principal's school(s) and supervises this individual in his/her pursuit of meeting the mission statement, goals, and objectives of the district and the athletic program. Building principals are the catalyst to vibrant and successful athletic programs in their respective schools.

Responsibilities:

- Prepare a list of goals and objectives with each group involved and develop strategies that will be pursued in order to meet the goals and objectives of the district athletic programs.
- Outline standards of sportsmanship reflecting the board's policies, objectives and the L.H.S.A.A. directives in this area. Included are behavioral criteria for each student group, spectators, school personnel (coaches, game staff, sponsors, etc.) and standards of conduct expected of each.
- Provide adequate game supervision.
- Insure that parents, players, students and coaches and for employment who have a sound understanding of their role and are primarily concerned with the accomplishment of goals and objectives of the athletic program and the district.
- Establish and maintain a working relationship with the media and encourage support of good sportsmanship by featuring positive behavior at every opportunity.

Building Athletic Director Requirements and Responsibilities

Qualifications: Determined by LHSAA handbook Section 3.3.1(3 & 4).

Job Summary: This person is responsible for initiation and management of a comprehensive athletic program that achieves the goals and objectives of the athletic programs and the district. The building directors serve as

leaders and catalysts. All details essential to the success of meeting the mission statement and goals of athletics as defined herein require the efforts of individuals committed to the ideals of sportsmanship, respect, accountability and honesty.

Responsibilities:

1. Manage all coaches and insure achievement of goals and objectives.
2. Schedule opponents which reflect high standards of sportsmanship.
3. Initiate, nurture and manage a comprehensive intramural and competitive sports program which encourages participation from all students in the school.
4. Provide sufficient staff and security supervision for spectator control.
5. Inform students and adult spectator of the rules.
6. Encourage sportsmanship
7. Insure that all facilities and equipment are safe for the use of all concerned.
8. maintain a positive relationship with the media.
9. Conduct regular staff and coaches meetings that will inform and review the goals, objectives and mission statement of the athletic programs of the district.
10. Arrange for uniformed law enforcement officers to be on duty for games as necessary.
11. Provide administrative supervision at game sites.
12. Regularly inform the building principal and other administrators on program status and any problems that occur.
13. Establish contact with the opponent's athletic director in advance of each contest to offer assistance with arrangements and equipment.
14. Implement a continuous process to educate the entire public served by the program.

**COACHING
Requirements and Responsibilities**

General Requirements: Compliance with the required competencies as identified in the job descriptions contained herein. Volunteer coaches may attend practices or games provided that the following forms are completed and are on file in the district personnel office.

- A. Current application
- B. Current W-4
- C. Two forms of identification
- D. Copy of current first aid and CPR card (if applicable)
- E. Criminal background check (State law)
- F. Official college or university transcript, if applicable
- G. NFICEP class (volunteer coaches can take the abbreviated class)

General Responsibilities:

1. Continue professional growth by attending classes, clinics, workshops, and affiliations with professional organizations.
2. Insure that rules, violations or suspect violations will be reported to the school athletic director in writing. The athletic director will ensure that the proper authorities, principal, Fourth District Board of Control and/or state organizations are notified.

3. Insure that all students have the necessary forms completed for eligibility.
4. Be supportive of the administration and the established policies and procedures.
5. Teach and practice good sportsmanship toward opponents, officials, team members, coaches and spectators.
6. Conduct oneself in a professional manner.
7. Refrain from using profanity.
8. Observe the following:
 - Use of alcohol, drugs and tobacco products in the presence of athletes in an official capacity is strictly prohibited.
 - Each coach is responsible to have athletic fines resolved before a student can register at the beginning of each school year.
 - Removal of athletes from teacher's classes is not allowed for athletic purposes without administration approval.

Team Supervision

- A. Coaches will insure appropriate team conduct at practices, contests and while athletes are transported.
- B. A staff coach must be present with the team at all practices and contests and remain at the practice or contest until all participants have left the facilities
- C. Remain at practice or contest until all athletes have left the athletic area.
- D. Ride the team bus to and from practices or contests.

Public Relations

All coaches should have information about their programs and athletes ready to release to the press, radio, and television. Each home and away contest should be phoned or electronically transmitted to the news media the day of the contest. Coaches must openly communicate with the parents, patrons, and other interested individuals regarding the sports program.

Pre-Season Team/Parent Meeting:

All Coaches in charge of a program will have a pre-season meeting with their team members and the parents to explain their program, rules, regulations and procedures pertaining to practices, games, and academic issues.

Changing Scheduled Games:

Coaches must clear with the athletic director any scheduled contest changes. The athletic director will notify the member school(s) involved. Game date changes should be avoided.

Evaluations:

Each coach will receive a written performance evaluation conducted by their immediate supervisor within thirty (30) days from the completion of the respective sport season. Said evaluations will focus on the achievement of the goals, objectives, and standards of the athletic program manual and will be retained in the individual's personnel file.

Parent/Guardian/Spectator Requirements and Responsibilities

The many values and attitudes learned by student-athletes include responsibility, self-discipline, sportsmanship, teamwork, work ethic, integrity, and personal sacrifice for the good of others. Parents are expected to support these values at all times by displaying the behavior that is generally referred to as “good sportsmanship.” Parents and spectators should abide by the core principles of trustworthiness, respect, responsibility, fairness, caring, and good citizenship and the Codes of Conduct adopted by LHSAA pertaining to “good sportsmanship”.

General Responsibilities:

1. Spectators are expected to treat players, coaches, and officials with respect. No personal, non-performance related comments will be tolerated. Show respect for the decisions made by contest officials.
2. Refrain from sideline “coaching”, encourage but don’t coach during a game or practice.
3. Modeling positive support for the teams in every manner possible, including the content of cheers and signs.
4. Spectators must follow all host site rules and follow directions and rules set by the administrators or designees from either school.
5. Respect the portions of the bleachers set aside as student cheering sections for both the home and visiting schools.
6. Not to bring in items which could be disruptive to the game.
7. Remain off of the court or field at all times.
8. Realize that there are no “return privileges” for the gym or football field/playing arena. Once a person has left, they have left the event for the evening.
9. If an administrator (or his/her designee), athletic director, or referee/umpire requests that you leave, you are to do so in a timely manner.

Coaching Decisions:

Trust is given to all coaches to make the best decision to ensure that not only his or her team does well, but also that each player is growing as player and member of society. However, the following are issues that are solely the coach’s decision as they pertain to sports. Coaches are not required to discuss any of the following with a parent.

1. Playing Time—The coach decides how much or little a student shall play in an athletic contest.
2. Position—The coach decides where a student shall play in regards to positioning.
3. Game Tactics—The Coach is in charge of game tactics, parents should avoid coaching from the bleachers or sidelines.

Conference Issue Policy:

Parents and guardians will wait **at least** until the next school day to address an issue or a concern from a sporting contest. A coach or administrator will not be approached during or directly after the sporting contest. The following is the current procedure for dealing with an issue.

1. Request a meeting with the Head Coach
2. If the situation is not resolved, request a meeting with the head coach and the school athletic director.

3. If the situation is still not resolved, request a meeting with the head coach, the school athletic director, and the asst. principal/principal.
4. If the situation is still not resolved, the principal will convene a meeting with the parent, the Athletic Director, an administrator, and the District Athletic Director.

Penalties for not adhering to the expected rules of conduct:

1. In most cases, a verbal warning will be given. However, if the issue is severe enough, a parent/guardian/spectator will/may be asked to leave the premises immediately. Premises in this case means the entire school property.
2. If a parent/guardian/spectator is asked to leave the premises, a ban on attending school sponsored LHSAA athletic contests will/may be issued. The time frame of the ban will be at the discretion of the school athletic director, principal district athletic director and superintendent.
3. If another incident occurs, the parent/guardian/spectator may be banned for one calendar year from the date of the incident.
4. If any incident becomes overly volatile, the parent/guardian/spectator involved may/will be arrested on the premises.

Coaching Staff Job Descriptions

Job qualification, lines of supervision and authority, job goal, and essential duties and responsibilities under Coaching Staff Job Descriptions are sport specific. **Head Coach** refers to the coaching position in charge of a specific sport or activity. **Assistant Coach** refers to the coaching position under the supervision of the Head Coach.

Qualifications

A faculty coach of an athletic team shall be employed by the school's school board and shall be assigned coaching duties by the board or the school principal. The individual shall hold the position of teacher, administrator, athletic director, or a combination of these responsibilities on a full-time basis by the school system. In all cases, the individual shall be required to be physically present and work at his/her school(s) during the entire school day during the school's normal hours of operation. The normal hours of operation shall be considered the time the school begins classes for the school day until the actual end of the school day for the majority of regularly enrolled students. Each category of individuals who can serve as a faculty coach is further defined in the following rules. Only individuals meeting the requirements specified can serve as a faculty coach at a member school in the sports of football, volleyball, and boys' and girls' basketball.

1. Full-time administrator: A school administrator shall be defined as a full-time, on-site administrator at a school/school system who has an applicable master's degree or the endorsement of principalship on his/her Louisiana teaching certificate and meets the applicable provisions published in Bulletin 741 as adopted by the BESE for public and non-public schools. This individual's name shall be submitted as a school administrator on its annual school report submitted to the DOE for the current school year.

2. Full-time teacher: A teacher shall be defined as a full-time, on-site employee of the school or school system who teaches at least three classes per day and is assigned as a teacher-in-charge of students in a class at his/her assigned school. This individual shall hold at a minimum, a bachelor's degree from a regionally accredited university or college or be listed on the annual school report as required by the applicable provisions published in Bulletin 741 as adopted by the Louisiana State Board of Elementary and Secondary Education for public and non-public schools.

3. Full-time athletic director assigned teaching duties - shall be eligible to coach at the school provided he/she is a full-time, on-site employee of the school or school system and meets the requirements of a full-time teacher.

4. Full-time athletic directors not assigned teaching duties - shall be eligible to coach at the school provided he/ she has a valid teaching certificate issued by the DOE or has an applicable master's degree and meets the applicable administrative provisions published in Bulletin 741 as adopted by BESE for public and non-public schools. This individual's name shall be listed as a school administrator on its annual school report submitted to the DOE for the current school year. A school shall be limited to one full-time athletic director for boys' sports and one full-time athletic director for girls' sports that may serve as a faculty coach. Any exceptions to the above criteria must be approved in writing by the LHSAA Executive Committee.

3.3.2 An individual who previously met the provisions of the LHSAA faculty coaches' rule in a school system and who takes a school-system-approved sabbatical leave for professional improvement or maternity/paternity leave shall meet the intent of the faculty coaches' rule provided he/she continues to meet the requirements set forth in the sabbatical program.

3.3.3 A coach shall be allowed to participate in coaching spring football practice if he is employed by the school board for the next football season.

3.4 NON-FACULTY COACHES Refer to LHSAA Handbook 3.4.3, 3.4.4, 3.4.5, 3.4.6, 3.4.7, & 3.4.8

3.4.1 Non-faculty coaches are defined as any coach at a member school who does not meet the qualifications of faculty coach. All non-faculty coaches shall be required to meet the provisions of the LHSAA Non-Faculty Certification Program in order to serve as an assistant coach in any sport at any level or as a head coach in those sports listed in Rule 3.4.4.

3.4.2 The following individuals do not meet the qualifications of a faculty coach and shall be required to meet the provisions of the LHSAA Non-Faculty Certification Program cited in Rule 3.8: 1. An individual who serves as a substitute teacher hired on a day-by-day basis 2. School system certified teacher's aide 3. Full-time college students 4. A college or university teacher in a school system that also includes an LHSAA laboratory school(s) shall not serve as a faculty coach at any LHSAA school in that system unless he/she teaches at least three classes per day on an everyday basis at the college or university.

3.4.3 A school shall not allow non-faculty personnel to serve as the head coach in the sports of football, volleyball, and boys' and girls' basketball. With written permission from the principal, non-faculty assistant coaches shall be allowed to serve as the head coach and faculty representative of a sub-varsity squad in these sports.

3.4.4 A school shall be allowed to use certified non-faculty personnel as the head coach in the sports of baseball, bowling, cross country, golf, gymnastics, powerlifting, soccer, softball, swimming, tennis, indoor/outdoor track and field, and wrestling.

3.4.5 A school shall be allowed to use certified non-faculty personnel to serve as an assistant coach in all sports at any level.

3.4.6 A school shall be limited to four non-faculty coaches per sport and not more than 24 non-faculty coaches total per school year.

3.4.7 A coach shall not be allowed to be registered with more than one member school per school year . Exceptions: 1. A faculty coach assigned by the superintendent to coach at more than one school in the same school system may be registered at more than one member school per year with the Executive Director's approval. 2. A coach shall be allowed to register with more than one member school per school year provided the schools are opposite single gender schools.

3.4.8 Retired coaches shall be considered non-faculty coaches and shall be included in the number of non-faculty coaches allowed per sport and the total of non-faculty coaches allowed per school year

3.5 COLLEGE INTERNS/STUDENT TEACHER COACHES Refer to LHSAA Handbook 3.5.1

3.5.1 A full-time college or university student enrolled in and attending a four-year school in an education, physical education (Kinesiology), sports administration, or sports management curriculum or enrolled in an approved graduate sports administration or management curriculum and serving as an intern in a practicum in that program for credit in a state college or university shall be allowed to serve as a student assistant coach as part of his/her internship in that approved college/university program at any level in any sport provided:

1. The student shall be required to meet the provisions of the LHSAA Non-Faculty Certification Program to serve as a student assistant coach in any sport at any level of play.
2. The student shall not be allowed to serve as a head coach at any level of play in any sport, and he/she shall always be under the direct supervision of a faculty coach who meets the requirements of the Coaches' Rule.
3. The student shall be identified and approved in writing by the department head of the approved university program.
4. The student shall meet with the school principal to receive his/her approved coaching assignment(s).
5. The student shall be properly registered with the LHSAA.
6. A school shall be limited to two college/university non-faculty student coaches per sport. A school shall be limited to a total of eight college/university non-faculty student coaches per school year.
7. The student shall be eligible to serve as a college intern/student teacher for a maximum of two years.

3.6 RETIRED COACHES Refer to LHSAA Handbook 3.6.1, 3.6.2, 3.6.3, & 3.6.4

3.6.1 An individual retiring with at least 15 years of high school coaching experience or with a combination of at least 15 years of high school administration and coaching experience shall be allowed to serve as a head coach and/or assistant at any level in any sport. An individual meeting these requirements does not have to complete the LHSAA/NFHS Online Fundamentals of Coaching course to coach at the school.

3.6.2 An individual retiring with a combination of at least 15 years of high school and junior high school coaching experience shall be allowed to serve as a head coach and/or assistant coach at any level in any sport provided he/she successfully completes the requirements of the LHSAA's Non-Faculty Certification Program.

3.6.3 A school system certified teacher who retires with at least 15 years of junior high school coaching experience and who successfully completes the requirements of the LHSAA's Non-Faculty Certification Program shall be allowed to serve as a head coach and/or assistant coach at any level in any sport.

3.6.4 Retiring means void of any educational responsibilities at any grade level (K-12). Resigning and/or retiring coaching duties only does not meet this criteria.

Coach Essential Duties and Performance Responsibilities

Head Coach:

1. Acts as liaison person in relating the district program to the staff, administration, and the public and local news media.
2. Conducts personnel evaluations as required.
3. Advises and assists all interested participants in obtaining college scholarships.

4. Maintains and inventories all equipment and supplies.
5. Assists in scheduling, development, and administration of the program budget, and making travel arrangements.
6. Plans and instructs district in-service at the beginning of the sport season.
7. Delegates staff assignments to program coaches.
8. Conducts a pre-season team-parent meeting and provide all required information as stated in the athletic manual.
9. Promotes the district program and recruits participants at all levels.
10. Manages all player instruction and conditioning.
11. Develops and administers a continuous off-season condition and recruitment program.
12. Acts as the head coach for the varsity team and attends practices and contest.
13. Coordinates and analyzes scouting reports.
14. Manages the district program to achieve the goals, objectives, and mission statement in this manual.
15. Follows and insures compliance of the coaches' code of ethics in this manual.
16. Teaches and practices good sportsmanship toward opponents, officials, team members, and spectators.
17. Maintains professional growth through attendance at clinics and conferences.
18. Will perform other tasks and responsibilities as the building athletic director, superintendent and/or board may assign.

Assistant Coach:

1. Communicates and advises program head coach on all matters related to the team.
2. Assists the program head coach in conduction personnel evaluations as required.
3. Assists the program head coach in supporting athletes in obtaining college scholarships.
4. Assists in maintain and taking inventories of all equipment and supplies.
5. Assists in scheduling, development, and administration of the program budget, and making travel arrangements.
6. Attends district in-service as arranged by program head coach.
7. Conducts a pre-season team-parent meeting and provides all required information as stated in the athletic manual.
8. Promotes the district program and recruits participants at all levels.
9. Manages team instruction and player conditioning.
10. Assists in development and administration of a continuous off-season conditioning and recruitment program.
11. Attends practices and contests.
12. Coordinates assistant coaches and other team personnel.
13. Assists in coordinating and analyzing scouting reports.
14. Manages the team to achieve the goals, objectives, and mission statement in this manual.
15. Follows and insures compliance of the coaches' code of ethics in this manual.
16. Teachers and practices good sportsmanship toward opponents, officials, team members, and specters.
17. Maintains professional growth through attendance of clinics and conferences.
18. Will perform other tasks and responsibilities as the building athletic director, superintendent and/or board may assign.

Lines of Supervision and Authority

Building Athletic Directors:

Reports to respective building principals.

Supervise programs and coaches in their respective building.

Head Coach:

Reports to the high school building Athletic Director.

Supervises high school coaches and directs district program activities in cooperation with building athletic directors.

Assistant Coach:

Reports to the head coach.

Job Goal**Administrators and coaches:**

Promote and manage an exemplary sports program.

Coaching Position Terms of Employment

For duration of approved annual athletic season.

Coaching Position Evaluations

Performance of these positions will be evaluated in accordance with the requirement stated in this manual and with the board's policy on evaluation of personnel.

High School Athletic Trainer Job Description**Qualifications****MINIMUM:**

- Experience in athletic training
- Registration/Certification with the Louisiana State Board of Medicine as an athletic trainer
- Such alternatives to the above qualifications as the board may find appropriate and acceptable.

DESIRED:

- Bachelor's degree in athletic training or related field of study
- National athletic trainer's association certification

Lines of Supervision and Authority

Reports to the building athletic director at the high school.

Job Goal

To provide quality instruction to participants and coaches in the prevention, recognition, and treatment of athletic injuries. Provide quality treatment of injuries to all athletes participating in high school athletic programs.

Essential Duties and Performance Responsibilities

1. Facilitates athletic training activities that assists in the achievement of that goals, objectives and mission of the district as stated in this manual.
2. Complies with the Code of Ethics as stated in this manual.
3. Promotes and carries out a program of safety and injury prevention in those assigned areas of interscholastic athletics.
4. Provides necessary prophylactic wrapping, strapping and padding procedures for practice and completion for all participants.
5. Provides continuing surveillance for hazardous conditions on playing areas.
6. Provides safe practices that do not cause undue jeopardy to the health and well-being of the athlete.

7. Facilitates instruction to all coaching staff on all matters of nutrition, conditioning, and training.
8. Advises participants of accepted health and safety practices.
9. Assists all coaches in selecting, fitting, and maintaining protective and safety equipment.
10. Provides onsite coverage and injury care to participants in assigned activity during practice sessions and competition by:
 - Determine the level of severity of the injury.
 - Administering first aid, emergency treatment, and follow-up care to the level of individual competence.
 - Referring with parental consent, significant athletic disability to an appropriate physician. Administer, to the level of his/her competence, treatment procedures for injury or disability to participants and to seek out and rely on consultative support from physical therapists physicians
11. Maintains a program of record keeping and data collection on designated reporting forms by:
 - Maintaining accurate records of injuries sustained by members of assigned teams.
 - Maintaining a record of the first-aid procedures administered.
 - Maintaining a record of all treatment procedures provided.
12. Provides the care and maintenance of the treatment facilities, training areas, and the equipment modalities utilized in treatment procedures.
 - Attends coaching, administrative and team meetings so that he/she will
 - Be active in improving and achieving program goals and objectives.
 - Be active in a program of in-service training.

ATHLETIC TRAINING SUPPLIES FOR THE BENCH

Stretcher	Towels (wet & dry)
Padded Wood Splint Kit	Ice Bags & Cold Wraps
Crutches	Water
Bolt Cutters	Arm Sling
Blanket	

CONTENTS OF FIELD FIRST AID KIT

Assortment of Tape	Sterile 3" x 3" Pads
1 1/2 "White	Sterile Eye Pads
1" White	Cotton
2" Conform	Cotton Tipped Applications
3" Elastikon	Tongue Depressors
Pre-Wrap	Alcohol
Ace Wraps (6", 4" & 3")	Betadine
Tape Adherent	Topical Antibiotic
Skin Lube	Hydrogen Peroxide
Heel & Lace Pads	Eyewash
Ankle Wrap Material	Powder
Band Aids	Shoe Strings
Butterfly	Bandage Scissors
1" x 3" Strips	Shark Tape Cutter
XL	Emergency Numbers
Gauze or Kling	Tongue Depressor

Latex Gloves
Baby Aspirin

Imodium

Other

Physician

Sideline Ambulance Service (LHSAA Required for Football Only)

Inclement/Hot Weather Guidelines for Outdoor Sports

In 2009, the *National Athletic Trainers' Association* issued high school-specific pre-season heat-acclimation guidelines as part of its ongoing effort to reduce the number of heat-related athletic injuries in schools.

RECOMMENDATIONS FOR THE 14-DAY HEAT ACCLIMATIZATION PERIOD

1. Days 1 through 5 of the heat-acclimatization period consist of the first 5 days of formal practice. During this time, athletes may not participate in more than 1 practice per day.
2. If a practice is interrupted by inclement weather or heat restrictions, the practice should recommence once conditions are deemed safe. Total practice time should not exceed 3 hours in any 1 day.
3. A 1-hour maximum walk-through is permitted during days 1–5 of the heat-acclimatization period. However, a 3-hour recovery period should be inserted between the practice and walk-through (or vice versa).
4. During days 1–2 of the heat-acclimatization period, in sports requiring helmets or shoulder pads, a helmet should be the only protective equipment permitted (goalies, as in the case of field hockey and related sports, should not wear full protective gear or perform activities that would require protective equipment). During days 3–5, only helmets and shoulder pads should be worn. Beginning on day 6, all protective equipment may be worn and full contact may begin.
 - A. Football only: On days 3–5, contact with blocking sleds and tackling dummies may be initiated.
 - B. Full-contact sports: 100% live contact drills should begin no earlier than day 6.
5. Beginning no earlier than day 6 and continuing through day 14, double-practice days must be followed by a single-practice day. On single-practice days, 1 walk-through is permitted, separated from the practice by at least 3 hours of continuous rest. When a double-practice day is followed by a rest day, another double-practice day is permitted after the rest day.
6. On a double-practice day, neither practice should exceed 3 hours in duration, and student-athletes should not participate in more than 5 total hours of practice. Warm-up, stretching, cool-down, walkthrough, conditioning, and weight-room activities are included as part of the practice time. The 2 practices should be separated by at least 3 continuous hours in a cool environment.
7. Because the risk of exertional heat illnesses during the preseason heat-acclimatization period is high, we strongly recommend that an athletic trainer be on site before, during, and after all practices.

Coordination of Junior High and High School Programs

The district athletic director will facilitate the development of a Coordinated Junior/High School Athletic Plan outlining the requirements of a seamless program, grades 7-12. That plan will be presented to the Grant Parish School Board on an annual basis for approval.

Athletic Program Advisory Committee

The Grant Parish School District Board of Trustees will appoint a standing committee whose purpose will be to provide advice and counsel to athletic program coordinators and secondary school principals in the district.

The committee's purpose will be:

- a. to review the program manual and recommend revisions and /or updates that will keep the manual aligned with state athletic association rules and regulations.
- b. to review the athletic program manual and recommend revisions and /or updates that will address new program issues as they surface.
- c. to research material and procedures that can be used to improve program or personnel evaluation, enhance revenues for athletic programs, and increase program efficiencies.
- d. to serve as a sounding board for new ideas that will better meet the needs of students while maintaining the fiscal integrity of the athletic program.
- e. to accomplish other assignments as stipulated by the Board of Trustees.

The advisory committee will be comprised of the following eleven (11) members:

Student athlete	1 member
Student non-athlete	1 member
Parent of Students involved in athletics	2 members
Secondary classroom teacher	1 member
High School Coach	1 member
Junior High Coach	1 member
Principal	1 member
High School Athletic Director	1 member
Secondary School Administrator	1 member

The District Athletic Director will facilitate the meeting.

Each committee member will serve without compensation for a one year term that can be extended a second year at the committee member's choice. Candidates representing parents should come from each school's booster group and/or PTA /PTO. Candidates from the school district should be made by building principals. No member other than the high school athletic director may serve more than two consecutive terms. Terms will begin on August 1st and end on July 31st of each calendar year. The chairperson and vice-chairperson will be elected by the committee members at the first meeting of the year and will take office upon election.