

Tazewell County Public Schools Interscholastic Activities Mission Statement

Tazewell County Public Schools offers interscholastic academic and athletic activities to middle and high school students with the sole purpose of supplementing the educational development of each participant. Through healthy competition, every activity will promote sportsmanship, teamwork, discipline, character, self confidence, responsibility, and maturity among competitors.

Interscholastic activities give each participant the opportunity to apply critical thinking skills developed in the classroom and physical skills developed in various sports practices to enhance performance ability in academic and athletic competitions. Students participating in interscholastic activities will be allowed to compete according to work ethic, level of performance, and skills developed in practice. All interscholastic activities implemented by Tazewell County Public Schools are governed by the rules and regulations of the Virginia High School League.

Interscholastic activities will provide an enjoyable social atmosphere that is conducive to developing long lasting friendships with both teammates and opponents. School and team spirit will be strongly encouraged. Hostilities exhibited towards opponents, officials, and others have no place in a sportsmanship supported atmosphere and will not be tolerated.

All students will learn the reality of winning and losing. Victory and defeat will be accepted with humility. Each interscholastic team is expected to strive for victory only with the understanding that success will be measured in the overall development of the individual participant.

Parental and community involvement is welcomed and will enhance the success of Tazewell County Public Schools' interscholastic activities. School administrators, coaches, sponsors, faculty members, parents, and community members are charged with collaboratively adhering to this mission.

Preface

An instrumental part of each student's educational experiences include extracurricular school activities. Whether students participate directly or act as supporters, school sponsored activities usually have an impact on the entire student body. These activities are not separate from the educational process but are totally interrelated as a part of each student's educational development.

This handbook will be used by administrators, athletic directors, coaches, and others in an effort to ensure that all school-sponsored activities help maximize the development of each student. The backbone of this handbook is the Activities Mission Statement. The Activities Mission Statement and Tazewell County School Board policies and regulations support the basis for this handbook.

This handbook serves as a guide to all individuals involved in school-sponsored activities and a document to provide solutions to questionable situations.

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Student/Athlete

Responsibilities of the Athlete

Most coaches expect the athlete to adhere to the following:

- The team's goals, welfare, and success must come before any individual.
- Act appropriately within the guidelines of the Tazewell County School Division Student Code of Conduct.
- The athlete needs to consistently attend practice sessions. This may include practices on weekends and during holiday breaks. It is the athlete's responsibility to be on time and to inform the coach should he / she not be able to attend practice for a particular reason.
- Players must be receptive to coaching.
- Players are responsible for all issued uniforms and equipment.
- As a member of a team, the athlete must agree to follow team rules and procedures. Athletes need to remember that they are ambassadors and represent not only themselves, but also the coaching staff, the school, and the school division.

Player Equipment Obligation

Any athlete with an outstanding school-related or equipment obligation will not be allowed to participate during a subsequent sport season until the obligation is cleared. Athletes are responsible for any and all equipment that has been issued to them. Equipment is to be returned in as close to the condition in which it was issued. Any equipment lost, stolen, or damaged (outside of normal wear and tear) will be replaced at the athletes expense at current market rates. Further, failure to pay obligations will result in loss of privileges in regard to other high school activities such as the prom and graduation.

Team Participation

It is important to understand that participation on an athletic team is a privilege and not a right. Maintaining one's membership on a team means accepting all of the responsibilities of helping the team meet its goal for success. However, unlike recreation or intramural teams, there is no equal or guaranteed playing time. In an effort to put the best team in the competition arena, players will be used that best suit the conditions and demands of the contest.

The ultimate goal in interscholastic competition is to promote maximum participation of student/athletes. Situations may dictate, however, that numbers of participants be reduced. Examples of limitations may include lack of facilities, equipment, regulations, low skill level of participants, and safety issues. Every coach has the responsibility and authority for selecting team participants. Again, it is important to understand that there are no guarantees. Players from a

previous year's JV team, for example, do not automatically make the JV or Varsity squads the following year. Having been a member of a team the previous year, or even being a senior, does not ensure that an athlete will make the squad.

Parents should expect that every candidate be treated fairly and given every consideration. Coaches are teachers and are sensitive to feelings of student disappointment. Situations that require reduction in participant numbers will be handled with understanding and concern. A coach will be available to answer questions an athlete or their parents may pose. If it is determined that a student will not participate, it is understood that the individual will be welcome to try to participate in another sport offered in the same season or try out again next season. When parents and athletes understand and support the coach's decision, this process becomes less difficult for everyone involved.

Duties, Responsibilities, and Expectations

Duties and Responsibilities of Principals and Assistant Principals

- By July 1, submit a complete list of prospective coaches and athletic director for the upcoming year to the Supervisor of Human Resources (see Appendix A).
- Oversee all activities including those of the Athletic Director, coaches, and participants.
- Evaluate the Athletic Director and all coaches by the end of the school year (see Appendix B and C).
- Ensure that adequate security, emergency personnel, ticket sellers, ticket takers, and officials are present at all school sponsored activities.
- Carefully review Master Eligibility Lists (MEL) for accuracy before authorizing with your signature.
- Approve final athletic schedules.
- Monitor implementation of VHSL rules and regulations, and school board policies.
- Approve facility usage by interscholastic teams.
- Approve usage of concession areas and dispersion of concession profits.
- Ensure that representation is provided at all district, regional, state, Athletic Director, coaches' meetings and mandatory rules clinics.
- Review and approve the Activities Budget.
- Ensure that all facilities on the school campus are clean and well maintained by all responsible parties.
- Monitor spectator behavior and take action to correct inappropriate behavior.
- Require all coaches to be CPR certified and to sign a coaching contract before performing any coaching duties.
- Review the contents of this handbook with the appropriate personnel prior to the beginning of each sports season.

Duties and Responsibilities of Athletic Directors

- The Athletic Director (AD) will oversee the sports activities at the high school and middle school
- The AD will work closely with each Head Coach, high school Principal, and middle school Principal when scheduling practices and competitions.
- Prior to each sport season, submit schedules to the Supervisor of Secondary Education.
- Arrange travel for athletic teams and communicate relevant information to Head Coaches.
- Assist the Principal in securing staffing needs for each interscholastic event.
- Monitor the eligibility of student participants.
- Submit completed copies of VHSL Master Eligibility in a timely manner to opposing schools.
- Ensure that every student participating on a school sponsored team submits a signed insurance form and VHSL physical examination form.
- Complete and return VHSL eligibility, financial, and required forms or documents with Principal's signature when appropriate.
- Submit copies of Head Coaches' post-season report to the Principal.
- With Principal's consent, reschedule competitions and inform all pertinent parties.
- Enforce two hour and forty-five minute sports practice rule and other county policies and regulations. When an exception to this rule is warranted, inform the Principal, and have him/her submit a letter to the Secondary Supervisor for authorization.
- Distribute VHSL information and literature to coaches in a timely manner.
- Collaborate with principals on the activities budget.
- Secure information for payment of officials for home events.
- Provide dressing facilities, refreshments, and security for officials at home events.
- Attend mandatory VHSL meetings, workshops, and clinics with the Principal's consent.
- Schedule physicals for athletes when feasible.

Duties and Responsibilities of Head Coaches

- Supervise assistant coaches and assign duties and responsibilities.
- Conduct an orientation meeting at least one week prior to the start of practice with all interested students and their parents. Group athletic insurance information and forms will be distributed to each student. Address general information about scheduled practices, expectations for team members, expectations for parents, and procedures for selecting players. (Virginia High School League [VHSL] Physical Examination

forms will be distributed and completed according to guidelines provided by the AD.)

- Coaches are encouraged to keep a maximum number of manageable student-athletes on their roster. The head coach will provide written guidelines or rules of participation and selection criteria.
- Student-athletes who have not turned in completed insurance forms and VHSL Physical Examination forms will not be allowed to practice or compete.
- Provide the Athletic Director with a complete team roster at least one week prior to the first scheduled contest.
- Develop daily practice schedules which include dates, times, and locations.
- Confirm schedule and transportation needs with Athletic Director prior to the start of the sport season.
- Supervise and coordinate the activities of the feeder teams (Junior Varsity & Middle School).
- Supervise student-athletes from first arrival at practice until departure.
- Provide a pre-season inventory of equipment and uniforms to the Athletic Director.
- Maintain equipment and uniforms issued to student athletes.
- At season's end, submit a report to the Athletic Director containing district record, season record, post-season accomplishments, special honors, or awards (individual or team), post-season inventory, and budget requests for the following year.
- Teach proper and safe techniques for play, conditioning, and weight-lifting.
- Give immediate and appropriate attention to injuries, and submit an accident report to the Principal's office.
- Abide by the two hour and forty-five minute practice rule unless practices cannot be conducted immediately after school when sharing facilities.
- Enforce Tazewell County policies concerning alcohol, tobacco, and drug usage.
- Demand good conduct and discipline among your student-athletes.
- Carry copies of the student-athletes' insurance information and physical examination forms to away contests for emergency purposes.
- Always have access to a telecommunication device in case of an emergency.
- Keep a copy on hand of your school's Crisis Management, Emergency Management, and Medical Response Plans.

Expectations of Coaches

- Maintain a positive and professional relationship with student-athletes, other coaches, parents, fans, and officials.
- Use sound and professionally accepted teaching practices and coaching techniques.

- Encourage student-athlete performance through repetition of drills related to the sport in which the athlete participates.
- Run well organized practice sessions Monday through Friday during contract periods.
- Stress health promotion and injury prevention in every phase of coaching. When injury occurs, maintain good communication with the student-athlete, parent, and physician.
- Keep involved parties informed about any practice schedule changes.
- Maintain a safe, clean, and organized environment in athletic facilities, home and away.
- Monitor the academic progress of student-athletes. Immediately notify the Athletic Director of any potential eligibility problems.
- Stress academic performance over athletic performance.
- Attend mandatory VHSL meetings, workshops, and clinics with Principal approval.
- Professional Leave will be granted for coaches to attend mandatory VHSL events. Assistant coaches will be provided professional leave to attend one coaching clinic for each applicable sport. Head coaches will be provided professional leave for two clinics of an applicable sport.
- Work with guidance counselors to provide student-athletes information about athletic and/or academic college scholarships.
- Teach good sportsmanship and lead by example.
- Make every aspect of your program reflect positively on the school.
- Discourage unruly crowd behavior by projecting a positive self image.
- Provide an environment that is conducive to both learning and enjoyment.
- Give all student-athletes a fair opportunity to learn new skills and to improve upon other skills throughout the entire season.
- Encourage student-athletes to participate in other sports and school-sponsored activities.
- Enforce VHSL, national federation, and governing associations' rules and regulations.

Duties and Responsibilities of the Central Office Personnel

- The Supervisor of Human Resources will provide and collect forms provided to Principals that record names of prospective coaches and athletic directors.
- The Director of Maintenance will oversee new athletic facility planning and renovations to existing facilities.
- The Director of Finance will oversee the group athletic insurance policy information completed at each school
- The Director of Maintenance will serve as a liaison between schools and maintenance concerning the upkeep of fields and athletic facilities.
- The Supervisor of Secondary Education will coordinate professional seminars to assist coaches in providing effective athletic programs.

- The Supervisor of Secondary Education and Supervisor of Human Resources will conduct training sessions for prospective coaches, assistant coaches, and volunteer coaches.
- The Supervisor of Secondary Education will revise the Activities Handbook as needed.
- A representative from the School District will attend district, regional, and state VHSL meetings as needed.

Coaching Supplements

Qualifications

- The qualifications for coaches are listed in the Tazewell County Public Schools Policy Regulation GBN-R.2.
- Coaching candidates should possess leadership qualities and skills necessary to effectively work with students, parents, and the community.
- Coaches are required to have current CPR and First Aid Certificates prior to beginning coaching duties.
- The VHSL requires an exception under 27-2-2 (4) of the Coach's Rule for non-faculty coaches (see Appendix D). A form is provided by the VHSL which Principals can use to list recommended non-faculty coaches. The form must be signed by the Principal, the Superintendent, and the Executive Director of the VHSL for confirmation of approval.

Contract

- Principals will develop a list of prospective coaches and athletic directors by July 1 and submit to the Supervisor of Human Resources.
- Superintendent will make coaching recommendations to the School Board in July, or as needed.
- Upon approval by the School Board, coaching contracts will be distributed prior to the beginning of each sports season.
- Coaches will sign a contract before administering their duties and responsibilities (subject to change according to availability of contracts).

Payment

- Principals will submit coaching vouchers to the Supervisor of Human Resources verifying they have completed, or are in the process of completing their duties.
- Coaches will receive their supplements according to the following schedule:
 - Fall Sports – November
 - Winter Sports – December/February (*Middle School Coaches who coach basketball and volleyball will be paid in December.*)
 - Athletic Directors – March
 - Spring Sports – May

VHSL Regulations and Policies

Administrators and coaches will follow the rules and regulations provided by the VHSL, national federation for secondary school activities, and governing associations. Contacts will be made with the appropriate personnel from these organizations for clarification of interpretations and rulings.

Scheduling

Responsibilities

- The Athletic Director will work closely with Head Coaches to form and complete schedules.
- Final schedules will be approved by the Principal and copies sent to the Supervisor of Secondary Education, VHSL, and officials' associations prior to each sports season.

Criteria

- Schedule the maximum number of competitions allowable by the VHSL. When the maximum number of competitions can not be scheduled, the Supervisor of Secondary Education shall be informed.
- Schedule opponents from the same VHSL classification when possible.
- Have a schedule that is balanced in terms of opponents' strength (i.e. An athletic team should not be "overscheduled" or "under-scheduled").
- Avoid excessively long road trips.

Early Dismissal

It is the expectation of the School Board that students shall not be dismissed early from classes for athletic competition. Requests for exemptions from this policy will be made in writing by the Principal to the Assistant Superintendent for Administration.

Scheduling Dead Period

- Varsity and junior varsity teams will not schedule any practices or competitions for December 24-25.
- Requests for exemptions from this policy shall be made by the Principal to the Assistant Superintendent for Administration.

Practice Schedule Guidelines

- The Athletic Director shall work closely with the Principal to assign practice times and locations.

- When school is dismissed, the coach has two hours and forty-five minutes to complete practice. Students will be leaving the school grounds no later than two hours and forty-five minutes after the dismissal bell rings. Due to extenuating circumstances involving conflicts in scheduling facilities, exceptions to this rule will be allowed. The Principal shall make a written request to the Secondary Supervisor.
- Coaches of varsity and junior varsity teams may schedule practices on snow days with the Principal's consent. However, attendance is not mandatory. Practices will not be conducted if there is early dismissal for inclement weather.
- Coaches of middle school teams may not schedule practices on snow days.

Transportation

Modes of Transportation

- County School Bus - The Athletic Director is responsible for sending the Supervisor of Transportation a list of transportation needs for each sports season. The Athletic Director is also responsible for contacting the Transportation Office in case of postponements or other schedule changes. Coaches are responsible for maintaining order among student-athletes during trips, maintaining a clean bus, and removing debris and items from the bus at the end of each trip.
- Activity Bus - Each high school is responsible for scheduling the use of its activity bus with the Supervisor of Transportation. The Supervisor of Transportation is responsible for verifying that the driver has the appropriate license. Coaches are responsible for maintaining order among student-athletes during trips, maintaining a clean bus, and removing debris and items from the bus at the end of each trip.
- Charter Bus - The Athletic Director has the discretion of using a charter bus service for long road trips. The Supervisor of Secondary Education will secure charter bus information ensuring that the bus is properly insured, licensed, credible, and has a safe transportation record before contracts are signed. Coaches are responsible for maintaining order among students, and or student-athletes during trips; maintaining a clean bus; and removing debris and items from the bus at the end of each trip.
- Personal Vehicle - No more than five students shall be transported in a single personal vehicle. A personal vehicle may be used with the Principal's consent according to Policy Regulation IICA-R.1 (see Appendix E). The driver must complete a Field Trip Request form and proof of insurance coverage (see Appendix F).
- Vans - Based on the recommendation from the National Transportation Safety Board, the use of school owned vans, rental vans, or personal vans for transporting students to and from school-related events is prohibited.

- Students are expected to ride in approved vehicles established through policy provided by Tazewell County Public Schools. If extenuating circumstances exist, students may ride with their parents or guardians only, provided they are given prior approval by the coach.

Event Operations

Paid Admissions and Passes

- Prices for admission to all events will be determined by VHSL representative organizations comprised of Principals and Athletic Directors.
- Southwest District - - Regular season and Southwest District playoffs for Graham, Richlands, and Tazewell
- Region IV playoffs - - Graham, Richlands, and Tazewell
- Mt. Empire District - - Regular season and Mt. Empire District playoffs for Pocahontas
- Region C District playoffs - - Pocahontas
- VHSL - - State playoffs

Passes

- Employees of Tazewell County Public Schools will be admitted with proper employee identification to regular season home games in the area in which they are employed. Passes will not be accepted for jamborees, tournaments, or play-off games.
- VHSL passes, Virginia High School Coaches Association passes, Virginia officials' organization passes will be accepted for regular season games, Southwest District playoff games, Region IV , and VHSL state playoffs.

Tazewell County Ticket Booklets

Athletic ticket booklets are good at any regular season home athletic event at Graham, Richlands, Pocahontas, and Tazewell High Schools and Middle Schools. The booklets are sold for the following prices with discount savings listed per booklet.

- | | | |
|-----------------------------------|----------------|----------------|
| • <i>Ticket Book w/5 Tickets</i> | <i>\$22.50</i> | <i>\$2.50</i> |
| <i>Savings</i> | | |
| • <i>Ticket Book w/10 Tickets</i> | <i>\$40.00</i> | <i>\$10.00</i> |
| <i>Savings</i> | | |
| • <i>Ticket Book w/20 Tickets</i> | <i>\$70.00</i> | <i>\$30.00</i> |
| <i>Savings</i> | | |

Payment to Personnel

Principals are responsible for securing ticket sellers/takers for all relevant activities Tazewell County School personnel will never be paid for these services by the school. The Principal is responsible for forwarding the appropriate information along with a check for the specific amount to the

School Board office. The School Board will then pay the individuals. The only exception is when the employee is working in the capacity of an official. In this case, the school will pay the individual directly. Principals and athletic directors will follow VHSL guidelines and accounting procedures for VHSL playoff events.

Gate Receipts

Revenues from athletic events will be processed according to the Tazewell County Public School Activity Accounting Manual and/or procedures provided by the VHSL. All revenues from the middle schools will be sent to the high schools in a timely manner following the end of the season, unless other arrangements have been made between the Principals of both schools.

Officials

Athletic Directors (A.D.) will schedule officials to work at home events, address the needs of officials at home events, and secure payment for the services of officials. (Important Note: Before an official is paid, the school must have a completed W-9 Form for that individual.)

Clock Operator/Scorer/P.A. Announcer

Athletic Directors are responsible for securing and training a clock operator, score book keeper, and a public address system announcer. The A.D. is also responsible for ensuring that the tasks performed by these individuals are objective, unbiased, and professional in manner.

Security

Principal is responsible for seeing that adequate security is present at events. The Principal will establish communication with the sheriff's office, the state police, and the local police and use these agencies when necessary.

Safety Personnel

The Athletic Director is responsible for contacting local rescue squads and other emergency personnel for events.

Concessions

Principals have the responsibility to authorize use of the concession areas at home events and distribution of revenue. Any group not sponsored by the school must receive permission from the Superintendent's Office and

the terms and conditions must be detailed in a written contract approved by the School Board.

Invocations

Based upon recent court decisions, the School Board has declared invocations delivered prior to school-sponsored events to be constitutionally inappropriate. It is recommended instead to schedule one of the following:

- A Moment of Silence to reflect on the day, the participants, and the upcoming contest.
- A Moment of Reflection - a 60 second address to be delivered by a student, focusing on two or more of the following or related topics: sportsmanship, fellowship, citizenship, teamwork, honor, humility, educational growth, character, discipline, integrity, unity, etc.

Preseason Meeting

Head Coaches are expected to post and announce a preseason meeting date for prospective student-athletes and their parents. The meeting shall be scheduled during the evening to prevent conflicts with work and other sports.

During this meeting, the coach shall complete the following checklist:

- Group athletic insurance forms will be distributed and discussed.
- VHSL physical examination forms will be distributed and discussed.
- Tryout dates and criteria for team membership will be discussed.
- A schedule of practices and competitions will be distributed.
- Injury risks for each particular sport will be discussed, along with VHSL catastrophic insurance coverage.
- Written expectations for team membership will be distributed.

Budgets and Purchasing

Responsibilities

- Athletic Director and Principal, based on Head Coaches' post-season inventory shall develop an Activities Budget.
- The Principal is responsible for approving the final budget.
- When approved, the Principal and the Athletic Director will review budget with Head Coaches.
- The Athletic Director (with the Principal's consent) has the authority to place orders for equipment and supplies.

Priority

No individual sport shall be given priority over any other; however, it should be noted that some sports require more equipment and supplies than others.

Procurement Policies

- When purchasing equipment, supplies, or services, all personnel will follow the state procurement policies.
- Three documented price quotes are recommended for every purchase in excess of \$2,500.
- During the process of securing quotes, sharing the competing quotes with other vendors is prohibited. When all quotes have been secured, it is required that quotes be shared with competing vendors.
- All purchases over \$30,000 must be pre-approved by the School Board.

Using Indoor Facilities for Outdoor Sports

General Policy

Kicking, throwing, or otherwise using sports balls, equipment, etc., in such a manner as to damage light fixtures, windows, scoreboards, bleachers, backboards, ceiling tiles, floors, and any other Tazewell County Public Schools property is prohibited.

Baseball/Softball

When inclement weather occurs, baseball/softball teams may practice in gymnasiums with the following restrictions:

- Principal approval is required.
- Pitching and catching is permitted with regulation balls as long as proper padding and netting are used to protect the facilities.
- Infield practice is restricted to using E-Z ball, incrediball, softie ball, or equivalent. The use of regulation balls is prohibited.
- A batting cage and nets must be used at all times for batting practice. The above-mentioned balls must be used. The use of regulation balls is prohibited.
- Failure to abide by these restrictions shall be considered a serious infraction.

Track/Cross Country/Other Sports

When inclement weather exists, track, cross country, and other sports may practice in the gymnasium as long as every precaution is taken to protect school property.

Fundraising

Students are prohibited from directly participating in fundraising activities. Coaches may submit fundraising proposals to their Principal on the appropriate form. With the Principal's approval, the form shall be sent to and approved by the Superintendent's Office before any fundraising activity can take place. Booster groups must also follow this sequence for their proposed fundraising activities.

Middle School Activities

Expectations

All Middle School programs will operate according to VHSL rules and regulations.

Athletic Participation/Parental Consent/Physician's Certificate Form

Participation, consent, insurance, and physical examination forms provided by the school will be completed before any student is allowed to participate on a middle school team. These forms will be filed in the Principal's Office. Copies of these forms will be easily accessible to the coaches and carried by coaches to away competitions.

Master Eligibility Form

Middle School Principals shall complete a Master Eligibility Form for each team sponsored. Completed forms will be filed in the student-athletes home school and a copy provided to the Athletic Director.

Responsibilities

Middle School Principals and coaches have the same general responsibilities as the High School Principals and coaches as reviewed in this handbook.

Athletic Coaching Supplements for High School and Middle School (see Appendix G).

APPENDIX A

GBN-R.2

GBN-R.2

PERSONNEL

Coaching Assignments

- A. The philosophy and intent of the Tazewell County School Board is that all coaches should come from present instructional staff. However, in the event that all efforts have failed, the principal shall make a written request, supported by complete documentation, to the superintendent for consideration of other alternatives. If the superintendent determines the request to be valid, he will instruct the Director of Personnel to advertise the coaching position, take applications, and have an employment panel conduct interviews. If someone is selected, they will be recommended to the Superintendent for submission to the school board for approval.

- B. The qualifications for consideration shall include:
 - 1. A Bachelor's degree
 - 2. Experience in sport being considered
 - 3. Demonstrable qualities of honesty, integrity, sound moral character, and the ability to work effectively with young people.
 - 4. Be under the direct supervision of the school assigned.

Adopted by School Board: April 6, 1998
Amended by School Board: July 25, 2000

APPENDIX B

COACHES EVALUATION

Name: _____

School: _____ Date of Evaluation: _____

Rating Schedule: (1) Poor (4) Good
 (2) Below Average (5) Excellent
 (3) Average

- A. Based on your appraisal of this coach's performance, check appropriate response.
1. Handling Equipment: (Provides an adequate system for management of equipment. This includes issuing, collecting and accounting. Submits eligibility and inventors of equipment within prescribed deadlines.)
 2. Relationship with Parents: (Maintains appropriate rapport with player's parents.)
 3. Relationship with Community: (Maintains a positive rapport with community groups and/or individuals interested in the sports program.)
 4. Pre-Game Details: (Makes adequate provision for transportation. Assumes responsibility for bringing staff and team to the game physically, mentally and emotionally prepared for competition.)
 5. Records and Statistics: (Maintains adequate written records, statistics, etc. of activities and personnel.)
 6. Adherence to Regulations: (Abides by district, conference and MHSAA Policies.)
 7. Relationship with News Media: (Maintains accurate, balanced communications with news personnel to the extent sport coverage is adequate.)
 8. Relationship with Administration: (Cooperates with the school administration in promoting the total athletic program.)
 9. Relationship with Staff: (Maintains a positive rapport with the building staff.)
 10. Awareness of Trends: (Keep informed of modern trends, techniques and strategies. Applies new trends where applicable.)
 11. Practice Supervision: (Organizes, supervises, coordinates and evaluates practice sessions and related activities with proper attention to player's mental and physical well-being.)
 12. During-Games Behavior: (Maintains self-control providing and example of sportsmanlike conduct in his relationship with players, staff, officials and opponents.)
 13. After-Games Conduct: (Accepts responsibilities for outcome of game, is able to congratulate the opponent and is able to accept victory or defeat in a professional manner.)

14. Relationship with Players: (Discipline is firm but fair. Has an open communication with player and is generally liked. Enforces training rules, athletic code and does not show favoritism in anything.)
15. Integration of Coaching and Teaching: (Exhibits enthusiasm toward teaching as well as coaching and, in short, be the type of person the community would be proud to have their young people pattern themselves after.)
16. Attendance at league meetings, rules meetings, coaching meetings.
17. Willingness to go the extra mile.
18. Evaluation: (What is your overall opinion of this coaches' performance?)
19. Outstanding accomplishments:

B. Explain those areas below satisfactory: (Be specific - if necessary, attach another sheet.)

C. Specific suggestions for improvement:

The signature of the coach below does not necessarily indicate agreement with the above evaluation; but indicates he/she has seen it. The coach may attach a memo explaining his/her disagreement regarding any aspect of the evaluation.

Coach's Signature _____

Principal's Signature _____

Athletic Director's Signature _____

Date _____

APPENDIX C

COACHES EVALUATION SCORESHEET

Item#	Rating Score
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TOTAL

APPENDIX D

RULES AND REGULATIONS

27-2-1 COACHES RULE - *All coaches and sponsors of League activities, both athletic and nonathletic, shall be certified teachers regularly employed by the school board and responsible to the school principal. They shall have not less than three regular periods of classes or study hall duty per day.*

Note: Interscholastic competition for girls and boys should be coached or directly supervised by a woman or man, respectively, who is responsible to the school principal. If a man coaches girls on a mixed team or coaches a girls team, it is strongly recommended that a female supervisor be present at all games and practices. If a woman coaches boys on a mixed team or coaches a boys team, it is strongly recommended that a male supervisor be present at all games and practices.

27-2-2 Exceptions:

- (1) Students in training at institutions of higher learning.
- (2) Principals, assistant principals or other members of the school division's instructional or administrative staff with duties comparable to those of teachers carrying three regular periods of classes.
- (3) Retired Virginia teachers or administrators as approved by the division superintendent.
- (4) Persons approved by the Executive Director upon written certification from the principal and division superintendent. Approval shall be contingent upon written notification from the school principal that the non-faculty coach will be apprised of all VHSL eligibility requirements for participants and any League policies pertaining to his/her sport prior to assuming duties.
- (5) Instructional or administrative aides employed full-time within the same school division.

27-2-3 Interpretations:

- (1) This rule bars special coaches or sponsors of an activity who are not employed to serve in any other capacity or who are employed during the season in the activity only, unless they are exempted under 27-2-2 (4) of this rule. It is not intended to bar assistants for whose services no recompense is given, either directly or indirectly, from any source, provided that such services are rendered only at practice sessions under the supervision of a regular faculty member.

APPENDIX E

IICA-R.1

IICA-R.1

INSTRUCTION

Use of Private Cars for Transporting Students

Under certain circumstances school board employees may use their cars to transport students to school-related events, such as activity trips involving a limited number of students when no other form of transportation is available and participation could not occur if private transportation were not made available by the employee.

The employee is required to submit a request to the building principal or immediate supervisor stating the details of the trip. The employee is responsible for seeing that all parent permission forms are gathered from the students who are to go on the trip. Prior to actually taking the trip the employee is required to have the maximum limit of liability coverage on his/her personal car insurance coverage.

The present ruling of the insurance carrier for the school board is that the employee's personal insurance would be used in the case of an accident to cover medical and liability payments for the employee and occupants of the car. The school board's general liability and excess liability coverages specifically exclude automobile coverage. Under the automobile liability policy carried by the school board, the school board is covered for liability suits arising from use of private automobiles by school board employees, and the same policy also can be used as excess coverage after an individual employee's personal policy has been completely used up to cover all contingencies of an accident.

Approved by School Board: June 9, 1986
Amended by School Board: July 13, 1992

TAZEWELL COUNTY PUBLIC SCHOOLS
 209 W. Fincastle, P.O. Box 927, Tazewell, VA 24651-0927

TODAY'S DATE: _____ **FROM:** _____ **at** _____
 (name of person submitting form) (name of school)

NOTE: Please review all instructions on the reverse side of this form before submitting your request for an activity. Complete each form in its entirety (front and back.)
SPECIAL NOTE: *Field Trip Requests not received in this office two weeks (14 days) prior to the date of the trip will not be considered for approval.*

PROFESSIONAL LEAVE

- Nature & Location of Meeting: *(Attach any printed information and where you can be reached.)*

- Overnight Stay: Yes No
- Departure - Date: _____ Time: _____
- Return - Date: _____ Time: _____
- Who will pay expenses: (Check one)
 ___ TCPS; ___ Self; ___ Local School; ___ State Dept.;
 ___ Athletic Dept/VHSL; ___ Other *(Explain)*

SIGNATURE OF PERSON SUBMITTING REQUEST

 POSITION

FIELD TRIP AND EXCURSIONS

_____ grade/class/organization

- Destination of Trip _____
- Curricular _____ Other _____ VHSL _____
- Transportation: School Bus ___ Activity Bus ___ Other ___
- Number of students _____ / Cost to each pupil _____
- Amount paid per pupil by organization _____
- Departure - Date: _____ Time: _____
- Return - Date: _____ Time: _____
- Attach list of teachers and chaperones assuming responsibility
- Reviewed checklist on back of form? Yes ___ No ___

SIGNATURE OF PERSON SUBMITTING REQUEST

 POSITION

USE OF SCHOOL FACILITIES

FACILITY: _____
 Name of Organization: _____
 Address: _____
 Phone: (w) _____ (h) _____

Billing Address: _____
 Activity Planned: _____
 Date(s) Facility needed: _____
 Beginning Time: _____ Ending Time: _____
 Special Instructions, Requests, Etc: (attach information)
NOTE: Principal and party making request for use of facility will be notified by Central Office of determination.

PRINCIPAL VERIFIED ON SCHOOL CALENDAR _____

FOR CENTRAL OFFICE USE

Use of School: _____
 Custodial Services: _____ *Fee Charged* _____
 No Charge: _____
Payment Received: _____
Date Received: _____ **TOTAL CHARGES:** _____

NOTE: Fees charged do not involve security, protection against vandalism, or destruction of property. Organization or responsible party using the school facility will be held accountable.

 (Signature of Responsible Party)

FUND RAISING ACTIVITY APPLICATION

SCHOOL: _____

ORGANIZATION: _____

- Explain the purpose of your project.

- How will funds be raised?

- How will proceeds be used?

- How is this activity compatible with school division objectives? _____
- Does the project support school division:
 curricular objectives? _____
 athletic objectives? _____

 (Signature of Responsible Party)

_____ REJECTED _____ APPROVED _____
 PRINCIPAL _____ DATE _____

_____ REJECTED _____ APPROVED _____
 IMMEDIATE SUPERVISOR (CENTRAL OFFICE) _____ DATE _____

_____ REJECTED _____ APPROVED _____
 SUPERINTENDENT / DESIGNEE _____ DATE _____

FIELD TRIPS & EXCURSIONS
Certificate of Insurance Coverage

NOTE: *This portion must be completed if privately owned vehicle will be used for Field Trips & Excursions.*

I, _____, an employee of Tazewell County Schools at _____, am aware of Regulation EEA-R concerning the use of private cars for transporting students. On my vehicle, I carry the minimum limits of insurance as follows:

\$300,000 / \$500,000 - Bodily Injury • \$50,000 - Property Damage • \$5,000 - Medical

I understand that my insurance will be primary in the case of an accident for all occupants of my vehicle, and that Tazewell County Schools' coverage will be secondary.

Signature of Employee

Signature of Principal

CHECKLIST FOR TEACHERS, SPONSORS, AND PRINCIPALS: *(This checklist is not inclusive, but a guide for use by the principal.)*

The principal is responsible for the safety of both staff and students during all aspects of field trip travel. Adequate planning, liability, consideration, and financing must be addressed for successful educational trips.

1. Does the scheduling of the field trip enhance the objectives of the class or course?
 2. Has the purpose of the field trip and its benefits been discussed with the students?
 3. Has the field trip been cross-checked with the school activity calendar?
 4. Does the trip minimize absence from school?
 5. Has the closest and best location been considered?
 6. Has a contact person been identified at the site and their participation confirmed?
 7. Have chaperones been made aware of security needs at stops to guard against placing children in unsafe situations?
 8. Do chaperones have a contact number for school personnel in case of emergency?
 9. Have contingency plans been developed for emergency situations?
 10. Have the financial arrangements been worked out for all students?
 11. Have parental and student forms been distributed, completed, and collected?
- Permission forms and emergency care completed and returned
 - Written guidelines of trip rules distributed, discussed, and signed by the parents and students
 - Consideration given for parents to sign a luggage consent form so that school personnel can search belongings for illegal or prohibited items if necessary. Parents of any student possessing, selling or using illegal drugs/alcohol will be notified by a designated chaperone to make arrangements to come for the student and transport him/her home. (See Policy JFCI-R)

Code of Virginia, Section 22.1-176, 22.1-182, 22.1-190 Virginia High School League – Charlottesville, VA

INSTRUCTION

FUND RAISING BY STUDENTS

A. GENERALLY - Fund raising activities by school-related organizations that require and/or encourage students or others to engage in selling or merchandising items commercially available in the community are prohibited. Exceptions may be granted by the superintendent or designee. Soliciting funds in the name of the school is also prohibited. Any other types of fund raising activities must have the prior approval of the superintendent or designee. A request to engage in fund raising activity shall be submitted to the superintendent or designee by the building principal no fewer than 15 days prior to the scheduled activity. The superintendent or designee will consider approval of the request based on:

- 1) the need of the organization for funds
- 2) the use the organization plans to make of the funds
- 3) the name of the fund-raising activity
- 4) the extent to which the activity is compatible with school division objectives

B. SOLICITING ADVERTISEMENTS - All school-related organizations must have approval from the superintendent and principal prior to soliciting advertisements from local merchants.

C. USE OF FUNDS - No school or school employee may accept funds from any organization that does not follow these guidelines.

INFORMATION REGARDING USE OF SCHOOL FACILITIES

I the undersigned, acting as the representative of the _____ (group or organization) agree that this group/organization will abide by all rules and regulations of the Tazewell County School Division and will assume full liability for any personal injury, or damage to the facility resulting from the use of the _____ school on the following date(s): _____ . I further agree that I will be responsible for checking fire exits to ensure they are open and clear of obstruction, making sure that aisles and doorways are not blocked by tables, chairs or other items. The number of occupants will not exceed the posted occupant capacity. No flammable decorative materials will be used for the activity. An audible public announcement, pointing out the fire exits, will be made ten minutes prior to beginning the activity.

Signature: _____ Date: _____

CHARGES – USE OF FACILITY - No charge, except for custodial services, will be made for the use of school facilities by student organizations, recognized teacher, or school personnel groups, parent-teacher associations, school-sponsored organizations, and other youth groups approved by the superintendent. A fee of \$15 per hour will be charged all other groups for use of facility.

CHARGES-CUSTODIAL SERVICES - As a part of this agreement, one responsible full-time employee of the school division shall be designated to open and close the building and remain on duty while the building or premises is occupied. If the services of more than one employee are required, there will be an additional charge. These services will be computed at time and one-half of the regular rate of custodians.

PROCEDURE FOR PAYMENT - Please do not pay the school or custodian. You will be billed from Central Office.

APPENDIX G

TAZEWELL COUNTY PUBLIC SCHOOLS ATHLETIC SUPPLEMENTS

**2007-
2008**

HIGH SCHOOL POSITIONS

COACHING ASSIGNMENT	HEAD COACH	ASSISTANT COACH	COACHING ALLOTMENT	
			HEAD	ASSISTANT
ATHLETIC DIRECTOR	\$1,670	NONE	1	
BASEBALL	\$2,429	\$1,215	1	2
BASKETBALL	\$3,340	\$2,125		
			BOYS	2
			GIRLS	2
CHEER	\$1,062	NONE	2	
FALL & WINTER COMPETITION	\$1,062	NONE	1	
CROSS COUNTRY	\$1,215	\$911	1	1
FOOTBALL	\$6,073	\$3,036	1	4
GOLF	\$1,215	NONE	1	
SOCCER	\$2,429	\$1,215		
			BOYS	1 FOR
			GIRLS	COED / JV
SOFTBALL	\$2,429	\$1,215	1	2
SWIM	\$911	NONE	1	
TENNIS	\$1,215	NONE		
			BOYS	1
			GIRLS	1
TRACK	\$911	NONE	1	
INDOOR				
	\$1,822	\$1,215		
			BOYS	1 TO ASSIST BOTH TEAMS
			GIRLS	1
VOLLEYBALL	\$2,429	\$1,215	1	1
WEIGHT TRAINING	\$911		1	
WRESTLING	\$2,429	\$1,215	1	1

**MIDDLE SCHOOL
POSITIONS**

COACHING ASSIGNMENT	HEAD COACH	ASSISTANT COACH	COACHING ALLOTMENT	
FOOTBALL	\$3,036	\$1,215	1	1
BASKETBALL	\$2,125	NONE	2	
CHEER	\$1,062	NONE	2	
TRACK	\$1,215		2	
VOLLEYBALL	\$1,062	NONE	1	

NOTES AND EXPLANATIONS:

* ALL SUPPLEMENTS WILL BE PAID UPON COMPLETION OF COACHING DUTIES (WITH THE EXCEPTION OF THE ATHLETIC DIRECTOR ON March 1).

* SCHEDULED DATES FOR PAYMENT OF SUPPLEMENTS:
 FALL - NOVEMBER 1 WINTER - FEBRUARY 1 SPRING - MAY 1
 MIDDLE SCHOOL CHEER AND BASKETBALL - DECEMBER 1

* ALL ATHLETIC DIRECTORS ARE TO BE CONTRACTED ON AN 11- MONTH BASIS

* PERCENTAGES ARE BASED ON 2006-2007 BEGINNING TEACHER SALARY OF \$30,367:

\$6,073	20%	
\$3,340	11%	
\$3,036	10%	
\$2,733	9%	
\$2,429	8%	
\$2,125	7%	
\$1,822	6%	
\$1,670		5.50%
\$1,518	5%	
\$1,215	4%	
\$1,062		3.50%
\$911	3.00%	
\$759		2.50%

Handbook revised August 13, 2007