

JONES COUNTY SCHOOL SYSTEM

ATHLETIC HANDBOOK

2022 – 2023

Athletic Handbook of Policies and Procedures

PURPOSE OF ATHLETIC HANDBOOK

Policies and procedures are important to the organization and operation of any functioning body. This Handbook was prepared for the purpose of consolidating within one volume all policies applicable to the operation of the Athletic Department at The Jones County School System.

It is the purpose of this handbook to set forth the operating procedures for the students, parents and athletic staff at The Jones County School System.

ATHLETIC PHILOSOPHY

The first and foremost priority of any athletic program is to ensure the physical safety of all participants as well as reflect and be consistent with the philosophy, goals and attitudes of the school and its community.

Athletics should be an integral part of the education process. Good athletic programs serve as a focal point for a wholesome interest in a family setting, stimulating school and community spirit and pride. It should provide a healthy and controlled outlet for involvement by parents and create friendships among those who support the school.

Athletics may be seen as a microcosm of life. If a person succeeds in athletic competition, there is a high probability of success in other areas. This does not suggest that it is only performance which serves as the measure of potential success. "Doing well" also means the ability of persons to function with a high level of integrity and emotional maturity.

Athletics offer inherently beneficial values to the participant. There is a wide acceptance of the theory that athletic participation has a considerable influence on the person with regard to responsibility, fair play, cooperation, concern for others, leadership, respect for authority, good citizenship, loyalty and tolerance. Seen in its finest, and most realistic sense, athletic participation enables a person to learn discipline and to meet the challenges of facing other individuals mentally, physically and emotionally.

Students should be encouraged to participate in many different sports. Skills learned in one sport can be beneficial in another, producing a better rounded athlete. Staff unity becomes a by-product of programs which compliment each other.

The athlete should be a leader in the classroom as well as on the field. Although people do not have equal abilities in the classroom, they can strive to promote a good learning environment. It is our desire to see our student/athlete have a successful experience in the classroom as well as on the field of competition.

Athletes should be encouraged to participate in other activities in the school. It takes a special person to participate in sports, take part in a variety of school activities and still maintain an acceptable academic average.

A student's health and safety should be upmost in a coach's mind as he prepares his team for competition. This concern should be reflected in his practice schedule, equipment purchasing and updating, the dressing facility and the first aide room.

Coaches should keep abreast of new techniques and concepts. This can be accomplished by subscribing to periodicals, talking to other coaches and attending pertinent workshops in the off-season.

Cooperation and involvement with the entire faculty is a prerequisite to the success of a coach. The total faculty shares in the responsibility of making the school a success.

A coach should be loyal and supportive of the administration and BOE. Loyalty and support are two-way streets. Conversely, the administration needs to make available, when possible, the time, money, facilities and other resources necessary for the program to be a success.

MISSION STATEMENT

The mission of the Jones County Athletic Department is to empower our student/athletes with the importance of discipline, hard work, fair play and commitment within a team concept, both on and off the field. Proper direction and motivation to help develop our student/athletes athletically, academically, socially and spiritually will be the cornerstone of our program. While winning is important to everyone, the safety and well-being of our student/athlete is our most important goal.

COACHING ETHICS

In teaching a sport, the coach must realize there are certain rules designed to protect the player and provide common standards for determining a winner and a loser. Any attempts to beat these rules, to take unfair advantage of an opponent, or to teach deliberate unfair sportsmanlike conduct, have no place in athletics, nor has any coach guilty of such teaching, any right to call himself/herself a coach.

Conduct on the field must be exemplary. Proper language should be used at all times and in all situations, both by players and coaches. Coaches must display the example of good sportsmanship that they are teaching. Defend the rights of yourself and your team at all times, but do not exaggerate your differences with officials. Never engage in an exchange of words or actions with spectators during the course of a game or meet.

Coaches should have a positive relationship with other teachers. The classroom teacher is as eager as the coach to see individuals succeed. If an athlete is having difficulties in a particular class, the coach should try to help the student and the teacher solve the problem.

The news media will contact coaches periodically. Coaches MUST be sure they mean what they say, since they are likely to be quoted. If coaches give careful thought to what they say and how they say it, they can save themselves, their players, their school and the school system un-needed embarrassment.

Coaches are to refrain from removing teams from the playing area, unless instructed to do so, before a contest is completed. Once a contest has started, it is under the control of the officials.

A coach who conducts himself /herself according to these principles need have no fear of failure, for in the final analysis, the success of a coach can be measured in terms of the respect he/she has earned from his/her own players and from his/her opponents.

REMEMBER:

The essential qualities desired in coaching are HONESTY and INTEGRITY

ATHLETIC OFFERINGS

Fall Sports

- * Football (Varsity, JV, 9th Grade)
- * Softball (Varsity, JV)
- * Cross Country (Varsity)
- * Coed Competition Cheer (Varsity)
- * One Act Play
- * Riflery
- * E-Sports

Winter Sports

- * Boys / Girls Basketball (Varsity, JV)
- * Wrestling (Varsity)

Spring Sports

- * Baseball (Varsity, JV, 9th Grade)
- * Boys / Girls Track (Varsity)
- * Boys / Girls Tennis (Varsity)
- * Boys / Girls Soccer (Varsity, JV)
- * Boys / Girls Golf (Varsity)
- * Literary
- * Gymnastics
- * E-Sports

CONFLICT RESOLUTION

Parents and student-athletes should have a clear understanding that interscholastic sports are competitive and successful programs combine the attributes of winning with the objectives and philosophies of participation as stated earlier in this handbook. The coaching staff of each sport has the sole responsibility for selecting members of the team, determining the level of play, and apportioning the amount of playing time for each student-athlete. The AD, Principal and Head Coach will operate with an open door policy with parents and athletes to discuss any concerns you may have regarding their participation on the team. They should first talk to the Head Coach regarding the issue before calling the AD. **Parents should call to set up a meeting and athletes and parents should refrain from trying to confront a coach before or after a contest or practice. These are often heated times and generally will not produce a beneficial meeting. We will be glad to talk to you regarding your son or daughter and what they can do to improve. We will not talk to an athlete or a parent regarding, strategy, playing time or other athletes.**

REQUIREMENTS FOR PARTICIPATION

All of the following criteria must be satisfied prior to any student-athlete's participation in any athletic practices, games, or team function:

- * Must have their eligibility status verified by the GHSA.
- * All student-athletes must have passed a minimum of 5 classes the previous semester. First time 9th graders are automatically eligible for their first semester.
- * Student – Athletes in grades 10 – 12 must have accumulated the following minimum number of Carnegie Units to be "on track" according to GHSA
 - Grade 10 - 5 Carnegie Units
 - Grade 11 - 11 Carnegie Units
 - Grade 12 - 17 Carnegie Units
- * All student – athletes must have an GHSA approved athletic physical on file with the Athletic Director. A physical is good for one calendar year with the following exception: any physical performed after April 1 is good for the entire school year the following year.
- * All student – athletes must have a concussion form and a Cardiac Arrest signed by a parent on file with the Athletic Director.
- * Each student – athlete must have an insurance release form on file with the Head Coach of the sport the student is wishing to participate in.

INELIGIBLE STUDENTS ARE PROHIBITED FROM PRACTICING,

TRAVELING OR TRYING OUT FOR A TEAM OR PROGRAM.

LEGAL ISSUES:

If a student is charged with, or put on probation for, a felony or with a misdemeanor involving family violence, alcohol or other drugs, he/she is ineligible to participate in extra-curricular activities until the investigation or his/her probation has been completed and his/her legal status is returned to a position of "good standing." The Head Coach, Athletic Director, or Principal has the right to issue further punishment if deemed necessary.

Participation in athletics is a privilege and not an inherent right nor a requirement of students. When a student violates school or team rules, this privilege may be revoked by the Head Coach, A.D. or Principal.

SCHOOL ATTENDANCE:

- Students must be in attendance from the beginning of the school day until 11:30, or from 11:30 until the end of the school day to be eligible to participate in any extracurricular practices, games or activities for that day. Only the Principal or Athletic Director can make an exception to this rule and must be made prior to any participation in extracurricular activities for that day.
- Athletes are required to attend classes on game days except when a game day falls on Saturday or a holiday announced by the BOE.
- Any student who is dismissed (suspended) from school for disciplinary reasons will be prohibited from participating in or attending any school sponsored activity during the time of his/her dismissal (suspension).
- A student who is placed in ISS can practice during his/her stay in ISS, but is ineligible to participate in any scheduled contest and may not accompany the team to a contest.

SOCIAL MEDIA

Student-athletes are high-profile representatives of the Jones County School System and their behavior is subject to scrutiny by their peers, community, and the media. The actions of a single student-athlete can reflect positively or negatively not only on themselves, but also on his or her team and coaches, the Athletic Department and the entire school campus. Therefore, student-athletes are expected to represent themselves and JCHS with honor, dignity and integrity at all times – including when interacting on social networking websites. Coaches and parents need to make sure student-athletes are aware of the following rules regarding social media:

- Any postings or communication via social media which disrupt either the educational or athletic environments or which advocated the violation of any school or team policy is unacceptable.
- Student-athletes may not post online any picture, information or other content that might cause embarrassment to themselves, fellow student-athletes, teams, coaches, the Athletic Department or the Jones County School System.
- Student-athletes may not post any content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual, teammate, coach, faculty member or entity.

Coaches should realize this also applies to them. Please make sure you think about anything that is posted before you post it. Do not post derogatory comments anywhere regarding other schools' coaches, players or fans and certainly do not post anything negative towards Jones County players, ex-players, coaches or fans.

TRANSPORTATION POLICY

While being transported to and from a school activity, students must realize that the bus/vehicle is an extension of the school campus. All rules and regulations pertaining to the JCHS Code of Conduct and JCHS School Bus Code of Conduct **MUST** be followed. Coaches may establish other rules as deemed necessary.

It is strongly encouraged that all student – athletes ride the team bus to contests and also home from contests. This builds team comradery and also alleviates a tremendous amount of liability. Varsity sports are expected to follow this rule except in cases of emergencies. The Head Coach of each sport will decide how their sub varsity teams will ride home. If the coach decides, a team member may only ride home with a parent/guardian and that parent/guardian must come up and tell the coach sign the travel form after the game. No athlete will be permitted to ride with anyone other than their parent/guardian.

Coaches are responsible for the cleanliness and welfare of all buses used for athletic purposes.

TRAINING ROOM POLICY

The Jones County School System is very fortunate to have a highly qualified full time athletic trainer on staff. The Athletic Trainer and the Athletic Director will decide which events the trainer will attend. There is a training room in the football fieldhouse and a training room in the gymnasium.

- * No students are allowed in a training room without the athletic trainer being present.
- * Students may take or use materials only with permission of the athletic trainer.
- * Athletes in season have first priority in the training room.
- * In the event of an athletic injury, the athletic trainer is in full control. If he/she is not at a contest the coaches are in charge and if warranted, will call for emergency care.

- * All injuries need to be reported to the trainer and the trainer or Head Coach should inform the parents.

- * Parents are encouraged to notify the coach immediately if they become aware of an injury sustained at practice/game that the student did not report.

- * An athlete who has been treated for an injury must be cleared by the Athletic Trainer before they can resume participation.

DISCIPLINARY ISSUES AT AND AFTER CONTESTS

- Instruct players that in the event that any disturbance occurs while the game is in progress that they are to report immediately to the sideline bench area.
- After the game all members of the team and coaches should stay together and go promptly to the dressing room and/or bus.
- The A.D. will report any malfeasance; however, coaches may be asked to provide a written summary of any misconduct.

QUITTING A TEAM

If a member of a team quits while the season is still in progress, he/she may not participate in any other sport until that particular sport's season is over.

If a member of a team is released in good standing (no fees owed, all equipment turned in, etc.) by the Head Coach of the sport in session, he/she is eligible to begin team practice on the first day allowed by GHSA for any sport that starts in the next "cycle"(Fall, Winter, Spring) of the GHSA scheduled calendar of sanctioned events.

ATHLETIC AWARDS POLICY

The varsity award shall be presented to an athlete who satisfies the participation requirements as listed below, completes all team obligations and receives the recommendation of the coach.

(The coach may recommend a waiver of these requirements under an unusual circumstance.)

1. The season is defined as that period of time from the first practice to the awards program.
2. Junior varsity and freshman awards are given on the recommendation of the coach to all athletes that complete the season.
3. Managers' will letter after 2 years of managing.
4. Statistician's award requires satisfactorily compiling statistics for the entire season.

VARSITY LETTERING CRITERIA BY SPORT

- a. Baseball/Softball:
 1. Play one-fourth of all innings played
 2. Pinch hit or pinch run in three-fourths of the games played
 3. Pitch in six starts or appear in eight games
- b. Basketball: (Boys and Girls)
 1. Participate in 50% of regular season
- c. Cheerleading:
 1. Meet 80% of games, attendance and program requirements.
- d. Competition Cheerleading:
 1. Participate in 60% of all regular season competitions.
 2. Complete all practice requirements including gymnastics.
 3. Annually obtain 20 hours documented community service.
- e. Cross Country: (Boys and Girls)
 - 10 runners who participate in Region and/or State
 - Run for three to four consecutive years. Runners who participate and finish in good standing for three consecutive years will letter their third season and will be eligible to letter again their fourth year based on normal requirements. This is the coach's discretion when determining this lettering situation.

Use a point system for lettering. Points vary from year to year depending on how many events

1. 2 points
 - Male runner times
 - Female runner times

Seniors – 18	Seniors – 21
Juniors – 19	Juniors – 22
Sophomores – 20	Sophomores – 23
Freshmen – 22	Freshmen – 25

2. 1 point each meet runner places in top 5
3. ½ point each time runner places 6th or 7th in a meet
4. 1/10 point each race finished
5. Participate and be on time to 95% of practices
6. 90% participation in summer workouts, fundraisers, cleanup days
7. Runners must attend all meets unless you have permission from coach

f. Football

1. Participate in 50% of quarters played or play a specialty position, i.e. punter, kick-off or extra -point kicker.

g. Golf: (Boys and Girls)

1. Participate on varsity team and qualify for region tournament

h. Track: (Boys and Girls)

1. Compete as one of top two JCHS competitors in at least 50% of total meets.

i. Wrestling:

1. Compete at the varsity level during at least 70% of varsity meets or compete in region meet in top 2 in event.

j. Tennis: (Boys and Girls)

1. Participate on varsity team in 80% of region and state matches.

k. Soccer: (Boys and Girls)

1. Participate in 50% of halves or play goalkeeper.

l. Drama: (Boys and Girls)

1. Earn total of 35 points through a combination of crew work and acting points. Points can be carried over from year-to-year until the student has earned enough points to letter.

POINT GUIDELINES:

- a. 2 points – production nights – working door and programs
- b. 4 points – stage production – stage and set crew, light crew, prop crew (4points can be earned for each show worked).
- c. 4 points – acting- playing a minor role in a play.
- d. 8 point – acting – playing a lead character or major role in a play.

m. Gymnastics:

1. 90% attendance at practice and meets.
2. 7.0 score on a single event or 25 point overall score in a meet.

LETTERING CRITERIA THAT PERTAINS TO ALL SPORTS

1. An athlete who moves from one level of competition to another level will letter at the level of the highest competition provided the athlete has met the combined requirements.
2. A coach will have the prerogative to letter a senior who has not met the seasonal requirements for lettering.
3. Any athlete who is a starter or plays regularly and was thereafter injured may be awarded a letter, if in the coach's judgment, he would have met the lettering requirements.
4. In a sport where state tournament play is sponsored, athletes may letter if they become a starter and play 75% of the quarters, innings, matches or score team points in individual competition in tournament play regardless of other lettering criteria.
5. Complete the season in good standing with the school and coach.

ATHLETIC DEPARTMENT AWARDS

1. Varsity Awards:
 - a. 1st year award: Chenille award letter and certificate
 - b. 2nd year award: Gold service bar and certificate
 - c. 3rd year award: Gold service bar and certificate
 - d. 4th year award: Gold service bar and a sports plaque indicating the recipient as a four-year varsity letter winner
2. Non-letter Awards: All members of a varsity athletic team who successfully complete an athletic season for a particular sport, but who have not earned ample points for a varsity letter, will receive a participation certificate.
3. Senior award: A blanket will be presented to any senior who has accumulated eight (8) varsity letters at JCHS and is in good standing with the school. Letter activities include GHSA Region/Area Events where Region/Area Champions are recognized. Blankets will be presented at Honors Day.
4. Scholar Athlete: Given to a student-athlete with a 90 avg without rounding up for the first 3 Nine Weeks. Athletes eligible for this award are those who compete in GHSA Region/Area events where Region/Area winners are recognized. Only core or pathway classes will be counted.

BOOSTER CLUBS

The purpose of a booster club is to promote interest in the respective sport and to provide the Head Coach with the finances he/she deems necessary to operate the program and to work with the coach in ways he/she asks for help.

The Head Coach is the head of the booster club. He/she should work with the members of the club and include them in all decisions.

Coaches should attend all meetings. Coaches should keep the A.D. and Principal informed of all projects and fund-raising events proposed by their booster club.

Members of the booster club should inform the AD if they believe the Head Coach is doing anything in an unethical way. (Such as mishandling money)

FUNDRAISING AND FEES

- * All fundraisers must be submitted to the Principal in time to be approved at monthly BOE meetings.
- * Student-athletes may be expected to assume some of the responsibility for fundraising for their respective sports so that a concerted effort can be directed toward funding programs and toward providing a quality experience.
- * Some sports may charge a fee and coaches should try and keep the fee as small as possible. Students and parents should be aware of fees before deciding to play a sport.

UNIFORMS AND EQUIPMENT

Any uniform or piece of equipment given to a student-athlete for use during a season should be returned immediately after the season is over. If lost or stolen the replacement cost of the uniform or equipment will be assessed to the student. Failure to return uniforms and equipment or pay fees owed for that sport will result in report cards being held, graduation status being affected, and the student-athlete not being able to participate in a sport until restitution has occurred.

NEWS MEDIA

- Full coverage of sports news and the cooperation sports editors are essential for the success of the athletic program. Coaches should make every effort necessary

to acquire favorable publicity for their respective team(s).

- Head coaches will insure that properly prepared releases of positive publicity are prepared for the news-media.
- If an incident arises which should not be a matter of public information (especially anything involving confidential information about an athlete, coach, etc.), coaches are to refer news-media persons to the A.D./Principal. They will assume responsibility for the observance of ethical procedures in all relationships.
- The news media will contact coaches periodically. Coaches **MUST** be sure they mean what they say, since they are likely to be quoted. If coaches give careful thought to what they say and how they say it, they can save themselves, their players, their school and the school system un-needed embarrassment.

BUDGETS

While there is no set budget for the entire athletic department, each individual sport's needs will be addressed on a yearly basis by each Head Coach, the AD and the Principal. Requests will be filled on an "As Needed" basis with a strong consideration given to the individual sport's current inventory. It is strongly recommended that each individual sport and their booster club conduct fund-raisers during the year to help off-set costs associated with their particular sport. Each sport that receives funds from the athletic department is required to channel their sport's account through the school's controller.

PURCHASING

If approved by the AD/Principal, a purchase order (PO) should be acquired from the school controller. The PO should be filled out entirely and turned in to the AD for review. The AD will secure the signature of the Principal. **Under NO circumstance will an information or work sheet copy be issued to a vendor in lieu of a purchase order (PO).**

REMEMBER: NO PURCHASE ORDER – NO CHECK!

Copies of the PO will be issued by the controller to the vendor, AD, and the ordering coach. Coaches should keep a file of all purchase orders. Upon delivery of order, the coach must verify that the purchase order is complete. Payment will not be made until the purchase order is complete. **Purchase orders are not to be altered or items substituted by vendor or coach. Any such alteration or substitution by either the vendor or the coach without the prior approval of the AD/Principal relieves the school of responsibility or liability.**

INVENTORIES

Inventories should be precise, up-to-date, accurate and include all materials pertinent to the respective sport. Inventory forms will be provided and should be turned in to the AD within a month of the close of the sport's season. Two copies should be made: one for

the AD and one for the coach's records. Inventories will be given strong consideration when purchase orders are requested. *IT IS IMPERATIVE THAT INVENTORIES BE ACCURATE IN ORDER TO EVALUATE THE NEEDS OF THE COMING YEAR.*

FACILITIES USE AND CARE

The supervision and care of all facilities are part of the overall safety and responsibility effort of the individual coach. Supervision must be provided any time students are in the dressing rooms or other school facilities.

Community use of JCHS facilities must be approved by the Administration and ultimately by the Superintendent and BOE. Organizations wishing to use said facilities should petition the appropriate administrator at JCHS. Use of JCHS athletic facilities by staff personnel must be approved by the AD/Principal.

Any time a JCSS athletic facility is being used, a staff member must be in attendance for the duration of the event.

No one is to use the weight room, gymnasium, or batting cages without a staff member being present.

No keys are to be loaned or duplicated except by permission of the Principal. No student manager is to have keys assigned to him/her.

ATHLETIC DEPARTMENT EMERGENCY PROTECTION PLAN

INTRODUCTION: Through careful pre-participation physical examinations, appropriate training techniques and quality athletic venues, our goal is that most potential emergencies may be averted. However, accidents and injuries are inherent to any athletic program. Thus, proper preparation will enable each emergency situation to be managed properly.

OBJECTIVE: The purpose of the Emergency Action Plan (EAP) is to provide guidelines for the most efficient response to and care for emergency and life threatening conditions that may occur during athletic participation.

IMPLEMENTATION:

- Immediate Care of the Injured Athlete by the First Responder
- The Certified Athletic Trainer (ATC) on site will typically be the first responder

- and will be responsible for the acute care of any athletic injuries until delegated to EMS, MD, etc
- If the ATC is not present, the Head Coach or the coach responsible for that assembly of athletes, or the most qualified individual on the scene to provide appropriate care including: CPR, first aid, activating EMS, delegating care and duties and contacting relevant personnel.

ACTIVATE EMS:

- The ATC will activate EMS or instruct a responsible party to do so if necessary.
- If the ATC is not present, the Head Coach or the coach responsible for that assembly of athletes will activate EMS or instruct a responsible party to activate EMS.
- Every athletic venue must have access to a telephone, preferably a land line.
- The person who activates EMS should be able to provide the following info:
 - Level of consciousness of the athlete
 - Description of problem
 - Specific location and address of athletic venue
 - Phone

Number

DIRECTING EMS:

- It is the duty of the Head Coach or the coach responsible for that assembly of athletes to instruct an appropriate number of responsible parties to direct EMS; others should aid in player supervision and crowd control.
- School or athletic personnel should be placed at each turn an ambulance must take.
- EMS access to each venue should be posted, along with the AEP.

RECOMMENDATIONS: Based upon the guidelines set forth in the AEP, the following recommendations are made:

- It is strongly recommended that ALL head coaches (and as many other athletic personnel as possible) be trained in first aid and CPR.
- It is strongly recommended that an AED be available for use at ALL athletic venues.
- It is strongly suggested that all coaches be assigned keys to all gates/doors and have these keys available in the event of an emergency situation at an athletic event.
- It is also suggested that ice machines be available at every athletic venue.

STUDENTS WHO ARE INJURED OR HAVE SERIOUS ILLNESSES WILL BE REQUIRED TO PROVIDE A MEDICAL RELEASE DOCUMENT TO THE COACH FROM THE ATTENDING PHYSICIAN BEFORE BEING PERMITTED TO PARTICIPATE AGAIN IN ANY EXTRA-CIRRICULAR ACTIVITY.

CONCUSSION POLICIES AND PROCEDURES

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You cannot see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If any student-athlete reports any symptoms of concussion, or if a coach or parent notices the symptoms or signs of concussion, seek medical attention right away.

Symptoms may include one or more of the following:

- Headaches or Amnesia
- “Pressure in head”
- “Don’t feel right”
- Nausea or vomiting
- Fatigue or low energy – Foggy or sluggish
- Neck pain
- Balance problems or dizziness
- Blurred, double or fuzzy vision
- Sensitivity to light or noise
- More emotional or sadness – Nervousness or anxiety - Irritability
- Confusion or Repeating the same question/comment
- Concentration or memory problems
- Drowsiness (forgetting game plays)

- Change in sleep patterns

Signs observed by teammates, parents and coaches include:

- Vacant facial expression
- Appears dazed or confused about assignment
- Forgets plays or cannot recall plays prior to or after hit
- Is unsure of game, score, or opponent
- Moves clumsily or displays incoordination
- Answers questions slowly or slurred speech
- Shows behavior or personality changes
- Seizures or convulsions
- Loses consciousness

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion

before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is key to a student-athlete's safety.

Jones County Schools Concussion Policy:

- An athlete who reports or displays any symptoms or signs of a concussion in a practice or game setting should be removed immediately from the practice or

game. The athlete should not be allowed to return to the practice or game for the remainder of the day regardless of whether the athlete appears or states that he/she is normal.

- The athlete should be evaluated by a licensed, qualified medical professional working within their scope of practice as soon as can be practically arranged.
- If an athlete has sustained a concussion, the athlete should be referred to a licensed physician preferably one with experience in managing sports concussion injuries.
- The athlete who has been diagnosed with a concussion should be returned to play only after full recovery and clearance by a physician. Recovery from a concussion, regardless of loss on consciousness, usually take 7-14 days after resolution of all symptoms.
- Return to play after a concussion should be gradual and follow a progressive return to competition. An athlete should not return to a competitive game before demonstrating that he/she has no symptoms in a full supervised practice.
- Athletes should not continue to practice or return to play while still having symptoms of a concussion. Sustaining an impact to the head while recovering from a concussion may cause Second Impact Syndrome, a catastrophic neurological brain injury.

Remember, it is better to miss one game than to miss the whole season.

Clinical Management

When a student-athlete sustains a concussion or is suspected by the Coach, Parent, or Certified Athletic Trainer (ATC) of having a concussion, the following protocol will be followed:

- 1) Remove the athlete from play
- 2) Notification of Parents/Coaches as soon as possible
- 3) Activation of Emergency Medical Services (EMS) if symptoms warrant
- 4) NO PRACTICE OR PLAY until symptoms subside (5-7 days)
- 5) NO PRACTICE OR PLAY until cleared by Primary Care Physician (PCP) or ATC

6) Physician clearance must be in writing

7) Athlete must complete GRADUAL return to play and be symptom free before full return

IN ORDER TO PLAY – MUST HAVE WRITTEN OK

Contact Information

Lance Rackley, Athletic Director: lrackley@jones.k12.ga.us

Dean Hintz, Assistant Athletic Director: dhintz@jones.k12.ga.us

Brad Miles, Certified Athletic Trainer: bmiles@jones.k12.ga.us

Tyler Clifford, Certified Athletic Trainer: tclifford@jones.k12.ga.us

Jones County Athletic Department

Lightning Safety Policy

INFORMATION ON LIGHTNING SAFETY FOR ATHLETICS AND PHYSICAL EDUCATION CLASSES

COMPONENTS (5) OF A LIGHTING-SAFETY PROCEDURE

1. Promote lightning-safety slogans supported by the National Weather Service
 - a. “NO Place Outside Is Safe When Thunderstorms Are In The Area”
 - b. “When Thunder Rolls, Go Indoors”
 - c. “Half An Hour Since Thunder Roars, Now it’s Safe To Go Outdoors”
2. Establish a chain of command that identifies a specific person (or role) who is to make the decision to remove individuals from the field or activity.
3. Use a reliable means of monitoring the local weather.
4. Identify safe locations from the lightning hazard in advance of the event for each venue
5. Identify specific criteria for suspending and resuming activity in the Emergency Action Plan (EAP)

Safe Locations

- Fully enclosed buildings with wiring and plumbing such as those listed below are safe locations for evacuation.
 - School
 - Field house
 - Library
 - Home
 - Or similar habitable building
- Fully enclosed metal vehicles such as those listed below are safe locations for evacuation.
 - School buses
 - Cars
 - Vans

Unsafe Locations

- Tents
- Dugouts
- Refreshment stands
- Screened porches
- Press boxes

- Open garages

Recommendations:

These new recommendations were approved by the GHSA office on 8-15-18.

It is our recommendation that all schools adopt the following:

- When lightning is detected within 15 miles of the venue, a “*Heads Up*” is given to everyone in the venue. “*We are tracking a storm and if we see a lightning strike within the 7-10 mile range, we will clear the venue*”.
- When lightning is detected within 7-10 miles of the venue, an announcement is made to clear the venue and move all spectators into “*safe locations*”.
- 30 minutes after the last tracked lightning strike at least 10 miles from the event site, the “*All Clear*” can be given and play can resume.

Each school should ask all coaches, administration, game administrators and athletic trainers to download Weatherbug’s Spark app so all Henry County athletic events are under the same severe weather guidelines. Be sure that the designated “game manager” knows that he/she has the official responsibility to ensure these guidelines are followed.

For Physical Education classes, it is highly recommended that each Physical Education teacher also download the Weatherbug Spark app, too.

Please be mindful that phone signals at certain schools may not support the use of weatherbug. Also, the storm could prevent your app from loading on your phone. Please make sure that you have a hand held lightning detector available in the event you are caught in a situation to where the weatherbug app is not working.

References:

1. Weatherbug: <https://www.earthnetworks.com/WeatherBug%C2%AE.aspx>

MULTISPORT/ACTIVITIES PARTICIPATION

Students are encouraged to participate in as many activities as the student and parents desire. Coaches will not prohibit or discourage participation in another school sponsored activity. This is unacceptable, as well as, unethical behavior.

Students will not be required to attend conditioning activities during the season when they are participating in another school sponsored activity.

Students will not be required to participate in one sport in order to be eligible to participate in another sport.

PHYSICAL CARE OF PARTICIPANTS

Coaches are expected to be sure that the physical facilities are safe and free of hazards and that each participant's equipment is in good condition and properly fitted. Safety hazards should be reported to the A.D.

PRACTICE SESSIONS

Practice is defined as an activity, whether individual or team, which is required, directed, or supervised by a coach for the purpose of improving skills unique to a particular sport.

Practices are normally held daily for 2-3 hours, or as appropriate to the activity. Some practices and games will be on weekends and holidays. Students and parents should take this into consideration before trying out.

Student-athletes are expected to attend every practice and contest. Each Head Coach will have his/her own consequences for a missed practice.

Practice sessions shall be conducted in a manner that exemplifies high standards of conduct, sportsmanship and coaching ethics. The head coach of each team is in complete charge of the practice session.

When Jones County Schools are closed due to inclement weather, all activities, including practice sessions, are cancelled unless notified otherwise by the administration.

HAZING AND INITIATIONS

Hazing or initiations of student athletes by other team members are not acceptable and any practice of this type of behavior will not be tolerated. Actions of this type may be illegal, and those involved may be subject to police action, as well as additional school

consequences.

EQUAL OPPORTUNITY – TITLE IX

The Jones County School System does not discriminate on the basis of race, national origin, color, religious creed or age. The Jones County School System is committed to providing equal opportunities and treatment for both sexes under the guidelines of Title IX. Any concerns regarding such issues should be brought to the attention of the Athletic Director or Principal.

Request for Permission to Conduct Fundraising Project

Name and title of person making request

Organization represented

Nature of project and plans for utilizing funds

Date of project: _____ From: _____ Until: _____

It is the policy of the Jones County Board of Education that all fundraising projects must be recommended by the school principal and approved by the superintendent. Said policy states emphatically that, **NO SELLING IS TO BE DONE AT SCHOOL OR ON SCHOOL BUSES AND NO SCHOOL TIME WILL BE USED IN PLANNING OF SALES AND DISTRIBUTION OF ITEMS FOR SALE.** Further, all revenue from sales will be handled through the school bookkeeping system.

Recommended
by: _____

Date: _____

Approved
by: _____

Date: _____

Name of
Firm: _____

Number of items: _____ Cost per item: _____

Profit per item: _____ Estimated
profit: _____

Signature of Salesman

Signature of Advisor _____

**Athletics Medical and Cautionary form
Parental Permission for Student Participation
Athletics in Jones County School System
2019-2020**

This must be carried to all activities by the activity sponsor.

We, the undersigned, being the parents/guardian of _____, a student in the Jones County School System (JCSS), hereby grant **Permission** for said student to participate in ATHLETICS at JCSS. It is understood that neither the student's school, the Jones County Board of Education, nor any employees of JCSS are liable or shall be held liable for any loss, damage, or injury sustained for the participation of said student in any practice, game, or contest, or in traveling to or from any practice, game, or contest. This permission is effective as of this date and shall continue throughout the 2019-2020 season.

Given under our hands and seals, this _____ day of _____, 20_____.

*Signature of Parent/Guardian _____

If your child should be injured, it is imperative that we have on file written permission from you authorizing Jones County School System to obtain medical treatment for him/her. Without such authorization, doctors will not treat your child. Please note that although the school will secure needed treatment for your child, the responsibility for meeting any expense incurred must be yours.

I hereby give my permission for a representative of Jones County School System to obtain any medical treatment for my child, _____, as a result of his/her participation in Jones County High School's athletic program.

Parent/Guardian _____

Address/City/Zip _____

Work Phone (_____) _____ Home Phone (_____) _____

Emergency Contact _____ Emer. Phone (_____) _____

Family Physician _____ MD Phone (_____) _____

MEDICAL INSURANCE INFORMATION: Every student must have documented evidence of insurance coverage and a valid physical on file with the school before student participation may occur in any activity requiring physicals.

Do you have medical insurance? _____ Yes _____ No

Name of person insured _____

Name of Insurance Company: _____ Policy# _____

Medicaid (Please Circle) Yes or No _____ Policy # _____

I understand that I may be responsible for meeting any expenses incurred for medical treatment for my child. Given under our hands and seals, this _____ day of _____, 20_____.

*Signature of Parent/Guardian _____

See reverse side for Additional Information

MEDICATION AUTHORIZATION FORM

I, the parent/guardian of the athlete, _____,
do grant the Certified Athletic Trainer or Coach with Jones County School System permission to
distribute over-the-counter medications to my athlete as directed by the manufacturer if needed.
These medications include: acetaminophen (generic Tylenol), ibuprofen (generic Motrin/Advil,
Alive), generic Imodium, generic Benadryl, and Tums.

Please check one of the following:

_____ My athlete is not allergic to any of these medications, and medication may be
administered to him/her if necessary.

_____ My athlete is allergic to _____, but may receive the other
medications.

By checking one of the above statements and signing below, I am releasing the Certified Athletic
Trainer, JCSS Coaches, JCSS Athletics, and the Jones County School System of all liability should
any resulting injury/illness occur.

Given under our hands and seals, this _____ day of _____, 20 _____.

*Signature of Parent/Guardian _____

** If your athlete has asthma or exercise induced bronchospasm and uses an inhaler, please
provide an extra inhaler for the Certified Athletic Trainer/Coach to keep in case of
emergency or ensure that your athlete keeps the inhaler with him/her at all times.

** If your child wears contact lenses and frequently has difficulty with them, please provide an
extra set for the Certified Athletic Trainer/Coach to keep in the event of their loss during
practices or games.

Please provide any necessary additional information below that may be imperative to know before
treatment by an Athletic Trainer, Coach or other medical personal.



Preparticipation Physical Examination

Signature Pages

Per Georgia High School Association By-Law 1.41(c) and the new State of Georgia law, the "Preparticipation Physical Examination" form must be signed by an M.D., D.O., or by a Physician's Assistant, or an Advance Practice Nurse who has been delegated that task by an M.D. or D.O. Alterations (edits) to this copyrighted document are not permitted. The doctor or doctor's designee should print and then sign their name on the appropriate lines found on page 3 and page 4 of the physical evaluation form.

The GHSA By-Law 1.41(d) requires that member schools use the latest edition of the preparticipation physical evaluation form approved by the American Academy of Pediatrics, et. al., found on the GHSA web site.

**■ PREPARTICIPATION PHYSICAL EVALUATION
THE ATHLETE WITH SPECIAL NEEDS:
SUPPLEMENTAL HISTORY FORM**

Date of Exam _____
Name _____ Date of birth _____
Sex _____ Age _____ Grade _____ School _____ Sport(s) _____

1. Type of disability		
2. Date of disability		
3. Classification (if available)		
4. Cause of disability (birth, disease, accident/trauma, other)		
5. List the sports you are interested in playing		
	Yes	No
6. Do you regularly use a brace, assistive device, or prosthetic?		
7. Do you use any special brace or assistive device for sports?		
8. Do you have any rashes, pressure sores, or any other skin problems?		
9. Do you have a hearing loss? Do you use a hearing aid?		
10. Do you have a visual impairment?		
11. Do you use any special devices for bowel or bladder function?		
12. Do you have burning or discomfort when urinating?		
13. Have you had autonomic dysreflexia?		
14. Have you ever been diagnosed with a heat-related (hyperthermia) or cold-related (hypothermia) illness?		
15. Do you have muscle spasticity?		
16. Do you have frequent seizures that cannot be controlled by medication?		

Explain "yes" answers here

Please indicate if you have ever had any of the following.

	Yes	No
Atlantoaxial instability		
X-ray evaluation for atlantoaxial instability		
Dislocated joints (more than one)		
Easy bleeding		
Enlarged spleen		
Hepatitis		
Osteopenia or osteoporosis		
Difficulty controlling bowel		
Difficulty controlling bladder		
Numbness or tingling in arms or hands		
Numbness or tingling in legs or feet		
Weakness in arms or hands		
Weakness in legs or feet		
Recent change in coordination		
Recent change in ability to walk		
Spina bifida		
Latex allergy		

Explain "yes" answers here

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of athlete _____ Signature of parent/guardian _____ Date _____

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PREPARTICIPATION PHYSICAL EVALUATION PHYSICAL EXAMINATION FORM

Name _____ Date of birth _____

PHYSICIAN REMINDERS

- Consider additional questions on more sensitive issues
 - Do you feel stressed out or under a lot of pressure?
 - Do you ever feel sad, hopeless, depressed, or anxious?
 - Do you feel safe at your home or residence?
 - Have you ever tried cigarettes, chewing tobacco, snuff, or dip?
 - During the past 30 days, did you use chewing tobacco, snuff, or dip?
 - Do you drink alcohol or use any other drugs?
 - Have you ever taken anabolic steroids or used any other performance supplement?
 - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
 - Do you wear a seat belt, use a helmet, and use condoms?
- Consider reviewing questions on cardiovascular symptoms (questions 5-14).

EXAMINATION			
Height	Weight	<input type="checkbox"/> Male <input type="checkbox"/> Female	
BP	/ (/)	Pulse	Corrected <input type="checkbox"/> Y <input type="checkbox"/> N
Vision R 20/		L 20/	
MEDICAL	NORMAL	ABNORMAL FINDINGS	
Appearance <ul style="list-style-type: none"> Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, arm span > height, hyperaxialy, myopia, MVP, aortic insufficiency) 			
Eyes/ears/nose/throat <ul style="list-style-type: none"> Pupils equal Hearing 			
Lymph nodes			
Heart* <ul style="list-style-type: none"> Murmurs (auscultation standing, supine, +/- Valsalva) Location of point of maximal impulse (PMI) 			
Pulses <ul style="list-style-type: none"> Simultaneous femoral and radial pulses 			
Lungs			
Abdomen			
Genitourinary (males only)*			
Skin <ul style="list-style-type: none"> HSV, lesions suggestive of MRSA, tinea corporis 			
Neurologic*			
MUSCULOSKELETAL			
Neck			
Back			
Shoulder/arm			
Elbow/forearm			
Wrist/hand/fingers			
Hip/thigh			
Knee			
Leg/ankle			
Foot/toes			
Functional <ul style="list-style-type: none"> Duck-walk, single leg hop 			

*Consider ECG, echocardiogram, and refer to cardiology for abnormal cardiac history or exam.
*Consider GU exam in private setting. Having third party present is recommended.
*Consider cognitive evaluation or baseline neuropsychiatric testing if a history of significant concussion.

- Cleared for all sports with out restriction
- Cleared for all sports with out restriction with recommendations for further evaluation or treatment for _____
- Not cleared
- Pending further evaluation
 - For any sports
 - For certain sports _____
- Reason _____

Recommendations _____

I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

Name of physician (print/type) _____ Date _____

Address _____ Phone _____

Signature of physician _____ MD or DO

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10503 6-25810410

**■ PREPARTICIPATION PHYSICAL EVALUATION
CLEARANCE FORM**

Name _____ Sex M F Age _____ Date of birth _____

- Cleared for all sports without restriction
- Cleared for all sports without restriction with recommendations for further evaluation or treatment for _____

- Not cleared
 - Pending further evaluation
 - For any sports
 - For certain sports _____

Reason _____

Recommendations _____

I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

Name of physician (print/type) _____ Date _____

Address _____ Phone _____

Signature of physician _____, MD or DO

EMERGENCY INFORMATION

Allergies _____

Other information _____

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Georgia High School Association Student/Parent Concussion Awareness Form

SCHOOL: _____

DANGERS OF CONCUSSION

Concussions at all levels of sports have received a great deal of attention and a state law has been passed to address this issue. Adolescent athletes are particularly vulnerable to the effects of concussion. Once considered little more than a minor “ding” to the head, it is now understood that a concussion has the potential to result in death, or changes in brain function (either short-term or long-term). A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. Continued participation in any sport following a concussion can lead to worsening concussion symptoms, as well as increased risk for further injury to the brain, and even death.

Player and parental education in this area is crucial – that is the reason for this document. Refer to it regularly. This form must be signed by a parent or guardian of each student who wishes to participate in GHSA athletics. One copy needs to be returned to the school, and one retained at home.

COMMON SIGNS AND SYMPTOMS OF CONCUSSION

- Headache, dizziness, poor balance, moves clumsily, reduced energy level/tiredness
- Nausea or vomiting
- Blurred vision, sensitivity to light and sounds
- Fogginess of memory, difficulty concentrating, slowed thought processes, confused about surroundings or game assignments
- Unexplained changes in behavior and personality
- Loss of consciousness (NOTE: This does not occur in all concussion episodes.)

BY-LAW 2.68: GHSA CONCUSSION POLICY: In accordance with Georgia law and national playing rules published by the National Federation of State High School Associations, any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the practice or contest and shall not return to play until an appropriate health care professional has determined that no concussion has occurred. (NOTE: An appropriate health care professional may include licensed physician (MD/DO) or another licensed individual under the supervision of a licensed physician, such as a nurse practitioner, physician assistant, or certified athletic trainer who has received training in concussion evaluation and management.

a) No athlete is allowed to return to a game or a practice on the same day that a concussion (a) has been diagnosed, OR (b) cannot be ruled out.

b) Any athlete diagnosed with a concussion shall be cleared medically by an appropriate health care professional prior to resuming participation in any future practice or contest. The formulation of a gradual return to play protocol shall be a part of the medical clearance.

By signing this concussion form, I give _____ High School permission to transfer this concussion form to the other sports that my child may play. I am aware of the dangers of concussion and this signed concussion form will represent myself and my child during the 2019-2020 school year. This form will be stored with the athletic physical form and other accompanying forms required by the _____ School System.

I HAVE READ THIS FORM AND I UNDERSTAND THE FACTS PRESENTED IN IT.

Student Name (Printed)

Student Name (Signed)

Date

Parent Name (Printed)

Parent Name (Signed)

Date

(Revised: 2/19)

**Georgia High School Association
Student/Parent Sudden Cardiac Arrest Awareness Form**

SCHOOL: _____

1: Learn the Early Warning Signs

If you or your child has had one or more of these signs, see your primary care physician:

- Fainting suddenly and without warning, especially during exercise or in response to loud sounds like doorbells, alarm clocks or ringing phones
- Unusual chest pain or shortness of breath during exercise
- Family members who had sudden, unexplained and unexpected death before age 50
- Family members who have been diagnosed with a condition that can cause sudden cardiac death, such as hypertrophic cardiomyopathy (HCM) or Long QT syndrome
- A seizure suddenly and without warning, especially during exercise or in response to loud sounds like doorbells, alarm clocks or ringing phones

2: Learn to Recognize Sudden Cardiac Arrest

If you see someone collapse, assume he has experienced sudden cardiac arrest and respond quickly. This victim will be unresponsive, gasping or not breathing normally, and may have some jerking (Seizure like activity). Send for help and start CPR. You cannot hurt him.

3: Learn Hands-Only CPR

Effective CPR saves lives by circulating blood to the brain and other vital organs until rescue teams arrive. It is one of the most important life skills you can learn – and it’s easier than ever.

- Call 911 (or ask bystanders to call 911 and get an AED)
- Push hard and fast in the center of the chest. Kneel at the victim’s side, place your hands on the lower half of the breastbone, one on top of the other, elbows straight and locked. Push down 2 inches, then up 2 inches, at a rate of 100 times/minute, to the beat of the song “Stayin’ Alive.”
- If an Automated External Defibrillator (AED) is available, open it and follow the voice prompts. It will lead you step-by-step through the process, and will never shock a victim that does not need a shock.

By signing this sudden cardiac arrest form, I give _____ High School permission to transfer this sudden cardiac arrest form to the other sports that my child may play. I am aware of the dangers of sudden cardiac arrest and this signed sudden cardiac arrest form will represent myself and my child during the 2019-2020 school year. This form will be stored with the athletic physical form and other accompanying forms required by the _____ School System.

I HAVE READ THIS FORM AND I UNDERSTAND THE FACTS PRESENTED IN IT.

Student Name (Printed)

Student Name (Signed)

Date

Parent Name (Printed)

Parent Name (Signed)

Date

(Revised: 5/19)