

MOORE COUNTY  
HIGH SCHOOL  
ATHLETIC DEPARTMENT  
HANDBOOK



2014-2015

## PROCEDURES

PURCHASE ORDERS: When you are ordering anything for your team, you **MUST** have PO # from Bookkeeper. If an invoice is received for payment and there has not been a PO issued, the payment will be denied. This is a state mandated policy that we have implemented.

If you are ordering anything for your team that totals more than \$500.00, you must receive at least 3 (three) quotes on that item. This does not necessarily mean you have to take the lowest bid; you just need to show that you did check around for availability.

When you purchase any items for your team, **remember that tax will be applied if items are for the player to keep**. Any item purchased that will be returned to the school and will be inventoried, no tax will be applied.

Coaches are not allowed to place orders for parents or support organizations that they intend to reimburse to the school account. If support organizations want the tax exempt privilege, they need to apply for that status. Also, remember there may be exceptions so always check first.

INVENTORY- Any item purchased with school funds is the property of Moore County High School. Every item needs to be listed and a label attached for inventory purposes, when a label is able to be attached. Inventories need to be turned in to the Athletic Director or his secretary. This process includes items such as: DVD's, weight room items, computers, sports equipment, etc.

UNIFORMS- Remember that any change to the uniform color must be approved by the principal and the director of schools. Moore County's official school colors are Columbia Blue & White. MCBOE Policy 6-100 School Colors.

## TRAVEL POLICIES

Effective 2013-2014 school year; each and every sport will be responsible for paying for their own travel expenses. The cost for this will be \$10.00/hour for the bus driver plus .45-.55 cents per mile. Keep this policy in mind as you plan your yearly budget.

BUSES: Buses are not available to travel to any away games until **AFTER** the regular bus routes are finished. We do not have any extra drivers. If any coach wants to get his/her bus license, we do have buses available.

INSURANCE: Coaches and Volunteer Coaches are not allowed to carry a student in his/her own vehicle unless they have been approved by the principal with the proper insurance. The proper forms are available on the Moore County Schools Web page.

VAN RENTALS: According the State of Tennessee, schools are not allowed to transport students/athletes in a vehicle larger than a 9 passenger (which includes the driver). Anything larger has a better chance of rolling or tipping over and has been proven to be dangerous for our children. Questions: see Mr. Moorehead.

PERSONAL VEHICLES: Students are not allowed to drive their own vehicles to away games. You, the head coach, are responsible for each and every player on your team from the time you load at MCHS until you unload at MCHS. Every coach needs to take a roster, and if a parent wants to sign their child out to ride home with them, make sure they do so with you. Word of mouth is not acceptable. Parents cannot sign out another child. A parent cannot call on the phone and give a parent permission to take their child. If a parent is going to allow another parent to check out his/her child, you must receive a hand written permission slip BEFORE you leave the school NOT at the game. This is for your protection and the school's protection. This may be a lot of trouble, but if something happens and you/we are not covered, it can be bad. Get in the habit of doing this the right way and it will become second nature. Ms. Dye will give everyone a sign out roster list for every away game.

### DISCIPLINE & ATTENDANCE

Attendance: On the day of any athletic event, all athletes must be in school the majority of the day. This includes, but is not limited to, Football, Basketball, Baseball, Softball, Golf, Cheerleaders, and Band members. If a player is absent, he or she will not be allowed to participate. This includes Middle School as well as High School. Any emergency exceptions must be approved by the principal—this is the policy outlined in our student handbook. The definition of MAJORITY of the day is at least 3 ½ hours.

If a student is in ISS on the day of a game, he/she will NOT be eligible to play in that game. He/she will be able to sit on the bench during the game but may not dress for that game.

SCHEDULING: Games cannot be scheduled during the school day without School Board approval. TSSAA Tournaments/Playoffs are exceptions.

Coaches should avoid scheduling games that require students to leave school early. If this comes up, the Principal and Athletic Director must be notified immediately.

Athletic events will not be scheduled on Parent/Teacher Conference days. When scheduling games, you need to refer to the school calendar for verification of days off. When in doubt, see the Athletic Director or Principal.

SOCIAL MEDIA: Twitter, Facebook, Instagram...we live in a world defined by social media. At the beginning of your season, take the opportunity to discuss with your players the cause and effect of these devices. Discuss the positive effects and negative effects of these medias when misused. There are short and long term effects that can cause real problems. Bringing this out at the beginning of your season may keep things in check for your season. Coach Walker and Mr. Smith will be glad to help with any situations you may come across.

## CONTACTING ATHLETES

**Remind101** is the best way to stay in contact with your athletes. Remind101.com is the best way to set this up. There is always a record of what is sent and they cannot reply to this number. Parents are encouraged to attach their cell number also.

Texting policy form: We now have permission forms for texting between students and teachers. The forms are available on the web page or see Ms. Dye and she will be glad to get this for you.

## ELIGIBILITY AND SCHEDULES

ROSTERS: As soon as the roster for your season has been completed, please give it to Ms. Dye. Include the athlete's full name and birth date. If not submitted on time, fines will be assessed and paid out of your account.

SCHEDULES: As soon as your schedule for the coming season has been completed, please give it to Ms. Dye. We have to submit this to TSSAA in a timely manner, to avoid any fines being paid out of your account.

## CONCUSSION PROTOCOL

Most athletes recover within several days. To ensure a gradual and safe progression for athletes to return to play, the panel recommended a specific progression of activities. The progression levels begin with complete rest and progress through to return to play.

Each level should take 24 hours with the athlete asymptomatic (symptom free) before moving to the next level in the progression. If any symptoms occur during the progression, the athlete should drop back to the previous level and try to complete that level after 24 hour rest period. The progression levels are listed below:

- No activity with complete physical and cognitive rest
- Light aerobic exercise (less than 70% of maximum heart rate)
- Sport specific exercise (drills specific to athlete's sport)
- Non-contact training drills (more intense sport drills with no contact from other players)
- Full contact practice (following medical clearance)
- Return to play (normal game play)

Ideally, the progression should take about one week from asymptomatic rest to full competition. The challenge is going to be in implementing this program in the world of competitive athletics.

Other factors that change protocol:

- Age
- Sex
- Dehydration & history of migranes