

# Dothan City Schools



**Manual of Athletic Responsibilities**

**Adopted October 2019**

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**Mission Statement:**

*It is the mission of the Dothan City Schools Athletic Department to inspire each student to extraordinary achievements every day.*

– Provide a comprehensive athletic program that emphasizes the development of Life-long learning, values and skills through hard work, sportsmanship, ethical conduct, and fair play.

– The program is based upon open communication and mutual respect among school administration, instructors, coaches, athletes, parents and officials.

– The program serves as a positive, powerful, productive force for our schools, our community and most importantly our student-athletes. The program will provide various opportunities for our student-athletes.

**Athletic Department Objectives:**

**To provide an attractive program for the student-athlete:**

- Provide the student-athlete with an enjoyable and rewarding experience
- Make player safety and welfare our highest priority
- To give quality instruction in the fundamentals of each sport offered:
  - Specific athletic skills and strategies
  - Sportsmanship, ethical conduct and fair play

**To be an integral part of the secondary school curriculum:**

- Inspiring all athletes to give their highest effort in the classroom, as well as, on the playing field or on the court
- To stress the importance of self-discipline in both the classroom, the community and on the field
- Teach our athletes that dignity, self-worth and self-esteem are achieved through hard work

- To create a positive school climate that is enhanced when student-athletes and remaining student population work together as a team to represent their school in interscholastic competition.
- Develop concepts of goal attainment through hard work and rigorous self-discipline, and to provide a vehicle for the development of interest in curricular school programs and for post-secondary educational opportunities

**To make the athletic program a source of both school and community pride:**

- Help each athlete to interact positively with faculty, community and fellow students
- Make the team a positive influence on all who come in contact with it
- To demonstrate the social competence of operating within a set of rules, thus gaining a respect for the rights of others, and an understanding that penalties follow rule violations

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## **Dothan Coach as a Role Model**

1. **The Coach Serves as a Model for Behavior**
  - \* Dresses neatly in appropriate attire
  - \* Be well-groomed
  - \* Work hard
  - \* Always display the best qualities of good sportsmanship. Actions are more important than words.
  - \* Be patient
  - \* Be supportive
  - \* Eliminate the use of foul and abusive language, or body language
  - \* Foster proper image
  - \* Does not use tobacco in the presence of athletes
  
2. **The Coach as a Teacher of Youth**
  - \* Set positive and realistic goals for each individual and for your team.
  - \* Recognize individual and team limitations
  - \* Define success, which varies from group to group
  - \* Teach Responsibility
    - Be predictable, punctual and organized
    - Delegate responsibility, but do not relinquish supervision
    - Trust your athletes; they will trust you back
    - Produce a sense of pride through hard work
  - \* Be enthusiastic
  - \* Avoid sarcasm
  
3. **Be a Communicator**
  - \* Motivate in positive terms
    - Make it fun
    - Demonstrate a sense of humor
    - All young people look for leadership
  - \* Be sensitive to individuals and the group
    - Blend praise with constructive criticism
  
4. **Be a Good and Open Listener**
  
5. **Promote Good Sportsmanship Constantly and Consistently**
  
6. **Exhibit Self-Control at all Times**
  - \* A coaches' actions often determines the actions of others
  - \* Do not react from emotion or reflex
  
7. **Foster a Professional Relationship with Officials and Respect for Authority.**

**Athletic Code of Ethical Conduct**

Dothan City Schools shall implement the following listed standards of ethical conduct for each temporary, probationary, permanent and contracted employee of the district who provides supervisory and instructional service in interscholastic athletic programs and activities. Such person providing service shall:

1. Show respect for players, parents, other coaches and staff.
2. Respect the integrity and judgment of the game officials.
3. Establish and model fair play, sportsmanship, and proper conduct during practices/ contests and in the community.
4. Establish player safety and welfare as the highest priority. If there is any question as to the extent of an injury a physician must be consulted, and a written release obtained.
5. Provide proper supervision of student-athletes while under the coach's direction.
6. Use discretion and proper language when providing constructive criticism and when reprimanding players – use of profanity is unacceptable.
7. Understand the proper administrative chain of command and refer all requests or grievances through proper channels, i.e. equipment purchase, fundraising, program funding, eligibility, etc. All athletic communication goes through the Athletic Director first. It is the role of the Athletic Director to communicate with the Principal.
8. Consistently require all players to adhere to established rules & standards of the game.
9. Properly instruct player in the safe use and care of equipment and uniforms.
10. Not recruit student-athletes from other schools.
11. Not exert undue influence on a student-athlete's decision to enroll in particular athletic program at a public or private post-secondary educational institution.
12. Not suggest, provide, or encourage any athlete to use non-prescriptive drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General, or the American Medical Association.

I have read and will adhere to the policies of the Dothan City Schools Coaches' Handbook and to this Code of Ethical Conduct and understand that failure to do so may result in suspension and/or dismissal from my position.

Date: \_\_\_\_\_ Coach: \_\_\_\_\_

Date: \_\_\_\_\_ Athletic Director: \_\_\_\_\_

**Athletic Director Responsibilities**

1. Responsible to the Principal of the secondary school.
2. Serves as liaison between staff members and the administration.
3. Develops and monitors the school's athletic website and Athletic Department budget.
4. Reviews staff requests and makes related recommendations to the administration.
5. Assists staff members in professional matters as requested or as the need for such assistance is observed.
6. Ensures that equipment is properly inventoried and maintained by coaches.
7. Approves departmental purchases.
8. Approves athletic schedules developed by coaches.
9. Responsible for administrating all interscholastic policies and procedures working within the confines of the Rules and By-Laws of the Alabama High School Athletic Association.
10. Observes coaches sufficiently in order to make future recommendations in terms of job expectations and to make recommendations to the school principal as to coaches' job assignments.
11. Responsible for evaluating all new varsity head coaching candidates for jobs and will be a member of each selection committee.
12. Responsible for all recommendations for improvement of facilities, which shall be directed to the Principal.
13. Coordinates with the Asst. Principal / Head Custodian the repair and maintenance of athletic fields, track, gymnasium, locker rooms and weight room.
14. Resolves conflicts that develop with in the Athletic Department.
15. Gives assistance to coaches and booster clubs in finding ways to support and finance the athletic program.
16. Submits a financial report to the Athletic Department and the Principal at the beginning of each school year.
17. Maintains a current file of student-athletes, physical forms, insurance form, parental consent forms, etc. and that current information has been filed in the Principal's office.
18. Works with the Principal for determining initial and continuing eligibility of student athletes.
19. Works with the Principal, Director of Student Activities, Cheerleading Advisors, and coaches involved in all athletic assemblies and spirit rallies.
20. Arranges for a medical doctor or a paramedic and an ambulance at all freshmen, JV and Varsity football home games.
21. Represents the school in all athletic business at Area, Regional, Sectional and State meetings.
22. Responsible for the annual review of the Coaches' Handbook and Athletic Handbook.
23. Constantly evaluates the program, presents recommendations for changes in athletic policies from the Athletic Department to the Principal and/or district personnel.
24. Performs other duties as the Principal may direct.

## **Head Varsity Coach Responsibilities**

By accepting a position of Head Coach at Dothan City Schools, a person inherently assumes the responsibility and obligation of establishing and maintaining an athletic program of the highest caliber that his/her abilities will permit. In assigning an individual to a head coaching position, the administration of Dothan City Schools has placed its trust and confidence in that individual to assume and carry out each of the following responsibilities.

Each coach will be responsible to the Athletic Director and/or Principal for all coaching duties and responsible to his/her Principal for all teaching duties.

### **Coaching duties include but are not limited to the following duties:**

1. Keep an open line of communication with the Athletic Director. All activities or plans involving athletics and our students should be communicated with the Athletic Director.
2. Before allowing any prospective athlete to participate in his/her program (including practice) he/she will verify that the athlete has taken and passed a physical exam. A copy of this must be kept on file in the athletic office and /or principal's office.
3. Explain and discuss the Dothan Athletic Handbook with the athlete/parents in his/her program.
4. Prepare and submit required paperwork to the Athletic Director:
  - (a) A list (Eligibility Grid) of all athletes participating in his/her program at least two (2) weeks before the first contest (for eligibility purpose). Please place the students in alphabetical order.
  - (b) Have on file a copy of an athlete's Birth Certificate, Star Sportsmanship Certificate, Concussion Form, AHSAA Release Form and a current physical on file in the Athletic Director's Office.
5. Ensure that all equipment is properly cleaned and stored at the end of the season.
6. Demand that our athletes conduct themselves as gentlemen/ladies at all times when they are representing our city and school. All coaches are expected to model this positive behavior
7. Monitor and be proactive in the student's athletic/academic eligibility.
8. Ensure that all athletes under his/her jurisdiction are well informed as to all athletic eligibility rules and regulations.
9. Coaches should establish a data base of contact information for all parents in their program and COMMUNICATE – COMMUNICATE – COMMUNICATE with parents about both game and practice schedules and any changes that may occur.

- (a) Head Coaches will in advance, notify athletes and parents of all practices and obligations required in being a part of his or her program. It is very important to communicate with parents (in writing) & well in advance concerning holiday and all summer workouts, practices and or games. Remember: Telling student athlete's information in a meeting seldom gets back to the parents correctly which creates accusations of a lack of communication on your part. Communicate with the Parents!!!
  - (b) Head Coaches will before the season, send an updated roster to all faculty members.
  - (c) Head Coaches will send an updated schedule of games to all teachers.
  - (d) Head Coaches will send a preseason "Early Dismissal Schedule" to the Athletic Director first then to all faculty members and parents indicating days athletes may check out early or miss the entire day of school.
  - (e) Head Coaches, on a weekly basis, must send out reminders to all teachers of early dismissals or absences for that week.
10. Limit the time athletes will be out of school to a minimum.
  11. Head Coaches must check with the Athletic Director before any Athletic Events are rescheduled for any reason.
  12. Supervise his/her assistant coaches and all of the athletic teams that are a part of his/her program.
  13. Schedule all regular season contests and submit schedule to the Athletic Director for approval.
  14. Be knowledgeable of rules and regulations regarding his/her sport as presented in the AHSAA handbook and the NFHS rule.
  15. Conduct him/herself at all times in a manner that will not cause any embarrassment to the team, school, or community. Demand the same expectations of all of his/her assistant coaches
  16. Encourage athletes to participate in as many sports as possible.
  17. It is the coach's responsibility to ensure the maintenance of clean facilities at all times. Ex: Dressing rooms, gyms, fields, etc.
  18. It is the head coach's responsibility to manage both athletic and booster club accounts for their sport and to follow all budget procedures set by the Athletic Director.

19. Never leave student athletes unsupervised. Coaches are required to stay with athletes after practices/games until parents pick them up or they have left the campus. **NEVER LEAVE STUDENT-ATHLETES ALONE!**
  - (a) Volunteer assistants are greatly appreciated & valued throughout our athletic department. However, they aren't responsible for supervising our student-athletes. Only DCS certified personnel shall supervise student-athletes during workouts, practices, games and while waiting on a parent's arrival.
20. Attend all monthly coaches meetings.
21. All coaches are encouraged to attend as many booster club meetings as they can. Booster club meetings will be held the 2<sup>nd</sup> Tuesday of every month to correspond with the head coaches' meeting.
22. Know and follow all policies in the DCS Athletic Handbook.
23. Be a positive ambassador for Dothan City Schools. Serve as liaison between the coaching staff and the Athletic Director.

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## Dothan City Schools Fourteen Duties

### Standards of Conduct / Standards of Care

**Duty to Plan** – This is a comprehensive requirement that transcends all other duties. There is a need to continuously conduct focused analyses of potential hazards and to develop responsive strategies to prevent or reduce the potential for injury and loss in the following areas of coaching:

- Coaching Competence
- Medical Screening
- Appropriate Activities
- Facility and Equipment Evaluations
- Injury Response
- Organization
- Implementation of Plans

*Negligence can be alleged when an injury loss results from no planning, inadequate planning or when plans are developed but ignored.*

**Duty to Supervise** – A coach must be physically present, provide supervision and control of impulsive behavior, competent instruction, structured practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. Head coach is also responsible for the actions of all assistant coaches as well.

**Duty to Assess Athletes Readiness for Practice and Competition** – Coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes. A progression of skill development and conditioning improvement must be reflected in the practice plans.

**Duty to Maintain Safe Playing Conditions** - Coaches are responsible for being proactive in identifying foreseeable causes of injury specific to a sport which may involve defective equipment or hazardous environments.

**Duty to Provide Proper Equipment** – Coaches are responsible for seeing that all athletes are properly fitted with appropriate equipment and that the equipment is used and worn properly at all times.

**Duty to Instruct Properly** – Coaches must demonstrate appropriate and safe techniques that follow a logical sequence of progression. Instruction must move from simple to complex and based on age and maturity appropriateness.

**Duty to Match Athletes** – Coaches should match athletes with consideration to skill, age, size speed and maturity.

**Duty to Condition Properly** – Coaches must account for a progression of cardiovascular and muscular- skeletal conditioning regimens that prepare the athletes sequentially for more challenging practices or activities.

**Duty to Warn** – Coaches are responsible for informing the players and parents of unsafe practices that are specific to a sport and the potential for injury or death.

**Duty to Disclose and Inform: Insurance Coverage** – Coaches are responsible for screening that all athletes are covered by basic medical insurance

**Duty to Provide Emergency Care** – Coaches are expected to be able to administer accepted, prioritized, standard first aid procedures in the event of injury... especially those that may be life-threatening.

**Duty to Develop an Emergency Response Plan** – Coaches must be familiar with the Dothan City Emergency Response Plan and follow procedures effectively and in a timely manner.

**Duty to Provide Proper Transportation** – Coaches must follow all athletic policies set forth in the Athletic Handbook concerning transportation of student athletes.

**Duty to Select, Train and Supervise Coaches** – Head Coaches and Athletic Administrators are expected to ensure coaches are capable of providing safe conditions and activities as outlined in the preceding list of thirteen duties.

*Potential Source of liability for Coaches and Administrators:*

- 1) Failure to supervise an activity
- 2) Negligently entrusting responsibility to an under qualified or unqualified individual
- 3) Failing to teach appropriate skills
- 4) Failing to teach skills properly (simple to complex)
- 5) Failing to teach protective skills
- 6) Failing to provide and maintain a safe practice or playing environment
- 7) Failing to provide appropriately sized and fitted equipment
- 8) Failing to inspect, repair or recondition equipment properly
- 9) Failure to teach athletes to inspect and wear their equipment properly
- 10) Failure to check young athletes for proper fitting and wearing of equipment
- 11) Failing to provide proper equipment
- 12) Failing to warn and deter unsafe or illegal execution of skills
- 13) Failing to develop and implement policies and procedure intended to enhance safety for each activity
- 14) Failure to implement recognized safety standards promulgated by various sports regulatory or sports medicine agencies
- 15) Failure to match or equate athletes by maturity and development
- 16) Failure to administer first-aid properly
- 17) Failure to warn of dangers inherent in certain activities.
- 18) Failing to seek medical approval for an injured athlete to return to practice or competition

- 19) Failing to keep adequate and accurate records. DOCUMENT! DOCUMENT! A coach, teacher, or an administrator should always keep sufficient documentation.

### **Coaches Education Program**

Non-faculty and first-time coaches in the AHSAA are required to take two courses: NFHS/ASEP Coaching Principles (\$85) and Sports First AID (\$85) at [www.nfhslearn.com](http://www.nfhslearn.com) as part of the AHSAA Coaches' Education Program. Once completed, they are eligible to apply for a coaches' card. In addition, three online certification courses must be taken prior to coaching:

1. Star Sportsmanship Course (Star01141)
2. Concussion Course ([www.nfhslearn.com](http://www.nfhslearn.com))
3. Heat Acclimatization Course ([www.nfhslearn.com](http://www.nfhslearn.com))

\* Courses above are free on-line courses

#### Dothan City Schools Coaches

##### a. Before you begin practicing:

- i. Complete Star Sportsmanship Course...Online...Turn in Certificate to Athletic Director
- ii. Complete Concussion Course... Online...Turn in Certificate to Athletic Director
- iii. Have Current CPR & First Aid Card...Turn in proof of Certification to Athletic Director
- iv. Heat Acclimatization Course...Online...Turn in Certificate to Athletic Director
- v. Coaching Principles Course...Online...Turn in Certificate to Athletic Director
- vi. Sports First Aid Course...Online...Turn in Certificate to Athletic Director
- vii. If Coaching Principles & First Aid were taken during undergraduate or degree programs, they will be exempted upon approval by the AHSAA. College transcripts need to be provided for approval.

b. Head Coaches must attend AHSAA rules clinic in the sport or sports in which they coach each year. Coaches will not be required to take a test during All-Star Sports Week rules clinics. If coaches complete a rules clinic online, a 50 question test will be included. The course is usually offered from the 1<sup>st</sup> practice date until the 1<sup>st</sup> official contest of that respective sport.

Records for all coaches must be updated and on file in the athletic director's office. Coaches not fulfilling all of the requirements set by the AHSAA will not be allowed to coach or volunteer at Dothan City Schools.

### **Rules Clinic Mandatory for Head Coach**

All middle school, junior and high school head coaches must complete a rules clinic in their sport prior to the beginning of their sport season. This mandatory clinic is required of all head coaches in football, basketball, baseball, softball, volleyball, wrestling, track & field, and soccer. A school will be fined \$300 for each head coach that does not meet this requirement. The rules clinics are included in the activities of All-Star Sports Week. You must register for the Summer Conference to attend the rules clinics.

### **AHSAA Recruiting Policy**

#### **Dothan City Schools Prospective Student Guidelines**

No person connected in any way with a school may contact a student or prospective student, or his or her parents or guardian, who resides outside of the school district to inquire or encourage them to transfer or enroll in their school for the chief purpose of participating in interscholastic athletics. (Includes overlapping school zones)

**Example**...A student who attends Houston Academy/Providence Christian, but lives in Dothan zone, wants to attend DCS next year. The said student must still sit out a year even though he/she resides in our school zone.

**Example**...A student who attends Northside Methodist Academy/Emmanuel Christian, but lives in Dothan zone, wants to attend DCS next year. The said student is eligible to participate in athletics as soon as he/she meets all the eligibility requirements.

Providence Christian and Houston Academy are member schools of AHSAA and therefore, students must sit out a calendar year. However, if they attend Providence or H.A. and reside in the DCS zone they become eligible once they make a bona fide move into our school zone.

Emmanuel Christian and Northside Methodist Academy are not AHSAA member schools.

It is permissible for a coach to talk with a student(s) or parent(s) who on their own, visit their school for any specific purpose. Once a perspective student / parents initiate interest in the school via email (preferred), text, call or school visit, it is then permissible for a coach to talk to the parent and/or student about attending.

Anyone connected in any official capacity with any high school who offers material or financial inducement or enticement to any student to come to that school for the purpose of engaging in athletics shall subject that school to suspension from the AHSAA.

A violation of this rule renders the contacted athlete permanently ineligible at the school where the violation occurs. A coach in violation of his rule shall be barred from coaching at any AHSAA Member School for one year. A school in violation of this rule will be placed on restrictive probation for a period of one year in the sport in which the violation occurred and assessed a

monetary fine. Repeated violations of this rule will cause a school to be suspended from the AHSAA.

Any Dothan City Schools Coach responsible for violation of the recruiting rules will be responsible for any and all monetary fines assessed to the school by the AHSAA.

No prospective student may participate in any school activities (practices or workouts) until they have completed the admissions process and have been accepted and officially enrolled in school.

### **What is a Bona Fide Move?**

**Bona Fide Move.** A student whose parents make a bona fide move completely out of one school zone into another may transfer all his/her rights and privileges to the member school that serves the area where his/her parents reside.

If the change of school precedes the bona fide move on the part of the parents, the student is ineligible until the parents make a bona fide move.

**Determining a Bona Fide Move** – Sometimes it is very difficult to determine what constitutes a bona fide move. Family and home conditions differ and must be considered. The following factors are basic guidelines for determining a bona fide move:

- a. The household furniture of the family must be moved into an unoccupied house or apartment.
- b. All principal members of the family must reside in the new place of residence.
- c. The original residence should be closed, rented or disposed of and not used by the family.
- d. Nine months at the new residence will be required to make a move bona fide.

If a family moves into a new school zone and remains there for less than nine months, the move will not be considered bona fide and the family's child who is enrolled in the new school zone becomes ineligible there the day the family leaves the new school zone.

The student remains ineligible for a full calendar year from the date the family moved out of the new zone. However, if the student did not participate in athletics, the period of ineligibility will be 12 months from the date of the student's initial enrollment.

When there is any possibility of doubt about a move being bona fide, the principal shall present the facts in writing to his/her District Board or to the Executive Director of the AHSAA for a decision. The District Board or Executive Director will review the facts submitted and may conduct an investigation if necessary.

Note: Students entering the seventh grade for the first time are eligible where they enroll.

Just as in all other cases, the decision of the Executive Director may be appealed to the District Board and a District Board's decision may be appealed to the Central Board of Control.

In the final analysis, whether a move is bona fide or not will be determined by the Central Board.

### Gate Procedures

- DCS Certified Employees are the only personnel allowed to collect money and work athletic gates.

Athletic Director secures gate workers and one is chosen to be the head ticket person. Pay for gate workers will be established annually by the board.

Head ticket person's responsibilities:

- Fill out a purchase order for start-up money five days prior to the athletic contest.
- Obtain tickets to be passed out at the games.
- Create two admission price signs. One for the table & one for the door. Also, have a copy of athletic rosters at the admission table.
- Getting tickets, money, cash boxes and anything else needed to sell tickets for both sides to Rip Hewes Stadium.
- He/She will go back and forth during the game from home side to visitor's side to make sure they have what they need to sell tickets.
- At the end of the third quarter the head ticket taker and an SRO/Principal will get all money and tickets from visitor's side and bring over to the home side to count money for the gate report.
- At the conclusion of the game:
  - a. Count money with a witness
  - b. Fill out gate report.
  - c. Gate is **NEVER ALLOWED** to go home with the Coach to be turned in the next day.

The money is picked up by a principal and/or SRO who drops it into the night drop at the bank. On the next business day the bookkeeper picks up the money from the bank. She and the head ticket person and/or coach counts the money together. The bookkeeper verifies the money together. The bookkeeper verifies the amount, does a deposit and takes it back to the bank.

**Concession Procedures**

1. DCS Certified Employees are preferred, but parents and volunteers are allowed to work the concession area.
2. Submit a requisition for a purchase order for start-up money five days prior to the athletic contest.
3. At the conclusion of the game:
  - a. Count money with a witness
  - b. Turn in with gate money

**Transportation Procedures**

1. Fill out field trip permission form. Must be signed by the Head Coach and Principal.
2. Label field trip permission forms at the top left corner “SPARE” or “ACTIVITY BUS.”
  - a. Spare – coach plans to drive their team to their athletic contest
  - b. Activity Bus – coach hired a driver and plans to ride bus with their team to and from their athletic contest
  - c. Put the purchase order number at the top right corner.
3. For out of state athletic contests, the Superintendent must sign the form. Fax to Central Office. Once form is signed it will be faxed back. Principal must sign before the Superintendent.
4. Fax completed forms to the Bus Barn 673-2450.
5. Call to confirm buses a day or two before designated trips 794-1450.
6. If you request an activity bus (includes driver), call & confirm three days before.
  - a. Keep in mind that you may request an activity bus with a driver, but you may not receive an activity bus. Resources are very limited at the bus barn.
  - b. If an activity bus isn’t available, it is up to the head coach to find a driver.
7. Each sport is responsible for their transportation expenses up front.
8. When driving a bus to a designation and the bus has been vacated there are 2 pre-trips involved. The bus should be pre-tripped on the way to the destination and a pre-trip should be done for the return trip. It is imperative that the pre-trip is filled out not only for safety reasons, but also for documentation reasons if you happened to be involved in an accident.

Lastly, if you are ever involved in an accident no matter how minor the contact with another vehicle the bus cannot continue on until all passengers have been checked on by a medical professional.

#### 9. CLEAN YOUR BUS

- a. Pick up all the trash and sweep the bus (aisles AND under the seats).
- b. Top it off. Windows up.
- c. Park bus in the same spot you picked it up from if possible.
- d. Fill out bus trip form properly and turn in by back door. By not taking care of your bus and practicing proper bus etiquette, a fellow DCS coach will pick up a dirty bus with fuel on empty. Respect the coaches around you & take care of the bus.

### Scheduling of Athletic Contests

1. The head coach is responsible for scheduling all athletic contests for their sports. .
2. When schedule is tentatively finished, head coaches will submit the schedules to the Athletic Director for approval. Once approved by the Athletic Director, the Principal will review and approve. When schedules are approved by the Athletic Director and the Principal, they are then considered final. When finalized, contracts will be sent.
3. Scrimmage games are not permitted by the AHSAA. They are allowed in umpire training situations only. These district training dates are organized by the AHSAA.
4. The number of allowable freshman, jr. high, junior varsity and varsity contests are regulated by the AHSAA for respective sports. Please see attachment.
5. Every effort will be made to schedule teams that are on a competitive skill level with the teams of Dothan City Schools.
  - a. Non-Area or Non-Region Considerations when scheduling:
    - i. Natural Rivalries
    - ii. Income to be Derived
    - iii. Relationships of the Schools
    - iv. Distance to be Traveled
    - v. Size of School
    - vi. Expenses to be Incurred
    - vii. Established Patterns of Scheduling
6. It will be the policy of our athletic department to host an invitational or tournament event whenever possible. The reasons are:
  - a. Promote the Sport and Dothan City Schools
  - b. Bring Large Numbers of Teams & Spectators into Dothan City Schools
  - c. Income to be Derived
  - d. Expose Athletes to Extensive Competition

- e. Establish Traditions
- 7. Postponing or Canceling Contests
  - a. If a game must be postponed or canceled due to weather or any other factor coaches shall notify the Athletic Director immediately.
    - i. The **Athletic Director** will notify the athletic secretary, the front office, the Principal and Central Office. The Athletic Director will also be responsible for notifying the middle schools when applicable.
    - ii. The **Head Coach** will notify the players, parents, opposing team, bus barn, game officials, newspaper and TV stations.

### **Hosting Playoff Game Procedures**

1. Consult with the Athletic Director about possible scenarios that may come up with scheduling. Possible make-up times or dates, playing both boys & girls basketball on the same night, etc.
2. Contact opposing school to set up date & time of playoff contest. Notify Athletic Director immediately of finalized plans.
3. The Athletic Director will notify the school administration and central office.
4. Have all umpires / referees' fill out a W-9 Form. This form needs to be completed in a timely manner in order to get checks cut. Game officials will be paid at the conclusion of each playoff game or series.
5. Athletic Director will assign gate workers.
6. Athletic Director and Head Coach will fill out financial report.
7. Head Coach will fill out all purchase orders to complete the financial report.
8. Athletic Director will turn in all purchase orders and the financial report to Mrs. Williams.

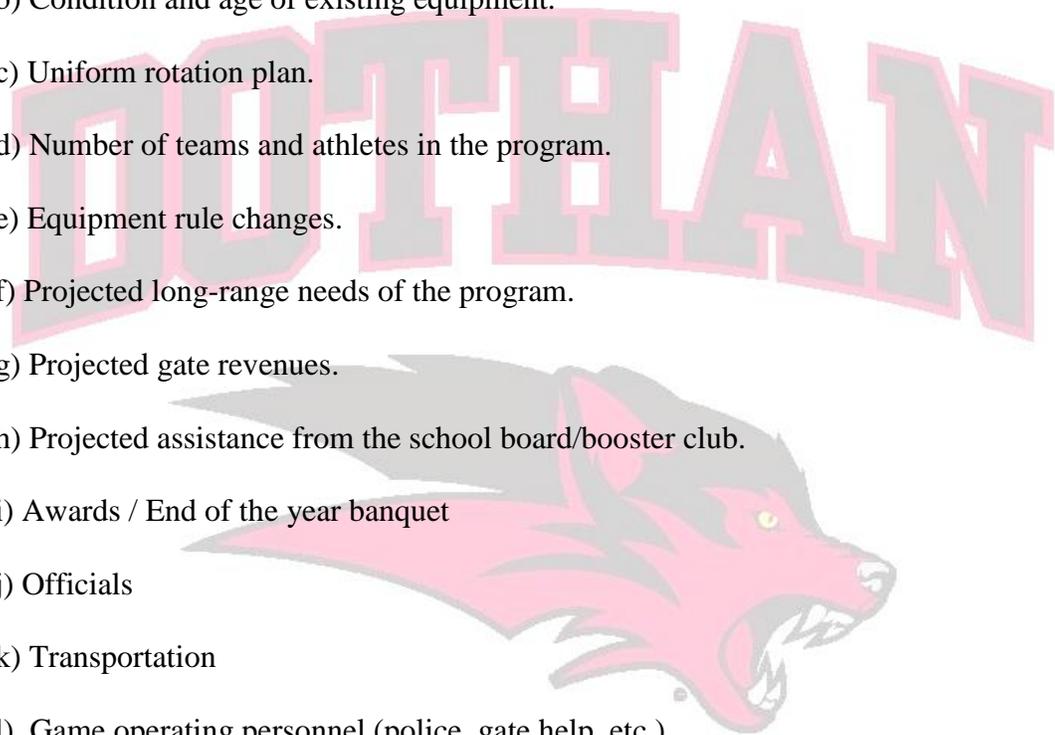
### **Playoff Game Additional Supplement**

At the conclusion of a sport's state playoff, the Athletic Director will submit a letter to the Principal for the head coach and assistant coach(es) when applicable, to receive an additional supplement. This supplement is added to the coaches' end of the month check.

## **Annual Budget**

### Budget Responsibilities

- 1) Head coaches are responsible for submitting an annual budget at the beginning of each school year detailing revenue (fundraisers, donations, gate receipts, etc.) and expenses for the upcoming school year.
  
- 2) Coaches should use the following criteria for developing their annual budgets:
  - a) Present inventory of uniforms and equipment.
  
  - b) Condition and age of existing equipment.
  
  - c) Uniform rotation plan.
  
  - d) Number of teams and athletes in the program.
  
  - e) Equipment rule changes.
  
  - f) Projected long-range needs of the program.
  
  - g) Projected gate revenues.
  
  - h) Projected assistance from the school board/booster club.
  
  - i) Awards / End of the year banquet
  
  - j) Officials
  
  - k) Transportation
  
  - l) Game operating personnel (police, gate help, etc.)
  
  - m) Clinics - professional development
  
  - n) Tournaments
  
  - o) Medical supplies
  
  - p) Equipment repair
  
  - q) Field maintenance supplies



r) Meal money

3) Purchase orders **WILL NOT** be signed if there aren't adequate funds in that sport's account. A sport will not be allowed to operate in the "red." Coaches must budget accordingly.

### **Student-Athlete Eligibility**

#### *"The Basics of Eligibility"*

1. AHSAA Academic Eligibility
  - a. 4 core (Science, Math, English, History)
  - b. 2 electives
  - c. 6 credits with a composite average of 70
2. If a student-athlete is eligible at the beginning of the school year, they'll remain eligible throughout the entire school year.
3. If a student-athlete starts the school year ineligible, they can still regain their eligibility status.
  - a. A student is allowed to make-up a minimum of two classes through credit recovery in order to regain their eligibility status.
  - b. In order to participate in the first semester, a student-athlete must complete credit recovery by the first day of school.
  - c. In order to participate in the second semester, the student-athlete must complete credit recovery by the end of the first semester.
4. The following paperwork must be on file in order for a student-athlete to participate in Dothan Athletics as a member school of the Alabama High School Athletic Association.
  - a. Birth Certificate
  - b. Current Physical (annual form)
  - c. Concussion (annual form)
  - d. AHSAA Release (annual form)
  - e. Star Sportsmanship
  - f. \$50 Insurance Fee
5. **An athlete will not be allowed to participate in any athletic contest or practice until all eligibility requirements have been met.**

## **Lightning Safety Policy**

### **PURPOSE**

The keys to lightning safety are education and prevention. Education begins with learning appropriate lightning safety tips. Prevention of lightning injuries or casualties should begin long before any athletic event. This policy will outline lightning safety terminology, procedures, and decision making policies.

### **SCOPE**

This policy governs all outdoor Dothan City Schools athletic events including practices.

#### **I. Monitor Weather Conditions**

Athletics personnel must check weather reports each day before any practice or event. The National Weather Service (NWS) issues severe weather and / or thunderstorm watches and / or warnings. A “watch” means conditions are favorable for severe weather to develop in a particular area. A “warning” means the NWS has reported severe weather in an area and for anyone in that area to take the necessary precautions.

Athletics personnel should be aware of the signs of thunderstorms developing nearby. Thunderstorms can grow from towering, “fluffy” cumulus clouds to lightning producers in as little as (30) minutes. Lightning and thunder activity in the local area are the “alarms” for athletics personnel to begin monitoring thunderstorm activity, such as directions of storm movement and distance to the lightning flashes.

#### **II. Evacuation Criteria**

##### **A. Flash to Bang Time**

To use Flash to Bang Time, count the seconds from the time lightning is sighted to when the clap of thunder is heard. Divide the number by (5) to obtain how far away (in miles) the lightning is occurring. (Ex. 30 sec count / 5 = 6 miles away) A Flash to Bang time of (30) seconds or less dictates the immediate suspension of practice / events and evacuation of all athletes and spectators to a safe area. (This is equivalent to 6 miles away or less.) If lightning occurs during an athletic contest, per AHSAA guidelines, the game officials are responsible for stoppage of play for at least (30) minutes after all lightning and thunder activity has ceased before resuming and athletics activity.

##### **B. Activity Stoppage**

Practice: The decision regarding stoppage of an outside Dothan City Schools athletics practice is for the Head Coach to make. When in doubt, err on the side of caution, not risk.

##### **1. Safe Areas Include:**

- Enclosed buildings
- Fully enclosed metal vehicles with a hard metal roof and windows up

- Low ground areas as a last resort (ditches, bottom of hill) – assume a crouched position – minimize your body area – do not lie flat

## 2. **Unsafe Areas Include:**

- Open fields
- Golf carts / gators
- Metal bleachers (on or under)
- Fences
- Umbrellas, flag poles, light poles
- Tall trees
- Pools of standing water
- Avoid using a telephone (except cellular), showers, & use of electrical machines (computers, fax, etc.)

Safe areas on campus for athletic teams, staff, personnel, administrators, officials and spectators to use in the event of lightning during practice or a game...

### Rip Hewes Stadium

- Coaches, players and officials will move to their designated locker rooms
- Spectators may go to their personal automobiles

### Football & Softball Field (football, softball, soccer, track or cross country practice)

- Coaches and players will move to the main gym
- Spectators may go to their personal automobiles or to the main gym

### Baseball Field

- Coaches, players and officials will move to the baseball locker room and hallways located in the Fine Art's Building
- Spectators may go to their personal automobiles or to the hallways of the Fine Art's Building
- In the event of lightning at an official football, baseball or softball game, the game announcer or head coach will immediately inform all spectators to leave the area and to seek shelter in one of the aforementioned safe areas until such time that it is safe to return or the competition is canceled or postponed.

## III. **Emergency Action Plan**

In the event that a Dothan City Schools and/or visiting team athlete, coach, spectator, administrator, or game official is struck by lightning; the following protocol will be executed:

- Any person struck by lightning does not carry an electrical charge; there is no danger presented to the health care provider.
- Assess the scene to ensure safety for qualified health care personnel to enter. This may include transporting the victim to a safe environment before initiating first aid procedures. Call 9-1-1.
- As CPR and First Aid certified personnel, coaches should expect to provide necessary first aid, which may include CPR and rescue breathing.

## **First-Aid Kit**

It is mandatory that every sport have a first-aid kit with them for practices, home and away games. Here are some things to consider when developing your team's first-aid kit.

1. **Match the contents to the sport:** The type of first aid that may be required varies by sport. Because bruises, abrasions, and sprained ankles are more common in baseball, a baseball team's first aid kit, for instance, needs to be stocked with cold packs, elastic bandages, and Band-Aids, while a track team's kit needs to have plenty of supplies to treat blisters, abrasions, pulled muscles, and sprains. If your team is going to be in the sun, carry sunscreen; the cross-country coach needs to carry an allergy kit to manage bee stings.
2. **Always stock a realistic quantity:** Be prepared to treat more than one athlete at an event.
3. **Ensure ready access:** First aid supplies should be placed where they are readily accessible, and marked clearly to allow rapid identification. Use Ziploc-type bags within the kit for extra materials and to sort your supplies. For instance, it is helpful to partition supplies into modules "for wound care," "for an allergic reaction," and so forth.
4. **Protect against damage:** Carry supplies in a watertight container designed to withstand years of rough handling and extremes in temperature, such as a plastic (Pelican case or Otter Box) or metal container equipped with a rubber O-ring gasket for a tight, waterproof seal.

## **Contents**

Listed below is what a sports first aid should contain. Go through this list carefully, and make a decision to include or exclude these items from your medical kit.

## **General Supplies**

- First Aid Manual or Emergency / CPR flashcards
- Safety pins
- Paramedic or EMT shears (scissors)
- Sharp-pointed surgical scissors
- Bandage scissors
- Splinter forceps (tweezers)
- Finger splints
- CPR mouth barrier or pocket mask (such as a Micro shield X-L Mouth Barrier\*)
- Sterile (hypoallergenic or latex) surgical gloves (at least 2 pair)
- Instant chemical cold pack(s)1
- Ziploc\* bags (to hold ice for ice packs)
- Sunscreen / Bug spray
- Medical release forms
- Athletic tape / Pre-wrap
- Cohesive bandage wrap
- Gauze dressing
- All types of bandages (knuckles, fingertip, extra-large)
- AED

**Athletic Code of Ethical Conduct**

Dothan City Schools shall implement the following listed standards of ethical conduct for each temporary, probationary, permanent and contracted employee of the district who provides supervisory and instructional service in interscholastic athletic programs and activities. Such person providing service shall:

1. Show respect for players, parents, other coaches and staff.
2. Respect the integrity and judgment of the game officials.
3. Establish and model fair play, sportsmanship, and proper conduct during practices/ contests and in the community.
4. Establish player safety and welfare as the highest priority. If there is any question as to the extent of an injury a physician must be consulted, and a written release obtained.
5. Provide proper supervision of student-athletes while under the coach's direction.
6. Use discretion and proper language when providing constructive criticism and when reprimanding players – use of profanity is unacceptable.
7. Understand the proper administrative chain of command and refer all requests or grievances through proper channels, i.e. equipment purchase, fundraising, program funding, eligibility, etc. All athletic communication goes through the Athletic Director first. It is the role of the Athletic Director to communicate with the Principal.
8. Consistently require all players to adhere to established rules & standards of the game.
9. Properly instruct player in the safe use and care of equipment and uniforms.
10. Not recruit student-athletes from other schools.
11. Not exert undue influence on a student-athlete's decision to enroll in particular athletic program at a public or private post-secondary educational institution.
12. Not suggest, provide, or encourage any athlete to use non-prescriptive drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General, or the American Medical Association.

I have read and will adhere to the policies of the Dothan City Schools Coaches' Handbook and to this Code of Ethical Conduct and understand that failure to do so may result in suspension and/or dismissal from my position.

Date: \_\_\_\_\_ Coach: \_\_\_\_\_

Date: \_\_\_\_\_ Athletic Director: \_\_\_\_\_