PENDER COUNTY SCHOOLS

Athletic Manual

2025-2026



ADDRESS | 925 Penderlea HWY, Burgaw, NC 28425

PHONE | 910-259-2187

FAX | 910-259-0133

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INTRODUCTION

Pender County Schools' interscholastic athletic program is governed by policies established by the Pender County Board of Education, the North Carolina State Board of Education, the North Carolina Department of Public Instruction, and the North Carolina High School Athletic Association (NCHSAA).

This athletic handbook contains rules, regulations, policies and other information necessary for athletic directors and coaches to manage their programs effectively and efficiently. A thorough knowledge of these rules and regulations is vital to ensure that the interscholastic athletic program shall be conducted in accordance with existing state and local policies.

This handbook is designed to be a ready reference to assist the principal, athletic director and coach in the administration of their schools' program in an efficient manner. It also provides information that is useful for the management of an extensive athletic program. Through the use of this manual, athletic directors and coaches will become acquainted with their duties, responsibilities and expectations.

This manual is divided into sections with each section intended for middle school, high school or both middle and high school athletics as designated in the table below.

Section 1	High School Athletics
Sections 2-5	Middle School Athletics
Sections 6-9	Middle & High School Athletics

LINKS TO MANUELS & PCS BOARD POLICIES

NCHSAA Handbook for High School Athletics
NCDPI Middle/Junior High Athletic Manual
Pender County Schools Board Policy

PCS has developed additional resources to further assist athletic directors, coaches, parents, and student-athletes. These resources are linked below.

PCS AD Playbook - Designed to assist athletic directors with the day-to-day operations of the athletic program at their school.
PCS Coaches Manual - A quick reference on school expectations for coaches. Note: Schools many supplement this manual with their own requirements specific to their school and athletic program.
PCS Parent and Student Athletics Guide - A resource for parents and student to assist with expectations of PCS education-based athletic programs.

PHILOSOPHY

Pender County Schools adheres to the rules and regulations of the North Carolina High School Athletic Association, the State Board of Education, the North Carolina Department of Public Instruction, the National Federation of High Schools, and the Pender County Board of Education to create an environment that promotes sportsmanship and strong educational priorities.

Pender County Schools promotes attitudes and practices that keep winning in perspective and will look unfavorably upon any activities that would compromise the efforts of good sportsmanship and ethical athletic practices. It is the belief that full participation should be allowed to students where competitive conditions exist, thus endorsing a broad participation policy. In a properly structured atmosphere, athletic competition is a significant developmental opportunity for our student participants. Our athletic programs are an extension of the classroom, aligning with the school's overall vision and mission.

Through this process, we desire each student-athlete to learn to win with humility, lose with dignity, and always strive to utilize skills and abilities to the fullest. We expect our student-athletes to leave our programs having learned to:

- Embrace **sportsmanship** by winning graciously and losing with dignity.
- Show **integrity** through fair play.
- Prioritize **teamwork** and the success of the group over individual achievements.
- Support and celebrate teammates, fostering **community** and serving others.
- Build **perseverance** and resilience after setbacks, overcoming adversity.
- Apply **goal-setting** skills from athletics to life.
- Maintain a strong work ethic focused on **attitude** and **effort**.

This philosophy of competition is designed to promote the development of the individual regarding discipline, willingness to sacrifice personal desires for the overall benefit of the team, and pursuit of the highest degree of excellence possible—qualities that will benefit the individual well beyond the high school years, fostering a sense of optimism and hope for the future.

State Board of Education Regulations
(As found in NCDPI Athletic Manuel)

Realizing the need for acceptable standards for the operation of sound athletic programs on a statewide basis, county and city superintendents, principals, and coaches of the state devised and recommended minimum regulations for consideration by the North Carolina State Board of Education (SBE). The standards, "Regulations Governing Athletes," (page 17) were first adopted by the North Carolina SBE on June 5, 1952. These regulations, which are kept up-to-date through frequent amendments, have been considered as minimum standards for each local administrative unit to abide by or surpass in its efforts to maintain the highest possible standards relative to its interscholastic athletic program.

Establishing Eligibility of Students for Interscholastic Participation

All students must be eligible prior to dressing or participating in any interscholastic contest. The following guidelines will help ensure that only eligible students participate in interscholastic athletics.

The athletic director will create a file listing all students that have an active athletic physical examination. Any student without a current physical on file is automatically ineligible.

The athletic director will add to the file a record of all students and parents that have completed the NCHSAA and NCDPI required Gfeller-Waller Concussion Awareness training as well as the NCHSAA media release paperwork.

The athletic director will provide a list of all potential eligible students to the head coach prior to the first day of official practice as established by PCS or NCHSAA.

The head coach will reference potential eligible student-athletes with those trying out. Only those athletes with proper paperwork; valid physical, Gfeller-Waller forms, etc shall be allowed to participate in tryouts or practices. The head coach shall provide a list of student-athletes that have tried out for a given team to the athletic director.

From this list, the athletic director will work with the school administration, student data manager, and counseling department to ensure that students meet the SBE requirements for age, residence, enrollment, semester rule compliance, and felony policy compliance. Any student that does not meet these standards is ineligible.

The athletic director will collaborate with the school data manager, counseling department, and school administration to create a report of all students that did not meet the minimum academic load requirements as established by the SBE and the district from the previous semester. Students that do not meet this standard are ineligible.

The athletic director shall review the list of prospective team members to ensure eligibility. No student may participate until they have been cleared to play by having met all standards.

The roster of each team will be recorded on a master eligibility sheet as provided by the NCHSAA/SBE. This list of team members is to be printed and signed by the principal, athletic director, and head coach. The school will keep a file of all master eligibility sheets in the office of the athletic director. In addition, the coach and administration will receive a copy of the master eligibility sheet for each team. Furthermore, a copy will be on file with the district athletic director prior to the first scheduled contest. Students on eligibility contracts as provided in Pender County Schools Policy 3621 and 3621 R&P must be approved by the school administration and must follow Board policy. Each head coach is responsible to ensure the terms of the contract are fulfilled and reported to the athletic director and school administration.

All coaches will have access to the file created by the athletic director in order to check and maintain eligibility for students.

Each coach is responsible for ensuring that the students on their team are eligible during the season. This includes monitoring attendance through school-approved procedures and monitoring academic progress as outlined in Board Policy 3621.

If at any time during a season a coach has reason to believe that a student is ineligible, whether for academics, residence, medical requirements, or any other NCHSAA, NCDPI, or Pender County Schools Policy requirement or standard, they are to immediately notify the school administration and the school athletic director.

Section 1: NC Administrative Code
16 NCAC 06E.0204 Interscholastic Athletics and Administering Organizations for ***High School Athletics***

1.1 Definitions:
- a. "Administering organization" is defined in G.S. 115C-407.50(1).
- b. "Participating school" is defined in G.S. 115C-407.50(7).
- c. "Public school unit" is defined in G.S. 115C-5(7a).

1.2 Public School Units (PSUs) are authorized to determine whether and to what extent students in grades 6 through 12 may participate in interscholastic athletics; provided that students in grade 6 are not eligible to participate in tackle football. This Rule shall not apply to charter school athletic programs in kindergarten through grade 8.

1.3 To participate in public school interscholastic athletics, a student shall meet the following requirements:
- a. A student who attends a school supervised by a local board of education shall only participate in the school to which the student is assigned under G.S. 115C-366. A student enrolled in a charter, regional, statewide public school, or school operated by the University of North Carolina, must meet all the enrollment criteria for that school and attend that school. If a student is over the age requirements, for the school the student attends, the student may participate at the school to which the student would be assigned or attend at the next higher grade level.
- b. A student shall meet the age requirements at each grade level to participate. PSUs shall determine the age of participating students based on a preponderance of the evidence known to them. A student ineligible to participate at one grade level due to age shall be eligible to participate at the next higher grade level only, provided, no student shall be eligible to participate at the middle school level for a period lasting longer than six consecutive semesters, beginning with the student's entry into grade 6 and no student shall be eligible to participate at the high school level for more than eight consecutive semesters, beginning with the student's first entry into grade 9 or participation on a high school team, whichever occurs first.
  - i. A student shall not participate on a grade 6, 7, 8 team if the student becomes 15 years of age on or before August 31 of that school year.
  - ii. A student shall not participate on a grade 9 through 12 team if the student becomes 19 years of age on or before August 31 of that school year.

1.4 To be eligible to participate during any semester in grades 6-12 the student shall have passed at least 70% of courses taken during the immediate prior semester and meet promotion standards established by the PSU, provided, a student who is promoted from grade 5 to grade 6 shall be deemed to have satisfied the requirement set forth in this Paragraph to participate in the first semester of grade 6 and provided a student is promoted from grade 8 to grade 9 shall be deemed to have satisfied the requirement set forth in Paragraph to participate in the first semester of grade 9.

1.5 To be eligible to participate, a student shall receive a medical examination every 395 days by a licensed physician, nurse practitioner, or physician assistant, subject to the provisions of G.S. 90-9, 90-18.1, and 90- 18.2.

1.6 The student shall not participate in interscholastic athletics after any of the following:

a. graduation, except that the student may continue to participate in playoff and state championship contests in spring sports after graduation
b. signing a professional athletic contract, except that the student may continue to participate in any sport for which the student has not signed a professional contract;
c. receiving remuneration as a participant in an athletic contest, except that the student may accept a gift, merchandise, trophy, or other thing of value, provided that:
    i. the value does not exceed two hundred fifty dollars ($250.00) per student per sports season;
    ii. the item is totally consumable and non transferable, or labeled in a permanent manner, for example, monogrammed or engraved items; and
    iii. the item is approved by the student's principal and superintendent; or
d. participating on an all-star team or in an all-star game that is not sanctioned by the administering organization of which the student's school is a member provided, the student shall be ineligible only for the specific sport involved.

1.7 Each PSU shall require the principal of a school that participates in interscholastic athletics to certify a list of eligible students for each sport.

1.8 A PSU shall impose at least the following penalties on a student, coach, or school official in grades 6 through 12 who is ejected from an athletic contest:

a. for the first offense, the person shall be reprimanded and suspended from participating in the next game at that level of play (varsity or junior varsity);
b. for a second offense, the person shall be placed on probation and suspended from participating in the next two games at that level of play (varsity or junior varsity);
c. for a third offense, the person shall be suspended for one calendar year;
d. a coach who is suspended shall not coach any team for any grade level during the period of suspension.

Penalties are cumulative from sport to sport and from sport season to sport season. If no member of the school's coaching staff is present to assume an ejected coach's duties, the contest shall be terminated by a forfeit.

1.9 PSUs may allow their schools to belong to an administering organization designated by the State Board of Education.

1.10 An administering organization entering into a memorandum of understanding with the State Board of Education for the purpose of administering interscholastic athletics under this Rule must apply and enforce all of the requirements of this Rule.

1.11 The State Board of Education may delegate to an administering organization its authority over participating schools to:

a. waive any student eligibility requirement contained in this Rule, if it finds that the requirement fails to accomplish its purpose, or it works an undue hardship on a student

who has lost eligibility due to circumstances that made participation impossible such as prolonged illness or injury;

b. adopt, apply, and enforce penalty rules that establish a system of demerits that includes reprimands, probations, suspensions, forfeitures of contests, forfeitures of titles, and disqualifications;
c. adopt, apply, and enforce administrative rules, as defined in G.S. 115C-407.55(5);
d. adopt, apply, and enforce gameplay rules, as defined in G.S. 115C-407.55(6); and
e. establish and collect from all its members a uniform membership fee of either:
    i. one thousand dollars ($1,000) for each participating school, or
    ii. one dollar ($1.00) for each student enrolled in a participating school.

1.12 An administering organization shall:

a. enter into a memorandum of understanding with the State Board of Education no later than March 15 prior to the academic year in which it is to begin administering interscholastic athletics and before each subsequent renewal of a memorandum of understanding;
b. be audited by a reputable independent auditing firm and submit the audit to the State Board of Education no later than March 15 each year;
c. broadcast the meetings of its membership and board of directors in a manner that is announced on its website and which may be viewed electronically by any member of the public;
d. provide to the State Board of Education within 30 days any requested organizational records, including but not limited to, financial information, annual audit reports, and any matters related to or impacting participating schools;
e. enter into written agreements with PSUs that allow their eligible schools to participate in interscholastic sports, which agreements shall include an explanation of the fees to be charged, the obligations of the PSU and participating schools, penalties for the violation of this Rule at the high school level that may be imposed, and an explanation of the process to contest or appeal adverse decisions; and
f. publish the organization's rules through a link on the first page of its website.

1.13 The State Board of Education will appoint an appeals board to hear and act upon appeals from final decisions of an administering organization regarding student eligibility, penalties, fees imposed, retaliation, or discrimination. Panels of no fewer than three members of the appeals board may hear and decide matters on behalf of the board. A PSU aggrieved by a final decision of the administering organization may file an appeal with the State Board of Education's Office of General Counsel within five days after receipt of the administering organization's final decision. The notice shall be mailed to the Superintendent or board of trustees of the PSU.

a. The administering organization’s notice shall contain:
    i. findings of fact;
    ii. conclusions of law, including citation to any rules related to the decision;
    iii. a description of any penalties; and
    iv. a statement that the PSU may file a notice of appeal within five days of receipt of the administering organization’s decision by mailing the notice to the State Board of Education’s Office of General Counsel, 301 S. Wilmington Street, Raleigh, N.C. 27601, and emailing a copy of the notice of appeal to the Office of General Counsel for the State Board of Education.
b. The PSU's appeal shall:

i. be in writing;
ii. include a description of the facts of the dispute;
iii. include any evidence submitted to the administering organization;
iv. present an argument explaining why the PSU believes the administering organization's final decision was not based on substantial evidence or affected by an error of law.

c. The administering organization may file a response to the PSU's submissions within five days. The panel may shorten the time for filing the administering organization's response if the decision affects a student's or coach's eligibility to participate in an intervening athletic contest. All documents filed in the appeal shall be simultaneously served on all parties. Any hearing shall be recorded.
d. All documents filed in the appeal shall be simultaneously served on all parties. in the manner prescribed in Rule 5 of the North Carolina Rules of Civil Procedure.
e. Any hearing shall be recorded.
f. No later than 30 days after the State Board of Education's receipt of the appeal, a panel of the appeals board shall issue its decision. The panel shall affirm the administering organization's final decision unless a majority of the panel determines that the final decision is not supported by substantial evidence or affected by an error of law.
g. The panel's decision shall be final.

1.14 The PSU that has jurisdiction over a school may impose penalties in addition to those imposed by an administering organization. If there is no administering organization governing a group of schools, a PSU may adopt and impose penalties for schools under its jurisdiction.

History Note: Authority G.S. 115C-12(12); 115C-12(23); 115C-47(4); 115C-407.50, 115C-407.55; 115C-407.60; 115C-407.65; 116-235(b);
Emergency Adoption Eff. August 20, 2019;
Eff. March 1, 2021;
Temporary Amendment Eff. July 1, 2022.

NOTE: The NCHSAA Handbook and SBE Athletic Manuel is subject to change based on decisions made by the NCHSAA Board of Directors and SBE. In addition, this is not, and is not meant to be, the entire handbook. Specific situations not addressed herein may be found in the NCHSAA Handbook. Additionally Pender County Schools, **3621 Eligibility for Extracurricular Activities** and **3621-R&P-Eligibility for Extracurricular Activities** is still in effect

1.15 Pender Early College High School (PECHS) Students

a. Students enrolled in PECHS may participate in high school athletics at the high school they are regularly districted to as stated in PCS Policy 3621.
b. Students must fulfill all eligibility requirements of the NCHSAA and PCS to be eligible for participation.
c. Transportation shall be the responsibility of the student and family to the member school where the student is participating.
d. Additions to each NCHSAA member school's ADM based on PECHS student enrollment shall be provided to the NCHSAA by PCS.

Section 2: Middle School Athletic Eligibility
(As found in NCDPI Athletic Manuel and PCS Policy 3621)

Only students in grades six through eight may participate in middle school (6th, 7th and 8th grades) interscholastic athletic competition. Only students in grades seven through nine may participate in junior high school (7th, 8th and 9th grades) interscholastic athletic competition.

Note: Sixth grade students are ineligible to participate in tackle football.

Eligibility begins for all students with initial entry into the sixth grade regardless of:
- the school organization pattern
- the decision of the LEA to allow 6th grade participation

In order to qualify for public school participation, a student must meet the following requirements:

2.1 Academics

a. In grades six, seven and eight, the student must pass at least 70% of courses taken the prior semester and meet promotion standards established by the LEA (PCS 3621).
b. The student must have earned at least a 70 numerical average during the previous semester.
c. As provided by PCS Policy 3621 R&P a one-time contract may be provided to waive ONLY the 70 average requirement.
d. All other academic requirements must be met to qualify for a PCS Student-Athlete Eligibility Contract
e. If an athlete is "academically eligible" or "academically ineligible" at the beginning of any semester, that status is retained throughout the full semester.
f. It is the responsibility of the school principal to check the academic status of each student/athlete enrolled in school at the beginning and close of a semester.
g. A principal shall prohibit any student known to be academically ineligible from participating in any competitions. Within eight days (excluding Saturday and Sunday) of the last day of the first semester, a principal shall verify the grades of all students participating in interscholastic athletics. The principal may restore eligibility to any debarred student after he or she has qualified at the end of a semester. Any student who has his or her eligibility restored may participate the day following the completion of the semester of ineligibility.

2.2 Age

a. The principal must have evidence of the legal birth date of the student.
b. A student shall not participate on a sixth, seventh or eighth grade team if the student becomes 15 years of age on or before August 31 of that school year.

2.3 Attendance

a. A student must have attended at least 85 percent of the total number of instructional days in the PSU during the previous semester.
b. A student must, at any time of any game in which he or she participates, be a regularly enrolled member of the school's student body, according to local policy.

c. PCS Policy 3621 - “Regularly enrolled” for grades 6-8 shall be defined as enrolled in a regular school day schedule unless otherwise required by an IEP or 504 plan.
d. A student must be in attendance on the day of an interscholastic activity, including field trips, in order to participate in the activity, unless the school principal grants prior approval. Such approval may only be granted for educational or emergency purposes (PCS Policy 3621)

2.4 Biological Requirements

a. All teams participating in interscholastic or intramural athletic activities shall comply with the following:
    i. Each team shall be expressly designated by the biological sex of the team participants as one of the following:
        1. Males, men, or boys.
        2. Females, women, or girls.
        3. Coed or mixed.
    ii. Athletic teams designated for females, women, or girls shall not be open to students of the male sex.
    iii. For purposes of this Section, a student's sex shall be recognized based solely on the student's reproductive biology and genetics at birth.

2.5 Eligibility Lists

a. Each PSU shall require the principal of a school that participates in interscholastic athletics to sign and date a list of eligible students for each sport.
b. The PSU shall maintain a copy of the most current list in the principal’s office and the office of the superintendent.
c. All eligible students shall be included and all information must be complete and accurate when certified by the principal.
d. It is recommended to keep these lists on file for at least three years.
e. A player shall not dress for a game or scrimmage when he or she is not eligible to participate in the game.
f. Dressing and being in the designated team area shall be interpreted as participating in the game.
g. Any school that uses an ineligible player or a player not included on the eligibility list in any contest is to immediately drop the player from the team and forfeit all games in which the player participated. (This includes individual sports.)
h. Schools not filing a completed eligibility list with the local superintendent's office or designee for any interscholastic athletic team shall be suspended from playing in that sport until such list is received by the local superintendent's office.

2.6 Felony Policy - Any student who is subject to the Middle School six semester rule is subject to the criteria below.

a. A student shall not participate in interscholastic athletics after pleading guilty or “no contest” to, or being convicted of, a felony under the laws of North Carolina, the United States, or any other state.
b. Prior to deeming the student ineligible, an administering organization shall receive a certified copy of a criminal record reflecting the conviction and verify that the student is the same individual identified in the criminal record.

c. Such ineligibility shall be immediate and shall prohibit participation in the NC Middle School sports program from the date of conviction or adjudication of delinquency through the end of the student's middle school career.

2.7 Gfeller-Waller Concussion Awareness - In order to be eligible for practice or participation in any interscholastic athletic contests:

a. Student-athletes will be provided with the Gfeller-Waller NCHSAA Student-Athlete & Parent/Legal Guardian Concussion Information Sheet.
b. Students shall read, initial, sign, and return the Student-Athlete & Parent/Legal Guardian Concussion Information Sheet before beginning participation in practice or participating in interscholastic athletic contests.
c. Parent/Legal Guardians will be provided with the Gfeller-Waller NCHSAA Student-Athlete & Parent/Legal Guardian Concussion Information Sheet.
d. Parent/Legal Guardians shall read, initial, sign, and return the Student-Athlete & Parent/Legal Guardian Concussion Information Sheet before the student begins participation in practice or participating in interscholastic athletic contests.
e. School Representatives (parent/coach/volunteer/school nurse/athletic directors/first responders) will be provided with the Gfeller-Waller NCHSAA School & Athletic Personnel Concussion Information Sheet.
f. All above adults shall read, initial and return the Gfeller-Waller NCHSAA School & Athletic Personnel Concussion Information Sheet before the student begins participation in practice or participating in interscholastic athletic contests.

2.8 Name, Image, or Likeness

a. NIL details can be found in SBE ATHL-008

2.9 Promotion - Promotion is defined as progressing to the next grade.

a. In grades six, seven and eight, the student must meet state and local promotion standards each semester. This includes all academic requirements listed in this manual.
b. Regardless of the school organization pattern, a student who is promoted from the fifth grade to the sixth grade automatically meets the courses passed requirement for the first semester of the sixth grade.

2.10 Residence - The student must meet the residence criteria of G.S. 115C-366(a).

a. The student may participate only at the school to which the student is assigned by the LEA.
b. Transfers within the same administrative unit may be governed by the local Board of Education policy.
c. A student transferred from one administrative unit to another by mutual agreement, as provided in G.S.115C-366.1 (F), is immediately eligible for athletic participation in the receiving unit.

2.11 Semester Rule

a. No student may be eligible to participate at the middle school level for a period lasting longer than six (6) consecutive semesters, beginning with the student's entry into sixth grade.
b. The principal shall have evidence of the date of each player's entry into the sixth grade and monitor the six (6) consecutive semesters.

2.12 Required Eligibility Forms for Students and Parents/Guardians - In order to be eligible for *tryouts, practice or participation in any interscholastic athletic contests*:

a. The student and parents/guardians must complete a PCS Middle School Eligibility, Consent to Participate, and Release Form
b. The student must receive a medical examination once every 395 days by a duly licensed physician, nurse practitioner, or physician assistant, subject to the provisions of G.S.90-9.1, 90-18.1, and 90-18.2.
c. All eligible students must submit to the school athletic director a completed North Carolina High School Athletic Association Sport Preparticipation Examination Form prior to participation in any practice or athletic contest. A copy of the Sport Pre- Participation Examination Form can be found at: https://www.nchsaa.org/health-and-safety
d. The student and parents/guardians must complete the requirements found within the Gfeller Waller Concussion Awareness section of this handbook

2.13 Students with Identified Disabilities - Students with identified disabilities are eligible for participation in athletic programs at the middle school level.

a. Participation in athletic team tryouts may not be denied a student with a disability, an IEP, or a 504 plan when accommodations or modifications are necessary to provide the student with an equal opportunity to benefit. For example, a deaf student would require an interpreter for the deaf.
b. A student with a disability, an IEP, or a 504 plan must meet all requirements that apply to the regular education student.

2.14 Waivers - The Superintendent shall be responsible for general oversight of interscholastic athletic activities at participating middle and junior high schools. Public school units shall apply and enforce the rules and policies of the SBE related to interscholastic athletics at participating middle and junior high schools under their jurisdiction. A PSU may also waive any student participation rule as applied to a specific student enrolled at a middle or junior high school under the jurisdiction of the PSU if it finds that enforcing the requirement:

a. Fails to promote academic progress, health, safety, and fair play;
b. Works an undue hardship on a student who has lost eligibility due to circumstances that made participation impossible, such as prolonged illness or injury; or
c. Prevents the reasonable accommodation of a student's disability, as required by the Americans with Disabilities Act, 42 U.S.C. § 12101 et seq.
d. Sixth grade participation in tackle football is not eligible for appeal.
e. For any question or dispute involving the enforcement of any SBE policy governing interscholastic athletics, other than a ruling by a referee or official enforcing gameplay rules during an athletic competition, the relevant rule administrator shall render a final decision within 10 business days. The rule administrator's final decision shall contain:
    i. Findings of fact.
    ii. Conclusions of law, including a citation to and copy of any rules related to the decision.
    iii. A description of any penalties imposed.
    iv. Instructions on how the aggrieved party may file a notice of appeal with the Superintendent and a notice that the appeal must be filed within five days after receipt of the final decision.

NOTE: It is to be understood that ordinary cases in ineligibility shall not be considered as coming under the hardship category, and that the conditions which cause the student to fail to meet the eligibility requirements, must have been beyond the control of the school, the student and/or his/her parents. Injuries, illnesses, or accidents which cause the student to fail to meet one of the basic requirements are possible causes for hardship consideration.

The SBE Athletic Manuel is subject to change based on decisions made by the NCHSAA Board of Directors and SBE. In addition, this is not, and is not meant to be, the entire handbook. Specific situations not addressed herein may be found in the NCHSAA Handbook. Additionally Pender County Schools policies including, **3621 Eligibility for Extracurricular Activities** and **3621-R&P- Eligibility for Extracurricular Activities** are still in effect.

Section 3: PCS General Rules and Regulations for Middle School Athletics
(As found in and adapted from NCDPI Athletic Manual)

The SBE authorizes the LEA or the conference of which the school is a member to administer the rules and regulations.

LEAs have the authority to be more strict than NC Administrative Code 16 NCAC 06E.0204 Interscholastic Athletics if they so choose.

3.1 Pender County Middle School Conference Members

Burgaw Middle
Cape Fear Middle
Penderlea Middle
Topsail Middle
Surf City Middle
West Pender Middle

3.2 Administration and Supervision of Games

a. The school administration is responsible for adequate supervision of athletic contests to ensure safety and proper conduct of athletes, coaches, fans, and officials.
b. It is recommended that officials be escorted to safety at the end of every game.

3.3 Composite Teams - When an administrative unit is experiencing difficulties in organizing interscholastic athletic teams at the middle/junior high school levels, a local board of education may form composite teams with students from different schools within the administrative unit.

3.4 Conforming Rules - To align middle school athletic rules with rules governing high school athletics, the following shall apply:

a. In defining participation in middle school athletics, dressing and sitting on the bench shall be interpreted as playing in the game.
b. Girls are allowed to participate on a boys' interscholastic athletic team where the school does not have a girls' team in the same sport. (Fastpitch softball is not the same as baseball).
c. Boys are not allowed to participate on any girls' team, as defined by interpretation of the Office for Civil Rights interpretation of Title IX in 1994.

3.5 Filming and Videotaping - Filming or videotaping of a contest by non-participating schools, in any sport, is considered unsportsmanlike conduct, unless agreed upon by competing teams.

3.6 Drones - The use of drones is prohibited within the confines of stadiums, fields and arenas during PCS contests. This policy includes not only the restricted playing area of the venue(s), but also the physical confines of the entire stadium, field, arena and structure. The policy extends to pre- and post-game activities. Exceptions shall be made for Pender County Sheriff's Department and PCS District Staff.

3.7 Practice

a. There shall be no athletic practice during the regular school day.
b. This means no individual or team practice or contest may begin until after the last regularly scheduled instructional period.
c. No authorized practice, contest, or workouts may occur during the work day for teachers during the ten-month teaching calendar, and coaches may ***not*** use their vacation or leave time to hold a practice during the teacher work day. This rule also applies to non-faculty coaches.
d. There shall be no Saturday or Sunday practice or contest in any sport. This regulation includes the assembling of members of athletic squads for purposes of viewing films, chalk talks, or other matters pertaining to coaching.
e. Once the students' school calendar year ends, non-mandatory teacher workdays are governed by local policy.
    i. There shall be no practices, workouts, or open facilities until the start of the next athletic year as defined by the PCS Middle School Sports Calendar.
f. This rule also applies to non-faculty coaches.
g. Exception: if a superintendent gives permission for schools in his/her unit to practice prior to the end of a work day DUE TO INCLEMENT WEATHER ONLY.
h. Team practice in any sport is prohibited after the sports season ends until the first day following the final day of the school year.

3.8 Games and Contests

a. There shall be no athletic contests during the regular school day.
b. Evening contests and/or games shall start no later than 7:00 p.m. when followed by a school day. The exception is for tournaments.
c. Non-school team preseason scrimmages and games are not permitted in any sport.
d. There shall be no preseason scrimmages for middle school sports.
e. Season Limitations
    i. Regular Season
        1. Teams and individuals shall not participate in more than seven (7) football games and fourteen (14) athletic contests during the regular season in baseball, basketball, soccer, softball, and volleyball in an academic year.
        2. Non-conference/Out-of-County games - Middle schools may add up to 2 additional games to their regular season schedule on or following the Monday of the week prior to the first county game in all sports except football. This game may not cause a team to exceed the season or weekly limit or interfere with the county schedule. Travel distance should be less than 30 miles one way or be approved by the County Athletic Director.
            a. County games shall take precedence over non-conference/out-of-county games in the event a make up game is needed.
            b. No additional football games may be added to the conference schedule
    ii. Post Season
        1. Teams and individual students are permitted to participate in one school tournament or play-off championship game in each sport in an academic year as scheduled by the conference.

2. Conferences may play up to two additional games (except football that may play one) in lieu of a conference tournament or play-off championship game in each sport in an academic year.

f. Weekly Limitations
   i. Teams and/or individuals may participate in only one regularly scheduled football game per week, no exception to this rule.
   ii. In other sports, students may participate in two regularly scheduled contests per week, except as noted in Section 4 for the sports of baseball, softball, and volleyball.
   iii. During tournament play a third game will be permitted.

g. Postponed and Suspended Contests
   i. Any single contest postponed because of emergency reasons (e.g. inclement weather, epidemics, mid-term exams, etc.) may be rescheduled and played, in addition to the regular number of contests allowed per week.
   ii. Football shall be limited to one game per week without exception
   iii. The decision to reschedule a contest should be made by the principals of both schools in conjunction with conference officers.
   iv. With the exception of softball and volleyball, no team or athlete shall play more than three games in one sport per week.
   v. Postponed games will be made up in the order of postponement on the next possible date.
   vi. Friday will not be used as a makeup day, unless mutually agreed upon by the principals of the two schools involved.
   vii. Unplayed or suspended games
      1. If a game can not be played/finished because of emergency reasons (bad weather, epidemics or other unavoidable mishaps) or a winner can not be determined by suspended game rules the game shall be declared a no contest.
      2. Games not played due to disciplinary action taken by the school shall be a forfeit.
      3. If a conference school plays a part of its schedule, and then withdraws from competition leaving unplayed games, PCS shall have power, at its discretion, to declare official forfeitures or no contests of all unplayed conference games.

h. All-Star Teams/Games
   i. Participation on any all-star team or in any all-star game in which a student is representing the Middle School is prohibited.
   ii. Students are prohibited from wearing any and all school uniforms, including all protective equipment, while competing on any all-star team, in any all-star game or in any athletic event outside the purview of this manual.

3.9 Coaches - In accordance with SBE policy, the head coach of an interscholastic athletic team shall be a bona fide member of the faculty and as such, shall be responsible for supervision of athletic teams during all practices, games, and trips.

a. The local superintendent may, with the concurrence of the local board of education, designate non-faculty persons as head coaches until such time as a suitable bona fide faculty member becomes available.

b. Any person paid or employed as a principal shall not coach interscholastic athletic teams.
c. The head coach is responsible for the conduct of assistant coaches, players, and bench personnel.
d. Coaches Education - PCS requires all coaches, volunteer and paid, and athletic directors to complete the following through https://www.nfhslearn.com/ prior to the first day of practice
    i. Middle School Coaching or Fundamentals of Coaching (1 time completion)
    ii. Protecting Students from Abuse (1 time completion)
    iii. Sudden Cardiac Arrest (annual completion)
    iv. Concussion in Sports (annual completion)
    v. Bullying, Hazing, and Inappropriate Behaviors (annual completion)
    vi. The NFHSlearn Cheer and Dance Safety Certification Course must be completed by the head cheer coach prior to a cheer team stunting or tumbling and must be renewed every four years.
    vii. The NFHSlearn Football Tackling course is required prior to the first day of practice for all middle school football coaches and must be renewed every four years.
    viii. It is required that the head coach attend an online rules clinic in the sport he/she coaches. These rules clinics shall be developed by PCS for each season. This clinic must be completed before the first practice.

3.10 Officiating - Officials are recommended to be obtained through a satellite-booking agent of the NCHSAA.
a. Complaints about officiating are to be filed with the booking agent making the assignment.
b. Under no circumstances shall a game be played when officials are taken from the audience of spectators or from school personnel. (Exception: In an emergency situation, North Carolina High School Athletic Association certified officials may be used when permission is acquired from the office of the superintendent.)
c. To eliminate any real or perceived conflict of interest, booking agents should not officiate in the sport which they are responsible for booking.
d. Officials should be instructed to inform school officials when ejections occur.
e. It is recommended that officials be escorted to safety at the end of play in all games.

3.11 Skill Development Sessions
a. Definition of Off-Season Skill Development/Open Facility - skill development that occurs outside of the sports season during the school year
b. Off-season skill development sessions are allowed during the school year for sixth, seventh and eighth graders.
c. Definition of Summer Skill Development - skill development that occurs outside of the sports season and outside of the school year. *PCS does not allow for Summer Skill Development sessions for our middle school student-athletes.* This includes any workout conducted by middle school or high school PCS coaches.
d. Skill development sessions shall not be held during the first two weeks of a sports season.

e. All skill development sessions must be voluntary and open to all students with all current and valid eligibility forms as defined in the **2.12 Required Eligibility Forms for Students and Parents/Guardians** section of this manual.
f. Student insurance is required by PCS Board Policy 3621 for all those involved in athletics, in season and out of season.
g. At no time may a coach require skill development sessions as a measure of potential or continued participation on a team for any student.
h. The primary focus of off-season skill development should be on individual student athletes, not team.
i. In season athletes are not allowed to participate in skill development sessions for sports not in season.
j. Skill development sessions are not restricted in the number of participants on a daily basis.
k. There are no restrictions on the number of coaches who may work with the athletes.
l. Skill development sessions are open to only students enrolled at that school.
m. Skill development sessions are limited to 90 minutes per day.
n. Any team practice or game environment, including scrimmages, created in an off-season skill development session is prohibited during the students' school calendar year.
o. Team practice in any sport is prohibited after the sports season ends until the first day following the final day of the school year.
p. For safety purposes, school administrators or other school personnel should be present as supervisors during any skill development session or open facility.
q. Any individual who coaches at a middle school, head or assistant, paid or non-paid, faculty or non-faculty, parent volunteer, etc., must abide by the skill development, out of season workout rules.
r. If a coach, regardless of the sport (basketball, soccer, etc.) he or she coaches at the middle school, also coaches a "non-school" or "club team" during the sports season or outside the sports season but during the school year, whether head or assistant, and has any students from the middle school on that outside team, he or she must abide by the numbers restrictions, one less than a team (see below) in an out-of-season workout.

    Number of participants from one school, on any outside team on a given day.

Football no more than 10	Volleyball no more than 5
Basketball no more than 4	Soccer no more than 10
Baseball no more than 8	Softball no more than 8

s. **NOTE: Middle school students are not permitted to participate in high school open facility or skill development sessions during the summer or school year.**
    i. Rising 9th graders may participate in summer workouts at their high school once the school year has ended.
t. Middle school student-athletes may participate in summer camps held by high school coaches or outside organizations at PCS facilities.

3.12 Sports Seasons

PCS Sports Seasons		
Season	**Sports**	**First Day of Practice/Tryouts**
Fall	Coed Football, Girls Softball, Coed	Aug 18, 2024

	Cheerleading	
Winter A	Boys Basketball, Girls Soccer, Coed Cheerleading	Oct. 20, 2025
Winter B	Boys Soccer, Girls Basketball, Coed Cheerleading	Jan. 6, 2026
Spring	Boys Baseball, Girls Volleyball	Mar. 2, 2026 PLE Mar. 16, 2026 Traditional Schools
Cheerleading may continue to practice during soccer season if keeping the same squad. If a new tryout is held for basketball season then basketball tryout date must be followed.		

3.13 Dead Periods - No workouts, skill development or open facilities shall be permitted for out-of-season sports during dead periods.
Dead periods for the 2025-26 school year are as follows:

- Summer Dead Period: May 23-Aug. 10, 2025
- Fall Dead Period: Aug. 18-24, 2025
- Winter A Dead Period: Oct. 20-26, 2025
- Winter B Dead Period: Dec 15, 2025-Jan. 11, 2026
- Spring Dead Period: Mar. 2-8, 2026 PLE, Mar. 16-22, 2026 Traditional Schools
- Summer Dead Period: May 11-Aug. 2, 2026

NOTE: There shall be no middle school workouts, skill development, or any other off-season team activity during PCS designated winter or spring breaks

3.14 Weight Training - Weight training programs are permitted for all students eligible for middle school athletics.

a. All weight training and conditioning must be voluntary and open to all students. Coaches shall verify that every student participating in weight training or conditioning has a valid Preparticipation Physical Examination Form.
b. Personnel knowledgeable of weight training and conditioning for middle school students should be on hand at all times to observe and ensure proper techniques and practices are followed.
c. If high school weight rooms or other athletic facilities are used or shared with middle schools, the middle school student athletes shall not use such facilities at the same time as the high school student athletes.
d. **NOTE: The school administration is responsible for providing adequate supervision of the off-season skill development and weight training sessions and their intended purposes.**

3.15 Regular Season Championships - Win percentage for regular season conference games shall be used to determine regular season champions. If two or more teams have identical regular season conference win percentages there shall be co-champions.

3.16 Tournament Information

a. Revenue Disbursements & Gate

i. Each tournament shall be hosted by a PCS MS, either at their school or in conjunction with a PCS HS. The host MS shall be responsible for the collection of the gate and payment of officials.
ii. Revenue for each round will be split equally between teams involved in the round once expenses are accounted for.

b. Determining Representatives - The following rules are used to determine which teams earn available berths into postseason tournaments awarded on the basis of regular season standings. These are used AFTER completion of the regular season schedule.
   i. The top four teams based on regular season records shall participate in the postseason tournament in baseball, basketball, soccer, softball, and volleyball.
   ii. Award berths based on final regular season standings which shall be based on win percentage.

c. Tie Breaking Procedures for tournament seeding - The following tie breaking procedures shall be used to break all ties unless otherwise mutually agreed upon by the teams involved.
   i. A two team tie shall be broken using head-to-head competition, if the tie is broken from that point on there is no need to use other criteria.
   ii. If there is still a tie, it will be resolved by comparing how the tied teams fared against the rest of the conference, starting with the number one team and moving down, if necessary, throughout the conference until the tie is broken.
   Example - A and B finished with equal conference records and split during the regular season, thereby tying for third place in the standings. Go to the number one position in the conference and compare how A and B did against that team in conference games. Say the tie cannot be resolved there (both teams split with the number-one team), so go to the number two team. Team A lost twice to the number two but B split with the number-two team. Therefore, B would be seeded third and A fourth (even though they finished tied for third in the final standings).
   iii. If the tie still exists or there is a tie between more than two teams, a draw will be held by the tied teams for the seeds available. All tied teams for a position will draw with the numbers of the spots for which they are tied in a hat.
   Example - A and B are tied for third and the tie is not resolved after going through the procedure above. The numbers three and four are put in a hat, and the schools will draw and assume the seed of the number drawn. The drawing will be done in alphabetical order as the schools are listed within the Pender County Middle School Conference Members section of this handbook.

Section 4: PCS Middle School Sports Rules and Regulations

4.1 Baseball

a. Baseball coaches are required to wear a skull cap style helmet when coaching in the coaches box during games.
b. Non-school team scrimmages and games are not permitted in any sport.
c. The first day of practice/tryouts shall be determined by the PCS Middle School Sports Calendar.
d. Season and weekly limitations can be found in Section 3.8 of this handbook.
    i. Baseball Doubleheader Weekly Limitation Exception
        1. Teams are allowed to play two (2) contests in one day. One (1) doubleheader is permitted per week.
        2. When playing two (2) contests in a day, contests are limited to five (5) innings each, except to break a tie.
        3. No team or individual shall play more than three (3) contests in a week, i.e. Monday through Friday.
        4. Penalty: Forfeit
e. Postponed and Suspended Contests see also 3.8.g
    i. No more than three contests may be played in a single week, even with postponements and rescheduling.
    ii. A contest called for any reason, where a winner cannot be determined, or any contest called at any time for mechanical failure (i.e., artificial lights, water systems, etc.) will be treated as a suspended contest.
    iii. If the contest is to be completed, it will be continued from the point of suspension with the lineup and batting order of each team the same as the lineup and batting order at the moment of suspension, subject to the rules of the contest.
    iv. If more than four and one half (4 ½) innings have been played and a winner can be determined, the contest is over.
    v. In a situation where a team does not want to make up a contest at all, the contest will be forfeited to the opponent.
    vi. If any rained-out baseball contest, that would affect the winning of a conference title is to be played, it shall be rescheduled on the same field (exception: suspended contests do not have to be rescheduled on the same field), unless changed by mutual agreement by the two schools.
f. Post Season
    i. The number of single elimination championship tournaments is limited to one (1) in an academic year.
    ii. This is not to exceed three contests in a week.
    iii. The top four teams shall participate in the postseason tournament.
g. Pitching Limitation
    i. Pitch counts shall be tracked and entered into the PCS Pitch Count Tracking System by no later than noon the day following a game
        1. Failure to enter pitch counts by the deadline may result in forfeiture of the game
        2. Failure to enter pitch counts for 3 games during the regular season may result in the removal from the post season tournament

ii. A pitcher may finish an at bat if he or she reaches 85 pitches during the at bat The table below shows the number of pitches and the required number of calendar days of rest required.

Maximum of 85 pitchers per day				
No Rest	1 Day	2 Days	3 Days	4 Days
1-25	26-40	41-55	56-70	71-85

For example a player that throws 47 pitches on Monday would have to rest Tuesday (1 day) and Wednesday (2 days) and would next be available to pitch again on Thursday.

NOTE: Violation of the pitching limitation rule is interpreted as the use of an ineligible player. The penalty is a forfeit of the game for which the ineligible player participated.

iii. **Tournament Exception -** The number of rest days required in the table above shall be reduced by 1 in the postseason tournament. A maximum of 85 pitches per day shall still apply.

h. All bats used on Pender County middle school play will conform to the National Federation of High Schools regulations for the BBCOR (Batted Ball Coefficient of Restitution) requirements. Legal bats will be labeled -3. BESR bats will not be allowed, as they are not allowed in high school play. In addition, the “minus three” rule remains in effect whereby bats must weigh no more than three ounces than the length of the bat; i.e. a 32-inch bat must weigh at least 29 ounces.

i. In Pender County games, middle school will compete on a field that conforms to NFHS and NCHSAA standards for basepaths and pitching distance.

j. Middle school games will be seven innings and will have a two-hour time limit, with no new inning starting after two hours has elapsed.
   i. Tournament finals games will not have a time limit.

k. Mercy Rule - The 10 run mercy rule will be in effect after 5 innings for all games. There will be a 15 run mercy rule after 3 innings.

4.2 Basketball

a. Non-school team scrimmages and games are not permitted in any sport.

b. The first day of practice/tryouts shall be determined by the PCS Middle School Sports Calendar.

c. Season and weekly limitations can be found in Section 3.8 of this handbook.

d. Postponed and Suspended Contests see also 3.8.g
   i. No more than three contests may be played in a single week, even with postponements and rescheduling.
   ii. A contest called for any reason, where a winner cannot be determined, or any contest called at any time for mechanical failure (i.e., artificial lights, water systems, etc.) will be treated as a suspended contest.
   iii. If a game reaches halftime, and a winner can be determined, the game is over.

e. Post Season
   i. The number of single elimination championship tournaments is limited to one (1) in an academic year.
   ii. This is not to exceed three contests in a week.
   iii. The top four teams shall participate in the postseason tournament.

f. Contests involving only middle school students shall be played in six-minute quarters.
g. A legal-size boys' ball shall be used for boys' competition.
h. A legal-size girls' ball shall be used for girls' competition.
i. Mercy Rule - If a team is ahead by twenty-eight (28) points or more at halftime or thereafter, the game will result in a running clock. The clock would only stop for shooting fouls, timeouts, injuries and the administration of technical fouls. The clock will continue to run for the remainder of the game, regardless of the point differential becoming closer than 28 points. ***There shall be no full court defense, "pressing", man-to-man or zone, for the remainder of the game once the mercy rule is in effect.***

4.3 Cheerleading

a. Cheerleading is an activity that comes under the control of the LEA and conference. It is recommended that LEAs and schools follow the National Federation spirit rules and guidelines.
b. The first day of practice/tryouts shall be determined by the PCS Middle School Sports Calendar.
c. Cheerleaders play an important role in creating better relations between opposing supporters and make positive contributions to good spectator reaction at an athletic contest. Cheerleaders are to set the example for all spectators for how they should behave in support of their team. The following are expectations pertaining to cheerleaders at contests:
    i. All cheers shall be positive, not antagonizing.
    ii. Cheerleaders should remain respectful during free throws at basketball contests. Ex. shaking palms or cheering their team on.
    iii. "Battling" between opposing cheerleading squads is prohibited and is considered unsportsmanlike. Ex. cheering against another cheerleading squad, aggressive or intimidating verbiage within cheers, facing another squad
    iv. Cheerleaders must have their eligibility certified in the same manner as other interscholastic student-athletes.
d. Basketball
    i. Cheerleaders must remain seated during all live balls, and cannot run on the floor during 30-second timeouts to do team cheers/chants. A single tumbler or subset of cheerleaders up to 4 is allowable during full-timeouts only.
    ii. Welcome visiting cheerleaders at all games and arrange a schedule for turns on the floor during basketball games.
e. The position of the cheerleader during an athletic event should be kept in perspective. The game is the primary consideration. Crowd leading and positive cheers for your school should be the emphasis.
f. All cheer coaches and sponsors at the middle schools are strongly recommended to complete the Cheer Safety Course offered by the NFHS at NFHSlearn.com.
    i. *The NFHSlearn Cheer and Dance Safety Certification Course **must** be completed by the head coach prior to a cheer team stunting or tumbling.*
    ii. This course must be renewed every 4 years by the head coach of a cheer team that is stunting or tumbling.
g. Safety Guidelines
    i. All cheers, chants, dances or spirit raising activities should be well planned, practiced and organized to promote the safety of students participating in cheerleading activities.

ii. A cheerleading coach should supervise all squads during all practices and performances.
iii. Cheerleading coaches should have a background in cheerleading, dance choreography, and/or gymnastics, and should be knowledgeable in proper cheerleading techniques and safety procedures. Coaches should coach only within his or her level of expertise.
iv. All routines, pyramids, stunts, tumbling, and jumps should be practiced to perfection and safety guidelines prior to actual performance.
v. Cheerleaders should be familiar with the environmental conditions and playing surfaces for which stunts, pyramids, jumps, and routines are to be used.
vi. All extended stunts should be performed with appropriate mats and shoes during practices and routines on game days.
vii. All stunts should follow the PCS Cheer Stunt Progressions

PCS Stunt Progressions ***(Spotters required for all stunts/pyramids)***		
Levels	☐	Ground Level
	☐	Modified Prep Level
	☐	Modified Prep Level Single Leg (Optional)
	☐	Prep Level
	☐	Prep Level Single Leg
	☐	Extension Level (Two-legs only) *All extended stunts should be done with an approved mat.
Twisting Loads or Twisting Sets (how you get into a stunt)	☐	*Standard/Straight Loading should be mastered prior to executing twisting loads.
	☐	Loading Extension Prep
	☐	1/4 up to Prep Level
	☐	1/2 up to Prep Level
	☐	No twisting to extension
Inversion	☐	Inversions below prep level
	☐	Ground inversion to prep level
	☐	Ground inversion to prep level single leg
Release/Dismounts	☐	Dismount to a set position
	☐	Standard Cradle
	☐	Standard Cradle to a Pop
	*No releases unless to a standard/straight cradle *No twisting or forward facing dismounts (this includes roll-offs, flips, or somersaults)	

Other	☐	Thigh Stands
	☐	Shoulder Sits
	☐	Shoulder Stand
	☐	walk in to a chair
	☐	All movement/transitions should be at the loading/set position.
Pyramid	☐	Braced non-released transitions
	☐	Braced prep level two-leg with hand-arm connection
	☐	Braced prep level single leg skills with hand-arm connection
	☐	Braced extended level two-leg hand-arm connection
	*All pyramid loading and dismounting must follow all stunting guidelines above *No flipping/rolling transitions are allowed.	
*No Basket Tosses of Any Kind *No Toe Pitches		

viii. Acceptable floor tumbling maneuvers should be limited to forward and backward walk-overs, splits, round-offs, cartwheels, handsprings, handstands, back tucks, and front and back somersaults

ix. Mini-tramps, springboards, and similar equipment are prohibited.

x. Jewelry is not permitted during practices or performances.

xi. Artificial nails should not be worn during practices and performances if stunts are being performed. Additionally, nails should be closely trimmed and hair should be off the shoulders when stunting.

xii. Appropriate footwear should be worn, including rubber sole, low heel shoes that offer adequate support and can absorb the forces caused by jumping and other stunts or techniques.

xiii. Cheerleaders should have access to the school athletic trainer, school physician, school nurse, or any other medical care other athletes have access to.

xiv. Cheerleaders shall have a medical examination prior to participation on a squad. Any known medical condition that might interfere with active participation should be recorded (example: asthma, heart condition, epilepsy, diabetes, etc.)

xv. A cheerleader who misses a practice at which a pyramid, stunt, jump or tumbling maneuver was mastered should not perform any of those maneuvers at the next performance or until the maneuver is mastered.

xvi. Cheerleaders must travel together and use transportation which has been provided by the school.

xvii. All cheerleading squads should adopt a comprehensive conditioning program. Emphasis should be placed on areas such as flexibility, upper body strength, ankle and wrist strength, and endurance.

xviii. Appropriate stretching and warmup routines should be used prior to performances and practices.

xix. A stunt progression tracking sheet should be completed to show mastery of stunts, jumps, and tumbling maneuvers.

4.4 Football

a. ***Sixth grade students are ineligible for participation in tackle football.***
b. Non-school team scrimmages and games are not permitted in any sport.
c. Safety Guidelines - The NFHSlearn Football Tackling course is required prior to the first day of practice for all middle school football coaches and must be renewed every four years.
d. The first day of practice/tryouts shall be determined by the PCS Middle School Sports Calendar
e. **Acclimatization/Physical Conditioning -** The first five (5) days of practice shall be devoted entirely to physical conditioning/acclimatization activities.
    i. During the first two (2) days, helmets, T-shirts, shorts, and football shoes constitute acceptable dress, and no other football attire shall be worn.
    ii. On days three (3), four (4) and five (5), complete football attire may be worn, but absolutely no body-to-body contact is permitted.
    iii. Practice during the five (5) day period shall be limited to a one (1)-a-day period, not to exceed two (2) hours in length.
    iv. The first two (2) days of this conditioning week are limited to calisthenics, kicking, throwing, running, and similar exercises.
    v. Arm shields may be used, but tackling or blocking dummies, charging sleds, or similar devices may not be used until days three (3), four (4), and five (5).
    vi. Squad meetings, skull sessions, and film study are not allowed during the five-day period, since it shall be for the sole purpose of improving physical conditioning rather than football excellence.
    vii. Contact activities may begin on the sixth (6th) day of practice i.e., as soon as the required physical conditioning phase of practice has been completed.
        1. Only one (1)-a-day contact session may be conducted and shall not exceed two (2) hours in length.
    viii. The following table should be used to determine required water and rest breaks. If a WBGT thermometer is not available, https://convergence.unc.edu/tools/wbgt/, should be used to predict WBGT at the scheduled practice.

WBGT Activity Guidelines and Rest/Break Guidelines for Athletes		
Heat Category	**WBGT Index (F)**	**Activity Guidelines**
No Flag	Under 80	Unlimited activity with primary cautions for new or unconditioned athletes or extreme exertion; schedule mandatory rest/water breaks. (5 min rest/water break every 30 min)
Low (Green Flag)	80-84.9	Normal practice for athletes; closely monitor new or unconditioned athletes and all athletes during extreme exertion. Schedule mandatory rest/water breaks. (5 min water/rest break every 25 min)
Moderate (Yellow Flag)	85-87.9	New or unconditioned athletes should have reduced intensity practice and modifications in clothing. Well-conditioned athletes should have more frequent rest breaks and hydration as well as cautious monitoring for symptoms of heat illness. Schedule frequent mandatory rest/water breaks. (5 min rest/water break every 20 min) Have a cold

		or ice immersion pool on site for practice.
High (Red Flag)	88-89.9	All athletes must be under constant observation and supervision. Remove pads and equipment. Schedule frequent mandatory rest/water breaks. (5 min rest/water break every 15 min) Have a cold or ice immersion pool on site for practice.
Extreme (Black Flag)	Over 90	SUSPEND PRACTICE

1. It is also recommended that athletes do daily weigh-ins in order to monitor weight loss.

ix. A player shall have participated in a minimum of eight (8) separate days of team practice, three (3) of which shall be in full pads and included body-to-body contact, before participating in a football contest.
   1. The exception to this rule is athletes from other sports who play only as kickers
   2. There are no other exceptions; to fulfill this requirement, these must be football practices.

f. Season and weekly limitations can be found in Section 3.8 of this handbook.
   i. An individual is limited to only one (1) contest per week. There is no exception to this rule for football.
   ii. No additional non-conference or out-of-county games may be added to the football schedule
g. Postponed and Suspended Contests see also 3.8.g
   i. Any contest or partial contest postponed or suspended because of emergency reasons (e.g. inclement weather, epidemics, mid-term exams, etc.) must be rescheduled for the same week as previously scheduled or during an open week.
   ii. If the contest is suspended in the first half, even if one team is ahead, the contest is to pick up from the point of interruption unless coaches agree to end.
   iii. If the contest is suspended at half time or beyond.
      1. If the score is tied the game will be treated as a suspended contest and will be started from the point of interruption unless coaches agree to end.
      2. If one team is ahead when the contest is suspended, then that team is the winner.
h. Tie Breaker - If at the end of the fourth (4th) quarter, the teams have identical scores, the tie may be resolved by the method of the ten (10) yard line overtime procedures as set forth by the National Federation Football Rules Book.
i. Contests shall be played in eight-minute (8) periods.
j. A youth legal-size ball (the J5-Y ball is an example) may be used in middle/junior high competition.
k. During the entire time period between the end of football season and up through the first five days of practice for the next season, ABSOLUTELY NO body-to-body contact is allowed.
   i. PCS does not allow for summer activities. The first day of camp/tryouts shall be determined by the PCS Middle School Sports Calendar.

l. Mercy Rule - If a team is ahead by twenty-eight (28) points or more at halftime or thereafter, the game will result in a running clock, including dead ball situations, except for timeouts by a coach or official, or will be terminated by mutual consent.
m. Helmet Reconditioning: Information regarding helmet reconditioning can be found https://www.naera.net/
    i. All helmets that are worn by a student-athlete should be reconditioned following the season annually.
    ii. All helmets regardless of if they are worn or not shall be reconditioned every two years.
n. 5th Quarter - Middle school football in Pender County will also include, when feasible, a "fifth quarter." 5th quarter is designed as an 8-minute quarter where lesser skilled substitutes will play strictly with the intent of improving their skill level. Each team will be given four minutes of offense and four minutes of defense. Possession will start at the 50-yard line. Ball moves back to the 50-yard line after a score or change of possession. The clock will stop on out-of-bounds, scores, incomplete passes, change of possession and at the four-minute mark. Score will be kept but will not be part of the regulation game score. This quarter is to be as official as possible. If a team is not large enough to provide players for 5th quarter, the team should contact the opponent prior to game day.

4.5 Soccer

a. Non-school team scrimmages and games are not permitted in any sport.
b. The first day of practice/tryouts shall be determined by the PCS Middle School Sports Calendar.
c. Season and weekly limitations can be found is Section 3.8 of this handbook
d. Postponed and Suspended Contests see also 3.8.g
    i. No more than three contests may be played in a single week, even with postponements and rescheduling.
    ii. A contest called for any reason, where a winner cannot be determined, or any contest called at any time for mechanical failure (i.e., artificial lights, water systems, etc.) will be treated as a suspended contest.
        1. If the contest is suspended in the first half, even if one team is ahead, the contest is to pick up from the point of interruption unless coaches agree to end.
        2. If the contest is suspended at half time or beyond, the contest is over.
            a. If the score is tied when the contest is suspended, then the contest ends in a tie.
            b. If one team is ahead when the contest is suspended, then that team is the winner.
e. Post Season
    i. The number of single elimination championship tournaments is limited to one (1) in an academic year.
    ii. This is not to exceed three contests in a week.
    iii. The top four teams shall participate in the postseason tournament.
    iv. In tournament play, the National Federation of High School Associations (NFHS) tie-breaking procedure may resolve tied contests.
f. The contest shall be played in two (2) 20-minute halves, unless daylight or weather conditions dictate otherwise.

g. Game order shall switch during the second half of the season ie. Girls 3:45, Boys 4:45 first half Boys 3:45, Girls 4:45 second half
h. If a tie score exists at the end of regulation play in regular season conference or non-conference contests, that contest shall end in a tie.
i. If there is no winner at that point, the contest shall be considered a tie for both teams.
j. Mercy Rule - If a team is ahead by seven goals at halftime or thereafter, the game shall be terminated.

4.6 Softball

a. Softball coaches are required to wear a skull cap style helmet when coaching in the coaches box during games.
b. Non-school team scrimmages and games are not permitted in any sport.
c. The first day of practice/tryouts shall be determined by the PCS Middle School Sports Calendar.
d. Season and weekly limitations can be found is Section 3.8 of this handbook
e. Softball Doubleheader Weekly Limitation Exception
    i. Teams are allowed to play two (2) contests in one day. Two (2) doubleheaders are permitted per week.
    ii. When playing two (2) contests in a day, contests are limited to five (5) innings each, except to break a tie.
    iii. No team or individual shall play more than four (4) contests in a week, i.e. Monday through Friday.
    iv. Penalty: Forfeit
f. Postponed and Suspended Contests see also 3.8.g
    i. No more than four contests may be played in a single week, even with postponements and rescheduling.
    ii. A contest called for any reason, where a winner cannot be determined, or any contest called at any time for mechanical failure (i.e., artificial lights, water systems, etc.) will be treated as a suspended contest.
    iii. If the contest is to be completed, it will be continued from the point of suspension with the lineup and batting order of each team the same as the lineup and batting order at the moment of suspension, subject to the rules of the contest.
    iv. If more than four and one half (4 ½) innings have been played and a winner can be determined, the contest is over.
    v. In a situation where a team does not want to make up a contest at all, the contest will be forfeited to the opponent.
    vi. If any rained-out baseball contest, that would affect the winning of a conference title is to be played, it shall be rescheduled on the same field (exception: suspended contests do not have to be rescheduled on the same field), unless changed by mutual agreement by the two schools.
g. Post Season
    i. The number of single elimination championship tournaments is limited to one (1) in an academic year.
    ii. This is not to exceed three contests in a week.
    iii. The top four teams shall participate in the postseason tournament.
h. In Pender County games, middle school will compete on a field that conforms to NFHS and NCHSAA standards for base paths and pitching distance.

i. Middle school games will be seven innings and will have a two-hour time limit, with no new inning starting after two hours has elapsed unless there is a tie.
j. Tournament finals games will not have a time limit.
k. Mercy Rule - The 10 run mercy rule will be in effect after 5 innings for all games. There will be a 15 run mercy rule after 3 innings.
l. Extra-inning games will be resolved using the international tiebreaker rule. Each team will start their turn at-bat in the extra inning by placing the last batter to bat in the previous inning as a runner at second base.
m. Pender County Middle Schools will use a 12" softball for all games.
n. Softball bats must be legal for high school play. Upon conference agreement, pitching distance will be equal to that of NCHSAA regulations

4.7 Volleyball

a. Non-school team scrimmages and games are not permitted in any sport.
b. The first day of practice/tryouts shall be determined by the PCS Middle School Sports Calendar.
c. Season and weekly limitations can be found is Section 3.8 of this handbook
d. Volleyball Weekly Limitation Exception - Two (2) doubleheaders (best 2 of 3 sets) are permitted per week.
e. Postponed and Suspended Contests see also 3.8.g
    i. No more than four contests may be played in a single week, even with postponements and rescheduling.
f. Post Season
    i. The number of single elimination championship tournaments is limited to one (1) in an academic year.
    ii. This is not to exceed three contests in a week.
    iii. The top four teams shall participate in the postseason tournament.
    iv. Tournament matches will be best two-out-of-three games.
    v. The regular season champion will host the tournament, unless other provisions are made with the regular season champion.
    vi. A third game, if necessary, in tournament play, will be played to 25 points
g. Scoring - Rally scoring will be used in all contests.
h. Regular season games will be best three-out-of-five games.
i. Games will be played utilizing rally scoring, with 25 points needed to win a game. A fifth game, if necessary, will be played to 15 points

Section 5: Enforcement of Middle School Athletics Rules and Regulations
(As found in and adapted from NCDPI Athletic Manual)

5.1 Penalty Code - The LEA or the conference in which the school is a member shall adopt and enforce a penalty code. This code should be published and distributed to each athletic and administrative member of your school prior to the first game of the first season.

a. Violations of these regulations may result in a reprimand, probation, suspension, forfeiture of games, and/or ineligibility.
b. A coach found guilty of conduct inconsistent with a wholesome athletic program may be
    i. suspended and placed on probation.
    ii. suspended from directing a team.
    iii. removed from directing a team.
c. If a coach or school official is ejected from a game or if a coach or school official removes his/her team from a contest before the termination of the contest, the coach or school official will be placed on probation until an investigation is made by the LEA. The schools involved shall immediately report in writing to the county athletic director.
d. A student found guilty of misconduct may be
    i. placed on probation;
    ii. suspended from participation in a sport or sports for a period of time.
e. An official found guilty of misconduct may be
    i. placed on probation;
    ii. suspended from participation in a sport or sports for a period of time.
f. If team members not participating in a game come onto the playing surface during an event or immediately thereafter to engage in conflict, that team shall be placed on probation and may not participate until a decision is rendered by the LEA.
g. Definitions of Probation and Suspension
    i. If a school or individual is placed on probation, the school or the individual is put on a trial period for a specific time.
    ii. At the end of this trial period, the LEA or the conference of which the school is a member shall review the school or individual's conduct and behavior and advise the school or individual of their status.
    iii. During the probationary period, a school or individual may participate in all interscholastic activities unless otherwise stipulated by the governing authority.
    iv. If, while on probation, a school or individual is found guilty of a second violation, the school shall be barred from participation and the individual shall be barred from participating at the discretion of the LEA or conference of which the school is a member.
    v. A school or individual may be suspended in a particular sport or in all sports.

5.2 Ejections - This policy applies to all persons involved in an athletic contest, including student-athletes, coaches, managers and game administrators. PCS may review video, when available, to invoke ejections or sanctions not reported by game officials. Video clips must be presented to the County Athletic Director for review within two (2) business days of the contest. The following examples include behavior or conduct which will result in an ejection from a contest:

a. Fighting, which includes, but is not limited to, combative acts such as:

i. An altercation between 2 or more parties that includes swinging, hitting, punching and/or kicking;
ii. An attempt to strike an opponent with a fist, hands, arms, legs, feet, or equipment;
iii. An attempt to punch or kick an opponent, regardless of whether or not contact is made;
iv. An attempt to instigate a fight by committing an unsportsmanlike act toward an opponent that causes an opponent to retaliate;

b. Leaving the bench area -- coming on to the playing area illegally;
c. Flagrant contact, which includes, but is not limited to, combative acts such as:
i. Maliciously running over the catcher/fielder without attempt to avoid contact
ii. Excessive contact out-of-bounds or away from playing action that is unwarranted and extreme in nature
iii. Tackling/taking down a player dangerously in a malicious manner
iv. Illegally hitting or cross-checking an opponent in an excessive manner with the stick in lacrosse;
d. Biting observed or determined by an official;
e. Taunting, baiting or spitting toward an opponent or official

5.3 Ejection Penalty - Any athlete, coach, or school official in grades 6-12 who is ejected from any athletic contest shall be penalized as follows:

a. For the first offense, the person shall be reprimanded and suspended from participating in the next game at that level of play (varsity, junior varsity, or middle school);
b. For a second offense, the person shall be placed on probation and suspended from participating in the next two games at that level of play (varsity, junior varsity, or middle school);
c. For a third offense, the person shall be suspended for one calendar year.
d. A coach who is suspended shall not coach any team for any grade level during the period of suspension.
e. Student-athletes who are disqualified or ejected during a contest will remain in the team area for supervision.
f. Anytime a student-athlete or coach is ejected from a contest, he or she does not participate or coach the remainder of that day.
g. The coach is not permitted to be at the game site during his or her suspension, but the student-athlete is allowed at the game site.
h. Any student-athlete or administrator who is ejected or disqualified from a contest is required to complete the NFHS “Sportsmanship” course before being eligible to return to competition. Any coach who is ejected from a contest must take the NFHS “Teaching and Modeling Behavior” course before being eligible to return to competition.
i. Penalties are cumulative from sport to sport and from sport season to sport season. If no member of the school's coaching staff is present to assume an ejected coach's duties, the contest shall be terminated by a forfeit.

5.4 Soccer Clarification (for soccer only):

a. Coaches and athletic directors will be responsible for tracking yellow cards accumulated by their players.
b. Five yellow cards accumulated by the same player will result in a ***suspension*** (miss next contest at that level and all contests in the interim).

c. An additional five yellow cards accumulated by the same player (season total of 10) will result in an ***ejection***.
d. The player will be suspended from all sports for the remainder of that season on the 15th yellow card (or second ejection).
e. A red card disqualification that is not an ejection is the equivalent of two yellow cards.
f. Penalties are enforced at the conclusion of the game, and an ejection report must also be filed at the appropriate time for accumulation of yellow cards.

5.5 Other Penalties

a. Forfeit
    i. Using an ineligible player.
    ii. Exceeding the daily, weekly, or season contest limit.
    iii. Refusing to complete a postponed or suspended contest.
    iv. Violating the baseball pitching limit.
    v. Coach is not present to assume supervision requirements.

Section 6: Special Programs and Recognitions

6.1 Middle School Awards and Recognition Program

a. **Middle School Scholar-Athlete Program**
   i. Individuals who are members of athletic teams and who obtain either A or A/B honor roll with no more than 2 B's for the designated school year may receive an individual scholar-athlete certificate. Managers and trainers are considered eligible for this Scholar-Athlete designation.
   ii. Awards will be based on grades earned for the designated school year that an athlete participates on a team.
   iii. Student-athletes may be eligible to receive an individual award for each for the school year if they finish a season on an athletic team.

b. **Middle School Ejection-Free School Award -** This award shall recognize schools who were ejection-free throughout the school year.

c. **Sportsmanship Award -** This award shall recognize teams at the end of each season who have displayed exceptional sportsmanship as voted on by their peers.
   - Coaches, athletic director, and administrators provide a welcoming environment for visiting teams, officials, and fans.
   - Coaches serve as role models for their student-athletes and parents, displaying respect for players, opponents, and officials.
   - Players compete with integrity, perseverance, and a sense of fair play.
   - Parents demonstrate respect for all players, coaches, officials, parents, and fans.
   - A team must be ejection-free for the season and must participate in the nomination process to qualify.

6.2 High School Awards and Recognition Programs

a. PCS high schools participate in interscholastic athletics as members of the NCHSAA. As members, the NCHSAA sponsors a robust recognition program for their member schools and student-athletes. All high schools in PCS are encouraged to participate in as many recognition programs as possible, applying for scholarships and submitting nominations for awards.

b. **NCHSAA Scholar-Athlete Awards** - PCS high schools shall recognize scholar-athletes that meet the requirements set forth by the NCHSAA for the individual and team awards.

c. **Student-Athlete Certifications** - Tod Morgan, athletic director at THS, has developed a certification program for using the NFHSlearn system. To be eligible for recognition student-athletes must complete the courses below, all of which are free, and present the certificates of completion to their athletic director
   i. **Level 1 Certification (Leadership)**
      1. The Student Experience
      2. Student Leadership: Becoming a Leader
      3. Student Leadership: Leading Others
      4. Sportsmanship
   ii. **Level 2 Certification (Safety)**
      1. Level 1 Courses
      2. Bullying, Hazing and Inappropriate Behaviors
      3. Heat Illness Prevention
      4. Hazing Prevention

5. Social Media for Students

iii. **Level 3 Certification (Wellness)**

1. Levels 1 & 2 Courses
2. Sudden Cardiac Arrest
3. Communicable Skin Infections
4. Concussion for Students
5. Understanding Vaping & E-Cigarettes

Section 7: PCS Policies & Requirements for Middle and High School Athletics

7.1 PCS Board Policies - These policies are taken directly from the Board of Education Policy Manual. These represent policies that are closely aligned with school athletic programs. This is by no means a complete list of all Pender County Board of Education Policies. All schools and their athletic programs are responsible for abiding by all Board of Education policies. The complete policy manual is available online at the Pender County Schools website.

1710-4021-7230 Prohibition Against Bullying, Discrimination, Harassment, and Intemidation Including Cyberbullying
1720-4015-7225 Discrimination, Harassment, and Bullying Compaint Procedure
1720-4015-7225-R Title IX Protection Against Sex Discrimination
1726-4036-7237 Title IX Sexual Harassment Grievance Process
3320 School Trips
3320-R School Trips R&P
3620 Extracirficular Activities and Student Organizations
3621 Eligibility for Extracurricular Activities
3621-R Eligibility for Extracurricular Activities R&P
4150 School Assignment
4150-R School Assignment R&P
4220 Student Insurance Program
4270/6145 Concussion and Head Injury
4600 Student Fees
5010 Parent Organizations
5010-R Parent Organizations R&P
5220 Collections and Solicitations
5240 Advertising in the Schools
5240-R Advertising in the Schools R&P
7100 Recruitment and Selection of Personnel
7300 Staff Responsiblities
7305 Code of Ethics for Educators
7305-R Code of Ethics for Educators R&P
7335 Employee use of Social Media
7405 Extracurricular and Non-Instructional Duties
7730 Employee Conflict of Interest
8220 Gifts and Bequests

NOTE: In the K-12 context, ALL employees are mandated reporters (this includes coaches both paid and volunteer).

7.2 Athletic Director Job Description

POSITION TITLE	School-based Director of Athletics
WORKING TITLE	Athletic Director
SCHOOL/DEPARTMENT	Various Middle Schools and High Schools
LOCATION	Middle Schools and High Schools

PAY GRADE	District Coaching Supplement Scale			**FLSA STATUS**	Exempt
REPORTS TO	Principal				
WORK WEEK SCHEDULE	Monday - Friday	**WORK HOURS**	Flexible, with many afternoons, evenings, and weekends necessary in addition to the school day	**MONTHS/YR**	MS-10 HS-11
POSITION PURPOSE	Provide overall leadership, supervision and coordination of all sports programs to provide students worthwhile learning experiences				
POSITION ANALYSIS					

MINIMUM QUALIFICATION STANDARDS	
KNOWLEDGE, SKILLS, AND ABILITIES	• Ability to organize and supervise a total interscholastic athletics program • Previous successful coaching experience • Must know and follow the rules of the North Carolina High School Athletic Association, the North Carolina Department of Public Instruction, and the Pender County Board of Education as applicable
EDUCATION, TRAINING, AND EXPERIENCE	• Successful completion of the NFHS “Fundamentals of Coaching” certification course • Successful completion of the NFHS “Protecting Students from Abuse” and “Sudden Cardiac Arrest” • Annual completion of the NFHS “Concussions in Sports” course or an equivalent concussion curriculum prior to the first date of practice in their sport • If coaching cheerleading, must complete the NFHS “American Association of Cheerleading Coaches Spirit Safety Certification” course prior to the first date of practice • Current CPR/AED certification; recommended to successfully complete the NFHS “First Aid for Coaches” course • Must complete the NFHS “Sudden Cardiac Arrest” Course after June 1 and prior to the first practice • Hold a Valid teaching license in North Carolina • Certified Athletic Administrator, Certified Master Athletic Administrator, or Registered Athletic Administrator by the NIAAA preferred
CERTIFICATION AND LICENSE REQUIREMENTS	Must hold and maintain a valid motor vehicle operator’s license according to the State of NC requirements, licensed to drive activity bus in Pender County Schools preferred
SPECIAL REQUIREMENTS	Ability to work flexible hours (evenings, weekends)

PREFERRED QUALIFICATIONS
• RAA, CAA, or CMAA designation by the NIAAA • High School and/or college level playing experience

ESSENTIAL DUTIES AND RESPONSIBILITIES
• Reports to the principal and works under the direction of the principal to supervise the overall athletic program • Administers all district policies and procedures as well as those of the North Carolina High School Athletic Association and the North Carolina Department of Public Instruction as applicable • Observes coaches sufficiently in order to make future recommendations in terms of job expectations and job assignments • Makes recommendations for the improvement of facilities to the principal • Develops, with appropriate input, interscholastic game schedules. • Interprets Board policies to coaches • Seeks ways to finance and support the athletic program • Manages and maintains the athletic financial accounts, including gate receipts, fundraising, and expenditures

- Makes arrangements for interscholastic transportation, lodging and meals as necessary
- Receives and evaluates equipment, supplies, and uniforms requests and inventories from coaches and makes requests for purchasing as appropriate
- Arranges for appropriate administrative supervision at all home athletic contests, and away contests as necessary
- Coordinates the postponement and/or cancellation of events with schools, officials, and other necessary parties due to weather or unforeseen circumstances
- Maintains files for medical examinations, insurance forms, records, parent consent forms, and all necessary forms for participation according to the NCHSAA and NCDPI.
- Monitors the academic performance of student athletes to ensure that eligibility standards are met; and encourages students athletes to maintain high academic standards
- Works with coaches and the principal to develop an annual athletic budget
- Creates procedures for and maintains an accurate inventory of equipment, supplies, and uniforms
- Coordinates use and schedules of all athletic facilities
- Coordinates set-up of the physical part for athletic use
- Coordinates repair and maintenance activities for athletic fields and facilities
- Represents the school at district, conference, and state meetings
- Serves as school liaison for athletic booster clubs
- Assists in the preparation and distribution of complimentary passes for school district and Board of Education
- Coordinates game officials and maintains relationships with officiating agencies
- In conjunction with the principal, coordinate security for games
- In conjunction with the principal, coordinate medical care and EMS attendance at events as required
- Coordinate with the competing schools to maintain appropriate supervision and evaluation of crowd control at home and away contests
- Establish and maintain a school-wide program for sportsmanship
- Maintain an updated, understood and accessible Emergency Action Plan that is applicable and available at all practice and contest venues
- Provide professional development as needed for staff
- Perform duties as directed by the principal

WORKING CONDITIONS	
PHYSICAL DEMANDS	• Must be able to use a variety of office equipment such as computers and copiers • Must be able to frequently lift, carry, push, pull or otherwise move objects up to 20 pounds • Due to the amount of time spent working on the computer, standing and walking, physical requirements are consistent with those for light work
WORK ENVIRONMENT	• Must be able to work in office and public school environments, and come into direct contact with staff and students • Travel is required to schools and Central Services offices

DISCLAIMER: The above statements are intended to describe the general purpose and responsibilities assigned to his position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, at any time.

VERSION DATE(S)	July 20, 2023

7.3 Athletic Coach Job Description

POSITION TITLE	Interscholastic Athletics Coach		
WORKING TITLE	Athletics Coach		
SCHOOL/DEPARTMENT	Various- Middle School and High School		
LOCATION	Middle Schools and High Schools		
PAY GRADE	District Coaching Supplement Scale	**FLSA STATUS**	Non-Exempt

REPORTS TO	Athletic Director/Principal				
WORK WEEK SCHEDULE	Monday - Friday	**WORK HOURS**	3:00 PM- 8:00 PM; varies depending on season, includes nights and weekends	**MONTHS/YR**	PT
POSITION PURPOSE	To instruct student athletes in the fundamental skills, strategy, and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.				
POSITION ANALYSIS					

MINIMUM QUALIFICATION STANDARDS	
KNOWLEDGE, SKILLS, AND ABILITIES	● Ability to organize and supervise a total sports program ● Previous successful coaching experience ● Substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to the sport ● Must know and follow the rules of the North Carolina High School Athletic Association, the North Carolina Department of Public Instruction, and the Pender County Board of Education
EDUCATION, TRAINING, AND EXPERIENCE	● Successful completion of the NFHS “Fundamentals of Coaching” certification course (High School Coaches) ● Successful completion of the NFHS “Middle School Coaching” certification course or the NFHS “Fundamentals of Coaching” certification course (Middle School Coaches) ● Successful completion of the NFHS “Protecting Students from Abuse” and “Sudden Cardiac Arrest” ● Annual completion of the NFHS “Concussions in Sports” course or an equivalent concussion curriculum prior to the first date of practice in their sport ● If coaching cheerleading, must complete the NFHS “American Association of Cheerleading Coaches Spirit Safety Certification” course prior to the first date of practice ● Current CPR/AED certification; recommended to successfully complete the NFHS “First Aid for Coaches” course ● Must complete the NFHS “Sudden Cardiac Arrest” Course after June 1 and prior to the first practice ● All high school head coaches must attend one of the NCHSAA state rules clinics in their assigned sport.
CERTIFICATION AND LICENSE REQUIREMENTS	Must hold and maintain a valid motor vehicle operator’s license according to the State of NC requirements
SPECIAL REQUIREMENTS	Ability to work flexible hours (evenings, weekends)

PREFERRED QUALIFICATIONS
● Hold valid driver license for driving an activity bus in Pender County Schools ● Be a bona fide member of the school faculty ● Be an Accredited Interscholastic Coach or Certified Interscholastic Coach by the NFHS ● Playing experience at the high school and college level
ESSENTIAL DUTIES AND RESPONSIBILITIES
● Holds organizational meetings for team prospects and encourages potential athletes to participate in the sport ● Assesses a player’s skill and assigns team positions ● Develops a regular practice schedule and organizes practice time to provide both team and individual development ● Works with the athletic director to schedule facilities for practices and competitions ● Assigns duties to an assistant coach as necessary ● Coaches and Instructs players, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport

- Observes players, during competition and practice to determine the needs for individual or team improvement
- Determines game strategy based on the team's capabilities
- Establishes and maintains standards of student behavior and provides proper supervision of athletes at all times
- Monitors the academic performance of team members to ensure that eligibility standards are met; and encourages students athletes to maintain high academic standards
- Follows established procedures in the event of an athlete's injury
- Conferences with parents/guardians, as necessary, regarding the athletic performance of their student
- Follows state, conference, and district regulations governing the athletic program
- Models and maintains appropriate conduct and behavior towards players, officials, and spectators
- Acts a team representative and promotes the sport by communicating with booster clubs, service organizations, and the school community
- Maintains and cares for equipment, supplies, and uniforms, including correct inventory of same
- Attends staff development, clinics, and other professional activities to improve performance
- Performs other duties as assigned by the Principal and Athletic Director

WORKING CONDITIONS	
PHYSICAL DEMANDS	• Must be able to use a variety of office equipment such as computers and copiers • Must be able to frequently lift, carry, push, pull or otherwise move objects up to 20 pounds • Due to the amount of time spent working on the computer, standing and walking, physical requirements are consistent with those for light work
WORK ENVIRONMENT	• Must be able to work in office and public school environments, and come into direct contact with staff and students • Travel is required to schools and Central Services offices

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, at any time.*

VERSION DATE(S)	July 20, 2023

7.4 First Responder Job Description

POSITION TITLE	School-based First Responder				
WORKING TITLE	First Responder				
SCHOOL/DEPARTMENT	High Schools				
LOCATION	High Schools				
PAY GRADE	District Coaching Supplement Scale		**FLSA STATUS**	Exempt	
REPORTS TO	Athletic Director/Principal				
WORK WEEK SCHEDULE	Monday - Friday	**WORK HOURS**	Flexible, with many afternoons, evenings, and weekends necessary in addition to the school day	**MONTHS/YR**	PT
POSITION PURPOSE	Provide first aid coverage for athletic events in compliance with NCHSAA and PCS policies and guidelines.				
POSITION ANALYSIS					

MINIMUM QUALIFICATION STANDARDS	
KNOWLEDGE, SKILLS, AND ABILITIES	• Ability to organize and supervise the health and safety aspects of a sports program • Previous successful first aid experience • Knowledge of first aid, nutrition, and athletic taping methods, and at the same time, must

	continue to examine new practices and procedures pertinent to athletic first aid and emergency action plans ● Must know and follow the rules of the North Carolina High School Athletic Association, the North Carolina Department of Public Instruction, and the Pender County Board of Education
EDUCATION, TRAINING, AND EXPERIENCE	● Successful completion of the NFHS "Concussion in Sports" certification course annually ● Successful completion of 10 hours of continuing education credits annually from the following NFHSlearn Courses or equivalent as defined and required by the NCHSAA o Sports Nutrition o Heat Illness Prevention o ACL Injury Prevention o Suddent Cardiac Arrest o Student Mental Health and Suicide Prevention o Appearance and Performance Enhancing Drugs and Substances o The Collapsed Athlete o Understanding Vaping and E-Cigarettes o First Aid, Health and Safety ● Current CPR/AED certification; ● Current first aid certification ● A valid teaching license in North Carolina is preferred
CERTIFICATION AND LICENSE REQUIREMENTS	Must hold and maintain a valid motor vehicle operator's license according to the State of NC requirements, licensed to drive an activity bus in Pender County Schools, preferred
SPECIAL REQUIREMENTS	Ability to work flexible hours (evenings, weekends)

PREFERRED QUALIFICATIONS
● Additional first aid, emergency medical, or athletic training coursework, degree, or experience ● Be a bona fide member of the school faculty

ESSENTIAL DUTIES AND RESPONSIBILITIES
● Reports to the principal and athletic director to supervise the overall athletic program ● Observes athletes during practices and competitions, monitoring for signs and symptoms of injuries ● Provide first aid as needed during practices and competitions ● Interprets Board and NCHSAA health and safety policies and guidelines ● Monitors the inventory of athletic health and safety supplies throughout the school year, informing the athletic director of items needing to be purchased ● Assists in the monitoring of the health and safety portions of the eligibility requirements, including physical expiration dates and health conditions as indicated on medical history forms or by a licensed healthcare provider (LHP) ● Assists in monitoring weather conditions for safe practice and competitions ● Develop and maintain an updated, understood, and accessible Emergency Action Plan (EAP) in conjunction with the athletic director and other school personnel that is applicable and available at all practice and contest venues ● Initiate the school's EAP in the event of a medical emergency ● Assist in the training of coaches on the school's EAP ● Monitor the Return To Play (RTP) protocol as directed by an LHP ● Creates procedures for documenting and maintaining an accurate record of injury clearances from LHP, including RTP paperwork ● Assists coaches in taping athletes before and during practices and contests ● Meets all requirements and performs all duties as found in the NCHSAA Handbook o Attendance at all Football activities in which equipment is worn o Attendance at home wrestling contests ● In conjunction with the principal and athletic director, coordinate medical care and EMS attendance at events as required ● Provide professional development as needed for staff ● Perform duties as directed by the principal

WORKING CONDITIONS	
PHYSICAL DEMANDS	• Must be able to use a variety of office equipment, such as computers and copiers • Must be able to frequently lift, carry, push, pull, or otherwise move objects up to 20 pounds • Due to the amount of time spent working on the computer, standing and walking, physical requirements are consistent with those for light work
WORK ENVIRONMENT	• Must be able to work in office and public school environments, and come into direct contact with staff and students • Travel is required to schools and Central Services offices

DISCLAIMER: The above statements are intended to describe the general purpose and responsibilities assigned to his position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, at any time.

VERSION DATE(S)	May 16, 2025

7.5 14 Duties of Athletic Administrators and Coaches - Several obligations or duties have been identified as absolute requirements for coaches and athletic programs administrators. These standards have the weight of moral obligation for coaches and athletic administrators.

1. Duty to Plan
2. Duty to Supervise
3. Duty to Assess Athletes Readiness for Practice and Competition
4. Duty to Maintain Safe Playing Conditions
5. Duty to Provide Proper Equipment
6. Duty to Instruct Properly
7. Duty to Match Athletes
8. Duty to Condition Properly
9. Duty to Warn
10. Duty to Ensure Athletes are Covered by Injury Insurance
11. Duty to Provide Emergency Care
12. Duty to Develop an Emergency Response Plan
13. Duty to Provide Proper Transportation
14. Duty to Select, Train, and Supervise Coaches

7.6 Ticketing for Athletic and Other Paid Events

a. Change Fund Procedures

i. A check should be written to the school's change fund for the amount of cash needed from account 199.00 for General Change Funds and 499.00 for Athletic Change Funds. This cash must be secured between events or re-deposited in the bank. At the end of the athletic season/event these funds should be re-deposited in the same account in order to clear the account.

ii. Checks should never be written to "cash" or to the Treasurer. Preferably, a check should be written out as "Schools Name-Change Fund". Check with your bank on their guidelines.

b. Ticket Inventory

i. Admission fees to athletic events, dramatic performances, dances, etc. must be accounted for by the use of a pre-numbered ticket. A variety of ticket colors should be used to avoid patrons reusing previous tickets.

ii. The ticket inventory is to be administered and accounted for by the Treasurer.

iii. The supply of tickets available will be established by an inventory of unused tickets at the end of the sales period.
iv. ALL TICKETS MUST BE SECURED AT ALL TIMES.
v. The Ticket Sales Report is to be completed after each event to show the number of tickets sold (see TR-1).

c. Collection of Admission Fees
   i. A minimum of two people must be available to sell tickets for athletics and other charge events. There must be at least one seller of tickets and at least one collector of tickets. The duties of each ticket seller must be segregated (separated) from the duties of each ticket collector.
   ii. Treasurers are not allowed to sell tickets at events in order to uphold proper separation of duties.
   iii. Students ARE NOT allowed to be a seller of tickets.
   iv. The Treasurer will issue tickets and a change box to each ticket seller prior to the event.
   v. The Treasurer must complete and sign the Ticket Sales Report both before and after the event in the presence of the ticket seller or other Principal designee.
   vi. For events that require more than one individual ticket seller, each ticket seller will be responsible for his/her own change box.
   vii. ALL TICKETS ARE TO BE ACCOUNTED FOR AT ALL TIMES.
   viii. Each individual ticket seller should be in a secure location, with the change box in a secure location, at all times.
   ix. The individual ticket collector must collect tickets from patrons to assure that all attendees have paid admission fees.

d. Complimentary Admission
   i. All patrons attending an athletic event or other charge event must pay the admission fee before admission is allowed into the event. The only exception to this is for those individuals that are entitled to complimentary admission.
   ii. In any event, complimentary admission is to be kept at a minimum.
   iii. Complimentary admission is only allowed to the following:
      1. Current Pender County Schools employees that present a valid current Pender County Schools staff identification card.
      2. Holders of a season/event pass to an athletic or other charge event at the school.
      3. Other individuals approved in writing by the Principal and/or Athletic Director in advance of the charge event.
   iv. Complimentary admission into charge events is not allowed unless the patron presents the following to <u>both the ticket seller and ticket collector.</u>
      1. A valid current Pender County Schools staff identification card.
      2. A valid school season / event pass
      3. Other valid documentation and/or identification indicating that the individual(s) is entitled to complimentary admission.
   v. Individuals granted complementary admission will not receive a ticket from the ticket seller. The individual's season pass, event pass or other valid identification will serve as proof of admission into the event.

e. Receipting Admission Fees
   i. At the end of each event, each ticket seller will count the money collected in the presence of the school administrator or athletic director in charge and complete

and sign the Ticket Sales Report. The school administrator or athletic director in charge must also sign the Ticket Sales Report.

ii. The money, Ticket Sales Report, and receipt book are to be put into a locked bank bag.

iii. The school administrator or athletic director in charge must then secure the bank bag overnight by doing one of the following:
    1. Deliver the bag to the bank and place it in the depository, or
    2. Secure the bank bag within the school in a VAULTED location.

iv. Monies must not be taken home by the ticket seller, school administrator or athletic director, coach or Treasurer.

v. Funds secured in the bank's depository are to be picked up from the bank by the Treasurer or other Principal designee on the next banking day.

vi. The locked bank bag must be delivered to the Treasurer.

vii. Immediately at the beginning of the next work day, the school administrator or athletic director must deliver the bank bag key and remaining tickets to the Treasurer.

viii. In the presence of another person designated by the Principal (typically the school administrator or athletic director in charge of the event), the Treasurer must:
    1. Open the bank bag
    2. Count the money and verify against the Ticket Sales Report and receipt at this time
    3. Check the ending ticket number on the Ticket Sales Report against the tickets returned to the Treasurer
    4. Sign the Ticket Sales Report and receipt the money collected

7.7 PCS Coaching Requirements

a. DragonFly shall be used to collect and manage all PCS Coaching Requirements.

b. *All PCS Coaching Requirements shall be completed prior to the first day of practice.* PCS coaching requirements are in addition to any requirements set forth by the NCHSAA or SBE and include the following forms annually:
    i. PCS Coaching Agreement
    ii. PCS Coaches Code of Ethics
    iii. Gfeller-Waller Concussion Form

c. All off-campus coaches are required to have a valid background check on file through the Volunteer Tracker System prior to working with student-athletes.

d. It is required that the head coach for all middle school teams attend an online rules clinic in the sport he/she coaches. These rules clinics shall be developed by PCS for each season. This clinic must be completed before the first practice.

e. PCS requires all paid and volunteer coaches to be NFHS Level 1 Certified which includes the following:
    i. Middle School Coaches
        1. Middle School Coaching or Fundamentals of Coaching
        2. Sudden Cardiac Arrest
        3. Protecting Students from Abuse
        4. Concussion in Sports (annual completion)
        5. Bullying, Hazing, and Inappropriate Behaviors (annual completion)

6. The NFHSlearn Cheer and Dance Safety Certification Course must be completed by the head cheer coach prior to a cheer team stunting or tumbling and must be renewed every four years.
7. The NFHSlearn Football Tackling course is required prior to the first day of practice for all middle school football coaches and must be renewed every four years.

ii. High School Coaches

1. Fundamentals of Coaching
2. Sudden Cardiac Arrest
3. Protecting Students from Abuse
4. Concussion in Sports (annual completion)
5. Bullying, Hazing, and Inappropriate Behaviors (annual completion)

7.8 PCS Coaching Stipends

a. Coaching supplements will be paid out of local athletic funds, based on the availability of funding. Athletic booster clubs may NOT pay coaches. Coaches are paid in lump sum in the month in which the sport coached concludes. Supplements are paid based on the schedule below. Coaches who have been employed previous to the 2021-22 school year and received a stipend higher than the schedule listed below will be grandfathered in as long as the coach continues to coach. Correct supplement calculation is based upon the timely reporting of coaching assignments and supplements from the school athletic director to the county athletic director. Head Varsity football coaches and High School Athletic Directors are paid an 11-month salary, High School Athletic Directors are paid an additional $3000 summer stipend for the month of July.

b. In the event a school is unable to field a team in a particular sport, that supplement is not to be used by the school in another capacity, this includes JV stipends.

c. A coach may not be paid as their own assistant coach.

d. NOTE: As part of the stipend process, all coaches will complete pre-employment procedures, including background check and drug test when required.

e. ***Stipends will not be paid until all PCS Coaching Requirements found within this manual have been completed for a given year.***

Athletic Supplements 2025-26	Number of positions per school	Coaching Pay Scale	5% CDL Bonus
Middle Schools			
Athletic Director	1	$2,875.00	$143.75
Baseball	1	$1,400.00	$70.00
Basketball (B&G)	2	$1,400.00	$70.00
Cheerleading	3	$1,400.00	$70.00
Football	1	$1,400.00	$70.00
Asst Football	1	$1,050.00	$52.50
Soccer (B&G)	2	$1,400.00	$70.00
Softball	1	$1,400.00	$70.00
Volleyball	1	$1,400.00	$70.00
Floating	1	$1,000.00	

High Schools			
Athletic Director	1	$5,600.00	$280.00
Athletic Director July Field Maintenance	1	$3,000.00	
Asst Athletic Director	1	$2,875.00	$143.75
Asst Athletic Director** (>500:1 ratio for program)	1	$2,875.00	$143.75
First Responder	1	$2,875.00	$143.75
First Responder** (>500:1 ratio for program)	1	$2,875.00	$143.75
Baseball Varsity Head	1	$2,875.00	$143.75
Baseball Varsity Asst.	1	$1,750.00	$87.50
Baseball JV Head	1	$2,000.00	$100.00
Basketball Varsity Head (B&G)	2	$2,875.00	$143.75
Basketball Varsity Asst. (B&G)	2	$1,750.00	$87.50
Basketball JV Head (B&G)	2	$2,000.00	$100.00
Cheerleading Varsity	2	$2,875.00	$143.75
Cheerleading JV	2	$2,000.00	$100.00
Cross Country (B&G)	2	$2,375.00	$118.75
Cross Country Asst.* (>15:1 ratio for program)	1	$1,750.00	$87.50
Football Head	1	$3,675.00	$183.75
Football Assistant	5	$2,000.00	$100.00
Football JV Head	1	$2,000.00	$100.00
Golf (B&G)	2	$2,375.00	$118.75
Indoor T&F (B&G)	2	$2,375.00	$118.75
Indoor T&F Asst.* (>15:1 ratio for program)	1	$1,750.00	$87.50
Lacrosse Varsity Head (B&G)	2	$2,875.00	$143.75
Lacrosse Varsity Asst. (B&G)	2	$1,750.00	$87.50
Lacrosse JV Head (B&G)	2	$2,000.00	$100.00
Soccer Varsity Head (B&G)	2	$2,875.00	$143.75
Soccer Vasrity Asst. (B&G)	2	$1,750.00	$87.50
Soccer JV Head (B&G)	2	$2,000.00	$100.00
Softball Varsity Head	1	$2,875.00	$143.75
Softball Varsity Asst.	1	$1,750.00	$87.50
Softball JV Head	1	$2,000.00	$100.00
Swimming Head (B&G)	2	$2,375.00	$118.75
Swim Asst*. (>15:1 ratio for program)	1	$1,750.00	$87.50
Tennis (B&G)	2	$2,875.00	$143.75
Outdoor T&F (B&G)	2	$2,875.00	$143.75
Outdoor T&F Asst.	1	$2,000.00	$100.00
Outdoor T&F* (>15:1 ratio for program)	1	$1,750.00	$87.50
Volleyball Varsity Head	1	$2,875.00	$143.75

Volleyball Varsity Asst.	1	$1,750.00	$87.50
Volleyball JV Head	1	$2,000.00	$100.00
Wrestling (B&G)	2	$2,875.00	$143.75
Wrestling Asst.* (>15:1 ratio for program)	1	$1,750.00	$87.50
Floating Supplements	5	$2,000.00	
* >15:1 ratio for program is determined by number of boys and girls total along with number of total paid coaches (ex. 12 boys & 20 girls on XC 32 total in program). Only one additional assistant shall be allotted.		** >500:1 ratio for program is determined by number of total boys and girls in the school athletic program	

Section 8: Health and Safety
(As found in/Adapted from NCDPI Athletic Manual)

8.1 Athletic Trainers/First Responders (16 NCAC 06E .0206)

a. Each Local Education Agency (LEA) shall designate for each high school within its jurisdiction either a licensed athletic trainer who is qualified pursuant to Article 34 of Chapter 90 of the General Statutes of North Carolina or a first responder. These persons may be employed on a full-time or part-time basis or may serve as a volunteer.
b. If not a licensed athletic trainer, a first responder shall:
    i. have completed and continue to maintain certification in cardiopulmonary resuscitation as certified by an organization such as the American Red Cross or the American Heart Association;
    ii. have completed and continue to maintain certification in first aid as certified by an organization such as the American Red Cross or the American Heart Association;
    iii. have completed and continue to maintain training in concussion management as offered by an organization such as the National Federation of State High School Associations (NFHS).
    iv. have completed and continue to maintain continuing education in injury prevention and management as offered by an organization such as the National Federation of State High School Associations (NFHS); and
    v. complete 10 hours total of staff development each school year specific to first aid and injury recognition and prevention. The 10 hours may include hours necessary for recertifications or renewals.
c. The licensed athletic trainer or first responder shall not have concurrent coaching responsibilities during the time in which the person is working as a licensed athletic trainer or first responder.
d. A licensed athletic trainer or first responder shall attend all football practices and games, unless excused by the superintendent due to emergency.
e. Each LEA shall monitor school athletic trainer's or the first responder's compliance with this Rule.

8.2 Sports Pre-participation and Medical Examination Form

a. In order to be eligible for practice or participation in any interscholastic athletic contests, the student must receive a medical examination once every 395 days by a duly licensed physician, nurse practitioner, or physician assistant, subject to the provisions of G.S.90-9, 90-18.1, and 90-18.2.
b. All eligible students must submit to the school athletic director a completed North Carolina High School Athletic Association Sport Preparticipation Examination Form prior to participation in any practice or athletic contest. A copy of the Sport Pre- Participation Examination Form can be found at: https://www.nchsaa.org/health-and-safety
c. Students absent from athletic practice for five or more consecutive days due to illness or injury must receive a medical release either by a physician licensed to practice medicine or his/her designees (nurse practitioner, physician's assistant or licensed athletic trainer) before re-admittance to practice or contests.

i. Students with potential head injuries must receive a medical release by a licensed healthcare provider before readmittance to practice or contests. (See Gfeller-Waller Concussion Awareness below.)

d. If an athlete misses five (5) or more consecutive days of practice due to injury or illness, they must participate in at least three (3) separate days of practice before returning to competition. Note: Students absent for other reasons e.g., funeral, quarantine, school suspension, etc. are not subject to this rule."
e. It is recommended that players be covered by adequate medical and accident insurance and that medical aid be immediately available at all times.
f. Schools should have medical release forms on site at athletic events in case medical treatment is required.

8.3 Gfeller-Waller Concussion Awareness - The Gfeller-Waller Concussion Awareness Act, implemented to protect the safety of student-athletes in North Carolina, was signed into law on July 16, 2011. To maintain compliance:

a. Student-athletes will be provided with the Gfeller-Waller NCHSAA Student-Athlete & Parent/Legal Guardian Concussion Information Sheet.
b. Students shall read, initial, sign, and return the Student-Athlete & Parent/Legal Guardian Concussion Information Sheet.
c. Parent/Legal Guardians will be provided with the Gfeller-Waller NCHSAA Student-Athlete & Parent/Legal Guardian Concussion Information Sheet.
d. Parent/Legal Guardians shall read, initial, sign, and return the Student-Athlete & Parent/Legal Guardian Concussion Information Sheet.
e. School Representatives (parent/coach/volunteer/school nurse/athletic directors/first responders) will be provided with the Gfeller-Waller NCHSAA School & Athletic Personnel Concussion Information Sheet.
f. All above adults shall read, initial and return the Gfeller-Waller NCHSAA School & Athletic Personnel Concussion Information Sheet. (It is at the discretion of each educational institution to identify who will distribute, collect, and maintain the above forms.)

8.4 Emergency Action Plan - Each school shall have a venue specific Emergency Action Plan (EAP) that follows the specifications outlined in the EAP guidelines on the website. This plan should be:

a. in writing,
b. reviewed by an athletic trainer licensed in North Carolina,
c. approved by the principal of the school,
d. distributed to all appropriate personnel,
e. posted conspicuously at all venues, and
f. reviewed and rehearsed annually by all licensed athletic trainers, first responders, coaches, school nurses, athletic directors, and volunteers for interscholastic athletic activities.
g. Each school should maintain documentation that it is in compliance with the law.

When an injury occurs:

i. Initial evaluation done by coach
    1. EAP activated if needed

a. If EAP is activate, first responder, athletic director, and parents of student-athlete should be contacted immediately
2. First responder contacted if further evaluation is needed
3. First aid provided
4. Athlete monitored for deteriorating condition or worsening signs and symptoms

ii. Parents should be contacted and briefed on the injury.

iii. Incedint report completed and filed with school athletic director, school nurse, and first responder (high schools).

iv. **Concussion:** If a student-athlete exhibits signs and symptoms consistent with a concussion (even if not formally diagnosed), the student-athlete is to be removed from play and is not allowed to return to play (game, practice, or conditioning) on that day.

1. Student-athelets MUST be evaluated by a Licensed Healthcare Provider (LHP) and may need to enter Return-To-Play (RTP) Protocol based on LHP recommendation
2. Student-athletes are encouraged to report their own symptoms, or to report if peers may have concussion symptoms. Coaches, parents, volunteers, first responders,school nurses, licensed athletic trainers (if available), are responsible for removing a student-athlete from play if they suspect a concussion.
3. Following the injury, the student-athlete should be evaluated by a qualified medical professional with training in concussion management. It is strongly recommended that each institution seek qualified medical professionals in the surrounding community to serve as resources in the area of concussion management.
4. Any student athlete who suffers a head injury that results in a concussion or ANY symptoms associated with a concussion must submit to his/her coach or athletic director a completed and signed NCHSAA Concussion Return to Play Form before resuming any athletic activities.
5. RTP paperwork must be completed and kept on file with the athletic director, school nurse, and first responder (HS)

A copy of all required Gfeller-Waller Concussion Awareness Act can be found at:
https://www.nchsaa.org/parents-students/health-safety/concussion-awareness

A copy of the required NCHSAA Return to Play form can be found at:
https://www.nchsaa.org/parents-students/health-safety/concussion-awareness

8.5 Inclement/Hot/Cold Weather Guidelines for Outdoor Sports

a. All high schools, by NCHSAA policy, must have and use a Wet Bulb Globe Thermometer to monitor weather conditions based on the NCHSAA Handbook.
b. The following table should be used to determine required water and rest breaks. If a WBGT thermometer is not available at a middle school,

https://convergence.unc.edu/tools/wbgt/, should be used to predict WBGT at the scheduled practice.

WBGT Activity Guidelines and Rest/Break Guidelines for Athletes for Hot Weather Conditions		
Heat Category	**WBGT Index (F)**	**Activity Guidelines**
No Flag	Under 80	Unlimited activity with primary cautions for new or unconditioned athletes or extreme exertion; schedule mandatory rest/water breaks. (5 min rest/water break every 30 min)
Low (Green Flag)	80-84.9	Normal practice for athletes; closely monitor new or unconditioned athletes and all athletes during extreme exertion. Schedule mandatory rest/water breaks. (5 min water/rest break every 25 min)
Moderate (Yellow Flag)	85-87.9	New or unconditioned athletes should have reduced intensity practice and modifications in clothing. Well-conditioned athletes should have more frequent rest breaks and hydration as well as cautious monitoring for symptoms of heat illness. Schedule frequent mandatory rest/water breaks. (5 min rest/water break every 20 min) Have a cold or ice immersion pool on site for practice.
High (Red Flag)	88-89.9	All athletes must be under constant observation and supervision. Remove pads and equipment. Schedule frequent mandatory rest/water breaks. (5 min rest/water break every 15 min) Have a cold or ice immersion pool on site for practice.
Extreme (Black Flag)	Over 90	SUSPEND PRACTICE

c. Until a student-athlete becomes acclimated to the heat, the coach should use extreme caution when the temperature is 90 degrees Fahrenheit and the humidity is 70% or above. Please use common sense and observe extreme caution during the first days of August and September.
d. Precautions must be taken to prevent heat-related problems. The following should be considered when scheduling practice: time of day, intensity level of practice, equipment worn, and environmental conditions. High temperature and high humidity create a dangerous situation for athletes. However, a high humidity and low temperature can also cause serious heat-related problems.
e. Water should be made available in unlimited amounts throughout practice. Water/fluid replacement breaks are recommended every 20-30 minutes, depending on practice conditions.
f. Coaches should take extra precautions to prevent serious injury or sickness to athletes during extremely hot weather. Heat exhaustion and heat stroke are different conditions, even though both result from the same cause- over-exposure to extreme heat. It is easy to tell one from the other: with heat stroke, the victim's skin is very hot and dry. With heat exhaustion, the victim's skin is cold and clammy.
g. All outdoor sports should follow the Inclement/Hot Weather Guidelines, Section 2.3, found at: https://www.nchsaa.org/handbook
h. These guidelines are reviewed/revised annually by the Sports Medicine Advisory Committee of the NCHSAA.
i. The following table should be used for ***cold weather conditions***

Child Care Weather Watch Cold Weather Table										
Wind-Chill Factor (in Fahrenheit)										
		Wind Spped in mph								
Air Temp		Calm	5	10	15	20	25	30	35	40
	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
	-10	-10	-22	-28	-23	-35	-37	-39	-41	-43
		Comfortable for outdoor activity								
		Use caution and observe athletes								
		Suspend practices and contest to indoors								
from NCDPI										

j. **Inclement weather conditions:** When conducting practices, games, or other events outdoors, coaches, teachers, and administrators must be aware of weather conditions and act appropriately if weather conditions change. Every year there are news reports about athletes and students being injured or killed by lightning strikes. These situations are preventable. However, lightning is not the only severe weather problem encountered. Very intense rainstorms and high wind conditions can also pose a threat to the safety and well being of our athletes. Anytime extreme weather conditions exist, athletes, students, and all others should be removed from the field and into a safe structure.
    i. Each Pender County School should be equipped with a lightning detector, WeatherBug, or other mobile app in order to monitor severe weather. In addition, local media as well as Internet-based local radar should be monitored closely for adverse weather conditions. Always err on the side of safety!
        1. In the event of thunder, move students off the field to an inside facility and do not return until thunder has not been heard for at least 30 minutes.
        2. Take no chances, move inside a safe structure at the first sign of a storm. If you hear thunder or see lightning, you are at risk. Move inside.
        3. Do not seek refuge under a tree or beside any tall object in an open area.
        4. Avoid contact with metal.
        5. If caught in an open area, be a small target- crouch down.
        6. Avoid high terrain and bodies of water.
        7. Avoid electrical appliances and telephones inside.
k. **If Pender County Schools closes due to adverse weather, all athletic contests, practices, meetings, or other events will be postponed as well**.

8.6 Sanitary and Safety Measures - While the risk for blood-borne infectious diseases, such as HIV/Hepatitis B, remains low in sports, proper precautions are needed to reduce the risk of spreading diseases. Along with these issues are skin infections that occur due to skin contact with competitors and equipment.

a. Universal Hygiene Protocol for All Sports
    i. Shower immediately after all competition and practice
    ii. Wash all workout clothing after practice
    iii. Wash personal gear, such as knee pads, periodically
    iv. Don't share towels or personal hygiene products with others
    v. Refrain from (full body) cosmetic shaving
b. Infectious Skin Diseases - Means of reducing the potential exposure to these agents include:
    i. Notify guardian, athletic trainer and coach of any lesion before competition or practice.
    ii. Athletes must have a healthcare provider evaluate lesions before returning to competition.
    iii. If an outbreak occurs on a team, especially in a contact sport, consider evaluating other team members for potential spread of the infectious agent.
    iv. Follow NFHS or NCHSAA guidelines on "time until return to competition."
    v. Allowance of participation with a covered lesion can occur if approved by a healthcare provider and in accordance with NFHS or NCHSAA guidelines.
c. Blood-Borne Infectious Diseases - Means of reducing the potential exposure to these agents include;
    i. Bleeding must be stopped immediately and all wounds covered. All blood-soaked clothing must be removed before continuing competition or practice.
    ii. Contaminated clothing must be cleaned before using again.
    iii. Athletic trainers or caregivers need to wear gloves and take other precautions to prevent blood-splash from contaminating themselves or others.
    iv. Immediately wash contaminated skin or mucous membranes with soap and water.
    v. Clean all contaminated surfaces and equipment with disinfectant before returning to competition. Be sure to use gloves with cleaning.
    vi. Any blood exposure or bites to the skin that break the surface must be reported and evaluated by a medical provider immediately.
d. **NOTE: A bucket or squeeze bottle with a 10 percent bleach solution or isopropyl alcohol solution and rubber gloves should be placed at each sporting event for cleaning purposes. Surfaces should be cleaned using the above solution and disposable clean-up materials should be placed in a sealed plastic bag for discarding.**
e. **NOTE: It is important that any time there is blood present, even on uniforms, that it is treated with care regarding its ability to transmit infectious diseases.**

8.7 Tobacco - The use of all tobacco products, including but not limited to e-cigarettes and all vaping products, by any person in school buildings, in school facilities, on school campuses, and in or on any other school property owned by the LEA is prohibited.

8.8 Water - Proper hydration is a must. No matter how much one chooses to exercise or in whatever time of year one chooses to do it, the body needs water. Water accounts for

approximately 55 to 60 percent of an adult's body weight. While a loss of 10 percent may pose a significant health risk, a loss of 20 percent can result in death. Because exercise generates internal body heat, which is released and cooled in the form of sweat (water), prolonged exercise with insufficient fluid replacement can lead to dehydration. Remember, dehydration can occur even if the athlete is inside and especially if it becomes warm and humid. The more the athlete sweats, the more water is needed. One may need to drink more than recommended amounts. Heart rate can serve as a good indicator of how the body is tolerating the heat during exercise. On a day of high heat or humidity, the heart will probably beat faster than it usually would under the same workout or under more ideal conditions. If this happens, it may be too hot for the workout.

a. Water should be provided by the school at all practices and games
b. Measures to prevent exercise-induced dehydration:
    i. Drink before, during, and after exercise.
    ii. Avoid items that contain caffeine or alcohol, these increase fluid loss.
    iii. Wear light, loose fitting clothing that allows for evaporation.
    iv. In the case of overheating, moisten the skin by sponging or spraying it with water to assist in cooling down.

8.9 Crowd Control - Any school having an interscholastic athletic program should have a well-planned crowd control program. Personnel who should be included in developing the plan include administrators, athletic directors, coaches, band director, security personnel and the game announcer.

a. Specific responsibilities should be outlined for everyone involved. Any crowd control plan should consist of regulations before, during, and after contests.
b. Before the Contest: If the athletic program is to be successfully administered, the school must be concerned with the welfare of the fans and the student body. Since our schools are in need of the revenue from gate receipts for financing the athletic program, all efforts must be put forth to make attendance an enjoyable experience, thus ensuring a return to other contests.
c. Important pre-planning steps are:
    i. Make sure that all facilities are clean and comfortable.
    ii. Staff adequate concession stands.
    iii. Provide adequate entrances and ticketing areas with admission prices plainly posted.
    iv. Make available to visiting schools necessary game information, including directions for game parking, seating arrangements, ticket prices, driving directions, etc.
    v. Provide ample parking.
    vi. Designate specific seating areas for students, bands, adults, and visitors. If possible, opposing student bodies should be separated.
    vii. Discuss with the student body the need for showing good sportsmanship to visitors.
    viii. Inform cheerleaders of the importance of proper timing of cheers, displays of good sportsmanship, and cooperation with teams, bands, and other activities.
    ix. Arrange for adequate law enforcement supervision.
    x. Post in plain sight at the entrance to the facility a copy of the reasons for expulsion from the contest, i.e. use of alcohol or drugs, throwing of objects, unruly behavior, etc.

xi. Provide assistance to game officials where needed.

d. During the Contest:
   i. Provide for adequate supervision of students and facilities by the home school.
   ii. Be sure that visiting schools assume responsibility for their students.
   iii. Provide an interesting halftime program whenever possible.
   iv. Arrange for security facilities to prevent fans from getting on the playing surface, around the players or coaches, or directly into areas of competition.
   v. Have the game announcer give the location of restrooms and concession stands.
   vi. Provide first aid for emergencies.

e. After the Contest:
   i. Develop a procedural plan for the exit of teams, officials, and fans.
   ii. Direct the route for movement of all visiting buses, including bands, pep clubs, teams, and cheerleaders.
   iii. Use the public address system to give directions about leaving the facility and to give caution about entering the playing facility.
   iv. Provide traffic control as needed.

f. Summary statements:
   i. Students should be encouraged to attend athletic contests with a responsible adult.
   ii. Encourage as many faculty members as possible to attend athletic contests.
   iii. Insist that unruly spectators be removed from the premises.
   iv. Visiting schools should follow the procedures set forth by the home school.
   v. Outline to students acceptable and non-acceptable behavior at athletic events.

8.10 Emergency Action Plans - **Each Middle and High School must maintain an Emergency Action Plan on file This plan MUST be posted and available for each playing/practice facility on the campus of the school. Please refer to www.nchsaa.org for more information.**

a. The coach must take responsibility for the well being of his or her athletes. It is a coach's responsibility to see that an ill or injured athlete receives appropriate care. This care can range from simply not letting the athletes participate to giving life saving first aid. This is a general action plan that should be followed in the event of an accident or illness. Each school should tailor a plan to fit their particular needs.

b. The most qualified person should stay with the injured athlete and administer first aid to an injured athlete. This person should immediately check to see if the athlete is conscious, if they are breathing, and if they have a pulse. At this point, someone should call 911 if necessary. If there is a doubt, call! Do not spend time looking for a nurse, trainer, or other personnel. Go ahead and activate the EMS system. Use appropriate first aid procedures to prevent further injury or illness, maintain life support function, and lessen the severity of any illness or injury. Have someone stationed outside to meet the rescue squad to bring them to your location. Have a roster of all team members with their home telephone numbers, parent's work number, emergency telephone number, and pre-existing health conditions listed on the physical, if any. Make sure to contact parents regarding the injury to let them know of the situation.

8.11 Emergency First Aid Guidelines - Life threatening emergencies require prompt intervention. The three most critical emergencies are: loss of breathing, loss of heartbeat, and severe bleeding.

a. Management of the Unconscious Athlete - Reasons for Unconsciousness: Concussion or head injury; diabetic coma; seizure; apoplexy; heat stroke.
    i. First Priority: Airway- check position of head, neck, and tongue; Breathing- check rise and fall of chest (no breathing, then artificial respiration); Circulation- check pulse at carotid artery (no pulse and no breathing, then CPR)
    ii. Check Pupils: Response to light; equality; dilation
    iii. Check Ears, Eyes, and Nose: depressions; deformity; secretions from the ears or nose
    iv. The athlete may sustain a head injury and not suffer immediate loss of consciousness- an expanding lesion may cause unconsciousness at a later time. You must always consider the possibility of cervical fracture or spinal cord injury. DO NOT move the injured athlete without proper equipment and procedure. Do not use ammonia capsules. The most dangerous time is when the athlete is face down and not moving. An athlete that loses consciousness, even if only briefly, should be evaluated by a physician prior to returning to athletic participation.
    v. *The instructions set forth in this manual on athletic injuries are not to be misconstrued as proper training toward the treatment of athletic injuries, but should be seen as general information guidelines.*
b. Breathing Emergencies
    i. Choking- Heimlich maneuver
    ii. Not breathing- rescue breathing
c. Circulatory Emergencies
    i. Heart attack- recognize symptoms, have the victim stop all activity and rest, help them to rest comfortably, call 911, assist with prescribed medication, monitor vital signs, be prepared to administer CPR if the victim's heart stops beating.
    ii. No heartbeat- administer CPR
    iii. Severe Bleeding- cover with a clean bandage and apply direct pressure, elevate if no fracture is suspected, apply pressure bandage, use pressure points. Remember to use universal precautions for blood borne pathogens.
    iv. Shock- signs of shock are restlessness, altered consciousness; pale, cool, moist skin, rapid breathing, and rapid pulse. Care for shock by having the patient lie down in a comfortable position, control external bleeding if present, comfort the patient, and elevate legs unless a fracture is suspected. Do not give anything to eat or drink. Call 911.
    v. Internal Bleeding- Signs are tender, swollen, bruised or hard areas of the body such as the abdomen. Rapid weak pulse, cool, moist, pale or bluish skin, vomiting or coughing blood, excessive thirst, becoming drowsy, confused, fainting, or becoming unconscious. Care for internal bleeding like a victim in shock. Call 911.
d. Burns
    i. Critical Burns- A critical burn can be life-threatening and needs immediate attention. A critical burn is one where there is difficulty breathing; covers more than one body part; involves the head, neck, hands, feet, or genitalia; burns other than a very mild burn to a child or elderly person; and burns resulting from chemicals, explosions, or electricity.
    ii. Care for Burns- Stop the burning, cool the burned area with large amounts of cool water, cover with a dry clean dressing to help prevent infections.

iii. Chemical Burns- Flush with large amounts of water until medical help arrives

e. Muscle, Bone, and Joint Injuries - Signs of serious muscle, bone, or joint injuries include significant deformity, bruising, or swelling; inability to use the affected part normally; bone fragments sticking out of a wound; sensation of bones grating; hearing or feeling a pop at the time of the injury; area is cold and numb; and cause of injury suggests that the injury is severe.
    i. Splinting a Serious Injury- Splint only if the victim must be moved or transported by someone other than trained medical personnel; splint only if one can do so without causing more pain and discomfort to the victim; splint an injury in the position it is found; splint the injured area and the joints above and below the injury; and check for proper circulation before and after splinting.
    ii. Care for Soft Tissue and Sprains- RICE- rest, ice, compression, and elevation. Ice for 48 to 72 hours following a soft tissue injury and use moist heat for follow-up treatment.
f. Sudden Illness - Signals of sudden illness include feeling light headed, dizzy, confused or weak; changes in skin color; sweating; nausea or vomiting; and diarrhea. Care for any life threatening illness first, then help the victim rest comfortably, keep the victim from becoming overheated or chilled, reassure the victim, watch for changes in consciousness or breathing, monitor vital signs, and do not give anything to eat or drink unless the victim is fully conscious. If the victim vomits, place them on his/her side. If the victim faints, position them on the back and elevate legs 12 inches, as long as there is no head or back injury. If there is a diabetic emergency, give the victim some form of sugar. If there is a seizure, do not hold or restrain the person or place anything between the teeth. Remove any nearby objects that might cause injury. Cushion the victim's head using folded clothing or a small pillow.
g. Poisoning - If a poisoning incident has occurred, try to find out what type of poison it was, how much was taken, and when it was taken. Care for life threatening problems immediately and call the Poison Control Center for assistance. The number to the Carolinas Poison Control Center is 1-800-222-1222.
h. Bites and Stings - General care includes washing the area with soap and water, apply a cold pack, watch for allergic reaction, call 911 if needed.
i. Head/Spinal Injuries and Concussions - Signals of head and spinal injuries include: changes in consciousness, severe pain or pressure in the head, neck or back; tingling or loss of sensation in the hands, fingers, feet and toes; partial or complete loss of movement of any body part; unusual bumps or depressions on the head or over the spine; blood or other fluids in the ears or nose; heavy external bleeding of the head, neck or back; seizures; impaired breathing or vision as a result of injury; nausea or vomiting; persistent headaches; loss of balance; bruising of the head; especially around the eyes and behind the ears. General care for suspected head or spine injury- minimize movement of the head and spine, maintain an open airway, control any external bleeding, keep the victim from becoming chilled or overheated, call 911 for help.
    i. North Carolina adopted the Gfeller-Waller Concussion Awareness Act to go into effect with the 2011-2012 school year. This Act includes the following measures:
    ii. North Carolina Public Schools must develop a concussion safety program, detailing how to spot concussions and the long and short term effects of head injuries.

iii. Any athlete exhibiting symptoms of a head injury must immediately stop playing or practicing, and cannot return until cleared by a doctor or licensed athletic trainer.
iv. Coaches, students, trainers and volunteers must receive education about concussions and their effects.
v. Schools must have an emergency action plan in case of a serious head injury
vi. **All schools are to conduct concussion awareness training for all athletes and parents annually. Accurate attendance records of these trainings must be kept per state legislation**.
vii. The National Federation of High Schools has developed a free online course for concussion awareness. It is available at www.nfhslearn.com and is to be completed annually by all coaches in Pender County Schools. There is no such thing as a minor brain injury and as such all potential head injuries are to be handled with the utmost care.
viii. **NCDPI, NCHSAA, and Pender County Schools have adopted policies that govern the care of students in accordance with Gfeller-Waller legislation. School staff that work with students must be familiar with these policies**.

j. Reducing the Risk of Contracting Bloodborne Infections (HIV and Hepatitis B Virus)
i. Cover any open wounds that you may have to reduce the transfer of blood from one open wound to another.
ii. Athletes should render first aid to themselves whenever possible. This reduces the risk of transmitting a bloodborne virus from one person to another.
iii. When rendering first aid to others, wear protective gloves any time blood or any other body fluids containing visible blood, open wounds, or mucous membranes are involved. Clean gloves should be used for each athlete or the recurrence of an injury for the same athlete if any practice or competition has occurred following initial treatment.
iv. If you get someone else's blood or other bodily fluids containing visible blood on yourself, wear protective gloves and wipe it off with a disposable towel using a solution known to inactivate bloodborne pathogens. Soap and water or antiseptic hand cleaner in conjunction with clean cloth/paper towels or antiseptic towelettes are recommended by OSHA. Cloth towels should be used only once before laundering and disposable towels should be discarded properly. Proper disposal would be the use of a plastic-lined container with a lid, labeled with a biohazardous waste label.
v. If blood or other bodily fluids containing visible blood are present during practice or competition, play should be stopped, the injured athlete removed from the activity and given proper attention, and any contaminated surfaces should be cleaned. A uniform saturated with blood should be changed. Any open wounds should be covered before the athlete is allowed to continue participation.
vi. Do not use common towels to clean surfaces contaminated with blood or any other bodily fluids containing visible blood. The use of common towels at any time during athletics is a very poor health habit. Personalize towels, cups, and water bottles with the player's name and number.
vii. When cleaning contaminated surfaces, use a solution of household bleach and water or a commercially prepared EPA-approved solution. The household bleach solution should be mixed fresh daily and should be a dilution of nine parts water to one part bleach.

viii. All blood contaminated linen such as uniforms and towels should be presoaked and then washed in hot, soapy water. Use a normal laundry cycle and follow the washer and detergent manufacturer's recommendations.

ix. In general, use good hygienic practices. Shower after each practice or competition, using a liberal amount of soap and water. Avoid using shared towels, cups, and water bottles.

k. Heat Stroke - Since this condition is far more serious than heat exhaustion, arrange to get the victim under the care of a doctor at once. Intermediate procedures can be used to aid victim until professional medical aid is available. These are: move victim to shade and remove any outer clothing; cool body by sponging with cold water; if fully conscious, give salt water every 15 minutes; fan the victim.

l. Heat Exhaustion - Arrange to get the victim under care of a doctor as soon as possible. Have the victim lie down with feet raised; loosen tight clothing and move to a cool or shady place; if conscious, give salt water every 15 minutes.

i. Acclimate athletes to hot weather practice by utilizing carefully graduated practice sessions.

ii. Schedule workouts during early morning hours or evening hours during periods of hot weather.

iii. Reduce practice time and intensity of temperature is above 90 Fahrenheit, and cease all activity any time the heat index reaches 105 until it drops to a safer level.

iv. Provide rest periods of 15-30 minutes after workouts of one hour or more.

8.12 First Aid Kits

a. Each school should have enough first aid kits available for each team. This does not mean that every team has a kit, but during a particular sports season, each team participating in that season should have a kit.

b. The athletic director, athletic trainer, or designated first responder should coordinate distribution and re-supply of kits.

c. Items supplied in each kit may vary by sport. There may be a particular item for one sport that another sport does not need, but all kits should contain the same basic items to include the following: adhesive tape, gauze pads, assorted size adhesive bandages, triangular bandages, antiseptic ointment, an ace bandage, and plastic bags for ice.

d. For the management of body fluids and blood, each kit should contain latex gloves for first aid, antiseptic wipes, plastic bags that can be sealed for waste disposal, heavy duty absorbent towels, a small bottle of bleach solution for cleaning, and a CPR face shield.

e. Each school should also have an automatic external defibrillator (AED) for cardiac emergencies.

Section 9: Forms & Resources

This section contains hard copies of the required forms that are completed digitally in DragonFly for Coaches Requirements

9.1 Pender County Schools (“PCS”) Coaching Agreement

All coaches are expected to comply with all federal and state laws, Pender County Board of Education Policies, the Pender County Schools (“PCS”) Coaches Code of Ethics (attached), which require each employee to act as a positive role model and to conduct oneself in a manner that protects the individual’s integrity and reputation and that of the school system. Additionally, all coaches must comply with the terms set forth in this Coaching Agreement.

1. Coaches must comply with all applicable North Carolina Department of Public Instruction rules and regulations; Pender County Board of Education policies and regulations; North Carolina High School Athletic Association (“NCHSAA”) rules and regulations, and all Pender County Schools (“PCS”) rules and policies in their capacity as a Head Coach, Assistant Coach, Trainer, First Responder and/or Athletic Director for any Pender County School (hereafter “Coaches”).
2. Coaches shall not solicit or advertise directly to any PCS parent, student, or staff member for any outside business interests related to athletics or their coaching for which they receive a benefit of any kind.
3. Prior to entering into any contract, purchasing any goods or services, or fundraising on behalf of or for the benefit of a PCS athletic team, coaches must receive prior written approval from the school principal and school athletic director. Any contract, purchase, or fundraiser shall be done in compliance with all PCS policies, regulations, and procedures.
4. Any request to use PCS facilities for any purpose other than practices, games, and competitions for a PCS athletic team must be submitted and approved in accordance with Pender County Board of Education Policy 5030, Community Use of Facilities.
5. A coach shall not engage in or display favoritism towards a student-athlete with whom a coach has an outside connection or relationship. Coaches shall not make any coaching decisions for any reason that is discriminatory, arbitrary, capricious, personal, or political.
6. The coach shall not accept significant gifts, favors, or additional compensation that might influence or appear to influence a coach's decisions or actions.
7. Coaches are prohibited from recruiting student-athletes to transfer to a specific school for any athletic purpose.
8. Coaches shall timely submit athletic stipend form(s) when required or requested. Any unreasonable delay in submitting an athletic stipend form may be grounds for non-payment.
9. Coaches may hold only ex-officio, non-voting positions or roles in any booster club that sponsors or supports the athletic team they coach.
10. Coaches shall remain current on any certifications required for their specific coaching position, including, but not limited to, CPR, concussion, sport specific rules meetings, and Commercial Driver’s Licenses (“CDL”).
11. Student-athletes should not visit a coach's home or any similar location unless they have an established prior relationship. For instance, a coach can invite their child's friends over.
12. Coaches that coach teams or offer athletic/sports training outside PCS are required to disclose such services and complete a Non-PCS Coaching Addendum annually with their athletic director.
13. The Board of Education and/or the Pender County Schools superintendent or designee may terminate this Coaching Agreement at any time and for any reason deemed in the best interest of the Pender County Schools.
14. This Coaching Agreement is for the duration of the athletic season for the athletic team to which the coach is assigned. This Coaching Agreement shall not be automatically renewed at the end of the athletic season.

I understand these guidelines and my responsibilities as a coach and employee to perform my duties competently and ethically. I understand a CDL is an agreed upon requirement for this coaching position (unless otherwise specified by my Principal or Athletic Director). I agree to obtain/maintain my CDL and agree to drive the bus for the athletic team that I am coaching.

9.2 Pender County Schools Coaches Code of Ethics (Adapted from the NFHS)

• The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and thus shall never place the value of winning over the value of instilling the highest ideals of character.

• The coach shall uphold the honor and dignity of the profession. In all personal contact with students, parents, officials, athletic directors, school administrators, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

• The coach shall take an active role in the prevention of drug, alcohol, and tobacco abuse.

• The coach shall avoid the use of alcohol and tobacco products when in contact with players.

• The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

• The coach shall exert his or her influence to enhance sportsmanship.

• The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials.

• The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program, academically and athletically.

As a coach in Pender County Schools, I recognize and support my role in the development of a wholesome athletic environment where sportsmanship is emphasized and the development of the student-athlete is paramount. My signature on this document certifies that I have read and understood the Coaches Code of Ethics and the Pender County Schools Athletic Manual.

I also agree to participate in professional development as requested by the school or district, including, but not limited to, NFHSlearn Fundamentals of Coaching (or NFHSlearn Middle School Coaching), NFHSlearn Concussions in Sports, NFHSlearn Sudden Cardiac Arrest, NFHSlearn Protecting Students from Abuse, required NCHSAA rules clinics as applicable, and required safety/first aid training.

9.3 Gfeller-Waller Concussion Information Sheet and Form

This information is provided to you by the UNC Matthew Gfeller Sport-Related TBI Research Center, North Carolina Medical Society, North Carolina Athletic Trainers' Association, Brain Injury Association of North Carolina, North Carolina Neuropsychological Society, and North Carolina High School Athletic Association.

Gfeller-Waller NCHSAA School & Athletic Personnel Concussion Information Sheet

What is a concussion? A concussion is a traumatic brain injury caused by a direct or indirect impact to the head that results in disruption of normal brain function, which may or may not result in loss of consciousness. It can occur from a fall, a blow to the head, or a blow to the body that causes the head and the brain to move quickly back and forth.

How do I recognize a concussion? There are many signs and symptoms a person may experience following concussion that can affect their thinking, emotions or mood, physical abilities, or sleep.

Thinking/Remembering	Physical	Emotional/Mood	Sleep
Difficulty thinking clearly	Headache	Irritability	Sleeping more than usual
Feeling slowed down	Fuzzy or blurry vision	Sadness	Sleeping less than usual
Difficulty concentrating	Nausea/Vomiting	More emotional than normal	Trouble falling asleep
Difficulty remembering new information	Dizziness	Feeling nervous or anxious	
	Balance problems	Crying more	
	Sensitivity to noise or light		

Table from the Centers for Disease Control and Prevention (http://www.cdc.gov/concussion/)

What should I do if I think a student-athlete has sustained a concussion? If you suspect a student-athlete is experiencing any of the signs and symptoms listed above, you immediately remove them from participation, let their parents know, and/or refer them to the appropriate medical personnel.

What are the warning signs that a more significant head injury may have occurred? If they have a headache that gets worse over time, experience loss of coordination or abnormal body movements, have repeated nausea, vomiting, slurred speech, or you witness what you believe to be a severe head impact, you should refer them to appropriate medical personnel immediately.

What are some of the long-term or cumulative issues that may result from a concussion? Individuals may have trouble in some of their classes at school or even with activities at home. Down the road, especially if their injury is not managed properly, or if they return to play too early, they may experience issues such as being depressed, not feeling well, or have trouble remembering things for a long time. Once an individual has a concussion, they are also more likely to sustain another concussion.

How do I know when it's ok for a student-athlete to return to participation after a suspected concussion? Any student-athlete experiencing signs and symptoms consistent with a concussion should be immediately removed from play or practice and referred to appropriate medical personnel. They should not be returned to play or practice on the same day. To return to play or practice, they will need written clearance from a medical professional trained in concussion management

No athlete should be returned to play or practice while experiencing any concussion-related signs or symptoms following rest or activity.

This information is provided to you by the UNC Matthew Gfeller Sport-Related TBI Research Center, North Carolina Medical Society, North Carolina Athletic Trainers' Association, Brain Injury Association of North Carolina, North Carolina Neuropsychological Society, and North Carolina High School Athletic Association.

Gfeller-Waller NCHSAA School & Athletic Personnel Concussion Statement Form

Please initial beside each statement, indicating that you have read and understand the following information *

Initial Here	
	A concussion is a brain injury.
	A concussion can affect a student-athlete's ability to perform everyday activities, their ability to think, their balance and their classroom performance.
	I realize I cannot see a concussion, but I might notice some of the signs of a concussion in a student-athlete right away. However, other signs/symptoms can show-up hours or days after the injury
	If I suspect a student-athlete has a concussion, I am responsible for removing them from the activity and referring them to a medical professional trained in concussion management.
	I will not allow any student-athlete to return to play or practice if I suspect that he or she has received a blow to the head or body that resulted in signs or symptoms consistent with a concussion.
	I should not allow any student-athlete exhibiting signs and symptoms consistent with concussion to return to play or practice on the same day.
	I acknowledge that student-athletes must receive written clearance from a medical professional, trained in concussion management, in order to return to play or practice after a concussion.
	I acknowledge that following concussion, the brain needs time to heal. I understand that student-athletes are more likely to sustain another concussion or more serious brain injury if they return to play or practice before symptoms resolve.
	In rare cases, repeat concussions can cause serious and long-lasting problems.
	I have read the Concussion Information Sheet including, but not limited, to the signs and symptoms of a concussion.

I Am A(n): *(please circle)* **Athletic Director** **Coach** **Athletic Trainer** **First Responder** **School Nurse** **Volunteer**

By signing below, I agree that I have read the NCHSAA School and Athletic Personnel Concussion Statement Form and have signaled my understanding by initialing appropriately beside each statement.

_____ _____

Signature Date

_____

Please Print Name

Rev May 2016