



Athletic Handbook

Policies/Procedures for
RCHS Parents/Athletes

Rockdale County
High School

(Revised December 2018)

Dear Parent/Guardian and Prospective Athlete:

On behalf of the Rockdale Athletic Department, let me welcome you to Bulldog Country!

We are very proud of our 21 sports teams. I'm excited about the success we accomplished last year – 10 state playoff teams, girls tennis & wrestling region championships, girls soccer made it to the Sweet 16, wrestling had 3 state finalists, track had 7 state-placers, and we signed 13 athletes to college scholarships. I'm confident the 2018-19 school year will be just as exciting.

As a former high school athlete, I realize the significant role athletics played in helping to prepare me for the real world. Our athletic programs are an integral component to the overall education experience. They teach our young men and women to conduct themselves with integrity, strive for excellence, persevere through adversity, make sacrifices, compete with dignity, develop a commitment to teamwork and serve our school and community. Our athletic staff is committed to providing a positive and challenging experience that is based on our core values: Character, Teamwork, Commitment, and Respect. We look forward to assisting our student-athletes to reach their academic, athletic and personal potential.

Research has shown a direct correlation between athletic participation and academic achievement; and extracurricular activities foster the development and demonstration of character and leadership skills. For these reasons, students are encouraged to participate in one or more extracurricular activities while in school.

We expect our coaches, athletes and spectators to conduct themselves in a manner that shows respect and sportsmanship to opposing teams, coaches, fans and game officials.

I am excited to be a part of the long-standing tradition of athletic excellence and look forward to supporting our community here at Rockdale County High School.

Go Dawgs!

Chad Suddeth
Athletic Director
Rockdale County High School

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I. MISSION STATEMENT & CORE VALUES

As an integral component of the total education experience, Rockdale Bulldog Athletics is committed to providing a positive and challenging experience that is based on our core values: Character, Teamwork, Commitment, and Respect from every student-athlete, coach, and parent.

- Character – honesty & integrity; trustworthy & ethical; consistently doing the right thing
- Teamwork – works effectively & efficiently with others; recognizes that others depend on you
- Commitment – dedication to excellence on and off the field; willing to work hard & persevere
- Respect – sportsmanship & positive interaction with peers, opponents, teachers, coaches, officials, etc...

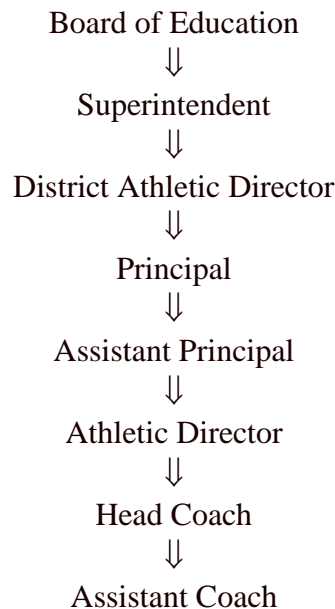
II. ATHLETIC ADMINISTRATORS

RCCHS Athletic Director – Mr. Chad Suddeth – 770-483-8754 ext. 28249
csuddeth@rockdale.k12.ga.us

RCCHS Principal – Mr. Frank Daniels – 770-483-8754 ext. 28110 fdaniels@rockdale.k12.ga.us

RCPS District Athletic Director – Dr. Kechia Rowles – 770-929-0176 ext. 34229
krowles@studentsrockdalek12ga.onmicrosoft.com

Chain of Command



It is imperative that this chain of command is followed to insure efficient operation of the athletic department

III. SPORTS OFFERED

	<u>MALE</u>	<u>FEMALE</u>
FALL SEASON:	Football Cross Country	Cheerleading - Football Cross Country Softball Volleyball
WINTER SEASON:	Basketball Swimming Wrestling	Basketball Cheerleading – Basketball Swimming
SPRING SEASON:	Baseball Golf Soccer Tennis Track	Golf Soccer Tennis Track

IV. ACADEMIC ELIGIBILITY RULES

A. Participation:

A student is eligible to represent Rockdale County High School if they meet the following specific requirements:

1. Student must be a bona fide undergraduate student enrolled at Rockdale County High School.
2. In the judgment of the Principal and Athletic Director, the student must be a representative of the school's ideals in matters of conduct and sportsmanship on and off school campus.
3. During the period of participation, student must be enrolled in a full academic load.
4. Student must be eligible in accordance with the Constitution and By-laws of the Georgia High School Association (GHSAA) and Georgia Rule 160-5-1-.18
See www.ghsa.net > Constitution and By-Laws
5. Student must pass at least 5 classes the previous semester AND be “on track” for graduation:

1st year students (entering 9th grade) are eligible academically.

2nd year students must have earned 5 total credits

3rd year students must have earned 11 total credits

4th year students must have earned 17 total credits

** Students may accumulate the required units for participation during the school year and eligibility will be reinstated at the beginning of the next semester. Students gain or lose eligibility on the first day of each semester. Students who successfully complete summer school to maintain eligibility become eligible the last day of summer school. Summer school

is an extension of the previous semester, but a maximum of 2 unit credits earned in summer school may be counted for eligibility purposes. Summer school credits earned in non-accredited home study programs or non-accredited private schools may not be used to gain eligibility for athletics.

6. 8th grade students at the feeder middle school are eligible to participate at the Junior Varsity level for any sport that is offered at the high school, but not offered at the middle school (they are not allowed to participate at the Varsity level)

** 8th grade students must meet the middle school eligibility requirements

B. Age and Attendance Requirement:

1. A student is eligible to enter interscholastic competition when he/she enters the ninth grade and have not obtained the age of 19 by May 1.
2. A student is allowed eight consecutive semesters of competition at the high school level. Cases involving unusual circumstances should be submitted in writing to the Athletic Director.
3. In order to participate in an extra-curricular event, a student must be present at least half of the school day according to the school attendance office. The principal has the authority to overturn this rule in individual cases.
4. Students suspended OSS or ISS are not permitted to participate in competition or practice until they return to school for one full academic day.
5. When a team is released from school for an event, it is the athlete's responsibility to inform the teachers of the classes he/she will be missing, and if at all possible, make up the work before the excused absence. If not possible, it is the athlete's responsibility to make up the time and work missed as soon as possible so as not to jeopardize his/her own academic eligibility or the success of the team.

C. Transfer Rule:

1. A transfer student who has established eligibility at a former school in grades 9-12 shall be immediately eligible at the new school if:
 - i The student moved simultaneously with the entire parental unit or persons he/she resided with at the former school, and the student and parent(s) or persons residing with the student live in the service area of the new school. This is known as a "bona fide move."
 - ii It must be apparent that the parent(s) or the persons residing with the student and the student have relinquished the residence in the former service area and have occupied a residence in the new service area.
 - iii NOTE: When a family claims multiple residences, the residence for which they apply for a homestead exemption will be declared the primary residence provided the family spends the majority of their time at this residence.
 - iv The bona fide move is validated when the student's family maintains the new residence for at least one calendar year. A return to the previous service area within that year renders the student to be a migrant student and will be INELIGIBLE for varsity competition. Hardship appeal cases may be available.

2. In the case of a “bona fide” family move from one district to another, the student shall be eligible for athletic competition after applying for and receiving clearance through the Athletic Director and GHSA.
3. If a student transfers schools without a bona fide family move to another district the student is INELIGIBLE for varsity competition for a full calendar year. See www.ghsa.net (Constitution and By-Laws). The student could be eligible for junior varsity competition, while waiting to become eligible for varsity competition.
4. If by domicile outside Georgia, an athlete is or becomes ineligible; he/she cannot become eligible by transferring to Georgia.
5. A student who would be ineligible in a GHSA member school because of expulsion/suspension may not become eligible by transferring to another member school.
6. Parents of transfer students can expect a home visit(s) by SRO and/or Social Worker to document proof of residency.

D. Recruiting and Undue Influence:

Recruiting and Undue Influence is defined as the use of influence by any person connected directly or indirectly with a GHSA member school to induce a student of any age to transfer from one school to another, or to enter the ninth grade at a member school for athletic competition purposes, whether or not the school presently attended by the student is a member of the GHSA.

1. The use of undue influence to secure or retain a student for competitive purposes is prohibited, shall cause that student to forfeit eligibility for one year from the date of enrollment, and shall lead to other penalties being assessed against the school doing the recruiting as allowed by the GHSA Constitution.
2. Evidence of undue influence includes, but is not limited to, personal contact by coaches and sponsors in an attempt to persuade transfer, gifts of money, jobs, supplies, clothing, free transportation, admission to contests, invitation to attend practices and/or games, or free tuition. Complaints or reports of violations of this rule will be investigated and handled on a case-by-case basis. If coaches are found to be in violation of the recruiting rule, a copy of the investigation will be forwarded to the Professional Standards Commission of the Department of Education.

V. TRANSPORTATION

1. Students must be transported by a RCPS school bus (or approved RCPS charter bus company) for all school sponsored events when practicing, traveling to, or competing at locations off the RCHS campus.
2. Students are not allowed to drive themselves (except cross country, golf, and swimming) and/or not permitted to drive other students. Parents may transport their child only, they are not allowed to transport other students to RCHS practice or competition. Written documentation is needed from parents who are providing transportation for their own child
3. Any chartered bus reservations will be coordinated through the head coach and approved by the Athletic Director – must use RCPS approved charter list

4. Parents that are providing their own transportation must be reliable and dependable when planning transportation to pick up your child at the end of practice. An athlete's transportation should never be later than 30 minutes after practice. Coaches have families too – it's not fair for coaches to spend extra time supervising an athlete while waiting on transportation. If this becomes a habit, your child may lose the privilege of participate in athletics without reliable transportation.

VI. PRIVIT CLEARANCE & PARTICIPATION

A. PRIVIT:

In order to be cleared for participation, athletes & parents must create an online PRIVIT account https://rchs.rockdaleschools.org/UserFiles/Servers/Server_139194/File/Privit%20Directions%20for%20RCHS%20Athletic%20Documents.pdf. PRIVIT is an online database that manages all medical paperwork & e-signatures necessary for athletic participation. An athlete may practice only if the Athletic Director marks them "clear" on PRIVIT. In order to be marked "clear" for participation, all of the following forms have been completed with all e-signatures:

1. Current Physical (on GHSA form)
2. Pre-Participation Form
3. Proof of Insurance
4. Code of Conduct
5. Emergency Information & Consent
6. GHSA Concussion
7. Waiver Liability

B. School Insurance:

Each athlete must have health insurance to participate. If a family would like to purchase school insurance to cover their athlete:

1. Click on the link or type in the website www.kandkinsurance.com
2. On the right side of the home page go to K-12 Student Accident; click on Voluntary Accident
3. Select A Program (center of page) K-12 Voluntary
4. School District: Rockdale; State: GA; then hit the search button
5. Click on the appropriate school and sign up for what you need

C. Sunday Competition:

Sunday competition is prohibited for GHSA regular season or playoff contests. Sunday practices are regulated by local school policy and are strongly discouraged.

D. Contest Rules:

All athletic and literary competitions are to be played according to the rules published by the National Federation of State High School Associations, using officially-dressed officials who are registered with the GHSA or another State Association (Golf is played according to the rules of the USGA).

E. Use of School Athletic Equipment/Uniforms:

RCHS athletic equipment/uniforms are for RCHS students only. School-issued athletic equipment & uniforms are not to be used by outside organizations. School-owned athletic equipment & uniforms will be issued at the discretion of each Head Coach. Athletes will compete in school issued equipment/uniforms. Uniforms are to be worn only in to official team events and never casually worn around in the community. Athletes are required to turn in all school-issued equipment & uniforms at the end of each season. Equipment and/or uniforms that are not turned in (or damaged) will result in the athlete's name being placed on the school's Lost/Damaged List – the athlete will have to pay for these items or transcripts can be held & other privileges/activities revoked.

F. Activity Conflicts – Dual Sports In Same Season:

Where sports or other school activity conflicts occur, the following policy will apply:

1. The athlete will have to obtain written approval from each coach to participate in both activities under mutually agreed upon conditions.
2. A game will take priority over any practice.
3. In the event practice occurs at the same time in both sports, the practice time should be divided equally between the two teams – again, coaches must mutually agree.
4. These sorts of conflicts must be resolved between the athlete and both coaches at least 2 weeks prior to the event. In the event of a dispute, the Athletic Director will act as arbitrator.
5. In the event that a club/travel (non-school) sport or outside activity conflicts with participation on a school sponsored team, the coach will have the authority to remove the athlete from the team for failure to support his/her commitment to the school sponsored program.
6. The athlete will make arrangements with the coaches of both sports to be a member of two teams simultaneously. This written agreement must take place during the pre-season of each sport and will include: the athlete, a parent/guardian, and coaches of both sports. In order for an athlete to become a member of both teams, all team expectations must be upheld for each sport /team involved. The athlete must declare (in writing) a primary sport of participation. In cases of conflict, the athlete will then adhere to the policies of the primary sport.

G. Reporting and Committing to a Sport:

Students are expected to report for sports at the beginning of each sport season. Those who report late may jeopardize their chances for participation. Once the athlete decides to join a team, he/she must conduct himself/herself in such a way that he/she will reflect the athletic department standards of Character, Teamwork, Commitment, and Respect. Practice keeps the proper mental attitudes and physical attributes needed to produce champions. Any athlete missing a practice session or contest must present his/her excuse to the coach. If the athlete knows in advance that he/she will miss, he/she must inform the coach in person, and request to be excused. Excused and unexcused absences will be addressed by each coach involved. All athletes are expected to report on the first scheduled practice day and for the duration of the try-out period as well as the entire season of sport. It is ultimately the responsibility of the coach to maintain a disciplined athletic environment. Coaches may remove players they feel are not in keeping with the

philosophy of the team. A player that quits a team at any time during the season or playoffs is not eligible to practice or play with any other team until the completion of the season of the sport that the player quit.

H. Selecting a Team/Cut Policy:

Selecting the members of any particular team is the sole responsibility of the coaching staff of that program. Coaches make these judgement calls based on an athlete's respective skill and ability levels. Accordingly, situations arise wherein coaches must evaluate student athletes to determine the appropriate level of participation. The selection process is to be done in a systematic manner. The coach will share the selection criteria or scoring rubric categories and process of tryouts with athletes during a pre-season meeting. Students not selected may contact the head coach for selection questions. Coaches' roster decisions are final and are not negotiable

I. Playing Time:

Coaches observe players skills, work habits, teamwork, etc... on a daily basis. Coaches determine playing time and athlete's roles on the team. This is non-negotiable. Parents should not question coaches judgement in this area. RCHS is not a "pay to play" school and high school athletics is very different than youth/rec sports – paying booster club dues and/or player fees does not guarantee playing time.

J. Summer Participation:

Participation in summer leagues or summer camps are voluntary and cannot be used as a prerequisite for participation in an athletic activity.

1. No RCHS coach is allowed to work with members of their team in sports specific training from the beginning practice date (assigned by GHSA) for each sport until the last day of school. Only conditioning/workout/agility type activities are allowed by members of their team until their earliest GHSA start date or during the summer.
2. The school employee is also cautioned not to require or expect participation in an activity in which the employee receives extra/outside compensation beyond his/her contracted school coaching supplement.
3. The following are further details from GHSA regarding summer activities:
 - (a) **Dead Week:** All schools are prohibited from participating in voluntary workouts, camps and/or clinics, weight training or competitions during the week (Sunday through Saturday) in which the fourth of July falls each year.
 - (b) Please be aware that GHSA insurance does not cover summer camps, clinics, or practices
 - (c) Catastrophic Insurance expires when school is out and does not resume until the first day of football conditioning. Normally any school insurance that a student has obtained also expires with the end of school.
 - (d) Voluntary practices may be held during the summer months in any activity.
 - (e) Students may attend camps, clinics, and practices from the first day school is out until the beginning practice date of the earliest GHSA sport. Students may

participate in football passing leagues, basketball leagues, baseball leagues, etc... They may not represent a school during the summer months.

- (f) These camps, clinics or practices are not to be exclusive - any student who wishes to attend, must be allowed to attend.
- (g) Camps, clinics or practices may occur on or off school property. If they occur on school property, arrangements must be made with the proper school authorities for the use of school facilities. See local athletic director for facility use request and fees to be paid
- (h) Students may play on a summer league team that is coached by the high school coach after the last day school is out until the beginning practice date of the earliest GHSA sport.
- (i) Coaches may coach teams consisting of participants not on their high school team prior to the end of school.

K. Rules of Conduct for Athletes:

Athletes are representatives of the school and our community – and expected to be leaders. As leaders in the school, athletes are expected to conduct themselves in a manner prescribed by the athletic department and the school. This conduct shall continue throughout the year and not just for a particular sports season. The athlete shall display good sportsmanship at all times.

Inappropriate behavior or language, failure to follow the instructions of the coach and/or officials may lead to suspension from contests and/or the team. A neat, clean and well groomed appearance is expected at all times from every member of the athletic department: athletes, coaches, and administrators. The RCPS Code of Conduct is considered a minimum expectation; coaches have the discretion to develop more severe rules/consequences (subject to approval by the Athletic Director). Team rules (and consequences) must be clearly defined & communicated properly to players and parents during pre-season. Any/All harassment will not be tolerated – NO BULLYING, HAZING, INITITATION, ETC....

L. Ejections from games for coaches or players:

RCCHS expects all student-athletes, coaches, and spectators to practice good sportsmanship and show respect to opponents and officials. Any player ejected from a contest will be subject to discipline outlined by the GHSA policies as well as additional discipline from their coach, athletic director, principal, or district athletic director. All ejections are reported (in writing) to the Athletic Director.

1. Any high school player, coach, or team attendant who is ejected from a RCCHS contest shall be suspended from competing in all levels of competition in that sport or activity (during regular season or championship game or tournament) until the period of suspension has expired.

- (a) Ejections are based on judgment calls by an official and are not reviewable or reversible.
- (b) The ejected player may not be on the competitive area or in the team bench area during any contest until the period of suspension has expired.
- (c) The ejected player must complete the NFHS Sportsmanship online course & submit his/her completion certificate during conference with RCCHS Athletic Director

- (d) The period of suspension is mandated by GHSA:
- i. Football: after the individual has been withheld from the next scheduled game at the level at which the ejection occurred.
 - ii. All other Activities: after the individual has been withheld from the next two (2) scheduled contests at the level at which the ejection occurred.
2. To satisfy the penalty of the sit-out game(s), those games must have been scheduled at the time of the ejection, and must be played to completion.
 3. When a player, coach, or team attendant receives a 2nd ejection in the same activity during a school year, GHSA will issue a fine to the school and that individual shall be withheld from competition for double the time period of the 1st suspension.
 4. In the event that a player, coach, or team attendant is ejected a 3rd time in the same activity during the school year, the individual will be withheld from any/all competition for 1 calendar year.
 - i. If the 3rd ejection occurs in the last game of the season, the penalty carries over to the next season.
 6. Any student who intentionally injures or intentionally attempts to injure another student, coach, official, spectator, or other person immediately before, during, or immediately after any RCHS sponsored activity, may be declared ineligible to participate in future RCHS activities. These situations will be immediately reported to the System Athletic Director.

M. Lettering:

1. Earning a varsity letter is considered a very special accomplishment. Every student-athlete does not necessarily “receive” a varsity letter. A varsity letter is “earned” by meeting certain requirements designated by the Head Coach.
2. Lettering requirements are developed at the discretion of each Head Coach and must be presented during the pre-season
3. In order to letter, a player must have maintained athletic and academic eligibility for the duration of the season (including the post season). They must also have adhered to all training rules and additional lettering criteria set forth by his/her coach and the administration.
4. A varsity letter may be awarded to an athlete at the recommendation of the Head Coach, with the approval of the Athletic Director.

VII. NCAA ELIGIBILITY REQUIREMENTS

A. Preparation:

All student athletes who, by the end of their sophomore year of high school, are hoping to continue athletic participation at the collegiate level must make an appointment with their high school counselor to review NCAA accepted courses and check high school credits. All NCAA colleges and universities have certain course requirements of entering freshmen.

B. NCAA Clearinghouse:

All student athletes who have a realistic opportunity to continue their athletic participation at the collegiate level at a Division I or Division II institution must register for the NCAA Clearinghouse by creating an online account at <https://web3.ncaa.org/ecwr3/>. You will need to register near the end of your junior year of high school. There is a small processing fee that the athlete must submit with the registration form. Please see the NCAA web-site for more information: www.ncaa.org

VIII. POLICY ON ILLEGAL DRUGS

The Rockdale County School System strongly oppose the abuse of any illegal drugs including the abuse of anabolic steroids and other performance enhancing substances by high school student-athletes. The Rockdale County School System believes that such usage violates legal, ethical and competitive-equity standards and imposes unreasonable long-term health risks on the user. Disciplinary action will be taken against any athlete that participates in the use of, distribution of, or association with other persons in use of or possession of any illegal drugs (or substances deemed to be “look alike” drugs) including anabolic steroids and other performance enhancing substances. Discipline can range from suspension to permanent dismissal from the RCHS Athletic Program. Please refer to the RCPS Code of Conduct.

IX. SPECTATOR ADMISSION:

A. RCPS Ticket Prices

ACTIVITY	ADULTS	STUDENTS
Football	Varsity Gate: \$7.00	Varsity Gate: \$7.00
	Varsity Presale: \$5.00	Varsity Presale: \$5.00
	JV/9th: \$5.00	JV/9th: \$5.00
Softball	Varsity: \$5.00	Varsity: \$3.00
	JV/9th: \$4.00	JV/9th: \$2.00
Volleyball	Varsity: \$5.00	Varsity: \$3.00
	JV/9th: \$5.00	JV/9th: \$2.00
Basketball	Varsity: \$5.00	Varsity: \$5.00
	JV/9th: \$4.00	JV/9th: \$2.00
Wrestling	Varsity: \$5.00	Varsity: \$3.00
Baseball	Varsity: \$5.00	Varsity: \$3.00
	JV/9th: \$4.00	JV/9th: \$2.00
Soccer	Varsity: \$5.00	Varsity: \$3.00
	JV/9th: \$4.00	JV/9th: \$2.00
Track	Varsity/JV: \$5.00	Varsity/JV: \$3.00

B. Rockdale County Schools Employee ID:

Only the bearer of this RCPS Employee ID will be admitted to high school games held within Rockdale County (no guests). RCPS Employee ID is not valid at region or state playoff contests. Photo I.D. may be requested.

C. Georgia High School Association Passes:

Only the bearer of this pass, plus one guest will be admitted. Photo ID will be required. Those persons whose names appear on a list which has been approved in advance by the Athletic Director may be admitted free of charge for regular season events.

D. RCHS Athletic Season Pass:

Only the bearer of this RCHS Athletic Season Pass will be admitted to high school games held within Rockdale County (no guests). RCHS Athletic Season Pass is not valid at region or state playoff contests. Photo I.D. may be requested.

X. BROADCASTING REGULATIONS

A. Building Administrator Authority:

The Principal shall have the authority to determine what school event may or may not be broadcast on television. Written approval must be obtained from the Principal for profit or nonprofit broadcasting of any event on the school campus.

B. GHSA Approval:

Broadcasting of Georgia High School Association activities must adhere to all GHSA rules concerning the broadcasting of athletic events on radio, TV or other media.

C. Coaches:

Coaches should not sign any agreement or contract without the principal's prior approval which may include the legal advice of the school system attorney.

D. Fan Video Taping:

Fans who tape from the general seating area for personal use are permitted to do so, with local school approval. However, the following criteria must be met prior to filming for profit or non-profit from the sidelines, press-box, or designated media areas:

1. Request and receive permission from the Principal or Athletic Director in advance.
2. Be a representative from the media which is FCC licensed, OR
3. Be under contract with the local school for video yearbook production, OR
4. Be an individual booster club using filming for fundraising purposes, with principal approval.

XI. BOOSTER CLUBS

Booster clubs are an important part of the athletic and extracurricular programs in the Rockdale County Public Schools and exist to support, encourage, and advance these programs. The Board of Education values the contributions of these organizations and wishes to encourage their operation for the benefit of students. All booster clubs must be approved by the principal of each individual school. Booster Club Officers are expected to sign the RCPS Booster Guidelines Compliance form and submit to Athletic Director each year. To foster an understanding of the roles and functions of booster clubs and their relationship with the schools, the Board of Education has developed basic guidelines for the establishment and operation of booster clubs:

1. Booster clubs exist only to support the school and its programs.
2. Each booster club will have a written Constitution and By-Laws that state the organization's purpose, role, and objectives. The club's officers and duties of the officers will be stated in this document also. A copy of each booster club's Constitution, By-Laws, and annual budget must be submitted to and approved by the principal before booster club activities begin each year. Each booster club will have a written philosophy with clear-cut objectives to be carried out by the club. The executive council of each local school booster club should annually file, with the local school principal, Form #LEC-02, Booster Club Intent to Comply, on behalf of its membership. This completed form should be kept on file by the local school principal.
3. All booster club fund raisers and projects to be conducted by booster clubs must be reviewed by the principal and must follow all Rockdale County Public Schools guidelines pertaining to fund raising activities. Although booster clubs are school-related entities, they are not authorized to use the school system tax identification number or sales tax exemption.
4. Members and officers of each booster club shall be responsible for the appropriate collection and disbursement of all funds received by the booster club. Rockdale County Public Schools and the Board of Education shall not be responsible for any funds inappropriately collected or disbursed by a booster club.
5. No booster club will operate using deficit financing.
6. The booster club shall not incur any debt in the name of the Board of Education, the school system, or any individual school.
7. The principal or his/her designated representative may attend all booster club meetings. Coaches or sponsors of each individual activity should attend booster club meetings.
8. The principal or his/her designated representative should be informed of all booster club meeting dates, the meeting site, and the time of the meeting.
9. Each booster club is to develop a yearly budget with input from the coach or sponsor and the school's principal. The booster club's budget needs to help support the program needs that cannot be met by the school.
10. All gifts or donations given to the school by the booster club will become the property of the school. All requests for assistance by booster clubs must be made through the principal; no coach or sponsor is to make requests of the club without the principal's approval.
11. Each booster club will have in its constitution procedures for an annual financial accounting (audit). The principal will receive a copy of the annual financial report (audit) as well as a monthly financial report for each booster club. The principal has the right and the

authority to audit booster club financial records at any time. An audit will be performed any time there is a change in booster club officers.

12. All questions by booster club members concerning policy or procedure of the Rockdale County Public Schools are to be directed to the individual school's principal or his/her designated representative.

13. Each booster club should have prescribed accounting procedures to assure that accurate financial accounting for all funds occurs. These accounting procedures must be followed by all booster clubs. At a minimum, these procedures should include:

- * Purchase procedures to assure no cash purchases are made.

- * Check writing procedures to assure that two unrelated officers of the club sign each check issued. No sponsor will be allowed to co-sign a check issued for support of a group he/she sponsors.

- * Each check issued will be supported by a paid receipt of an invoice for goods/services rendered on behalf of the booster club.

- * Bank statements shall be reconciled and signed in a timely manner by two members designated by the club.

- * Officers of the booster club should be bonded if the club's anticipated annual receipts exceed \$20,000.

- * Two treasurer positions: one for receiving treasurer to receive and account for all incoming funds and deposit them into the bank account of the club; and, a disbursing treasurer whose responsibility is to pay the club's bills and keep an accounting of all expenses.

- * An internal audit committee to assure that appropriate audit procedures are followed, including the annual audit of funds and the audit required when officers change. • An annual budget for the club that shall be approved by the membership prior to its use.

- * Monthly financial statements made available to the membership and the principal.

Provisions for training of treasurers, if needed, before they assume office.

14. Each booster club will supply necessary financial information required for the state Title IX compliance report.

The RCHS Athletic Department will fund officials, transportation, game security, medical supplies, coolers, and lettering awards for each sport. Teams should not depend on or expect the RCHS athletic department to fund uniforms, team meals, equipment, banquets, game balls, etc... for each sport. Athletic funds will be used to help when available – but, if you want to field a first class program, then the booster club should be in position to raise the funds for such luxury items (or your team can sell ads via the RCHS Corporate Sponsorship Program – money will go straight into your school account, minus \$100 for banner and plaque).

XII. HEAT & LIGHTNING POLICY

RCPS HEAT POLICY

- 1.) Use a Wet Bulb Globe Temperature (WBGT) detection device – to measure heat index/temperature.
- 2.) Take precautions when heat index/temperature is above 82 degrees but less than 92 degrees. Modify outdoor activities accordingly (see modifications).
- 3.) Prohibit outdoor activities when heat index/temperature is above 92 degrees. Indoor activities may be conducted as scheduled.
- 4.) Events conducted outside the regular school year (i.e., summer workouts) may be rescheduled for earlier or later start times when heat is a factor and must adhere to practice policy. (see guidelines).
- 5.) Events conducted after school may be rescheduled for later times when heat is a factor during regular start times.

Required Modifications

Weather Condition	Description	Event Modification
Below 82 degrees	Cold, cool, comfortable	Provide at least three separate rest breaks each hour with minimum duration of 3 minutes each during workout.
82 to 86.9 degrees	Caution	Use discretion of intense or prolonged exercise; watch at-risk players carefully; provide at least three separate rest breaks each hour for a minimum of four minutes duration each break.
87 to 89.9 degrees	Extreme Caution	Maximum practice time in TWO hours. Provide at least four separate rest breaks each hour for a minimum of four minutes each.
90 to 92 degrees	Danger	Maximum length of practice in ONE hour; no protective equipment may be worn during practice and there may be no conditioning activities. There must be 20 minutes of rest breaks provided during the hour of practice.
Above 92.1 degrees	Extreme Danger	NO outdoor workouts; Cancel exercise; delay practice until a cooler WBGT reading occurs.

Event Specific Actions:

FOOTBALL – When heat index readings are in the 87 to 89.9 degree range players are restricted to helmet, shoulder pads and shorts during practice. All protective equipment must be removed for conditioning drills.

Guidelines for hydration and rest breaks:

1. Rest time should involve both unlimited hydration intake (water or electrolyte drinks) and rest without any activity involved.
2. Football helmets should be removed during rest time.
3. The site of the rest time should be a “cooling zone” and not in direct sunlight.
4. When WBGT reading is over 86 degrees:
 - a. Ice towels and spray bottles filled with ice water should be available at the “cooling zone” to aid in the cooling process.
 - b. Cold immersion tubs must be available for practice for the benefit of any player showing early signs of heat illness.

DEFINITIONS:

1. **PRACTICE:** the period of time that a participant engages in a coach-supervised, school-approved sport or conditioning-related activity. Practices are timed from the time the players report to the field until they leave.
2. **WALK THROUGH:** this period of time shall last no more than one hour, is not considered to be a part of the practice time regulation, and may not involve conditioning or wright-room activities. Players may not wear protective equipment.

GUIDELINES FOR HYDRATION AND REST BREAKS

1. Rest time should involve both unlimited hydration intake (water or electrolyte drinks) and rest without any activity involved
2. For football, helmets should be removed during rest time
3. The site of the rest time should be a "cooling zone" and not in direct sunlight
4. When the WBGT reading is over 86:

- a. ice towels and spray bottles filled with ice water should be available at the "cooling zone" to aid the cooling process
- b. cold immersion tubs must be available for practices for the benefit of any player showing early signs of heat illness.

HEAT ILLNESS SYMPTOMS AND TREATMENTS

Recommendations from the National Athletic Trainers Association

<u>Heat Affliction</u>	<u>Symptoms</u>	<u>Treatment</u>
<u>Heat Cramps</u>	-Muscle spasms caused by an imbalance of water and electrolytes in muscles -Usually affects the legs and abdominal muscles	-Rest in a cool place -Drink plenty of fluids -Proper stretching and massaging -Application of ice in some cases
<u>Heat Exhaustion</u>	-Can be precursor to heat stroke -Normal to high temperature -Heavy sweating -Skin is flushed or cool and pale -Headaches, dizziness -Rapid pulse, nausea, weakness -Physical collapse may occur -Can occur without prior symptoms, such as cramps	-Get to a cool place immediately and out of the heat -Drink plenty of fluids -Remove excess clothing - In some cases, immerse body in cool water
<u>Heat Stroke</u>	-Body's cooling system shuts down -Increased core temperature of 104°F or greater -If untreated it can cause brain damage, internal organ damage, and even death -Sweating stops -Shallow breathing and rapid pulse -Possible disorientation or lose consciousness -Possible irregular heartbeat and cardiac arrest	-Call 911 immediately -Cool bath with ice packs near large arteries, such as neck, armpits, groin -Replenish fluids by drinking or intravenously if needed

NATA FLUID REPLACEMENT GUIDELINES DURING EXERCISE

1. Drink 16-24oz. of fluid 1 or 2 hours before the workout or competition.
2. Drink 4-8oz. of water or sports drink during every 20 minutes of exercise.
3. Drink before thirst develops. Thirst indicates that needed fluids are already lost.

NATA FLUID REPLACEMENT GUIDELINES AFTER EXERCISE

<u>Weight Lost During Workout</u>	<u>Fluid Amount Needed to Refuel</u>
2 pounds	32oz. (4 cups or one sports drink bottle)
4 pounds	64oz. (8 cups or two bottles)
6 pounds	96oz. (12 cups or three bottles)
8 pounds	128oz. (16 cups or four bottles)

RCPS LIGHTNING POLICY

GHSAA requires lightning detectors at all outdoor athletic activities. At RCHS, our lightning detector is located on the roof of the building and indicates lightning in the area with a horn (also send school officials automated electronic message alerts). At that point, play/practice will be suspended and all participants will go to shelter for safety. When the detector indicates that it is safe to resume play, the contest may resume.

- 1.) Activate and monitor Skyscan Lightning Detector when severe weather is probable.
- 2.) Delay start time or cancel events when a storm is detected to be within eight (8) miles of the activity site.(game, practice, recess, etc.)
- 3.) Move to the closest safe structure or location.
- 4.) Return to regularly scheduled activity when the storm has moved beyond eight (8) miles **AND** lightning has not registered within this range for 30 minutes.
- 5.) Communicate lightning conditions to relevant personnel (officials, coaches, administrators, playground monitors, etc.). Provide instructions for all individuals to move to the closest safe shelter.
- 6.) Obtain information from the National Weather Service about potential thunderstorms and thunderstorm “watches” and “warnings” prior to outdoor events.
“**Watch**” indicates conditions are favorable for severe weather to develop in the area.
“**Warning**” indicates severe weather has been reported in the area and proper safety precautions should be taken.
- 7.) It is each individual’s right to leave events, without fear of repercussions or penalties, in order to seek safe shelter if they fear potential lightning danger.

XIII. SPORTS MEDICINE

1. Kechia Rowles is our RCPS Athletic Trainer/Coordinator for the district – she will schedule a trainer to be at all home games & practices. She will also rehab/treat our injured athletes. Her training room is located at Salem HS.
2. Chelsea Ector will be assigned to cover all RCHS athletic events. Her cell number is 404-287-8206
3. Jessica Pearl works for Benchmark Physical Therapy who will partner with us to provide some coverage at home games, but will mostly rehab/treat our athletes for free at their clinic located next to Frontera Restaurant on Hwy 138/20. Her cell number is 770-929-8872.
4. Deanna Gregory works for Resurgens who will partner with us to provide coverage at home football games only, but can also rehab/treat our athletes for free at their Covington clinic on Iris Drive. Her number is 770-468-2109.

XIV. CONCESSION STAND GUIDELINES

COCA-COLA

The Rockdale County Public School System has a district-wide contract with Coca-Cola. Each booster club is required to sell Coca-Cola products at all concession stands during sporting events. Coca-Cola products purchased at local supermarkets do not count towards our school credit and is a violation of the district-wide contract. Place order 1 week in advance by calling 1-844-829-2653 (1-844-829-COKE).

CONCESSION STAND GUIDELINES

It is the responsibility of each program to maintain a clean and orderly concession stand for home events. This includes wiping counters, sweeping floors, and taking out trash. Programs that share the same season will communicate a plan with boosters and Athletic Director for sharing the concession stand. If a plan cannot be agreed upon, the Athletic Director will make a decision that is in the best interest for each program. All food items should be stored properly and/or removed after each event – do not leave anything that may attract insects/rodents.

- Football Game Concession Assignments will rotate on a yearly basis between Band and Football

XX. APPROVED SCHOOL LOGOS

Having consistency throughout the school is a great way to instill pride while creating brand awareness. The following logos are approved and should be the only logos used on school uniforms, apparel, social media, schedules, websites, rosters, etc....



XXI. WEBSITE & SOCIAL MEDIA

Up-to-date team websites and social media promotions are essential for the success of any team. Team representatives should maintain their respective sport's website with updated information, including schedules. Team representatives are encouraged to use websites & social media to promote their teams/athletes in a positive manner, including reporting scores & player recognition. Team representatives should never use language that taunts/disrespects opponents, criticizes officials, ridicules players, or any other disparaging remarks on social media.

XXII. FACILITIES

1. Use of facilities are for RCHS athletes only. All use of RCHS facilities by non-RCHS groups must be pre-approved the Athletic Director and must be submitted on the RCPS Facility Use Request form.
2. Booster Clubs must submit an RCPS Energy Request form to use school campus facilities after hours (for summer workouts, awards banquets, camps, booster meetings, etc...) to insure we are not wasting electricity (running lights, AC/Heat, etc.. when not in use)
3. Stadium, Turf Field, and practice fields are not open to the public
4. Bikes, skates, scooters, etc.... are never allowed on the track
5. No high heels on the track

6. Protective mats must be placed down to protect the track from cleats
7. No gum or sunflower seeds on turf field or track
8. Report any areas that are unsafe to the Athletic Director.
9. Submit a work order to Athletic Director for any repair or maintenance work needed
10. Only RCHS student-athletes & coaches are allowed in locker rooms and weight-room
11. Any/all facility upgrades and/or changes should be pre-approved through the Athletic Director for school district approval

XXIII. PROPERTY DESTRUCTION & PERSONAL VALUABLES

1. Persons who damage/destroy athletic property will be prosecuted & held liable.
2. Property damage must be reported on RCPS Accident Form
3. Students should avoid leaving valuables in the locker rooms and/or weight room – RCHS will not be held responsible for theft of personal belongings

XXIV. AWARDS & APPAREL

AWARDS:

1. Trophies/Plaques for banquets are the responsibility of each team's booster club. These awards should be ordered locally through ABC Awards – contact Mitch Stewart at abcawards@gmail.com or visit his shop on West Avenue
2. Booster Clubs hold the responsibility of hosting & funding awards ceremonies for their respective sports.
3. Each coach will place on file with the Athletic Director their respective sports lettering requirements in regards to participation and team obligations. Only varsity athletes are eligible to receive letter awards (managers, statisticians, etc. may be considered for varsity awards).
4. The athletic department will provide letters, pins, and bars of service.

LETTER JACKETS:

1. Athletic department will not provide letterman jackets for athletes. Parents can purchase letterman jackets through Scholastic Images (Todd Sims) – tsims@gabalfour.com See RCHS Athletics website for order form. Todd Sims is on campus once a month during all lunches. Order requires \$100 deposit. Must be able to provide evidence of lettering in a varsity sport.

SPIRIT WEAR/EMBROIDERY:

1. If you have Spirit Wear needs for your team, contact one of the following
 - a. Rachel Holcombe at Pinnacle Sports & Embroidery (located by RCA) at pinnacleemb@gmail.com or (404) 934-4500
 - b. Jeff Holcomb at BSN Sports - jholloway@bsnsports.com or 770-298-4253