



**2024-2025**  
**HIGH SCHOOL**  
**ATHLETIC**  
**HANDBOOK**



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The handbooks and forms listed below are available online at [www.aacps.org/athletics](http://www.aacps.org/athletics) and in athletic director offices.

- Maryland Public Secondary Schools Athletic Association Handbook
- Anne Arundel County Public Schools Athletic Handbook
- Guide for Student-Athletes and Parents
- Pre-Participation Physical Evaluation
- Pre-Participation Head Injury/Concussion Report
- Sports Concussion Testing and Release of Information (IMPACT)
- Medical Clearance for Suspected Head Injury (Return to Play)
- COVID Infection Medical Clearance (Return to Play)
- Game and Practice Restrictions Due to Heat

Coaches forms listed below are available online at [www.aacps.org/page/1146](http://www.aacps.org/page/1146)

- Medical Card
- Standard Student Accident Report
- Notification to Parent/Guardian of Suspected Head Injury
- Agree to Supervise
- Anne Arundel County Coaches/Officials Report
- Registration Form Care & Prevention
- Coach Evaluations



## **SECTION 1: EDUCATION BASED ATHLETICS, GOVERNANCE, and PROGRAM FACILITATION.**

Anne Arundel County Public Schools (AACPS) athletic programs provide educationally based environments for student-athletes to grow and develop as young adults. These programs aim to teach student-athletes life lessons through sport.

AACPS athletic programs follow the guidelines and regulations outlined by the following entities and documents:

- Anne Arundel County Public Schools Board of Education (BOE) policies and regulations
- Anne Arundel County Public Schools Parent and Student Handbooks
- Anne Arundel County Public Schools Office of Athletics Athletic Handbook
- Maryland Public Secondary Schools Athletic Association (MPSSAA) handbook and seasonal bulletins
- National Federation of High School (NFHS) Sports policies and regulations
- National Interscholastic Athletic Administrators Association (NIAAA) policies and guidelines
- Maryland Public Secondary Schools Cheerleading Committee (MPSSCC) policies and guidelines
- Partnerships with Special Olympics

### *Notes:*

*Aside from cheerleading and unified sports, all other AACPS sponsored sports adhere to MPSSAA guidelines. Cheerleading follows MPSSCC guidelines. Unified sports partner with Special Olympics Maryland.*

*In the event AACPS experiences extenuating circumstances that require system-wide adjustments to traditional in-person learning (such as a transition to virtual or hybrid programs), AACPS Athletics may modify its programs accordingly. In such cases, any necessary adjustments to existing program guidelines, expectations, and or practices as outlined in this handbook will be determined in collaboration with appropriate entities (such as, but not limited to, the MPSSAA and the Anne Arundel County Department of Health) and communicated to schools and communities. Every effort would be made to continue to offer education-based athletic opportunities to student-athletes.*



# I. General Information

## SECTION 2: SPORTSMANSHIP STATEMENT

---

***Anne Arundel County Public Schools athletic programs are committed to the practice of good sportsmanship, ethics and integrity. The following definitions and expectations provide valuable information.***

***“Good sportsmanship is viewed by the National Federation of High School Associations as a commitment to fair play, ethical behavior and integrity. In perception and practice, sportsmanship is defined as those qualities that are characterized by generosity and genuine concern for others. The ideals of sportsmanship apply equally to all athletic disciplines. Individuals, regardless of their role in athletics, are expected to be aware of their influence on the behavior of others and model good sportsmanship.”***

### **Expectations of SCHOOL ADMINISTRATORS**

- Develop a program for teaching and promoting the fundamentals of good sportsmanship within the school, the league, conference and state.
- Provide appropriate supervisory personnel for each interscholastic event.
- Support participants, coaches and athletic directors, and fans and spectators who teach and display good sportsmanship.
- Recognize exemplary behavior and actively discourage undesirable conduct by participants, coaches and fans.
- Attend events whenever possible.

### **Expectations of COACHES and ATHLETIC ADMINISTRATORS**

- Always set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior.
- Instruct participants of good sportsmanship responsibilities and demand they make sportsmanship and ethics the number one priority.
- Respect judgment of contest officials, abide by rules of the event and display no behavior that could incite fans.
- Treat opposing coaches, athletic administrators, participants and fans with respect. Shake hands with officials, opposing coaches in public.
- Develop and enforce penalties for participants who do not abide by good sportsmanship standards.

### **Expectations of STUDENT-ATHLETE PARTICIPANTS**

- Treat teammates with respect.
- Treat opponents with respect.
- Respect judgment of contest officials, abide by rules of the contest and display no behavior that could incite fans.
- Cooperate with officials, coaches, athletic administrators and fellow participants to conduct a fair contest.
- Seriously accept the responsibility and privilege of representing your school and community; display positive public action at all times.
- Live up to the high standard of good sportsmanship established by coach or athletic administrators.

## **Expectations of PARENTS, STUDENT-ATHLETES and OTHER FANS**

- Realize a purchased ticket provides the privilege to observe a contest, support high school athletics, and display good sportsmanship. A ticket is not a license to verbally assault others or be generally obnoxious.
- Respect decisions made by contest officials.
- Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
- Respect fans, coaches, directors and participants.
- BE A FAN ... NOT A FANATIC.

## **Expectations of EVENT STAFF**

- Wear identifiable, appropriate staff gear.
- Welcome fans to your facility in a positive way.
- Treat visiting and home teams respectfully.
- Don't offer personal comments or criticism of players, officials or coaches.
- Announcers should consistently display neutrality while calling contests.

## **Examples of ACCEPTABLE BEHAVIOR for EVERYONE in attendance at athletic contests.**

- Applause during introduction of players, coaches and officials.
- Accept all decisions of the officials.
- Cheerleaders lead fans in encouraging school cheers, performed in a positive manner.
- Handshakes between participants and coaches at end of contest, regardless of outcome.
- Treat competition as a game, not a war.
- Coaches, players search out opposing participants to recognize them for outstanding performance.
- Applause at the end of a contest for performances of all participants.
- Showing concern for an injured player, regardless of team.
- Encouraging surrounding people to display only sportsmanlike conduct.
- During the National Anthem, if singing, follow the music and lyrics precisely.

## **Examples of UNACCEPTABLE BEHAVIOR for EVERYONE in attendance at athletic contests.**

- Disrespectful or derogatory cheers, chants, songs or gestures.
- Booming or heckling an official's decision.
- Criticizing officials in any way; displaying anger with an official's call.
- Refusing to shake hands or give recognition for good performances.
- Blaming losses on officials, coaches or participants.
- Laughing or name-calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game or activity.
- Performing one's own cheer, instead of following the lead of cheerleaders

# I. General Information

## SECTION 3: SCHOOL CONTACT INFORMATION

Athletic Department Contact List   2024–2025					
Coordinator of Athletics	Clayton Culp	Phone: 410-222-5463		cculp@aacps.org	
Athletic Support Technician	Krissy Albright			kalbright@aacps.org	
Athletic Specialist	Brian Layman			blayman@aacps.org	
Middle School Specialist	TBD			TBD	
Special Olympics Liaison	Marianne Shultz			mshultz@aacps.org	
Contract Specialist	Melanie Harris			msharris@aacps.org	
Contract Specialist	Katie Holmes			ksholmes@aacps.org	
School		Principal	Athletic Director	Asst. Athletic Director(s)	Athletic Academic Advisor
<i>name</i>	<i>colors</i>	<i>school phone</i>	<i>office phone /email @aacps.org</i>	<i>email @aacps.org</i>	<i>email @aacps.org</i>
Annapolis HS	royal blue/ maroon	Audra Whayland 410-266-5240	Pete Alvanos 410-266-5240/palvanos	Jennifer Beers jmbeers	Caroline Cochran ccochran
Arundel HS	kelly green/ white	Kimberly Winterbottom 410-674-6500	Ryan Woods 410-672-4946/rlwoods	Lee Rogers lrogers	Kristina Ladika kladika
Broadneck HS	maroon/grey	Patrick Gelinas 410-757-1300	Kevin Necessary 410-757-3758/ knecessary	Sean Tettermer & Matt Skrenchuk Stettermer/mdskrenchuk	Sean Tettermer stettermer
Chesapeake Science Point	orange/black	Derrell Owens 443-757-5277	Matt Smith 443-757-5277/ mesmith4	N/A	N/A
Chesapeake HS	navy blue/ carolina blue	John Yore 410-255-9600	Chip Snyder 410-437-3218/esnyder	Sheldon White smwhite1	Ann Allam aallam
Crofton HS	red/black	Greg Ryan 410-451-5300	Jeff Martin 410-451-5300/jmartin	Tim Stedman tstedman	Tim Stedman tstedman
Glen Burnie HS	red/white	Kevin Carr 410-761-8950	Kyle Hines 410-761-8950/khines	Brian Kellner & Kreggan Rebstock bkellner/kmrebstock	Molly Stavely mhstavely
Meade HS	black/silver	Ryan Durr 410-674-7710	Jamie Cook 410-672-1369/jmcook2	Marcus Lecounte mlecounte	Lisa Sanchez lsanchez
North County HS	black/red	Sara Thomas 410-222-6970	Ryan Aleardi 410-222-6970/raleardi	Robert Behegan rbehegan	Edward Barton ebarton
Northeast HS	black/ yellow-gold	Doug Schreiber 410-437-6400	Ken Miller 410-437-3284/kfmiller	Melissa Leaf & Chris Dyke mleaf/cdyke	Kevin Franc kfranc
Old Mill HS	royal blue/red	Christian Thomas 410-969-9010	Pat Carey 410-969-0837/epcarey1	Christine Safrit csafrit	Chelsea Hauswirth chauswirth
Severn Run HS	navy blue/ orange	Rachel Kennelly	Aaron Courtney 410-553-2700/ acourtney	TBD	TBD
Severna Park HS	navy blue/ vegas gold	Nathan Johnson 410-544-0900	Dave Kauffman 410-544-0300/ dkauffman	Jake Derlink & Nadine Hendler jderlink/nhendler	Colleen Stauffer cstauffer
South River HS	navy blue/ columbia blue	Stacey Smith 410-956-5600	Dave Klingel 410-956-5600/dklingel	Terry Tucker ttucker	Robert Croyle rcroyle
Southern HS	royal blue/ gold	Angela Hopkins 410-867-7100	Kristi Starr 410-867-2412/kstarr	Tyler Mayo tmayo	Bradley Bittinger bbittinger
Central Special	burgandy/white	Natalie Marston • 410-956-5885			
Marley Glen	blue/white	Jayne Hudson • 410-222-6940			
Ruth Parker Eason	blue/gold	Amy Guerke • 410-222-3815			

**SECTION 4: ATHLETIC CALENDAR**

# August 2024

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
	Athletic Director Meeting & Fall Coaches Kick Off		<b>FALL SPORTS START</b>		<b>Teacher Workdays</b> <i>With approval from the AD and principal, school teams with paid, non-AACPS employee coaches may practice during established teacher work hours.</i>	
18	19	20	21	22	23	24
		<b>First Day for Scrimmages</b>			<b>Academic Probation Begins</b>	
			<b>Teacher Workdays</b> <i>With approval from the AD and principal, school teams with paid, non-AACPS employee coaches may practice during established teacher work hours.</i>			<b>Testing</b> <i>No mandatory practices or contests before 2pm</i>
25	26	27	28	29	30	31
		<b>Schools Open (9th)</b>				
		<b>Schools Open (all)</b>				

# September 2024

## I. General Information

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	2	3	4	5	6	7	
	Schools Closed—Labor Day				First Play Day		
8	9	10	11	12	13	14	
				Academic Probation Ends			
15	16	17	18	19	20	21	
						Testing No mandatory practices or contests before 2pm	
22	23	24	25	26	27	28	
29	30	Officials Appreciation Week Booster Letters Due					

# October 2024

## I. General Information

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	
						<b>Testing</b> <i>No mandatory practices or contests before 2pm</i>
6	7	8	9	10	11	12
	<b>GOLF COUNTY CHAMPIONSHIP</b>	<b>AACPS Athletics and Music Booster Meeting</b>	<b>Officials Appreciation Week</b>			
13	14	15	16	17	18	19
			<b>UNIFIED TENNIS COUNTY CHAMPIONSHIP</b>		<i>No athletic activities after sundown</i>	<b>Yom Kippur</b>
20	21	22	23	24	25	26
	<b>Field Hockey Draw</b> <b>Soccer Draw</b>	<b>PD—2hr Early</b> <i>With approval from the AD and principal, school teams with paid, non-AACPS employee coaches may practice during established teacher work hours.</i>				
27	28	29	30	31		
	<b>Volleyball Draw</b>	<b>Golf States</b>				
	<b>End of 1st MP—2 hr. early Dismissal</b> <i>With approval from the AD and principal, school teams with paid, non-AACPS employee coaches may practice during established teacher work hours.</i>		<b>Beginning of 2nd MP</b>	<b>Diwali</b>		<b>Testing</b> <i>No mandatory practices or contests before 2pm</i>



# December 2024

## I. General Information

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
				First Play Day	Football States	
8	9	10	11	12	13	14
	Academic Probation Ends				NIAAA Conference	Testing No mandatory practices or contests before 2pm
15	16	17	18	19	20	21
		NIAAA Conference				Testing No mandatory practices or contests before 2pm
22	23	24	25	26	27	28
29	30	31				
	Winter Holiday — Schools Closed	Winter Holiday — Schools Closed	Christmas		Winter Holiday — Schools Closed	
	Winter Holiday — Schools Closed					



# February 2025

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
		<p><b>PD—2hr Early</b></p> <p><i>With approval from the AD and principal, school teams with paid, non-AACPS employee coaches may practice during established teacher work hours.</i></p>				<p><b>Wrestling State Duals</b></p> <p><b>Testing</b></p> <p><i>No mandatory practices or contests before 2pm</i></p>
9	10	11	12	13	14	15
			<p><b>Athletic Director Meeting &amp; Spring Coaches Kick Off</b></p>			
16	17	18	19	20	21	22
		<p><b>Indoor Track States</b></p>			<p><b>Swimming States</b></p> <p><b>BASKETBALL COUNTY CHAMPIONSHIPS</b></p> <p><b>WRESTLING COUNTY CHAMPIONSHIPS</b></p>	
					<p><b>UNIFIED BOWLING COUNTY CHAMPIONSHIP</b></p>	
23	24	25	26	27	28	
	<p><b>President's Day—Schools Closed</b></p>	<p><b>Basketball Draw</b></p>				

## I. General Information



# April 2025

## I. General Information

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	
6	7	8	9	10	11	12
			<b>Officials Appreciation Week</b>		<b>Athletic Legislative Committee</b>	<b>Testing</b> <i>No mandatory practices or contests before 2pm</i>
13	14	15	16	17	18	19
				<b>Report Card Distribution</b>		
20	21	22	23	24	25	26
			<b>Spring Holiday—Schools &amp; Offices Closed</b>		<b>MSADA Conference</b>	
27	28	29	30			
<b>MSADA Conf.</b>						

# I. General Information

## May 2025

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
	LACROSSE COUNTY CHAMPIONSHIP Lacrosse Draw	BASEBALL COUNTY CHAMPIONSHIP SOFTBALL COUNTY CHAMPIONSHIP Softball Draw Baseball Draw		TENNIS COUNTY CHAMPIONSHIP TRACK & FIELD COUNTY CHAMPIONSHIP		
11	12	13	14	15	16	17
		UNIFIED BOCCIE COUNTY CHAMPIONSHIP				
18	19	20	21	22	23	24
			Track & Field States Lacrosse States			Softball States Baseball States
						Tennis States
25	26	27	28	29	30	31
						First day for 2025/26 physicals

**Testing**  
No mandatory practices or contests before 2pm

■ Memorial Day—Schools Closed ■

# June 2025

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Testing

Testing

Testing

Testing

Testing

Testing

End of 4th MP—2 hr Early Dismissal

Last Day for Students

Juneteenth—  
Schools & Offices Closed

Eid al-Adha  
*No athletic activities all day*

Last day for teachers

I. General Information

# I. General Information

# July 2025

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	
6	7	8	9	10	11 Independence Day	12
13	14	15	16	17	18	19 Testing
20	21	22	23	24	25	26
27	28	29	30	31		

# August 2025

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11 <i>Athletic Director Meeting &amp; Fall Coaches Kick Off</i>	12	13 <b>FALL SPORTS START</b>	14	15	16
17	18	19 <b>First day for scrimmages</b>	20	21	22	23
24	25	26	27	28	29	30
31						

## I. General Information

# I. General Information

## **SECTION 5: MARYLAND PUBLIC SECONDARY SCHOOLS ATHLETIC ASSOCIATION \_\_\_\_\_**

- A. The State Superintendent of Schools shall establish rules and regulations governing high school athletic programs for boys and girls in public high schools of Maryland, which shall be supervised by an organization known as the Maryland Public Secondary Schools Athletic Association (MPSSAA).
- B. All public high schools of Anne Arundel County are members of the MPSSAA and are governed by its rules and regulations. It is the responsibility, however, of each county school system to supplement the state regulations as necessary.

## **SECTION 6: ANNE ARUNDEL COUNTY PUBLIC SCHOOLS ATHLETIC POLICY CHANGES \_\_\_\_\_**

All decisions regarding athletic policies and policy changes shall be subject to the approval of the county Superintendent of Schools and the Anne Arundel County Board of Education (BOE).

## **SECTION 7: PRINCIPAL'S AUTHORITY \_\_\_\_\_**

The principal of the local secondary school is responsible for the final determination of all matters related to his or her school's athletic program.

## **SECTION 8: PROTOCOL for ADDING NEW SPORTS \_\_\_\_\_**

- A. Student-athletes, parents, interested community members, athletic directors or administrators may bring forth to their high school principal and athletic director a recommendation for a new sport to be considered to be added to the approved list of interscholastic sports recognized by the MPSSAA and supported by the National Federation of High Schools (NFHS) and funded by the BOE.
- B. If the principal and athletic director supports the proposal, they will forward their recommendation to the Coordinator of Athletics. The Coordinator of Athletics will then proceed to step five.
- C. If the local principal/athletic director does not support the proposal, an appeal may be filed with the Coordinator of Athletics within 10 business days of the local school rejection.
- D. The Coordinator of Athletics will evaluate the appeal by soliciting the response of the Associate Superintendent of School Performance, high school principals and the athletic directors. If the majority of principals and athletic directors, and the Associate Superintendent of School Performance support the exploration of interest in the proposed sport, the evaluative process will continue.
- E. A student-athlete survey will be administered to evaluate interest regarding participation in the recommended sport.
- F. Information gathered via the interest survey will be shared with the Associate Superintendent of School Performance, high school principals and athletic directors for review. The survey must reflect that at least 50 percent of all high schools display an interest and can field a competitive squad relative to the number of participants involved in the recommended sport.

- G. The Coordinator of Athletics will review the interest survey, as well as the discussion of high school principals and athletic directors, and make a recommendation to the Associate Superintendent of School Performance to either move the proposal forward to the BOE for further evaluation or stop the proposal due to lack of interest.
- H. If the decision is made to move the proposal on to the BOE, the Associate Superintendent of School Performance and the Coordinator of Athletics will present the recommendation. The BOE will provide direction to pursue fact finding information on costs associated with the adoption of the recommended sport. Equipment, transportation, officials, coaching stipends and added responsibilities to administrators, athletic director and the Coordinator of Athletics will be considered. The BOE may choose not to support the recommendation of the sport and is not responsible for providing explanation, thus providing no further direction to the Associate Superintendent of School Performance and the Coordinator of Athletics for exploration of the proposal.
- I. If so directed by the BOE, the Associate Superintendent of School Performance and the Coordinator of Athletics will present cost factors as well as any other pertinent issues to the BOE at a subsequent meeting. The BOE will make the final decision for or against the adoption of all new sports into the Anne Arundel County Interscholastic Athletic program.
- J. New sports and/or additional squads can only become part of the county athletic program when the BOE formally adopts the recommendation and provides the required funds.

### SECTION 9: PROTOCOL for ELIMINATING SPORTS \_\_\_\_\_

Existing sports can be considered for elimination from the interscholastic athletic program if less than 50 percent of the current high schools participate in the program. The sport elimination must be approved by the Athletic Legislative Committee.

### SECTION 10: SPORT OFFERINGS REVIEW \_\_\_\_\_

The Office of Athletics will initiate a sport offering review workgroup minimally every **five** school years, starting with the 2025–2026 school year. The purpose of the workgroup is to formally evaluate if current AACPS sport offerings are meeting the needs and interests of students. The workgroup will undertake a process of review that includes analyzing participation data, reflecting on recent local, regional, and national trends, and considering requests and input from students and community members. The workgroup may recommend changes to the current sport offerings to the Athletic Legislative Committee, with the understanding that other processes and entities would have to be involved as well. The workgroup will be led by the Coordinator of Athletics or designee and include the following stakeholders: coaches, school-based and county administration, athletic directors.

*The current high school sport offerings are:*

**Fall** Cheerleading, Cross County, Golf, Field Hockey, Football, Boys and Girls Soccer, Unified Tennis, and Volleyball

**Winter** Boys and Girls Basketball, Cheerleading, Indoor Track, Swimming, Unified Bowling, and Wrestling

**Spring** Baseball, Boys and Girls Lacrosse, Outdoor Track & Field, Softball, Tennis, Unified Bocce

## II. Athletic Personnel

### SECTION 1: ATHLETIC POSITIONS

<b>Coach Allotment Per School with Levels</b>				
	<b>Position</b>	<b>Level</b>	<b>Number of positions per school</b>	<b>Notes</b>
<b>FALL</b>	Cheerleading – Head	III	1	
	Cheerleading – Assistant	III	2	
	Cheerleading – Volunteer	NA	3	
	Cross Country – Head	III	1	
	Cross Country – Assistant *	III	1 or 2 or 3	* Must have 30 student-athletes for 2 paid assistants or at least 50 student-athletes for 3 paid assistants (eligibility reports will be used to verify).
	Cross Country – Volunteer	NA	2 or 3 or 4	
	Field Hockey – Head	II	1	
	Field Hockey – Assistant	II	2	
	Field Hockey – Volunteer	NA	3	
	Football – Head	I	1	
	Football – Assistant	I	4	
	Football – Volunteer	NA	7	
	Golf – Head	III	1	
	Golf – Assistant *	III	1	* Must have at least 4 female student-athletes for 1 paid assistant (eligibility reports will be used to verify).
	Golf – Volunteer	NA	1 or 2	
	Boys Soccer – Head	II	1	
	Boys Soccer – Assistant	II	2	
	Boys Soccer – Volunteer	NA	3	
	Girls Soccer – Head	II	1	
	Girls Soccer – Assistant	II	2	
	Girls Soccer – Volunteer	NA	3	
	Unified Tennis – Head	IV	1	
	Unified Tennis – Assistant	IV	1	
Unified Tennis – Volunteer	NA	2		
Volleyball – Head	II	1		
Volleyball – Assistant	II	2		
Volleyball – Volunteer	NA	3		

### Coach Allotment Per School with Levels

	Position	Level	Number of positions per school	Notes
<b>WINTER</b>	Boys Basketball – Head	I	1	
	Boys Basketball – Assistant	I	2	
	Boys Basketball – Volunteer	NA	3	
	Girls Basketball – Head	I	1	
	Girls Basketball – Assistant	I	2	
	Girls Basketball – Volunteer	NA	3	
	Cheerleading – Head	III	1	
	Cheerleading – Assistant	III	2	
	Cheerleading – Volunteer	NA	3	
	Indoor Track – Head	II	1	
	Indoor Track – Assistant *	II	2 or 3	* Must have at least 50 student-athletes for 3 paid assistants (eligibility reports will be used to verify).
	Indoor Track – Volunteer	NA	3 or 4	
	Swimming – Head	III	1	
	Swimming – Assistant	III	1	
	Swimming – Volunteer	NA	2	
	Unified Bowling – Head	IV	1	
	Unified Bowling – Assistant	IV	1	
	Unified Bowling – Volunteer	NA	2	
	Wrestling – Head	II	1	
Wrestling – Assistant	II	2 or 3	* May have an additional, assistant coach with confirmation of 6 or more female wrestlers on eligibility report.	
Wrestling – Volunteer	NA	3 or 4		
<b>SPRING</b>	Baseball – Head	II	1	
	Baseball – Assistant	II	2	
	Baseball – Volunteer	NA	3	
	Boys Lacrosse – Head	II	1	
	Boys Lacrosse – Assistant	II	2	
	Boys Lacrosse – Volunteer	NA	3	
	Girls Lacrosse – Head	II	1	
	Girls Lacrosse – Assistant	II	2	
	Girls Lacrosse – Volunteer	NA	3	
	Softball – Head	II	1	
	Softball – Assistant	II	2	
	Softball – Volunteer	NA	3	
	Tennis – Head	III	1	
	Tennis – Assistant	III	1	
	Tennis – Volunteer	NA	3	
	Track and Field – Head	II	1	
	Track and Field – Assistant	II	3	
	Track and Field – Volunteer	NA	4	
	Unified Bocce – Head	IV	1	
	Unified Bocce – Assistant	IV	1	
Unified Bocce – Volunteer	NA	2		

## II. Athletic Personnel

### SECTION 2: ATHLETIC PERSONNEL REQUIREMENTS

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#### A. Athletic Directors and Assistant Athletic Directors

Candidates for the position of Athletic Director and Assistant Athletic Director must be eligible for a Professional Certificate from the state of Maryland and be a faculty member of the school.

#### B. Head, Assistant, and Volunteer Coaches

Pursuant to the State regulations, the following criteria established by the Anne Arundel County Public School District must be followed by all coaches.

- a. Coaches should have athletic experience at the high school, college, organized recreation council program, and/or professional level in the sport or related coaching experience.
- b. Applicants must apply online through [www.aacps.org/site/Default.aspx?PageID=2124](http://www.aacps.org/site/Default.aspx?PageID=2124)
- c. All applicants must be processed through Human Resources at the Board of Education. As part of the processing procedures applicants must also be fingerprinted.
- d. All coaches must complete a one credit course of Care and Prevention of Athletic Injuries (original course). This course must be completed before a Coach Verification form is submitted for payment. This must be renewed after five years by completing a Care and Prevention of Injuries Update or by more advanced coursework such as Emergency Medical Technician or National Federation Interscholastic Coaching Education Program certification.
  - Coaches must be certified through a Care and Prevention class that is approved/ sponsored by a school system, college, or the NFHS.
  - Classes hosted in AACPS by ATCs or other staff must be approved by the Office of Athletics a minimum of 7 days before the first class' session and will be announced to all AACPS Athletic Directors once approved. The class organizer must submit the following to the Office of Athletics for review:
    1. Location
    2. Fees
    3. Dates
    4. Times — Original = 15 hours | Update = 4 hours
- e. Coaches must be currently certified in Adult Cardiopulmonary Resuscitation (with automated external defibrillator) or more advanced Cardiopulmonary Resuscitation in the season in which they are coaching. Cardiopulmonary Resuscitation must be renewed according to certification standards.
- f. Coaches must view the NFHS "Concussion in Sports" video and submit appropriate completion documentation to the Office of Athletics. Coaches must update their training on a biennial basis.
- g. Coaches must view the NFHS "Heat Illness Prevention" and submit appropriate completion documentation to the Office of Athletics.
- h. Coaches must sign a contract for the specific sport and level or receive written approval from the Office of Athletics prior to beginning any coaching responsibilities. Coaches may not actively participate at a practice or event without a signed contract.

## II. Athletic Personnel

- i. All teachers or certified professional educators of AACPS who hold coaching positions are automatically renewed unless, in writing, they are terminated at the end of the assignment or no later than the end of the school year.
  - j. The Office of Investigations may direct school-based staff or the Office of Athletics to temporarily or permanently remove a coach from their position. Voluntary or involuntary removal from an assignment is subject to proration.
  - k. It is recommended that applicants not serve as a coach in a sport in which he or she has a member of the immediate family participating.
  - l. Schools shall be limited to one volunteer coach for each filled, paid position in each varsity and junior varsity program. Football will be allotted two additional volunteer coaches.
  - m. Volunteer coaches will not receive compensation from the Anne Arundel County BOE and are not permitted to accept compensation for these services from any source.
- C. MPSSAA Coaching Eligibility
- a. Member MPSSAA schools shall employ as coaches:
    - 1. Teachers or certificated professional educator employees of the local BOE for a specific coaching assignment.
    - 2. Persons certifiable as a professional educator by the State Department of Education according to 13A.12.01.
  - b. Credentialed Coaches who meet the following requirements:
    - 1. Is eligible to hold a Maryland certificate under COMAR 13A.12.01.04;
    - 2. Possesses a MPSSAA/MSDE Coach Certification;
    - 3. Has completed two years of successful coaching as an emergency coach; and
    - 4. Has spent the previous one year as a successful emergency coach at the school of hire in the position of hire.
  - c. If no acceptable and qualified coaches are available from the teachers or certifiable professional educators employed by the local BOE, temporary emergency coaches may be employed if the following procedures are followed:
    - 1. The person shall be officially appointed by the local superintendent of schools on a one-season basis for a specific coaching assignment;
    - 2. The coaching salary of the appointed coach shall be paid exclusively by the local school system;
    - 3. An emergency coach is required to possess an MPSSAA/MSDE coach certification prior to the start of his or her fourth year as an emergency coach;
    - 4. In sports having more than one coach, emergency coaches may not comprise more than 50 percent of that sport staff;
    - 5. The emergency coach shall be at least 21 years old and possess a high school diploma.
- D. Volunteer Coach Requirements
- State Requirements
- The Code of Maryland Regulations (COMAR) 13A.06.03.04. B (4)  
(MPSSAA Coaching Eligibility) states:
- a. Member MPSSAA schools may permit volunteer athletic coaches to assist their coaching staff.

## II. Athletic Personnel

- b. These volunteer coaches may not serve as head coaches at any level and must work only under the direction of a head coach. The volunteer coach may be utilized if the following procedures are followed:
  1. The volunteer coach shall be at least 21 years old and possess a high school diploma.
  2. The volunteer coach shall have completed or be enrolled in a one-credit course in the Care and Prevention of Athletic Injuries.
  3. The volunteer coach shall be formally appointed on a one season basis for a specific coaching assignment.

### **SECTION 3: QUALIFICATIONS for the ATHLETIC DIRECTOR POSITION \_\_\_\_\_**

- A. Candidates must be rated through the Athletic Director's screening assessment process. Candidates who complete the process will be considered inactive at the conclusion of the third full school year following their screening assessment. Active candidates who wish to continue to be considered for future athletic director openings must reapply during the final year of their active status. Current Anne Arundel County Public Schools athletic directors are exempt from the athletic director screening assessment process and are eligible to apply for open athletic director positions.
- B. Candidates must have experience at the high school level. To satisfy this requirement, they must:
  - a. Show evidence of satisfactory performance as a high school coach and,
  - b. Show evidence of involvement in many aspects of the athletic program.
- C. Candidates must show evidence of administrative, organizational and coordination skills.
- D. Candidates must have the ability to develop and maintain positive relationships with coaches, parents, student-athletes, faculty members, and all other community members.
- E. Candidates must be knowledgeable of county and state rules, policies and procedures.
- F. All Athletic Director candidates must have their NIAAA Registered Athletic Administrator certification (RAA) or equivalent.
- G. ADs will be required to obtain their Certified Athletic Administrator certificate (CAA) within five years of hire.
- H. Athletic Directors hired after July 1, 2013 and those not currently coaching are prohibited from coaching unless in emergency situation approved by the principal.

### **SECTION 4: DUTIES and RESPONSIBILITIES for ATHLETIC PERSONNEL \_\_\_\_\_**

- A. Athletic Directors  
The athletic director is responsible to the principal for organizing, administering, and overseeing the operation of the school athletic program. These responsibilities will include initiating, organizing, maintaining, developing, and evaluating athletic activities. The athletic director shall work closely with the school principal or designee in their duties.

## II. Athletic Personnel

### B. Assistant Athletic Directors

The assistant athletic director will work in cooperation with the athletic director. He or she must possess a working knowledge of the athletic program. The assistant athletic director shall be responsible for duties and assignments as delegated by the athletic director. Final decisions regarding these duties will be made by the athletic director in consultation with the principal or his or her designee.

### C. Athletic Director and Assistant Athletic Directors shall adhere to the NIAAA Code of Ethics.

#### ***The Interscholastic Athletic Administrator:***

1. Strives to develop and maintain a comprehensive athletic program which seeks the highest development of all participants, while respecting the individual dignity of every athlete.
2. Considers the well-being of the entire student-athlete body as fundamental in all decisions and actions.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Organizes, directs and promotes an interscholastic athletic program that is in harmony with, and contributes to, the total school program.
5. Cooperates with the staff and school administration in establishing, implementing and supporting school policies.
6. Acts impartially in the execution of basic policies and enforcement of the conference, league and state high school association rules and regulations.
7. Fulfills professional responsibilities with honesty and integrity and upholds the honor of the profession in all relations with student-athletes, colleagues, coaches, administrators, and the general public.
8. Avoids using the position for personal gain or influence.
9. Seeks to improve the professional status and effectiveness of the interscholastic athletic administrator through participation in local, state and national in-service programs.
10. Is committed to high standards of ethics, sportsmanship and personal conduct on the part of the administrator, members of the coaching staff and the athletes representing their school.

### D. Athletic Academic Advisors

The Athletic Academic Advisor will work cooperatively with the athletic department. He or she must possess a working knowledge of the athletic program. The Athletic Academic Advisor shall be responsible for duties and assignments as delegated by the principal or principal's designee. Duties and responsibilities of the Athletic Academic Advisor shall consist of:

1. Attend an annual meeting for academic advisors hosted by the Office of Athletics. It is expected that information and resources shared at this meeting will be implemented at the school level in an effort to further support student-athletes, coaches and school administration.

## II. Athletic Personnel

2. Acquire and maintain an in-depth, current knowledge of Anne Arundel County Public Schools academic eligibility policies and procedures.
3. Adhere to student-athlete identification seasonal deadlines
  - Fall, winter, and spring student-athletes must be identified by team in the student data system at least 3 days prior to the announced MPSSAA first play date for each season.
4. Implement the academic probationary study hall sessions at the beginning of each season in accordance with the eligibility requirements in chapter VI of this handbook. Schools have discretion over scheduling these sessions as long as the total hour requirement is met.
5. Obtain grades and calculate student-athletes Athletics Eligibility Score at the conclusion of each academic probation period.
6. Notify athletic administration and coaches of probationary student-athlete's eligibility status at the conclusion of each academic probation period.
7. Perform an appropriate update for the identification of student-athletes in the student data system at the conclusion of each probation period.
8. Ensure required reports are generated and distributed per school guidelines.
  - Daily attendance report by team for student-athletes who are in-season.
  - Bi-weekly grade report for student-athletes all year.
9. Perform other duties as assigned (at the school's discretion this may include the Minds in Motion program).

### E. Sport Commissioner

The Office of Athletics has the authority to establish and appoint this position as necessary. The sports commissioner shall work cooperatively with the Office of Athletics to serve as a mid-level point of contact between coaches, athletic directors, the Office of Athletics, officials, and District V representatives. Duties and responsibilities of the Sport Commissioner shall consist of:

1. Facilitate the pre-season rules interpretation meeting.
2. Host Sports Advisory Committee meetings.
3. Work with officials groups on reviewing evaluations.
4. Help coordinate the county championship event (if applicable).
5. Attend Coaches Association All-County selection meeting as a non-voting representative of the Office of Athletics.
6. Assist with the creation of the county schedule for the next year.
7. Coordinate the use of private or non-AACPS athletic facilities as the sport requires.
8. Complete special projects as assigned by the Office of Athletics.

***This chart is designed to highlight similarities and differences in sport leadership positions.***

<b>Sport Commissioner</b>	<b>District Representative</b>	<b>Region Tournament Director</b>
<i>In most cases this position is filled by an AD or Asst. AD. Exemptions can be made by the Office of Athletics.</i>	<i>In most cases this position is filled by a current coach of that sport.</i>	<i>In most cases this position is filled by an AD or current coach of that sport.</i>
Run sport break-out meetings at seasonal coaches meetings.	Serve as an active member of MPSSAA sport-specific committee meetings. Provide updates and meeting minutes to AACPS staff and coaches.	Complete and submit the regional seeding form to the MPSSAA committee chair for their sport.
Attend and help facilitate all-county selection meetings.	Attend and provide sport reports at district meetings.	Communicate with ADs in their region about procedures and expectations immediately following the posting of tournament brackets
Serve as a liaison with the office of athletics for your sport for county-based issues/projects/concerns/ideas.	Serve as a liaison with the office of athletics for your sport for state-based issues/projects/concerns/ideas.	Communicate with the commissioner of the local official's board for playoffs games in their region.
Assist with facilitating county championship events (as applicable).	Coordinate with Howard County for district events (ex: Tennis, Softball).	Report all playoff results and pairings for subsequent round to the state committee director and County Sports Zone.
Assist with the creation of the county-based schedule for your sport.		Make arrangements for awards to be distributed at the region championship game.
		Work with the MPSSAA regarding alternative site procedures, if necessary.
<b>When available, attend regional/state playoff games as a neutral observer (inform the OoA when doing so). Position yourself in a neutral area and wear neutral AACPS Athletics gear, or do not wear athletic gear. Purposefully visit admin and athletic staff from both schools.</b>	<b>When available, attend regional/state playoff games as a neutral observer (inform the OoA when doing so). Wear neutral district/state gear, or do not wear athletic gear. Purposefully visit admin and athletic staff from both schools.</b>	<b>When available, attend regional/state playoff games as a neutral observer (inform the OoA when doing so). Wear neutral district/state gear, or do not wear athletic gear. Purposefully visit admin and athletic staff from both schools.</b>
<i>Note: When Sport Commissioners, District Representatives, and Region Tournament Directors are available to attend games in a non-coaching capacity they are to do so as a neutral observer. It is the responsibility of the officials and hosting school to ensure all procedures for play are followed in accordance with MPSSAA state bulletin and NFHS handbook guidelines. Sport Commissioners, District Representatives, and Region Tournament Directors should only offer their input when requested to do so.</i>		

### **SECTION 5: SELECTION PROCESS FOR ATHLETIC PERSONNEL** \_\_\_\_\_

- A. Schools shall send to the Office of Athletics their athletic personnel vacancies as they occur. All emergency coaching vacancies should be advertised within 10 calendar days after the season is completed.
- B. The Office of Athletics shall advertise all athletic personnel vacancies within 10 calendar days from the receipt of the vacancy.
- C. Eligible personnel shall have 7 calendar days after the vacancy is advertised to apply.
- D. A list of eligible personnel shall be made available to the school principal and athletic director, as appropriate.

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- E. The school principal, athletic director and head coach, when appropriate, shall be involved in the interview.
- F. In accordance with COMAR, only certified teachers and professional educators will be interviewed in the first round of the selection process. After the teacher ranks have been exhausted, then, and only then, will temporary (emergency) coaches receive an interview.
- G. The final selection of all athletic personnel shall be made by the school principal.
- H. Appointments shall be made within 30 calendar days after the closing date.
- I. The athletic director shall notify the Office of Athletics immediately upon selection of a candidate.
- J. If a vacancy should occur within 30 calendar days after the starting date of any sports season, the principal may fill the vacancy by selecting:
  - 1. Personnel currently under contract for the sport in question, or
  - 2. Another qualified applicant.

*Note: In these situations, personnel may serve in an "acting" capacity until the position can be filled in accordance with the procedures outlined in this document.*

### **SECTION 6: EVALUATION of ATHLETIC PERSONNEL** \_\_\_\_\_

- A. The athletic director position will be monitored by the principal and/or designee and the Office of Athletics.
- B. The assistant athletic director position shall be evaluated by the principal and/or their designee with the assistance of the athletic director.
- C. The athletic academic advisor position shall be evaluated by the principal and/or their designee with the assistance of the athletic director.
- D. Paid coach positions shall be evaluated by the principal and/or their designee with the assistance of the athletic director.
- E. The following Head and Assistant Coach rating forms are used throughout AACPS.

### **SECTION 1: ATHLETIC LEGISLATIVE COMMITTEE** \_\_\_\_\_

- A. The Athletic Legislative Committee reviews the rules and regulations in the County Athletic Handbook each year. This committee recommends changes to the Superintendent's Executive Staff.
- B. The Athletic Legislative Committee shall be composed of the following:  
Coordinator of Athletics, who shall serve as chairperson; high school administrators, athletic directors, coaches appointed by the Coaches' Association, student-athletes, parents representing high school booster associations. The Athletic Legislative Committee shall hold an annual meeting in the spring (a specific meeting date will be determined by the chairperson). Proposed amendments or additions to athletic policies to be submitted to the BOE shall be initiated through the following procedures: (1) recommended changes shall be submitted in writing to the Chairman of the Athletic Legislative Committee on, or prior to, March 1<sup>st</sup> in order to be considered during the annual March meeting; (2) such changes shall be forwarded by the chairperson to all secondary school principals and athletic directors for reaction prior to the scheduled annual meeting, and; (3) policy changes must be passed by a majority vote held during the annual meeting.
- C. The duties of the Athletic Legislative Committee shall include:
  - 1. A review and study of athletic policy.
  - 2. Determination of procedures for administering athletic activities within approved rules and regulations.
  - 3. Recommendations to the Superintendent Executive Staff regarding any changes in athletic policy or procedures.

### **SECTION 2: ATHLETIC ADVISORY COMMITTEE** \_\_\_\_\_

- A. The AACPS Athletic Advisory Committee is the appeals hearing board in cases where an athletic violation has been ruled by the Coordinator of Athletics. The committee shall consist of the Deputy Superintendent, Associate Superintendent of School Performance, a current high school principal, a current athletic director and a member of the Anne Arundel County Coaches Association. The Coordinator of Athletics will serve in an ex-officio capacity.
- B. The AACPS Athletic Advisory Committee will hear appeals and make a recommendation of a ruling to the Superintendent for county and state violations. The Superintendent's ruling in state violations may be appealed within 30 days to the Appeals Committee of the MPSSAA.

### **SECTION 3: SPORTS ADVISORY COMMITTEE** \_\_\_\_\_

At the discretion of the Office of Athletics, Sports Advisory Committees may be convened at any time for any sport. Sports Advisory Committees shall be comprised of Office of Athletics staff, coaches, athletic directors, sport commissioners, and/or district representatives. The purpose of these committees is to advise the Office of Athletics on issues relevant to that sport.

## III. County Committees

### **SECTION 4: SCHEDULING COMMITTEES** \_\_\_\_\_

Scheduling committees comprised of athletics directors, sport commissioners, administrators and Office of Athletics staff will meet throughout the year to prepare county schedules for the following year. Drafts of those schedules for each season will be presented to all schools for review and vetting at monthly athletic director meetings when appropriate. Final schedules will be released by the Office of Athletics in advance of each season.

### **SECTION 5: STUDENT ATHLETE ADVISORY COMMITTEE** \_\_\_\_\_

The Student-Athlete Advisory Committee (SAAC) will be established by the Coordinator of Athletics with representatives from all high schools and all sports. The purpose of the committee is to provide a direct link between athletic administration and student-athletes across the county. Specifically, the committee will strive to:

1. Solicit student-athlete perspective in order to keep a pulse on their interests, questions, needs, and concerns.
2. Build county-wide comradery in order to cultivate a sense community amongst all high schools in AACPS.
3. Create program ownership by involving student-athletes in leadership roles at AACPS events at meetings.

### **SECTION 6: ELIGIBILITY REVIEW COMMITTEE** \_\_\_\_\_

The Eligibility Review Committee will meet as needed when written requests for AACPS "reclassification" guideline exceptions are submitted by parents/guardians to the Office of Athletics. The committee will be chaired by the Coordinator of Athletics or designee and include Student Services, school and county level administration, and athletic director staff. The committee will review requests and render a written decision within 10 school days (or AACPS work week days if in the summer). Appeals of decisions by the Eligibility Review Committee will follow the AACPS appeals protocol in the current Code of Conduct document.

### SECTION 1: PRACTICE

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#### A. Heat Acclimatization Guidelines

1. On single-practice days, one walk-through is permitted. No padded equipment is to be worn.
2. Double practice days (beginning no earlier than practice day six) must be followed by a single-practice day or rest day. When a double-practice day is followed by a rest day, another double-practice day is permitted after the rest day.
3. All practices and walk-through sessions must be separated by three hours of continuous rest.
4. If a practice is interrupted by inclement weather or heat restrictions, the practice should recommence once conditions are deemed safe, but total practice time should not exceed its limitations.
5. The heat-acclimatization period is designed for student-athletes on an individual basis. Days in which student-athletes do not practice due to a scheduled rest day, injury, illness or other reasons do not count towards the heat-acclimatization period.
6. Practice Days one through five
  - a. School teams shall conduct all practices within the general guidelines above as well as the following guidelines for practice days one through five.
  - b. One walk-through session is permitted per day no longer than one hour in duration.
7. Practice Days six through fourteen
  - a. School teams shall conduct all practices within the general guidelines above as well as the following guidelines for practice days six through fourteen.
  - b. On school days, teams are limited to one practice not to exceed three hours in length.
  - c. On non-school days, practice and walk-through times should be limited to five total hours with no single session longer than three hours in duration.
  - d. School teams may participate in full contact practices with all protective equipment worn.
8. Equipment Restrictions
  - a. Football
    1. Practice days one and two—helmets only, and shorts/t-shirts
    2. Practice days three through five—helmets and shoulder pads only. Contact with blocking sleds and tackling dummies may be initiated.
    3. Beginning practice day six—full protective equipment and full contact may begin.
  - b. Field Hockey
    1. Practice days one and two—Goalies in helmets and goalie kickers, athletes may wear shin guards, goggles, and mouth pieces.
    2. Practice days three through five—Goalies in helmet, chest protection, and goalie kickers.

## IV. Program Guidelines & Regulations

3. Beginning practice day 6—full protective equipment may be worn.
  - c. Soccer
    1. Shin guards and goalie gloves can be worn beginning day one.
  - d. Volleyball
    1. Knee pads may be worn beginning day one.
- B. Practice Restrictions
1. County high schools are required to confine all organized practice sessions to the seasonal limitations as defined in the current MPSSAA Handbook.
  2. Following the 14-day Heat Acclimatization period of each season, practice sessions will be reduced to maximum of two hours when student-athletes have school the following day.
  3. Practice time is defined from the announced start of practice to dismissal. Published times should not include pre/post dressing time, set-up and break-down of facilities and equipment, study hall, or travel time to an outside venue. Coaches are highly encouraged to begin practices as close to the end of the school day as possible.
  4. Coaches must submit a seasonal practice schedule for approval by the athletic director prior to the start of their try-outs. Once approved, all parents should receive a copy of the seasonal practice schedule.
  5. Each team may schedule an additional one hour of practice time for special sport sessions, once a week. This weekly session may include special fundraising sessions, film study sessions, sport specific teaching, specialized training, etc. These sessions must appear on the seasonal practice schedule approved by the athletic director.
  6. Two practices are allowed on non-school days except where prohibited by the state or county rules and/or regulation. Each practice is not to exceed two hours.
  7. Football Practice Restriction:
    - a. During the first 14 days, practices must follow heat acclimatization guidelines.
    - b. After the heat acclimatization period, teams are permitted to have no more than two full-contact practice days per week.
    - c. Full contact is defined as full speed; live hitting to the ground.
  8. Student-athletes who join the team after the first day of practice must practice for five days (may compete on the 6<sup>th</sup> day) before competing in a game. Any student-athlete who is a member of a school team advancing past the start of the next sports season is exempt from the five days of practice policy. Those student-athletes are eligible to participate in athletic contests as soon as they are added to the new team's roster.
  9. Alumni cannot participate in high school practices or contests.
  10. Inclement weather which causes school closure or early dismissal will cancel practice for the day. Practice may also be cancelled at the discretion of the principal when deemed appropriate. The Superintendent or his or her designee may permit practice or games under extenuating circumstances.
  11. Practice off campus:
    - a. Practices should be conducted on campus unless approved by the principal. Practices should not be approved that are conducted at privately owned business sites. Some examples of these are: health clubs, private gyms, indoor soccer

## IV. Program Guidelines & Regulations

facilities, indoor lacrosse facilities, indoor tennis facilities, etc. Golf is the exception to the rule. Questions should be addressed to the Coordinator of Athletics.

- b. When off campus running is desired, principals should work with coaches to assure that routes are chosen carefully with safety as the main concern. Routes approved by the principal should be on file with the athletic director.
- c. In approving designated routes, coaches and principals are asked to use the following items in their appraisal.
  1. Distance
  2. Traffic volume
  3. Intersections
  4. Off road running space
  5. Pedestrian traffic
  6. Pathway safety Supervision

12. With approval from the athletic director and principal, school teams with paid, non-AACPS employee coaches may practice during established teacher work hours.

### C. Scrimmages

1. Scrimmages may not exceed three hours on school days. This does not include Saturdays after the first 14 days.
2. A school team is permitted to have three practice scrimmages.
3. A school team is permitted to have one additional scrimmage between the end of the regular season and the start of playoffs under the following guidelines:
  - a. The scrimmage may not incur any financial expenses.
  - b. The school may not charge an admission nor report scores.
  - c. The sole purpose of the game or practice is purely for instructional purposes.
4. Per AACPS Contracts, officials' associations will only provide free services for the first two scrimmages for each team. Multiple team scrimmages and play-days equal one scrimmage. However, these scrimmages may be subject to additional official's costs. Coaches and athletic directors are encouraged to contact the official's assignors before a play-day.
5. A scrimmage is a practice or game in which no score is reported, no admission is charged, no public report is made, and the sole purpose of the practice or game is purely for instructional purposes.
6. AACPS requires that five practice calendar days elapse before a scrimmage with another school can be played. A practice calendar day means any day in which a school team could have practice within the athletic regulations.
7. Non-school play-days shall not exceed six hours.

## IV. Program Guidelines & Regulations

### SECTION 2: CHEERLEADING GUIDELINES

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#### A. Governance

1. Cheerleading is a high school sport in AACPS, subject to the guidelines and regulations outlined in this handbook. Cheerleading coaches and student-athletes are to be recognized similarly to all other sports offered at each high school.
2. Cheerleading is not a club sport in AACPS.
3. Cheerleading is not an MPSSAA sponsored sport.
4. For the fall season:
  - a. Cheerleading is under the governance of the Maryland Public Secondary Schools Cheerleading Committee (MPSSCC) with oversight from the AACPS Office of Athletics. The most current version of the MPSSCC bulletin will be followed.
  - b. The *Cheerleading Season Management Form* (in the AACPS bulletin) must be submitted to the athletic director and the cheerleading sport commissioner by September 1<sup>st</sup>.
5. For the winter season:
  - a. Cheerleading is under the governance of the MPSSCC with oversight from the AACPS Office of Athletics. The most current version of the MPSSCC bulletin will be followed.
  - b. The *Cheerleading Season Management Form* (in the AACPS bulletin) must be submitted to the athletic director and the cheerleading sport commissioner by December 15<sup>th</sup>.

#### B. Purpose

1. Cheerleading teams are charged with promoting and building school spirit and spectator involvement at games, performances and community functions. High school cheerleading is responsible for supporting other school sports.
2. AACPS recognizes that competitive cheerleading is changing and evolving and strives to support student-athletes who aspire to compete at the next level in competitive settings. Participation in the county championship competition is a requirement to fulfilling that responsibility.

#### C. Participation

1. NFHS spirit guidelines must be adhered to at all times, with the exception of spring floor performance surfaces deemed safe and appropriate by the hosting company.

#### D. Seasons

1. Season limitations are set by the MPSSCC bulletin.

#### E. Practices/Events

1. Varsity and junior varsity teams are required to cheer at all home football games in the fall and at one home basketball game per week in the winter (when possible). Supporting additional sports/games/contests is determined by the school's athletic administration.

## IV. Program Guidelines & Regulations

2. It is expected that high school cheerleading teams conduct practice for all members or engage in games or competition every day school is in session during the sports season.
  - a. For the fall season:
    - Practices must be conducted on campus.
    - Practices may not be conducted off campus.
  - b. For the winter season:
    - The majority of practices must be conducted on campus.
    - A maximum of 6 team practices may be conducted off campus at approved outside gyms with prior approval from the athletic director and cheerleading sport commissioner on the *Cheerleading Season Management Form*.
    - Teams may not practice both on and off campus on the same day.
  - c. Athletes are permitted to participate in individual outside cheerleading activities such as tumbling, stunting, dancing, or jumping classes, so long as they are open to anyone and no choreographed routine specific skills are being performed. Contracted coaches may not organize or run choreographed routine specific skill classes. Such classes may not be required of student-athletes in order to earn or keep a place on the high school team.

### F. Competitions

1. For all events sponsored by AACPS a seven-panel competition floor will be utilized.
2. Fall
  - a. Each school may participate in up to seven competitions (which includes the county championship).
  - b. The county championship is required for all schools. Coaches of schools who fail to compete in the county championship will have their payment reduced to a club stipend.
3. Winter
  - a. Each school may participate in up to seven competitions (which includes the county championship).
  - b. The county championship is required for all schools. Coaches of schools who fail to compete in the county championship will have their payment reduced to a club stipend.
4. Overnight Competition
  - a. Requires administrative approval at the school level.
  - b. Requires all relevant field trip paperwork approved a minimum of 30 days in advance.
  - c. Cheerleading teams (including their staff, school, and/or Boosters) participating in outside competitions may not accept monetary gifts from the host/organizer or event sponsors.

### G. Funding

1. Bus transportation with approved, bonded carriers will be provided to a maximum of 7 local events within a 100-mile radius of the school.

## IV. Program Guidelines & Regulations

2. All other expenses related to competitive cheerleading are the responsibility of the cheerleading program. (ex: registration, accommodation, food).
- H. Uniforms
1. Follow the NFHS Spirit Rule Book Uniform guidelines.
- I. Judges
1. Any event sponsored by AACPS will be judged by certified professional judges.
- J. Forms
1. AACPS sponsored events will utilize the Universal Score Sheet.

### SECTION 3: CONTESTS

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- A. Scheduling Timelines
1. Teams schedules must be solidified by the following timelines:  
Fall — June 1<sup>st</sup> Winter — October 1<sup>st</sup> Spring — January 15<sup>th</sup>
  2. If a team loses a JV game due to a school's inability to field a squad, then the team may schedule an in-county game after the established timeline.
- B. Contest Restrictions
1. The Coordinator of Athletics and the scheduling committee will construct schedules for all athletic events.
  2. Before participating in a tournament, consult the list of sanctioned contests posted by the MPSSAA. All rules pertaining to sanctioning are listed in the current MPSSAA Handbook.
  3. Procedures for junior varsity contests resulting in a tie at the conclusion of regulation will be outlined in each AACPS sport bulletin. All high schools are required to adhere to those procedures.
  4. Questions about scheduling should be directed to the Office of Athletics.
- C. In-County Tournaments
- In order to continually work to build interest in AACPS sports programs, schools are encouraged to consider hosting tournaments throughout the three athletic seasons (in alignment with COMAR season limitations). AACPS believes that the more tournaments we host at our public schools the more opportunities we will provide our own student-athletes to participate in contests and showcase their skills.
- D. Postponed Contests
1. A county-wide decision to postpone contests should be made no later than 1:00 p.m. on the day of the scheduled contest.
  2. Inclement weather which causes closing of schools will automatically cancel all athletic contests and practices for that day.

## IV. Program Guidelines & Regulations

- E. Rescheduled Contests
  1. All county scheduled contests are to be rescheduled in the chronological order of their postponement on the next available playable date for both schools. Exceptions must be vetted through the Office of Athletics.
  2. The final playable Saturday is considered a playable date.
  3. If multiple postponements occur in the last two weeks prior to the “draw” date, schools should reschedule AACPS opponents first.
  4. The Office of Athletics reserves the right to determine the next available playable date.

### SECTION 4: CLUBS

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- A. Definitions
  1. Non-Competitive School Club is a group of students who have an administratively approved school sponsor and participate in activities for recreation and enjoyment. There is no competition. (example: Habitat for Humanity Club)
  2. Competitive School Club is a group of students who have an administratively approved school sponsor and participate in activities for recreation and enjoyment. There may be competition between schools. (example: Robotics Club)
  3. \*Non-Competitive Non-School Club is a group of students participating in an activity that is supported by a private organization and is not sanctioned by AACPS. The private organization may only use AACPS facilities through the Facilities Use Agreement. There is no competition. (example: Boys Scouts)
  4. \*Competitive Non-School Club is a group of students participating in an activity that is supported by a private organization and is not sanctioned by AACPS. The private organization may only use AACPS facilities through the Facilities Use Agreement. A competitive non-school team may not use the school’s name, colors or mascot in competition or for any other purpose, unless it is clearly identified as a community team. (example: Ice Hockey, Rowing, Sailing, Water Polo)
- B. \*Guidelines for Non-School Clubs
  1. School Announcements.

A principal may allow non-school clubs to write announcements with the appropriate disclaimers as needed. Website links and inclusion in the school’s newsletter are not recommended.
  2. Yearbook

A principal may allow non-school clubs purchase of an ad in the yearbook with appropriate disclaimers as needed.
  3. Distribution of Material

A principal may allow non-school clubs to distribute flyers and other materials on a community news bulletin board or table.

## IV. Program Guidelines & Regulations

### 4. Recognition as a School Club

Clubs wishing to become affiliated with a school should follow current guidelines including clearance of the AACPS Risk Management Office.

### 5. Posting Awards, Pictures and Trophies

Placing awards, pictures and trophies in the school should be left solely to those recognized school sponsored teams and extra-curricular activities.

### 6. Disclaimer

Clubs affiliated with private organizations are not affiliated or sponsored by the Anne Arundel County Public School System or any Anne Arundel County Public School.

## **SECTION 5: TRANSPORTATION** \_\_\_\_\_

- A. When transportation is provided for athletic teams, it will be by an AACPS Transportation Division certified school bus or motor coach. All participants are expected to travel with the team to and from the site of an interscholastic contest (event). If a student-athlete leaves the custodial care of AACPS, the school system no longer has any responsibility over that student. In such cases, the student-athlete must inform the coaching staff they are opting out of school system transportation so that the staff can plan appropriately. As appropriate, coaches will confirm with parents/guardians.
- B. It is expected that all teams will have a contracted coach or a certified teacher on the bus to and from all events. Certified teacher(s) and/or contracted coach(s) who are not contracted to supervise that specific team must complete an "Agree to Supervise" form before transportation takes place.
- C. When a student-athlete transports himself or herself to a practice or contest it is recommended that they not transport themselves beyond a 40-mile one-way distance and that they not travel across any toll bridge or through a tunnel.
- D. A coach cannot be compelled to transport a student-athlete(s). Coaches should never transport a single student-athlete except in an emergency with permission from the family and principal or designee.

## **SECTION 6: OVERNIGHT TRIPS** \_\_\_\_\_

Travel requiring an overnight stay must follow all AACPS field-trip guidelines and be approved through school administration.

## **SECTION 7: OFFICIALS** \_\_\_\_\_

- A. Schools will only utilize officials who are registered with MPSSAA and NFHS.
- B. Officials under contract with AACPS must be utilized for all interscholastic athletic games/ events, tournaments and scrimmages when officials are provided.

## IV. Program Guidelines & Regulations

- C. The officials that service AACPS are obtained utilizing county and state qualification criteria through a bid process initiated and conducted by the Purchasing Division or arrangements made by the Coordinator of Athletics.
- D. Officials shall adhere to the Officials Code of Ethics establish by the NFHS.

### **SECTION 8: AWARDS** \_\_\_\_\_

- A. The minimum criteria for awarding a varsity school athletic letter or other similar school awards:
  - 1. The participant must complete the season in good standing.
  - 2. The participant must fulfil all team-related obligations.
- B. Student-athletes who do not complete the season in good standing may not be allowed to attend school based/booster sponsored awards banquets. Good Standing is determined by the school administration.
- C. The coach of the team may establish more specific written requirements for earning a letter, but any additional requirements must meet the approval of the athletic director and principal.
- D. AACPS adheres to Section .08 of the MPSSAA Handbook; Awards and Recognition.

### **SECTION 9: TITLE IX COMPLIANCE** \_\_\_\_\_

Questions or concerns regarding Title IX compliance should be addressed to AACPS Human Resources.

## V. Coaching Guidelines & Regulations

### **SECTION 1: NATIONAL FEDERATION of HIGH SCHOOLS CODE of ETHICS for COACHES \_\_\_\_\_**

The function of a coach is to properly educate student-athletes through participation in interscholastic competition. The interscholastic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each child should be treated as though he or she is the coach's own, and the child's welfare shall be of the utmost importance at all times. In recognition of this, the following guidelines for coaches have been adopted by the NFICA Board of Directors.

1. The coach must be aware that he or she has a tremendous influence in the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.
2. The coach must constantly uphold the honor and dignity of the profession. In all personal contact with the student-athlete, officials, athletic directors, school administrators, the state high school athletic association, the media and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
3. The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse, and under no circumstances should authorize their use.
4. The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
5. The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.
6. Coaches shall actively use their influence to enhance sportsmanship by their spectators, working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
7. Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct, which will incite players or spectators against the officials. Public criticism of officials or players is both inappropriate and unethical.
8. Before and after contests, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.
9. A coach shall not exert pressure on faculty members to give student-athletes special consideration.
10. It is unethical for coaches to scout opponents by any means other than those adopted by the league and/or state high school athletic association.

### **SECTION 2: ANNE ARUNDEL COUNTY PUBLIC SCHOOLS GUIDELINES for COACHES \_\_\_\_\_**

#### A. Education-Based Athletics

The coach of any sports activity should consider such sport as an integral part of the total school program. Personnel in charge of such sports activities should utilize sound educational principles and practices in an effort to ensure that athletics is, at all times, a worthwhile part of the overall school program. Student-athlete involvement in the total school program must be encouraged and supported.

## V. Coaching Guidelines & Regulations

### B. Characteristics and Conduct of Coaches

1. Exemplify high moral character, behavior, leadership and display appropriate conduct at all times.
2. Respect the integrity and personality of each student-athlete.
3. Encourage the highest standards of conduct and scholastic achievement among all student-athletes.
4. Strive to develop leadership, initiative and good judgment in each student-athlete.
5. Follow all county state and national rules and regulations that govern the sport.
6. Demonstrate continued interest in coaching.
7. Display modesty in victory and graciousness in defeat.
8. Promote ethical relationships among coaches and players.
9. Model good health habits, to include not using alcohol, drug or tobacco products.
10. Teach sound training practices.
11. Refrain from verbal and physical abuse towards players, coaches, officials, and spectators.
12. Refrain from promoting transfers or changes in residence or residence arrangement with any student-athlete, or other person of influence, or knowingly permit such activity to take place for the purpose of facilitating athletic participation.
13. Coaches ejected for sport rule violations will notify the athletic director by the next school day, and the school principal in consultation with the athletic director will decide appropriate sanctions.
14. Coaches ejected from an athletic contest will be prohibited from attending either JV or varsity contests involving their program for the remainder of that day as well as the next contest day. Additionally, they are required to meet with school administration and the athletic director prior to coaching another contest.
15. The Coaches/Officials Report Form must be completed and forwarded to the Coordinator of Athletics within the next business day.
16. A coach ejected for the first time in a season must take the NFHS Sportsmanship course before coaching another contest. Verification of the completed course is required by the central office.
17. Violation of any of these policies by a coach or school staff member will result in disciplinary action of up to and including termination from coaching positions.

### C. Expectations of Coaches

1. ALL coaches will:
  - a. Know and enforce all state, county and school athletic policies and procedures.
  - b. Attend appropriate meetings in the school and at the county level.
  - c. Attend appropriate rules interpretation meetings.
  - d. Be responsible for the distribution and collection of the school's athletic equipment before, during and after the season.

## V. Coaching Guidelines & Regulations

- e. Be responsible for squad members before, during and after a practice/contest.
  - f. Be responsible for facilitating the selection of a team captain(s), if applicable.
  - g. Refrain from verbal and physical abuse towards players, coaches, officials and spectators.
  - h. Maintain documentation for player participation in every athletic contest. If appropriate documentation is not kept by the coach, a student-athlete in uniform will be considered a participant.
  - i. Avoid receiving financial gain or personal benefits from any returning players and/or parents.
  - j. Understand that any unauthorized purchases made by the coach in the name of the team or school in which the coach represent will be deducted from his/her coaching stipend. The coach will be responsible for all remaining charges in excess of the value of their stipend.
  - k. Perform other duties as assigned.
2. HEAD coaches are responsible to the athletic director and will:
- a. Provide a set of administratively approved written training rules/code of conduct policies to their student-athletes at the beginning of the season. Team rules may be more restrictive than NFHS, MPSSAA, or AACPS guidelines but may not be less so. And they must include the following statement:  
*"Any conduct deemed detrimental to the student-athlete, team and/or overall good of the school system, anytime, on and off campus, can result in penalties ranging from verbal reprimand to removal from the team as determined by the head coach." Head coaches are encouraged to consult with his/her school administration before rendering penalties.*
  - b. Prior to try-outs:
    - Submit written try-out rubric(s) to the athletic director for approval.
    - Provide at least one opportunity/pre-season meeting for students who intend to try-out for the sport to be educated on the try-out process, coaching staff and program expectations, and rubric components.
    - Review completed, required registration components and/or forms for participation from each student-athlete.
  - c. After try-outs:
    - Work with the athletic director to ensure completed rubrics are stored and available for review for one calendar year from the close of the season.
  - d. Determine the eligibility roster of the team and submit completed paperwork to the athletic director at least 5 calendar days before the first contest.
  - e. Team managers chosen by the coaching staff must be registered and approved (FamilyID or hard copy) before working with the team. They may not practice or play in contests.
    - In order to become eligible to participate in contests a team manager must meet all of the eligibility requirements outlined in Chapter VI of this handbook (to include submission/approval of a physical, number of practices, etc) and an eligibility roster add form must be completed and submitted by the school.
  - f. Administer appropriate discipline for infractions of athletic policies, rules, or regulations, consistent with the Administrative HELP Manual's reference to due process.

## V. Coaching Guidelines & Regulations

- g. Provide written communication to the student-athlete regarding the requirements for earning an athletic award prior to the start of the season.
    - h. Submit a written inventory of equipment, supplies and uniforms at the conclusion of the season.
    - i. Submit all requested information by the proper deadlines for official use at the county, regional and state levels.
    - j. Familiarize themselves with all current medical protocols, guidelines, and emergency action plans involving interscholastic athletics.
    - k. Ensure that the Standard Student Accident Report form is submitted to the athletic director and school nurse within 24 hours for any injury.
  3. ASSISTANT coaches are responsible to the head coach and will:
    - a. Work with the head coach to establish a uniform program at the varsity and junior varsity levels.
    - b. Provide the head coach with all requested information.
- D. Communication Expectations for Coaches
  1. Communication must be centered on information related to the purpose, planning, or implementation of the specific activity (example: baseball practice information).
  2. Adults should avoid communication with student-athletes that is purely social in nature or that does not tie directly to the activity they share. This includes one-on-one communication, after school hours and away from school grounds, and activities that occur outside of the activity.
  3. Contracted coaches will be provided training for, access to, and are expected to use the AACPS approved *Thrillshare* communication platform to communicate with teams and families. Use of other communication platforms not approved by AACPS may result in disciplinary action.
  4. Communication between contracted coaches and student-athletes via email is acceptable, when the following criteria are followed:
    - a. Contracted coaches who communicate with student-athletes must always copy at least one other adult involved in that activity.
    - b. Student-athletes who communicate with contracted coaches should always copy at least one other adult/parent involved in that activity.
    - c. Contracted coaches may not communicate or share pictures/videos with student-athletes through the use of personal social media accounts.
    - d. Contracted coaches may not be in possession of photographs of student-athletes they oversee unless the photograph is available to the entire team/club and is related directly to team/club activities.
    - e. Except for genuine emergencies, contracted coaches and student-athletes should not be communicating at all between the hours of 11 pm and 6 am.

## V. Coaching Guidelines & Regulations

Examples of APPROPRIATE Communication for adults	Examples of INAPPROPRIATE Communication for adults
<i>Thrillshare</i> platform communication in alignment with AACPs guidelines.	Any use of other communication platforms not approved by AACPS.
Calling or emailing a team captain instructing them to further disseminate important information to the rest of the team. <i>(ALWAYS copying at least one other adult)</i>	Sending individual or group communications that are purely social in nature and not related to information directly tied to the activity you share.
Engaging with a school-sponsored, social media platform to post and view appropriate photos of activities that relate directly to the purpose of the team/club (such as posting a county championship team photo on a school-sponsored twitter account or webpage).  <i>(ALWAYS providing other adults the ability to access the location)</i>	Being in private possession of pictures of students you oversee that are purely social in nature or have nothing to do with the activity you share.

### E. Purchasing Guidelines

Coaches may not purchase uniforms, equipment or supplies from any account without approval from both the principal/principal's designee and the Athletic Director. No purchase order may be generated without verification from the school's financial secretary that funds are available. Administrative verification of misappropriation of funds may result in immediate termination. Additionally, the coach may have their extracurricular payment withheld and be personally required to repay funds.

### F. Eligibility Rosters

1. Eligibility rosters must be prepared and signed by each coach and signed by the principal and athletic director certifying that each squad member satisfies all requirements of the scholastic eligibility code.
2. Rosters must be on file in the office of the Coordinator of Athletics prior to the first playable date.
3. Additions to the original eligibility forms must be submitted to the Coordinator of Athletics by an athletic director prior to participation in an athletic contest.
4. Once a student-athlete has participated in an official contest, they cannot be deleted from the roster.

### **SECTION 1: BULLYING/CYBERBULLYING/HARASSMENT and INTIMIDATION/HAZING/BIAS BEHAVIOR** \_\_\_\_\_

AACPS Regulation Excerpt (JCCA-RA)

The BOE of Anne Arundel County is committed to providing all students with an orderly school environment that is free from bullying, cyberbullying, harassment and intimidation, hazing, and bias behavior. All complaints of bullying, cyberbullying, harassment and intimidation, hazing, and bias behavior shall be investigated in accordance with the procedures set forth in this regulation. The school system shall discipline or take other action with regard to members of the school community who engage in unlawful bullying, cyberbullying, harassment and intimidation, hazing, and bias behavior in accordance with this regulation and the Code of Student Conduct. In some cases, acts of bullying, cyberbullying, harassment and intimidation, hazing, and bias behavior may be deemed criminal under state and/or federal law.

#### **Definitions**

**Hazing**—an act that subjects a student to potential harm and is affiliated with initiation into a student organization or team. Hazing may involve an act committed against a student or a situation in which a student is coerced into committing an act.

**Bullying**—Repeated, conscious, willful and deliberate intent, direct or indirect, to physically or psychologically intimidate or distress someone else; physical, social, or verbal actions or intimidation toward another person with negative intent. (See also Cyber-bullying, Relational Bullying), Bystanders- Individuals who observe bullying, cyberbullying

**Bias Behavior**—(See Harassment and Intimidation) An offense, verbal, written, or symbolic in nature, committed against a person or property which is motivated by the offender's bias, a negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, or ethnicity/national origin.

#### **Types of Bias**

**Disability**—A negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, temporary or permanent, congenital or hereditarily acquired, accident, injury, advanced age, or illness.

**Ethnicity/National Origin**—A negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions.

**Racial**—A negative opinion or attitude toward a group of persons who possess common physical characteristics; i.e., color of skin, eyes, hair, facial features, genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.

**Religious**—A negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

**Sexual Orientation**—A negative opinion or attitude toward a group of persons based on their sexual attraction toward and responsiveness to members of the opposite or same sex.

## VI. Parent & Student-Athlete Information

Hate Crime—Bias behavior that is a criminal offense.

Harassment—Intentional conduct, including verbal, physical, or written conduct, or an intentional electronic communication, that creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities, or performance, or with a student’s physical or psychological well-being and is:

- Motivated by an actual or a perceived personal characteristic, including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; OR
- Threatening or seriously intimidating; and either occur on school property, a school activity or event; or on a school bus; or substantially disrupt the orderly operation of a school. This can include harassment and stalking.

### **SECTION 2: PRE-PARTICIPATION INFORMATION**

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#### A. Pre-participation Physical Evaluation

Students shall be examined and certified to the high school principal as being physically fit to participate in any try-out, practice or contest of a school team. The examination shall be performed by a licensed physician, certified physician assistant under the supervision of a licensed physician, or certified nurse practitioner. A new pre-participation physical evaluation form must be submitted each school year of participation. The submitted form must include the following information: name of student, date of exam, clearance to participate in athletics (must specifically state athletics or sports), medical provider’s signature, and medical provider’s verification/stamp. The clearance to participate designation must be dated as of June 1st for the subsequent school year and will be valid through the last playable spring season event. Pre-participation physical evaluation forms will be reviewed and approved/denied the athletic director. The athletic trainer may be included in the review process.

- Injury/accident/illness since physical form approval

Families shall self-report to the athletic director, head coach, and or athletic trainer if their child has had an intervening injury/accident/illness since the date of their most recent physical, such that there are concerns that the student-athlete is not presently fit to participate for the upcoming season. In such cases, the athletic director shall consult with the trainer and or school nurse. They will determine if new clearance is necessary through an updated medical examination, recertification form, or injury clearance form. The athletic director and or athletic trainer will communicate with the family accordingly.

#### B. Pre-participation Head Injury/Concussion Report

This form must be completed prior to the start of each season and submitted to the athletic office.

#### C. Guide for Student-Athletes and Parents

The Guide for Student-Athletes and Parents serves to inform prospective student-athletes and their parent(s) or guardian(s) of rules and requirements for participating in interscholastic athletics.

## VI. Parent & Student-Athlete Information

Every prospective student-athlete and their parent(s) or guardian(s) must:

- Provide permission, residency and medical insurance information\*.
- Acknowledge the receipt of concussion awareness information.
- Acknowledge the receipt of sudden cardiac arrest information.
- Agree to abide by the Anne Arundel County Public Schools Athletic Handbook.
- Complete the media release designation.

*\*Note: Medical coverage may be provided through the purchase of scholastic accident insurance, or by providing proof of similar or superior insurance protection.*

### D. Online Registration

Schools may opt to utilize an online registration system through the FamilyID program. Specific procedures for online registration are school-based and will be made available to communities through athletic directors.

## SECTION 3: MEDICAL INFORMATION and INJURY PROTOCOLS \_\_\_\_\_

### A. Transporting an Injured Student-Athlete

Coaches should make every effort to notify parents. Whenever possible, a coach should accompany an injured student-athlete when being transported. Caution: Teams should not be left unsupervised at practice, games or during bus rides in order to accompany an injured student.

### B. Standard Student Accident Report

A student accident form must be completed when a student-athlete is injured in a practice or game. A copy should be forwarded to the athletic director and the health assistant by the next school day

### C. Student-Athlete Resuming Play after an Injury

The student-athlete, parent, or guardian must present a note signed from a licensed physician, certified physicians' assistant or certified nurse practitioner to the school's athletic trainer prior to being able to practice or compete. The release must include diagnosis, playing status and signature. As with all injuries, no matter the type/severity, the schools contracted ATC has the final decision for return to play per functional tests.

## SECTION 4: SQUAD MEMBERSHIP and TRANSFER \_\_\_\_\_

- A. Any student-athlete who is officially registered and attending that school may try out for a team, providing the student-athlete resides within the school's attendance area, or is attending with special permission of the Office of Pupil Services for Anne Arundel County Public Schools. Such a try-out must be consistent with state and county policies governing athletic participation.
- B. Student-athletes are subject to all rules at the start date of the specific sport season from the first day of try-outs.

## VI. Parent & Student-Athlete Information

- C. Once a season starts, schools are not required to grant a try-out to any student who missed the try-out process. However, for some reasons (such as squad size) schools may choose to grant a try-out to a student who was officially registered and attending that school at the time tryouts began, but who missed the initial tryout process. In the same way, students who officially transfer to Anne Arundel County Public Schools from out of county, out of state, or from a private school are eligible to try out for teams during that season, if the school allows such a tryout.
- D. Once an athlete begins the try-out process for a sport at any Anne Arundel County Public School that athlete becomes ineligible to participate in that sport at another Anne Arundel County Public School for the remainder of the season. Families seeking an exemption to this guideline must submit the *Intercounty In-Season Transfer Request Form* to the Coordinator of Athletics. The Coordinator of Athletics will initiate a process that will include communicating with the sending and receiving schools.
- E. The coaching staff of each sport is responsible for implementing a fair and consistent try-out process (utilizing an approved rubric), squad membership, and playing time. Squad membership during any previous school year does not guarantee membership in the current school year.
- F. Once a student-athlete becomes a member of a squad, the student-athlete becomes ineligible to participate in another sport during that season at that school.

Exception: If a student-athlete is formally cut or released from a squad by the coaching staff, they may then try-out for a different sport that season if the second sport is still conducting try-outs.

- G. A student-athlete may not participate in a number of contests that exceeds the maximum allowed during a week and/or season. Participation is defined as physical entry into a bona fide school-sanctioned athletic contest.
- H. A student-athlete who is deemed ineligible will not participate in an interscholastic event. If he or she does participate while ineligible, the event will be forfeited.
- I. Seniors are not eligible to participate on junior varsity teams or events, unless a school has a high school enrollment number that does not exceed 400 student-athletes and only fields one team in a given sport.
- J. Student-athletes who have joined the team after the first day of practice must practice for five days (may compete on the 6<sup>th</sup> day) before competing in a game.
- K. There are comparable team sports in the Anne Arundel County Interscholastic Athletic program. Thus, male and female student-athletes are to participate on gender designated teams.

These teams include:

Boys Soccer – Girls Soccer

Boys Basketball – Girls Basketball

Boys Lacrosse – Girls Lacrosse

Volleyball, field hockey, and softball are for females only.

## VI. Parent & Student-Athlete Information

Co-educational sports are:

Baseball	Cheerleading	Cross Country	Football	Golf
Indoor Track	Outdoor Track	Swimming	Tennis	Unified Bocce
Unified Bowling	Unified Tennis	Wrestling		

*\*Note: Individual decisions will be made on a case by case basis by the Office of Athletics.*

- L. Transgender students and or their families should contact their athletic director and/or school administration for questions related to participating in athletics.

### SECTION 5: GENERAL STANDARDS for ELIGIBILITY \_\_\_\_\_

A student-athlete's eligibility for participation in interscholastic athletics at the high school level shall be based on the criteria in the current MPSSAA Handbook.

### SECTION 6: ACADEMIC ELIGIBILITY \_\_\_\_\_

#### Definitions

- A. Academic eligibility period is the period of time during which a student-athlete may participate in interscholastic athletics and extracurricular activities. Academic eligibility periods are determined by the date of issuance of report cards reflecting grades earned during each marking period.
- B. Academic probation is the consequence for a student-athlete who fails to maintain academic eligibility standards.
- C. Academic ineligibility is the consequence for a student-athlete who fails to meet academic eligibility standards at the end of an academic probation period or academic eligibility period.
- D. Academic ineligibility period is the period of time during which a student-athlete is ineligible to participate in interscholastic athletic practices, interscholastic athletic contests or extracurricular activities, contests or performances.
- E. Interscholastic athletics is a school-approved, individual or team interscholastic athletic contests between two or more schools.
- F. Extracurricular activities is a school-approved non-interscholastic athletic activity for which a student-athlete does not receive a letter grade and which normally occur outside of the regular instructional day. This includes state, county, and school elected and/or appointed officers of the student government.
- G. Reclassification is the act of retaining a high school student in a course(s) that results in a change to their original graduation cohort.
- H. AACPS students that reclassify into a graduating cohort that is different than the originally assigned cohort shall not be eligible to participate in interscholastic athletics. Students transferring from private schools, other Maryland, state, and/or international schools/systems, shall be assigned to graduation cohorts based on the sending school's record.

A parent/guardian may request an exception to this guideline in writing to the Office of Athletics. Such requests will be reviewed and ruled on by the Eligibility Review Committee as outlined in Chapter III of this handbook.

## VI. Parent & Student-Athlete Information

### SECTION 7: SCHOLASTIC ELIGIBILITY CODE \_\_\_\_\_

To be eligible to participate in interscholastic athletics, grades nine through twelve, a student-athlete must maintain a 2.0 Athletics Eligibility Score or greater in the marking period preceding the start of that season as defined below (see Section 9, Letter G). A student-athlete may earn a maximum of one "E" or "U" grade in courses taken during that eligibility period.

- Athletics Eligibility Scores, which are different from the GPA documented on report cards, are calculated by summing the value of each letter grade on the weighted scale and dividing by the total number of different classes registered for (Everyday classes are not counted twice).

### SECTION 8: STATE ELIGIBILITY REQUIREMENTS \_\_\_\_\_

To be eligible to participate in interscholastic athletics at the high school level, a student-athlete must also meet the eligibility requirements and standards established in the current edition of the Maryland Public Secondary Schools Athletic Association Handbook.

### SECTION 9: ELIGIBILITY REQUIREMENTS \_\_\_\_\_

- A. The principal of a school is responsible for the certification of academically eligible student-athletes for participation in interscholastic athletics and extracurricular activities.
- B. A student who is academically ineligible may not play in games or wear any part of a team uniform at games before or during the 14-day probationary period.
- C. At the end of each academic eligibility period the head coach or sponsor of each activity will notify the principal or the principal's designee of those student-athletes who have failed to meet academic eligibility requirements and are on academic probation or are academically ineligible. Following notification to the principal, the head coach or sponsor of each activity will notify promptly the affected student-athletes.
- D. The starting date for the academic probation period for each sport season is as follows:  
**Fall** – The last teacher workday before the start of the school year for students.  
**Winter** – The first day of the season as defined by the MPSSAA or the day 1<sup>st</sup> marking period report cards are released (if that date occurs after the start of the season).  
**Spring** – The first day of the season as defined by the MPSSAA.  
*\*Note: There are no "mid-season" academic probation options. If a student-athlete is declared academically ineligible during the season, that student-athlete is removed from the team. Eligibility cannot be recovered when a new report card is distributed during a season.*
- E. A high school student-athlete on academic probation:
  1. Must attend academic assistance sessions monitored by the academic advisor.
  2. May participate in interscholastic athletic practices or extracurricular clubs, meetings or rehearsals.
  3. Must attend a conference with the academic advisor to review their eligibility status on the 14<sup>th</sup> day.

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F. On the 14<sup>th</sup> school or teacher work day the athletic academic advisor, in consultation with the principal or principal's designee may establish an exact time deadline for the final grade check. It is expected that this deadline is established and announced well in advance. In extenuating circumstances, the principal or principal's designee may authorize exceptions to this deadline.

G. Calculating Seasonal Eligibility

1. Fall eligibility will be computed based on the number of courses taken by an individual student during the 4<sup>th</sup> marking period. If a student-athlete participated in summer school, the original 4<sup>th</sup> marking period grades and summer school grades (which may or may not align to 4<sup>th</sup> marking period courses) will be ordered from greatest to least, but only the same number of courses that existed in 4<sup>th</sup> marking period will determine eligibility.

Examples:

A student with 8 different classes during the 4 <sup>th</sup> marking period					
4 <sup>th</sup> MP <i>status-ineligible</i>		Summer School (SS)		Fall Eligibility <i>status-eligible</i>	
English	A	Math	C	English	A
Social Studies	E	Social Studies	B	Art	A
Math	D			Science	B
Science	B			Music	B
World Language	E			Social Studies (SS)	B
Phys. Ed	C			Phys. Ed.	C
Art	A			Math (SS)	C
Music	B			Math	D
				<i>Not used:</i>	
				Social Studies	E
				World Language	E

A student with 7 different classes during the 4 <sup>th</sup> marking period					
4 <sup>th</sup> MP <i>status-ineligible</i>		Summer School (SS)		Fall Eligibility <i>status-eligible</i>	
English	A	Phys. Ed.	A	English	A
Social Studies	E	Social Studies	D	Phys. Ed. (SS)	A
Math	D			Art	B
Science	B			Science	B
World Language	C			World Language	C
Phys. Ed.	E			Social Studies (SS)	D
Art	B			Math	D
				<i>Not used:</i>	
				Social Studies	E
				Phys. Ed.	E

2. Winter and Spring eligibility will be computed by using all grades including Twilight and Evening school.

## VI. Parent & Student-Athlete Information

3. The same criteria for marking period academic eligibility calculations for student-athletes on a full or partial schedule should be utilized for the 14-day academic probation check.
- H. Academic assistance sessions will consist of a minimum of eight sessions for a minimum of six hours spread evenly throughout the 14-day probationary period. These academic assistance sessions shall only be for student-athletes attempting to become eligible for the current sports season. These sessions are not a typical study hall, but specialized individual help sessions approved by the principal. Academic assistance sessions that are scheduled on teacher workdays must include a virtual option for student-athletes.
- I. A student-athlete who withdraws and then re-enters the same high school or any other county high school must satisfy academic eligibility requirements. Academic eligibility will be determined by the most recent complete marking period report.
- J. Ninth grade student-athletes shall have one marking period to establish academic eligibility.
- K. Student-athletes who transfer from an out-of-county or private school are subject to the academic eligibility standards of their preceding school/school system until they establish eligibility through grades issued on an AACPS report card. Said transfers shall provide a copy of their preceding school's academic eligibility standards and their last report card before participating in a game or contest. Student-athletes remain eligible to try-out and practice with the team while awaiting clearance to play.

### **SECTION 10: DETERMINING ACADEMIC ELIGIBILITY for STUDENT-ATHLETES with DISABILITIES**

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- A. If a student-athlete with a disability receiving special education services (IEP or 504 plan) fails to meet academic eligibility standards to participate in interscholastic athletics or extracurricular activities, the student-athlete or his/her parent/guardian may contact the principal of the school to request the convening of an emergency admission, review and dismissal (IEP) committee meeting in order to determine if the student-athlete's IEP has been implemented. Once a request for an IEP Review has been received by the school, the student-athlete will continue to participate fully in the extracurricular program pending the findings of the IEP Team/Committee.
- B. The parent(s)/guardian(s) will be provided an explanation of procedural safeguards including all special education due process rights available under the federal and state law.
- C. The IEP Team/Committee will make a determination as to whether or not the student-athlete's IEP has been implemented. If the IEP Team/Committee determines that the student-athlete's IEP has been met and the student-athlete has still failed to meet academic eligibility standards, the student-athlete will be ineligible, and the requirements of the policy will be followed.
- D. If the IEP Team/Committee determines that the IEP has not been implemented, the student-athlete will continue to be fully eligible for participation in interscholastic sports or extracurricular activities.

**SECTION 11: WEIGHTED GRADING**

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- A. Weighted grading will be applied to course grades above a 70% or “C” earned by student-athletes enrolled in honors, advanced placement, or IB courses. One additional quality point will be added to AP, IB or STEM courses and .50 quality points to honors courses.

Un-weighted Courses	Honors Courses	AP, IB, STEM Courses
A = 4	A = 4+.50 = 4.50	A = 4+1 = 5
B = 3	B = 3+ .50 = 3.50	B = 3+1 = 4
C = 2	C = 2+ .50 = 2.50	C = 2+1 = 3
D = 1	D = 1+0 = 1.0	D = 1+0 = 1
E = 0	E = 0+0 = 0	E = 0+ 0 = 0

- B. A system of grading, including weighted grades for honors and advanced placement courses, will be applied for all school policies, regulation and procedures, such as ranking in class and extracurricular eligibility. This system will be designated on all student-athlete transcripts. A student-athlete’s eligibility standing will be listed on his/her report card. The student-athlete’s transcript will reflect both a “weighted” and “un-weighted” grade point average.

**SECTION 12: ACADEMIC ELIGIBILITY CALCULATIONS**

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- A. The grading period will be utilized to calculate academic eligibility.
- B. Board policy stipulates that a student-athlete is ineligible to participate in extracurricular activities if he or she receives more than one “E” or “U.”
- C. If a student-athlete earns an “NG” as a marking period grade, the class is ignored for GPA calculations.
- D. If a student-athlete receives two of any combination of “E,” “I” or “U,” that student-athlete is on academic probation. An “I” equals “E” until resolved otherwise.
- E. A class in which a student-athlete has withdrawn (semester grade “W”) is ignored for calculation of academic eligibility consideration.
- F. If a student-athlete receives a “U” as a marking period grade, it will not be used in the calculations. The class will be ignored for purposes of computing GPA. It will, however, count as an “E” for purposes of the “more than one “E” rule.”
- G. Rules for weighted grading in the calculation of GPA are applied according to Board Policy.

**SECTION 13: ANNE ARUNDEL COUNTY PUBLIC SCHOOLS REGISTERED and ATTENDING APPLICATIONS**

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- A. COMAR 13A.06.03.02  
 Student-athletes shall be officially registered and attending a MPSSAA member school. They represent only the school in which they are registered and at which it is anticipated they will complete their graduation requirements. Ninth grade public school student-athletes who reside in the attendance area of a high school organized grades 10-12 may participate in the interscholastic athletic program of that high school.

## VI. Parent & Student-Athlete Information

### B. Virtual Academy

As of July 1, 2023 a public virtual school in Maryland shall provide each enrolled student access to the following services: (i) extracurricular activities at the public school the student would otherwise be required to attend; and (ii) notwithstanding any other law or regulation and subject to a participation agreement between the public school and the parent or guardian of the student, participation in organized athletics and on athletic teams at the public school the student would otherwise be required to attend.

### C. Non-Public Placements and Home/Hospital Teaching Services

A student-athlete placed by AACPS outside the school district or on home and hospital teaching for reasons other than discipline or violations of our Community Offense policy remains eligible. Student-athletes placed outside the school district or on home and hospital teaching due to discipline or violation of our Community Offense policy issues are not eligible at any AACPS school during their placement.

### C. Home Instruction (parent request)

Student-athletes being taught by parental request at home (home instruction) are not enrolled in the Anne Arundel County Public Schools and cannot participate in athletics.

### D. Regional Special Education Program

Student-athletes who are registered and attending Regional Special Education Program at a comprehensive high school may compete on that school team.

### E. Phoenix Center

Student-athletes with disabilities are considered registered and attending based on the MSDE commitment to resolve with OCR. They may compete for the school in the district their parents or legal guardians reside. This correlates with the non-public and public disability placement under the commitment to resolve.

### F. Alternative High School, Learning Center, and Charter Schools

Student-athletes who are registered and attending the Alternative High School, Learning Center, or Charter School do not have dual registration in their home school. They may not participate in interscholastic athletics until they are reinstated and registered and attending a MPSSAA member high school.

### G. AACPS Evening High School

Student-athletes who are registered and attending a regular high school and are concurrently enrolled in AACPS Evening High School are eligible to participate in interscholastic athletics.

### H. College Courses

Student-athletes who are registered and attending a regular high school and are concurrently enrolled in college are eligible to participate in interscholastic athletics.

### SECTION 14: ATTENDANCE

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- A. Each student-athlete is required to be on time and attend all scheduled classes in their entirety.
- B. In the case of extenuating circumstances, the principal of the school may grant an exception for excused class absences.
- C. Class Cutting is defined as unlawful absence from a class or school activity. As a result of administration verification of class cutting for any part of the school day, the student-athlete will be ineligible to compete in the next event. Once a student-athlete is given a warning for a first offense, administration verification of a second offense of class cutting during the same sport season will result in the removal of that student-athlete from the team for the remainder of the sport season.

### SECTION 15: CONDUCT of STUDENT-ATHLETES

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- A. Any conduct deemed detrimental to the student-athlete, team and/or overall good of the school system, anytime, on and off campus, can result in penalties ranging from verbal reprimand to removal from the team as determined by the head coach, in consultation with his/her school administration before rendering penalties.
- B. Any student-athlete expelled, on extended suspension, or suspended from school:
  1. Shall remain away from the school premises during those hours each school day when the school the student-athlete attends is in session.
  2. May not participate in school sponsored activities and.
  3. May not return to the school building or grounds unless accompanied by a parent.
- C. If a student-athlete is ejected from a contest:
  1. The student-athlete will meet with the athletic director or designee to discuss the infraction and review school and county expectations.
  2. The student-athlete will not be permitted to play in the next scheduled contest for the team during the current season/post-season. After receipt of an ejection report the Office of Athletics will determine if the incident will be classified as egregious. Any ejection that is classified as egregious will result in a two-game suspension during the current season/post-season. Egregious ejections are those resulting from the following:
    - *Fighting*
    - *Physical or verbal personal attacks directed towards an official, coach, student-athlete, spectator, or school personnel.*
    - *Use of racial, ethnic, homophobic or other derogatory or discriminatory language, slurs or associated behaviors.*

Depending on the severity of the behavior, additional time out or removal from the team may result.

In regional / state contests, MPSSAA, NFHS, and or MPSSCC sanctions will apply.

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- D. A student-athlete who is serving a game suspension for any reason will not be part of the team or act in the capacity of a team member at the game or games. Examples include but would not be restricted to the following: riding the team bus, gaining free admission to the game, wearing the uniform or a part of the uniform, sitting on the bench or sideline, keeping statistics, time or score and acting as team manager.
- E. Discipline applied under these regulations may be appealed by a student-athlete, parent or guardian of a student-athlete through the existing complaint procedures found in the AACPS Parent handbook.
- F. County Tournament  
If a team, or any student-athletes participating in a County Tournament, leaves the field before completion of the contest, fails to continue play when eligible to do so, or is guilty of detrimental misconduct before, during or after the tournament, the team, coach or student-athlete may be suspended from further participation in the current tournament or the next event, upon the determination of the principal of the offending team, coach or student-athlete.
- G. Social Media  
Anne Arundel County Public Schools supports student-athletes' use of social media in ways that have a positive impact on the athletic program or school climate. Student misuse of social media, whether on or off school grounds, that creates a hostile, disruptive, or unsafe school climate or brings negative attention to the athletic program, is unacceptable. Therefore, it is the practice of Anne Arundel County Public Schools to monitor social media activity and utilize the information for the safety and security of all students and staff. Misuse of social media will result in appropriate disciplinary action in accordance with BOE regulations (JCCC-RAA).
- H. Hazing
1. Purpose  
The purpose of this policy is to maintain a safe environment that is free from hazing for students and staff members. Hazing activities of any type are inconsistent with the educational goals of AACPS and are prohibited at all times.
  2. General Statement of Policy
    - No student, teacher, administrator or other AACPS employee, coach, contractor or volunteer shall plan, direct, encourage, aid or engage in hazing.
    - No student, teacher, administrator or other AACPS employee, coach, contractor or volunteer shall permit, condone or tolerate hazing.
    - Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
    - This policy applies to hazing behavior that occurs on or off school property and during and after school hours.
  3. Definition  
"Hazing," means committing an act against a student and/or coercing a student into committing an act that creates a potential or substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

## VI. Parent & Student-Athlete Information

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- Any consequence-based game played by having a group of student-athletes kick or throw balls at another group of student-athletes (such as “Butts-Up”) constitutes hazing.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, callisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of AACPS policies or regulations.

### 4. Reporting Procedures

- Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. Additionally, those who are reporting an act of hazing may use the AACPS Bullying, Harassment or Intimidation reporting form located at [www.aacps.org](http://www.aacps.org) under the Parent tab, click on forms.
- The building principal (or designee) will be responsible for investigating reports of hazing at the building level. Any person may report hazing directly to any school employee.
- Coaches, teachers, administrators, and other AACPS employees (including contractors), shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform school administration.
- Submission of a good faith complaint or report of hazing will not affect the complainant or reporter’s future employment, grades or work assignments.

### 5. AACPS Action

- All AACPS employees are mandatory reporters.
- Upon receipt of a complaint or report of hazing, AACPS shall undertake or authorize an investigation by school officials or a third party designated by AACPS.
- AACPS shall take immediate steps, at its discretion, to protect the complainant, reporter, students or others pending completion of an investigation of hazing.
- Upon completion of the investigation, AACPS will take appropriate action against any student-athlete or coach who has coordinated, directed, or participated in an act of hazing. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. AACPS will actively deter hazing and appropriately discipline prohibited behavior.

## VI. Parent & Student-Athlete Information

### 6. Reprisal

AACPS will take appropriate action against any student, teacher, coach, administrator or other employee of the school district, or any contractor or volunteer who retaliates against anyone who makes a good faith report of hazing, or who testifies, assists or participates in an investigation or hearing about a hazing incident. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

## **SECTION 16: CONDUCT of SPECTATORS**

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The supervising personnel at an athletic function are required to maintain and enforce appropriate conduct of the spectators.

1. Spectators represent their schools.
2. Spectators are expected to demonstrate the highest standards of sportsmanship.
3. Booing, taunting, inappropriate cheers, or attempts to intimidate student-athletes, coaching staffs, event personnel, administrators, officials and opponents are unacceptable behaviors. Spectators should support and cheer for their teams in a positive manner.
4. Spectators who exhibit unacceptable behavior will be asked to leave the contest without reimbursement of game fees and will not be permitted to re-enter that contest. Further disciplinary action may be imposed by the school principal.
5. Spectators will not be permitted to leave and re-enter without paying a second admission.
6. Spectators must comply with the AACPS' alcohol, drug and tobacco policies.
7. Spectators may not take food or drinks into the gymnasium.
8. Spectators must stay in the bleachers or stands. For spectator safety, there is no jumping on the bleachers or stands.
9. Only authorized coaches for the designated activity and/or authorized school supervisory personnel so designated by the school are permitted on the sidelines. Reporters who have requested to be on the sidelines should check in with game management.
10. School dress code extends to athletic contests.
11. During contest, spectators may not play catch or pickup games inside the stadium or gymnasium.
12. Noisemakers are prohibited at athletic events.

### **SECTION 17: DUE PROCESS**

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School officials must pay careful attention to the requirements of due process. Schools may enforce reasonable rules and regulations to maintain order and to facilitate control of the educational process. These regulations must, however, bear a reasonable relationship to the educational mission and may not be enforced in violation of individual rights granted by the Constitution in the 5th and 14th Amendments. A student-athlete facing suspension or dismissal from a team must be given oral or written notice of the allegations and the opportunity to be heard.

## VII. Regulations, Interpretations, Violations, And Appeals

### SECTION 1: OUTSIDE PARTICIPATION

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#### A. C.O.M.A.R.

.02G(1) "Students, while participating on a school team, are permitted to participate on sport teams outside of the school during the high school sports season. This participation shall meet the following criteria:"

1. The outside participation shall not conflict with the practice or contests scheduled of the school including district, regional, and State championship play unless prior approval has been obtained from the school principal and coach.
2. Students who elect to participate on an outside team and do not participate and practice with the school team throughout the designated sport's season are ineligible to represent the school in all contests that determine a county, district, regional, or State championship during that sport's season.

#### B. State Interpretation

Any factor of a non-school athletic activity that causes a student-athlete to miss any portion of a school practice or contest constitutes a conflict.

This would include but is not limited to practice, competition, try-outs/qualifying, travel to and from, registration, awards ceremony, etc.

*\*Note: It is expected that high school teams conduct practice for all members or engage in competition every day school is in session during the sports season.*

#### C. Additional AACPS Conditions and Interpretations:

1. Approval requests for an outside conflict will only be granted for a unique opportunity or singular event. Approval requests must be submitted in writing prior to the first playable date of that specific sport season.
2. A student-athlete involved in a conflict without prior approval shall forfeit his/her eligibility for the remainder of that sports season. The student-athlete will be immediately removed from the team and will not finish the season in good standing. A COMAR violation occurs, against the school, when the student-athlete participates in an event or contest after forfeiting his/her eligibility.
3. An outside conflict is considered approved once the principal and coach give written approval. However, if an "approved" outside same sport conflict is to occur during any part of the state tournament series, the student-athlete will be ineligible to participate in the state tournament series.
  - a. Violations are considered "conduct detrimental to the tournament" and the student-athlete would become ineligible for the state tournament series in the subsequent same sport season. Additional penalties may also be imposed.

## VII. Regulations, Interpretations, Violations, And Appeals

### SECTION 2: OUT-OF-SEASON PRACTICE

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A. C.O.M.A.R.

.04G(1) "Member schools and coaches of member schools shall confine all organized or formal practice for a contestant or a team to the seasonal limitations as defined in Regulation .03."

B. State Interpretation

Any school group or team gathering consisting of three or more players for the purpose of drilling or instruction would constitute a violation. School coaching staffs may work with a maximum of two players per day.

"School coaching staffs" are defined as any or all of the contracted coaches per sport. The two player maximum is per sport program, not per contracted coach on that sport program's staff.

"Player" is defined as any student-athlete currently enrolled the school.

C. Additional AACPS Conditions and Interpretations

1. Open weight rooms, and speed/conditioning sessions shall be:
  - a. Sponsored by the school and approved by the principal;
  - b. Conducted with no sport specific instruction or team organization;
  - c. Open and free to all members of the school's student-athlete body (rising 9th graders are eligible to participate during the summer preceding their 9th grade year);
  - d. Supervised by a current AACPS employee (to include, active, paid coaches).
2. Pre and post-season "interest" meetings are not considered a violation.
3. Open gyms and open mats are prohibited by AACPS. All non-school related activities on AACPS property must obtain proper permitting through Recreation and Parks and the schools business manager.

### SECTION 3: OUT-OF-SEASON COACHING

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A. C.O.M.A.R.

.04G(2) "A coach may not coach a team representing his school beyond the sports season as defined in Regulation .03."

B. State Interpretation

Any paid or volunteer coach at a member school may coach a non-school team provided the team has no direct affiliation with the school. When coaching non-school teams, including returning school players on non-school teams the following criteria is observed:

- The non-school team may not use a name directly connected with the school.
- The non-school team may not use school uniforms, equipment or funds.
- The non-school team may not use school facilities except as allowed by the local school system.
- The non-school team must meet local school system standards of a non-school team.

## VII. Regulations, Interpretations, Violations, And Appeals

- The number of returning school players on the non-school team is limited according to the following time frame.

### C. Time Frame

1. From the start of the fall sports season as defined in Regulation .03 to the last state championship game of the spring season, the outside teams roster does not exceed 80% of the returning players of what would constitute a starting lineup in that sport OR a modified version thereof (i.e., 7-on-7 football, 3-on-3 basketball, indoor soccer, indoor lacrosse, etc.).
2. From the last state championship game of the spring season to the first day of fall practice, the outside team roster is unrestricted on the number of returning players.

SPORT	STARTING LINE UP	LIMIT
Baseball	9	7
Basketball	5	4
Cross Country	7	5
Field Hockey	11	8
Football	11	8
Golf	4 members	3
Lacrosse – Boys	10	8
Lacrosse – Girls	12	9
Soccer	11	8
Softball	9	7
Swimming	12 events	9 per gender
Tennis	8 state events	6
Track & Field	18 events	14
Volleyball	6	4
Wrestling	13	10
Cheerleading	25 members	20

### SECTION 4: CAMP RULE \_\_\_\_\_

#### A. C.O.M.A.R.

.04I(2), (3) "MPSSAA member schools, member school coaches, school-related organizations, or individuals shall not sponsor or conduct a camp in which student-athletes who are returning players are involved or participate. A camp composed of several coaches with their respective teams is a violation of this regulation."

#### B. State Interpretation

A school-related individual means any school employee, volunteer, his or her relatives and/or agents. Coaches may instruct non-school teams at camps.

*\*Note: Alleged violations brought by member schools, student-athletes or coaches will be investigated by the local superintendent or his or her designee. Those sponsoring and/or conducting a camp that is under investigation will be required to supply supporting data.*

## VII. Regulations, Interpretations, Violations, And Appeals

### C. Additional AACPS Conditions and Interpretations:

1. As an extension of current conflicts of interest policies, AACPS coaches may not financially gain or personally benefit from a camp, clinic or conditioning session in which returning players are involved or participate, regardless of the camps organization, ownership, financial category or status, affiliations and/or location.
  - a. College camps and USOC affiliates, not being conducted on AACPS property, that employ AACPS coaches are exceptions to this rule.
2. Returning players working at a camp as an official, counselor and/or instructor are not considered to be “involved or participating.”

## **SECTION 5: MISCONDUCT DETRIMENTAL TO A TOURNAMENT** \_\_\_\_\_

### A. C.O.M.A.R.

.07C (11) “If a team or any student-athletes participating in state tournament contest leaves the field before completion of the contest, or fails to continue when eligible to do so, or is guilty of misconduct detrimental to the tournament, then the team, coach, or student-athletes may be suspended from the further participation in the current tournament, and from the same tournament in the succeeding year, upon the determination of the Tournament Committee and the Executive Director.”

### B. State Interpretation

Ejection from any district, regional or state tournament contest is considered misconduct detrimental to the tournament. Coaches, players and bench personnel ejected from these tournament contests are disqualified from the succeeding contest in that tournament year. Additional sanctions could be imposed depending on the circumstances.

### C. Additional AACPS Conditions and Interpretations:

The Coordinator of Athletics shall determine a violation for misconduct detrimental to a tournament in sports/activities offered by AACPS not recognized by the MPSSAA.

## **SECTION 6: SPORTS OFFERED BY AACPS NOT RECOGNIZED BY THE MPSSAA** \_\_\_\_\_

All sports offered by AACPS and not recognized by the MPSSAA may be subject to all COMAR athletic regulations. The Coordinator of Athletics shall determine violations and the Athletic Advisory Committee will hear any and all appeals for these sports.

# VII. Regulations, Interpretations, Violations, And Appeals

## SECTION 7: VIOLATION and APPEAL PROCEDURES

<b>Procedures for determining and appealing violations of AACPS athletic rules and regulations</b>	<b>Procedures for determining and appealing violations of MPSSAA (COMAR) athletic rules and regulations</b>
<p>Each school will accept and consider responsible individual and group complaints. A complaint is a claim that there has been a violation or misapplication of a written provision of school policy, regulation, or law. If formal legal advice is deemed necessary by either party, or if the case alleges a violation of law that may lead to litigation, the complaint will proceed immediately to the Superintendent.</p> <p>A. Informal Levels of Complaints:</p> <p>A student or parent with a complaint will first discuss the problem with the person who made the decision which is alleged to be in error.</p> <p>If the student or parent is not satisfied or does not receive a decision within ten school days, a conference should be arranged between the student and/or the parent(s) (or legal guardian) and the principal or principal's designee. The conference shall take place within ten school days.</p> <p>If the student or parent/guardian is dissatisfied with the decision rendered at the informal level, the person may file a formal written complaint to the principal.</p> <p>Neither the Board, nor any member of the administration or faculty, will make reprisals affecting any party by reason of participation in the complaint procedure.</p> <p>B. Formal Levels of Complaints:</p> <p><b>Level I</b>—If the student or parent/guardian is dissatisfied with the decision reached at the informal level of the complaint procedure, the student or parent/guardian will, within ten school days of the decision, file a formal written complaint to the principal, indicating the specific</p>	<p>For violations of the MPSSAA state handbook or NFHS rulebook the school principal, athletic director and/or coach shall contact the Coordinator of Athletics immediately upon hearing allegations or the discovery of an alleged violation. AACPS will follow COMAR .06.03.05 Violations, Penalties, and Appeals as outlined below:</p> <p>A. Failure to comply with these regulations shall constitute a violation which will result in the following penalties against the member MPSSAA school and either the student or the coach, or both. Depending upon the severity of the violation, more than one penalty may be imposed against the member MPSSAA school, student, or coach, or all of the above. Penalties shall be imposed in the order listed below:</p> <ol style="list-style-type: none"> <li>(1) Against a member MPSSAA school:             <ol style="list-style-type: none"> <li>(a) First—Declare forfeit of all games in which the violation occurred.</li> <li>(b) Second—Declare the member MPSSAA school ineligible for championship honors for the current school year in the sport in which the violation occurred.</li> <li>(c) Third—Declare the member MPSSAA school on probation for one school year which shall render the school ineligible to compete in any approved State meet or tournament for that year.</li> <li>(d) Fourth—Impose additional penalties as may seem justified in the particular case considered.</li> </ol> </li> <li>(2) Against a student:             <ol style="list-style-type: none"> <li>(a) First—Declare the student to be ineligible for the next 60 school days following the date the student was found to be in violation. These 60 school days will carry over into the next school year if the violation occurs during the second semester.</li> </ol> </li> </ol>

## VII. Regulations, Interpretations, Violations, And Appeals

regulation, policy, or law violated. The principal, upon receipt, will meet with the student or parent/ guardian, and render a written report, including specific recommendations, within ten school days.

**Level II**—If the student or parent/guardian is not satisfied with the decision rendered at Level I, or if the decision is not rendered within ten school days, the student or parent/guardian will refer the complaint to the appropriate Assistant Superintendent for Secondary Schools within ten school days. Such complaints and appropriate records will be forwarded through the principal's office. The appropriate Assistant Superintendent for Secondary Schools render a decision in writing within ten school days.

**Level III**—If the student or parent/guardian is not satisfied with the decision rendered at Level II, or if no decision is rendered within ten school days, the student or parent/guardian will refer the complaint to the Chief Students and Systematic Supports Officer. The Chief Students and Systematic Supports Officer will, within ten school days, render a written decision.

**Level IV**—If the student or parent/guardian is not satisfied with the decision rendered at Level III, or if no decision is rendered within ten school days, the person will refer the complaint to the Superintendent within ten school days. The Chief Students and Systematic Supports Officer will forward all complaints and appropriate records to the Superintendent. The Superintendent will, within ten school days, render a written decision.

**Level V**—If the student or parent/guardian is dissatisfied with the decision rendered at Level IV, or if no decision is rendered within 15 school days, the person will refer the complaint to the Board within 30 calendar days.

*End of procedures for determining and appealing violations of AACPS athletic rules and regulations.*

(b) Second—Declare the student to be ineligible to compete in the sport in which the violation occurred during the subsequent season.

(c) Third—Impose additional penalties as may seem justified in the particular case considered.

(3) Against a coach:

(a) First—Censure.

(b) Second—Declare the coach ineligible to coach a team for the current school year in the sport in which the violation occurred.

(c) Third—Declare the coach ineligible to coach a team in any sport for the current year.

(d) Fourth—Impose additional penalties as may seem justified in the particular case considered.

B. Procedure

(1) First—Any member MPSSAA school, student, or coach shall notify the local supervisor of inter scholastic athletics and the MPSSAA Executive Director of the alleged violation.

(2) Second—The superintendent or the superintendent's designee of the local school system in which the school allegedly in violation is located shall convene a hearing within 5 school days.

(3) Third—If the superintendent or the superintendent's designee of the local school system in which the school allegedly in violation is located concludes that a violation has occurred, a penalty shall be imposed in accordance with this regulation.

(4) Fourth—A report of the hearing and decision in the local school system shall be forwarded to the Executive Director of the MPSSAA.

(5) Fifth—The MPSSAA Executive Director, in consultation with the appropriate committees, or the Executive Council of the MPSSAA, shall review the report of the local hearing and decision in the local school system. The MPSSAA

## VII. Regulations, Interpretations, Violations, And Appeals

*Procedures for determining and appealing violations of MPSSAA (COMAR) athletic rules and regulations continued.*

Executive Director shall either accept the penalty imposed or modify the penalty in accordance with this regulation.

- C. Penalties imposed by local school systems for violations of local school system rules adopted in accordance with Regulations .01B and .02 B shall be uniform with the penalties designated in Regulation .05A of this chapter.

D. Appeals

- (1) A member MPSSAA school, student, or coach may appeal the imposed penalty within 30 days and request a hearing before the Appeals Committee of MPSSAA.
- (2) The Appeals Committee of the MPSSAA serves in a quasi-judicial capacity.
- (3) The membership of the MPSSAA Appeals Committee shall include one representative from each district in the Association and a representative from the Association of Secondary School Principals. Five members will constitute a quorum.
- (4) The MPSSAA Executive Director shall notify the Appeals Committee of the hearing and establish a date, time, and hearing site. The appealing school, student, or coach, or all of the above, shall be notified of the date, site, and time of the hearing.
- (5) The MPSSAA Executive Director or the Executive Director's designee shall present the case to the Appeals Committee on behalf of the MPSSAA.
- (6) The principal of the involved school, the student, or coach, or all of the above, shall present grounds for appeal. If appropriate, the local school system's supervisor of interscholastic athletics involved in the appeal may present the case.
- (7) The MPSSAA Appeals Committee shall convene in closed session and vote to deny or uphold the appeal or modify the penalty. A majority vote is required to deny or uphold an appeal or modify the penalty.
- (8) The MPSSAA Appeals Committee shall report its findings to the concerned parties.
- (9) Any party aggrieved by the MPSSAA Appeals Committee decision may appeal the decision to the State Superintendent of Schools within 30 days after receipt of the Appeals Committee decision. The State Superintendent of Schools, upon examination of the facts, may, in his or her discretion, allow the appeal and appoint a special committee of three local superintendents of schools to hear the appeal. The committee of superintendents may deny or uphold the appeal or modify the penalty.
- (10) Unless otherwise ordered by the State Superintendent of Schools, the application for appeal to the State Superintendent of Schools may not stay the enforcement of the MPSSAA Appeals Committee decision, or excuse the person affected thereby from complying with its terms.
- (11) The decision of the committee of local superintendents of schools is final.
- (12) A member of the MPSSAA Appeals Committee or the committee of local superintendents of schools may not hear an appeal if that member has offered advice, made a recommendation, rendered a decision, or in any other way participated in the case being appealed.

### **SECTION 1: BUDGETING** \_\_\_\_\_

The interscholastic athletic program is funded by the BOE. A portion of athletic gate receipts provides additional financial support for the interscholastic athletic program. The combined benefits afforded to both genders from all sources (e.g. BOE, athletic gate receipts, athletic booster clubs and their support groups and all other outside entities) must be equally balanced.

### **SECTION 2: FUNDRAISING POLICY** \_\_\_\_\_

The local participation of the school in fundraising projects, whether conducted by the total school or by student-athlete organizations, will be governed by the following considerations:

- A. The fundraising projects will be planned in advance, and the number will be kept to a minimum, as determined by the principal to meet the needs of the school.
- B. All fundraising projects will be approved by the principal. Three areas to be considered in the decision-making process are educational values for student-athletes, benefits for student-athletes and the safety of student-athletes.
- C. Student-athletes will participate in fundraising activities on a voluntary basis. If the activities of the organization depend upon fundraising by all the student-athletes in the organization, all these student-athletes will be informed of the expectation to complete the fundraising project in order to participate in the activity. An exception would be extenuating circumstances in the case of individual student-athlete(s), as determined by the advisor and the principal.
- D. There will be no exploitation of student-athletes in fundraisers.
- E. All athletic fundraisers must obtain approval through school administration. The program sponsoring each approved fundraiser must be clearly identified to the public.
- F. Schools wishing to hold summer camp fundraisers supported by AACPS must complete and submit to the Office of Athletics a "Summer Camp Fundraiser Request for Approval Form" no later than 45 days from the start of the camp.

### **SECTION 3: ADMISSION POLICY** \_\_\_\_\_

AACPS charges a \$6 admission fee for varsity, junior varsity/varsity double/triple-headers, and singleton junior varsity football contests held in stadiums/turf fields and gymnasiums. Funds from admissions support the athletic program of the hosting school as well as the overall county athletic program.

For all regular season and county championship events with an admission fee held at AACPS facilities, tickets will only be sold online. AACPS will not offer a cash ticket option at the gate. Tickets are \$6.00 for all spectators over the age of six, which is inclusive of service fees.

Admission fees and procedures for playoff events follow MPSSAA procedures, available at mpssaa.org. All AACPS high schools are member MPSSAA schools and participate in the master agreement between the MSDE and local LEAs in Maryland.

## VIII. Financial Guidelines & Protocols

- A. Admission fees for athletic events will be subject to annual approval of the Athletic Legislative Committee and will be uniform for all county schools.
- B. Gates typically open 30 minutes before the start of the first contest. Schools are permitted to empty their facilities before the gate opens.
- C. To ensure safety, AACPS has a strict “NO RE-ENTRY” policy.
- D. Band and Band Helpers
  - No admission charge will be made to the visiting band members provided they are in uniform.
  - Each home school is permitted seven adult band helpers admitted free of charge to assist with the band equipment and set-up.
  - Band directors shall submit a list of helpers to the athletic director prior to the start of the contest.
  - Additional helpers will be required to pay admission.
- E. Passes, Cards, and Badges

### Regular season and County Championships:

- AACPS multi-game punch card. Individually numbered multi-game discount punch cards are available through each school’s athletic director. Multi-game punch cards are only accepted at home games where the pass was purchased.
- AACPS employee badge. Teachers and school personnel presenting a valid and current AACPS badge will be admitted free of charge, after signing in with their name, work location, job title, and signature.
- AACPS senior citizen pass. Holders of AACPS senior citizen passes will be admitted free of charge at all regular season contests and in-season tournaments.
- MPSSAA administrator/coach pass. Holders of MPSSAA administrator/coach passes will be admitted free of charge at all regular season contests, in-season tournaments, district, region, and state events, after signing in with their name, work location, job title, and signature.
- Media/Press/Photographer badges. Holders of legitimate media/press/photographer badges will be admitted free of charge at all regular season contests, in-season tournaments, district, region, and state events, after signing in with their name, work location, job title, and signature.

### Region and State Playoffs:

- AACPS will follow MPSSAA admission guidelines for all regional and state playoff games (between \$6.00 and \$10.00, depending on the contest). AACPS-issued passes (multi-game, employee badge, senior citizen, etc.) will not be accepted at regional and state playoff events.

### Pre-sold or capacity events:

For safety and security at events where tickets are pre-sold, and/or when capacity is reached, schools have the authority to not honor passes at the gate. In some cases (such as with County Championships basketball, cheerleading, swimming, etc) the Office of Athletics may instruct schools accordingly.

### SECTION 4: YOUTH LEAGUE RECOGNITION AT CONTESTS \_\_\_\_\_

- A. Each high school is given permission to choose ticketed contests hosted at high school facilities to invite related youth/feeder league teams and coaches to attend free of charge.
- Youth/feeder league teams for other sports—such as cross country or tennis—may be invited to join one of the selected contests at the discretion of the athletic director.
  - High schools with multiple youth/feeder programs for the same sport may be selective in how many teams/groups are invited due to capacity issues.
  - Youth/feeder league teams for sports that are not sponsored by AACPS—such as ice hockey or sailing— are not eligible for this offer.
- B. The athletic director is responsible for:
- Working with high school head coaches to select the dates.
  - Communicating the selected dates with the Office of Athletics at the beginning of each season.
  - Working with head coaches to make a good faith effort to communicate the selected dates with all local youth/feeder league teams.
  - Posting the dates on all appropriate websites (school, athletics, sport-specific).
  - Recognizing the teams who are in attendance through public address announcements, halftime events or other means.
- C. The youth/feeder team is responsible for:
- Informing parents of the youth athletes that they are required to pay the standard \$6.00 entry fee.
  - Requiring youth athletes to wear their team gear or uniform.
  - Requiring youth coaches to wear their coaching gear.
  - Enforcing that youth athletes not bring any equipment to the contest (examples: footballs, soccer balls, lacrosse sticks).
  - Requiring youth coaches and parents to monitor their athletes.
  - Requiring a 3:1 supervision ratio (three athletes to one adult ratio).
  - Require teams to arrange a common arrival time.

*\*Note: Teams/groups/organizations who fail to comply with these responsibilities will not be invited to participate from that point forward, at the discretion of school administration.*

D. Halftime Events

The athletic director may work with youth/feeder league coaches and teams to incorporate half time events such as free throw contests or passing competitions. No money can exchange hands for these sorts of events. Prizes can be given away.

### SECTION 5: PURCHASING GUIDELINES \_\_\_\_\_

Coaches may not purchase uniforms, equipment or supplies from any account without approval from both the principal/principal's designee and the athletic director. No purchase order may be generated without verification from the school's financial secretary that funds are available. Administrative verification of misappropriation of funds may result in immediate termination. Additionally, the athletic employee may have their extracurricular payment withheld and be personally required to repay funds.

## VIII. Financial Guidelines & Protocols

### SECTION 6: ATHLETIC BOOSTER CLUB GUIDELINES

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#### A. Purpose

These standards ensure equity and consistency in the form and function of athletic booster clubs across the school system. Athletic Booster Clubs are of great potential benefit to the goals of the school and an interscholastic athletic program. Athletic Booster Clubs will work collaboratively with the school's administration and athletic director to ensure fundraising activities correlate with the goals of the school and athletic program. Athletic Booster Clubs must operate within Title IX, MPSSAA, and AACPS parameters, and provide benefits in a legal, positive, and equitable manner.

#### B. Definitions

Athletic Booster Clubs are organized groups of adults who provide financial and/or non-financial support for high school athletic programs and operate on a year-round and sustained basis. Athletic Booster Clubs are a separate organization outside the school system. There may be only one Athletic Booster Club per high school, which is designated as the official interface with the Administration.

Team Support Groups exist and operate under the umbrella and direction of the Athletic Booster Club.

Benefits are any service, goods, or monies donated from the Athletic Booster Club. All benefits must be accepted by the principal or principal's designee and recorded for accounting and Title IX purposes. Regardless of the source, when those benefits are donated from the Athletic Booster Club or Team Support Group and accepted by the school administration, those benefits become property of AACPS.

Outside Community Groups are independent organizations existing separately from AACPS and the Athletic Booster Clubs. Advanced written permission from the school Administration must be obtained before an outside group may fundraise in the name of an AACPS school or school team or use AACPS property. Permission will only be granted for fundraising endeavors which have a defined purpose, a timeline for disbursement of any benefits and do not conflict with school or booster fundraising activities. Benefits may only be made directly to the Boosters or the Administration; never directly to a coach or team.

Team Fundraisers involve both student-athletes and adults connected to a specific school team. These fundraisers must follow all BOE policies and athletic regulations. These activities are not under the direction of the Athletic Booster Clubs but operate at the discretion of the school's principal and/or designee. All funds must be deposited into a designated athletic fundraiser account.

Liability Insurance is a policy that protects the Athletic Booster Club, its directors, and its support groups for activities outside of AACPS events and property, in the event harm or injury occurs to participants.

#### C. Authority to Function

The Athletic Booster Club must have the approval of the principal or designee in order to function. The Athletic Booster Club must develop and present to the principal or designee, approved bylaws that establish the structure, purpose, election process, financial accounting, and operating guidelines of the group. A representative of the high school administration shall be included at all formal meetings. An individual, organization or team support group may not raise funds on AACPS property or in the name of a school, a school

## VIII. Financial Guidelines & Protocols

team, or the school district, unless they receive advanced permission from the Athletic Booster Club and principal or designee. Upon learning about possible guideline violations, the principal may choose to initiate an investigation. The principal has the authority to suspend or disband the relationship their high school has with a booster club for guideline violations. A booster club that no longer has a relationship with a high school may not use the high school name or mascot in any future operations.

### D. Annual Requirements

It is expected that the Athletic Booster Club president will meet with the athletic director and principal or designee. The booster club president shall submit the most current versions of the following documentation for review by September 30<sup>th</sup>:

- A meeting calendar for the upcoming school year
- A copy of the approved bylaws
- A valid copy of their 501(c)(3) determination letter from the IRS
- A filed copy of IRS Form 990, 990-EZ, or 990-N
- A copy of their certificate of liability insurance
- Year End Financial Statements
- A draft schedule of planned fundraising events for the coming school year
- A support plan of anticipated benefits donated by the Athletic Booster Club and their Team Support Groups

Upon receipt of all documentation, the principal or designee will draft an authorization letter and send it to the Athletic Booster Club. This letter will state that, as a result of meeting the annual requirements, the Athletic Booster Club is authorized to exist and function in partnership with the high school for the upcoming school year. Copies of this letter will be kept on file at the high school and at the Office of Athletics.

Additionally, it is expected that Athletic Booster Club presidents will attend an annual county-wide meeting with the Office of Athletics and school administration to review current guidelines/expectations, share best practices, and participate in Q&A (to be scheduled in October).

### E. Meetings, Communication, And Advocating

- Athletic Booster Clubs are expected to meet a minimum of four times during the school year at the school (or virtually). Officer elections, bylaw changes, and financial decisions must be voted on at one of those meetings held at the school (or virtually), with school staff representation (in accordance with bylaws).
- A meeting calendar, with at least 2 weeks notice for each meeting, must be shared with all stakeholders.
- Meeting minutes should be made available on athletic websites.
- The Athletic Booster Club is expected to present at the Fall, Winter, and Spring "Meet the Coaches/Orientation" nights to encourage membership, share the meeting calendar, and provide updates regarding current and future projects.

## VIII. Financial Guidelines & Protocols

### F. The Role of The Athletic Director

The Athletic Director or designee will serve as the liaison between the Athletic Boosters Club, the teams, and the school administration. The athletic director or designee must attend all Athletic Booster Club meetings and ensure that both Athletic Booster Club bylaws and guidelines outlined in the athletic handbook are followed.

### G. Team Support Groups

With permission from the Athletic Booster Club and principal, individual Team Support Groups may exist under the umbrella and direction of the school's Athletic Booster Club, as long as:

1. All funds raised from these groups must be processed through the school's Athletic Booster Club account or a pre-designated school account.
2. The Athletic Booster Club will ensure that any fundraising events conducted by Team Support Groups are covered by appropriate insurance protection.

### H. Student Volunteers

Student volunteers assisting booster club members with fundraisers or other activities must do so under direct, in-person adult supervision at the site of the activity (such as in the concession stand). A list of student volunteers (or eligible student volunteers) should be provided to the school athletic administration in advance of each such activity.

### I. Financial Accounting

All regularly scheduled Athletic Booster Club meetings should include a financial report. The Athletic Booster Club must follow school and school system guidelines and procedures. Please see the section entitled, Fundraising Policy in the AACPS Athletic Handbook.

### J. Summer League and Camp Restrictions

Athletic Booster Clubs may not use funds to pay a school team's summer league-related expenses or coaches' compensation. Athletic Booster Clubs may not sponsor or conduct a camp or league in which a school's returning players are participating. A student-athlete working at a camp is not considered to be participating.

### K. Personal Effects

Nominal awards or gifts may be purchased for teams or individuals, such as plaques or T-shirts, but such purchases must be made in an equitable manner for all teams (e.g., awards given to teams for championship seasons would be considered equitable). If the Athletic Booster Club decide to help defray the cost of team or seasonal banquets, such assistance must be made in an equitable manner for all student-athletes. Athletic Booster Clubs might support regional awards banquets (such as the Friends of Joe Cannon Scholarship Banquet) provided such benefits are accounted for in the support plan approved by the principal.

### L. Donations/Purchases

Athletic Booster Club or individual benefits must be presented to the principal or principal's designee. Donations or payments may not be presented to a coach or participant directly.

### **SECTION 1: THUNDER/LIGHTNING INFORMATION and GUIDELINES** \_\_\_\_\_

AACPS is committed to the health and safety of our students and staff. We use updated technology to detect real time lightning through Earth Networks' Outdoor Alerting System (OAS). The OAS is powered by Earth Networks' Total Lightning Network, which is capable of detecting both in-cloud and cloud-to-ground lightning. AACPS has lightning detection systems on each of our comprehensive high schools. All systems will utilize county established on/off activation times/settings.

- The systems will be "on" from 7 am to 10 pm, 7 days a week.
- When lightning is detected in an 8-mile radius of the school, a horn sounds for 15 seconds alerting all people in the area to seek shelter. At the same time, a strobe light will be activated on the detection system that will remain in effect for the entire at-risk time frame.
- Administrators, athletic directors, athletic trainers, active coaches, and others in the alert system or who have the app will be notified immediately via text and/or email of the lightning detection on their phones and/or computers.
- All coaches, athletic trainers, advisors of extracurricular activities, and administrators present will immediately suspend all outdoor activities and instruct all people in the vicinity to seek shelter.
- No AACPS personnel shall ignore, disregard, or delay in clearing the outside area immediately upon lightning detection.
- Any coach, advisor, or administrator may evacuate an outside area during a practice or warm-up period whenever they declare it unsafe and may lead all participants to the nearest shelter.
- Under NFHS and MPSSAA rules, officials have control of an athletic contest once it begins and may discontinue or delay a contest whenever they declare a health and safety hazard. AACPS officials associations are directed to evacuate immediately and seek shelter when the alarm sounds.
- Once lightning has not been detected by the system in the area for 30 minutes, there will be three, 5-second horn alerts, along with an all-clear signal to administrators' and coaches'/advisors' participating phones and computers, notifying safety to return to the outdoor area.
- In situations where multiple alarms sound, play should resume within 1 hour after the initial suspension of the event. Otherwise the event may be concluded/postponed in accordance with sports-specific rulebooks.
- If play resumes and is suspended for a second time, school personnel may opt to not wait the thirty minutes and conclude/postpone the event at that point. Events will not start or restart after 9 pm (exceptions may be agreed to by both schools in special circumstances).
- Each school's athletics/facilities staff at the school will do a live test prior to the start of each season.
- In the event the Earth Networks system at a site isn't working properly, staff will work together to use our previous model of implementing 30-min delays and safety plans when lightning or thunder is heard or seen.

# IX. Health & Safety Guidelines

## SECTION 2: HEAT GUIDELINES

- A. The intent of these guidelines is to minimize injury and heat-related illnesses while enhancing the player’s health, performance and well-being. Coaches, student-athletes and parents are reminded to always err on the side of caution. Schools are encouraged to educate student-athletes and parents regarding the risks of dehydration on health and physical performance. Schools should work with individual student-athletes to develop fluid-replacement strategies that optimize hydration status before, during and after competition /practice.
- B. Each year high school student-athletes experience serious injury and even death as a result of heat-related illnesses. It has become a major concern in that the number of deaths over the last 15 years has remained constant. That statistic becomes more alarming given that heat-related illness and death are almost entirely preventable. The need to dramatically increase awareness of the issue, recognize the symptoms of heat illness and treatment of suspected cases has become a primary consideration for early season practice routines.
- C. These guidelines are recommended for fall practice where the greatest risks of heat-related illnesses occur. However, student-athletes practicing indoors, in non-air conditioned or poorly ventilated gyms are also susceptible as are student-athletes practicing for spring sports. The guidelines are also recommended for winter and spring sports regarding the duration and intensity of practices. AACPS will evaluate whether equipment restrictions are necessary for winter and spring sports.

	<b>Dehydration</b>	<b>Heat Cramps</b>	<b>Heat Exhaustion</b>	<b>Exertional Heat Stroke</b>
<b>Signs and Symptoms</b>	Dry mouth Thirst Being irritable or cranky Headache Seeming bored or disinterested Dizziness Cramps Excessive fatigue	Intense pain Persistent muscle contractions that continue during and after exercise	Dehydration Loss of coordination, dizziness or fainting Profuse sweating Pale skin Headache Nausea, vomiting or diarrhea Stomach/intestinal cramps or persistent muscle cramps	Nausea Vomiting or diarrhea Headache Dizziness Hot and wet or dry skin Increased heart rate, decreased blood pressure or fast breathing Dehydration Combativeness
<b>Treatments</b>	Move child to a shaded or air-conditioned area Give him/her water or sport drinks to drink	The child should be given a sports drink to help replace fluid and sodium losses Light stretching, relaxation and massage of cramped muscle	Move to air conditioned or shaded area Remove extra clothing and equipment Cool with cold water, fan or cold towels Lie down with legs above heart level Drink chilled water or sports drink Seek medical attention if little or no improvement with treatment	Call emergency medical services for immediate transport Cool child while waiting (i.e. cold towels, fan) over as much of body as possible Remove extra clothing or equipment

**SECTION 3: GAME and PRACTICE RESTRICTIONS DUE TO HEAT**

AACPS central office staff may issue county-wide heat restrictions in accordance with the following heat index chart. Any such county-wide restriction will be based on the National Oceanographic and Atmospheric Administration (NOAA) website/application utilizing the 21401-zip code for Annapolis, MD and sent to athletic administrators for consistent implementation at all school sites.

Athletic directors, in consultation with trainers and coaches, will monitor the heat index at their school site. Any school may implement additional, more stringent guidelines above and beyond what the county issues if the circumstances at their facility warrants such additional precautions. Coaches are to follow specific guidelines indicated for each code.

Measurements taken at neighbouring or adjacent schools/facilities/fields, and/or with various applications may result in different heat indexes. Specifically, turf fields tend to have a higher heat index than grass fields and shaded fields or those prone to cross winds tend to have lower heat index than fields without those factors. For consistency within school staffs, it is expected that each school select and use one website/application for all coaches, trainers, and administrators at that site.

If the temperature is below 84°F, Heat Index calculations are not required.

Code	Heat Index <i>(temperature &amp; humidity)</i>	Restrictions & Accommodations
<b>Red</b>	<b>Above 104</b> <i>(recheck every 30 minutes)</i>	<ul style="list-style-type: none"> <li>• Stop all outside activity in practice and/or play.</li> <li>• Stop all inside activity if air conditioning is unavailable.</li> </ul>
<b>Orange</b>	<b>100–104</b> <i>(recheck every 30 minutes)</i>	<p><b>All of restrictions listed below, plus:</b></p> <ul style="list-style-type: none"> <li>• Alter uniform by removing items—if possible and permissible by rules.</li> <li>• Allow athletes to change into dry t-shirts and shorts at defined intervals.</li> <li>• Reduce time of outside activity.</li> <li>• Reduce time of indoor activity, if air conditioning is unavailable.</li> </ul>
<b>Yellow</b>	<b>95–99</b> <i>(recheck every 30 minutes)</i>	<p><b>All of restrictions listed below, plus:</b></p> <ul style="list-style-type: none"> <li>• Provide <b>mandatory</b> 10-minute water breaks every 30 minutes to allow hydration as a group.</li> <li>• Reduce the time of the outside activity.</li> <li>• Consider postponing practice until later in the day.</li> <li>• Remove helmets and other equipment when athlete is not directly involved in the competition, drill, or practice and it is not otherwise required by rule.</li> </ul>
<b>Green</b>	<b>Under 95</b> <i>(recheck every 30 minutes)</i>	<ul style="list-style-type: none"> <li>• Have water available for athletes to take in as much as they desire.</li> <li>• Provide <b>optional</b> 10-minute water breaks every 30 minutes to allow hydration as a group.</li> <li>• Provide towels with ice to cool athletes as needed.</li> <li>• Watch/monitor athletes for necessary action.</li> </ul>

# IX. Health & Safety Guidelines

## **SECTION 4: GAME and PRACTICE RESTRICTIONS DUE TO OTHER WEATHER EVENTS \_\_\_\_\_**

Central Office staff may issue practice/contest restrictions in cases of extreme weather as identified and forecasted by the National Weather Service or other weather agencies. This includes restrictions for wind chill, high winds, storms, earthquakes, and other weather events. Every attempt will be made to communicate county-wide restrictions in as timely a manner as possible. However, school staff may, at any time, act unilaterally and restrict athletic activities on their campus if they believe the health and safety of their student-athletes is at risk.

Additionally, if a weather event occurs after an AACPS team has travelled to an out-of-county/state activity, that team will follow any weather-related restrictions imposed in the county/state where they are competing. The coach of the team will consult with school and county administration regarding transportation home from that event.

## **SECTION 5: CONCUSSION INFORMATION \_\_\_\_\_**

### A. Definition

A type of traumatic brain injury causing an immediate and, usually short-lived change in mental status or an alternation of normal consciousness resulting from a bump, blow, jolt, shaking or spinning of the head or body.

### B. Recognizing Concussion

1. Concussions do not always involve a loss of consciousness. ANY traumatic blow to the head or to another part of the body (which causes a whiplash effect to the head) should be considered as a mechanism of concussion injury. While headache is the most common symptom of concussion, all people will experience concussion differently. Therefore, all of the potential signs and symptoms of concussion should be considered.
2. An injured student-athlete suspected of having a concussion should be immediately removed from the practice or contest and evaluated by the appropriate qualified person. However, the injured student-athlete may not re-enter the practice or contest, nor participate in subsequent practices or contests until cleared by an appropriate medical professional. For more information, please see our Head Injury Guidelines at [www.aacps.org/athletics](http://www.aacps.org/athletics).

### C. Concussion Signs and Symptoms

Amnesia	Poor concentration	Headache
Loss of orientation	Easily distracted	Sluggishness
Balance problems	Personality changes	Inappropriate emotions
Memory problems	"Glassy Eyed"	Change in personality
"Bell rung"	Excessive sleep	Sensitivity to noise
Nausea	ringing in the ears	Irritability
Dazed or confused	Fatigue	Sleep disturbance
Nervousness	Sadness	Loss of consciousness
Depression	Feeling "in a fog"	Vacant stare
Numbness or tingling	Seeing "stars"	Vomiting
Double vision	Feeling "slowed down"	
Drowsiness	Sensitivity to light	

## IX. Health & Safety Guidelines

All student-athletes who get “rocked” or “dinged” and exhibit any of these signs or symptoms should be referred immediately to the athletic trainer and/or physician. If a question exists and no medical personnel are available, emergency transport (ambulance) the student-athlete to a hospital.

### D. Return to Play

Return to play should occur in gradual steps beginning with light aerobic exercise only to increase your heart rate (i.e. stationary cycle); moving to increasing your heart rate with movement (i.e. running); then adding controlled contact if appropriate; and finally return to sports competition. Pay careful attention to your symptoms and your thinking and concentration skills at each stage or activity. After completion of each step without recurrence of symptoms, you can move to the next level of activity the next day. Move to the next level of activity only if you do not experience any symptoms at the present level. If your symptoms return, let your health care provider know, return to the first level and restart the program gradually.

**Day 1:** Low levels of physical activity include walking, light jogging, light stationary biking, and light weightlifting.

**Day 2:** Moderate levels of physical activity with body/head movement. This includes moderate jogging, brief running, moderate intensity on the stationary cycle, and moderate intensity weightlifting.

**Day 3:** Heavy non-contact physical activity. This includes sprinting/running, high intensity stationary cycling, completing the regular lifting routine, and non-contact sport specific drills.

**Day 4:** Sports Specific practice

**Day 5:** Full contact in a controlled drill or practice.

**Day 6:** Return to competition

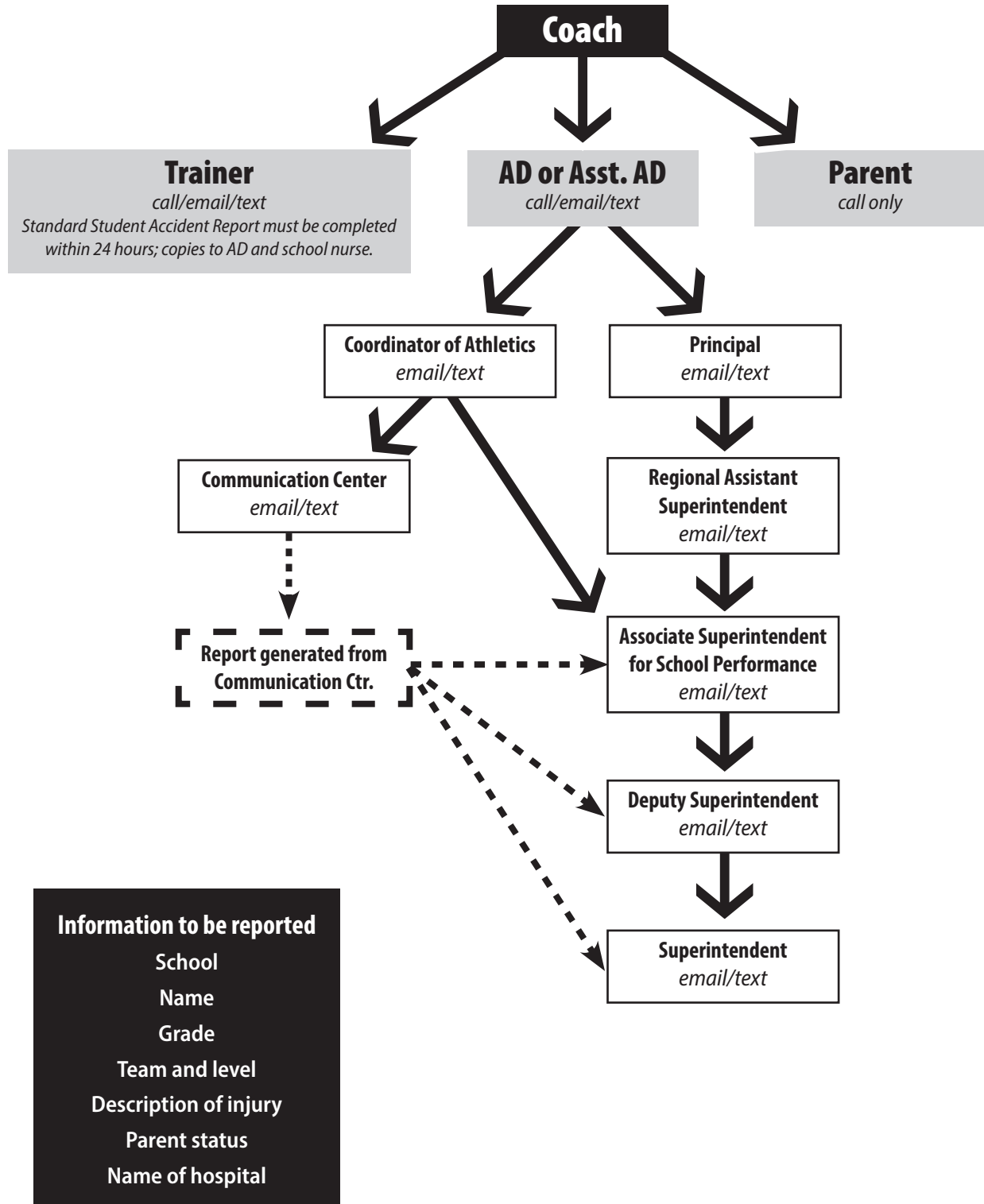
## SECTION 6: STANDARD STUDENT-ATHLETE ACCIDENT REPORT \_\_\_\_\_

For all injuries, the athletic trainer must submit a Standard Student Accident Report form to the athletic director and school nurse within 24 hours.

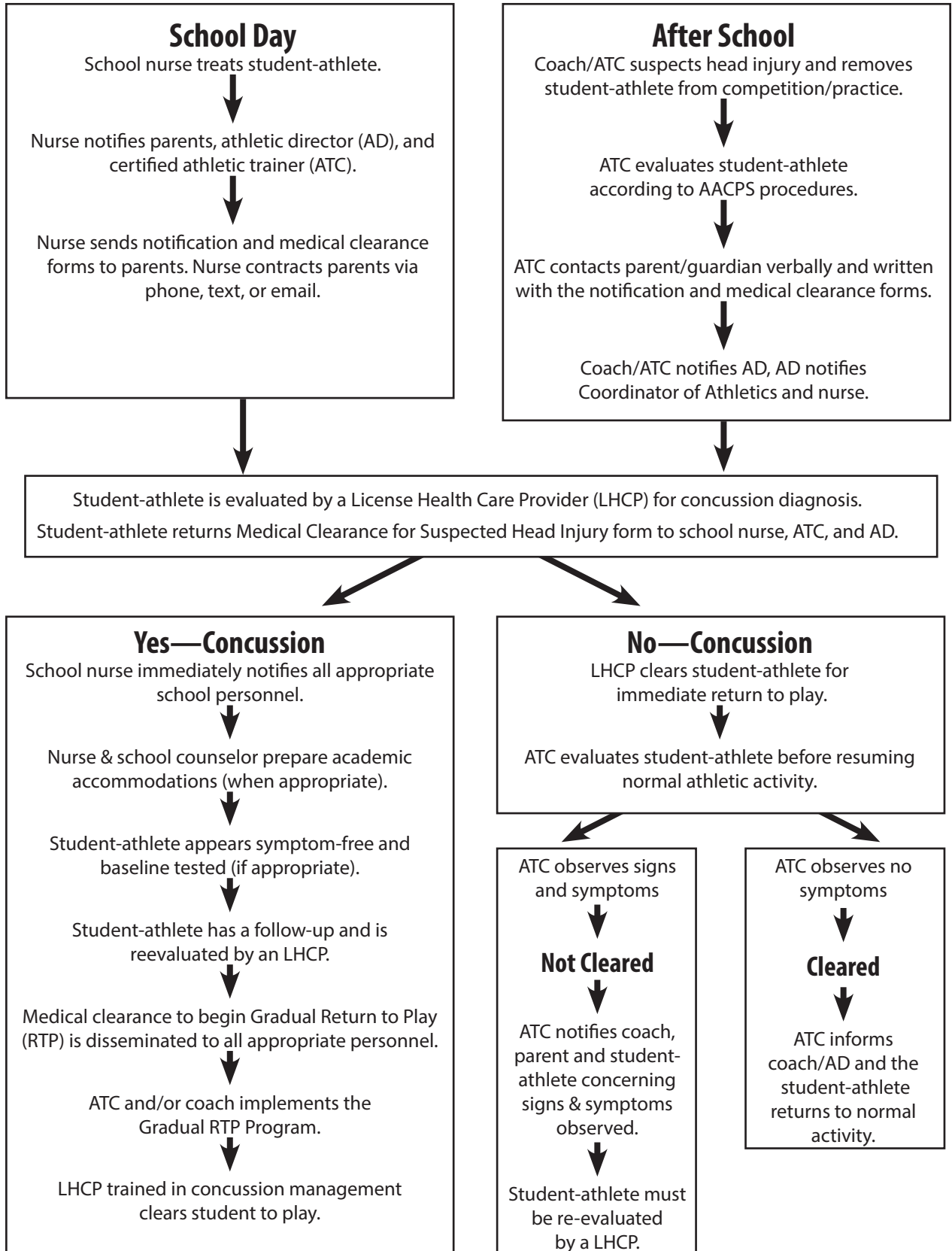
# IX. Health & Safety Guidelines

## SECTION 7: FIRE, POLICE AND HOSPITAL FLOWCHART

For occurrences after school hours and on non-school days  
(includes hospital trips via ambulance or parent)



**SECTION 8: AACPS SUSPECTED HEAD INJURY PROCEDURAL FLOWCHART**



# X. County Championships

## SECTION 1: COUNTY CHAMPIONSHIP INFORMATION

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- A. AACPS will recognize an in-season county champion for each team sport (except for cases where an in-season county tournament exists or where the AACPS sport bulletin states otherwise). For sports with A-B-C tiered scheduling: (1) the C division is not eligible for winning the in-season county championship, and (2) games played between the B and C divisions will not be included in any of the calculations below. The following procedures will be used:

### **Procedures for determining the in-season county champion:**

1. Winning % in the county scheduled games
2. Head-to-head record in the county (not applicable with 3 or more schools when schedules and opponents are not equal)
3. Winning % of all contest excluding tournaments
4. Winning % of all contest including tournaments
5. Declare county co-champions

- B. County Championship Games

The top two teams in the following sports will compete in a varsity county championship game at the end of the regular season (additional details may be outlined in the AACPS sport bulletin). For sports with A-B-C tiered scheduling (1) the C division is not eligible to participate in the county championship game, and (2) games played between the B and C divisions will not be included in any of the calculations below.

Field Hockey	Boys Basketball	Boys Lacrosse
Boys Soccer	Girls Basketball	Girls Lacrosse
Girls Soccer	Baseball	
Volleyball	Softball	

*Note: Junior varsity county championship games may be scheduled.*

Procedures for determining the two teams that will participate in the county championship game (except for cases where county championship play-in games exists) (>):

1. Winning % in the county scheduled games
2. Head-to-head record in the county
3. Winning % of all contest excluding tournaments
4. Coin flip

*Note: When applying tie-breaking procedures in instances where three or more teams are tied for a particular seed, the criteria must affect all three (or more) teams equally or proceed to the next tie breaker criteria (aligned with MPSSAA procedures).*

- C. Additionally, the following sports will participate in their traditional culminating county tournament:

Cheerleading	Tennis	Unified Bocce
Cross Country	Track and Field	Unified Bowling
Golf	Swimming	Unified Tennis
Indoor Track	Wrestling	

**SECTION 2: COUNTY CHAMPIONSHIPS AWARDS and LOCATIONS** \_\_\_\_\_

Awards are provided by the Office of Athletics to participating student-athletes, coaches and/or schools.

<b>2024–2025 County Championship Locations</b>			
<i>Subject to change</i>			
<b>Season</b>	<b>Sport</b>	<b>Location</b>	<b>Date</b>
<b>Fall</b>	Cheerleading	Annapolis HS	October 18 and 19, 2024
	Cross Country	Annapolis HS	October 19, 2024
	Field Hockey	Annapolis HS	October 19, 2024
	Golf	Eisenhower Golf Course	October 7, 2024
	Soccer (B & G)	Annapolis HS	October 19, 2024
	Unified Tennis	Annapolis HS	October 15 & 18, 2024
	Volleyball	Annapolis HS	October 19, 2024
<b>Winter</b>	Basketball (B & G)	Broadneck HS	February 24, 2025
	Cheerleading	Meade HS	January 23, 2025
	Indoor Track	PGSLC	January 20, 2025
	Swimming	AOSC	January 31, 2025
	Unified Bowling	Greenway Bowl	February 20-21, 2025
	Wrestling	Chesapeake HS	February 21-22, 2025
<b>Spring</b>	Baseball	Joe Cannon	May 6, 2025
	Lacrosse (B & G)	Northeast HS	May 5, 2025
	Softball	Bachman Park	May 6, 2025
	Tennis	Severn Run HS	May 6-8, 2025
	Track & Field	Crofton HS	May 7-8, 2025
	Unified Bocce	North County HS	May 13, 2025

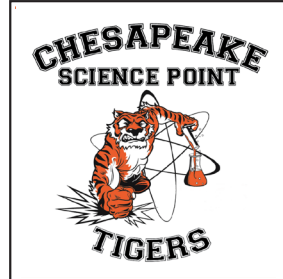
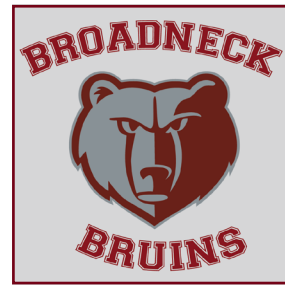
**SECTION 3: FINANCIAL CONSIDERATIONS** \_\_\_\_\_

- A. County Championships should be financially solvent and self-sustaining.
- B. Hosting these contests is outside the normal structure of the regular season. Athletic directors may be paid as “site directors” for these contests.
- C. AACPS may charge more than the standard \$6.00 ticket price for multiday county championship events or those hosted at outside facilities.

# Notes

# Notes

# Notes



# AACPS ATHLETICS

*Teaching Life Lessons Through Sport*



ANNE ARUNDEL  
COUNTY PUBLIC SCHOOLS

## Office of Athletics

Anne Arundel County Public Schools prohibits discrimination in matters affecting employment or in providing access to programs on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, sexual orientation, genetic information, gender identity, or disability.

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**[www.aacps.org](http://www.aacps.org)**