

# MAURY COUNTY PUBLIC SCHOOLS



## Interscholastic Athletics Handbook

# Maury County Public Schools

## Interscholastic Athletic Handbook

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### Frequently Used Telephone Numbers


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## I. Introduction

Maury County Public Schools are committed to providing a dynamic athletic program for students. MCPS strongly believes that academics, and athletics are the foundational pillars that undergird our school district. Interscholastic athletic programs may also help to encourage student attendance, achieve better grades and pursue educational opportunities beyond high school. The District's Interscholastic Athletic Program is an important part of the educational development for both those participating and the student body as a whole.

### **MCPS Interscholastic Athletic Programs develop, promotes and delivers:**

- Good Sportsmanship
- Personal Growth
- Scholarships
- School Spirit and Camaraderie
- Citizenship
- Community Pride and Involvement

Given the importance of athletics as part of the academic experience, the District has created this Interscholastic Athletics Handbook as an informational tool to assist coaches and administrators. This manual includes guidelines, tips and policy information that are useful in managing all Maury County Public School Athletic Programs.

This manual should be used as a reference and guide during your time with MCPS, although it is not by any means a comprehensive book. It may be amended at any time at the discretion of the MCPS.

### **All athletic forms in this document are SAMPLES ONLY!**

**The actual documents *must be downloaded* from the MCPS website at:**

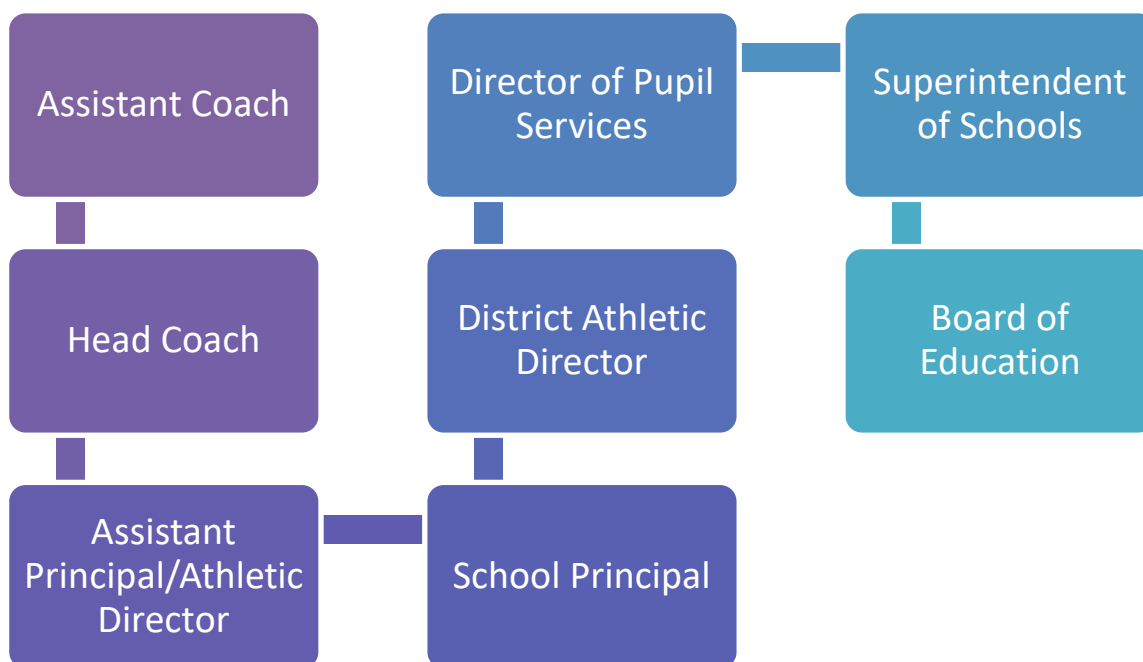
**[www.Mauryk12.org/students\\_parents/district\\_athletes](http://www.Mauryk12.org/students_parents/district_athletes)**

**According to MCPS Policy 4.301:**

**“No person shall be discriminated against or excluded from participation in MCPS sponsored activities on the basis of race, color, religion, national origin or ancestry, gender, marital status or handicap.”**

**<https://onedrive.live.com/view.aspx?resid=C425CC264269ABEF!55676&ithint=file%2cdocx&authkey=!AEsNcENYlhdmLU8>**

## II. Maury County Public Schools Flowchart of Communication



## ATHLETIC ROLES AND RESPONSIBILITIES

### III. District Athletic Director

- Provide oversight, training, and guidance to principals, school-based athletic directors, and coaches for TMSAA/TSSAA, other applicable associations and statutory compliance and coaches code of ethics
- Research and implement programs designed to further athletics for all students of Maury County Public Schools
- Continually promote the “value of athletics as an educational tool” to the Community.
- Develop District policies that:
  - Foster good sportsmanship
  - Protect constituents’ civil rights
  - Maximize student participation opportunities
  - Adhere to MCPS, TSSAA, and other applicable association rules
- Communicate to Principals and Administrators In-Charge, a clear understanding of the District’s:
  - Athletic policies
  - Rules and regulations
  - Central Office requirements, resources and support
- Evaluate school athletic programs and leadership
- Conduct organization and evaluation meetings, for all sponsored athletic programs
- Will serve on search committee for the hiring of all Middle School and High (Baseball, Basketball, Softball and Football Head Coaches). Will advise on all other sports
- Provide oversight and advisement of all athletic facilities as it pertains to new construction, upgrades, booster club funded, Title IX, Safety, and ADA compliance.

## IV. Principals

- Are the official representatives of the school and responsible for all Athletic Programs
- Have or develop a complete understanding of the District's Athletics policies and the individual responsibilities of everyone involved.
- Certify eligibility of contestants based on a complete review of Scholastic and Athletic status, as defined by rules in the MCPS and TSSAA
- Refer questionable eligibility cases to the MCPS Central Office and TSSAA when necessary
- Support your Coaches' efforts to carry out MCPS athletic policies. Teach your students the "How and Why" of their responsibility for making their school's athletic programs valuable.
- Define and require good conduct at both "home" and "away" games, as well as other school athletic events.
- Think and plan ahead to resolve and/or diffuse potential difficulties with rival, competitive, diverse or culturally different schools.
- Ensure that misunderstandings/difficulties be settled (privately) between official representatives of the schools concerned.
- Have a clear understanding with the Administrator In-Charge or designee about MCPS District policies, rules, procedures and management of:
  - Officials
  - Spectators
  - Schedules
  - Coaches
  - Finances
  - Facilities Maintenance – Gyms, athletic fields, weight and locker rooms, etc.
- Give the Administrator In-Charge every assistance to carry out assigned duties
- Attend all the athletic contests of the school or appoint a designee
- Commend opposing schools for outstanding examples of fine citizenship and sportsmanship
- Maintain and exercise the authority to hire registered officials when required and arrange for their comfort and security.
- Present to the official representative of the school involved, any information about possible rule violation promptly and privately for internal investigation.
- Report the potential violation to the MCPS Central office, if the previously described internal investigation proves unsatisfactory.

## V. Assistant Principal

To assist the principal in providing school-wide leadership and to provide students with the opportunity to participate in extracurricular athletic activities that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sports.

Represents, school at all required meetings and functions. Functions as the school's primary liaison with District Athletic Director.

- Assists the principal in the overall administration of the school
- Assists in maintaining high standards of student conduct. Enforces discipline, as necessary, observing due process rights of students
- Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.

- Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
- Oversees the development and/or refinement of school level policies and regulations regarding athletic programs including, but not limited to, rules for creating new teams or programs, maintaining existing teams or programs and distributing/developing budget, etc.
- Creates, submits for approval, and maintains an athletic handbook for parents and participating students.
- Provides for the safety of all students who participate in, and of spectators at, athletic contests/practices and assures that all players receive a physical examination prior to the beginning of each season and maintains the records of such exams.
- Assures that equity exists between the various sports, and both genders.
- Serves as, or provides for, an administrator on duty for every home athletic contest, representative at every away game and contest. Provides for the needs of visiting teams. Provides for transportation and lodging, when necessary, for away athletic contests.
- Oversees the caring for and maintenance of all playing fields, and athletic facilities
- Oversees the securing of all athletic facilities beginning at the end of each school day and weekends
- Keeps records of all athletics events and award winners. Assures that ALL interscholastic athletic participants have maximum opportunity to earn scholarships and grants for college.
- Directs an in-school extra-curricular program to foster support for teams and assists in building school spirit among non-participants.
- Oversees and sets expectations for all Athletic Booster Clubs based on MCPS policy
- Supervises, evaluates and provides necessary training for athletic directors and coaches. Provides assistance to them on an as needed basis. Works with the Principal and District Athletic Director to recommend coaches to the Superintendent for his recommendation to the School Board for their hire. Makes recommendations to the Principal. Conducts at least one coaches' meeting per season, before the season begins, to instruct the coaches on various rules pertaining to legal liability and the care and supervision of students, acceptable student behavior and the role of parents in athletics. Assures that coaches are closely and correctly following the eligibility requirements for all interscholastic athletic participants
- Communicates with and among all constituents of the athletic program. Oversees the scheduling, of all interscholastic contests. Communicates schedules and any change of schedules to the coaches, players, officials when applicable, and the Central Office. Assures that coaches communicate schedules and changes of schedules to parents and players. Publishes athletic schedules in a timely manner. Assures that coaches are appropriately communicating scores to the press. Provides press releases and schedules to the press. Communicates scores, highlights, upcoming events, etc. with the school community on a daily basis.
- Requests, monitors and administers the interscholastic athletics budget. Oversees the hiring of officials and security for home athletic contests. Arranges for transportation, hotels, and gymnasiums for away contests. Supervises ticket sales of the athletic program. Meets with the Principal and District Athletic Director, as necessary to propose and defend the budget. Provides each head coach with a budget. Oversees all athletic and program fund raising activities.
- Performs such other tasks and assumes such other responsibilities as the principal or designee may assign from time to time.



## VI. Athletics Directors – School-Based

The Athletic Director shall be directly responsible to the Principal and or Assistant Principal in the performance of all his/her duties. He/she is to assume duties of managing business concerning the athletic program. He/she will assume any other duties the Principal and or Assistant Principal may direct him/her to assume. By accepting the position, the Athletic Director agrees to support and adhere to MCPS Policies and MCPS Athletic Vision and Guidelines. Responsibilities include, but are not limited to:

- Lead the school and community toward creation and maintenance of an atmosphere that produces an educationally sound athletic program.
- Encourage schedules that are educationally and physically sound for the athlete. Originate contracts with schools and officials that are complete and specific.
- Hire registered officials when designated to do so and arrange for their comfort and security.
- Support officials in cases of adverse rulings in the absence of the Principal
- Supervise the purchase and inventory of athletic equipment
- Follow established procedures to maintain contest site condition.
- Maintain sidelines for exclusive use of players, coaches, officials and approved MCPS administration. Plan and execute spectator control so there is no encroachment on playing space.
- Refuse admission to any person to MCPS contests who show or has shown lack of sportsmanship.
- Plan and provide working accommodations for media covering the contest.
- Become familiar with the district's public relations (PR) philosophy, as well as the PR responsibilities of the Administrator In-Charge
- Submit proper paperwork in a timely manner to the MCPS Central Office and the TSSAA.
- Maintain clear, accurate and timely communication with the MCPS Transportation services.
- Overseeing the preparation of playing area:
  - Timer's clock
  - Scoreboard
  - Public address system
  - Marking or lining of game area in all sports
- Providing for adequate security and Emergency Medical Technician services (according to district policy)
  - Monitor accessibility and functionality of defibrillator/AED, epi-pen, etc. for games and practice
- Accounting for tickets:
  - Season tickets
  - Pre-game sales
  - Sales at gate or door
  - Arrange and supervise all ticket-selling or ticket-taking personnel
- Oversee equipment and uniform inventory
  - Obtain inventory from head coaches and submit to the Principal and or Assistant Principal at the end of the year
  - Reconciliation at the end of each season
- Oversee concession operations
  - Purchasing

- Sales reconciliation
  - Recruiting staff volunteers to work events
- Arrangements for parking:
  - Mark school-ground parking areas
  - Arrange for special parking area for teams, officials, bands, and cheerleaders
  - Allow for a direct traffic route open at all times to the playing area
- Manage funds for athletics including assisting in preparation of the athletic budget and fundraising
- Along with the principal must approve the purchase of all athletic uniforms, equipment and supplies. The athletic director shall assure that coaches understand and follow the appropriate steps for approval to purchase these items
- Arrange for game officials:
  - Secure substitutes when appropriate
  - Secure officials for postponed games or matches
  - Provide for dressing space for officials
  - Conform to state association regulation concerning officials
- Act as host to visiting team:
  - Make dressing facilities available
  - Communicate with visiting school one (1) week prior to the game or match to ascertain any needs of the visiting team, band, cheerleaders, or school officials
- Supervise upkeep of play and practice area:
  - Continue checks to maintain safety and appearance of the areas
- Collaborate with head coaches and band directors to arrange game or performance transportation
- Oversee interscholastic athletic participant eligibility:
  - Maintain files on eligibility
  - Monitor filing for eligibility (in accordance with TSSAA and MCPS)
- Monitor interscholastic athletic participant insurance:
  - Maintain files on insurance coverage on each participant
  - File for claims
  - Acquaint coaches, band directors and participants with requirement for insurance coverage and supervise proper filing for parents' permission forms and physical examinations record
- Secure and maintain first aid supplies
- Responsible for collaborating with coaches to ensure reports are accurate and submitted in a timely manner:
  - TSSAA Reports
  - MCPS district office reports
  - Other
- Consult with principal regarding communication plan for interscholastic athletic programs
  - Within school
  - Community
  - Media
- Attend athletic meetings:
  - Fall
  - Winter
  - Spring
  - Tournament



- Conduct school-level coaches meeting:
  - Policies and Procedures
  - Handbooks and coaching expectations
  - Vendors

## VII. TSSAA/MCPS Coaching Requirements

Article I, Section 9 of the TSSAA Bylaws states the following:

*“All coaches must be registered with TSSAA annually and will fall under one of the following categories:*

1. *Full-time certified teacher (a minimum of 100 school days) of a board of education with a Tennessee teaching license or the equivalent.*
2. *Retired educator (five or more years’ experience) with a valid Tennessee state teaching license or the equivalent.*
3. *Non-faculty coach: anyone approved by the principal, superintendent, and/or local board of education in the normal course of employment procedures in accordance with applicable state law.*
4. *Classified Employee: any individual employed by a member school or school system in a position that does not require a teaching license or the equivalent. A Classified Employee must be employed 30 hours or more per week in a non-coaching position and may not be an independent contractor or an employee of an independent contractor.*

*Use of a coach who does not meet all the requirements or the use of a Non-faculty Coach or Classified Employee Coach who has not been submitted to the state office shall result in a fine of \$500.00. Use of a full-time certified teacher or retired educator who has not been submitted to the state office prior to the date of first contest allowed by the Sports Calendar shall result in a fine of \$50.00. All coaches of Unified Sports must meet the coaching requirements of TSSAA and Special Olympics of Tennessee.”* (<http://tssaa.org/tssaa-coaching-requirements/>)

### **MCPS REQUIREMENTS PRIOR TO HIRING A COACH**

Faculty, Classified Employees and Non-Faculty Coaches serving as Head Coaches

- \_\_\_\_\_ Send email notification regarding vacancy of position and request to fill position to District Athletic Director
- \_\_\_\_\_ Job vacancy must be posted with both TSSAA (if applicable), MCPS HR and any other applicable hiring platforms for a minimum of 10 days
- \_\_\_\_\_ Must undergo a formal interview process with designated committee: (at a minimum: school administrator(s), school athletic director, faculty member, parent representative of respective team and District Athletic Director where specified)
- \_\_\_\_\_ Must successfully pass a TBI background check
- \_\_\_\_\_ Must successfully submit to and pass a required drug and alcohol screening
- \_\_\_\_\_ Must be approved by principal and submitted to District Athletic Director for approval
- \_\_\_\_\_ Once approved by District Athletic Director, principal or designee submits to TSSAA if applicable
- \_\_\_\_\_ Must successfully complete the NFHS “Fundamentals of Coaching” and “First Aid, Health, & Safety for Coaches” courses prior to coaching and all other TSSAA and state required courses.

Faculty, Classified Employees, Non-Faculty Coaches and volunteers serving as Assistant Coaches

- \_\_\_\_\_ Must successfully pass a TBI background check
- \_\_\_\_\_ Must successfully submit to and pass a required drug and alcohol screening
- \_\_\_\_\_ Must be approved by principal
- \_\_\_\_\_ Once approved by principal, school based athletic director or designee submits to TSSAA if applicable
- \_\_\_\_\_ Must successfully complete the NFHS “Fundamentals of Coaching” and “First Aid, Health, & Safety for Coaches” courses prior to coaching and all other state required courses.
- \_\_\_\_\_ Must be submitted by the principal or designee to TSSAA each year if applicable and District Athletic Director

## VIII. Head Coach

**The Coach is the official “front-line” representative of the school at Interscholastic Athletics Events. In this important capacity, the following standards must be maintained and practiced.**

- Develop a clear and demonstrable understanding of the “mission” and “role” of interscholastic athletics.
- Develop and execute a plan to formally communicate the “mission and role” to players, parents, staff and the public, at least seasonally (and informally at every opportunity).
- Develop, model and communicate policies for athletics conduct and language.
  - In the locker room
  - On the practice field
  - During travel
  - During competition
  - At all other sponsored events
- Develop, model and teach fair, unprejudiced relationships among all members.
- Allow athletes to fairly compete for positions each season. Do not automatically base team selection on previous season or out of season activities.
- Allow and encourage athletes to develop skills and interests in other (school and community) athletics/arts and non-athletics/art activities.
- Understand and communicate to athletes, students, parents and other stakeholders, the relationship between interscholastic athletics and the general education scheme.
- Teach participants, by precept and example, the respect for school authorities and contest officials.
- Provide support for your players and arts members in cases of adverse decisions, Refrain from critical comments in public or to the media.
- Teach players strict adherence to game rules and contest regulations.
- Present privately, through proper school authorities, any evidence of rule violations.
- Counteract rumors and unproven allegations of questionable practices by opponents.
- Attend all required meetings, keep abreast of MCPS and TSSAA policies regarding the sport as well as rules of eligibility and contest regulations.
- Call in and/or email scores or newsworthy information to:
  - Chris Poynter            Cpoynter@mauryk12.org
  - Jack Cobb                jcobb@mauryk12.org
  - Maurice Patton        mpatton@c-dh.net

- Spring Hill Fresh      springhillfresh@gmail.com
- Complete reports to MCPS Central Office
- Coaches are to ensure that each participating student athlete has:
  - Met TSSAA Eligibility requirements
  - A certified permission form signed and dated by a physician and parent/guardian before the student is allowed to participate in any interscholastic athletic try-outs, practice, or be issued equipment.
- Coaches are to inventory, issue and periodically check all equipment.
- Coaches are to provide a list of collected, inventoried and stored equipment and supplies to the school's Athletic Director within two weeks of completion of the season.
- Coaches are to present a clean and professional image with personal appearance and dress.
- Coaches are to act as a positive role model in terms of personal habits, language and conduct.
- Coaches are not to use tobacco or alcohol within sight of players, spectators or any time during practices or contests.
- Academics:
  - Prepares implements and monitors specific plans for the improvement of academic performance of interscholastic athletic participants.
- Administration:
  - Develops and executes a season-long plan to ensure athletes are engaged, prepared and involved (strength, conditioning and skill development)
    - Preseason
    - During Season
    - Post Season
    - Summer
  - Executes an approved district office set quality of facilities standard plan.
    - Preseason
    - During Season
    - Post Season
    - Summer
  - Develop and distribute approved handbook
    - Conduct parent meetings one team per year and cover periodically throughout the year when necessary.
  - Conducts required pre-season coach/parent meeting
    - Tryout packet
    - Expectation of the coaches, players, and parents
    - Tryout information, written information is suggested. Transparent communication of the process is vital.
    - Chain of command, Rules for players – late for practice, missed practice, grades, school behavior, dress/grooming
    - Required signed documents
    - Full schedule. (Inc. meetings, practice, games)
    - Safety protocols, i.e. Concussions, Head Index, Lighting, etc.
    - Academic requirements
    - Sportsmanship, Hazing, Bullying, etc.
    - Costs involved – what happens to funds if player quits/dismissed
    - Other deemed appropriate

- Care of equipment and recommended equipment to be purchased
- Plans and executes an effective budget
- Organization of staff
- Organization and schedule of practice
- Schedule games and contests
- Schedule, conduct and supervise daily practice during the assigned season; this should include teaching fundamental skills, team play, team strategy, and rules and regulations of the game
- Select members, maintain discipline and morale, and give necessary supervision and direction during contests
- Communicate with staff
- Adherence to MCPS, TSSAA, and school philosophy and policies
- Public relations
- Provides for the proper supervision of students before, during and after practice/games/contests
- Submits participation list on time and collects required forms (physical, insurance, and permission)
- Provide in the school and community
- Prepare/Inspect playing area for safety and playability
- Skills and Knowledge
  - Demonstrates and applies current knowledge related to assignment in both games and practices.
  - Presentation of the fundamentals
  - Conditioning
  - Game preparation
  - Utilizes proper first aid techniques
  - Demonstrates continuous professional growth
- Relationships
  - Effectiveness
    - In working with students
    - In working with staff
    - In working with parents
  - Discipline
    - Firm but fair
    - Consistent
  - Communication with players
    - Individual
    - As a team
  - Conduct
    - Conduct of team
    - Set an example of self-control and good sportsmanship for players, parents, and spectators
- Facility Maintenance
  - Maintain facility standards and daily maintenance standards

## IX. Assistant Coach

The principal with recommendations from the Head Coach hires all Assistant Coaches. All Assistants report directly to the head coach

Duties include but are not limited to the following:

- Assist the head coach in verifying that athletes adhere to the rules and regulations set by the TSSAA/TMSAA, the Maury County Schoolboard and all building-level policies and procedures and report any violations to the appropriate party.
- Ensure supervision of all student athletes at all times. An adult should be in the locker room when athletes are in the locker room and remain until all athletes have left the locker room.
- Provide the proper environment for the safety and health of the athletes, including the prevention of and proper care of injuries.
- Perform any duties deemed necessary by the head coach
- Understands the proper administrative chain of command and refers all student and parent requests or grievances through proper channels
- Conducts self before the students and the community to instill respect and good sportsmanship.

## X. Non-Faculty Coaches

In a continuing effort to further ensure the safety and welfare of students and staff, the Maury County Board of Education shall require criminal history records checks and fingerprinting of non-faculty coaches. Any costs incurred by the TBI/FBI conducting such investigations of non-faculty coaches shall be paid by the school of which the non-faculty coach will coach. ([MCPS Policy 5.118](#))

It is the policy of Maury County Public Schools to conduct drug and alcohol testing of applicants for the purpose of detecting drug and alcohol abuse ([MCPS Policy 5.403](#)). Individuals desiring to serve as non-faculty coach are required to submit to and pass a drug and alcohol screening prior to employment. Refusal to submit to drug and alcohol testing will result in the termination of the pre-employment selection process.

Individuals desiring to serve as a non-faculty coach must first make application to the appropriate school on forms provided by the school (found on MCPS website). Non-faculty coaches must apply annually. They will not be fingerprinted annually so long as there is no break in service. The Board may approve non-faculty coach assignments contingent upon satisfactory background check results. Non-faculty coaches must successfully complete the NFHS (National Federation of State High School Associations) "Fundamentals of Coaching" and "First Aid, Health, & Safety for Coaches" online courses prior to any coaching activities. (Non-faculty coaches who have successfully completed the ASEP Coaches Education Course and the TSSAA Online Coaches Training Session prior to May 15, 2013, will not be required to take the NFHS courses.) Non-faculty coaches must provide a copy of certificates to the school and to MCPS Human Resources located at the Central Office upon successful completion of required courses.

No non-faculty coach may serve as head coach unless the individual has complied with or is in the processes of completing all TSSAA eligibility requirements. In the event that a non-faculty coach is utilized as a head coach of a sport or activity, this fact, along with the identity of the non-faculty coach shall be disclosed to the parents/legal guardians of all participants prior to the commencement of the season or as soon as possible in the event of an unforeseen midseason change. The sponsoring school's principal, assistant principal or athletic director shall meet with

all non-faculty coaches at least once during the school year and prior to the commencement of the applicable season/activity to discuss applicable state and federal laws, school policies and procedures in regard to student supervision, transportation, and other relevant issues.” Legal References TCA 49-6-7001.

All non-faculty coaches must be approved annually by the principal and the Director of Schools or his/her designee. Non-faculty coaches are compensated according to the Stipend Pay Schedule in this Athletic Handbook.

## XI. Volunteering

In a continuing effort to further ensure the safety and welfare of students and staff, the Maury County Board of Education shall require criminal history records checks and fingerprinting of volunteer coaches. Any costs incurred by the TBI/FBI conducting such investigations of volunteer coaches shall be paid by the school of which the volunteer is a participant. ([MCPS Policy 4.501](#))

The Board may approve volunteer coach assignments contingent upon satisfactory background check results. Individuals desiring to serve as a volunteer coach must first make application to the appropriate school on forms provided by the school (found on MCPS website). Volunteer coaches must apply annually. They will not be fingerprinted annually so long as there is no break in service. Volunteer coaches must successfully complete the NFHS (National Federation of State High School Associations) “Fundamentals of Coaching” and “First Aid, Health, & Safety for Coaches” online courses prior to volunteering. (Coaches who have successfully completed the ASEP Coaches Education Course and the TSSAA Online Coaches Training Session prior to May 15, 2013, will not be required to take the NFHS courses.)

Volunteer coaches must provide a copy of their TSSAA certificates to the school and to MCPS Human Resources located at the Central Office upon successful completion of required courses. No volunteer coach may serve as head coach unless the individual has complied with or is in the processes of completing all TSSAA eligibility requirements.

In the event that a volunteer coach is utilized as a head coach of a sport or activity, this fact, along with the identity of the volunteer coach shall be disclosed to the parents/legal guardians of all participants prior to the commencement of the season or as soon as possible in the event of an unforeseen midseason change. The sponsoring school’s principal, assistant principal or athletic director shall meet with all volunteer coaches at least once during the school year and prior to the commencement of the applicable season/activity to discuss applicable state and federal laws, school policies and procedures in regard to student supervision, transportation, and other relevant issues.” Legal References [TCA 49-6-7001](#).

All volunteers must be approved annually by the principal and the Director of Schools or his/her designee. Volunteers will not receive any compensation. School level meetings will be scheduled for all members of the coaching staff, arts staff as needed.

## XII. The Nine Legal Duties of a Coach

Over the past twenty years, through thousands of lawsuits, the courts have defined and continue to define the legal duties of an individual who serves as a coach. These duties may vary from state to state and may change as sport litigation continues unabatedly over the years. The National Interscholastic Athletic Administrators Association, the National Federation of High School Associations, the Coalition of Americans to Protect Sports, and the National Association for Sports and Physical Education all recognize these nine legal duties.



Your legal duties as an athletic coach are listed below:

- Duty 1: Properly plan the activity.
- Duty 2: Provide proper instruction.
- Duty 3: Provide a safe physical environment.
- Duty 4: Provide adequate and proper equipment.
- Duty 5: Match your athletes.
- Duty 6: Evaluate athletes for injury or incapacity.
- Duty 7: Supervise the activity closely.
- Duty 8: Warn of inherent risks.
- Duty 9: Provide appropriate emergency assistance

### XIII. Media Protocol

#### Responsibilities of the Head Coach

The head coach is responsible for supplying scores, updates, event information and publicity through all available channels. Those channels may include the following:

1. Local and Mid-state Media Outlets
2. School and District Athletic Websites/Apps
3. MCPS-Approved Twitter Accounts
4. MCPS Communications Department
5. Journalism/ Sports Marketing/ TV Film Production Classes (where applicable)
6. School Webmasters

The promotion of athletic events by the coach should include the following:

1. Articles in school publications and/or broadcasts both preceding and following athletic contests
2. Game results provided to appropriate media immediately following contests
3. Athletic websites/apps continually updated to assure that content is current
4. Updated rosters and schedules provided the District Athletic Director

#### Publicity Guidelines

1. Coaches, athletic directors, and other extra-curricular sponsors should report directly to the news media on specific games, matches and events only. Information on other topics should be referred to the Communications Department for clearance before commenting. (SOP 3.507 Media Protocol)
2. Live broadcasting, TV shots or videotaping of athletic events should be coordinated with the MCPS Communications Department and the school principal.



## XIV. MCPS INTERSCHOLASTIC ATHLETICS ELIGIBILITY

Head coaches are responsible for ensuring that all of their athletes, student managers, scorekeepers, trainers, and video camera operators, etc., meet all eligibility requirements established by the Maury County Board of Education and the TSSAA.

### **BASIC ELIGIBILITY REQUIREMENTS**

In order to participate on an interscholastic athletic team, each prospective athlete must:

1. Document age, for initial eligibility, with a CERTIFIED record of birth.
2. A student is ineligible while on Out-of-School Suspension from school.
3. A doctor's statement for the current school year as to the student's participation must be on file in the school; refer to TSSAA Physical Examination and Parental Consent for exam date(s). A medical examination is required by TSSAA and Maury County Public Schools, and no student will be permitted to participate in practice sessions or athletic contests until there is a signed, dated physical exam form on file with the principal.
4. A Parent Permission form for the current school year, signed by the student's parent or guardian, must be on file at school. It shall be the responsibility of the parent(s) or guardian(s) to provide health and hospitalization insurance for all students participating in interscholastic athletics.

[Health Information Portability and Accountability Act of 1996 \(HIPAA\)](#) requires that we inform our parents/guardians about their rights concerning their child's private health information. In order to comply with HIPAA regulations, every athlete's parent/guardian must complete the necessary forms.

All athletes must meet the eligibility requirements established in [Article II of the TSSAA Handbook](#). Each school has the right to establish academic standards for athletes that exceed those of the TSSAA/TMSAA.

Home Schooled students who wish to participate in public school athletics are required to be registered as a home school student by August 1 at the MCPS Attendance Department located at the Central Office regardless of whether the student desires to participate in a fall, winter or spring sport. The home school student must then notify the school they will be attending their intent to participate by August 15 of each academic year.

Parents must provide proof of academic record, attendance and discipline records (see #2 above), along with medical requirements mandated for public school athletes. Principals will determine eligibility and provide team tryout information. Home school students who wish to try out for an athletic team may do so after all requirements of the TSSAA are met. Home school athletes follow all team and school rules as well as school board policies related to public school athletes while on campus or athletic trips. Home school athletes pay fees where applicable.

## XV. SAFETY / MEDICAL PROTOCOL

To ensure the safety of students, attendants and faculty alike, regular precautionary measures must be taken. These include but are not limited to:

- Acting quickly and decisively to correct conditions and actions that could lead to injury or damage.
- Document and investigate accidents or injuries (please review and use SAF-F001 Student Injury Form for documentation)
- Check all facilities and equipment for noticeably dangerous conditions and/or defects and report your findings immediately to those responsible for maintaining.
- During extreme weather, inspect equipment and fields, courses, and other outside playing surfaces, including support structures that could become unsafe.
- Ask athletes to report any unsafe conditions related to the facility, equipment, fields, courses, and other playing surfaces.
- Report (in writing) damage to the facility, fields, and courses, and request to have it repaired. Include photos of the damage with the written report if possible.
- Prevent athletes from using known unsafe building areas, equipment, fields, courses, and other playing surfaces. Remove unsafe equipment immediately to prevent inadvertent or prohibited use.
- The Athletic Trainers and Head Coaches will observe team and individual practices, inspect facilities and equipment and assess any needs for improvements, analyze current training techniques, track injuries related to their assigned sports and make recommendations to minimize/eliminate those, and clearly communicate local, state and national safety regulations.

*Essential Functions:*

- Oversee on-line tutorial productions to enhance compliance with safety protocols
- Inspect facilities and equipment and assess any needs for improvements
- Clearly communicating local, state and national safety regulations
- Identify & relay availability of coaching clinics, safety courses, and other resources available that promote athletic safety
- Ensure easy access to emergency equipment and first aid supplies. This includes monitoring accessibility and functionality of defibrillator/AED, epi-pen, etc. for games and practice.
- Providing for adequate security and Emergency Medical Technician services (according to district policy).
- Ensure telephone or radio access to enable contact with emergency medical services.

**Game / Post-Game Safety**

Regular, precautionary measures will need to be taken during and after games to ensure the safety of students, attendants and faculty alike. Predetermined school personal, will assist the School Resource Officers (SROs) in crowd control. Identified school personal are to report incidents to the closest SRO officer in their area if they cannot handle the incident themselves. Members will assist in ensuring spectators remained seated throughout duration of the game. Report consumption of alcoholic beverages or the use of illegal drugs immediately to the SRO.

Games:

- A closed room should be provided where SROs may talk to people involved in an altercation so that SRO officer or administration will not get involved in a shouting contest with troublemakers in front of a crowd.
- Athletic Directors and SROs in charge should take special care to ensure that assigned duties are carried out by all personnel.

- Special attention should be focused on concession and restroom areas, SROs should remove troublemakers from premises. SROs should remove spectator groups around the outside of stadiums and gyms.

#### Post-Game Duties:

- Crowd Control
- Parking lot control and departure from parking lot control
- If SROs and/or Administrators on site assess heightened safety concerns, they will take actions to ensure the home fans remain in the stands until the visitors have had an opportunity to vacate the area.

## **Interscholastic Student Athletic Handbook**

### **Adherence to the Maury County Public Schools Handbook**

#### Eligibility

The student must meet all the age, enrollment, attendance and scholastic requirements established by the MCPS and TSSAA.

#### Forms and Releases

Before a student can participate in any sport including conditioning and practices, he/she must submit the following information to the proper officials. This includes transfer students.

- A. Proof of physical examination
- B. Insurance release forms with insurance information, signature, and date to designated administrator.
- C. Copy of the Emergency Medical Notification Form.
- D. Travel Permission Form signed by the parents to the designated administrator.
- E. Interscholastic Student Athletes school policy and agreement to designated administrator.

#### Attendance Requirements the Day Before, Of and After a School Contest

A student athlete will attend all scheduled classes on the day of a contest and the next school day following the contest. Habitual absences before and after a contest may result in suspension from the team. To be eligible to participate in the contest of the day, the athlete must be present at least 60% of the day of the contest, unless the student has been excluded from school attendance for such reasons as doctor's appointment, field trip, college visitation, driver's test or such reasons other than illness.

#### **Attendance at Practices and Team Meetings**

Student athletes will be present at all practices, team meetings, contest, and special occasions, unless excused by the head coach in writing 24 hours in advance. Each athletic program will determine if practice and team meeting attendance requirements will exceed the MCPS or TSSAA standards. Any changes in standards must be approved by the District Athletic Director prior to the season beginning.

#### **Transportation to Athletic Contests**

(MCPS Policy [3.400](#), [3.402](#), [3.404](#), [4.302](#))

All team members will travel to and from out of town contests by means of the transportation

provided or organized by the school athletic director or coach. Cheerleaders will ride the team bus to and from all away games, unless another bus is available, i.e. varsity football cheerleaders will ride on the band bus, etc.

The transporting of athletes to interscholastic contests is an important responsibility and all district policies ([4.302](#)) and procedures will be followed, including use of the Transportation Department form "Request for Extra Trips." Transportation to and from sporting events is left to the discretion of the athletic director and coach and/or principal. Transportation must be provided by one of the following approved methods ([school board policy 4.302](#)).

**SCHOOL BUS** – The county transportation department requires a two-week notice for scheduling school buses. The head coach should communicate with the athletic director if school bus transportation is going to be needed. The cost of this transportation will be paid from the school athletic budget for the sport requesting this service.

**PRIVATE VEHICLES** - The use of private vehicles is governed by [Maury County Board of Education Policy 3.404](#). In addition, the transportation form "Permit for Use of Personal Vehicle" must be used.

**Under NO circumstances should athletes be transported in FULL SIZE VAN.** The vehicle must seat fewer than 15 passengers. Check with principal if you have questions. - Every person must have a belted position. Student athletes driving to athletic contests should be kept at a minimum and only within the county. Student athletes are permitted to drive to an athletic contest only after written parental permission is given and coach permission is received in advance. Students are not permitted to transport other student athletes except for siblings. Students will not be transported in the bed of a pickup truck for any reason at any time. A complete "Permit for use of Personal Vehicles" form along with proof of insurance is on file in the Athletic Director's office PRIOR to students being transported. Copies of completed forms are also filed at the district level. Blank forms are available in the athletic director's/principal's office.

***Drivers are required to observe all traffic laws (especially the speed limit and each and every student being transported is required to buckle their seat belts). At no time shall any driver transporting students deviate from the purpose of the trip.***

**RENTAL VEHICLES and PRIVATE BUS COMPANIES** - Only vehicles that meet the Tennessee State Department of Safety requirements may be rented to transport our athletes. Under no circumstances can our athletes be transported on buses that have not been approved the School Board ([Policy 3.404](#)).

### **OVERNIGHT TRIPS**

Overnight hotel trips for athletic events occasionally occur. As with all athletic events, coaches are responsible for providing appropriate supervision for the students at the hotel.

Upon arrival at the hotel, coaches should check the assigned rooms to make sure none are adjoining rooms. Ensure students are advised and aware of their assigned room number. Coaches should maintain a list of the students assigned to each room.

Prior to entering the hotel, coaches should ensure students are aware of rules of conduct for hotel stays. In addition, they should adhere to all hotel rules/requirements. Students are not allowed in the hotel rooms of students of the opposite sex at any time and students are only allowed in their own hotel room and shall not go into the hotel room of other students. Students should only be allowed inside of a coach's room if there is another adult coach/chaperone present as well;

otherwise any team or player meetings need to occur in the hotel lobby area.

Students should be given an appropriate curfew to be inside their hotel rooms for the night. Prior to curfew, the coach(es) should make periodic checks to ensure that students are acting in accordance with the [rules of conduct](#).

At the assigned curfew time, at least two coaches/adults shall go room to room to ensure that all students assigned to that room are inside the room. Thereafter, tape shall be placed on the door frame of all students' rooms each night. Students should be advised that if they leave or attempt to leave their rooms after curfew, they will face both team and school discipline. Each morning coaches are responsible for awakening early enough to ensure that the tape on all students' doors has remained intact throughout the night and to remove the tape. This is used to help assure students remain in their rooms during the night but does not prevent the students from exiting the rooms in case of an emergency.

### **Medical Release to Participate**

[\(MCPS Policy 4.301\)](#)

If an interscholastic athlete participant is seriously injured, he/she must have a doctor's release before he/she can practice or compete in athletic contest. **Participation in after school practice or an athletic contest will not be permitted if the individual is out of school all or part of the day of practice or contest for reasons of illness or injury.** The only exception to this rule is a doctor's release, which must be presented to the coach and athletic director prior to returning.

### **Personal Conduct**

[\(MCPS Policy 6.300\)](#)

Participation on an athletic team in Maury County Public Schools is a privilege and the participants must earn the right to represent their school by conducting themselves in such a way that the image of the District is not tarnished in any manner. Any participant whose conduct is judged to reflect discredit upon himself/herself, the team, or their school, whether or not such activity takes place during or outside school hours and sessions of the sport season, will be subject to disciplinary action as determined by the coach, the athletic director and/or the school principal.

### **Use of Tobacco, Alcohol, or Drugs**

[\(MCPS Policy 6.3071\)](#)

Smoking, the use of chewing tobacco and smokeless tobacco, drinking of alcoholic beverages, the illegal use of drugs or marijuana by any athlete is prohibited both in and out of season and during such time, as school is not in session. Upon evidence of the use or possession of tobacco in any form, alcohol or drugs, the participant shall be suspended by the coach, pending investigation. Such suspension shall not last more than five (5) days before a determination of denial of participation is made.

### **Quitting a Team**

Student Athletes who quit/leave a team in bad standing are **ineligible** for any sports program during the same season of that year. However, student athletes who quit/leave a team that has been discussed with the coach and it is mutually agreed upon decision is **eligible** to participate in any sports program they wish in the same season or year. A student athlete who tries out for a sport but is "cut" would be eligible to try out for and participate in another sport program during that season. If a student athlete is removed from a team for violation of team, school and or MCPS policy must be given written approval by the Principal of the school to participate in any sports program for the remainder of the school year.

### **Letters, Awards, etc.**

Letters and awards will be given as specified by the school award program and at the appropriate recognition activity as determined by the school administration. All participants are expected at these programs, just the same as they would be expected at a practice or team meeting.

### **Team and Individual Discipline**

Each school and each respective coach will have discipline rules for minor infractions such as inattention to directions, horseplay, tardiness to practice, etc. These rules shall be put in writing and approved by the school Principal and Assistant Principal. They shall also be posted in the respective designated meeting places and be on file in the Principal and District Athletic Director's office.

### **Suspension from an Athletic Contest**

The coach of the sport, athletic director, or school administrator can make temporary suspensions. The administrator or designee will confer with the coach before action is taken. Causes for temporary suspensions may include, but not limited to the following:

- A. Grades
- B. Personal Misconduct
- C. Unexcused Absence from Meetings or Practices
- D. Violations of School and Athletic Policy
- E. Unsportsmanlike Conduct

Temporary suspension of participation may also be invoked during the period of investigation. An athlete suspended under this section will have the rights of due process. Students are ineligible for practice or contests during periods of out of school suspension.

### **Removal from an Interscholastic Athletics Program**

The coach of the sport, athletic director, or school administrator can remove players from a team. The administrator or designee will confer with the coach before any removal action is taken. Causes for removal from a team may include, but not be limited to the following:

- A. Use of alcohol, tobacco, illegal use or possession of drugs not prescribed for the individual by a physician.
- B. Continued documented violations of the Maury County Public Schools Code of Student Conduct
- C. Repeated documented violations of school's interscholastic athletic policies.
- D. Personal misconduct that involves law enforcement or court action, either during or after school hours.
- E. Verbal or physical attack upon an opponent, contest official, teacher, fan, coach or any other person.
- F. Continued acts of unsportsmanlike conduct.

### **Due Process**

(MCPS Policy 6.302)

A student shall be given written notice of the intent to suspend and/or remove him/her and the reasons for such suspension. The student shall sign a receipt indicating his/her being so notified. Such receipt shall not be an admission of any facts. Parents shall be notified by U. S. mail certified. The student and/or his/her parents have the right to an informal hearing before the coach, and administrator or designee to review the reasons. The hearing request must be within 2 days of student receipt of suspension and the hearing shall be held within 2 days of receipt of hearing request. The coach and athletic director shall make the decision within 2 days after the informal hearing. Notice will be in the same manner as original suspension.

If the coach decides to continue the suspension and/or removal, the student has a right to appeal the action. Notice of appeal must be given to the principal no later than 5 days after student receipt of informal hearing decision. The appeal board shall consist of the principal, Assistant Principal, and a teacher appointed by the school principal. The appeal board shall hear the appeal within 2 days after receipt of appeal request. Their decisions shall be rendered within 2 days after the hearing. Notice will be in the same manner as original suspension. The entire appeal procedure from request for an appeal through identified personal shall take no more than 15 days.

Nothing contained in this section denies a student or parent/guardian of their right to appeal to the superintendent, board of education, the courts, or to be represented by counsel at any state of the proceedings.

**NOTE:** Notification of parents is not required if student is 18 years old.

<https://onedrive.live.com/view.aspx?resid=C425CC264269ABEF152027&ithint=file%2cdocx&authkey=!ANsfJevd9BGIKec>

### **Dealing with Parents' Concerns**

(MCPS Policy [6.304](#), [6.305](#))

- Provide parents with data concerning player performance such as:
  - Criteria used to select team members
  - Continued assessment of team practices and contest performances of all team candidates or members
  - Evidence of improper execution or techniques
  - Evidence of mental mistakes
  - Evidence (documentation) of attitude problems (complaints, inadequate effort, and inattention to coaching, dedication to detail or commitment to team goals)
- Define procedures for contacting the coaching staff and procedures for discussion of various sport specific questions.
- Identify procedures for expressing concerns or complaints.
  - **Complaint Protocol**
    - The athlete discusses his or her concern directly with the coach – **If not resolved**
    - The parent, coach AND athlete are required to meet personally – **If not resolved**
    - The parent AND athlete put the concern in writing, both sign it, and contacts the School Athletic Director who will provide information to the Principal/Assistant Principal with possible solutions – **If not resolved**
    - The Principal/Assistant Principal and Athletic Director will meet with the parent, student AND coach – **If not resolved**
    - The Principal will refer the matter to the District Athletics Office at Central Office.

### **Hazing/Bullying**

(MCPS Policy [6.304](#))

Maury County Schools will NOT tolerate hazing or bullying of any type. It is the responsibility of the coaching staff to IMMEDIATELY report any incidents of this nature to the school principal and athletic director for proper investigation and disciplining of students involved. Student athletes must also be made aware to immediately report any incidents related to hazing or bullying to a member of the coaching staff.



## **Dual Sport Participation in The Same Season**

We have been very fortunate to have athletes who want to participate on many of our teams. If an athlete desires to play dual sports in the same school year and even season, the player, head coaches and the parent(s) will work out the priority sport. If a resolution cannot be reached, it will be referred to the Principal/Assistant Principal. For example, a play-off game could take priority followed by a district game then followed by a non-district game. No athlete will be penalized or prevented from participating due to a desire to participate in multiple sports.

## **Tennessee Athletic Coaches Association**

All MCPS schools will purchase a school membership in the Tennessee Athletic Coaches Association. The school membership includes liability insurance as well as a coach's registration at his/her TACA sports' clinic but does NOT cover hotel accommodations, travel, or meals. Booster clubs may pay those additional expenses or internal "club" accounts with the approval of the principal in advance.

## **Coaches' Conduct and Ejection**

Coaches should exhibit sportsman-like behavior before, during, and after all athletic contests. The head coach should also instill proper conduct in all athletes. The coach should avoid confrontations with officials and outward displays of emotion over their decisions. Coaches are expected to maintain their composure and NOT be ejected from any contest for any reason. Any coach who is ejected from an interscholastic athletic contest must meet with the Director of Schools or his/her designee and the Principal per TSSAA requirements. Any coach who is ejected from an interscholastic athletic contest shall be suspended from coaching for the remainder of that contest and in any interscholastic contest for the next one game of football and the next two games of any other sport.

If the disqualification occurs in the last contest of a season, the coach will be suspended for the same period of time as stated above in the next sport in which he/she coaches. An ejection as a result of gross unsportsmanlike conduct or a second or subsequent act of general unsportsmanlike conduct will result in the coach being suspended from coaching in any interscholastic athletic contest for a period of up to six weeks.

TSSAA bylaws will be enforced to their fullest extent in this area and additional penalties will be imposed at the discretion of the principal if it is determined that a coach initiated and/or continued to aggravate a bad situation. Immediate notification of any coach ejection to the principal and/or athletic director is REQUIRED. Any fine assessed by the TSSAA for a coach ejection shall be paid, in full, by cash or money order within seven days by the individual coach. The coach will NOT return to coaching in contests until this fine has been paid in full to the school (who will then pay the fine to TSSAA within the required time frame). Under NO circumstance will the athletic department pay any fines incurred by an ejected coach.

## **Sportsmanship and Conduct of Athletes**

The head coach is responsible for the conduct of all participants, as well as the conduct of spectators at contests. It is the responsibility of the head coach to instill the appropriate conduct of all athletes. Likewise, the coach must conduct himself/herself in a professional manner. At no time should an athlete be permitted to be an embarrassment to the school, team, or coach. Head coaches are expected to handle inappropriate behavior quickly and to discipline the athlete in a fair but effective manner.

Anytime an athlete is ejected or removed from an interscholastic contest, the incident should be reported to the Assistant Principal immediately. Coaches/ should teach their participants to accept

the officials' decisions without outward displays of emotions. In the event a participant exhibits poor conduct in front of the crowd, the coach will promptly remove the player from the contests. Coaches are expected to shake hands with the opposing coach after the game on the court or field and will ensure that athletes will do the same with opponents. The head coach will actively participate in any sportsmanship program adopted and being promoted by the TSSAA and the athletic department.

## **Maury County Public School's Position on the National Anthem**

### **Students**

If a student on the athletic field or in the classroom chooses to remain seated during the National Anthem, he/she should be allowed to do so. This is in keeping with our existing practice of allowing students to express their First Amendment right to free speech so long as it does not significantly disrupt or compromise the learning environment. Students whose religious beliefs do not include participating in the Pledge of Allegiance, National Anthem, or other patriotic observances are allowed similar accommodations during the daily patriotic observance. Should a student take such action, teachers and administrative staff should be intentional to avoid confronting the student during the playing of the National Anthem. Conversation with the student after the conclusion of the game or event may be held to ensure that the student understands avenues available to him/her to express their opinion while also displaying good citizenship. Proactive steps that can be taken prior to taking the field with your team:

- Have early conversations with your teams far outside of the moment when the National Anthem plays to promote a sense of team, to display good citizenship, work with your team captains to ensure awareness of the team's attitudes toward this topic and take early action to talk with students about their opinions and attitudes on this subject in a mutually respectful setting.
- Have conversations about what "team" means and how to support each other while displaying unity and citizenship while representing their school and team.
- If a student feels that he/she is compelled to not participate during the National Anthem, provide him or her the option to remain off the field until the start of the game. This action would not be appropriate for an entire team.

Coaches should make every effort to inform their Athletic Director should a student express a desire to opt out of the National Anthem.

### **Employees**

The district seeks to create a secure learning environment that allows students to fully engage in the educational process free from political or religious partiality. Teachers play a critical role in the creation of welcoming learning environments in which students feel free to engage in the learning process regardless of their personal beliefs. This includes avoiding the appearance of partiality toward any student, ethnic or cultural group, political or religious ideology, race, etc. Toward this end, staff should remain neutral in their speech or behavior before students. If a staff member feels compelled to opt out of the daily patriotic observance, prior to doing so he/she should speak

with a supervisor to address his/her concern and arrange for an appropriate accommodation. Staff should not spontaneously opt out while students are present.

### **Booster Clubs**

(MCPS Policy [2.404](#), [2.800](#), [6.701](#))

The head coach and the school-based Athletic Director is expected to take an active role in cooperating with his/her booster club and to act as the liaison between the school and the booster club. All booster club fundraisers and activities must be submitted to the Assistant Principal for approval and placement on the school calendar.

Coaches are reminded that under NO circumstances should a coach or assistant coach have his/her name or signature on an outside bank account. All school related booster clubs and associated bank accounts must be approved by the principal on an annual basis. The school's tax-exempt number may not be used on such outside (non-school) bank accounts. No school personnel can be associated with these bank accounts. Refer to the guidelines outlined in the [Tennessee Internal School Uniform Accounting Policy Manual](#).

The head coach has the ultimate responsibility to back the school's administrative staff in their policies toward booster clubs. The coach must be FIRM to their booster club members in letting them know that their function is to raise needed money, help with concessions stands, selling and taking tickets, and other parental duties that will benefit the entire program. Their function is NOT to set athletic department policies. **The Maury County School Board strictly forbids the payment of coaches by a booster club or any other organization or individual.** A booster club, organization or individual may not pay for an additional Stipend for extra coaches on the coaching staff nor can they increase or give a bonus to a current coach who receives a stipend from the School Board. ([School Board policy reference 5.110 and state accounting reference: Tennessee Internal School Uniform Accounting Policy](#))

**The Maury County School Board requires that each principal receive a monthly statement on any outside booster club account. It is the responsibility of the Booster Club to submit this statement at the first of each month.**

### **Clinics and Camps**

Coaches may host clinics at their school facility with principal's permission. All lead camp staff must be members of MCPS. Any individual who is not an MCPS employee must be approved by the Principal to work with student athletes. Camp/Clinic schedule, rules, etc. should be clearly defined to all participants and parents/guardians in writing. All student participants must have a completed and properly signed waiver/participation form. If a fee is involved, be sure to consult your school bookkeeper to be sure all MCPS policies are adhered to.

### **Use of Athletic Facilities Internal External Events**

MCPS partners with **Facilitron**, for scheduling the use of all school facilities. To access Facilitron, goto <https://www.facilitron.com/mcps38401>. Although the process of requesting/approval/management of facility use is digital, what is implemented remains the same as dictated by Maury County Public School's board policies. Maury County Public School's administrative staff will make final decisions on all facility use requests.

The Facilitron system should be used to schedule all school facilities by both internal (staff) and external (community) users. This is especially important for anything that happens outside of the regular school day. Use of any rooms inside the building or areas outside the building such as

fields, parking lots, etc. should be scheduled for any use outside of regular school hours. It is important that all facility use is scheduled to prevent a facility be double booked by either internal or external use.

Facilitron assists with the set-up of organizations and user accounts, including verification of non-profit status (if applicable). For external users, Facilitron will also collect payment and proof of insurance (certificate of insurance) on MCPS's behalf. Payments can be submitted conveniently; options include major credit cards, checks, ACH/eCheck, and Paypal. Proof/certificate of insurance can also be conveniently uploaded

## **Weather – Best Practices**

### **Lightning**

- Assign staff to monitor local weather conditions before and during practices and contests.
- Develop an evacuation plan, including identification of appropriate nearby safe areas.
- Develop criteria for suspension and resumption of play:
- When thunder is heard or a cloud-to-ground lightning bolt is seen, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for thirty minutes and take shelter immediately.
- Thirty-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
- Any subsequent thunder or lightning after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
- Review annually with all administrators, coaches and game personnel.
- Inform student athletes of the lightning policy at start of season.

### **Tornado Watch and/or Warning**

This area of middle Tennessee is sometimes placed under a tornado watch or warning. While a tornado watch is not as significant as a warning proper steps should be followed just the same. During a tornado watch, administrators should monitor weather forecasts. The administrators should also consult with their supervisors to make the most informed decisions regarding athletic events and/or practices. During a tornado warning all extra-curricular activities shall be suspended and everyone should seek safe shelter.

### **Heat Conditions and Policy**

The rising temperatures are a cause of concern for everyone in middle Tennessee especially our athletes. Extreme caution should be taken when conducting outdoor activities during these times. The following are minimal guidelines which should be followed when making decisions regarding conducting outdoor activities: <https://cms-files.tssaa.org/documents/tssaa/HeatPolicy.pdf>

## **TSSAA Heat Policy (Revised March 2020)**

Each school is responsible for obtaining either a Wet Bulb Globe Temperature or Heat Index reading at the site of practices and competitions. **Wet Bulb Globe Temperature (WBGT)** takes into account more environmental factors than heat index and should be a school's first choice when evaluating conditions and planning activities. In the absence of a Wet Bulb Globe Temperature reading, a digital psychrometer or other instrument may be used at the site of the activity to measure the heat index. The use of a weather app on a cell phone is permissible to measure heat index if no other instrument is available to measure heat index at the site of the practice or competition.

**A cold-water immersion tub or other form of rapid on-site cooling should be available for all warm weather practices. If exertional heat stroke is suspected, use immersion for on-site cooling before transporting to the hospital.**

**WBGT 82.0 – 86.9 or Heat Index Under 95 Degrees Heat Index**

- Provide at least three separate rest breaks each hour with a minimum duration of 3 minutes each during the workout.

**WBGT 87 to 89.9 or Heat Index of 95 Degrees to 99 Degrees**

- Maximum practice time is 2 hours.
- **For All Sports:** Provide at least four separate rest breaks each hour with a minimum duration of 4 minutes each.
- **For Football:** Players are restricted to helmet, shoulder pads, and shorts during practice, and all protective equipment must be removed during conditioning activities. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts.

**WBGT 90 to 92 or Heat Index of 100 Degrees to 104 Degrees**

- Maximum practice time is 1 hour.
- **For All Sports:** There must be 20 minutes of rest breaks distributed throughout the hour of practice and no conditioning activities.
- **For Football:** No protective equipment may be worn during practice.

**Above 92.0 WBGT or Heat Index Above 104 Degrees**

- No outdoor practice. An outdoor practice cannot take place until WBGT level is 92.0 or below or heat index is 104 or below.
- Competitions must be postponed in the absence of an appropriate health care professional with access to a cold water immersion tub or other rapid on-site cooling method. Under no circumstances can an outdoor practice or scrimmage take place in these conditions.

Frequently Asked Questions

Q. If a Wet Bulb Globe Thermometer is available and the WBGT reading exceeds 92.0, can a psychrometer or cell phone be used to get a more favorable reading so that practice can take place?

A. No. If a Wet Bulb Globe Thermometer is available, the reading that it gives and the resulting modifications from the policy must be used.

Q. If the WBGT is in excess of 92.0 or the heat index is in excess is in excess of 104, is it permissible to play a regular season contest?

A. This is only permissible if two conditions are met. First, there must be an appropriate health care professional present. Second, there must a cold-water immersion tub or other rapid cooling method available for the appropriate health care professional to use in case of heat related emergency. If there is no appropriate health care professional present, or there is no rapid cooling method ready to use, there can be no competition.

Q. If the WBGT is in excess of 92.0 or the heat index is in excess is in excess of 104, is it permissible to proceed with a practice or preseason scrimmage?

A. No. Preseason scrimmages are considered practice. Under no circumstances can a practice proceed when the WBGT exceeds 92.0 or heat index exceeds 104.

Q. If practice is limited to 1 hour due to the WBGT reading, can we have a second practice later in the day?

A. This would be permissible provided that students have at least three hours of continuous rest in a cool environment after the first practice. Football has additional restrictions which does not permit multiple practice days on consecutive days.

Q. Can an administrator or certified athletic trainer take a WBGT or heat index reading at the school and distribute the results to coaches via email or text along with the appropriate modifications that must be followed for practice?

A. Yes. Ideally readings should be taken at the site of each practice and competition, but a single designee who relays all relevant information to all individuals conducting practice can be the most effective way to ensure that all responsible parties have the information they need to make the appropriate modifications.

Q. WBGT reading is 89 at the beginning of practice which began at 10:00 AM (Maximum practice time is 2 hours with WBGT 87-89.9). At 10:30 AM an assistant coach checks the wet bulb globe thermometer and the WBGT reading is 91 (Maximum practice time is 1 hour WBGT 90- 92). What time should practice end?

A. The modifications for practice should be followed based on the most recent reading taken for WBGT or Heat Index. In this case practice must end at 11:00 AM.

Q. What is the best kind of Wet Bulb Globe Thermometer(s) to buy for our school?

A. A Google search of Wet Bulb Globe Thermometers will yield a wide array of models with various features and prices. As mentioned in the initial letter, some models produce results that can be sent to all coaches or club sponsors in charge of students at outdoor sports and activities. If your school is serviced by a certified athletic trainer, check with them for a recommendation. If not, you may want to check with your office of coordinated school health.

### **Cold/Wet Weather Policy**

There is no rule in place concerning cold/wet weather conditions. We rely on individual school administrators and coaches to make those decisions. This is a discretionary decision to be made by the host school administration, or their designee - often the head coach. It is important that players' safety be the #1 consideration. If a playing field poses any danger to players for any reason, the game should be delayed until sufficient improvements can be made or postponed to a later date. However, once the game begins, by rule it becomes the responsibility of the lead game official to determine when play should be delayed, or ultimately terminated.

## **SCHOOL CLOSINGS**

When an emergency arises for which the Superintendent of Schools has officially closed a school or schools, all school activities will close on the first day unless otherwise notified by the District Athletic Director. This includes practice, games, or any other event. On subsequent days, the principal of the school will make the decision whether to have practice or games. This decision will be the principal's and will **NOT be delegated** to the athletic director or coach. TSSAA/TMSAA tournament events are beyond the control of Maury County Public Schools. The decision to participate will be made by the principal, in consultation with the District Athletic Director and Director of Transportation

## **Cancellation of Events**

The decision to cancel athletic activities is made by the Principal or designee of the school in consultation with Central Office staff (Superintendent, Safety Director, District Athletic Director), or individual School Administrators when necessary. If activities are cancelled, the Principal or designee will ensure that the head coach is notified and takes measures to notify the public through various means. These means may include websites (school and district), automated calling system, local media, and social media as conditions warrant. The head coach or the school's athletic director will also be responsible for notification to the appropriate personnel at the opposing school.

If a coach is notified about the cancellation of an away contest, he/she should notify the Principal or designee who will take measures to notify the public through various means as mentioned above.



# ATHLETIC FACILITY STANDARDS FOR MAURY COUNTY SCHOOLS

## Our Standard ~ Our Commitment ~ Our Responsibility

Providing quality, safe, in compliance, equitable (per respective school) and adequate teaching/instructional athletic facilities is of the utmost importance and a top priority of Maury County Public Schools. We will achieve meeting this standard through a three-prong approach of ensuring we have/fund quality facilities, access to facilities and maintenance of our facilities. Below we go into greater detail with each respective category.

### Facilities

#### **Middle School**

At a minimum Maury County Public School will provide each middle school with quality practice facilities that are safe, in compliance, equitable (per respective school), and adequate to provide proper teaching/instruction in respective sport and are maintained by Maury County Public Schools. In the event the Board and Leadership wish to outfit a school with more than practice facilities below is a list of those minimum practice and game facilities standards that we will provide for each middle school:

#### **High School**

At a minimum Maury County Public School will provide each High school with quality practice and game facilities that are safe, in compliance, equitable, adequate to provide proper teaching/instruction in respective sport and are maintained by Maury County Public Schools. All game facilities will meet current athletic industry and TSSAA specifications. Below is a list of those minimum practice and game facilities standards that we will provide for each high school:

### Access

Maury County Public Schools will ensure that all its student athletes have access to quality practice and playing facilities. If it is not feasible for MCPS to provide a quality playing or practice facility due to land restrictions and there is not a feeder school nearby that student athletes and respective coaches can access within reasonable walking distance then MCPS will provide transportation (if necessary) and cover the cost to utilize a non MCPS facility if there is a cost associated with using the facility.

### Maintenance

Providing safe, quality, in compliance and equitable facilities (per respective school) is and will continue to be a priority for Maury County Public Schools. As we work to achieve safe, quality, in compliance and equitable facilities at each of our respective schools it is even more imperative that we maintain that level of excellence through preventative maintenance and upkeep. Maury County Public Schools will ensure this is achieved each year through a yearly allocation of funds that will go directly towards our athletic facility needs, maintenance and upkeep.



## I. High School Outdoor Facilities

- A. Football Field (can also be used by Soccer and Rugby)
  - 1. Playing field size: 160' x 360'
  - 2. Irrigation System
  - 3. Stadium Seating
    - a. Stadium Type: Permanent Grandstands
    - b. Stadium Material: Steel Frame
    - c. Seating Material: Aluminum bench seat on concrete pad
    - d. Seating Capacity
      - 1) Home Side Seating: 2,000
      - 2) Visitor Side Seating: 1,000
    - e. Stadium Press Box
      - a. Minimum required: 40' X 20'
    - f. Concession Building:
      - a. Minimum required SF: 750
    - g. Bathroom Facility:
      - a. Minimum required SF: 750
    - h. Ticket Booth
    - i. Storage Building:
      - 1) Minimum required SF: 1,500
    - j. Fenced Enclosure
      - 1) Minimum Fence Height: 4'
    - k. Field Lighting:
      - a. Minimum lighting level: 72.5-foot candles
    - l. Field Maintenance
      - a. Daily Field maintenance performed
        - i. Mowing (with recommended turf field reel mowers)
        - ii. Irrigating
        - iii. Divot repair
      - b. Seasonal Outlined Field Maintenance Performed
        - i. Fertilization
        - ii. Irrigation
        - iii. Aerification
        - iv. Grading
        - v. Topdressing
        - vi. Seeding
        - vii. Pesticides (herbicides, insecticides, fungicides)
        - viii. Drainage repair and maintenance
      - c. Facility meets Title IX, ADA and Safety requirements
- B. Practice Football Field (can also be used by Soccer and Rugby if needed)
  - 1. Field Size: 160' x 360'
  - 2. Irrigation

3. Field to have a minimum of one (1) goal post
  4. Fenced Enclosure
    - a. Minimum Fence Height: 4'
  5. Facility meets Title IX, ADA and Safety requirements
- C. Track and Field:
1. 400-meter track
  2. Minimum number of lanes: 6
  3. Track Surface: Synthetic All Weather
  4. Field Event Layout per TSSAA Field offered events
  5. Field Lighting
    - a. Minimum Lighting Level | 43.5 Foot Candles
  6. Spectator Seating:
    - a. Seating Type: Permanent stadium aluminum bleacher on concrete pad
    - b. Seating Capacity: 750 on one side only
  7. Storage Building: 700 sq. feet
  8. Facility meets Title IX, ADA and Safety requirements
- D. Baseball Field
9. Field Layout: Meets TSSAA/NFHS standards and requirements in addition is equipped with home and away bullpens
  10. Backstop Detail: Concrete cinderblock with padding and netting dugout to dugout
  11. Dugout Detail: Concrete cinderblock
    - a. Home 50' x 12' 8 ft. clearance
      - i. equipped with a storage closet 8' x 12'
    - b. Visitor 50' x 12' 8 ft. clearance
  12. Field Lighting:
    - a. Minimum Lighting Level: 72.5 Foot Candles
  13. Field Irrigation
  14. Press Box: 30ft x 15ft
  15. Concession Building:
    - a. Minimum SF: 400
  16. Bathroom facility:
    - a. Minimum SF: 400
  17. Ticket Building
  18. Spectator Seating:
    - c. Seating Type: Permanent stadium aluminum bleacher on concrete pad
    - d. Seating Capacity: 400 (200 on each side)
  19. Fenced Enclosure: Minimum fence height 6' outfield fence and 4' down foul line
  20. 9 Inning Scoreboard
  21. Field Maintenance
    - a. Daily Field maintenance performed

- i. Mowing (with recommended turf field reel mower)
    - ii. Irrigating
    - iii. Field Dragging
    - iv. Tamping
    - v. Field Sweeping
  - b. Seasonal Outlined Field Maintenance Performed
    - i. Fertilization
    - ii. Irrigation
    - iii. Aerification
    - iv. Grading
    - v. Topdressing
    - vi. Seeding
    - vii. Pesticides (herbicides, insecticides, fungicides)
    - viii. Drainage repair and maintenance
- 22. Storage building: 1500 Sq. feet
- 23. Facility meets Title IX, ADA and Safety requirements

E. Softball Field

- 1. Field Layout: Meets TSSAA/NFHS standards and requirements in addition is equipped with home and away bullpens
- 2. Backstop Detail: Concrete cinderblock with padding and netting dugout to dugout
- 3. Dugout Detail: Concrete Cinderblock
  - Home: 40' x 12' 8ft head clearance with 8' x 12' storage room
  - Visitor: 40" X 12' 8ft head clearance
- 4. Field Irrigation
- 5. Field Lighting
  - a. Minimum Lighting Level: 72.5-foot candles
- 6. Press Box: 20'X 10' 8ft head clearance
- 7. Concession Building:
  - a. Minimum SF: 400
- 8. Bathroom facility:
  - a. Minimum SF: 400
- 9. Ticket Building
- 10. Spectator Seating:
  - a. Seating Type: Permanent stadium aluminum bleacher on concrete pad
  - b. Seating Capacity: 400 (200 on each side)
- 11. Fenced Enclosure: Minimum outfield fence height 6', down foul lines 4'
- 12. Seven Inning Scoreboard
- 13. Field Maintenance
  - a. Daily Field maintenance performed
    - i. Mowing (with recommended turf field reel mower)
    - ii. Irrigating
    - iii. Field dragging

- iv. Tamping
- v. Field sweeping
- b. Seasonal Outlined Field Maintenance Performed
  - i. Fertilization
  - ii. Irrigating
  - iii. Aerification
  - iv. Grading
  - v. Topdressing
  - vi. Seeding
  - vii. Pesticides (herbicides, insecticides, fungicides)
  - viii. Drainage repair and maintenance
- 14. Storage Building: 1500 sq feet
- 15. Facility meets Title IX, ADA and Safety requirements

F. Soccer Field:

- 1. Field layout: Meets TSSAA/NFHS standards and requirements
- 2. Field Irrigation: Same as football field
- 3. Field Lighting:
  - a. Minimum lighting level 72.5-foot candles
- 4. Soccer will utilize football field press box. If not 20' x 10'
- 5. Concession Building:
  - a. Minimum SF: 400
- 6. Bathroom Facility:
  - a. Minimum SF: 400
- 7. Ticket Building
- 8. Spectator Seating:
  - a. Portable aluminum bleacher on concrete pad
  - b. Seating Capacity: 300 (150 on each side)
- 9. Fenced Enclosure:
  - a. Minimum fence height: 4
- 10. Field Maintenance
  - a. Daily Field maintenance performed
    - i. Mowing (with recommended turf field reel mower)
    - ii. Irrigating
    - iii. Divot Repair
  - b. Seasonal Outlined Field Maintenance Performed
    - i. Fertilization
    - ii. Irrigating
    - iii. Aerification
    - iv. Grading
    - v. Topdressing
    - vi. Seeding
    - vii. Pesticides (herbicides, insecticides, fungicides)
    - viii. Drainage repair and maintenance

11. Storage Building: 1500 sq. ft
12. Facility meets Title IX, ADA and Safety requirements

G. Lighted Tennis Court:

1. Court Layout Fencing:
2. Minimum Number of Courts: 4
3. Spectator Seating:
  - c. Portable aluminum
  - d. Seating Capacity at each court 25-50
4. Storage Building: 700 sq. ft
5. Facility meets Title IX, ADA and Safety requirements

## II. High School Indoor Facilities

A. Primary Gym

1. Floor Area: 94 x 50
2. Basketball Wall padding and goals:
  - a. Total number of goals: Six (6) that can adjust in height 7' to 10'
3. Volleyball floor sleeves and netting system:
  - a. Total number of sleeves: Six (6)
4. Spectator Seating:
  - a. Folding gymnasium seating:
  - b. Minimum Seating Capacity: 1,500
5. Concession Area: 300 SF
6. Daily Gym floor Maintenance
  - a. Mopping
  - b. Scuff Mark Removal
  - c. Dust Mopping
7. Quarterly Gym Floor Maintenance
  - a. Floor Scrub with approved gym floor scrubber
  - b. Buff floors to maintain shine
8. Yearly Gym Floor Maintenance
  - a. Recoating
  - b. Refinish, Re-do Logos (this is to be done on floors that have not had it done in the last 7 years). Once complete will be done every 7 years.
9. Facility meets Title IX, ADA and Safety requirements

B. Gym Facilities

1. Male/Female Athletic Locker rooms (6) 3 male sports, 3 female sports
  - a. Sports that do not have dedicated locker room space will need to rotate among the allotted space based on sport season
  - a. Minimum number of locker spaces: 35 each room

- b. Minimum SF: 30' x 30' = 900
    - c. Provide adequate shower and toilet space
  - 2. Male/Female PE Locker Room (2)
    - a. Minimum number of locker spaces: 30 each room
    - b. Minimum SF: 22' x 34' = 748
    - c. Provide adequate shower and toilet space
  - 3. Auxiliary Gym
    - a. Floor Area 85' x 50' = 4,250
    - b. Basketball Goals: (6) that can adjust in height 7' to 10'
    - c. Volleyball Sleeves: (6)
    - d. Daily Gym floor Maintenance
      - a. Mopping
      - b. Scuff Mark Removal
      - c. Dust Mopping
  - 4. Storage Space
    - a. Minimum SF: 500
    - b. Provide shelves
  - 5. Laundry Room
    - a. Minimum SF: 150
    - b. Provide one commercial grade washer and dryer unit
  - 6. Training Room
    - a. Minimum SF: 400
    - b. Trainer's Room to include: Ice Machine, Whirlpool, Trainer's Table and Lockable Storage
  - 7. Coaches' Office
    - a. Minimum SF: 150
    - b. Maximum number of Offices or allotted designated joint use rotated space for minimum of (10)
  - 8. Facility meets Title IX, ADA and Safety requirements
- C. Weight Room
  - a. Minimum SF: 2,000
  - B. Floor Material: Rubber surface
  - 2. Storage Room
    - a. Minimum SF: 600
    - b. Concrete floor
    - c. Provide storage shelves
  - 3. c. Facility meets Title IX, ADA and Safety requirements

### III. Middle School Indoor Facilities

#### D. Primary Gym

10. Floor Area: 94 x 50
11. Basketball Wall padding and goals:
  - b. Total number of goals: Six (6) that can adjust in height 7' to 10'
12. Volleyball floor sleeves and netting system:
  - b. Total number of sleeves: Six (6)
13. Spectator Seating:
  - c. Folding gymnasium seating:
  - d. Minimum Seating Capacity: 1,000
14. Concession Area: 300 SF
15. Daily Gym floor Maintenance
  - a. Mopping
  - b. Scuff Mark Removal
  - c. Dust Mopping
16. Quarterly Gym Floor Maintenance
  - a. Floor Scrub with approved gym floor scrubber
  - b. Buff floors to maintain shine
17. Yearly Gym Floor Maintenance
  - a. Recoating
  - b. Refinish, Re-do Logos (this is to be done on floors that have not had it done in the last 7 years). Once complete will be done every 7 years.
18. Facility meets Title IX, ADA and Safety requirements

#### E. Gym Facilities

9. Male/Female Athletic Locker rooms (4) 2 male sports, 2 female sports
  - a. Sports that do not have dedicated locker room space will need to rotate among the allotted space based on sport season
  - d. Minimum number of locker spaces: 35 each room
  - e. Minimum SF: 30' x 30' = 900
  - f. Provide adequate shower and toilet space
10. Male/Female PE Locker Room (2)
  - d. Minimum number of locker spaces: 30 each room
  - e. Minimum SF: 22' x 34' = 748
  - f. Provide adequate shower and toilet space
11. Auxiliary Gym
  - e. Floor Area 85' x 50' = 4,250
  - f. Basketball Goals: (6) that can adjust in height 7' to 10'
  - g. Volleyball Sleeves: (6)
  - h. Daily Gym floor Maintenance
    - a. Mopping
    - b. Scuff Mark Removal

- c. Dust Mopping
- 12. Storage Space
  - c. Minimum SF: 500
  - d. Provide shelves
- 13. Laundry Room
  - c. Minimum SF: 150
  - d. Provide one commercial grade washer and dryer unit
- 14. Training Room
  - c. Minimum SF: 400
  - d. Trainer's Room to include: Ice Machine, Trainer's Table and Lockable Storage
- 15. Coaches' Office
  - c. Minimum SF: 150
  - d. Maximum number of Offices or allotted designated joint use rotated space for minimum of (10)
- 16. Facility meets Title IX, ADA and Safety requirements

F. Weight Room

- a. Minimum SF: 1,000
- B. Floor Material: Rubber surface
- 2. Storage Room
  - a. Minimum SF: 400
  - b. Concrete floor
  - c. Provide storage shelves
- 3. c. Facility meets Title IX, ADA and Safety requirements

**IV. Middle School Outdoor Facilities**

If it is determined that providing practice fields are the only feasible option then all outdoor facilities will be outfitted with a proper practice field that meets that playing field standard, storage and will include restroom facilities if access to bathrooms at the school are too far away. Seasonal and daily maintenance will also have to be performed.

H. Football Field (also can be used by Soccer)

- 4. Playing field size: 160' x 360'
- 5. Irrigation System
- 6. Stadium Seating
  - m. Stadium Type: Permanent Grandstands
  - n. Stadium Material: Steel Frame
  - o. Seating Material: Aluminum Bench Seat
  - p. Seating Capacity
    - 3) Home Side Seating: 1,000
    - 4) Visitor Side Seating: 500
  - q. Stadium Press Box



- a. Minimum required: 30' X 15'
    - r. Concession Building:
      - a. Minimum required SF: 5000
    - s. Bathroom Facility:
      - a. Minimum required SF: 500
    - t. Ticket Booth
    - u. Storage Building:
      - 2) Minimum required SF: 1,000
    - v. Fenced Enclosure
      - 2) Minimum Fence Height: 4'
    - w. Field Lighting:
      - a. Minimum lighting level: 72.5-foot candles
    - x. Field Maintenance
      - a. Daily Field maintenance performed
        - i. Mowing (with recommended turf field reel mowers)
        - ii. Irrigating
        - iii. Divot repair
      - b. Seasonal Outlined Field Maintenance Performed
        - i. Fertilization
        - ii. Irrigation
        - iii. Aerification
        - iv. Grading
        - v. Topdressing
        - vi. Seeding
        - vii. Pesticides (herbicides, insecticides, fungicides)
        - viii. Drainage repair and maintenance
      - c. Facility meets Title IX, ADA and Safety requirements
- I. Practice Football Field (also used by Soccer)
  - 6. Field Size: 160' x 360'
  - 7. Irrigation
  - 8. Field to have a minimum of one (1) goal post
  - 9. Fenced Enclosure
    - b. Minimum Fence Height: 4'
  - 10. Facility meets Title IX, ADA and Safety requirements
- J. Track and Field:
  - 24. 400-meter track
  - 25. Minimum number of lanes: 6
  - 26. Track Surface: Synthetic All Weather
  - 27. Field Event Layout per TSSAA Field offered events
  - 28. Field Lighting
    - a. Minimum Lighting Level 43.5 Foot Candles
  - 29. Spectator Seating:

- e. Seating Type: Permanent stadium aluminum bleacher on concrete pad
- f. Seating Capacity: 5000 on one side only
- 30. Storage Building: 500 sq. feet
- 31. Facility meets Title IX, ADA and Safety requirements

K. Baseball Field

- 32. Field Layout: Meets TSSAA/NFHS standards and requirements in addition is equipped with home and away bullpens
- 33. Backstop Detail: Concrete cinderblock with padding and netting dugout to dugout
- 34. Dugout Detail: chain link with concrete floor pad
  - a. Home 40' x 12' 8 ft. clearance
    - i. equipped with a storage closet 6' x 12'
  - b. Visitor 40' x 12' 8 ft. clearance
- 35. Field Lighting:
  - b. Minimum Lighting Level: 72.5 Foot Candles
- 36. Field Irrigation
- 37. Press Box: 30ft x 15ft
- 38. Concession Building:
  - b. Minimum SF: 400
- 39. Bathroom facility:
  - b. Minimum SF: 400
- 40. Ticket Building
- 41. Spectator Seating:
  - g. Seating Type: Permanent stadium aluminum bleacher on concrete pad
  - h. Seating Capacity: 300 (150 on each side)
- 42. Fenced Enclosure: Minimum fence height 6' outfield fence and 4' down foul line
- 43. 9 Inning Scoreboard
- 44. Field Maintenance
  - a. Daily Field maintenance performed
    - i. Mowing (with recommended turf field reel mower)
    - ii. Irrigating
    - iii. Field Dragging
    - iv. Tamping
    - v. Field Sweeping
  - b. Seasonal Outlined Field Maintenance Performed
    - i. Fertilization
    - ii. Irrigation
    - iii. Aerification
    - iv. Grading
    - v. Topdressing
    - vi. Seeding
    - vii. Pesticides (herbicides, insecticides, fungicides)

- viii. Drainage repair and maintenance
- 45. Storage building: 1000 Sq. feet
- 46. Facility meets Title IX, ADA and Safety requirements

L. Softball Field

- 16. Field Layout: Meets TSSAA/NFHS standards and requirements in addition is equipped with home and away bullpens
- 17. Backstop Detail: Concrete cinderblock with padding and netting dugout to dugout
- 18. Dugout Detail: chain link with concrete floor pad  
Home: 30' x 12' 8ft head clearance with 6' x 12' storage room  
Visitor: 30" X 12' 8ft head clearance
- 19. Field Irrigation
- 20. Field Lighting
  - b. Minimum Lighting Level: 72.5-foot candles
- 21. Press Box: 20'X 10' 8ft head clearance
- 22. Concession Building:
  - b. Minimum SF: 400
- 23. Bathroom facility:
  - b. Minimum SF: 400
- 24. Ticket Building
- 25. Spectator Seating:
  - c. Seating Type: Permanent stadium aluminum bleacher on concrete pad
  - d. Seating Capacity: 400 (200 on each side)
- 26. Fenced Enclosure: Minimum outfield fence height 6', down foul lines 4'
- 27. Seven Inning Scoreboards
- 28. Field Maintenance
  - a. Daily Field maintenance performed
    - i. Mowing (with recommended turf field reel mower)
    - ii. Irrigating
    - iii. Field dragging
    - iv. Tamping
    - v. Field sweeping
  - b. Seasonal Outlined Field Maintenance Performed
    - i. Fertilization
    - ii. Irrigating
    - iii. Aerification
    - iv. Grading
    - v. Topdressing
    - vi. Seeding
    - vii. Pesticides (herbicides, insecticides, fungicides)
    - viii. Drainage repair and maintenance
- 29. Storage Building: 1500 sq feet

30. Facility meets Title IX, ADA and Safety requirements

M. Soccer Field:

13. Field layout: Meets TSSAA/NFHS standards and requirements
14. Field Irrigation: Same as football field
15. Field Lighting:
  - b. Minimum lighting level 72.5-foot candles
16. Soccer will utilize football field press box. If not 20' x 10'
17. Concession Building:
  - b. Minimum SF: 400
18. Bathroom Facility:
  - b. Minimum SF: 400
19. Ticket Building
20. Spectator Seating:
  - e. Portable aluminum bleacher on concrete pad
  - f. Seating Capacity: 300 (150 on each side)
21. Fenced Enclosure:
  - b. Minimum fence height: 4
22. Field Maintenance
  - a. Daily Field maintenance performed
    - i. Mowing (with recommended turf field reel mower)
    - ii. Irrigating
    - iii. Divot repair
  - b. Seasonal Outlined Field Maintenance Performed
    - i. Fertilization
    - ii. Irrigating
    - iii. Aerification
    - iv. Grading
    - v. Topdressing
    - vi. Seeding
    - vii. Pesticides (herbicides, insecticides, fungicides)
    - viii. Drainage repair and maintenance
23. Storage Building: 1500 sq. ft
24. Facility meets Title IX, ADA and Safety requirements

## Minimum Number of Participants

Interscholastic programs must consist of the following minimum number of participants at the beginning of the first contest.

	H	M
<b>Football</b>	20	20
<b>Basketball</b>	10	10
<b>Volleyball</b>	12	12
<b>Softball</b>	12	12
<b>Baseball</b>	12	12
<b>Soccer</b>	15	15
<b>Wrestling</b>	5	5
<b>Swimming</b>	5	5
<b>Rugby</b>	20	20
<b>Cheerleading</b>	8	8
<b>Track and Field</b>	5	5
<b>Cross Country</b>	5	5
<b>Golf</b>	4	4
<b>Bowling</b>	4	4
<b>Dance</b>	8	8
<b>Bass Fishing</b>	4	4
<b>Trap</b>	4	4
<b>Tennis</b>	4	4

\* All athletic programs will undergo a 2-year evaluation. If numbers are not met in the two-year window, respective programs will be put on probationary status in year 3. At which time if numbers are not demonstrated to be met then the program will be suspended until it is determined the school has the infrastructure needed to support the program.

## High School Minimum # of Games, Practices and Skill Development

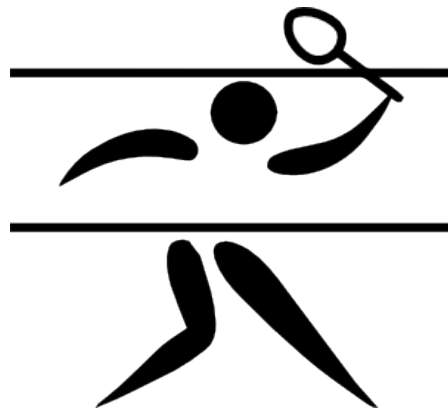
Sport/ Band	Min # of Games, Meets, Contest	In season Practice (includes games)	Summer Practice
Football	10	5 days	12 minimum days in June 5 minimum days in July
Basketball	22	5 days	3 minimum days in June 2 minimum days in July
Baseball	24	5 days	Travel Ball/Summer Ball
Softball	24	5 days	Travel Ball/Summer Ball
Soccer	12	5 days	Travel Ball/Summer Ball
Volleyball	20	5 days	4 Days per week
Track	8 dates	5 days	Players train/practice on their own
Bowling	16	2 days	Players train/practice on their own
Cross Country	6	3 days	Players train/practice on their own
Golf	6	2 days	Players train/practice on their own
Tennis	8	3 days	Players train/practice on their own
Wrestling	10 dates	5 days	Players train/practice on their own
Swimming	5	5	Players train/practice on their own
Trap	5 Events	1 day	Players train/practice on their own
Rugby	Preset by Rugby Association	5 days	Players train/practice on their own
Bass Fishing	4	-----	Players train/practice on their own
Cheerleading	2 comp	5 days	

- ❖ Those who coach football, basketball, baseball, softball, soccer and volleyball are required to have a written plan for their program that encompasses the entire year. It should include open gym, weight training, conditioning and 1 on 3 instructional workouts along with the above information.
- ❖ All athletic programs must submit their academic plan for the year to the principal.

# Middle School Minimum # of Games, Practices and Skill Development

Sport/ Band	Min # of Games, Meets, Contest	In season Practice (includes games)
Football	5	4 days
Basketball	12	4 days
Baseball	10	4 days
Softball	10	4 days
Soccer	8	4 days
Volleyball	10	4 days
Track	3 dates	2 days
Bowling	3	2 days
Cross Country	3	2 days
Golf	3	2 days
Tennis	4 matches	2 days
Wrestling	4	2 days
Swimming	3	2 days
Trap	3	1 day
Cheerleading	5	4 days
Dance	5	2 days

❖ *All athletic programs must submit their academic plan for the year to the principal.*



# MCPS Stipend System 2020 – 2021

The stipend is to be paid to athletic coaches in specific positions based on the below stipend chart for Middle and High School (See tables below)

## Overall Guidelines

- Request to add an additional sport must be submitted by Feb. 1 of each school year
- No one is permitted to receive more than the allotted stipends for the year.
- Beginning 2020-2021 NFC will be paid on the same stipend schedule as faculty coaches.
- Administrators may split a stipend based on prior approval from the District Athletic Director.
- Per MCPS policy Assistant Principals can receive a stipend if they are operating in the capacity of an Athletic Director
- Only one Athletic Director stipend is allotted per school.
- In our high schools you are only permitted to be head coach of 1 of the listed sports below (beginning 2020-2021). Coaches who are interested are permitted to act as an assistant in multiple sports.
  - Baseball
  - Basketball
  - Football
  - Softball
  - Boys Soccer
  - Girls Soccer
  - Volleyball
  - Rugby
- In our Middle Schools you are permitted to be a head coach of a maximum of 2 sports that do not overlap in the same semester (beginning 2020-2021). Coaches who are interested are permitted to be an assistant in multiple sports.





## Middle School Athletics & Arts Offered Stipends 2020-2021

\*Stipends may be split in order to maximize the number of coaches who receive Stipends.

\*Non-Faculty: Coach Pay based on First Year Teacher Salary \$36,473.90

\*Stipend cap per Coach is 23%

Position	Stipend Percentages	Notes
Athletic Director	10% 10 teams 12.5% 11-15 teams 15% 16 + teams	* You may divide the Stipend among multiple individuals. * One stipend allotment per school this includes Unit Schools where both Middle and High exist.
Strength and Conditioning Coach	2.5%	* Must be available to work with all sports * Must provide work schedule prior to approval * Not permitted to coach any sport
<b>Band</b>		
Band Director	7.5%	*20-70 participants= One Band Director *71- or more participants = Two Band Directors * Stipend is based on work done outside of the school day. If band programs are not providing extracurricular programming stipend will not be provided.
Band Director	7.5%	
<b>Boys Basketball</b>		
Boys Head Basketball Coach	7%	
Boys Head Assistant/JV Coach	5%	
<b>Girls Basketball</b>		
Girls Head Basketball Coach	7%	
Girls Head Assistant/JV Coach	5%	
<b>Football</b>		
Head Football Coach	7%	* 20-39 players= 2 Assistants * 40-59 players= 1 Additional Assistants * 60-79 players = 1 Additional Assistants * 80- 90 Players= 1Additional Assistants  * Must provide a copy of roster for justification * Rosters must be turned in by the 1 <sup>st</sup> week of August
Assistant	5%	
Assistant	5%	
Assistant	5%	
Assistant	5%	
Assistant	5%	
Assistant	5%	
Assistant	5%	
<b>Baseball</b>		
Head Baseball Coach	5%	
Assistant/JV Coach	Volunteer	
<b>Softball</b>		
Head Softball Coach	5%	
Assistant/JV Coach	Volunteer	
<b>Boys Soccer</b>		
Boys Head Soccer Coach	5%	
Boys Assistant/JV Coach	Volunteer	
<b>Girls Soccer</b>		
Girls Head Soccer Coach	5%	
Girls Assistant/JV Coach	Volunteer	

\*Stipends may be split in order to maximize the number of coaches who receive Stipends.  
 \*Non-Faculty: Coach Pay based on First Year Teacher Salary \$36,473.90  
 \*Stipend cap per Coach is 23%

Position	Stipend Percentages	Notes
<b>Track &amp; Field</b>		
Head Track & Field Coach	4%	* In order to receive assistant coach stipend must have 20 +. Must show roster for proof to receive stipend.
Assistant Track & Field Coach	2%	
<b>Girls Volleyball</b>		
Girls Head Volleyball Coach	4%	
Girls Volleyball Assistant Coach	Volunteer	
<b>Tennis</b>		
Head Tennis Coach	2.5%	
Assistant Tennis Coach	Volunteer	
<b>Golf</b>		
Head Golf Coach	2.5%	
Assistant Golf Coach	Volunteer	
<b>Cross Country</b>		
Head Cross Country Coach	2.5%	
Assistant Cross-Country Coach	Volunteer	
<b>Wrestling</b>		
Head Wrestling Coach	3.5%	
Assistant Wrestling Coach	Volunteer	
<b>Bowling</b>		
Head Bowling Coach	2.5%	
Assistant Bowling Coach	Volunteer	
<b>Football Cheer</b>		
Head Football Cheerleading Coach	2%	
Assistant Football Cheerleading Coach	Volunteer	
<b>Basketball Cheer</b>		
Head Basketball Cheerleading Coach	2%	
Assistant Basketball Cheerleading Coach	Volunteer	
<b>Dance</b>		
Head Dance Coach	2%	
Assistant Dance Coach	Volunteer	
<b>Swimming</b>		
Head Swimming Coach	3%	
Assistant Swim Coach	Volunteer	
<b>Trap</b>		
Head Trap Coach	3%	
Assistant Trap Coach	Volunteer	

## High School Athletics & Arts Offered Stipends 2020-2021

\*Stipends may be split in order to maximize the number of coaches who receive Stipends.

\*Non-Faculty: Coach Pay based on First Year Teacher Salary \$36,473.90

\*Stipend cap per Coach is 23%

Position	Stipend Percentages	Notes
Athletic Director	10% 10 teams 12.5% 11-15 teams 15% 16 + teams	* You may divide the Stipend among multiple individuals. * One stipend allotment per school this includes Unit Schools where both Middle and High exist.
Strength and Conditioning Coach	5%	* Must work with all sports * Must provide work schedule prior to approval * Not permitted to coach any sport
<b>Band</b>		
Band Director	15%	*20-70 participants= One Band Director *71- or more participants = Two Band Directors * Stipend is based on work done outside of the school day. If band programs are not providing extracurricular programming stipend will not be provided.
Band Director	15%	
<b>Boys Basketball</b>		
Boys Head Basketball Coach	15%	
Boys Head Assistant/JV Coach	8%	
Boys Freshman Coach	7%	* Must provide Freshman schedule as justification prior to approval
<b>Girls Basketball</b>		
Girls Head Basketball Coach	15%	
Girls Head Assistant/JV Coach	8%	
Girls Freshman Coach	7%	* Must provide Freshman schedule as justification prior to approval
<b>Football</b>		
Head Football Coach	15%	
Assistant	8%	* 20-39 players= 2 Assistants * 40-59 players= 2 Additional Assistants * 60-79 players = 2 Additional Assistants * 80- 90 Players= 2 Additional Assistants
Assistant	8%	
Assistant	8%	
Assistant	8%	
Assistant	8%	
Assistant	8%	* Must provide a copy of roster for justification * Rosters must be turned in by the 2 <sup>nd</sup> week of August
Assistant	8%	
Assistant	8%	
<b>Baseball</b>		
Head Baseball Coach	10%	
Assistant/JV Coach	5%	
Assistant/Freshman Coach	Volunteer	
<b>Softball</b>		
Head Softball Coach	10%	
Assistant/JV Coach	5%	
Assistant/Freshman Coach	Volunteer	
<b>Boys Soccer</b>		
Boys Head Soccer Coach	7%	
Boys Assistant/JV Coach	3.5%	
Boys Assistant/Freshman Coach	Volunteer	
<b>Girls Soccer</b>		
Girls Head Soccer Coach	7%	
Girls Assistant/JV Coach	3.5%	
Girls Assistant/Freshman Coach	Volunteer	
<b>Girls Rugby</b>		
Head Girls Rugby Coach	8%	
Girls Rugby Assistant	4%	

\*Stipends may be split in order to maximize the number of coaches who receive Stipends.

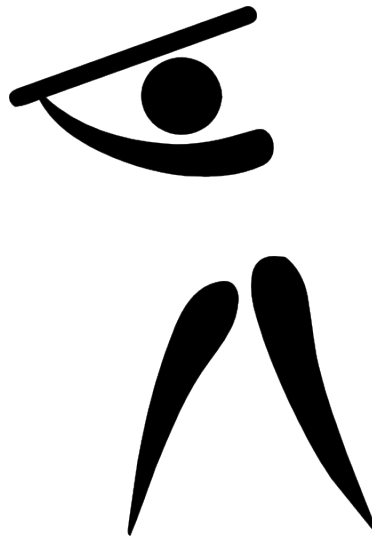
\*Non-Faculty: Coach Pay based on First Year Teacher Salary \$36,473.90

\*Stipend cap per Coach is 23%

<b>Position</b>	<b>Stipend Percentages</b>	<b>Notes</b>
Girls Rugby Assistant	Volunteer	
<b>Boys Rugby</b>		
Head Boys Rugby Coach	8%	
Boys Rugby Assistant	4%	
Boys Rugby Assistant	Volunteer	
<b>Girls Track &amp; Field</b>		
Head Track & Field Coach	6%	* In order for a school to draw down both a girls and boys head track stipend along with the assistant stipends the combined track & field program must have a minimum of 30 participants. In the event a school has less than 20 participants only 1 head coaching stipend can be drawn down for the entire program and a minimum of 15 participants to add an assistant.
Assistant Track & Field Coach	3%	
<b>Boys Track &amp; Field</b>		
Head Track & Field Coach	6%	
Assistant Track & Field Coach	3%	
<b>Girls Volleyball</b>		
Girls Head Volleyball Coach	7%	
Girls Volleyball Assistant Coach	3.5%	
<b>Tennis</b>		
Head Tennis Coach	5%	
Assistant Tennis Coach	Volunteer	
<b>Golf</b>		
Head Golf Coach	5%	
Assistant Golf Coach	Volunteer	
<b>Cross Country</b>		
Head Cross Country Coach	5%	
Assistant Cross-Country Coach	Volunteer	
<b>Wrestling</b>		
Head Wrestling Coach	7%	
Assistant Wrestling Coach	Volunteer	
<b>Bowling</b>		
Head Bowling Coach	2.5%	
Assistant Bowling Coach	Volunteer	
<b>Football Cheer</b>		
Head Football Cheerleading Coach	3%	
Assistant Football Cheerleading Coach	Volunteer	
<b>Basketball Cheer</b>		
Head Basketball Cheerleading Coach	3%	
Assistant Basketball Cheerleading Coach	Volunteer	
<b>Wrestling Cheer</b>		
Head Wrestling Cheerleading Coach	3%	
Assistant Wrestling Cheerleading Coach	Volunteer	
<b>Dance</b>		
Head Dance Coach	3%	
Assistant Dance Coach	Volunteer	
<b>Swimming</b>		
Head Swimming Coach	3%	

\*Stipends may be split in order to maximize the number of coaches who receive Stipends.  
 \*Non-Faculty: Coach Pay based on First Year Teacher Salary \$36,473.90  
 \*Stipend cap per Coach is 23%

Position	Stipend Percentages	Notes
Assistant Swim Coach	Volunteer	
<b>Fishing</b>		
Head Bass Fishing Coach	3%	
Assistant Bass Fishing coach	Volunteer	
<b>Trap</b>		
Head Trap Coach	3%	
Assistant Trap Coach	Volunteer	



Appendix A – Coach/Athletic Director Evaluation Form

**MAURY COUNTY PUBLIC SCHOOLS - EVALUATION FORM**

**COACH/ATHLETIC DIRECTOR**

*(Must be completed by an administrator)*

**PERFORMANCE CRITERIA RATING:**

5- Significantly Above Expectations

3-At Expectations

1-Significantly Below Expectations

**Name:** \_\_\_\_\_ **School:** \_\_\_\_\_

**Sport(s):** \_\_\_\_\_ **School Year:** \_\_\_\_\_

Indicator A: Academic	Score	Comments:
1. Prepares, implements and monitors specific plans for the improvement of academic performance of athletes.		
Indicator B: Administration		
1. Care of equipment and recommend equipment to be purchased		
2. Plans and executes an effective budget		
3. Organization of staff		
4. Organization and schedule of practice		
5. Schedule and Participate in games and contests		
6. Communication with coaches		
7. Adherence to Board of Education, TSSAA, and school philosophy and policies		
8. Public relations		
9. Provides for the proper supervision of students		
10. Submits participation list on time and collects physical, insurance, and permission forms		
Indicator C: Skills & Knowledge		
1. Demonstrates and applies current knowledge related to assignment in both games and practices.		
2. Presentation of the fundamentals		
3. Conditioning		
4. Game preparation		
5. Utilizes proper first aid techniques		
6. Demonstrates continuous professional growth		
Indicator C: Relationships		
1. Effectiveness		
a. in working with students		
b. in working with staff		
c. in working with parents		
2. Discipline		

a. firm but fair		
b. consistent		
3. Communication with players a. individual & team		
4. Conduct a. conduct of team		
b. conduct of coach		
	Total:	Evaluation Score:

Area of Reinforcement:

Area of Refinement:

Additional Comments:

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

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

## Appendix B – Coach/Athletic Director Evaluation Rubric

### Maury County Public Schools - EVALUATION RUBRIC

#### COACH/ATHLETIC DIRECTOR

*(Must be completed by an administrator)*

#### PERFORMANCE CRITERIA RATING

	Significantly Above Expectations 5	At Expectations 3	Significantly Below Expectations 1
<b>A. ACADEMIC</b>			
1. Prepares, implements and monitors specific plans for the improvement of academic performance of athletes.	<ul style="list-style-type: none"> <li>The coach includes academic performance expectations in the student athletic handbook and thoroughly reviews with students, parents, and staff; students are knowledgeable about expectations</li> <li>The coach and students set clear and measurable academic goals and improvement is evident.</li> <li>The coach and student athletes track progress each marking period, reflect and give feedbacks to students, parents, and staff</li> <li>The coach and student athletes ensure expectations for academic performance are kept at the forefront (part of the culture)</li> </ul>	<ul style="list-style-type: none"> <li>The coach includes academic performance expectations in the student athletic handbook and thoroughly reviews with students and parents</li> <li>The coach sets academic goals for student athletes</li> <li>The coach periodically measures progress, reflects, and gives feedback to students and parents.</li> <li>The coach makes sure athletic staff knows what is expected regarding academic performance</li> </ul>	<ul style="list-style-type: none"> <li>The coach does not include academic expectations in the student athletic handbook</li> <li>The coach rarely sets academic goals for student athletes</li> <li>The coach rarely reviews, reflects and discuss academic performance of student athletes</li> <li>The coach periodically reminds staff, students, parents and of academic policies.</li> </ul>



	<b>Significantly Above Expectations</b> <b>5</b>	<b>At Expectations</b> <b>3</b>	<b>Significantly Below Expectations</b> <b>1</b>
<b>B. ADMINISTRATION</b>			
1. Care of equipment and recommend equipment to be purchased	<ul style="list-style-type: none"> <li>The coach routinely conducts equipment checks and makes purchasing recommendations.</li> </ul>	<ul style="list-style-type: none"> <li>The coach occasionally conducts equipment checks for care and makes purchasing recommendations.</li> </ul>	<ul style="list-style-type: none"> <li>The coach rarely conducts equipment checks for care and makes purchasing recommendations.</li> </ul>
2. Plans and executes an effective budget	<ul style="list-style-type: none"> <li>The coach creates an effective budget aligned to program goals and expectations.</li> <li>The coach develops plans aligned to and necessary to develop an effective budget.</li> </ul>	<ul style="list-style-type: none"> <li>The coach creates a budget.</li> <li>The coach develops plans necessary to develop an effective budget.</li> </ul>	<ul style="list-style-type: none"> <li>The coach does not create an effective budget.</li> <li>The coach does not develop plans necessary to develop an effective budget.</li> </ul>
3. Organization of staff	<ul style="list-style-type: none"> <li>The coach recruits, retains and organizes staff in an effective manner.</li> <li>The coach utilizes staff in an effective manner.</li> <li>The coach consistently organizes staff based upon strengths of the coaching staff.</li> </ul>	<ul style="list-style-type: none"> <li>The coach organizes staff in an effective manner.</li> <li>The coach utilizes staff in an effective manner.</li> <li>The coach sometimes organizes staff based upon strengths of the coaching staff.</li> </ul>	<ul style="list-style-type: none"> <li>The coach does not organize staff in an effective manner.</li> <li>The coach does not utilize staff in an effective manner.</li> <li>The coach does not organize staff based upon the strengths of the coaching staff.</li> </ul>
4. Organization and schedule of practice	<ul style="list-style-type: none"> <li>Schedule practices session in and out of season.</li> <li>Organize additional training sessions to improve athlete/team performance.</li> <li>Create a routine practice schedule with clear understanding of practice outcomes.</li> <li>Schedules practice to be inclusive of the entire program (Freshman, JV, Varsity, older/younger students).</li> <li>Schedule, conduct and supervise daily practice during the assigned season; this</li> </ul>	<ul style="list-style-type: none"> <li>Occasionally schedules practices session in and out of season.</li> <li>Create a practice schedule with clear understanding of practice outcomes.</li> <li>Schedules practice to be inclusive of the entire program (Freshman, JV, Varsity, older/younger students).</li> <li>Schedule, conduct and supervise daily practice during the assigned season; this should include teaching fundamental skills,</li> </ul>	<ul style="list-style-type: none"> <li>Rarely schedules practice sessions in and out of season.</li> <li>Schedule, conduct and supervise daily practice during the assigned season; this should include teaching fundamental skills, team play, team strategy, and rules and regulations of the game.</li> </ul>

	<b>Significantly Above Expectations</b> <b>5</b>	<b>At Expectations</b> <b>3</b>	<b>Significantly Below Expectations</b> <b>1</b>
	should include teaching fundamental skills, team play, team strategy, and rules and regulations of the game.	team play, team strategy, and rules and regulations of the game.	
5. Schedule and Participate in games and contests	<ul style="list-style-type: none"> <li>Schedules all games/contests in compliance with district and TSSAA guidelines.</li> <li>Creates a schedule that is challenging to promote the overall progress/goals of the team</li> <li>Participates in games/contests that are in addition to the minimal required during the season.</li> <li>Select squad members, maintain team discipline and morale, and give necessary supervision and direction during contests.</li> </ul>	<ul style="list-style-type: none"> <li>Schedules all games/contests in compliance with district and TSSAA guidelines.</li> <li>Participates in games/contests that are in addition to the minimal required during the season.</li> <li>Select squad members, maintain team discipline and morale, and give necessary supervision and direction during contests.</li> </ul>	<ul style="list-style-type: none"> <li>Schedules all games/contests in compliance with district and TSSAA guidelines.</li> </ul>
6. Communication with coaches	<ul style="list-style-type: none"> <li>Regularly communicates athletic program information and gets all coaches to regularly communicate substantive updates.</li> </ul>	<ul style="list-style-type: none"> <li>Occasionally communicates athletic program information and gets all coaches to regularly communicate substantive updates.</li> </ul>	<ul style="list-style-type: none"> <li>Rarely or inconsistently communicates athletic program information and gets all coaches to regularly communicate substantive updates.</li> </ul>
7. Adherence to Board of Education, TSSAA, and school philosophy and policies	<ul style="list-style-type: none"> <li>Compliance with all board of education, TSSAA and school philosophy and policies.</li> <li>Participates in the develop and review of all required athletic procedures and policies.</li> </ul>	<ul style="list-style-type: none"> <li>Complies with board of education, TSSAA and school philosophy and policies.</li> </ul>	<ul style="list-style-type: none"> <li>Does not consistently comply with board of education, TSSAA and school philosophy and policies.</li> </ul>
8. Public relations	<ul style="list-style-type: none"> <li>The coach consistently communicates with internal/external stakeholders and media sources.</li> <li>The coach effectively markets program and provides updates.</li> <li>The coach creates a public relation plan involving all stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>The coach consistently communicates with internal/external stakeholders and media sources.</li> <li>The coach effectively markets program and provides updates.</li> </ul>	<ul style="list-style-type: none"> <li>The coach rarely communicates with internal/external stakeholders.</li> </ul>

	<b>Significantly Above Expectations</b> <b>5</b>	<b>At Expectations</b> <b>3</b>	<b>Significantly Below Expectations</b> <b>1</b>
9. Provides for the proper supervision of students	<ul style="list-style-type: none"> <li>• The coach consistently monitors students before, during, and after practice, away and home event.</li> <li>• The coach creates a plan of supervision that includes the entire coaching staff.</li> <li>• The coach implements a plan to supervise students in a timely and efficient manner on a consistent basis.</li> </ul>	<ul style="list-style-type: none"> <li>• The coach consistently monitors students before, during, after, away and home event(s).</li> <li>• The coach creates a plan of supervision that includes the entire coaching staff.</li> </ul>	<ul style="list-style-type: none"> <li>• The coach rarely monitors students before, during, and after practice, away and home event.</li> </ul>
10. Submits participation list on time and collects physical, insurance, and permission forms	<ul style="list-style-type: none"> <li>• Fulfills all compliance &amp; reporting requirements and creates new opportunities to support the athletic program and student athletes.</li> </ul>	<ul style="list-style-type: none"> <li>• Fulfills all compliance &amp; reporting requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Fulfills all compliance &amp; reporting requirements.</li> </ul>

	<b>Significantly Above Expectations</b> <b>5</b>	<b>At Expectations</b> <b>3</b>	<b>Significantly Below Expectations</b> <b>1</b>
<b>C. SKILLS AND KNOWLEDGE</b>			
1. Demonstrates and applies current knowledge related to assignment in both games and practices.	<ul style="list-style-type: none"> <li>Always demonstrates and applies current knowledge related to assignment in both games and practices.</li> </ul>	<ul style="list-style-type: none"> <li>Usually demonstrates and applies current knowledge related to assignment during games and practices.</li> </ul>	<ul style="list-style-type: none"> <li>Does not consistently demonstrate and apply current knowledge related to assignment during games and practices.</li> </ul>
2. Presentation of the fundamentals	<ul style="list-style-type: none"> <li>Coach displays extensive knowledge of all the sports he or she coaches.</li> <li>Coach regularly highlights key fundamentals and skills.</li> </ul>	<ul style="list-style-type: none"> <li>Coach displays accurate knowledge of all the sports he or she coaches.</li> <li>Coach sometimes highlights key fundamentals and skills.</li> </ul>	<ul style="list-style-type: none"> <li>Coach displays under-developed knowledge of all the sports he or she coaches.</li> <li>Coach does not understand key fundamentals and skills.</li> </ul>
3. Strength and Conditioning	<ul style="list-style-type: none"> <li>Develops a year round strength and conditioning program</li> <li>Maintains a system for monitoring student benchmarks</li> <li>Studying, analyzing, developing, and evaluating appropriate practices.</li> </ul>	<ul style="list-style-type: none"> <li>Provides opportunities for strength and conditioning prior to the beginning of regular practice.</li> <li>Observes and encourages students during strength and conditioning.</li> <li>Maintains organized strength and conditioning as part of daily practice.</li> </ul>	<ul style="list-style-type: none"> <li>Provides limited or no time for strength and conditioning prior to beginning regular practices.</li> <li>Occasionally observes students during conditioning.</li> <li>Maintains limited or no strength and conditioning routine as part of daily practice.</li> </ul>
4. Game preparation	<ul style="list-style-type: none"> <li>Expertly and efficiently organizes event(s) details utilizing staff suitably to ensure smooth delivery for all stakeholders involved.</li> </ul>	<ul style="list-style-type: none"> <li>Provides leadership and general direction to the event staff.</li> <li>Plans event(s) including set-up, operational planning involving the host facility and all visitors.</li> </ul>	<ul style="list-style-type: none"> <li>Details of event(s) are not organized in a timely manner. Staff members may not know their role for the event(s).</li> <li>Limited awareness of needs to organize details takes place that result in an uncoordinated event(s).</li> </ul>
5. Utilizes proper first aid techniques	<ul style="list-style-type: none"> <li>Enacts procedures that reflect appropriate safety measures to prevent injuries.</li> <li>Models appropriate safety measures.</li> </ul>	<ul style="list-style-type: none"> <li>Uses multiple sources to train and develop first aid techniques.</li> <li>Prepares supplies and student health information.</li> </ul>	<ul style="list-style-type: none"> <li>Has limited training or experience with first aid techniques.</li> <li>Prepares supplies.</li> </ul>

	<b>Significantly Above Expectations</b> <b>5</b>	<b>At Expectations</b> <b>3</b>	<b>Significantly Below Expectations</b> <b>1</b>
	<ul style="list-style-type: none"> <li>• Prepare and maintain first aid supplies and student health information.</li> <li>• Supplies are available at all practices and games.</li> </ul>		
6. Demonstrates continuous professional growth	<ul style="list-style-type: none"> <li>• In addition to Level 3 descriptors attends professional development and shares information with colleagues and players.</li> <li>• Attends training and coaching clinics.</li> <li>• Ensures all professional learning activities align with TSSAA and MCPS policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Attends district required professional development.</li> <li>• Attends additional coaching clinic</li> <li>• Reads and applies TSSAA policies.</li> </ul>	<ul style="list-style-type: none"> <li>• Attends district required professional development.</li> <li>• Does not consistently enforce TSSAA policies.</li> </ul>

	<b>Significantly Above Expectations</b> <b>5</b>	<b>At Expectations</b> <b>3</b>	<b>Significantly Below Expectations</b> <b>1</b>
<b>D. RELATIONSHIPS</b>			
<b>1. Effectiveness</b>			
a. in working with students	<ul style="list-style-type: none"> <li>The coach-athlete interactions demonstrate caring and respect for one another</li> <li>Athletes exhibit caring and respect for one another</li> <li>Positive relationships and interdependence are always present</li> </ul>	<ul style="list-style-type: none"> <li>The coach athlete interactions are generally friendly, but may reflect occasional inconsistencies, favoritism, or disregard for students' cultures</li> <li>Athletes exhibit respect for the coach and are generally polite to one another</li> <li>The coach is sometimes receptive to the interests and opinions of athletes.</li> </ul>	<ul style="list-style-type: none"> <li>The coach athlete interactions are sometimes authoritarian, negative, or inappropriate.</li> <li>Athletes exhibit disrespect for the coach.</li> <li>Interactions among athletes are characterized by conflict, sarcasm, or put-downs.</li> </ul>
b. in working with staff	<ul style="list-style-type: none"> <li>The coach always works in a positive and productive manner with other coaches and the athletic director to schedule events, to reserve facilities, and to ensure smooth running athletic events.</li> <li>The coach always invites and encourages faculty &amp; staff to attend and support athletic events.</li> </ul>	<ul style="list-style-type: none"> <li>The coach generally works in a positive and productive manner with other coaches and the athletic director to schedule events, to reserve facilities, and to ensure smooth running athletic events.</li> <li>The coach sometimes invites and encourages faculty &amp; staff to attend and support athletic events.</li> </ul>	<ul style="list-style-type: none"> <li>The coach rarely or never works in a positive and productive manner with other coaches and the athletic director to schedule events, to reserve facilities, and to ensure smooth running athletic events.</li> <li>The coach rarely if ever invites and encourages faculty &amp; staff to attend and support athletic events.</li> </ul>
c. in working with parents	<ul style="list-style-type: none"> <li>The coach always communicates practice &amp; game schedules with parents.</li> <li>Interactions between the coach and parents are positive and demonstrate respect for one another.</li> </ul>	<ul style="list-style-type: none"> <li>The coach sometimes communicates practice &amp; game schedules with parents.</li> <li>Interactions between the coach and parents are mostly positive and respectful.</li> </ul>	<ul style="list-style-type: none"> <li>The coach rarely, if ever, communicates practice and game schedules with parents.</li> <li>Interactions between the coach and parents are rarely positive and respectful.</li> </ul>
<b>2. Discipline</b>			
a. firm but fair	<ul style="list-style-type: none"> <li>The coach establishes very clear expectations for athlete behavior and effort</li> </ul>	<ul style="list-style-type: none"> <li>The coach establishes rules and expectations for behavior of athletes</li> </ul>	<ul style="list-style-type: none"> <li>The coach does not establish rules and expectations of student athletes</li> </ul>

	<b>Significantly Above Expectations</b> <b>5</b>	<b>At Expectations</b> <b>3</b>	<b>Significantly Below Expectations</b> <b>1</b>
	<ul style="list-style-type: none"> <li>The coach clearly defines and communicates consequences for misbehaviors by student athletes, including academic failure or underperformance.</li> </ul>	<ul style="list-style-type: none"> <li>The coach has consequences for student athlete misbehavior, including academic failure or underperformance.</li> </ul>	<ul style="list-style-type: none"> <li>The coach has no defined or communicated consequences for misbehavior by student athletes, including for academic failure or underperformance.</li> </ul>
b. consistent	<ul style="list-style-type: none"> <li>The coach is always consistent in his/her behavioral expectations of student athletes and in consequences for misbehavior</li> </ul>	<ul style="list-style-type: none"> <li>The coach is sometimes consistent in his/her behavioral expectations of student athletes and in consequences for misbehavior</li> </ul>	<ul style="list-style-type: none"> <li>The coach is never consistent in his/her behavioral expectations of student athletes and in consequences for misbehavior</li> </ul>
<b>3. Communication with players</b>			
a. individual & team	<ul style="list-style-type: none"> <li>The coach always &amp; clearly communicates all practice and game schedules, behavioral expectations, academic expectations, and other pertinent information.</li> </ul>	<ul style="list-style-type: none"> <li>The coach regularly communicates practice and game schedules, behavioral expectations, and other pertinent information.</li> </ul>	<ul style="list-style-type: none"> <li>The coach rarely communicates practice and game schedules, behavioral expectations, and other pertinent information.</li> </ul>
<b>4. Conduct</b>			
a. conduct of team	<ul style="list-style-type: none"> <li>Athletes are consistently well-behaved and on task</li> <li>The coach establishes clear rules for behavior and has on file signed copies by the parent or guardian of the rules and expectations document provided to student athlete.</li> <li>The coach deals with athletes who have misbehaved or who violate team rules and/or norms quickly</li> </ul>	<ul style="list-style-type: none"> <li>Athletes are mostly well behaved and on task</li> <li>The coach establishes rules for behavior</li> <li>The coach deals with athletes who have misbehaved or who violate team rules and/or norms</li> </ul>	<ul style="list-style-type: none"> <li>Athletes are not well behaved and are often off task</li> <li>The coach establishes few rules for behavior</li> <li>Negative or inappropriate behaviors interfere with practices or games</li> </ul>
b. conduct of coach	<ul style="list-style-type: none"> <li>The coach always sets a good example of self-control by using appropriate language, by following school rules and policies, and by not receiving penalties for coaching misconduct.</li> </ul>	<ul style="list-style-type: none"> <li>The coach generally sets a good example of self-control by using appropriate language, by following school rules and policies, and by receiving fewer than two penalties for coaching misconduct.</li> </ul>	<ul style="list-style-type: none"> <li>The coach rarely sets a good example of self-control and uses inappropriate language, ignores school policies, and receives more than two penalties or reprimands from athletic competition officials in a season.</li> </ul>

Appendix C – Athletic Budget Template 2020-2021



**MAURY COUNTY PUBLIC SCHOOLS**

**Athletic Budget 20/21**

**\*Insert School Name\***

**\*Insert Sport\***

**Revenues**

	Actual Amount	Budgeted Amount	Difference
Fundraisers	\$ 3,000.00	\$ 15,000.00	\$ (12,000.00)
Donations	\$ 500.00	\$ 2,000.00	\$ (1,500.00)
Ticket Sales	\$ -	\$ 1,000.00	\$ (1,000.00)
Concession Sales	\$ -	\$ 2,500.00	\$ (2,500.00)
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
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	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 3,500.00</b>	<b>\$ 20,500.00</b>	<b>\$ (17,000.00)</b>





## ACKNOWLEDGEMENT FORM

I, \_\_\_\_\_, have received the Maury County Public School Interscholastic Athletic handbook and have reviewed the handbook in detail. I further understand that it is my responsibility to consult my school's athletic director or my school principal if I have any questions concerning its contents.

I understand and agree that:

1. This handbook is intended as a general guide to MCPS district personnel policies and procedures and that it is not intended to create any sort of contract between the district and any one or all of its employees;
2. The district may modify any or all of the referenced policies and procedures, in whole or in part, at any time, with or without prior notice, and
3. In the event the district modifies any information contained in this handbook, the changes will become binding on me immediately upon the posting of the new or revised policy or procedure on the district website.

I understand that as an employee of the District, I am required to review and follow the information set forth in this handbook as well as rules disseminated by the Tennessee Secondary Athletic Association, Tennessee Middle Schools Athletic Association, or Maury County Public Schools and other governing bodies specific to the sport(s) I coach, and I agree to do so.

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Employee Signature

Date