



**Norfolk Public Schools**  
The cornerstone of a proudly diverse community

**2019-2020  
ATHLETIC HANDBOOK  
FOR  
COACHES**

## Table of Contents

Introduction.....	6
Athletic Programs.....	7
Fall.....	7
Winter.....	7
Spring.....	7
VHSL Coaches Education .....	8
Calendar of Events.....	9
Goals and Objectives .....	10
Senior Coordinator Of Athletics (Citywide).....	11
Athletic Director (High School) .....	13
Code For Interscholastic Athletics .....	15
Head Coach’s Responsibilities .....	16
Assistant Coach’s Responsibilities .....	18
Policy On Sex Discrimination .....	19
Procedures For Filing Title IX Complaint .....	19
Informal Procedure .....	19
Formal Procedure .....	19
Appeal Procedure.....	20
Volunteer Coaching Policy.....	20
Fund-Raising Policy .....	21
Norfolk Public Schools Rules.....	21
General Statement .....	21
Eligibility Of Athletes .....	21
Transfer Rule .....	21
2.0 Grade Point Average Requirement .....	22
Bona Fide Student Rule .....	23
School Rules .....	25

Virginia High School League.....	24
Norfolk Public Schools .....	24
School Board Policies .....	25
Team Activities.....	25
School Attendance .....	25
In-School Suspension .....	25
Out-Of-School Suspension.....	25
Travel Within the Eastern Region .....	26
Use Of Personal Vehicle For Transportation .....	26
Volunteer Driver Information Form .....	27
Citizenship Standards/Participation .....	<a href="#">28</a>
Purpose .....	28
Hazing .....	28
Student Pledge.....	29
Sanctions.....	30
Appeal Procedure .....	30
Participant’s Pledge.....	30
Definitions .....	29
Extracurricular Activities .....	30
Co-Curricular Activities .....	30
May .....	30
Might.....	30
JJAC-R. Student-Athlete Concussions During Extracurricular Activities.....	31
Administrative Duties of A Coach .....	37
Disciplinary Action.....	37
28-1-1 Bona Fide Student Rule.....	37
28-1-3 Interpretations .....	37
Checklist .....	37
Association With Questionable Characters .....	38
Eligibility Of Athletes .....	38
Checklist .....	39
Scheduling Of Events and Transportation.....	39
Checklist .....	39
Postponement Of Events .....	40

Checklist .....	40
Inventory .....	40
Checklist .....	41
Securing The Facility .....	41
Checklist .....	41
Maintaining The Facility.....	42
Checklist .....	42
Reporting Athletic Injuries .....	43
Out-Of-Season Conditioning Program.....	44
In-Season Conditioning Program.....	45
Practice.....	45
27-7-1 Sports Season Rule.....	45
27-7-2 Exception .....	46
Sportsmanship, Ethics and Integrity .....	47
27-13-1 Sportsmanship Rule .....	47
27-13-4 Harassment of Game Officials by a Coach or a Coach’s Ejection from a Contest .....	47
27-13-5 Failure of a School.....	48
Sportsmanship Initiative .....	49
Administration/Athletics Director .....	49
Coaches .....	50
Student Athletes .....	51
Cheerleaders.....	51
Student Support/Performance Groups.....	52
Parents/Students Spectators .....	52
Sportsmanship Score Calculation .....	53
Effectiveness.....	54
Supervision of Squads.....	54
Locker and Dressing Room.....	54
Gymnasium and Weight Room.....	54
Bus.....	54
Visiting Other Schools.....	54

Individual Sports .....	55
54-9-1: Mandatory Compliance with all Rules .....	55
Junior Varsity (JV) Eligibility.....	55
Football .....	56
Golf .....	56
Volleyball.....	57
Basketball.....	58
Swimming.....	58
Wrestling .....	59
Soccer.....	60
Softball and Baseball .....	60
Boys And Girls Tennis.....	61
Indoor and Outdoor Track.....	61
Cheerleaders.....	62
Field Hockey .....	63
Cross Country .....	64
Evaluation .....	65

## **Introduction**

Norfolk Public Schools has five senior high schools and seven middle schools:

### **High Schools**

Granby – 5A  
Maury – 5A  
Norview – 5A  
Lake Taylor – 4A  
Booker T. Washington – 3A

### **Middle Schools**

Azalea Gardens  
Blair  
Lake Taylor  
Lakewood  
Northside  
Norview  
Ruffner

The five high schools belong to the Eastern District, 5A East, 4A East and 3A East. The regional alignment is the new format of the Virginia High School League.

The seven middle schools compete in the Norfolk Public Middle School Athletic League. All rules governing the league are regulated by the Middle School Principals' Athletic Organization. Middle school students who attend either a K-8 or specialty school will be allowed to participate at their home zoned school.

This handbook is a compilation of the responsibilities and duties of the coaches who supervise VHSL and Middle School activities. One of the primary duties of the coaches is to ensure team compliance with Eastern District, Region and VHSL rules and regulations. Each coach should see to the safety, training and conditioning of athletes, and provide them the best educational experience possible.

Each school should hold a pre-season parent meeting to discuss eligibility, scheduling, discipline, rules, concussion awareness, injury policies and emergency procedures.

**High School Athletic Programs  
2019-2020**

<b>Season</b>	<b>Boys</b>	<b>Girls</b>
<b>FALL</b>	*Football Cross Country Golf Volleyball	Volleyball Cross Country *Cheerleading *Field Hockey
<b>WINTER</b>	*Basketball Indoor Track Wrestling Swimming	*Basketball Indoor Track Swimming *Cheerleading
<b>SPRING</b>	*Baseball Soccer Track & Field Tennis	*Softball Soccer Track & Field Tennis

**Scholastic Activities**

<b>Season</b>	<b>Boys</b>	<b>Girls</b>
<b>FALL</b>	One Act Play (B.T. Washington & Lake Taylor)	One Act Play (B.T. Washington & Lake Taylor)
<b>WINTER</b>	One Act Play (Granby, Maury & Norview) Forensics Debate (Club) Scholastic Bowl	One Act Play (Granby, Maury & Norview) Forensics Debate (Club) Scholastic Bowl

\*Indicates varsity and junior varsity programs

<b>School</b>	<b>Principal</b>	<b>Athletic Director</b>	<b>Phone Number</b>
Granby	Lynnell Gibson	Travis McClenny	451-4121
Lake Taylor	Latesha Wade-Jenkins	Bobby Pannenbacker	892-3203
Maury	Karen Berg	Edward Boyd	628-3357
Norview	Walter Brower	Dealton Cotton	852-4503
Washington	Margaretta Stallings	Robin Williams	628-3587

**Senior Coordinator:** Mr. Stephen Suttmiller  
Telephone Number: 757-628-3910 ext. 21173  
Fax Number: 757-628-3454

Interim Superintendent of Schools  
Dr. Sharon Byrdsong

**Web Address:** [www.nps.k12.va.us/athletics.htm](http://www.nps.k12.va.us/athletics.htm)

**VHSL Web Address:** [www.vhsl.org](http://www.vhsl.org)

**High Schools Schedules:** [www.easterndistrictva.org](http://www.easterndistrictva.org)

B.T. Washington: <http://www.BTWHSAthletics.org>

Granby High: <http://GRANBYathletics.org>

Lake Taylor High: <http://LAKETAYLORathletics.org>

Maury High: <http://MAURYathletics.org>

Norview High: <http://NORVIEWathletics.org>

## **Virginia High School League Coaches Education**

Coaches Education Requirements: ALL coaches who are paid and volunteer at the high school and middle school level are required to have the following courses completed prior to the start of their season. A VHSL – approved course in principles of coaching, VHSL local/state component, Sport First Aid and approved concussion in sports course (concussion education is yearly requirement).

### **Approved Courses**

1. ASEP: VHSL Component
2. ASEP: VHSL Basic Coaching
3. ASEP: Sport First Aid
4. American Heart – CPR/AED/First Aid
5. Concussion Education
  - NFHSlearn.com
  - Active Concussion Management, “Athletic Concussion Training for Coaches”
  - Heads Up, Concussion in Youth Sports
6. Sportsmanship Courses
  - NFHSlearn.com



## **July 2019 – June 2020**

### **Calendar of Events**

#### **August**

- 1 HS Fall Sports Begin
- 1-10 Begin Fall Dead Period
- 26 MS Fall Sports Football Begin

#### **September**

- 2 Labor Day**
- 3 First Day of School

#### **October**

- 14** All Staff Development Day
- 24 MS Winter 1 Athletics Begin

#### **November**

- 11 HS Winter Sports Practice Begin
- 11-20 Winter Dead Period
- 11 **Veterans Day**
- 27 Early Release Day
- 28-29 Thanksgiving Holidays**

#### **December**

- 23-1/3 Winter Holidays**

#### **January**

- 6 **Return to School**
- 20 Martin L. King, Jr. Day**
- 27 Professional Development
- 29 First Day of 2<sup>nd</sup> Semester
- 29 MS Winter 2 Athletics Begin

#### **February**

- 17 President's Day**
- 24 HS Spring Sports Practice Begin
- 24-3/5 Spring Dead Period

#### **March**

- 3 Virtual Day
- 16 MS Spring Sports Begin

#### **April**

- 10 Early Release Day
- 13-17 Spring Break
- 20 MS Spring Sports 2 Begin

#### **May**

- 25 **Memorial Day**

#### **June**

- 12 **Last Day for Students**

### **Goals and Objectives**

The athletic program will:

1. Contribute to the physical fitness and development of athletic skills of participants through teaching and presenting a sound program of conditioning and practice.
2. Teach the values of sportsmanship through the Virginia High School League Sportsmanship Code in order that participants may learn to be humble in victory and gracious in defeat.
3. Teach self-discipline by requiring participants to adhere to a lifestyle that will contribute in a positive way to team effectiveness.
4. Teach the compatibility of self-reliance and cooperation through activities designed to give recognition to contributions of individual athletes and showing that success of the program depends on team effort.
5. Unify the school by providing common goals, involving all students and creating a common purpose, thereby generating school spirit and building alumni loyalty.
6. Provide a wholesome environment for athletic participation and values through teaching positive attitudes and the recreational value of participation.
7. Provide opportunities to achieve educational and personal goals for students/athletes, counseling them to establish goals consistent with their interest, abilities, and needs.
8. Provide an environment that is safe for all participants.

## **Senior Coordinator, Athletics**

The senior coordinator of athletics is responsible for conducting, with the principals, a formal evaluation of the athletic directors, evaluating and making recommendations to the superintendent concerning the entire athletic program, providing direct support in arranging clinics and workshops, preparing budgets, and overseeing the use of school facilities. The senior coordinator of athletics is responsible directly to the deputy superintendent for teaching and learning support and will:

1. Work with principals and athletic directors in the preparation of the annual budget and keeping accurate records on school expenditures.
2. Work closely with the purchasing department to evaluate equipment and supplies in current use, consult with sales representatives, preview and evaluate new materials, and make recommendations for purchase.
3. Monitor VHSL activities, making sure Norfolk Public Schools is in compliance.
4. Work with principals to ensure Title IX compliance.
5. Stimulate and develop professional staff leadership and motivate a high level of morale and performance in the schools.
6. Develop appropriate written guides and materials for all phases of the VHSL program.
7. Prepare appropriate programs for staff development through inservices.
8. Interview with principals and recommend the hiring of athletic directors and coaches.
9. Assist in the scheduling of transportation for athletic contests and games.
10. Formally evaluate the athletic directors with the principals.
11. Make recommendations on continuation or termination of athletic directors and coaches.
12. Develop clinics for coaches so they are current on techniques.
13. Conduct meetings with school principals and athletic directors aimed toward the improvement of athletic activities.

14. Coordinate the joint use of school facilities with Norfolk City Department of Parks and Recreation and the community.
15. Review and makes recommendations on the location of all equipment, playing fields, and buildings with principals, the senior director of school plant facilities, and city parks and recreation personnel.
16. Assess VHSL activities and makes appropriate recommendations to the associate superintendent for academic affairs.
17. Conduct an effective, continuing public relations program for all VHSL activities.
18. Assist principals and athletic directors with supervising and evaluating VHSL activities.
19. Arrange for use of non-Norfolk Public Schools facilities when required, i.e., golf courses, swimming pools, etc.
20. Work with principals and senior director of school plant facilities on plans and need for new construction and those renovations already in operation.
21. Work with the department of risk management and safety on athletic insurance issues.
22. Develop and monitor the volunteer coaches program.
23. Develop and monitor the athletic fundraising policy.
24. Develop security with the police liaison officer.
25. Interview and train new athletic directors.
26. Provide and monitor **all** athletic trainers for all high schools.
27. Monitor Norfolk Public Schools concussion policy.

## **Athletic Director (High School)**

Each individual high school will have an athletic director who will have the following duties and responsibilities:

1. Liaison between the school principal, parent, and coaching staff.
2. Liaison between the central office and coaching staff.
3. Maintain complete records on the athletic program including eligibility lists, insurance lists, physical forms, equipment inventories, awards, rosters, coaching education, and concussion education.
4. Actively promote the school athletic program by cooperating with booster clubs, media, etc.
5. Instruct coaches to the policies governing the athletic program including state, regional, district, and system regulations.
6. Responsible for the supervision of all interscholastic programs that are offered by the school.
7. Supervise and annually evaluate all athletic coaches to ensure quality and continuous improvement.
8. Insist upon compliance with rules and regulations of the Norfolk City School Board, Virginia High School League, District, Conference, and Regional Council.
9. Accountable for the contracting of officials and other personnel required for all athletic events.
10. Insist upon adequate safety provisions for participants and spectators at all activities.
11. Provide adequate clean facilities and arrange special parking for visiting teams and officials.
12. Provide for the efficient handling of all athletic funds with such safeguards as annual budgets, audits, and proper accounting.
13. Provide athletic staff meetings on a regular basis to review school policies and procedures.

14. Set up and maintains a system for monogram awards.
15. Provide information and make arrangements for coaches meetings, conferences, and clinics.
16. Require each coach to conduct a parent meeting at the beginning of each sport season to explain VHSL rules, NCAA requirements, insurance, and other pertinent information.
17. Make necessary arrangements for transporting participants to scheduled school activities, including meals and lodging.
18. Establish reasonable limits for practice time; assign practice facilities so that all teams will have an equal opportunity to use the facilities.
19. Help coordinate the usage of the activity bus.
20. Maintain a system of inventory and accounting for all sports equipment.
21. Represent the school at athletic meetings relating to district, region, and state.
22. Schedule and coordinate all athletic events and practices at his/her school.
23. Work with the coaches and booster clubs in arranging all sports banquets.
24. Periodically check all facilities for the safety of participants and spectators.
25. Arrange details for home contests.
26. Review eligibility lists of all interscholastic programs and maintain a file on each opponent's eligibility list.
27. Accountable for arranging and approving all athletic schedules.
28. Accountable for the purchase of all athletic supplies and equipment. No purchases will be made through the school for personal use.
29. Provide a plan for maintenance, renovation, and improvement of the athletic facilities.
30. Be an active member of the school's booster club.
31. Provide written quarterly reports to the principal and the office of athletics.

32. Complete all required course work and pass exam to become a Certified Athletic Administrator (CAA).
33. Be an active member of all professional organizations: NIAA, VIAA, and EVADA.

### **Code for Interscholastic Athletics**

Coaches Should:

1. Exemplify the highest standard of behavior and be a model representative of the educational staff of the school and the teaching profession.
2. Demonstrate high ideals, good habits, and a desirable attitude in personal behavior and demand the same of players.
3. Emphasize to players and bench personnel the importance of proper sideline behavior.
4. Recognize that the purpose of competition is to promote physical, mental, social, and emotional well-being of individual players and that the most important values of competition are derived from fair play.
5. Be a modest winner and a gracious loser.
6. Maintain self-control at all times, accepting adverse decisions without public display of emotion or dissatisfaction with the officials.
7. Cooperate with the school principal and athletic director in the planning, scheduling, and conducting of sports activities.
8. Employ acceptable educational methods in coaching, giving all players an opportunity to use and develop initiative, leadership, and judgment.
9. Pay close attention to the physical condition and well being of players; refuse to jeopardize the health of an individual for the sake of improving a team chance to win.
10. Teach athletes that it is better to lose fairly than win unfairly.
11. Discourage gambling, profanity, abusive language, and similar violation of the Sportsman's Code.

## **Head Coach's Responsibilities**

Coaches should regard the safety and well being of athletes as their highest priority. In establishing that priority, coaches need to teach appropriate skills within their particular sport. They should maintain an effective and safe strength and conditioning program, which includes off-season, pre-season, and in-season sessions. They must recognize potential environmental hazards that could result in an injury from weather or field conditions. When an injury occurs, coaches must provide, or delegate to a competent aide, emergency care of athletic injuries and application of first aid in the absence of the athletic trainer or team physician. They must make sure the parent/guardian is notified. They should set up pre-season meetings with athletes and parents, which focus on the entire program including emergency procedures, equipment, techniques, insurance information, and injury reporting. Coaches must establish a positive communication system with the team physician, school athletic trainer, and school administrator in regards to injury care and prevention.

The head coach for each interscholastic sport will have the following duties and responsibilities:

1. Understand and follow all rules and regulations set forth by the Norfolk School Board, VHSL, Regional, Conference and District Council.
2. Conduct pre-season meetings with prospective athletes and parents to issue eligibility forms, explain VHSL requirements for participation, NCAA eligibility, and letter requirements for athletes.
3. Conduct school pre-season meetings with assistant coaches to establish goals and objectives for the season as well as a plan to accomplish them.
4. Hold team meetings stressing good sportsmanship and penalties for bad sportsmanship. Provide athletes with a written copy of team rules, regulations, and consequences.
5. Organize and plan daily practice schedule.
6. Provide a complete VHSL eligibility list to the school athletic director seven (7) days prior to the first game.
7. Attend professional in-service clinics and/or meetings to improve coaching performance.



8. Issue and maintain equipment during the sport season. Collect, organize, repair and store equipment upon completion of the season.
9. Assure safety and proper conduct for all squad members during practice sessions and games.
10. Secure all rooms, buildings, and practice and/or game facilities after use.
11. Maintain and provide the school athletic director with inventories, requisitions, and award lists following completion of the season.
12. Cooperate with media, civic organizations, booster clubs and other groups promoting interscholastic athletics.
13. Direct all questions, complaints, and comments, to the athletic director for answers to interscholastic related concerns.
14. Maintain a wholesome educational environment:
  - a. Counsel students to improve academically in order for them to meet VHSL and NCAA eligibility requirements.
  - b. Conduct supervised study sessions for athletes.
  - c. Facilitate tutoring for athletes experiencing academic difficulty.
  - d. Monitor grades of all athletes' academic progress.
  - e. Monitor absences of athletes.
15. Hold a current certificate in CPR/First Aid.
16. Hold a current certificate in concussion management.
17. Hold a coaching certificate in sportsmanship.
18. Must be a certified coach thru the VHSL coaching education (VHSL Coach Rule 27-2-4)
19. Maintain pre-season conditioning to designate times allowed for each sport.
20. Teach appropriate skills/techniques within the particular sport.
21. Establish and monitor strength and conditioning program.
22. Survey field conditions for potential hazards.
23. Monitor weather conditions.

24. Represent the school by being dressed appropriately and displaying professional behavior at all times.
25. Establish communication with team physician, certified athletic trainer, and athletic director.
26. Demonstrate enthusiasm for sport and coaching responsibilities.
27. Promote a positive relationship between school, parents and booster clubs by attending parent meetings, awards banquets and other activities promoting interscholastic athletics.

### **Assistant Coach's Responsibilities**

The assistant coach for each interscholastic sport will have the following duties and responsibilities:

1. Attend all pre-season meetings as directed by the head coach.
2. Assume all duties and/or responsibilities assigned by the head coach.
3. Attend all practice sessions, games, and meetings as directed by the head coach.
4. Direct all questions, complaints, comments, problems, etc. to the head coach, who is the liaison with the athletic director, principal, and VHSL for interscholastic athletics and related matters.
5. Understand and follow all rules and regulations set forth by the Norfolk School Board, VHSL, Regional, Conference, and District Council.
6. Attend professional in-service clinics and/or meetings to improve coaching performance.
7. Maintain a wholesome educational environment:
  - a. Conduct supervised study sessions for athletes.
  - b. Facilitate tutoring for athletes (when needed).
  - c. Monitor grades of all athletes.
8. Hold a current certificate in CPR/First Aid.
9. Demonstrate enthusiasm for the sport and coaching responsibilities.

10. Represent the school by being dressed appropriately and displaying professional behavior at all times.
11. Promote a positive relationship between school, parents and booster clubs by attending parent meetings, awards banquets, and other activities promoting interscholastic athletics.
12. Must be a certified coach thru the VHSL Coaches Education Program (VHSL Coaches Rule 27-2-4)
13. Hold a current certificate in concussion management.
14. Hold a current certificate in sportsmanship.

### **Policy on Sex Discrimination**

Norfolk Public Schools does not discriminate on the basis of sex in its educational programs and activities. Any complaints of an alleged violation of Title IX of the Education Amendments of 1972 will be investigated. Title IX states:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal Financial Assistance.”

Students, parents, or school employees who believe they have been discriminated against on the basis of sex may file a complaint in accordance with all applicable federal and state laws and the Norfolk Public Schools Policies and Regulations, § 6-26 and § 9-48.

### **Procedures for Filing Title IX Complaint**

➤ *Informal Procedure*

Discuss your problem/complaint informally with the person against whom the problem/complaint is directed. You may seek advice or the services of other parties within the school in attempting to resolve the problem/complaint informally.

➤ *Formal Procedure*

Submit your complaint in writing to the principal. He/she should make every effort to resolve the matter as quickly as possible,

utilizing all available resources within the school system. Should the complaint involve the principal, you may decide to file your complaint with the Title IX Coordinator (Chief Operations Officer).

➤ *Appeal Procedure*

If the complaint is not resolved according to the formal procedure, you may file an appeal to the Title IX Coordinator. Such appeals must be submitted in writing within five days from the date of the principal's decision.

### **Volunteer Coaching Policy**

1. Athletic directors must interview all volunteer coaches before the principal's approval.
2. Before selection of volunteers, the head coach must agree to the selection and supervision of the volunteers.
3. The athletic director and principal must oversee and monitor the volunteer program.
4. If a volunteer is selected for one sport, efforts must be made to recruit volunteer coaches for the equivalent sport.
5. Applicants must have expertise in the sport.
6. Applicants should be role models.
7. Applicants must submit the results of a recent tuberculin skin test/x-ray and fulfill the requirements of the volunteer application.
8. A copy of the volunteer application will be kept by the school principal and a copy should be sent to the office of athletics for review.
9. Hold a current CPR/AED Certificate.
10. Hold a current certificate in concussion management.
11. Hold a current certificate in sportsmanship.
12. Complete and pass Norfolk Public Schools Volunteer Program.

## **Fund-Raising Policy**

The following guidelines must be adhered to in the implementation of School Board Policy 6-26 regarding fund-raising for interscholastic competition:

1. Must be approved by principal or athletic director.
2. Must have specific goals for the fund-raising project.
3. Must be for a specific length of time that is agreed upon by athletic director and coach.
4. Money cannot be used for equipment normally purchased by school.
5. Money can only be used for needs not covered by School Board funds.
6. Solicitation by students is discouraged; however, students may participate in approved forms of fundraising such as car washes or dances.
7. When a fundraising project has been approved, the athletic director must offer or apprise the coach of the equivalent sport the same opportunity.

## **Norfolk Public Schools Rules**

### *General Statement*

Students who violate Norfolk Public Schools policies pertaining to the use of alcohol, drugs, weapons, or violence MAY NOT participate in extracurricular activities. Students must comply with the provision of the “Code of Student Conduct” handbook and exhibit good citizenship at all times in order to participate.

### *Eligibility of Athletes*

1. **Transfer Rule** (Without Change of Address/Court Ordered Custody)  
(School Board Policy (Code 9-19P (A)))

Students who transfer from one secondary school to another within the city without a change of address and court ordered custody students who transfer from one secondary school to another within the city without a

change of address will be ineligible to participate in any VHSL activity for a period of one (1) year from the day of enrollment at the receiving school. Exceptions to this policy may be granted only by the superintendent or his designee (School Board Policy: Code 9-19P9 (A)).

In cases of changes in court ordered custody that involve transfers within a school division or between contiguous school divisions, the lesser of one semester or 90 day penalty of ineligibility will be in effect from the date of the transfer.

2. **2.0 Grade Point Average** School Board Policy (Code IGDB)

First time ninth grade students will be eligible to participate in Virginia High School League extracurricular activities meeting the Virginia High School League requirements for one (1) academic year only. At the end of their first year of high school, these students must meet the increased academic requirement (2.0 GPA) of Norfolk Public Schools to participate.

- All first time 6<sup>th</sup> graders are eligible to participate in athletics and activities for fall and the winter season 1. At the conclusion of the first semester, they must have a 2.0 or higher GPA.
- 7<sup>th</sup> and 8<sup>th</sup> graders **must** meet Norfolk Public Schools' policy that they have a 2.0 or higher GPA for the previous semester and must have passed 3 of the 5 block classes from the previous year.
- All eligible 8th grade students **must** participate in sports at the middle school level. 8th grade students that are over aged (August 1, 2004) and have a 2.0 can participate at their home zoned High School at the J. V. level.
  - GPA will be based on all courses taken for credit.
  - GPA will be based on semester grades.
  - The grading scale shall be the current scale used by Norfolk Public Schools, including weighted classes.
  - Summer school shall count two ways:
- In the event a student must repeat a course, he/she shall be allowed to take the highest grade and average into semester grades.

- New classes shall be added to semester grades.
- Transfer students shall be eligible until the end of the first grading period (9 weeks), at which time, they shall meet the 2.0 GPA required by Norfolk Public Schools. If a student is transferring from a school system which has a requirement for participation in place, the student shall meet Norfolk Public Schools' requirement from the first day of enrollment and must meet VHSL standards.
- Students shall have one appeal or probation period during their middle school (8<sup>th</sup> grade only) and one appeal or probation period during their high school eligibility (11<sup>th</sup> or 12<sup>th</sup> grade only) if they fall below the minimum GPA requirement and meet VHSL standards.
- Students who are classified as special education and students whose eligibility must be determined according to applicable federal and state laws; those students who fall below the 2.0 average will be examined on an individual basis. Waivers shall only be granted by the superintendent or his designee. Special education students, who request a waiver, must be making standard progress in those courses taken as determined by the student's Individual Education Plan (IEP).
- Students who have a cumulative average above the 2.0, but fall below a 2.0 for a semester will be allowed to use the cumulative average to participate as long as they have passed the required 5 classes in the presiding semester.

### **Change of Semester**

- Eligibility will begin on the first calendar day of the new semester.
- Students who use a waiver in the first semester for fall sports will be allowed to continue eligibility with winter sports if they fall below a 2.0 but have passed a minimum of 5 classes at the change of semester. Those students who continue with winter sports and will try out for a spring sport must meet the 2.0 rule to compete in the spring.

### **3. Bona Fide Student Rule**

- The student will demonstrate good citizenship in the school and the community, avoiding involvement with unlawful activities that would reflect discredit on the school or the team.

- Any student who is under penalty of suspension or whose character or conduct is such as to reflect discredit upon the school is not considered to be a STUDENT IN GOOD STANDING.
- School officials will suspend a student from participating in extracurricular activities who has been charged with any felony or a misdemeanor involving alcohol, illegal drugs, weapons, or violence until disposition of the charges. The participants MUST report the incident to the coach. The coach will present the facts to the administrator who will determine eligibility.
- The Norfolk Public Schools Bona Fide Student Rule states: Any student convicted of any felony or a misdemeanor/felony involving alcohol, drugs, weapons, or violence will be ineligible to participate for one year from time of conviction.
- A student CONVICTED of use, possession, distribution of illegal drugs or weapons or of any felony, shall be ineligible for athletic participation for one academic year from the date of conviction.
- In interpreting item 28-1-1 of the “VHSL Handbook,” the Bonafide Student Rule, a “regular” student is considered a student who is enrolled in a school in accordance with the policies, regulations, and administrative directives of Norfolk Public Schools. Any student who is in violation of this interpretation shall be ineligible for competition for one full calendar year from the date the student is declared to be ineligible (all VHSL activities).
- If this violation is discovered during the season, the team will forfeit all games in accordance with VHSL rules which the student participated within 30 days.
- If this is discovered after the fact, the Norfolk Principals Association will resort to the VHSL rules 32-3-1 and 32-4-1.
- It is imperative that regular attendance rules be followed unless there is a current out-of-district permit from pupil personnel.



- Any student who receives a placement in an alternative educational setting because of the school's disciplinary action must complete one semester or its equivalent in his/her home school before becoming eligible for Eastern District/VHSL athletics/activities and middle school activities.

**For Middle School Appeal:**

The principal of the home school will contact the middle school principals via email to request a panel review. The parent and student will be required to attend the panel review. The review panel will consist of 3 middle school principals. The panel will hear the request for reinstatement in person, and make an immediate decision at the completion of the panel review. The presenting principal will not cast a vote for the reinstatement. A majority vote is needed to reinstate the student. The three member panel's decision is final, and no other appeal will be reviewed for that individual student during the first semester of their return. The student will also have to qualify for reinstatement under the same academic guidelines as all other student athletes in Norfolk Public Schools.

**For High School Appeal:**

The principal of the home school will contact the high school principals via email to request a panel review. The parent and student will be required to attend the panel review. The review panel will consist of 3 high school principals. The panel will hear the request for reinstatement in person, and make an immediate decision at the completion of the panel review. The presenting principal will not cast a vote for the reinstatement. A majority vote is needed to reinstate the student. The three member panel's decision is final, and no other appeal will be reviewed for that individual student during the first semester of their return. The student will also have to qualify for reinstatement under the same academic guidelines as all other student athletes in Norfolk Public Schools.

## **School Rules**

### **Virginia High School League**

Students must meet all eligibility requirements as established by Virginia High School League (VHSL)

### **Norfolk Public Schools**

Students must meet all eligibility rules set forth by the district council. In some instances, district rules may be more stringent than the VHSL rules, such as the bona fide student rule.

### **School Board Policies**

Student must abide by all rules and regulations set forth by the Norfolk School Board.

### **Team/Activities** (i.e. debate, forensics, drama, and scholastic bowl)

Each coach or sponsor is responsible for establishing team rules. These rules will be distributed and discussed with participants and parents. Students who do not comply with the team rules may forfeit their opportunity to participate.

### **School Attendance**

Students must attend all scheduled classes on the day of activities in order to participate. Coaches/sponsors may make exceptions to this standard with the approval of the principal or his/her designee.

### **In-School Suspension**

Students assigned to in-school suspension may participate in extracurricular activities if they meet all requirements of the suspension. Suspensions must be reported to the coach, who may choose to take additional action.

### **Out-Of-School Suspension**

Students suspended from school will not be permitted to participate in extracurricular activities or attend any school-sponsored activity during the time of suspension. At the discretion of the coach, more severe action including dismissal might be appropriate.

### **Travel within the Eastern Region**

Norfolk Public Schools Transportation Department will not provide transportation outside the Region without permission from the director of transportation.

### **Use of Personal Vehicle for Transportation**

If a team member or volunteer desires to use their personal vehicle for transportation, they must file with the athletic director, the "Volunteer Driver Information Form" prior to travel. On the following page is a copy of the "Volunteer Driver Information Form."

**NORFOLK PUBLIC SCHOOLS**  
**Volunteer Driver Information Form**

Re: \_\_\_\_\_  
(School activity for which your vehicle is to be used)

Dear Volunteer Driver:

Thank you for providing your automobile to assist in the transport of students involved in this school-sponsored activity. While we are grateful, we are also deeply committed to the general safety of our students during such activities and must emphasize safety as it relates to your participation. We cannot overly stress the importance of abiding by all traffic laws and encourage you to pay particular attention to the problems associated with overloading the vehicle, failing to require seat belt use and speeding. Your responsible action and good defensive driving will ensure the safety of this endeavor.

It is requested that you provide the school with the following information so that proper record keeping can be achieved.

To be eligible to volunteer you should have insurance coverage with at least \$50,000.00 per occurrence and \$100,000.00 combined single limit protection. Does your insurance meet this standard? \_\_\_\_\_ Yes \_\_\_\_\_ No

Registered owner of the vehicle: \_\_\_\_\_  
Home/office phone number: \_\_\_\_\_  
Licensed volunteer driver of the vehicle: \_\_\_\_\_  
Make of vehicle: \_\_\_\_\_  
Present liability insurance company: \_\_\_\_\_

I do, hereby, authorize the use of my vehicle for this school-sponsored activity.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of vehicle owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of vehicle driver if not  
the same as the owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal or designee

## **Citizenship Standards/Participation Pledge for Extracurricular Activities**

Participation in extracurricular activities is dependent upon compliance with all applicable rules, state, school board, district, and team regulations. These activities are defined as events that do not fall within the scope of the regular curriculum, are officially recognized and sanctioned by the School Board. Students do not receive academic credit. Performing groups that receive academic credit, i.e. band, chorus, are not included within this policy.

### **Purpose**

- A. To provide a minimum citizenship standard among all schools (including middle schools) for participation
- B. To encourage the importance of a sense of responsibility as a positive role model.
- C. To help the growth of good citizenship among participants.
- D. To recognize and assist those students who have demonstrated an inability to comply with standards of participation.

## **Norfolk Public Schools Hazing**

**Code of Student Conduct** – Students shall not recklessly or intentionally endanger the health or safety of a student or students or inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as condition for continued membership in a team, club, organization, association or student body.

Students should be reminded that the Commonwealth of Virginia has anti-hazing statutes that if found guilty may provide punishment related to being guilty of a misdemeanor or felony.

## Student Pledge

As a participant in the extracurricular activities program at \_\_\_\_\_, I pledge to remain free of alcohol, tobacco, and  
(School Name)  
illegal drugs, to exhibit good citizenship at all times. I understand that violation of the \_\_\_\_\_, extracurricular participation policy and/or

(School Name)  
Norfolk Public Schools Code of Student Conduct, VHSL, Regional, Conference and district rules might result in my exclusion from the extracurricular activities by decision of the coach (with the right to appeal the principal).

Section I: To be completed by the student.

Name: \_\_\_\_\_ Club/Sport: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Section II: To be completed by parent/guardian.

My signature indicates that I have read and understand the  
\_\_\_\_\_ participation pledge.  
(School Name)

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

\_\_\_\_\_  
Date

## **Sanctions**

Violation of the Citizenship Standards/Participation Pledge by any VHSL team-sponsored member will result in mandatory disciplinary action by the coach or administration.

Consequences for violation of the Citizenship Standard/Participation Pledge are separate and apart from those that may be administered by school officials under Norfolk Public Schools policy, VHSL rules, Regional, Conference and District rules, and “Student Code of Conduct.”

## **Appeal Procedure**

Students and/or parents/guardian may appeal actions taken pursuant to this policy. The coach, in conjunction with the athletic director, may suspend students from activities. After having given them the right to be heard, the suspension may be appealed to the principal.

Decisions rendered under this policy may not be appealed beyond the principal. The principal’s decision will be final. The administration will send a written decision to the parent/guardian within two days of the appeal hearing.

## **Participant’s Pledge**

As a precondition of his/her participation in extracurricular activities, students must sign the “Participation Pledge.” The signature on the pledge indicates a commitment to abide by the conditions of \_\_\_\_\_  
School’s Name  
high school’s extracurricular participation policy and to remain free of alcohol, tobacco, and illegal drugs. The parents’ signature on the pledge indicates that the parents have read and understand the pledge.

## **Definitions**

*Extracurricular Activities.* Those events that do not fall within the scope of the regular curriculum and where students do not receive credit.

*Co-Curricular Activities.* These are activities that are outside of but compliment the regular curriculum. Students receive grades for activities for band, chorus.

*May.* As used in this policy, indicates the act of granting or denying permission.

*Might.* As used in this policy, indicates the possibility of action being taken.

## **JJAC-R. REGULATION OF STUDENT-ATHLETE CONCUSSIONS DURING EXTRACURRICULAR ACTIVITIES**

### **I. Introduction**

Pursuant to Virginia Code § 22.1-271.5, Norfolk Public Schools will utilize the following procedures regarding the identification and handling of suspected concussions in student-athletes to ensure that student-athletes who sustain concussions are properly diagnosed, given adequate time to heal, and are comprehensively supported until they are symptom free.

### **II. Definitions**

Concussion - a brain injury that is characterized by an onset of impairment of cognitive and/or physical functioning, and is caused by a blow to the head, face or neck, or a blow to the body that causes a sudden jarring of the head (i.e., a helmet to the head, being knocked to the ground). A concussion can occur with or without a loss of consciousness, and proper management is essential to the immediate safety and long-term future of the injured individual. A concussion can be difficult to diagnose, and failing to recognize the signs and symptoms in a timely fashion can have dire consequences.

Licensed health care provider (LHCP) means a physician, physician assistant, osteopath or athletic trainer licensed by the Virginia Board of Medicine; a neuropsychologist licensed by the Board of Psychology; or a nurse practitioner licensed by the Virginia State Board of Nursing.

Return to play means participate in a nonmedically supervised practice or athletic competition.

### **III. Concussion Management Policy Committee**

- A. The Norfolk Public Schools Concussion Management Policy Committee ("CMPC") will be appointed by the Superintendent of School and will be comprised of the following members: a school administrator; an athletic administrator; an Athletic Trainer, a Concussion Specialist; a coach; a parent/guardian; a student-athlete; and any such person the Superintendent determines will assist the CMPC.
- B. The CMPC will develop concussion training materials for school personnel, volunteers, student-athletes, and parents/guardians of student-athletes. The CMPC will also develop concussion reporting, management, and review protocols for the school division. The CMPC will maintain a record of all incidents where a student-athlete has been removed from a game, competition, or practice sessions because he/she has been suspected of sustaining a concussion.
- C. The CMPC will meet at least once per year and will evaluate the division's training materials, concussion reporting, management, and review protocols[.]

### **IV. Prerequisites to Participation in Extracurricular Athletic Activities**

- A. Preseason Neuro-Cognitive Testing
  1. High School Student-Athletes: All prospective high school student-athletes must undergo preseason neuro-cognitive testing in order to participate in school sponsored Virginia High School League athletics. The neuro-cognitive test will provide each student-athlete with baseline data concerning normal brain functioning. The initial neuro-cognitive test will be given twice during the four (4) year eligibility period for high school student-athletes (9th grade and 11th grade or for any student that transfers in and has not taken an initial neuro-cognitive test).

B. Annual Review of Concussion Information

1. In order to participate in any extracurricular athletic activity, each student-athlete and the student-athlete's parent/ guardian must review annually concussion information provided by the Norfolk Public Schools. Among other things, the concussion information will describe the short- and long-term health effects of concussions.
2. After reviewing the concussion information, each student-athlete and the student-athlete's parent/guardian must sign a statement acknowledging receipt and review of the concussion information.
3. The signed statements acknowledging the receipt of concussion management training materials will be valid between May 1<sup>st</sup> – June 30<sup>th</sup> of the subsequent year, and will satisfy the concussion management training requirements for all of a student-athlete's extracurricular physical activities during that period.

V. **Response to Suspected Concussion**

A. Signs of Concussion

1. Appears dazed or stunned
2. Is confused about assignments
3. Forgets instruction
4. Is unsure of the game, score, or opponent
5. Moves clumsily
6. Answer questions slowly
7. Loses consciousness (even briefly)
8. Shows changes in mood, behavior, or personality
9. Cannot recall events prior to hit or fall
10. Cannot recall events after hit or fall

B. Symptoms of Concussion

1. Headache
2. Nausea or vomiting
3. Balance problems or dizziness
4. Sensitivity to light
5. Sensitivity to noise
6. Feeling sluggish, hazy, foggy, or groggy
7. Concentration or memory problems
8. Confusion

C. Mandatory Removal From Activity Upon Suspicion of Concussion

1. When a coach, athletic trainer, or team physician suspects that a student-athlete has sustained a concussion or brain injury in either a practice session or a game, the school official must remove the student-athlete from the activity immediately. School officials must not allow such student-athlete to return to play that same day.
2. School officials must not allow a student-athlete removed from play because of a suspected concussion or brain injury to return to play until:
  - a. A Licensed Athletic Trainer, and a concussion specialist has evaluated the student-athlete; and,



- b. School officials receive a written clearance to return to play from the LHCP and physician.
- c. A Licensed Athletic Trainer has completed the Norfolk Public Schools Concussion Clearance Checklist.

D. Evaluation of Student-Athlete with Suspected Concussion

1. When a student-athlete is removed from play because of a suspected concussion or brain injury, a LHCP or properly trained individual, if available, will evaluate the student-athlete at the time of injury utilizing the Sideline Concussion Assessment Tool (SCAT5, or ChildSCAT3 if 12 or under). The SCAT measures immediate neuro-cognitive effects, records symptoms, and assesses orientation, memory, concentration, delayed recall, balance and coordination of the injured student-athlete.
2. The determination of whether a student-athlete removed from play is suspected of having sustained a concussion will be the sole determination of the LHCP or other properly trained individual. Such determination is final and may not be overruled by another LHCP or other properly trained individual, coach, assistant coach, school staff, or other person serving in a coaching or advisory role, the student-athlete, or the parent/guardian of the student-athlete.
3. The coach of a student-athlete may elect not to return the student-athlete to play, even if after the concussion sideline assessment it is determined that the student-athlete is no longer suspected of having sustained a concussion.

**VI. ACADEMIC ACCOMMODATIONS DURING RECOVERY FROM CONCUSSION**

- A. The academic needs of a student-athlete who has sustained a concussion may need to be accommodated during recovery from the injury. School principals must be informed when a student-athlete has sustained a concussion.
1. Upon receiving confirmation that a student-athlete has sustained a concussion, the school's athletic trainer must advise the school principal of the injury. The school's principal will then notify student-athlete's guidance counselor and teachers of any accommodations that are required during the student-athlete's recovery period.
  2. When a student-athlete's concussion symptoms appear after an athletic event, while out of the presence of school officials, the parent/guardian of the student-athlete must advise the principal of the concussion and any accommodations the student requires during the recovery period.

**VII. Protocol for Return to Play**

- A. No student-athlete will be allowed to participate in any athletic event, practice session or training on the same day he/she is injured when he/she:
1. Exhibits signs, symptoms or behaviors attributable to a concussion; or
  2. Has been diagnosed with a concussion.
- B. No student-athlete will be allowed to return to participation in an athletic event, practice session or training on the days after he/she sustains a concussion unless all of the following conditions have been met:
1. The student-athlete no longer exhibits signs, symptoms or behaviors consistent with a concussion, at rest or with exertion;
  2. The student-athlete is asymptomatic during, or following periods of supervised exercise that is gradually intensifying, and he/she has undergone a post injury neurocognitive data, at the discretion

- of the LHCP, to determine whether the student-athlete is ready to proceed to final stage of the Graduated Return to Play Guidelines;
3. The student-athlete must complete successfully all stages of the Graduated return To Play Protocol after he/she has been diagnosed with a concussion;
  4. A Licensed Athletic Trainer completes concussion clearance checklist including written medical release which certifies that (i) the Licensed Athletic Trainer is aware of the current medical guidance on concussion evaluation and management; (ii) the student athlete no longer exhibits signs, symptoms or behaviors consistent with a concussion at rest or with exertion; and (iii) that the student-athlete successfully completed all stages of the Graduated Return to Play Protocol; and
  5. All Norfolk Public Schools student-athletes (high school and middle school) with a suspected concussion must have a written clearance to return to play issued by a physician who is trained in concussion management.
- C. The coach of a student-athlete may elect not to allow a student-athlete to return to extracurricular physical activities, even after the production of written medical release from the student-athlete's LHCP, if the coach observes signs and symptoms of sports-related concussions. If the student-athlete's coach makes such a decision, the coach will communicate the observations and concerns to the student-athlete's parent or guardian within one day of the decision not to allow such student-athlete to return to extracurricular physical activities.

#### **VIII. Helmet Replacement and Reconditioning**

- A. All helmets used in school athletic activities must conform to the National Operations Committee on Standards for Athletic Equipment ("NOCSAE") and certified as conforming by the manufacturer at the time of purchase.
- B. Reconditioned helmets that have been purchased must be recertified as conforming to the NOCSAE by the reconditioner.

#### **IX. Training Required for Personnel and Volunteers**

- A. Norfolk Public Schools ensures that school staff, coaches, athletic trainers, team physicians, volunteers, parents and student-athletes will receive current concussion management training and education annually regarding the following matters:
  1. Recognizing the signs and symptoms of a concussion;
  2. Strategies to reduce the risk of concussions;
  3. Obtaining proper medical treatment for student-athletes suspected of having a concussion; and
  4. Safely returning student-athletes to an athletic event, practice session or training.
- B. In its annual concussion management training and education, Norfolk Public Schools will utilize materials and resources that are obtained from nationally recognized sources.
- C. The Norfolk Public Schools Concussion Policy Management Team will ensure that concussion management training is current and consistent with best practice protocols.
- D. The athletic directors at each school and the CPMT will maintain a written record of the names and dates of completion for all persons that received the annual concussion management training mandated under this Concussion Management Policy and Regulation.
- E. Each school will ensure that no person is allowed to coach or advise a student-athlete in any practice session, game, or competition that has not completed the school's concussion management training within the previous twelve months.

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**Legal Ref.:**

Virginia Code § 22.1-271.5.

**Adopted** by the Norfolk City School Board July 16, 2014.

**Revised:**

October 11, 2018

## Concussion Clearance Checklist

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No student shall be cleared for full athletic participation after sustaining a concussion until all of the below items are checked off and signed by an athletic trainer

- Parent Notification
  
- School Administration/Concussion Team Notification
  
- Physician Referral
  
- Return To Play Progression
  
- IMPACT Post injury test
  
- Clearance Note from Physician, or release to be supervised by school athletic trainer

Signature of LH/CP \_\_\_\_\_

## **Administrative Duties of a Coach**

### **Disciplinary Action**

It is strongly recommended that the coach clear his/her discipline policy with the principal and athletic director before the start of the season. Normally, it is the responsibility of the coach to decide how to discipline the players on the team. However, coaches must set their discipline policies within Norfolk Public Schools rules and regulations.

#### **28-1-1 Bona Fide Student Rule**

The student shall be a regular student in good standing of the school.

#### **28-1-3 Interpretations**

1. "Regular" student is considered a full-time student who is in regular attendance and is carrying a schedule of subjects which, if successfully completed, will render him/her scholastically eligible for League participation the ensuing semester.
2. Any student who is under penalty of suspension, or whose character or conduct is such as to reflect discredit upon his/her school, is not considered in good standing.
3. Any student is permitted to take course work outside the VHSL high school building provided he/she is enrolled in the high school and is eligible.

### **Checklist**

1. Clear discipline policies with the principal and athletic director before start of the season.
2. Inform the team of training rules before start of the season.
3. Inform the parents of rules, regulations, and policies at pre-season meetings.
4. All rules and regulations must be in writing and given to each athlete and parent.

### **Association With Questionable Characters**

The student will demonstrate good citizenship in the school and the community, avoiding involvement with unlawful activities that would reflect discredit on the school or team.

Any student who is under the penalty of suspension or whose character or conduct to reflect discredit upon the school, is not considered to be a STUDENT IN GOOD STANDING.

A student charged with a felony shall be suspended from the team pending court action.

A student must understand that associating with questionable characters could lead to their dismissal from the team, school, and in some cases, a report to police authorities.

### **Eligibility Of Athletes**

The coach will ensure that every athlete trying out for a VHSL team meet the requirements set forth by the district, conference region, and state governing bodies. It is the coach's responsibility to be cognizant of requirements covering his/her sports. Making sure athletes are academically eligible is often a responsibility delegated to the coach. Currently, it is required that every athlete be enrolled in no less than five subjects offered for credit that may be used for graduation and pass five subjects in the semester previous to their participation in a VHSL activity. The coach may use the athlete's report card or credit sheet to check the number of subjects passed. However, the coach should never take the word of a student/athlete that he/she is academically eligible. If coaches are not sure that athletes are academically eligible, they should confer with the athletic director.

Coaches must also ensure that athletes and their legal guardians live in the school district for which he/she is participating. Most of the time, this is accomplished by having athletes return the residence form. If coaches have any questions about an athlete's residence, they should confer with the athletic director. Athletes that are not enrolled with the school cannot practice, workout or play with that school. Athletes must be enrolled to participate.

It is the coach's responsibility to see that no athlete practices without a valid VHSL Athletic Participation/Parent Consent/Physical Examination Form and a signed statement acknowledging the receipt of concussion management information. The coach must see that every athlete is properly insured and has returned the parent insurance form. All athletes participating in VHSL sponsored activities must be listed alphabetically on a VHSL eligibility form

with all pertinent information completed. This form must be turned into the athletic director by the designated time to avoid being penalized.

### **Checklist**

1. Read the current “VHSL Handbook” eligibility requirements.
2. Confer with the athletic director on VHSL district requirements.
3. Obtain proof that the athlete and legal guardian live in the district for which the athlete is participating or meet the transfer requirements.
4. Obtain a completed VHSL Athletic Participation/Parent Consent/Physical Examination Form signed in appropriate areas by the parents and doctor.
5. Obtain insurance verification form from each athlete, APPROPRIATELY SIGNED, with each athlete properly insured.
6. Obtain guidance from the athletic director if any doubt arises about eligibility requirements.
7. Obtain a signed statement of concussion management.

### **Scheduling Of Events and Transportation**

The coaches’ responsibilities in scheduling scrimmages, contests, officials, transportation, etc. should be discussed with the athletic director prior to start of the season. However, it is sometimes the responsibility of the coach to make arrangements for team contests and transportation schedules. If this is the case, the coach must comply with the VHSL rule for maximum number of scrimmages and contests. If the athletic director empowers the coach to make transportation arrangements, the coach should be familiar with the procedure for communicating with the bus company.

### **Checklist**

1. Refer to the “VHSL Handbook” for the maximum number of scrimmages and contests.
2. Confer with the athletic director about who makes the schedule.
3. If empowered to do so, call the bus company and arrange transportation to all away contests.

4. If empowered to do so, call other schools and set contest dates.
5. Have all schedules and arrangements approved by the athletic director.
6. If empowered to do so, contact the commissioner of officials for your sport with the schedule of home games.

### **Postponement Of Events**

When schools are closed due to inclement weather, all activities including athletics are canceled. The Deputy Superintendent of Operations and the Deputy Superintendent of Learning Support may waive this directive when improved weather conditions warrant consideration.

In the event of inclement weather or other problems that may arise, the coach should know how to handle postponements. Postponing an event should never be the sole responsibility of the coach. A conference with the athletic director and principal should be held before any decision is made. Every effort should be made to meet the obligations of hosting the contest. However, if it becomes impossible to do so, the coach should have a plan for notifying players, staff, volunteers, transportation, officials, and the opposing team.

### **Checklist**

1. Confer with the athletic director and principal before taking any action.
2. Have a plan for notifying players, staff, volunteers, transportation, officials, and opposing team.
3. If any questions should arise, confer with the athletic director about developing a postponement plan.

### **Inventory**

It is the coach's duty to keep an up-to-date and accurate inventory of all equipment being used in his/her sport. This includes having a procedure for issuing and collecting uniforms and equipment. The coach should confer with the athletic director to learn the policy covering equipment inventory and collection.

At the end of the season, the coach must compile a list of uniforms and equipment needed for the upcoming year. Having kept an accurate inventory



will greatly aid the coach in this task. The athletic director will provide the standardized order form to be completed by the coach.

### **Checklist**

1. Keep an accurate and up-to-date inventory of team equipment.
2. Have a procedure for issuing and collecting equipment and uniforms.
3. Have a plan for handling collection problems.
4. Complete the order form on time for new equipment or replacement equipment.
5. Confer with the athletic director to understand the school's policies on inventory.

### **Securing The Facility**

The coach must often secure the locker room before and after practice or contests. If more than one team is using the locker room, the athletic director may assign locker room duty. If the head coach has assistants, he/she may delegate the supervision to the assistants. Securing the players' valuables and facility in general is a task not to be taken lightly. If the coach has any questions about this responsibility, he/she should confer with the athletic director.

Calling Multi-Guard and giving the personal I.D. number is part of securing the building. When the team is leaving the school for an extended period of time or is using the facility at a time when no custodian is working, the coach must call to inform Multi Guard Security of the situation. When using the building, the coach must turn off alarms while the team is in the building and reactivate them when the building is cleared. This includes calling Multi-Guard and giving the personal I.D. number.

### **Checklist**

1. Lock the locker room when it is not in use.
2. Either be present or assign an assistant coach to be present when the athletes are using the locker room.
3. If more than one team is using the locker room, the athletic director should make the locker room assignments.

4. Securing the players' valuables and facility is the responsibility of the head coach. The head coach must report all valuables lost or stolen.
5. Direct any questions regarding security to the athletic director.
6. Turn off the alarm and call Multi-Guard when the team or coaches are using the area during times other than normal school hours.
7. Turn on the alarm and call Multi-Guard when leaving the building unattended.

### **Maintaining the Facility**

Maintenance of all athletic facilities is the responsibility of the athletic director. However, each coach should take pride in the facility and do whatever is necessary to help keep it in good working order. The coach comes in daily contact with practice and game areas; therefore, he/she will notice any damages before anyone else. It is the coach's charge to see that any area used by the team is safe.

The coach may wish to personally handle minor repairs; however, any unsafe area must be reported to the athletic director as soon as it is noticed. Then it becomes the athletic director's responsibility to file a work order with the maintenance department and follow through on the repair. Similarly, any requests for improvements should be handled through the athletic director. Confer with the athletic director is the best way to learn the school's policy on facility maintenance and repairs.

### **Checklist**

1. Take pride in your work area.
2. Make any area used by the players totally safe.
3. Report all unsafe areas to the athletic director.
4. Coaches may handle minor repairs.
5. The athletic director should handle all work orders.
6. Confer with the athletic director to learn the school's specific policy regarding facility maintenance and repairs.

## **Reporting Athletic Injuries**

1. Each coach has the responsibility of reporting all athletic injuries to the athletic trainer at his/her respective school.
2. The school-based athletic trainer and athletic trainer specialist will evaluate all athletic injuries and determine the plan of care (i.e., physician referral, parent notification, return to play).
3. When an athlete is injured, the person who will determine the playing status will be the following:
  - a. Physician
  - b. Athletic trainer
  - c. Coach
4. It is the responsibility of the school-based athletic trainer to record all athletic injuries that occur at his/her school.
5. The school-based athletic trainer will record a written injury report when the injury meet the following conditions:
  - a. Referral to hospital
  - b. Referral to family doctor
  - c. Referral to sport injury clinic
  - d. When athlete loses a minimum of two practice days due to injury
6. Progress notes will be maintained on all athletic injuries that require continuous treatment or rehabilitation.
7. The coach and athletic trainer will be responsible for notifying parents or guardian when the son or daughter has sustained injury during practice/game. The following procedures are used to notify parents or guardian:
  - a. Parents or guardian will be notified by a telephone call.
  - b. An Athletic Injury Report for Parent/Guardian will be submitted.
8. A parent/guardian, coach, or school official must accompany any athlete that requires ambulance transportation.
9. Each coach has the responsibility of understanding the NPS concussion policy. Coaches must report all concussions to the school's Athletic Trainer.

## **Out-Of-Season Conditioning Program**

Norfolk Public Schools encourages all coaches and athletes to participate in a supervised conditioning program enabling them to develop their overall strength, flexibility, and skill level within their particular sport:

1. Members of the coaching staff or school official must supervise teams conditioning or physical fitness activity.
2. Each coach should develop a weight-training program that focuses on the following areas:
  - a. Strength
  - b. Speed
  - c. Endurance
  - d. Flexibility
3. Each coach should develop sport specific skills that will enable the athlete to enhance his/her skill level for the upcoming season.
4. All VHSL member school sponsored athletic teams are restricted from any organized activities during designated “dead periods.” Out-of season dead periods shall be 10-day periods beginning with the first permissible practice date of a sports season as published in the VHSL Calendar. A “summer dead period” for all athletic teams shall be from Sunday through Saturday of the week containing July 4<sup>th</sup> (Week 52 or Week 1 of the NFHS Standardized Calendar). During dead periods, no coaching, observing or contact between a coach(s) or player(s) may occur in the VHSL member school sponsored athletic team or activity involved. There may be no VHSL member school sponsored practice, open facilities, weight training/conditioning, out of season league(s) or member school sponsored clinics/camps. Outside of dead periods, all VHSL member school sponsored activities may occur on any day except Sunday. Team vs. team competition may occur only in camps or leagues. Schools, districts and/or regions may impose more restrictive guidelines. VHSL catastrophic insurance is not applicable to any out-of season activities.
5. A candidate for a school athletic team may attend a specialized camp, school clinic or other similar program involving coaching and instruction as long as the school does not provide the fee for the specialized sports camp. Attendance at a summer recreation type camp where a variety of recreational and sports activities are treated equally is not considered a specialized sports camp. Schools may provide transportation for

students attending a specialized sports camp. Schools may also issue equipment to students attending such camps.

6. A student may participate as an individual and may not be connected with his/her school.
7. A student shall not be provided nor may he/she use any uniform belonging to a school. A student may use shoes provided by his/her school (This rule does not apply to cheerleaders.).

### **In-Season Conditioning Program**

Norfolk Public Schools recommends and supports an in-season conditioning program for all athletic teams. The following recommendations will allow athletes to maintain their current level of fitness and reduce potential injury that may occur during the athletic season:

1. A two-day, nine-week maintenance program focusing on maintaining strength and flexibility.
2. Weight lifting scheduled on non-competitive days.
3. The coaching staff must supervise the in-season program.

### **Practice**

Practice is defined as the involvement of individuals or group of individuals from a member school in any organized program of demonstration, instruction or participation conducted in part or entirely by a person or group of people who are involved in the coaching of these athletes for pay or other remuneration. The spirit of the practice rule shall be that every school and participant shall have the same opportunities to practice prior to the first game of the season.

Practice time will begin under the Sports Season Rule (27-7-1 VHSL)

### **27-7-1 Sports Season Rule**

All VHSL member school sponsored athletic teams are restricted from any organized activities during designated “dead periods.” Out-of season dead periods shall be 10-day periods beginning with the first permissible practice date of a sports season as published in the VHSL Calendar. A “summer dead

period” for all athletic teams shall be from Sunday through Saturday of the week containing July 4<sup>th</sup> (Week 52 or Week 1 of the NFHS Standardized Calendar). During dead periods, no coaching, observing or contact between a coach(s) or player(s) may occur in the VHSL member school sponsored athletic team or activity involved. There may be no VHSL member school sponsored practice, open facilities, weight training/conditioning, out of season league(s) or member school sponsored clinics/camps. Outside of dead periods, all VHSL member school sponsored activities may occur on any day except Sunday. Team vs. team competition may occur only in camps or leagues. Schools, districts and/or regions may impose more restrictive guidelines. VHSL catastrophic insurance is not applicable to any out-of season activities.

27-7-2 Exception:

- (1) Sunday activities that are part of a camp or league are permitted.

27-7-3 Penalty: Any school adjudged guilty of violating the Out-of-Season Practice Rule shall be subject to a fine as stated in 30-5-1 and such disciplinary action, including ineligibility for district championships, as the appropriate district committee, interdistrict committee or VHSL Executive Director may impose.

Violation of Practice Rule May Result In  
the Termination of a Coaching Position

## **Sportsmanship**

### **Sportsmanship, Ethics and Integrity (School Board Policy (JFGB))**

The School Board recognizes the value of extracurricular activities in the educational process and the values that students develop when they have the opportunity to participate in an organized activity outside of the traditional classroom.

Participants and responsible adults involved in School Board Approved extracurricular activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. The School Board further encourages the development and promotion of Sportsmanship, Ethics and Integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, spirit groups and support/booster groups.

### **27-13-1 Sportsmanship Rule (VHSL Handbook)**

Member schools are required to conduct all their relations with other schools in a spirit of good sportsmanship. Acts, which are prima facie evidence of failure to abide by this rule, are those, which are noted below, and others of a similar nature, which transgress the usually accepted code for good sportsmanship. All incidents of conduct that are violations of the Sportsmanship Rule must be reported to the VHSL.

### **27-13-4 Harassment of Game Officials by a Coach and a Coach's Ejection from a Contest (VHSL Handbook)**

Any coach's ejection is to be reported in writing to the League office by the school whose coach is ejected with copies placed in the school's and officials' association files. Any incidents involving a spectator, coach or other school personnel or player striking or pushing an official is to be reported. A coach going on the floor or field to interrupt a contest while the ball is "alive" in protest of a decision by an official, conduct which invokes a penalty against the team because of the conduct of a coach or team member or any

individual in the official party of a team, continued and visible actions on the part of a coach will indicate to team members and/or to spectators that the coach believes the game is being improperly officiated, public demonstrations with game officials which indicate to others extreme dissatisfaction with officiating, and such related actions when exhibited in aggravated form are evidence of poor sportsmanship.

**27-13-5 Failure of a School to use every means at its disposal to impress upon its faculty, student body, team members, coaching staff and officials, the values of sportsmanship in the preparation for and the conduct and management of interscholastic contests (VHSL Handbook)**

School personnel must make every effort to insure that substitute players and bench personnel do not enter the playing field/court during a verbal or physical altercation or do not engage in other unsportsmanlike conduct before, during or after the contest; such action is a violation of the sportsmanship rule and is to be reported. A school whose substitute players or bench personnel violate this rule is subject to a fine.

Any coach suspended from a VHSL contest will automatically be suspended from coaching on the floor at the next contest. If these problems are continuous, administrative action, as deemed necessary, will be taken including dismissal.

NPS sportsmanship Violations: Any coach or player suspended from VHSL contest will need to complete online sportsmanship training (NFHSLearn.org). The parent/guardian will need to complete the training as well. The student-athlete will be reinstated once all their penalties and training has been completed.



**Virginia High School League  
Sportsmanship Initiative**

1642 State Farm Blvd., Charlottesville, VA 22911  
434-977-8475/434-977-5943(fax)/www.vhsl.org/tzimorski@vhsl.org

**HIGH SCHOOL SELF-ASSESSMENT FORM  
Wachovia Sportsmanship, Ethics and Integrity Award**

**OBJECTIVE:** Development of Citizenship and Sportsmanship is a high priority in the state of Virginia and is in the best interest of interscholastic athletics. This self-assessment is provided to assist the VHSL and member schools to foster sportsmanship behavior at all VHSL sanctioned events.

**DIRECTIONS:** Complete this self-assessment and submit to the VHSL by May 1. Check items your school/staff accomplished consistently during the school year. Points are awarded based on the number of categories checked. This tool is to be used as a score for the VHSL Sportsmanship Award.

**ADMINISTRATION/ATHLETICS DIRECTOR**

**Our administration/athletic director do the following:**

1. \_\_\_\_\_ Completes and submits this form by May 1.
2. \_\_\_\_\_ Models good citizenship/sportsmanship for coaches, students and parents.
3. \_\_\_\_\_ Provides a Sportsmanship recognition program at school. (Attach a brief description of program).
4. \_\_\_\_\_ Stresses the importance of Good Sportsmanship with coaches.
5. \_\_\_\_\_ Discusses the components of Good Sportsmanship with coaches during pre-season coaches meetings.
6. \_\_\_\_\_ Request that each coach include a section addressing sportsmanship in his/her team handbook or team rules/policies.
7. \_\_\_\_\_ Encourages each coach to present a sportsmanship award at the end of the season.
8. \_\_\_\_\_ Requires all coaches to complete a self-evaluation form. (attached copy)
9. \_\_\_\_\_ Sends a letter to each athlete regarding sportsmanship expectations. (attached copy)

10. \_\_\_\_\_ Sends a letter to parents/guardians explaining the sportsmanship program. (attached copy)
11. \_\_\_\_\_ Sends a congratulatory letter to parents/guardians of student athletes who earn sportsmanship awards. (attached copy)
12. \_\_\_\_\_ Communicates the components of good sportsmanship with student support/performance groups each session.
13. \_\_\_\_\_ Provides a hospitable atmosphere for visiting teams and officials (e.g., clean facility, refreshments, etc.)
14. \_\_\_\_\_ Provides appropriate personnel at each interscholastic event. (security, school administration)
15. \_\_\_\_\_ Selects and meets with public address announcers and discusses their role in a good sportsmanship program.
16. \_\_\_\_\_ Provides unbiased public address announcers at athletic contests.
17. \_\_\_\_\_ Provides scripts and/or announcements for public address announcers that promote ideals of sportsmanship.
18. \_\_\_\_\_ Ensures school representation at a VHSL Area Eligibility Meeting.

## **COACHES**

### **Our coaches consistently do the following:**

1. \_\_\_\_\_ Know and follow current NFHS and VHSL rules, school and league policies, school's operating and emergency procedures, and fundamentals of sportsmanship.
2. \_\_\_\_\_ Serve as positive role models for sportsmanship and set examples for controlling unsportsmanlike behavior.
3. \_\_\_\_\_ Display respect for the integrity and judgment of officials.
4. \_\_\_\_\_ Treat players, coaches, opponents and officials with respect.
5. \_\_\_\_\_ Publicly shake hands with opposing players and coaches before and after contests.
6. \_\_\_\_\_ Help student athletes develop a positive self-image and keep a health perspective of athletics in relation to the overall picture of academics and life.

## **STUDENT ATHLETES**

### **Our student athletes consistently do the following:**

1. \_\_\_\_\_ Compete with integrity, perseverance and a sense of fair play.
2. \_\_\_\_\_ Promote a friendly and welcoming atmosphere for opposing schools.
3. \_\_\_\_\_ Treat teammates, opponents, coaches, officials and spectators with respect.
4. \_\_\_\_\_ Exercise self-control in accepting officials' decisions.
5. \_\_\_\_\_ Shake hands with opponents before and after each contest.
6. \_\_\_\_\_ Serve as positive role models to other students.

## **CHEERLEADERS**

### **Our cheerleaders consistently do the following:**

1. \_\_\_\_\_ Know and follow all NFHS and VHSL rules governing cheerleading.
2. \_\_\_\_\_ Encourage spectators to cheer at appropriate times in a positive manner.
3. \_\_\_\_\_ Function as models for sportsmanship/citizenship/leadership.
4. \_\_\_\_\_ Promote a friendly and welcome atmosphere for opposing schools.
5. \_\_\_\_\_ Respect the judgment of contest officials.
6. \_\_\_\_\_ Recognize outstanding performances of both teams and give encouragement to injured players.
7. \_\_\_\_\_ Display only signs that welcome opponents or that are positive towards our school/team.
8. \_\_\_\_\_ Lead only positive cheers that boost their own school spirit without antagonizing opponents or the officials.

## **STUDENT SUPPORT/PERFORMANCE GROUPS**

1. \_\_\_\_\_ Communicate with school administration regarding seating assignments, game procedures dressing facility arrangements and performance schedules.
2. \_\_\_\_\_ Treat visiting teams, coaches, spectators, officials and other performance groups with respect. Show appreciation for all performances.
3. \_\_\_\_\_ Maintain common courtesy and respect in the timing of spontaneous performances.
4. \_\_\_\_\_ Adhere to guidelines for appropriate playing times.
5. \_\_\_\_\_ Cooperate with and follow cheerleaders in appropriate cheers and positive support to own team.

## **PARENTS/STUDENTS SPECTATORS**

**Our parents/student spectators consistently do the following:**

1. \_\_\_\_\_ Demonstrate respect for all players, opponents, coaches and officials.
2. \_\_\_\_\_ Give positive support and encouragement to all student athletes and performing groups.
3. \_\_\_\_\_ Recognize outstanding performances by either team with applause.
4. \_\_\_\_\_ Follow the directions from cheerleaders regarding appropriate cheers.
5. \_\_\_\_\_ Refrain from entering or throwing objects onto the playing area.

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**HIGH SCHOOL SELF-ASSESSMENT FORM  
Wachovia Sportsmanship, Ethics and Integrity Ward**

**SCORE CALCULATION**

School: \_\_\_\_\_ Group: \_\_\_\_\_

**A school must score 90% or better to qualify!**

Total Boxes Checked \_\_\_\_\_

No. of VHSL adjustments (-) \_\_\_\_\_  
(To be completed by VHSL  
Sportsmanship Review Committee)

FINAL SCORE (50 possible) \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Director of Student Activities' Signature: \_\_\_\_\_

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VHSL Adjustment of Unsportsmanlike Behavior

Please be advised that the following adjustments will be made to the above score in the event of unsportsmanlike ejections and/or improper behavior at state championship events. Schools will be notified in writing of any deductions.

Student -Athlete Ejections -2.5 points per ejection

Coach Ejections -5 points per ejection

\*\*Inappropriate Behavior at State Championship Events -10 points per event

\*\*NOTE: VHSL staff or tournament director must witness inappropriate behavior.

## **Effectiveness**

List by sport all coach and player ejections for the academic year.

Do you feel your sportsmanship program has improved athletes', coaches', and spectators' perception of sportsmanship and if so, how?

What changes, if any do you plan to make to strengthen your sportsmanship program for school?

List any incidence of unsportsmanlike conduct you observed at a home or away contest (i.e., crowd control, locker room vandalism, abusive spectators, refusal to shake hands, etc.)

## **Supervision of Squads**

1. **Locker and Dressing Room** – An occurrence of property destruction and abuse, stealing, and rowdiness in the locker room before, during, and after practice sessions reflects on the entire athletic program. Each coach should see that all squad members, upon being excused from practice and after games, quickly shower and leave the school premises. The area should be checked to make sure all equipment has been put away, lights are turned off, and doors locked. The coach must be the last person to leave and secure the building. Never leave students unsupervised on school premises.
2. **Gymnasium and Weight Room** – At no time may students use the gymnasium and weight room unsupervised.
3. **Bus** – The coach is responsible for the safe and proper behavior of his/her squad on all trips. Rowdiness must not be tolerated. Shoes with spikes or cleats will not be worn on the bus or in the school building. The coach is responsible for the cleanliness of the bus after use.
4. **Visiting Other Schools** – Squads should behave at other schools. The coach shall supervise squad members at all times, including the locker room area after the contest.

## **Individual Sports**

### **54-9-1: Mandatory Compliance with all Rules (VHSL Handbook)**

In all interscholastic athletic competitions, individual contestants and member schools shall observe and comply with all VHSL rules and regulations set forth in Section 26 through 33 and with the rules governing specific sports and activities set forth in Section 50 through 126 of the League Handbook. These rules and regulations are binding upon all member schools and may not be waived except as authorized in specific sections of the “VHSL Handbook.” (Violations are punishable by such penalties as the appropriate district committee, inter-district committee, sportsmanship committee or executive committee may impose.)

### **Junior Varsity (JV) Eligibility**

In addition to the general eligibility rules (e.g., Transfer Rule and “C” Average Requirement) stated above, the following rules apply to participation in all Junior Varsity athletics:

- Athletes may only be enrolled in the 9<sup>th</sup> or 10<sup>th</sup> grades.
- Athletes may not have reached the age of 17 on or before the first day of August.
- Athletes shall not be in their third year of high school since entering the 9<sup>th</sup> grade.
- JV athletes moved from the JV to Varsity team during the season are only allowed to participate in a combined total of the maximum number of games allowed for Varsity players.
- Size of JV teams and scheduling of JV competitions may vary from sport to sport.

## **Football**

1. Varsity athletes may wear their jerseys during the game and during school hours on game day.
2. Varsity athletes are not permitted to wear jerseys at games in which the team is not involved.
3. During games, only coaches, players, and other designated team/staff members are allowed on the sideline.
4. Each team has the responsibility of general clean up after the game (i.e., cups, ice bags).
5. The head coach is responsible for sideline management and conduct.
6. All athletic injuries should be reported to the athletic trainer on staff.
7. Coaches should remember that only 9<sup>th</sup> through 10<sup>th</sup> grade students are eligible to play J.V. Football.
8. Coaches should do a general survey of field conditions before practice and games (i.e., potholes, broken glass).
9. Each coach should be familiar with all rules and regulations that govern the sport of football.
10. Coaches should ensure that videos are of good quality when exchanging.

## **Golf**

1. Athletes should follow the code of behavior referred to as golf etiquette and safety.
2. Golf etiquette helps individuals enjoy the game, keep play moving on the course, encourage safety, and protect the course from unnecessary damages.
3. Caddies may not be used for regular matches or district tournament.
4. Athletes are not allowed to use carts at any time during practices or matches.
5. Golfers must check in with the starter before teeing off.



6. Players should play in foursomes – never one player alone and twosomes only when necessary. Players from different schools should know each other and form threesomes or foursomes.
7. Players should ask the starter what tee they should go off on and never cut in front of players.
8. Players should never monopolize practice area or greens - - 30 minutes only on practice green and players must receive permission for practice area.
9. Obey all rules of golf etiquette (i.e., repair divots, ball marks, and fast play).
10. Do not use pro shop for waiting or congregating area – DO NOT LOITER.
11. All players should finish 30 minutes before sunset. Be thoughtful of golf course personnel.
12. Do not leave books or personal effects in the pro shop or locker room.
13. Players must remember that they represent their schools – no gambling, abusive language, or horseplay.
14. Please remember that golf course privileges are extended by professional and their staff – it is not a right without a responsibility.

### **Volleyball**

1. Each coach is responsible for setting up appropriate equipment.
2. Each coach is responsible for inspecting equipment and reporting any defects to the athletic director.
3. Coaches and physical education teachers should work together to ensure proper floor maintenance.
4. The home team is responsible for paying officials.
5. For safety purposes, the amount of distance from the boundary lines to any walls or obstacles must be at least six feet.

## **Basketball**

1. Coaches and physical education teachers should work together to ensure proper floor maintenance.
2. Coaches who practice at middle school should follow the building principal's rules and regulations regarding gym use.
3. Each coach is responsible for managing equipment.
4. J.V. players are limited to 9<sup>th</sup> through 10<sup>th</sup> grades only.
5. Players moved from J.V. team to varsity team are allowed only a total of 20 games per season combined.
6. Officials are governed by principals as stated in the VHSL handbook.
7. The national anthem is allowed to be played at the beginning of the game.
8. No shooting is allowed during halftime of early game by teams playing late games.

## **Swimming**

1. Before the start of each swim season, a schedule will be compiled and sent to the athletic directors of each of the five high schools. It then becomes the responsibility of that athletic director to distribute a copy to each swim coach.
2. District meets will be held at Maury High School and Southside Aquatic Center unless all principals, athletic directors, and coaches are notified at least one week in advance. The first meet is scheduled to begin at 3:30 p.m. and the second meet at 5:30 p.m. The third meet is scheduled for 7:30 p.m. Members of each team should be given at least a 15-minute warm-up period before the start of a meet.
3. The home team in the first meet is responsible for set-up (example: putting the lane lines in the water) and the home team in the third meet is responsible for putting away any equipment used.
4. In any meet, the home team is responsible for providing the following:

- A. Two score keepers and score sheets, one to keep and one to give to the visiting team(s).
  - B. Six timers and six working digital stopwatches.
5. It is the responsibility of the home team to notify the newspaper of the meet outcome. This must be done on the same day of the meet.
  6. Since safety must be the utmost concern, at least one coach must be present at all times to supervise swimmers. This duty is important during swim meets as well as during each practice. The responsibility of swim team supervision also includes the locker rooms.
  7. All coaches should make every effort to make the swim meets run as smoothly as possible.

### **Wrestling**

1. All coaches must have a complete understanding of the VHSL Wrestling Weight Control Program (WCP) refer to 88-4-3 in the VHSL Handbook.
2. Coaches must clean mats with appropriate solution during each practice and match.
3. Coaches must inspect all athletes for any type of skin lesion.
4. Coaches and athletes must adhere to VHSL weight control program.
5. J.V. teams must have eight members to be considered a team.
6. If a school does not have a J.V. team, officials and opponents' schools must be notified in advance.
7. J.V. matches will be conducted as regular matches and exhibitions will be conducted between J.V. match and varsity match.
8. J.V. wrestlers:
  - a. May only be ninth and tenth graders.
  - b. May not have reached the age of 17 on or before the first day of August.
  - c. Shall not be in their third year of high school since entering the ninth grade.
9. Schedule for matches:

- a. Periods will be 2-2-2 minutes (Exhibitions will follow J.V. match if time permits and will begin on the first mat available.)

### **Soccer**

1. Every effort should be made to control the crowd.
2. The home team wears light jerseys and visiting team wears dark jerseys. If there is a discrepancy, the home team will make the change.
3. Coaches should remind athletes of the rule regarding not wearing jewelry.
4. The shirt of an athlete is to be tucked in at the beginning of the game.
5. Only designated or involved personnel are allowed on the sideline.

### **Softball and Baseball**

1. During inclement weather, fields need to be checked by 1:00 p.m. so a decision can be made whether the game should be played.
2. Umpires need to be on the field as teams' line up to shake hands in case of possible conflict.
3. Both coaches are responsible for general cleaning after game (i.e., cups, ice bags).
4. When a rainout occurs, the home team must call the opposing coach or athletic director with a make-up date and site to be scheduled as quickly as possible.
5. When a rainout occurs, the home-team coach must call the umpire director, Eastern Virginia Official Association to cancel and reschedule the makeup date.
6. Home team is responsible for all field preparation.
7. All field problems should be directed to the athletic director.
8. All bases should be securely fastened and checked prior to games.
9. Home team is responsible for supplying baseballs and paying umpires.

10. Jewelry should be removed prior to games.
11. Only 9<sup>th</sup> through 10<sup>th</sup> grade students are eligible to play J.V. baseball.

### **Boys And Girls Tennis**

1. Players should be courteous.
2. Players should value the honor system.
3. Coaches should construct the play lineup according to ability level.
4. Coaches should enforce USTA/VHSL dress code.
5. The home team will provide new USTA approved extra-duty felt tennis ball (no casual or soft court balls).
6. The player must play at least one-half of the District matches at or above their team position for tournament seeding and draw purposes.
7. One player of a doubles team must play in that team's position for it to count on that doubles team district season record.
8. Only coaches can coach during side changes – no coaching during or between even games.
9. Coaches should exchange lineups before play begins. Substitutes in doubles only in accordance with VHSL rules.
10. Doubles matches should start within ten to fifteen minutes of when all players in that match are available.

### **Indoor and Outdoor Track**

1. All coaches participating in the track meet will assist in the running of the meet. This includes setting up and securing equipment.
2. The coaches are responsible for the following before and after track meets and after practices:
  - a. Raking the long jump and triple jump pit.
  - b. Setting up and removing all hurdles from the track and returning them to a designated area.

- c. Returning all starting blocks to a designated area.
- d. Covering the pole vault landing pit and equipment designed to cover the pole-vaulting box.
- e. Returning the high jump landing pit to the designated area.
- f. Reporting any damage to the athletic director.

## **Cheerleaders**

The cheerleading squads are the driving force in promoting positive sportsmanship. It is required that we demonstrate positive sportsmanship at all times.

### **RULES**

- A. Rules in the high School Spirit Rule Book of the National Federation of State High School Associations and the VHSL Handbook will be used by all cheerleaders.
- B. Appropriate behavior is required at all games and competitions.
- C. Prior to either the first performance involving stunting or the first competition, each participant shall practice a minimum of twenty (20) days. This applies to each student.
- D. Cheerleaders must be under the direction of a coach at all times.
- E. The maximum number of cheerleaders that can participate in competition or a game is twenty (2).
- F. Pyramid stunts are limited to two (2) persons high.
- G. Practice must be held in a safe and supervised place.
- H. Coaches (varsity and junior varsity) are required to ride buses with cheerleaders and remain until **ALL** have departed for home.
- I. Cheerleaders **must** remain in uniform during **ALL** games.
- J. **NO "COPYCAT" CHEERS**
- K. Sideline cheerleading's start date will follow VHSL guidelines, rule 62-1-1 Their "season" is from the first fall practice date until the last contest by any school team they support as a cheer squad or the last day of school, whichever is later.

### **CHAMPIONSHIP**

All Eastern District schools may enter the district competition. Teams will advance to regional competition, which is decided by the region's advancement criteria.

### **FOOTBALL**

- A. Welcome and hello cheers for varsity games should be held before the game.

- B. Welcome and hello cheers for junior varsity games should be held prior to the event.

### **BASKETBALL**

- A. SIT in the bleachers and cheer during the game.
- B. ROTATE cheers with the other school.
- C. ALTERNATE standup cheering, only during FULL TIMEOUTS AND THE END OF QUARTERS, with the other team
- D. Cheer to their stands.
- E. It is the responsibility of the coach, athletic director, assistant principal, and principal to monitor their behavior.
- F. FOLLOW all other rules from the EDPA's HANDBOOK, and Regional HANDBOOK
- G. Cheerleaders must stay clear of the playing court during the game.
- H. There will be NO yelling during free throws such as "miss it, miss it".

### **WRESTLING**

- A. Cheerleaders should be seated on the floor, 3 to 5 feet away from the mat.
- B. There should be NO banging sound coming from the floor.

### **Field Hockey**

1. Coaches are responsible to notify athletic director in regarding field maintenance (i.e., cutting grass, field markers).
2. Coaches should do general survey of field conditions before practice/game (i.e., broken glass, potholes).
3. Only designated personnel are allowed on the sideline.
4. Players should not wear boxer underwear under their uniforms.
5. Players may wear appropriate clothing when weather permits.
6. Each coach is responsible for inspecting equipment (i.e., balls, ticks, shin guards).
7. The home team is responsible for getting checks and paying officials.
8. Every participant must wear a mouth guard for practice and games.
9. Every participant must wear approved NFHS eyewear for practice and games.

10. Goal keeping equipment is adequate to protect goalie.
11. Only 9<sup>th</sup> and 10<sup>th</sup> grade students are eligible to play J.V. field hockey.

### **Cross Country**

1. The running course should be inspected to detect any possible hazards, which might contribute to injury (i.e., broken glass, potholes).
2. Avoid using roads as part of the course.
3. Every effort should be made to prevent spectators from interfering with runners.
4. During practice times, every effort should be made to supervise running within residential areas.
5. Notify local police about athletes running in residential areas.
6. Course marshals should be placed at key areas to assist runners with course markings when possible.



## High School Coach Evaluation

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

Sport: \_\_\_\_\_

School: \_\_\_\_\_

School Year: \_\_\_\_\_

	Excellent	Above Average	Adequate	Needs Improvement	Unacceptable	Not Applicable
<b>Professional Responsibilities</b>						
1. Understand and follow the rules and regulations set forth by the Norfolk School Board, Virginia High School League, Eastern Region Council, and the school.						
2. Follow the code for interscholastic athletics as defined in the Norfolk Public Schools Athletic Handbook for Coaches and meet all criteria as outlined in the job description.						
3. Communicate any problems, concerns, or comments to the athletic director or school administrator.						
4. Participate in inservices, clinics, and professional meetings to enhance coaching skills.						
5. Demonstrate good public relations by cooperating with the media, booster clubs, and other groups to positively promote interscholastic athletics.						
6. Participate in parent meetings, award banquets, and other activities that promote interscholastic athletics.						
7. Belong to professional coaching organizations.						
8. Monitor academic progress of all athletes.						
9. Follow proper procedures for requisitioning equipment, care of equipment, issuing and collecting equipment, inventory, and storage of equipment.						
10. Maintain self-control at all times, accepting adverse decisions without public display of emotion or dissatisfaction with the officials.						
11. Work well with other members of the coaching staff.						
12. Support and attends other athletic activities.						
13. Attend and is punctual to conferences and required meetings held in the school, in the district and at the regional level.						
14. Submit requested materials and reports by the deadline set by the athletic director.						
15. Prepare and submit to the athletic director a plan for out-of-season preparation and conditioning.						
<b>Pre-Season Responsibilities</b>						
1. Assume responsibility for awareness of and implementation of Title IX guidelines.						
2. Conduct pre-season meetings with parents and athletes to explain VHSL rules, NCAA requirements, insurance coverage, and other pertinent information.						
3. Provide athletes with a written copy of team rules, regulations and consequences.						
4. Submit to the athletic director a complete VHSL eligibility list a week prior to the first game.						

	Excellent	Above Average	Adequate	Needs Improvement	Unacceptable	Not Applicable
<b>Team Management</b>						
1. Demonstrate good sportsmanship and require the same behavior of athletes.						
2. Provide an example for athletes by his/her appearance, promptness, behavior, language, and conduct.						
3. Provide proper supervision for athletes in the locker room, weight room, gym, playing field, and on bus trips.						
4. Is fair, understanding, and patient with team members.						
5. Maintain communication with the school athletic trainer, team physician, parent, and school administrator regarding an injured athlete.						
<b>Coaching Performance</b>						
1. Schedule and conduct well-organized and planned practices.						
2. Have fundamental knowledge and the ability to teach the sport.						
3. Has the ability to motivate athletes.						
4. Has the ability to give direction and exhibit leadership in practice and game situations.						
5. Use effective strategies in practice and game situations.						
6. Develop and implement a game plan that allow for adjustments based on the team and opponents play.						
7. Execute game plan under pressure.						

\_\_\_\_\_  
Signature of Athletic Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

I have reviewed my evaluation.

Comments: \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Coach's Signature)

\_\_\_\_\_  
Date