

Mingo Central High School



Interscholastic Athletics

Operations and Policies Manual

FOREWORD

The purpose of this guide is to clearly define operational policy as well as individual position and responsibility for all members of the athletics program. A copy of this document, in its entirety, is in the offices of the Principal, Athletics Director, Financial Secretary, and the BOE Central Office. All Head Coaches have a copy and must assume responsibility for familiarizing themselves and their staffs with this information.

Mr. Brandon Cline
Director of Athletics

This manual and most forms needed by staff are available on the following website:

<https://www.mingoschools.com/mchs>.

Click on “**Athletics**”, then “**Forms**”.

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100 Athletics Philosophy

101 A Philosophy: Mission Statement

The athletics program is integral to the school's educational mission and operates under the principles of amateur athletics and fair play as established by the WVSSAC.

The Athletics program provides equitable opportunities and support for male and female students to participate in athletics and to compete successfully in the Cardinal Athletic Conference. All activities hold paramount the academic, personal and physical welfare of the student-athlete while emphasizing physical fitness, self-discipline, teamwork, leadership, and the highest standards of ethics, sportsmanship and personal performance.

Student-athletes are representative of the general student population and are afforded similar opportunities and treatment. Programs, staff and facilities reflect the excellence of the school and contribute to the quality of the overall student experience.

Adopted 5/1/2014

101 B Philosophy: Objectives

1. To work cooperatively with all academic representatives in a manner that reinforces the best educational interests of the student-athlete. The school expects student-athletes to maintain good academic standing and normal progress toward graduation as defined by the WVDE and the WVSSAC.
2. To promote the student-athlete's personal development, including physical skill, cooperation, teamwork, sportsmanship, loyalty, and leadership abilities.
3. To operate athletics at high standards of competitive excellence, including: a) contention for conference championships and b) regular appearances in post-season play.
4. To maintain equity and like standards of quality in both boys' and girls' athletics programs; this principle is also applicable across sport programs (comparable sports).
5. To employ competent coaches who promote high standards of integrity, ethical behavior, and sportsmanship, keeping in balanced perspective the issues of competitive achievement and student-

athletes' development and well-being. All athletics personnel must maintain these high standards and comply with all rules and regulations of the WVSSAC.

6. To provide facilities which are excellent venues for safe and high-caliber competition.
7. To provide treatment for injured athletes through the athletic training program.
8. To provide an activity, entertainment, and rallying point for the school, local community, alumni, and friends.
9. To develop other operations and initiatives which build and maintain an athletics program of integrity and competitive excellence.

The athletics program functions within the overall mission of the school and conducts itself in a manner that enhances the educational experience of the student-athlete and contributes to the positive image of Mingo Central High School.

200 Athletics Program Administration

201 A Administration: Personnel

1. The *Principal* is responsible for the administrative and fiscal control of the school and all its programs and services, including the athletics program. The principal's final authority for athletics encompasses all aspects of the program, including budget, personnel, operating procedures, WVSSAC compliance, and the actions of any group or individual representing the institution's interests.

3. The *Athletics Director* has direct responsibility for the supervision and administration of the athletics staff and programs. Reporting to the *Principal*, the director is responsible for implementing and maintaining policies and operating procedures as established by the administration and affiliated governing associations. The AD evaluates the overall program on a regular basis and makes recommendations to the *Principal and Superintendent of Schools*.

300 Athletics Staff

301 A Personnel: General

1. Athletics personnel report directly to the Athletics Director; assistant coaches report directly to the head coach in the respective sport. All staff members are given information identifying responsibilities, compensation, and benefits, etc.

2. Mingo Central is committed to the principle of operating its athletics program in a manner consistent with the letter and the spirit of all WVSSAC and internal rules and regulations. Coaches are expected to make a conscientious and continuous effort to follow the standards that govern interscholastic athletics. Upon employment, all coaches agree to the following statement:

"The acceptance of this appointment requires you to have an understanding of and commitment to both WVSSAC Bylaws and Regulations; violations of these may result in disciplinary action up to and including termination of employment."

301 B Personnel: Expectations and Review

1. Athletics Department personnel are expected to demonstrate the highest ethics, morals, values, and character. All staff are to exhibit professionalism in all aspects of performance and in relationships with student-athletes. Respect, equitable treatment, and appropriate language are demanded of all staff members.
2. A critical responsibility of athletics staff is to provide reasonable and immediate medical assistance when an athlete or student is injured; the activation of established emergency medical procedures is essential. Therefore, *it is required that all paid athletics personnel be certified in cardiopulmonary resuscitation techniques (CPR), emergency first aid, and treatment of blood borne pathogens as well as compliance with WVSSAC requirements such as concussion and heat awareness training.*
3. All athletics staff and teams are encouraged to develop and participate in at least one community service project each academic year. The AD and Principal are to be informed of all activities prior to participation.
4. The evaluation/review process is continuous throughout the year. All Coaches will be reviewed annually by the Director of Athletics. The procedures and instrument used for these are standardized by the State of WV and are included in *Appendix C*. Each Head Coach or program coordinator will conduct reviews on the assistant(s) under his/her direction. ***Before a head coach receives the stipend for coaching responsibilities, he/she must submit to the Athletics Director the following: 1) evaluations for all paid assistant coaches under his/her direction (using the same instrument in Appendix C); 2) A season wrap-up summary with record, significant achievements, and end-of-season statistics; and 3) An inventory of equipment and uniforms (see Appendix A.7).***

301 C Personnel: Hiring Process For Staff

1. All positions must be filled by following the county policies for hiring coaches, including the posting, interview, and ***certification*** requirements. Only **APPROVED** personnel may coach and supervise athletes; no unauthorized person may be involved in any coaching activities. Citizen coaches **MUST** submit a copy of their certification to the Athletics Director each year before they are permitted to coach.
2. All **volunteer** athletics support personnel (who are not BOE employees) must complete the 'Application for Volunteers' form found on the BOE website; these include positions such as scorekeepers/statisticians, videographers, equipment managers, and refreshment managers. Completed applications are submitted to school administration for approval and then sent to the Human Resources department; potential volunteers receive an email from Reference Services, Inc. requiring a nationwide background check.

400 Financial Administration and Control

401 A Annual Budget: General Principles

1. All expenses and revenues, including trade-out services and gifts-in-kind, that benefit or support a program, team, or student (directly or indirectly) must be processed through the school's accounting office. This includes funds raised or expended by boosters, parents, alumni, or friends of the program. Athletics department personnel and boosters are precluded from maintaining funds or accounts that are not subject to Mingo Central control and/or review.

2. Athletics staff must ensure that all dealings with finances are above reproach.

3. Accounting procedures for the State of West Virginia. The following are excerpts from State policy:

- *All moneys collected from school activities must be **remitted daily** to the school principal or to the individual designated by the principal to be responsible for the fund. In situations where the moneys are collected after normal school hours or on weekends, the funds are to be remitted the following school day.*
- *Certain types of collections from students, such as for field trips and meals, will require the preparation of a detailed record in which is listed each student's name and amount remitted. Detailed records are also to be maintained for all fund raisers conducted in the name of the school.*
- *A pre-numbered receipt must be issued for all collections at the time the funds are collected, regardless of whether the collections are in cash or by check.*
- *A purchase order system is to be maintained at each school whereby all purchases of materials, equipment, supplies and services are made through a pre-numbered purchase order approved in writing by the principal or designee before the purchase is made. Schools are required to follow the bid thresholds outlined in State Board Policy 8200, Purchasing Procedures for Local Educational Agencies.*
- *Schools are not permitted to expend any funds unless an **itemized claim (invoice)** for payment is filed by the claimant.*
- *If funds are paid to students in order that they may pay their own expenses, each **student's signature** is to be obtained as verification of receipt of the funds. If payment is made directly to a vendor, such as a hotel or restaurant, **receipts** must be obtained to support the disbursement.*
- *If cash is needed for a trip, it is to be provided by check **made payable to the staff member in charge of the trip.***
- *Pre-numbered tickets are to be used at any event where an admission fee is charged or a donation accepted for admittance.*
- *All schools that enter into an agreement to conduct tournaments (sectionals, regionals, or state) on behalf of the West Virginia Secondary School Activities Commission (WVSSAC) are to deposit all proceeds received from the tournament intact into a school depository account and pay all expenses associated with the event by check from that account. A separate sub-account must*

be established in the school's transaction journal to account for all collections and expenditures made as a result of the tournament.

- *All uniforms, equipment or other team merchandise purchased with school funds **belong to the school**. An inventory is to be maintained of all such items. Uniforms provided to athletes and coaches are to be returned to the school at the end of the season.*
- ***All proceeds from fund raisers conducted by a school are to be receipted and deposited intact into one of the school's depository accounts. Any checks collected must be made out to the school; checks may NOT be made payable to an employee or school group representative.** Merchandise purchased for resale is to be purchased by checks issued for that purpose. The purchase invoices are to be retained as supporting documentation for the disbursements.*
- *A **profit and loss statement** must be prepared and made available for public inspection for each fund raising activity conducted by a school that shows gross proceeds, cost of goods sold and net proceeds.*
- *In addition, certain fund raising activities are subject to the collection and remittance of consumers' sales tax. Fundraising activities must be covered by liability insurance.*
- *All proceeds from concession sales operated by a school are to be receipted and deposited intact into the school's General Fund. Merchandise purchased for resale is to be purchased by check issued for that purpose. The purchase invoices are to be retained as supporting documentation for the disbursements. Schools may operate concession stands on their own or they may authorize booster organizations or other clubs to operate the concessions during school functions.*
- *Every school support organization should be officially organized with a set of published by-laws and be governed by an elected board of directors consisting of at least a president, a vice president, a secretary and a treasurer. All school support organizations must be approved annually by the county board of education.*

402 A Purchasing

1. All general rules and regulations stipulated by the State of West Virginia and the Mingo County BOE must be followed (any policy questions should be directed to the AD, Principal, or Financial Secretary). Staff members are responsible to obtain the best prices available, with all factors considered; *bids must be received for large expenditures (\$1,000 and above).*
2. All expenditures of school funds require approval from the Principal or AD. If proper approval is not obtained, staff may be held personally responsible for the purchase. **No coach or staff member is to place an order with any supplier without a purchase order;** this is to be done in advance of ordering or receiving the merchandise. The coach or staff member shall determine the exact make, model, specifications, size, color (*primary school colors must be used*), etc. and coordinate with the Financial Secretary to submit the purchase order for administrative approval.

403 A Receiving

1. Receipt of all athletics equipment and supplies purchased for the respective program area becomes the responsibility of that staff member who placed the order. Upon arrival of the merchandise, a detailed comparison of what was received against what was ordered must be conducted immediately. The condition of the equipment or supplies must be inspected to ensure that there was no damage in shipping, packing, etc. The cartons or crates should be examined before signing to accept any merchandise.
2. Once processed, a copy of the purchase order will be retained in the office; invoices will be compared to P.O.'s and paid accordingly. Purchase and invoice dates must coordinate.

404 A Travel

Financing Institutionally-Sponsored Trips:

1. A cash advance for a sponsored trip may be made by filing the appropriate request with the Financial Secretary. The request must be made at least **48 hrs.** prior to the scheduled departure date to give the Office appropriate time to process.
2. When an advance is obtained or an expense incurred, a report must be submitted within **48 hours** of your return to campus (unless the school is closed or there are multiple trips within the time period).
3. **Receipts from a trip must be submitted to the office for all expenditures.** *Approximation of expenses is not acceptable.*

405 A Athletics Fund-Raising

1. ***All fund-raising activities or solicitations by members of the Athletics Staff must be approved through the Principal and Director of Athletics;*** this includes any merchandise, such as T-shirts with slogans. The practice of fund-raising is not categorically discouraged, but such entrepreneurship must be appropriately handled and coordinated. See *Appendix A.1.1* for fund-raising request form and *Appendix A.1.2* for fund-raising profit-loss accounting form. Any fund-raising activity utilizing members of athletics teams must also be approved by the administration.
2. All donations/gifts to sports programs must be channeled through the school's financial office. Funds are deposited into the respective sport's restricted account and may be used with administrative approval. Monies not used roll-over to the following year.
3. For sports venues with opportunities for signage sponsorships, programs using these facilities will have the privilege to sell the available spaces. Sales, contacts, prices, sizes, and printing must be approved by the AD and/or Principal for consistency and appropriateness.

Signage must be in compliance with local policy 9700.01, "Advertising and Commercial Activities", which addresses the issue in Item E under General Advertising Guidelines:

No advertisement shall promote any specific religion or religious, ethnic or racial group, political candidate or ballot issue and shall be non-proselytizing.

4. Athletics philosophy supports the position that any funds generated through athletic events should be returned to the athletics program; therefore, sports teams will have an opportunity to benefit from concession sales. Any games or contests not covered by sports teams may then be offered to other school programs or clubs. The AD will equitably allocate the games on an annual basis. The sports teams are responsible for all products supply as well as set-up and clean-up of facilities, including bleachers. ***MCHS Athletics has an exclusive contract with Coke; therefore, all drink products must be purchased through Coke as per the agreement – 16 oz. bottles of product.*** Profits from concessions go directly to the sports program working the event; rebates from Coke for total sales go to the athletics endowment fund.

500- Day to Day Operations

501 A Scheduling: Principles and Policies

1. Schedules should be made keeping the concept of academic priority in mind; balancing home and away games, trips per week, departure times, etc. are to be arranged to minimize missed class time and promote academic success.
2. In constructing schedules, the primary aim is to arrange contests for each sport which provide the most equitable competition possible within the framework of school sports budgets and consistent with the objectives of each sports program, while remaining applicable to WVSSAC regulations. To the extent possible, athletics contests are to be arranged with schools of similar size and purpose (AA). Of the total number of contests scheduled per sport during a college year, approximately one-half the number should be home events. Agreements to engage in athletic activity with other institutions become valid through written contracts signed by the competing schools.

It is the responsibility of the Head Coach of each sport to prepare a tentative schedule for the Director of Athletics. **Scheduling contests or practicing on Sundays is prohibited.** Likewise, consideration and approval must be given for contests scheduled around/on holidays and when school is not in session.

3. It is the responsibility of the Head Coach to document and keep on file a schedule of practice sessions in compliance with WVSSAC Bylaws (i.e., Athletes must have minimum no. of practices before competition). The *practice schedules are to be submitted weekly* to keep everyone informed of activities and facilities usage. *Use of Flex Days must be requested by email to the Athletics Director and documented. NO PRACTICES ARE PERMITTED WITHOUT A CERTIFIED COACH PRESENT.*

4. In the event that a contest or event is cancelled by decision of the Head Coach and Athletics Director, the Head Coach is responsible to notify the following as applicable: team members; visiting team head coach, officials, event manager & workers, security, transportation director/bus driver, and athletics trainer.

502 A Travel

See section 404 A Travel – Financing Sponsored Trips, under Financial Administration and Control, for information regarding financial procedures for travel. The following apply to off-campus travel associated with any official team function. All team travel must be supervised by a school staff member.

1. A transportation schedule is completed in consultation with the Head Coach by the Director of Athletics. The Head Coach is responsible to complete bus requests and submit to the county transportation secretary.
2. Departure times must also be considered in context with bus availability and the understanding that

leaving prior to 4:30 should be avoided to the extent possible.

3. The use of a charter bus for team travel is occasionally done through private agencies for certain playoff contests or for special trips where funds are raised for travel. ***For such events, it is the Head Coach's responsibility to ensure completion of the county bus requirements as identified in the document in Appendix A.2.***

4. The following procedures apply to all team travel:

1. Before leaving campus, the Head Coach must gain approval via **Trip Direct**: names of all persons making the trip, destination, approximate time of departure and return to campus, hotel information/phone number, itinerary, and mode of travel (*Appendix A.3*). All student-athletes are required to travel with the team to and from the contest site. If for any reason a student-athlete does not travel with the team to and/or from the contest site, he/she must complete a travel release form (*Appendix A.4*). ***Without this authorization and for the protection of the student-athletes, players will ONLY be released to parents or legal guardians.***
2. Athletes must board and depart the bus at school or other Mingo County property unless a permission form is submitted with parental approval for pick-up/drop-off at alternative sites. This form is included in the Appendix A.
3. Athletes must be supervised at all times. It is **NEVER** permissible to allow athletes to wait around the school without a staff member present due to liability concerns.
4. Curfews should be set and random checks conducted to ensure compliance with travel policies.

503 A Property, Facilities, and Equipment

1. All property, equipment, and facilities of the Athletics Department are held in the possession of and owned by the school/county, regardless of the funding source from which the property was purchased.

2. Facilities used by Athletics are controlled by school administrators. Any group, organization, or outside source wishing to use facilities at specific times must complete a form to be approved by the Principal and/or Director of Athletics (see *Appendix A.5*).

3. Staff are to schedule facilities use through the Director of Athletics; changes in schedules must be reported and appropriate staff must also be notified (Athletic Trainer, Secretary, etc.). Coaches and staff are to work cooperatively to accommodate all program needs. It should not be assumed that a facility is reserved without approval. All staff are to monitor facilities and conditions for the safety of athletes.

4. It is the duty of each Head Coach to prepare and keep on file an annual inventory of athletic team equipment for each respective sport. The report should include equipment received during the year, details of what is on hand, condition of equipment, and what is discarded or needs replaced (inventory sheets for each sport are included in *Appendix A.7*; these are to be submitted at the end of the season

and prior to the Head Coach's evaluation).

5. In keeping with state regulations and association bylaws, coaches are not to allow athletes to retain athletics apparel. An athlete may retain and use equipment during the off-season, but equipment may not be given to an athlete. ***Due to the difficulty of replacing items, coaches are not permitted to sell uniforms, warm-ups or other apparel.*** Staff must abide by the "Purchasing Policies and Procedures Manual For Local Educational Agencies", which indicates that disposal of property MUST be approved by the county chief financial officer; the sale of surplus property must be conducted by the purchasing director or designee. The determination that property is no longer needed, and the sale of such property CANNOT be made at the school level.

6. Standard-issue uniforms, including practice gear, may not be altered by student-athletes; this includes inscriptions on socks, headbands, shoes, etc. for political causes. Prior to ordering athletic competition apparel, coaches are to consult with the Athletics Director and Principal to obtain approval for the color(s) of the uniforms/apparel.

7. Upon recommendation of the county's insurance carrier, the following are also in effect for outside groups using athletic facilities (Facility Use Agreement is in the Appendix):

A certificate of insurance for \$1 million of general liability and auto liability insurance is required. The certificate should indicate that Mingo County Schools is an additional insured (insured by the other organization's insurance). The certificate should indicate there is no applicable cross suits liability exclusion (allows one insured to sue another insured), and should provide a separate project or location aggregate limit (without this endorsement Mingo County Schools shares the policy limits with all others provided a certificate by the insured). Also, the certificate should indicate the insurance company will provide 30 days prior notification of any reduction, material change or cancellation of coverage. Contracts should include indemnification (the other organization will reimburse Mingo County Schools) and hold harmless (the other organization will not sue Mingo County Schools) agreements and a waiver of subrogation (waive the right of the other organization's insurance company to collect from Mingo County Schools for any claims the insurance company may have to pay) for any claim in which Mingo County Schools has not been negligent.

In the event that another governmental body contracts to use Mingo County Schools facilities, the governmental body should provide evidence of insurance plus indemnify Mingo County Schools for claim amounts exceeding any applicable state statutory liability limit for governmental entities.

8. For work or repair on either outdoor or indoor facilities, other than general upkeep performed by the custodial staff and coaching staff, personnel are requested to write a memorandum listing the work needed and specifications that are necessary. This is to be submitted to the Director of Athletics who, in turn, submits a work order and notifies the Head of the Maintenance Department.

9. Security of facilities requires the cooperation of all staff; facilities are to remain locked except for times designated to be open for class, practices, contests, intramurals, or recreational activities. Under no circumstances are staff members to open any area for use by students without proper supervision. Specific rules for the use of each area are identified and/or posted.

504 A Media Coverage: Guidelines

1. The Athletics program recognizes the importance and benefits of comprehensive print and electronic media coverage of its interscholastic sports. The AD and each respective Head Coach are responsible for providing maximum assistance to legitimate media representatives who cover the sports programs so that they may perform their duties in a professional and timely manner.
2. Each Head Coach is responsible for the coordination of coverage for all varsity events (home and away) as well as for recruiting sufficient staff to meet the needs of each program on a seasonal basis (i.e., stats crews, announcers, etc.).
3. Arrangements for the *reporting of scores* for all sports are made on an event-by-event basis. The Head Coach is responsible for reporting all scores (win or lose) and highlights immediately following the conclusion of a competition. Coaches must report scores on the WVSSAC Quick Post website as required by the specific sport guidelines.
4. It is prohibitive to reveal any non-public, personal information to the media without the prior consent of the student-athlete and parents/guardian.

505 A Recordkeeping

1. It is the responsibility of Head Coaches to record, compile, maintain and highlight data on their specific sport. Additionally, final scores and statistics are reported to the WVSSAC and MaxPreps as appropriate.
2. At the end of each sports season, archival data of historical interest is retained and given to the Director of Athletics; this includes a season summary, record, statistics, and any notable achievements. ***This information, along with the program inventory and assistant coach evaluation(s), must be completed before the Head Coach receives the coaching stipend.***
3. It is the responsibility of each respective Head Coach to keep accurate records of athletic participation relative to seasons of eligibility for each athlete; this information will be recorded on eligibility rosters by the AD.

600 Student-Athlete Requirements and Services

601 A Eligibility: Academic

1. Students must be in good academic standing, maintaining a 2.0 grade point average as defined by WVSSAC Bylaws (see WVSSAC Handbook for complete information on determination of eligibility).

Student-athletes **may not practice or compete unless verified as eligible and listed on the official Eligibility List on the WVSSAC website. Athletes who are not on such list MAY NOT TRAVEL with the team.**

2. All athletics coaches are to stress the importance of the academic program. Coaches are to monitor the progress of the athletes in each sport program and work in collaboration with academic staff to assist in the academic development of student-athletes.

3. Student-athletes are expected to attend every class meeting unless competition, injury, or illness prevent such attendance. To compete on game day, athletes must be in attendance that day for a minimum of ½ day provided they have an excuse (physician's, etc.) for the other ½ day. For classes missed as result of team travel, students are required to make arrangements (in advance of an absence) to make up work that is missed.

601 B Eligibility: Other

1. Eligibility Forms (*Appendix A.6.1 & A.6.2*), including the Drug Testing Consent Form, must be completed before an athlete may participate in any practice or competition. Any S-A not in attendance at the initial team meeting (or any candidates who join the team at a later time) must submit the paperwork to the AD prior to participation.

2. Students who transfer may participate in athletics provided they meet all eligibility standards. Appropriate documentation must be completed and residency status confirmed. No transfer student will be allowed to compete until the coach receives notification from the Director of Athletics.

3. A master roster must be submitted to the Athletics Director for record-keeping and eligibility purposes. **If a student-athlete is added to or dropped from the roster for any reason, the coach is to immediately notify the Athletics Director.** Each coach will be provided with an official eligibility list documenting those S-As who have satisfied all conditions for athletics eligibility, including medical clearance. *Any individual not on the list is not cleared and is precluded from participation.*

602 A Medical Program: Principles and Practices

1. All members of the Athletics Department involved in the training, conditioning, coaching, or supervision of athletes have responsibilities for judgments pertaining to the health and medical welfare of the students participating in the program.
2. An annual comprehensive physical examination is required for all participants prior to the beginning of practice (must be done *after June 1*). No athlete is allowed to participate until this is on file. Coaches and trainers must be familiar with the health histories of athletes that may require special attention.
3. For the coordination and treatment of athletic medical needs:
 - a. Athletes are instructed to report all injuries and sicknesses to the Head Coach and/or Athletics Trainer.
 - b. When a physician or Athletics Trainer is present at the contest site, all perceived serious injuries should be evaluated by these individuals before a player is permitted to return to competition.
 - c. Directions for care and treatment of an athlete by the Physician and/or the Athletics Trainer must be implemented without alteration by coaches. *The Trainer or physician has the final authority to allow an athlete to participate.*
 - d. Coaches may not require nor permit a sick or injured player to practice or participate in a contest without the permission of the Athletics Trainer or physician.
4. While precautions are taken to ensure the health and safety of all athletes, injuries are an unavoidable risk associated with athletic participation. Ultimately, Mingo County Schools will only allow individuals to participate in interscholastic athletics who meet the County's requirements for medical clearance.
5. For legal and ethical reasons, no member of the Athletics Department Staff is to provide information (on or off-the-record) concerning injuries to student-athletes and/or potential treatment methodologies (i.e., surgery) until confirmed by the physician and Trainer. Permission to release this information must also be obtained from the parent/guardian of the student-athlete and the Head Coach in the sport.

602 B Medical Program: Insurance

1. All student-athletes are covered by the County's athletic insurance program; such is a secondary policy and is designed to supplement the student-athlete's individual or family plan. The policy covers student-athletes while participating in regularly scheduled games and supervised practice sessions involving the team, as well as supervised travel to or from scheduled games with other team members. The policy does not cover pre-existing conditions. Claim forms may be obtained in the office of the Athletics Director.

603 A Athletic Awards/ Banquets: Student Athletes

1. Team athletics awards are presented at official functions scheduled by each respective sports program at the conclusion of its playing season. All sports banquets and awards ceremonies must be held within **two weeks** after the season is over.
2. Coaches are to submit designated Athletics Awards to the AD to identify all recipients; facility, food, awards, invitations and publicity are the responsibilities of the head coach and booster organization. **Award items are restricted by WVSSAC regulations to merchandise which can be personalized with the institutions insignia or letter, event specification or comparable identification.** Staff are to use discretion on the number and the size of awards presented to student-athletes.
3. Senior student-athletes are recognized at their respective last home game or contest. *Each senior is presented with a framed poster of him/herself participating in MCHS athletic competition.* Coaches are to submit photographs and work with the school's graphic arts dept. for this and are responsible to get signatures and frames for the posters and cover the printing cost. Coaches are to complete the information and send to the MCHS Graphic Arts Dept. (or outside vendor) to print the actual certificates (give adequate turn-around time for these). Co

604 A Ethics: Student-Athlete Expectations

1. At Mingo Central, student-athletes have the opportunity to develop their potential in an educational environment. The county has historically enjoyed a highly visible and traditionally successful intercollegiate athletics program. As a representative of the school, the conduct of student-athletes reflects directly upon the team, the athletics program, and the entire school. The public exposure received demands that each player's behavior be exemplary. Representatives of the school's athletics program are expected to act with integrity, sportsmanship, honesty, pride, and humility. Since student-athletes will be looked upon as role models, it is important that personal conduct be above reproach at all times. All students should understand that personal responsibility is at the heart of the experience. Upper-class student-athletes are expected to provide leadership for new student-athletes.

604 B Ethics: Sanctions for Inappropriate Behavior Among Student-Athletes

The processes and sanctions identified in this section are independent of any county decisions or external legal actions.

1. **Felony Charge:** Any student-athlete arrested and charged with a felony, or with a crime involving gambling or game fixing under West Virginia law or any other jurisdictional equivalent, shall be immediately and automatically suspended from practice and playing privileges until the charges are dropped, dismissed, or otherwise resolved (with official verification). The student-athlete may appeal this decision pursuant to the Appeals Procedure described in this section.

2. **Felony Conviction:** Any student-athlete convicted of or pleading guilty or no contest to a felony charge under West Virginia law or any other jurisdictional equivalent shall be permanently dismissed from the team. The student-athlete may appeal this decision pursuant to the Appeals Procedure described in this section.

3. **Misdemeanor charge and/or conviction:** Any student-athlete who is arrested, charged, and/or convicted of a misdemeanor charge (other than gambling or game fixing, which are addressed above, and other than minor traffic violations) will be subject to a review process. The Director of Athletics consults with the respective head coach, reviews the charges and all of the surrounding circumstances. The Director of Athletics may then impose sanctions. Factors which the Director of Athletics considers include, but are not limited to, the following:

- a. Nature of the charge (violent or non-violent)
- b. Prior behavior
- c. Self-disclosure of the violation
- d. Cooperation during the investigation
- e. Alcohol and/or drug use
- f. Consistency with regard to handling of cases

Sanctions imposed by the Director of Athletics can include, but shall not be limited to:

- a. Warning (a repeat violation or other violation to result in major disciplinary action)
- b. Probation (includes warning and measures to check on S-A behavior, such as regular meeting with coach, counselor, etc. as defined)
- c. Restricted use of athletic services or facilities
- d. Suspension from play and/or practice for a stated period of time
- e. Dismissal from the team (option only available for a conviction or if the student-athlete pleads guilty or no contest to a misdemeanor)

4. Hazing: Hazing and team initiations are prohibited. Hazing is defined as any act or tradition that endangers the physical, mental, or emotional well-being of any individual; violates a city, county, state, or national law; or is mentally or physically degrading. Violators of the policy are subject to the same review process described above. Penalties may include suspension from the team and the forfeiture of contests.

5. The review process is used when Athletic Department personnel first learn of the charge and/or arrest. This process is also used subsequent to a conviction resulting from the charge and/or arrest. The student-athlete may appeal any decision made pursuant to this review process by following the Appeals Procedure described in this section.

6. Privacy: In recognition of each student-athlete's right to privacy, sanctions imposed under these procedures are not announced publicly.

7. Appeals Procedure: Any student-athlete sanctioned under these procedures may appeal, in writing, to the Director of Athletics within **5 working days**. In the event of an appeal, a Review Committee shall consider all factors including any extenuating circumstances. The student-athlete may appear in person before the committee, with or without a representative from the internal school community. The Review Committee shall be composed of: a) The Principal (or designee), b) an Assistant Principal, and c) the appropriate grade-level Counselor. Within **3 working days** after hearing the appeal, the Committee shall issue its decision which is final with no further right of review.

605 A Drugs and Alcohol

1. Head coaches include appropriate guidelines regarding alcohol or drug use for their team members and emphasize the dangers of alcohol and/or drug abuse. In accordance with the Drug Free Schools and Communities Act of 1989, all employees will attempt to prevent unlawful possession, use and distribution of alcohol and illicit drugs by students and employees on its property or as part of any officially sponsored activities.
2. Coaches are encouraged to invite resource persons from the community to talk with student-athletes about alcohol and/or drug abuse; in addition, coaches encourage and enable athletes to take advantage of educational programs offered on campus throughout the year.
3. All students and staff are expected to be familiar with and to abide by both the State of West Virginia and local regulations regarding the use of controlled substances. Staff and students are also expected to be aware of the social, physiological and psychological consequences of substance abuse in order to make responsible and informed decisions.
4. Violations of federal and state laws regarding drugs and alcohol are criminal offenses punishable by both fines and imprisonment. Any member of the school community who violates these regulations is subject to prosecution. Whether or not criminal charges are brought, all students are subject to school discipline for any violation of laws that occurs (a) on county-owned or leased property, (b) at county-sponsored or supervised functions, or (c) under other circumstances involving a direct and substantial connection to the school. Any student found to have engaged in such conduct is subject to the entire range of school/county sanctions and standards of conduct, including suspension and expulsion.
5. The possession, use, sale, or distribution of illegal drugs or nonprescription steroids by a staff member, student-athlete, manager, or cheerleader is strictly prohibited.
6. Any student-athlete who tests positive for substances identified in the county drug-testing program will be required to follow the procedures and sanctions designated as for any other student in the school. Prior to participation, each athlete is required to sign a statement that provides for drug testing and rehabilitative treatment should such procedures be deemed necessary to protect the health and welfare of the athlete.
7. Alcohol consumption by individuals under 21 years of age is illegal in the state of West Virginia, as is supplying alcoholic beverages to individuals under 21 years of age. *The consumption of alcohol by student-athletes is prohibited in connection with any official team function; this is defined as any activity which is held at the direction of or under the supervision of the Athletics department's administrative or coaching staff.* Furthermore, the following are specified:
 - a. The consumption or possession of alcoholic beverages, in violation of applicable law, on county property, or in the course of a school activity, or student organization activity, is prohibited.
 - b. Consumption or possession of an alcoholic beverage during an athletics road trip is prohibited by student-athletes and staff.

8. As per WVSSAC regulations, the use of tobacco is prohibited during both competition and practice; penalties for use during these times will be strictly enforced. Additionally, the use of tobacco is prohibited by the Athletics Department in connection with any team function. This includes meetings, informal workouts, and travel related to any team activity.

9. Violators of controlled substances policies will be disciplined by the school consistent with or in excess of state sanctions and in cooperation with local police agencies. Athletic sanctions are determined on a case-by-case basis but may include disciplinary action up to suspension or permanent dismissal from a team. The eligibility of an athlete to continue participation following an incident involving substance abuse will be made by the athletic director and principal in consultation with the appropriate head coach. In most situations, the athletic director and principal seek a resolution that is more rehabilitative than punitive for first-time offenders. The athlete may be informed that participation in treatment is required for continued team membership; however, participation in treatment does not necessarily assure clearance for athletic participation. Repeat offenders are subject to more severe sanctions. Parents of students found to be abusing controlled substances will be informed.

10. Upon approval by the Director of Athletics, Head Coaches may establish team rules in addition to the policies specified in this document. *The Head Coach must provide team members with a written list of current team rules.*

606 A Sportsmanship

1. Mingo Central is committed to conducting an athletics program that promotes the character development of participants, enhances the integrity of education and enhances civility in society. Coaches, student-athletes, fans and others associated with the athletics program must adhere to the fundamental values of respect, fairness, civility, honesty and responsibility. These must be manifested not only in athletics participation but also in the spectrum of associated activities transcending the athletics program.

2. The following sportsmanship axioms are to be observed:

- Integrity: High ideals of ethics/integrity; pursuing victory with honor.
- Respect: Treating all people with high regard and consideration; this includes officials, coaches, opponents, fans. No taunting or demeaning actions.
- Class: Gracious in victory and accepting defeat with dignity; complimenting extraordinary performance, showing respect in pre- and post-game rituals. No profanity or obscene gestures, etc. *at any time.*
- Positive approach: In coaching methodologies and actions that increase confidence and self-esteem; avoid physical or psychological intimidation, verbal abuse, and conduct that demean student-athletes or others.
- Role-Modeling: Being conscientious of the high visibility and influence one has as a coach or athlete and behaving in an exemplary manner
- Privilege to Compete: Assuring that student-athletes understand that participation in athletics is a privilege, not a right; they are expected to represent the school and team with honor, both in and out of the playing arena
- Self-Control: Maintaining composure; controlling ego and emotions to avoid inappropriate displays of anger and frustration.
- Promoting Sportsmanship: This over gamesmanship; resisting temptations to gain competitive advantage through strategies that violate the rules, disrespect the highest traditions of the sport, or change the nature of competition by negating or diminishing the impact of the core athletic skills that define the sport.

3. All administrators, coaches, and game officials are responsible for reporting acts of unsportsmanlike conduct in contests to the athletic directors of the involved schools. The athletic directors will investigate incidents of unsportsmanlike conduct and file a report with the WVSSAC.

For ALL contests, coaches are responsible for reporting acts of unsportsmanlike conduct to the athletic director as soon as possible after the occurrence. Penalties—if any—will be determined by the athletic director for student-athletes and may include temporary or permanent suspension from the team. Appeals may be pursued with the final decision made jointly by the athletics director, principal, and other school/county administrators as appropriate.

700 Emergency Management

701 A Emergency Plan (Each Head Coach must submit the EAP required by state law and the WVSSAC)

1. The ultimate responsibility of the athletics program is to protect the health of student-athletes; this includes providing a safe environment for participation. Athletics, by its nature, involves unavoidable risks of injury. However, reasonable precautions must be taken to minimize the occurrence and severity of injuries. Coaches, trainers, and athletics staff should familiarize themselves with the procedures and ensure these are displayed prominently at the venues for practices, training, and competitions. The following should be activated as necessary in the event of an athletic injury:

All Coaches must know where the AED is located at each practice/ event. An AED must be onsite at all athletic events.

If a certified athletic trainer IS present

- When an injury occurs, the certified athletic trainer will evaluate the injury and provide the necessary first aid.
- If deemed necessary, the certified athletic trainer will instruct the coach or a designated official to activate the EMP:

Call **911** and give the following information:

1. Name, title, and where you are calling from and facility name.
2. Type of injury and severity (if known).
3. Specific location of injured athlete.
4. Allow emergency medical person to hang up first.

Call the Principal and Director of Athletics and give the following information:

1. Name, title, and where you are calling from.
2. Athlete's name, type of injury and severity (if known).
3. Alert the Director of Athletics that you have called 911 and that an ambulance is on its way.

After all calls have been placed, a coach or a designated individual will go to the entrance of the facility and guide the ambulance and/or medical crew to the injury site.

If a certified athletic trainer IS NOT present:

- When an injury occurs, the head coach will be responsible for the disposition of the injured athlete.
- If necessary, the head coach will designate and instruct an individual to activate the EMP.

If emergency treatment is not necessary, but immediate medical attention is required:

- The athlete should be stabilized (i.e., splint suspected fractures, control bleeding, monitor level of consciousness, etc.) using blood spill kits and athletic training kits provided.

****If athlete cannot be stabilized, call 911 and activate EMP****

- The athlete should be taken to the hospital by a responsible adult (i.e., head or assistant coach, staff member, certified athletic trainer, or parent of the injured athlete) and at least one other person. If a certified athletic trainer is not on site, he/she should be notified as soon as possible.

The parents of an athlete who receives emergency treatment should be notified as soon as possible by the certified athletic trainer, head coach, director of athletics, or another member of the staff.

2. If emergency medical treatment is necessary while at an AWAY competition, the injured athlete should be transported to a hospital by an ambulance (if athlete's condition is unstable) or by a responsible adult and at least one other person. Whether or not an ambulance is used, one of the following (in preferred order) responsible adults should accompany the athlete:

- a. athlete's parent(s)
- b. athletic trainer (if not required to remain at competition site)
- c. head coach, assistant coach, athletics director or another administrator.
- d. other athletic or MCHS staff member.
- e. another responsible adult (parent of another player)
- AND
- f. at least one other person (one of the above or a teammate)

If any injury occurs while a game is in progress, at least one coach (and a certified athletic trainer, if applicable) must remain at the competition site for the contest to continue. If the injured athlete's parents are not present and an ambulance is not necessary, the most likely candidates to accompany the injured athlete are an assistant coach and another athlete.

Similarly, if an injury occurs during a practice and an ambulance is not necessary, the most likely candidates to accompany the injured athlete are an assistant coach and another athlete. If an assistant coach is not present, the head coach and at least one other person should accompany the injured athlete. The practice should be terminated.

The principal and athletic director should be notified as soon as possible after an athlete requires a hospital visit. The parents of an athlete who receives emergency medical treatment should be notified as soon as possible by the athletic trainer, head coach, or director of athletics. In no case should information (especially in the case of a catastrophic injury) be given to any other parties.

702 A Lightening Safety Policies

Lightning is the most consistent and significant weather hazard that may affect outdoor athletics. Within the United States, the National Severe Storms Laboratory (NSSL) estimates that each year lightening causes 100 fatalities and 400-500 injuries requiring medical treatment. Prevention and education are the keys to lightning safety and are the basis of these policies:

1. *Postpone or suspend activity upon the first sighting of lightening.* Thunder always accompanies lightning, even though its audible range can be diminished due to background noise in the immediate environment, and/or due to its distance for the observer. *The following standard should be observed, in compliance with NSSL recommendations:*

By the time the flash-to-bang count reaches 30 seconds (equivalent to 6 miles), all individuals should have left the athletics site and reached a safe location.

2. It is the responsibility of the athletic administrator, certified athletic trainer, head coach or acting head coach to terminate outside athletic activities at the first sighting of lightning. Do not let opposing coaches or game official deter from directing the team members to seek safe shelter, even under the threat of forfeiture of the contest.

3. Direct team members and others to seek shelter immediately. Safe shelter is defined as:

a. Any building normally occupied or frequently used by people (i.e., a building with plumbing and electrical wiring to electrically ground the structure). Avoid using shower facilities for safe shelter; do not use the showers or plumbing facilities. The use of landline telephones should also be avoided.

b. In the absence of a sturdy, frequently inhabited building to be used as a safe shelter, any vehicle with a hard metal roof (not a convertible) with the windows fully closed can provide a measure of safety. A vehicle is certainly better than remaining outdoors. It is not the rubber tires that make a vehicle a safe shelter, but the hard metal roof which dissipates the lightning strike around the vehicle. *Do not touch any metal framework of the vehicle.*

4. If time and safety allows, read the following announcement to warn spectators:

In accordance with safety policy, this contest has been suspended due to lightning. All electrical storms are potentially dangerous and may produce life-threatening injuries. Everyone should immediately seek shelter in a fully enclosed building or vehicle with a metal roof and the windows completely closed. *(For softball and baseball games):* It is not safe to remain in dugouts.

5. *Lightning and thunder activity should be completely stopped for thirty minutes before resuming outdoor activity or allowing team members to leave the safe shelter.*

6. If there is no safe shelter within a reasonable distance, try to find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of the feet touching the ground, wrap the arms around the knees and lower the head. *Minimize the body's surface area and contact with the ground! Do not lie flat!* If unable to reach safe shelter, stay away from the tallest trees or objects (such as light poles or flagpoles), metal objects (such as metal fences or bleachers), individual trees, standing pools of water, and open fields. Avoid being the highest object in a field, and do not take shelter under a single tall tree.

7. If a person feels his/her hair stand on end, skin tingle, or hears a crackling noise, he/she should immediately crouch as described in item 6 above.

8. Avoid using the telephone except in emergency situations; people have been struck by lightning using landline telephones. A cellular or portable remote telephone is a safe alternative if the person and antenna are located within a safe shelter (and if all other precautions are followed).

*If an individual is struck by lightning, the Emergency Management Plan should be activated immediately. People struck by lightning do not carry an electrical charge; it is safe for the responder to administer CPR and/or first aid. Lightning strike victims who show signs of cardiac or respiratory arrest need prompt emergency help.

Appendix - Forms

1. Fundraising Request
2. Fundraiser Profit/Loss Report
3. Charter Bus Requirements
- 4-5 Transportation Forms
- 6-8 Facility Use Application
- 9-10 Eligibility – Physical and Parental Consent
- 11 Eligibility – Drug Testing Permission
- 12 Game Management
- 13 Uniform Collection Form

This form must be completed and submitted to the
Treasurer's Office at least 2 weeks prior to any
fundraising activity.

For Office Use Only

Date Received

**MINGO COUNTY SCHOOLS
FUNDRAISING ACTIVITY REQUEST**

School _____

Name of Organization _____

Contact Information _____

Name

Daytime Phone Number

Complete information for lines 1-9 or please mark N/A.

1. Name of activity _____
2. Location of activity _____
3. Date(s) of Activity _____ Time of Activity _____
4. Detailed description of purpose of fundraising. _____

5. Name of any outside business/company involved _____
6. Number of students and grades participating _____
7. Your organizations percentage of profit _____
8. If outside business/company, their profit percentage _____
9. If fundraiser includes food, please describe when food will be sold, served or distributed.
Include location food will be delivered. Please see note below.
Where will food be sold? _____
Where will food be served? _____
Where will food be delivered? _____

NOTE: Food fundraisers are prohibited, with the exception of fresh fruit and vegetables on school property. All food fundraising activities must receive prior approval by the building principal, county treasurer and school nutrition director. This includes fundraisers during the school day and outside of the school day.

For Office Use Only

Principal's Signature: _____ Date: _____

Treasurer's Signature : _____ Date: _____

School Nutrition Director's Signature : _____ Date: _____

If food fundraiser.

_____ Approved

_____ Denied

FUND RAISER PROFIT/(LOSS) STATEMENT

For The Period ____/____/____ Through ____/____/____

SCHOOL NAME: _____

CLUB OR ORGANIZATION NAME: _____

PRODUCT TO BE SOLD: _____

VENDOR PURCHASED FROM: _____

VENDOR'S ADDRESS: _____

SCHOOL PO NUMBER: _____ INVOICE NUMBER: _____

INVOICE AMOUNT: \$ _____ DATE PAID: _____ CHECK NO. _____

COST PER ITEM: \$ _____

SUMMARY OF RECEIPTS AND DISBURSEMENTS

Cash Receipts:

Merchandise Sales	\$ _____
Donations	_____
_____	_____
_____	_____
_____	_____

TOTAL Cash Receipts \$ _____

Cash Disbursements:

Cost of Goods/Merchandise Sold	\$ _____
Cost of Prizes Awarded	_____
_____	_____
_____	_____
_____	_____

TOTAL Cash Disbursements \$ (_____)

GROSS MARGIN or BALANCE \$ _____

LESS: Sales Tax Collected (If applicable) \$ (_____)

NET PROFIT/(LOSS) ON THIS ACTIVITY \$ _____

Preparer's Signature _____ Date _____

Principal's Signature _____ Date _____

A.2

**CHARTER BUS
CHECKLIST**

State Code 126CSR92

- 21.4 Students may be transported to a school-sponsored activity in a vehicle that has a seating capacity of sixteen or more passengers which is not owned and operated by the county board as follows:

Code #	Requirement	Yes	No
21.4.1	Automobile Insurance Coverage		
21.4.1.a	A certificate of Insurance must be issued as follows:		
21.4.1.a.1	The Certificate Holder will be the County School System.		
21.4.1.a.2	The Certificate of Insurance must evidence a minimum of \$5,000.000 per occurrence of Auto Liability.		
21.4.1.a.3	The certificate should provide for thirty day (30) notice of cancellation. Any Certificate of Insurance limited to a specific event or date is not acceptable.		
21.4.1.a.4	Acceptance will be for all locations and operations of the school system.		
21.4.1.a.5	In order for the charter bus company to remain eligible to provide service a new Certificate of Insurance must be supplied to the county school system whenever the insurance is renewed , which normally occurs on an annual basis. The school system will not contact the bus company before suspending the company from providing charter service due to an expired certificate.		
21.4.1.a.6	Any notice from the insurance company that a bus company's insurance has been cancelled for any reason will result in the bus company's suspension from providing charter service to the school system.		
21.4.2	Vehicle safety specifications		
21.4.3	School bus or public transit ratings		
21.4.4	Driver training, certification and criminal history record check		
21.4.5	The vehicle owner shall provide to the county board proof that the vehicle and driver satisfy the requirement of the WVBE rule		
	Trip Request		

THE CHECKLIST MUST BE COMPLETED, SIGNED & DATED BY THE PRINCIPAL. ATTACH THE CHECKLIST TO THE TRIP REQUEST AND FORWARD TO THE TRANSPORTATION DEPARTMENT.

MINGO CENTRAL ATHLETICS
PICK-UP/DROP-OFF REQUEST
(FORM MUST BE HAND-DELIVERED TO PRINCIPAL OR DESIGNEE)

Statement: As legal guardian of

_____, a member of the Mingo Central HS _____
(Student-Athlete's Name) (Sport)

Team, has my permission to be picked-up in route to athletics events (with Coach's permission) or dropped-off after athletics events on the return trip at the site(s) identified below (indicate specific addresses or landmarks):

1.

2.

3.

Please circle one: 1. One-time occurrence. List date here _____

2. Entire Season.

I understand and agree that the school district has no responsibility for damage, property loss or injury to the student as a result of permitting this student-athlete to be picked-up or dropped-off at these locations. I hereby WAIVE and RELEASE the Mingo County School District, its Board members, officers, employees, agents and volunteers from any and all liability for injuries or damages arising from this decision.

Parent/Guardian Signature Date

Principal's Signature Date

TRANSPORTATION PERMISSION FORM FOR SCHOOL SPONSORED EVENT

Complete and Sign. This form must be hand-delivered to the school principal/designee.

This form is sport/organization/activity specific. Multiple sports/organizations/ activities may be listed but any additions of these or people permitted to transport your child must be made by the parent/guardian at the school.

By signing this form: (Please read/check all items)

___ I understand that I am granting permission for my child to ride to/from the below described event or events during the ____/____ school year with myself or persons designated below.

___ I am also affirming that I have the authority to grant such permission for the child listed below.

___ I understand this form will apply only for event transportation arrangements that have been approved by the principal.

___ I also understand that should I wish to revoke this permission I must do so in writing to the school Principal.

Student Name: _____ Parent/Guardian Name: _____

Sport/Organization/Activity(List all and specify if the form is valid for the entire season or list a specific date):

1. _____ Season or specific date? _____
2. _____ Season or specific date? _____
3. _____ Season or specific date? _____

List of persons permitted to transport my child to or from school sponsored events:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

I, the parent/legal guardian, understand and agree that the school district has no responsibility for the damage or loss of the property or injury to the student on the trip/event as a result of transportation by private individuals. I also assume the risks of transportation from the trip/event and do hereby WAIVE and RELEASE the Mingo County School District, its Board members, officers, employees, agents and volunteers (including chaperones) from any and all liability for injuries or damages arising from travel from the trip/event.

Parent/Guardian Signature / Date

Principal's Signature for Approval/ Date

APPLICATION FOR USE OF A SCHOOL FACILITY

Note: READ ATTACHED GUIDELINES AND DISCLAIMER BEFORE COMPLETING APPLICATION

A. Name of person or organization requesting facility _____

If organization, name of responsible person _____

B. Address _____

C. Telephone _____

D. School Facility Requested and specific area of facility _____

E. Purpose for which facility is to be used _____

F. Date and time facility is to be used _____

G. Number of expected participants _____

H. Employee Disclaimer has been completed Yes ☐ No ☐ NA ☐

I HAVE READ AND AGREE TO FOLLOW THE USE OF SCHOOL FACILITY GUIDELINES

Signature

Date

INSURANCE CERTIFICATE ATTACHED (PER GUIDELINES) YES ☐

EMPLOYEE DISCLAIMER ATTACHED YES ☐ NA ☐

APPLICATION IS: ☐ APPROVED ☐ DENIED

PRINCIPAL'S SIGNATURE: _____ DATE _____

SIGNATURE ACKNOWLEDGES THAT THE PRINCIPAL HAS READ THIS APPLICATION AND APPROVES THE USE OF
FACILITIES PER GUIDELINES

ANTICIPATED COST FOR CUSTODIAN AND/OR COOK \$ _____

Copy: School file

Treasurer Received _____

Maintenance Director Received _____

Revised: May 2016

MINGO COUNTY SCHOOLS USE OF SCHOOL FACILITY GUIDELINES

1. Application for the use of a school facility shall be approved only for education or community purposes.
2. Application must be submitted to the school principal for approval at least two weeks prior to the requested date.
3. Only persons who are residents of the county or, a county based organization, may use a school facility.
4. A school facility may not be used for private social functions (excluding class reunions), commercial or business ventures (profit-making) or for any activities that: A) are overtly or specifically religious, B) advance or inhibit religion, C) foster an excessive entanglement with religion.
5. The school facility use is subject to the availability of the facility after all regular school or school related uses are accommodated.
6. A person or organization within a particular school attendance area shall be given priority for use of a school facility within the attendance area.
7. The person or organization must provide sufficient supervision to maintain order, and security officers, if required by the principal.
8. All activities/functions must close by 12:00 midnight on Friday and Saturday nights and by 10:00 p.m. on all other nights of the week. In addition, an activity or function may not begin prior to 1:00 p.m. on Sunday.
9. The person or organization using the facility shall be responsible for any loss or damage to the facility as a result of such use.
10. ***The person or organization using the facility shall hold the Mingo County Board of Education harmless for any liability resulting from injury sustained during the time the person or organization is using the facility.***
11. Any person or organization using a school facility for proprietary reasons (charging admission or soliciting donations) shall be required to arrange for and provide proof of liability insurance to the principal in an amount sufficient to cover any personal injury or property damage which might occur.
12. The person or organization using the facility must make arrangements with the principal for a school custodian to open, close, and clean up the facility. The person or organization shall be responsible for compensating the Mingo County Board of Education for any additional time worked by the custodian. The rate of pay will be the custodian's regular rate, plus overtime pay, if applicable, and fixed charges. These costs shall be provided by the principal and shall be paid in advance. The person or organization shall submit payment to the Mingo County Board of Education, who, in turn, shall pay the custodian. There will be no cost if a custodian is on duty and can accommodate the person or organization without interfering with his/her regular duties. Any trash, dirt or debris beyond the usual and ordinary must be taken care of by the person or organization.
13. Any person or organization using a school kitchen must make arrangements with the principal for a school cook to operate and oversee the kitchen. The cook shall be compensated as enumerated in number 12. Food can be prepared and refrigerated in the kitchen. School lunch program supplies and commodities may not be used. School utensils and trays, etc. may not be removed from the kitchen/cafeteria area.
14. Permission must be obtained from the principal for the use of any school equipment.
15. Furniture may not be moved without permission of the principal; likewise furniture must be returned to its original position.
16. The possession and/or use or distribution of drugs, tobacco, and/or alcohol on school property is prohibited and must be enforced by the person or organization using the facility.
17. The number of participants at any function/activity cannot exceed the posted seating capacity.
18. The person or organization must remain in the section of the facility indicated on the application.
19. All laws, regulations, ordinances and rules of law enforcement and police departments regarding public assemblies must be strictly complied with by the person or organization.
20. The Board of Education or its representatives shall have at all times full access to all parts of the school facility.
21. Permission for use of a school facility may be denied by the principal for cause.
22. Permission for use of a school facility may be revoked if such action is deemed necessary and/or in the best interest of the school system.
23. Should a person or organization wish to cancel a reserved date, notification must be given to the principal at least 24 hours prior to the scheduled date and time. If notice is not given, the person or organization must pay any costs.

Mingo Central High School Athletics Department

Use of Facilities Check List

Thank you for choosing MCHS as the venue of your event!! We appreciate your help in keeping our facilities maintained and at its highest quality. Please complete this check list after each event and return to the Athletic Director/ School Administration.

Football Field

- ☐ Trash is cleared from bleachers
- ☐ Trash from bleachers and bathrooms are emptied and placed in dumpster. (If dumpster at the field is full, place trash in the school dumpster.) **Make sure gate to dumpster is closed and secure.**
- ☐ Liners are replaced in trash cans
- ☐ Bathrooms are swept and mopped.
- ☐ Ticket booths (if used) are cleared of clutter and trash
- ☐ All doors to the press box are locked
- ☐ Gates are secured and locked before leaving
- ☐ Stadium lights are turned off.
- ☐ Locker rooms are cleared of trash and returned to condition that was received upon arrival.
- ☐ If you are using the visiting side, the above conditions must also be met.
- ☐ Concessions stands must be cleaned.
- ☐
 - All dishes and small appliances must be washed
 - Food must be properly stored or disposed

Gymnasium

- ☐ Trash is cleared from stands
- ☐ Trash cans from bleachers and bathrooms are emptied and placed in dumpster behind the school. **(Make sure gate to dumpster is closed and secure.)**
- ☐ Liners are replaced in trash cans
- ☐ Bathrooms are swept and mopped.
- ☐ Ticket booths (if used) are cleared of clutter and trash
- ☐ All doors are closed and secure before leaving
- ☐ Locker rooms are cleared of trash and returned to condition that was received upon arrival.
- ☐ Chairs are collected and stored after each event.
- ☐ All spills are cleaned and mopped
- ☐ Concessions stands must be cleaned.
- ☐
 - All dishes and small appliances must be washed
 - Food must be properly stored or disposed

As the representative of the organization using Mingo Central High School facilities, I have verified that all items above have been completed and properly maintained.

Signature _____ Date _____

WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION

June 2013

2875 Staunton Turnpike - Parkersburg, WV 26104

ATHLETIC PARTICIPATION/PARENTAL CONSENT/PHYSICIAN'S CERTIFICATE FORM

(Form required each school year on or after June 1st. File in School Administration Office)

ATHLETIC PARTICIPATION / PARENTAL CONSENT

PART I

Name _____ School Year: _____ Grade Entering: _____
(Last) (First) (M)

Home Address: _____ Home Address of Parents: _____

City: _____ City: _____

Phone: _____ Date of Birth: _____ Place of Birth: _____

Last semester I attended _____ (High School) or (Middle School). We have read the condensed eligibility rules of the WVSSAC athletics. If accepted as a team member, We agree to make every effort to keep up school work and abide by the rules and regulations of the school authorities and the WVSSAC.

INDIVIDUAL ELIGIBILITY RULES

Attention Athlete! To be eligible to represent your school in any interscholastic contest, you ...

- _____ must be a regular bona fide student in good standing of the school. (See exception under Rule 127-2-3)
- _____ must qualify under the Residence and Transfer Rule (127-2-7)
- _____ must have earned at least 2 units of credit the previous semester. Summer School may be included. (127-2-6)
- _____ must have attained an overall "C" (2.00) average the previous semester. Summer School may be included. (127-2-6)
- _____ must not have reached your 15th (MS), 16th (9th) or 19th (HS) birthday before August 1 of the current school year. (127-2-4)
- _____ must be residing with parent(s) as specified by Rule 127-2-7 and 8.
 - _____ unless parents have made a bona fide change of residence during school term.
 - _____ unless an AFS or other Foreign-Exchange student (one year of eligibility only).
 - _____ unless the residence requirement was met by the 365 calendar days attendance prior to participation.
- _____ if living with legal guardian/custodian, may not participate at the varsity level. (127-2-8)
- _____ must be an amateur as defined by Rule 127-2-11.
- _____ must have submitted to your principal before becoming a member of any school athletic team Participation/Parent Consent/Physician Form, completely filled in and properly signed, attesting that you have been examined and found to be physically fit for athletic competition and that your parents consent to your participation. (127-3-3)
- _____ must not have transferred from one school to another for athletic purposes. (127-2-7)
- _____ must not have received, in recognition of your ability as a HS or MS athlete, any award not presented or approved by your school or the WVSSAC. (127-3-5)
- _____ must not, while a member of a school team in any sport, become a member of any other organized team or as an individual participant in an unsanctioned meet or tournament in the same sport during the school sport season (See exception 127-2-10).
- _____ must follow All Star Participation Rule. (127-3-4)
- _____ must not have been enrolled in more than (8) semesters in grades 9 to 12. Must not have participated in more than two (2) seasons in the same sport in grades 7 and 8 or more than three (3) seasons while in grades 6-7-8. (Rule 127-2-5).
- _____ must not have been retained without failing in grades 6, 7 or 8. (127-2-5)

Eligibility to participate in interscholastic athletics is a privilege you earn by meeting not only the above listed minimum standards but also all other standards set by your school and the WVSSAC. If you have any questions regarding your eligibility or are in doubt about the effect any activity or action might have on your eligibility, check with your principal or athletic director. They are aware of the interpretation and intent of each rule. Meeting the intent and spirit of WVSSAC standards will prevent athletes, teams, and schools from being penalized.

PART II - PARENTAL CONSENT

In accordance with the rules of the WVSSAC, I give my consent and approval to the participation of the student named above for the sport **NOT MARKED OUT BELOW**:

BASEBALL
BASKETBALL
CHEERLEADING

CROSS COUNTRY
FOOTBALL

GOLF
SOCCER

SOFTBALL
SWIMMING

TENNIS
TRACK

VOLLEYBALL
WRESTLING

MEDICAL DISQUALIFICATION OF THE STUDENT-ATHLETE / WITHHOLDING A STUDENT-ATHLETE FROM ACTIVITY

The member school's team physician has the final responsibility to determine when a student-athlete is removed or withheld from participation due to an injury, an illness or pregnancy. In addition, clearance for that individual to return to activity is solely the responsibility of the member school's team physician or that physician's designated representative.

I understand that participation may include, when necessary, early dismissal from classes and travel to participate in interscholastic athletic contests. I will not hold the school authorities or West Virginia Secondary School Activities Commission responsible in case of accident or injury as a result of this participation. I also understand that participation in any of those sports listed above may cause permanent disability or death. Please check appropriate space: He/She has student accident insurance available through the school (); has football insurance coverage available through the school (); is insured to our satisfaction ().

I also give my consent and approval for the above named student to receive a physical examination, as required in Part IV, Physician's Certificate, of this form, by an approved health care provider as recommended by the named student's school administration.

I consent to WVSSAC's use of the herein named student's name, likeness, and athletically related information in reports of Inter-School Practices or Scrimmages and Contests, promotional literature of the Association, and other materials and releases related to interscholastic athletics.

I have read/reviewed the concussion information as available through the school and at WVSSAC.org. (Click Sports Medicine)

Date: _____ Student Signature _____

Parent Signature _____

PART III – STUDENT'S MEDICAL HISTORY

(To be completed by parent or guardian prior to examination)

Name _____ Birthdate ____/____/____ Grade ____ Age ____

Has the student ever had:

- Yes No 1. Chronic or recurrent illness? (Diabetes, Asthma, Seizures, etc.,)
Yes No 2. Any hospitalizations?
Yes No 3. Any surgery (except tonsils)?
Yes No 4. Any injuries that prohibited your participation in sports?
Yes No 5. Dizziness or frequent headaches?
Yes No 6. Knee, ankle or neck injuries?
Yes No 7. Broken bone or dislocation?
Yes No 8. Heat exhaustion/sun stroke?
Yes No 9. Fainting or passing out?
Yes No 10. Have any allergies?
Yes No 11. Concussion? If Yes _____
Date(s) _____

Does the student:

- Yes No 12. Have any problems with heart/blood pressure?
Yes No 13. Has anyone in your family ever fainted during exercise?
Yes No 14. Take any medicine? List _____
Yes No 15. Wear glasses____, contact lenses____, dental appliances____?
Yes No 16. Have any organs missing (eye, kidney, testicle, etc.)?
Yes No 17. Has it been longer than 10 years since your last tetanus shot?
Yes No 18. Have you ever been told not to participate in any sport?
Yes No 19. Do you know of any reason this student should not participate in sports?
Yes No 20. Have a sudden death history in your family?
Yes No 21. Have a family history of heart attack before age 50?
Yes No 22. Develop coughing, wheezing, or unusual shortness of breath when you exercise?
Yes No 23. (Females Only) Do you have any problems with your menstrual periods.

PLEASE EXPLAIN ANY "YES" ANSWERS OR ANY OTHER ADDITIONAL CONCERNS.

I also give my consent for the physician in attendance and the appropriate medical staff to give treatment at any athletic event for any injury.

SIGNATURE OF PARENT OR GUARDIAN _____ DATE ____/____/____

PART IV – VITAL SIGNS

Height _____ Weight _____ Pulse _____ Blood Pressure _____

Visual acuity: Uncorrected ____/____; Corrected ____/____; Pupils equal diameter: Y N
L R L R

PART V – SCREENING PHYSICAL EXAM

This exam is not meant to replace a full physical examination done by your private physician.

Mouth:

Appliances Y N
Missing/loose teeth Y N
Caries needing treatment Y N
Enlarged lymph nodes Y N
Skin - infectious lesions Y N
Peripheral pulses equal Y N

Respiratory:

Symmetrical breath sounds Y N
Wheezes Y N
Cardiovascular:
Murmur Y N
Irregularities Y N
Murmur with Valsalva Y N

Abdomen:

Masses Y N
Organomegaly Y N
Genitourinary (males only);
Inguinal hernia Y N
Bilaterally descended testicles Y N

Musculoskeletal: (note any abnormalities)

Neck: Y N Elbow: Y N Knee/Hip: Y N Hamstrings: Y N
Shoulder: Y N Wrist: Y N Ankle: Y N Scoliosis: Y N

RECOMMENDATIONS BASED ON ABOVE EVALUATION:

After my evaluation, I give my:

_____ Full Approval;

_____ Full approval; but needs further evaluation by Family Dentist _____; Eye Doctor _____; Family Physician _____; Other _____;

_____ Limited approval with the following restrictions: _____;

_____ Denial of approval for the following reasons: _____.

MD/DO/DC/Advanced Registered Nurse Practitioner/Physicians Assistant

Date

MINGO COUNTY SCHOOLS: Student Drug Testing Policy 5530.01 *School Year:* _____

STUDENT CONSENT FORM: Activity Students - Driving Students - Opt-In Students

For the safety, health, and well being of students who drive to school and/or participate in interscholastic extra-curricular activities, (ex. Basketball, Cheerleading, FBLA, Robotics, BETA, etc...) in Mingo County Schools, the county has adopted a **Student Drug Testing Policy 5530.01**. Activity students, driving students must complete the Student Drug Testing Consent Form. Opt-in students must also complete the consent form.

This form shall be signed and dated by the student, parent or custodial guardian, and the coach/sponsor before such student shall be eligible to practice or participate in any interscholastic activities, or before issuance of a driving/parking pass. The Opt-in Participant and parent or custodial guardian shall also sign.

The consent shall be to provide a urine sample:

1. As chosen by the random selection basis, and
2. At any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs.

No student shall be allowed to practice or participate in any activity, governed by the policy, or drive to school unless the student has returned the properly signed "Student Drug Testing Consent Form".

Section to be completed by the student:

Student's Name _____ **ID Number:** _____ **School** _____

I, the above-named student, understand after having read the ***Drug Testing Policy***. Mingo County Schools enforces the rules applying to the consumption or possession of illegal and performance-enhancing drugs. As a member of the Mingo County Schools interscholastic extra-curricular activity or one who drives and parks on school property, or an Opt-in participant, I realize that if I choose to violate the school policy regarding the use or possession of illegal or performance-enhancing drugs any time while I am involved in (in-season or off-season) activities, and/or driving, or opt-in participant I understand, upon determination of that violation, I will be subject to the restrictions as outlined in the Policy.

Check all that apply: _____ Driving Student _____ Opt-in Participant _____ Activity Student (list activities)

Activity student: List specific sport/club/team: _____

Signature of Student

Date

Section to be completed by Parent/Guardian and Principal/Coach:

We have read and understand the Mingo County Schools Student Drug Testing Policy and "Student Drug Testing Consent Form". We voluntarily agree on behalf of the student named above that, in order to participate in interscholastic extra-curricular activities; and/or to be granted permission to drive and park on the property of Mingo County Schools; and/ or by electing to have him/her included in the testing pool as an Opt-in Participant, the student must submit to drug testing and must also agree to be subject to the terms of the Mingo County Schools drug testing policies. We accept the method of obtaining urine samples, testing and analysis of such specimens, and all other aspects of the program.

Signature of Parent or Custodial Guardian / Date

Signature of Principal or Coach / Date

Appendix B: Event Management

MINGO CENTRAL GAME MANAGEMENT

Before Game Day

- o Send Tech (Bruce) schedule to turn off door alarms - AD
- o Confirm contest date/time with opponents – CS
- o Confirm assignment of officials – CS
- o Cleaning & Inspection – CP, CS
- o Game Day Set-Up - CS
- o Scorer's table personnel – CS
 - Clock keeper
 - Shot clock keeper
 - Scoreboard operator
 - PA announcer
 - Statisticians

Responsible Personnel

CS	Coaching Staff
AD	Administration
CP	Custodial Personnel
SP	Security Personnel

Pregame

- o Secure gate personnel, tickets, cash boxes – AD
- o Do sign-in sheet for WVSSAC Passes - AD
- o Approve set-up and sale of any fund-raising activities – AD
- o Greet visiting team and show to locker room - CS
- o Water/Gatorade for teams; Basketballs for visiting team - CS
- o Secure payment forms from officials; escort in & out of LR; provide drinks – AD/CS
- o Set up and test electronic equipment: scoreboard, PA, etc – CS
- o Confirm scoreboard operators, shot clock operators, announcers, score book keepers, and statisticians – CS
- o Identify and prep anthem performers (if applicable) – CS
- o Approval for all music selections and PA announcements – AD & CS
- o Approval for any half-time activities – AD
- o Start 60 minute clock one hour prior to tip/kick-off – CS
- o Provide security personnel per provided schedule – AD

During Game

- o Secure ticket money after halftime – AD
- o Monitor for any needs or problems – AD & SP

Postgame

- o Removal and storage of electronic equipment, chairs, etc. – CS
- o Payment of game personnel; forms – AD
- o Count ticket money and prepare deposit – AD
- o Cleaning of bleachers and locker rooms – Concessions Boosters, Teams, CP
- o Turning off of all systems when building has cleared – CS
- o Securing the Gym for the night – CS/SP
- o Report results to all media outlets, update WVSSAC website – CS and AD

MCHS Uniform Collection Form

This form is due 10 days after the final game is played for the season. Please be diligent in collecting uniforms from every athlete. If you have more than 20 players on your team, use multiple copies of this sheet.

Section I: Please list what constitutes a uniform, that is being collected from each student. (*Pads, Jersey, Pants*)

Section II: Provide the location of storage for all of your uniforms. **Be specific.**

Section III: Please list each student and initial that you received their complete uniform. Do not include them until they have turned in all items provided by the school. Please, compare this list to your official roster.

	Student Name	Jersey Number	Coach Initials
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Coach's Signature: _____ Date: _____