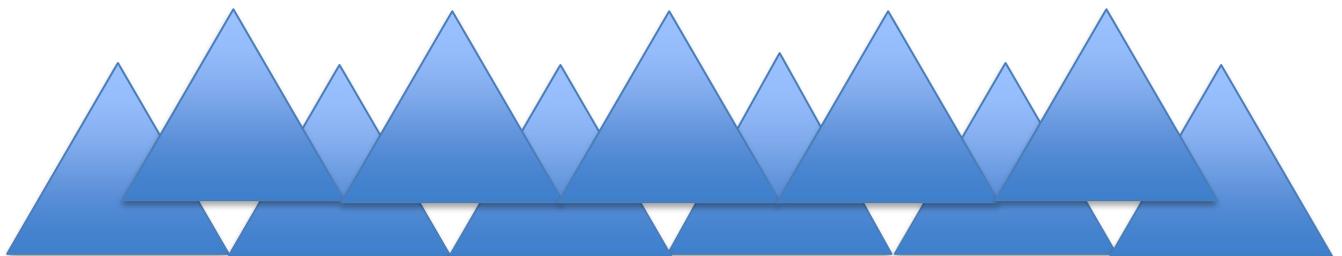


# MIDDLE SCHOOL ATHLETICS HANDBOOK

**SCHOOL YEAR**  
**2020 - 2021**



# **2020 - 2021 Middle School Athletics Handbook**

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# **PGCPS MS Athletic Handbook**

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# **Prince George's County Public Schools**

## **Philosophy**

The Office of Interscholastic Athletics of Prince George's County Public Schools believes that interscholastic athletics is a way to achieve a balanced educational program for our students. As we all know, athletic competition by its nature will contribute to greater student awareness of self-discipline, growth in emotional maturity, and an increasing realization of the worth of the individual. Students will also realize that participation in athletics is not only a privilege but is also an honor that requires responsibility for maintaining one's academic standing in the classroom and for maintaining a high standard of conduct outside of school hours as outlined in the athletic handbook and the "Student Code of Conduct".

All of our coaches should first and foremost be leaders of young men and women by constantly setting a good example of what it means to be an athlete during and after school hours. It is expected that our coaches will be consistent and fair in all rules and regulations applied to the athletes they coach.

There should be a complete understanding that all persons involved with the athletic program fall under all state and county guidelines and policies.

The primary goal of our interscholastic athletics program will always be to achieve success in all academic and competitive endeavors. It is recognized that a positive athletic program can contribute significantly to school morale and community pride as well as to the pride and honor for all persons involved with the athletic program.

We believe as athletic administrators and coaches we bear the responsibility for the periodic evaluation of the total program. New programs should be suggested when appropriate, and old programs scrutinized to be sure that they are meeting the needs and interests of student-athletes.

As a result, we realize that a student's participation in interscholastic athletics could very well influence the rest of his/her life. For this reason, we are committed to providing great customer service and excellence in all phases of a sound interscholastic athletics program.

ATHLETICS: "The Other Side of Education"

## **Our Vision**

Prince George's County Public Schools envisions an athletic program, which will allow students to pursue academic and athletic excellence through participation in a high-quality sports program. Athletics shall enrich the school environment and its coaches, student-athletes, and administrators shall be positive role models for the school population and its community. Extra emphasis will be placed on sportsmanship, character education, building lifelong learners and the importance of physical activity for one's overall health.

## **Core Values**

### **INTEGRITY**

We are committed to doing what is right, even when no one is watching. Integrity is more than simple honesty. It involves keeping commitments, being sincere, being honest in word and deed, and expecting the same of others. This character trait is the foundation of our value system; without it, all other core values cannot prevail.

### **EXCELLENCE**

We are committed to high standards, thoroughness, and accuracy. We insist on giving our best effort in all of our work. We recognize the difference between "honest mistakes" (best effort, bad result) and "bad mistakes" (careless performance or little effort).

### **PROFESSIONALISM**

We value continuous education and training as a means to achieving the highest level of professional performance, which is reflected in our decisions and actions.

### **COLLABORATION**

We are committed to working as a team and uniting with all stakeholders to achieve common goals and to make decisions in the best interest of children. Collaboration diminishes or eliminates obstacles that prevent us from achieving our goals.

### **MUTUAL RESPECT**

We value the contributions of each individual and encourage all members of the school community to be independent thinkers. We expect all members of the school community to express positive regard toward each other as we work to achieve our common goals.

### **EMPOWERMENT**

We are encouraged to act courageously in making decisions that further the mission of Prince George's County Public Schools.

### **LOYALTY**

We are committed to achieving high-quality job performance by supporting each other and dedicating ourselves to meeting the needs of Prince George's County Public Schools and exceeding the community's expectations.

**CONSTITUTION OF THE PRINCE GEORGE'S COUNTY  
MIDDLE SCHOOL ATHLETIC ASSOCIATION**

Preamble

The Prince George's County Middle School Athletic Association endorses a limited program of interscholastic competition for middle school students in addition to adequate, safe programs of required physical education, intramurals, and physical recreation. We believe that these programs are educationally sound if they are organized and conducted in accordance with the sound psychological and physiological principles of early adolescence. Each program must provide wholesome experiences in leadership, cooperation, sportsmanship, and competition under prescribed rules for those students who desire to achieve a higher level of skill development.

ARTICLE I

Name

The name of the organization shall be the Prince George's County Middle School Athletic Association.

ARTICLE II

Purpose

The purpose of this Association shall be to promote, organize, and administer interscholastic athletic contests among the middle schools in Prince George's County.

## ARTICLE III

### Organization

All middle schools under the supervision of the Board of Education shall become members of the Association and shall be eligible to participate in the sports season immediately following the organization of the school.

The Association shall be composed of principals of member schools, the Supervisor of Interscholastic Athletics, the Chief Executive Officer or his/her designee, and the middle school sports representatives.

The Association shall operate within the framework of the Maryland Public Secondary Schools Athletic Association and the Board of Education policy. It shall be directly responsible to the Chief Executive Officer or his/her designee.

## ARTICLE IV

### Officers – Term Limits

The officers of this Association shall consist of a president, vice-president, and secretary-treasurer. The Supervisor of Interscholastic Athletics shall hold the office of secretary-treasurer. The president and vice-president shall be elected to a one-year term with the vice-president automatically succeeding the president. Election of officers will be held at the final meeting of the year and newly elected officers assume office on July 1<sup>st</sup> following the election.

## ARTICLE V

### Executive Committee

The officers, the Superintendent or his/her designee, the sports representatives and one principal, selected by Association members, from each of the Regions, shall be the Executive Committee responsible for the routine operation of the Association. Questions pertaining to this Association shall be presented to the Executive Committee for investigation, action, or referral to the Association.

It shall serve as a Board of Appeals on all matters brought to its attention by member schools. In the event that a member of the Executive Committee represents a school involved in an appeal, the President will appoint a neutral person of similar position for the time the appeal is under consideration. The action taken by the Executive Committee on appeals shall be binding.

The Executive Committee will meet prior to the fall (August) and spring (May) Association meetings to plan the agenda and to prepare recommendations to be presented to the membership of the Associations. Additional meetings of the Executive Committee may be called by the President whenever necessary.

## ARTICLE VI

## Meetings

There shall be at least two general meetings during the school year, the first meeting being prior to the opening of the fall term; and there shall be such other meetings as circumstances and necessity may dictate. The meeting shall be called by the chair, or by the chair upon petition of three or more members of the Association.

The minutes of all meetings of the Association and the Association and the Executive Committee shall be prepared and two copies distributed to all members within ten days after the meeting.

## ARTICLE VII

### Voting Privileges

Each member of the Association and/or the Executive Committee is entitled to one vote and any officially designated alternate shall be entitled to one vote in the absence of the member.

The Executive Committee will vote in case of a tie. The Officers of the Association will break a tie vote by the Executive Committee.

## ARTICLE VIII

### Quorum

A quorum shall consist of a majority of all members of the Association and/or of the Executive Committee.

## ARTICLE IX

### Amendments

Any part of the Constitution may be amended by a two-thirds affirmative vote of the membership. Amendments may be proposed by submitting changes in writing to the President and/or the Supervisor of Interscholastic Athletics sixty days prior to the first regular Association meeting of the year.

The Executive Committee will review the proposal and distribute the proposed change(s) with its recommendations for acceptance or rejection thirty days prior to the first regular association meeting of the school year.

## ARTICLE X

### By-Laws

By-Laws shall be established to provide operating procedures for the Association.

The By-Laws may be amended by a majority affirmative vote of the membership and if accepted by the Board of Education, such amendment shall become effective one year hence.

This article does not affect changes in rules of play.

## ARTICLE XI

### Ratification

This constitution will become effective upon its ratification by a two-thirds affirmative vote of the Association membership, approval by the Executive Council, and acceptance by the Board of Education of Prince George's County.

Date of Association Ratification

Date of Middle School Principals' Approval

Date of Executive Council Approval

Date of Board of Education Acceptance

# BYLAW I

## Eligibility

Student eligibility for participation in interscholastic athletics at the middle school level shall be based on the following criteria:

1. Prince George's County Public School Policies
  1. Students must be officially registered as required by Maryland School Laws and they may represent only the school in which they are registered.
  2. Students who are **14 years** or older as of **August 31** are ineligible to participate in interscholastic athletics in middle schools.
  3. **Only students in grades 6, 7 and 8 may participate in interscholastic athletics in middle schools. Only students who have completed all PGCPs eligibility criteria may tryout/practice or participate in athletic contests/events. A student may try out if all registration information in FormRelease or hard copy of forms have been completed, they have a valid Preparticipation Physical Exam and Parental Permission Form signed by the parent (s) and/or guardian (s).**
4. Medicals

Students are required to have an annual medical evaluation before participation. Medical evaluations are valid for one calendar year. Prince George's County Public Schools Medical Evaluation Forms must be used (PGIN #7540-3100). A student shall be examined and certified to the middle school principal as being physically fit to participate in any tryout, practice, or contest of a school team. A licensed physician, certified physicians' assistant under the supervision of a licensed physician or certified nurse practitioner, shall perform the examination.
5. 2.0 Eligibility
  - a. Eligibility rosters must be submitted to the school's athletic administrator prior to the first contest. Additions to the eligibility roster must be submitted prior to any participation. One eligibility roster will be sent to the Office of Interscholastic Athletics. The athletic administrator will retain a duplicate copy in the school.
  - b. **All students in grades 6, 7, and 8 must earn an overall quarter GPA of at least 2.0 (see AP 5122) in order to participate in interscholastic athletics. The prior quarter grades only are used to determine eligibility. Semester**

**or final grades shall not be used.** Rising 6-grade students are eligible for fall sports only.

- c. If a student's Eligibility Index falls below 2.0 at the end of a quarter during which he/she is participating in a sport or activity, and the sport continues through the following quarter, the student will no longer be eligible for participation in the sport or activity. The student will need to cease participation, effective the date the report cards are released to students, as listed on the approved Board of Education School Calendar.
- d. School personnel are to refer to Administrative Procedure 5121.2 - Grading and Reporting for Middle Schools, Grade Six Through Grade Eight to determine GPA eligibility.
- e. If a student transfers to Prince George's County Public Schools from an approved, unapproved, or non accredited educational program without a current transcript or GPA, eligibility will be determined by entering all classes and grades earned during the previous quarter into the student information system and running processes prescribed by the Division of Information Technology to compute the student's quarter GPA. If the student has a current GPA, it shall be used to determine his/her eligibility (AP 5121.2).
- f. The middle school summer school program provides instruction for students in need of credit recovery in Reading/English Language Arts (R/ELA) and Mathematics only.
- g. If a course is repeated in the summer, the new grade will replace the existing grade for the purposes of determining eligibility only.

The Eligibility Index (GPA) should not be recalculated manually. Schools will receive an annual memorandum from Instructional Data Systems describing the procedure to update the Eligibility Index from summer school grades.

6. Student Exemptions

**Individual special education students must meet the same eligibility standards as other students.**

7. Appeals Procedure

- a. The Principal shall determine whether an appeal involves challenging course grades or making a request for a waiver of the policy.
- b. If the appeal involves a challenge of a course grade, the steps described in Administrative Procedure 5121.2 should be followed.

- c. If individual students, parents, or guardians wish to appeal the application of a Board policy may appeal. The process is listed below.
  - 1. Appeal to the Principal who will verify the accuracy of the student's quarter GPA.
  - 2. Appeal to the CEO or his/her designee, who will verify the information submitted by the school and determine if extenuating circumstances warrant the granting of a waiver. The Superintendent's waiver may be conditionally granted.
- 8. A further appeal may be made to the Board of Education.
- 9. Attendance
  - a. A student must maintain high standards of citizenship. A student suspended from school or assigned to the in-school suspension center is ineligible to participate in athletics for the duration of the suspension.
  - b. Students must be in school to practice or participate in any sporting contest that particular day (except with legal excuses as defined by the Board of Education Policy).
- 10. Transfers
 

A student who is granted a formal school transfer by the Prince George's County Public Schools' Transfer Evaluation Committee for any reasons provided for in the Prince George's County Public Schools' Student Transfer Policy (5110.3) and in the Prince George's County Public Schools' Administrative procedure for Student Transfers (5110.3) and in the Prince George's County Public Schools' Administrative Procedure for Student Transfers (5110.3) may participate.
- 11. Expulsion
  - a. When a student's expulsion covers any grading quarter, he/she is ineligible for the following quarter as no grades are earned.
  - b. If a student's expulsion covers the fourth quarter, he/she is ineligible for fall sports as no grades are earned.

## **BYLAWS II**

### **Coaching Guidelines**

- A. All head coaches of a respective sport shall meet annually with the sports representative prior to their season to review guidelines to be followed by all teams in that sport. The

Executive Committee must approve all recommendations. Any alleged violations of said guidelines shall be subject to the protest procedure.

- B. All schools shall employ as coaches teachers or certified professional educator employees of the local Board of Education or persons certifiable as a professional educator by the State Department of Education according to 13A.12.01 (COMAR) or Credentialed Coaches who meet the MPSSAA requirements (see MPSSAA Handbook, page 25, B) for a specific coaching assignment.
- C. Prior to coaching, all perspective coaches shall have completed or be enrolled in a one-credit course in the care and prevention of athletic injuries and have completed the National Federation of High Schools Associations (NFHS) free online course regarding Concussions, Heat Acclimatization, and Sportsmanship.
- D. Coaches are prohibited from recruiting or instigating recruitment of students for the purpose of athletic participation. Recruiting shall be defined so as to include contacts between coaches and students residing outside their fixed attendance area unless that student is already enrolled in that school's program.
- E. Any coach found in violation of County Bylaws is subject to Maryland Public Secondary School Athletic Association Bylaw section .05 (3) (violations, penalties, and appeals).

### **BYLAWS III**

#### **Rules Interpretations**

- A. The Director, Supervisor of Interscholastic Athletics and, the President of the Association or in his/her absence the Vice-President of the Association is authorized and required to interpret league rules and regulations.
  - B. Requests for interpretation may be addressed to the Director, Supervisor of Interscholastic Athletics, or to the President. When such a case is referred to the President, he/she may consult with the Director or Supervisor of Interscholastic Athletics to learn of any precedents bearing on the case. The Director, Supervisor or President may refer cases for interpretations to the Association for an official ruling.
  - C. Oral interpretations by the President of the Association or the Director/ Supervisor of Interscholastic Athletics in the absence of the President shall be considered as binding pending written interpretation without penalty. It shall be considered official in any case presented to the Association. If later committed to writing, however, such interpretation shall have the same force and effect as other written interpretations.
2. Written interpretations by the President shall be official and binding on member schools, unless and until they are changed by action of the Association or the Board of Education.

## Protest

- A. Protests or complaints growing out of interschool competitions, such as those dealing with the eligibility of participants or with alleged violations of rules and regulations, shall be filed with the President or the Director/Supervisor of Interscholastic Athletics for adjudication or settlement by the Executive Committee.
- B. No protests will be considered which are based upon the real or alleged failure or contest officials to render correct decisions in matters of judgment.

## Reporting Violations Procedure

- A. The principal of each member school is obligated to report any violation of league rules and regulations to the President of the Association. Whenever the President learns officially of an alleged violation he/she shall make a complete and thorough investigation and shall initiate appropriate action through the Investigative Committee of the Middle School Athletic Association.
- B. Only the Director, Supervisor of Interscholastic Athletics, principal, or athletic director may initiate protests. All parties must be notified before any written protest is submitted. Protests shall be in writing, addressed to the Supervisor of Interscholastic Athletics and to the President, and shall contain a digest of all facts pertinent to the case.

## Ruling on Alleged/Admitted Violations

- A. Self-reported Violations: Upon receipt of a written admission of a rule violation, the Director/Supervisor of Interscholastic Athletics shall convene a hearing via an electronic medium or in person with the President of the Athletic Association and the Sports Representative of the sport affected to determine an appropriate penalty. The party that allegedly committed the violation will be afforded the opportunity to be heard.
- B. Upon receipt of a written protest, the Coordinating Supervisor of Interscholastic Athletics shall convene the Executive Committee.
- C. Members of the Executive Committee may not serve if their school is involved in any investigation of any kind. The investigative committee shall meet promptly to consider and act upon each protest properly filed with the President and the Director/Supervisor of Interscholastic Athletics.
- D. In each case in which disciplinary action is taken or the committee imposes a penalty, the Association Secretary shall file a complete report with the CEO of Schools and other parties involved. Penalties will follow state guidelines (See State Handbook Violations, Penalties, and Appeals).

## Appeals

- A. The final decisions of the Executive Committee shall be binding upon the membership of the Association.
- B. Appeals from the decision of the Executive Committee may be made to the CEO of Schools.

## **GUIDELINES AND PROCEDURES**

### **RESPONSIBILITIES OF THE SCHOOL ADMINISTRATOR**

The principal, as the person responsible for all that occurs within the school, will:

1. Select, observe, and evaluate all coaches.
2. Ensure that all sports events are adequately supervised.
  - Administrators
  - Security personnel
3. Assign security personnel to home athletic contests as needed.
4. Inform the student body of appropriate conduct at sports events.
5. Appoint an athletic director.
6. Work with coaches to ensure that they are fulfilling their responsibilities.
7. Coordinate facility use.

## **RESPONSIBILITIES OF ATHLETIC DIRECTOR**

An athletic director must be responsible for organizing and administering the athletic program and shall provide the leadership that will ensure positive educational experiences for students.

### Responsibilities

1. Act as liaison between administrators, physical education department chairpersons, teachers, coaches and the Office of Interscholastic Athletics.
2. Attend countywide meetings on \_\_\_\_\_ and \_\_\_\_\_.
3. To conduct seasonal meetings with coaches to review the PGC Middle School Athletic Association Rules and PGCPs Administrative Procedures that impact interscholastic athletics.
4. Coordinate facilities and equipment with the administration and appropriate personnel.
5. Maintain accurate financial records for all accounts.
  - Equipment and supplies
  - Paid Security
  - Ticket Sales
6. Maintain an accurate inventory of all equipment, supplies, and uniforms.
7. Maintain a file on each coach employed at the school. The file should include copies of all certificates required to coach, signed Appointment and Authorization Form, signed Code of Ethics, and proof of fingerprinting by the authorized agent of PGCPs.
8. Attend and supervise or appoint a designee to attend and supervise home contests for each sport.
9. Provide a copy of and review the PGCPs Middle School Athletic Association Handbook with all coaches and administrators.
10. Provide coaches with National Federation Rule Book for the appropriate sport.
11. Prior to the season in-service coaches in the preparation of facilities and equipment.
12. Ensure that each coach follows all student eligibility procedures.
13. Provide coaches with necessary forms and information, such as:
  - Team Roster
  - Medical Evaluation for Interscholastic Athletics

- Parent/Guardian Permission Form
  - Individual Medical Card Form
  - Appointment and Authorization Form
  - Coaches Code of Ethics
14. Ensure that all physical forms are forwarded to the school nurse and parent/guardian permission forms are properly filed.
15. Collect a complete accurate, legible, athletic roster from each coach prior to the designated “roster day” for each season.
- Fall
  - Winter
  - Spring
16. Approve the roster for the principal’s signature or that team may not practice or compete on the opening day of the season or thereafter until a complete roster has been approved and submitted.
17. Submit an athletic roster for each team to the Sports Representative and the Office of Interscholastic Athletics prior to the first scheduled contest of each season. In addition, maintain a copy of each roster until audited by Internal Audit.
18. Inform Coaches of local school rules and procedures, such as:
- Transportation
  - Early dismissal procedures
  - Locker room procedures
  - Security
  - Emergency procedures
19. Reschedule postponed contests according to procedures on page 23.
20. Publicize the Interscholastic Athletic Program and the results through the:
- PTSA newsletter
  - School newsletter
  - Bulletin boards and announcements
21. Be available to assist the school administration in the selection, observation, and evaluation of coaches (Volunteer coaches not permitted).
22. Inform the principal or his/her designee if a student-athlete is taken to the hospital. If the injury is serious, contact the Director or Supervisor of Athletics. An accident report must be completed and filed with the school nurse.
23. Greet visiting team and officials.
24. Arrange for a secure officials dressing area.

25. Assign the visiting team dressing area.

### **RESPONSIBILITIES OF THE HEAD COACH**

1. Be responsible for the supervision of the student-athletes, their program and exercise appropriate leadership to ensure that the program is a positive and productive part of the total educational experience of students. **Volunteer coaches are not permitted in this program.**
2. Have a thorough knowledge of the sport and current trends related to the sport, adequate skill background in the sport, and an ability to encourage maximum student participation in the sport.
3. Have a working knowledge of basic first aid and the ability to handle emergency situations according to county policies. They are to notify parents and the athletic director of all “major injuries” immediately.
4. Coaches must successfully complete the MPSSAA Care and Prevention of Athletic Injuries course within one year of taking a coaching position and complete the NFHS free online course in Heat Acclimatization, Concussions, and Sportsmanship prior to coaching.
5. Each coach is responsible for reporting accidents on PGCPS Form # 7540-3005, which must be submitted to the school nurse. Notify the athletic administrator of all injuries.
6. Organize tryouts, practices, and games within PGCPS guidelines as described in the Middle School Interscholastic Handbook.
7. Prepare and maintain the athletic field and/or gym.
8. Pre-season Program Planning
  - Encourage school-wide participation
  - Team Roster Form
  - Medical Evaluation for Interscholastic Athletics
  - Parent/Guardian Permission Form
  - Individual Medical Card
  - Uniform, equipment, and first aid kit
  - Complete and verify eligibility roster
  - Provide written team selection criteria and distribute them to all students prior to tryouts.
  - Submit to the athletic administrator all medical, parent/guardian permission forms and athletic roster by the deadline date.
9. In-season Program Planning

- Establish and inform the players of rules of conduct, training rules, safety, and the PGCPS Student Code of Conduct, and local school rules
- Plan and conduct practice sessions and have the team participate in all scheduled games.
- Review the transportation schedule with the athletic director.
- Supervise the locker room before and after practice and contests.
- Supervise student-athletes until they are safely transported off school property.
- Turn in all medical forms and other parent information to the athletic director.

10. Post Season

- Collect and inventory all uniforms, equipment, and supplies.
- Turn-in the inventory, uniforms, equipment, and supplies to the athletic administrator.

11. Obtain class coverage, when needed, for away contests.

11. Coaches Behavior Guidelines. (refer to Administrative Procedure 0410)

## **RESPONSIBILITIES OF THE ASSISTANT COACH**

**The assistant coach is to help with all of the duties assigned by the head coach. In the absence of the head coach, the assistant coach is to assume the duties of the head coach.**

### Leadership Responsibilities

Maintain good public relations with the faculty and community

Assume responsibility for his/her sportsmanlike conduct and stress the importance of sportsmanship to the team.

Demonstrate a sincere interest in the success of the entire athletic program and not just that of a particular sport.

Show concern for the academic standing of the players.

Assume responsibilities for implementing procedures outlined in the PGCMSAA Handbook.

## **Coaching Information**

### **ATHLETIC FINANCIAL RESPONSIBILITIES OF EACH SCHOOL**

- A. Transportation
  - 1. Scrimmages (Limit 2, must be PGCPSS Middle School opponents)
- B. Officials
  - 1. All scrimmages
  - 2. Holiday tournaments
- C. Security at all home athletic contests
- D. Equipment and first aid supplies
- E. Uniforms
- F. Game workers
- G. Substitute coverage
- H. All other items for the program as determined by administrative staff.

## GENERAL INFORMATION FOR ALL SPORTS

### A. Practice

1. It may be held every day that schools are in session and on Saturday. The athletic director will notify coaches and athletic teams of any no-practice and no-play dates.
2. When schools are closed due to inclement weather, all practices and games are canceled.
3. Practice sessions must not exceed two hours of duration. Middle school teams may not conduct multiple practices on the same day.

### B. Warm-up for games

1. Proper warm-up must be given to teams; special consideration should be given to visiting teams arriving late due to unforeseen circumstances.
2. Pre-game and Half Time Warm-Up Guidelines
  - a. Players can only warm-up in their assigned half of the playing area.
  - b. Players cannot run laps around the entire playing area and must avoid their opponent's bench during laps.

### C. Postponements

1. Only the school principal and/or the Director/Supervisor of Interscholastic Athletics can cancel an athletic event. The Office of Interscholastic Athletics must be notified prior to the cancellation of an athletic event.
2. In the event of game postponement or cancellation, the home team is responsible for contacting the opposing team and the commissioner of officials immediately.
3. Postponed athletic events must be made-up in the order they were missed.

### D. Scrimmage Games

1. Teams are limited to two scrimmages per season.
2. Teams may only scrimmage Prince George's County Public Middle Schools teams.

### E. Holiday/Weekend Tournaments

1. Teams may participate in one middle school tournament.
2. Teams may not depart prior to the normal school dismissal time.
3. Teams may not participate in any tournament that involves a round trip that exceeds 300 miles and must be in the State of Maryland or a boarding State or District.

4. Teams may not participate in any tournament or contests that is not sponsored by an approved educational institution or approved non-profit organization.
- F. Postgame departure
1. Visiting schools should depart the school premises in a timely manner.
  2. The coach of the visiting team shall inspect the visiting team's locker room before and after a contest. Problems or concerns should be reported to the Athletic Director, Coach, or Game Manager.
- G. Administrative coverage at athletic events. The Associate Superintendents have mandated that at least one administrator from the visiting school be in attendance at all athletic events.
- H. Retuning middle school players may not participate in intramurals in the sport in which they participate.
- I. The season ends when you have been eliminated from the playoffs or have won the championship. No further practice or games may be held.
- J. Communicable diseases (refer to NFHS policy)
- K. Drug, alcohol, and tobacco use (refer to Student Code of Conduct)
- L. Child abuse (refer to PGCPs Memorandum)
- M. Discrimination and Harassment (refer to Administrative Procedure 4170)
- N. Sanction rule - A member PGCMAA school shall not compete in any non-league contests or tournament unless they are approved by the Director/Supervisor of Athletics. Contact the Office of Interscholastic Athletics for the appropriate documents. Must be approved 20 days prior to the event.
- O. All coaches must have a background check. (Refer to Prince George's County Fingerprinting memo).
- P. Equity (refer to Prince George's County Board of Education Policy 0500).
- Q. School mascots and colors (refer to memo).
- R. Testing dates (see Prince George's County 2019-2020 Testing Schedule for Middle Schools).

## **SPECIFICS FOR EACH SPORT**

**Note:** For safety reasons and continuity of programs, there will be a set beginning minimum number of players per sports team. There will be an ongoing evaluation of programs during each season. If numbers fall below the minimum, the program will be re-evaluated by the school athletic director and the director/supervisor of athletics. The minimum numbers must be met at least seven days prior to the first contest.

### **A. Baseball**

1. The minimum number of participants is twelve.
2. The home team must submit game results to the sports representative and the Office of Interscholastic Athletics within 24 hours of the contest.
3. Postponed games should be rescheduled on the next common date for both teams.
4. Teams may only participate in tournaments during the spring break.
5. The visiting team must be given the field 20 minutes immediately prior to the start of the game for warming up.
6. Home coaches should provide a properly maintained, lined field and a minimum of six new approved baseballs for each game.
7. The Mercy Rule is in effect. When the difference in the score reaches 8 runs after 3 1/2 innings have been played, the game shall end.
8. There will be a 90-minute time limit on all games.

### **B. Basketball (Boys and Girls)**

1. The minimum number of participants is ten.
2. Scrimmages are limited to two.
3. Rescheduling of postponed games due to system-wide school closings
  - a. Tuesday games are made up the next Thursday
  - b. Friday games are made up the next Monday
  - c. Games will be made up in the order that they are canceled.
4. Pep bands and loudspeakers should not be located in front of or behind the visiting team.

5. The home team must submit game results to the sports representatives and the Office of Interscholastic Athletics within 48 hours of the contest.
6. The Mercy Rule for Basketball states that any time during a ball game that the point spread reaches 30 points or more, the time clock will run continuously except for time outs and injuries. The following are suggestions for coaches to follow in order to keep the score down:
  - a. Do not press or trap.
  - b. Use as much time on the clock as possible.
  - c. Use all available players.
  - d. Experiment with various coaching strategies, i.e., zone defense, etc.

C. Cheerleaders

1. The minimum number of participants is eight.
2. Cheerleaders should conduct themselves in a courteous, polite, and considerate manner, reflecting good sportsmanship.
3. Cheerleaders may cheer at home contest only during the regular season. They may attend the play-off contest with approval from the home and away principals.
4. Refer to the Prince George's County Handbook for Cheerleader Sponsors.

D. Cross Country (Boys and Girls)

1. The minimum number of participants is seven per team.
2. Each school will be assigned specific responsibilities for the county meet.
3. There will be medical coverage at all track meets; the Office of Interscholastic Athletics will assign EMTs.
4. The completed county entry form is due the Monday prior to the meet.

E. Outdoor Track (Boys and Girls)

5. The minimum number of participants is seven per team.
6. Each school will be assigned specific responsibilities for the county meet.
7. There will be medical coverage at all track meets; the Office of Interscholastic Athletics will assign EMTs.
8. The completed county entry form is due the Monday before the meet.

9. The following events may not be held during a competition:

Hurdles      Javelin Throw      Pole Vault  
Spikes may only be used on a certified track.

F. Golf

1. The minimum number of participants is four.
2. Players may use a pull cart.
3. The maximum number of players that can be taken to a match is six.
4. The scoring will be stroke play.
5. No team should report to the course earlier than 30 minutes prior to the match.
6. The length of the matches is 18 holes.
7. Line up cards will be exchanged prior to match play. Stacking is not permitted.
8. Golf shoes, soft spikes or sneakers must be worn. Ripple soles are not allowed.
9. Proper attire, which includes a collared shirt, is required. Jeans are not allowed.
10. The host team must submit the match results to the sports representative and the Office of Interscholastic Athletics within 24 hours.

G. Soccer (Boys and Girls)

1. The minimum number of participants is fifteen.
2. The home team must submit the game results to the sports representative within 48 hours.
3. Postponed games should be rescheduled on the next common date for both teams.

H. Softball

1. The minimum number of participants is twelve.
2. The home team must send results to the sports representative and the Office of Interscholastic Athletics within 48 hours.
3. Postponed games should be rescheduled on the next common date for both teams.
4. Only molded cleats may be used.
5. There will be a two-hour time limit for all games.

6. All catchers must wear a helmet, mask with throat protector, protective leggings, and chest protector.
  7. The Mercy Rule is in effect. When the difference in the score reaches 8 runs after 3 1/2 innings have been played, the game shall end.
- I. Volleyball
1. The minimum number of participants is nine.
  2. Each team is responsible for providing one line judge.
  3. The home team will submit game results to the sports representative and to the Office of Interscholastic Athletics within 48 hours of the contest.
- J. Wrestling
1. The minimum number of participants is seven.
  2. Weight certification forms must be submitted to the athletic coordinator and the wrestling representative prior to the first contest.
  3. Each wrestler is required to have at least one-half of his weigh-ins during the season at the minimum weight he will wrestle during the county tournament.
  4. The results of the previous week must be submitted to the wrestling representative and the Office of Interscholastic Athletics by noon each Monday.
  5. Postponed matches must be made up in the order they are canceled whenever possible.

## Monetary Procedures

### MONETARY PROCEDURES FOR ATHLETICS

The purpose of this policy is to make all staff members aware of guidelines that must be followed when handling money in the name of the school. **No organization using the school name or associated with the school may have an outside account.** All financial forms are available from the Accounting Secretary. Monetary Transmittal Forms (MTF) are available from the Principal's Secretary. Any questions regarding financial procedures may be directed to the principal's secretary.

1. The Principal gives approval of any financial obligations incurred on behalf of the school and **only the principal has the authority to sign contracts.**
2. At the beginning of each season, all coaches will be issued a receipt book. This book will be returned to the Athletic Administration for review at the end of each season. No student should be responsible for the collection of money. That responsibility belongs to the teacher, coach, or sponsor of the group, class, or organization. No money is to be accepted for any reason without giving a **receipt** and without the sponsor keeping a copy.
3. All money turned into the Accounting Secretary must be accompanied by a **Monetary transmittal Form (MTF)** (available from the Principal's Secretary) signed by the teacher/sponsor. All money must be counted accurately with all coins wrapped (coin wrappers are available from the Accounting Secretary). **All deposits are to be turned into the Accounting Secretary by 12:00 noon to be included in that day's deposit.** No checks dated more than ten (10) days previous to the date of deposit will be accepted. Each check should have noted on it the telephone number of the signer and the **name of the student** for whom it is being paid, as well as the name of the group making the deposit. **All checks are to be made payable to your high school.**
4. Disbursements will be made by check only. Requests for payment must be submitted to the Principal's Secretary in duplicate on a **School Funds Expenditure Form (SPEF)** by Friday of each week. Only the principal can approve all SPEF's before checks can be written. Checks will not be available until the following Wednesday. A receipt of the invoice must accompany each check request or the check will not be written. The money must also be available in that particular account before the check is written.
5. Fundraisers: The sponsor of any group who wishes to conduct a fundraiser must first obtain the following forms from the Accounting Secretary: (1) Calendar Request, (2) fundraiser Request and Authorization, (3) fundraiser Completion Report, and (4) student Remittance Report. The Calendar Request should be submitted to your Administration for approval. The Fundraiser Request and Authorization Forms should be turned into the Accounting Secretary. Two weeks after the Fundraiser is completed the Fundraiser Completion Report should be submitted to the Accounting Secretary. Monies collected should be turned into the Accounting Secretary before 12:00 noon

daily. Financial debts owed by a student(s) should be submitted on a “Report Card Withhold Form” and submitted to the Accounting Secretary. Also, remember that there is a 5% sales tax that must be paid on any items sold. No new fundraisers can be approved for a particular group unless all forms from the previous fundraiser are complete.

## **Student Activity Funds Procedures**

Information Provided by  
Michele Winston, Chief Internal Auditor  
PGCPS Internal Audit Office

The primary areas of concern for the staff related to the student activity funds are as follows:

1. **Collections**
2. **Disbursements**
3. **Sponsoring a club or a Special Activity (Restricted Funds)**

### **Collections:**

- a. Staff must obtain a pre-numbered Monetary Transmittal Form (MTF) from the office; staff member is responsible for that form and must return either the form with the money or if the form has to be voided, return it to the secretary and sign for a replacement.
- b. Provide a receipt, if requested by the student or parent;
- c. Submit **all** money to the office on the day collected; do not store money in your room, do not take money home overnight, do not withhold any money collected (do not pay expenses from the cash collected).
- d. Submit the money in the same denomination in which it was collected.
- e. Complete the MTF-all sections; be mindful of accuracy and completeness; indicate the account to be credited; remember to indicate sales tax, if applicable; sign and date; attach detail to support collections (ex: student remittance report, class list ).
- f. MTF distribution:
  1. Pink copy-you keep in your ‘MTF’ envelope;
  2. Original and yellow copies-to the drop safe with the money; after the secretary verifies the accuracy of the money and the completeness of the form, the form will be signed and dated.
  3. Yellow copy-returned to you for attachment with the pink copy in your MTF envelope.
  4. Both the pink and yellow are retained by you until year-end check out; prior to check out, you should make sure all your pink and yellow copies are in the

envelope, seal the envelope and initial across the sealed area; turn in the envelope to the designated administrator.

## **Disbursements**

- a. **Pre-approval** by the Principal is required before spending money or obligating the school.
- b. Complete the top portion of the School Funds Expenditure Form and submit to the Principal for pre-approval; request for athletic purchases must be submitted to the Athletic Director who will authorize and submit to the Principal for approval or denial.
- c. After approval, obtain the Maryland sales tax exemption certificate from the secretary.
- d. Make the purchase (Spend your own money? Place a phone Order? Regardless of the method of purchase, Principal Pre-approval is required.)
- e. Original, itemized receipt or an invoice is required.
- f. The complete middle section of the School funds Expenditure Form, attach original receipt or invoice and submit to the Principal.
- g. If you spent your own money, a check reimbursing you will be prepared.
- h. If you placed a phone order, the school will be invoiced. (Be mindful, that all invoices received by the Principal must have been pre-approved.)
- i. Do not pay for expenses with cash that has been collected; all Money received must be deposited in the school's bank account and all expenses must be paid with a school check.

## **Sponsoring a Club or a Special Activity (Restricted Funds)**

There are financial responsibilities associated with extra-curricular activities.

**Do not spend money you do not have;**

**Do not make commitments to spend money you do not have.**

**Restricted funds must be spent on only the identified purpose;**

**Submit all contracts to the Principal for approval and signing.**

- a. Maintain a separate file of all financial transactions pertaining to the restricted funds account.

- b. When recording receipts on an MTF, be very specific about which restricted account is affected, especially if you collect money for more than one purpose.
- c. Senior Class has sub-accounts: fundraisers, graduation expenses (cap & gown, announcements); prom expenses; yearbook orders; late fees; Referencing “Senior Dues” is not adequate. An itemization per sub-account is required.
- d. Items sold by the school or a club (i.e. agenda books, gym uniforms, swimsuits, staff shirts, fundraiser products, etc.) are subject to Maryland’s 5% sales tax. (See Administrative Procedure 5137, sales Tax.) The account sponsor must calculate the tax amount and indicate it on the MTF when money is submitted to the office.
- e. Fundraiser activities are subject to Administrative Procedure 5135.1. A principal may designate a staff member to conduct a preliminary review of all FR requests.
  - 1. Request and Authorization Form must be submitted in advance and approved by the Principal (or designee).
  - 2. All contracts must be signed by the Principal;
  - 3. A master calendar of scheduled fundraisers should be maintained by the Principal’s designee.
  - 4. Upon completion of the fundraiser, the sponsor must submit the Fundraiser Completion Report.
  - 5. If a sponsor fails to follow the procedures or if a fundraiser Project loses money, subsequent fundraiser requests may be denied.
- f. Every month, the sponsor for restricted accounts should receive a detailed financial report reflecting all transactions for the year; the sponsor must review the report for accuracy and completeness, sign, date, and return to the Principal; discrepancies should be documented and discussed with the Principal; resolution to any differences should be reflected on the next monthly report; monthly review and verification is vital to maintaining an accurate accounting of the restricted funds.

## **Code of Ethics**

This Code of Ethics for coaches has been endorsed by the members of the High School Athletic Association.

**As an athletic coach in Prince George’s County, I shall do the following:**

- Strive to develop in each athlete qualities of leadership, initiative, and good judgment
- Respect the integrity and personality of the individual athlete in the selection of the team as well as in the playing of the game
- Demonstrate positive human relations skills

- Encourage the highest standards of conduct and scholastic achievement among all athletes
- Seek to inculcate good health habits including the establishment of sound training rules
- Fulfill responsibilities to provide health services and an environment free of safety hazards
- Exemplify the highest moral character, behavior, and leadership (i.e., refrain from the use of abusive language)
- Promote ethical relationships among coaches
- Encourage respect for the value of all athletics
- Abide by the rules of the game in letter and spirit relative to your sport (developed by coaches of each sport)
- Respect the integrity and judgment of sports officials by refraining from any public confrontation and by instructing my players to do the same
- Display modesty in victory and graciousness in defeat
- Demonstrate mastery of and continuing interest in coaching principles and techniques through professional improvement
- Have knowledge of the rules governing athletics in the State of Maryland and Prince George's County.



# Hiring Procedures for Employing Coaches

## Hiring Procedures for Middle School Athletic Coaches

### Vacancy Announcement and Application

- Submit coaching vacancies to the Director of Interscholastic Athletics.
- The Director or Supervisor of Interscholastic Athletics submits to Human Resources Recruiting and Staff Specialist a request to post vacancies.
- The Principal and Athletic Director will receive an email to view a list of prescreened eligible applicants and resumes through iRecruitment within 48 to 72 hours of the posting date.

### Interviews

- Interviews must be conducted by a panel to include the Principal or his/her designee, Athletic Director, and a school administrator at a minimum. No parents, volunteers or students shall serve on the panel.
- Interviews are conducted at the school level, using a uniformed interview packet.
- All interview questions are to be approved by the Recruiting and Staffing Specialist prior to conducting interviews.
- An “*Applicant Evaluation*” form must be used to evaluate each applicant offered an interview.
- Internal certificated and credentialed applicants must be interviewed and considered first for all coaching positions.
- At the conclusion of the interviews, the Athletic Director submits all required forms through the Principal to the Coordinating Supervisor and/or the Supervisor of Interscholastic Athletics to the Recruiting and Staffing Specialist.
- The Recruiting and Staffing Specialist will contact the candidate to offer a coaching position.
- Recruiting and Staffing Specialist sends an offer letter via iRecruitment to the recommended applicant.
- Athletic Director, Principal and Coordinating Supervisor of Interscholastic Athletics will be notified of acceptance or decline via email notification.

### **Newly Hired Coaches and Workers**

- Coaches and workers recommended must bring two (2) forms of identification (Passport, Driver's License, Birth Certificate, or Social Security Card), an updated resume, two (2) letters of recommendation and \$61.07 for fingerprinting.
- All selected Coaches will sign a "*Code of Ethics and Fundraising Guidelines*" form and an "*Appointment and Authorization Form for Athletics and Intramurals,*" which will be maintained by the Athletic Director at the school.
- All Emergency Coaches must be approved by the Principal and Athletic Director, and the Coordinating Supervisor of Interscholastic Athletics and/or the Supervisor of Interscholastic Athletics.
- Athletic Director must obtain all needed signatures.
- All newly coaches and workers are to be contacted and scheduled an appointment with the Recruiting and Staffing Specialist to complete a Temporary Employee Packet, be fingerprinted and set-up for Data Entry.
- The Recruiting and Staffing Specialist will notify the Director and Supervisor of IAO, the School Athletic Director, and Principal when the candidate has been processed.

# **Rules and Restrictions**

## **Bench Personnel**

Persons permitted on the players' bench shall be limited to eligible players in uniform, student managers, coaches of the team, and medical personnel. The head coach shall be responsible for maintaining orderly conduct on and in the vicinity of the team bench.

## **Eligibility/Participation**

Administrative Policy 5122 (See AP handbook)

2.0 Requirement for participation in interscholastic athletics and Extracurricular Activities

## **Supervision of Players**

The coach or athletic director responsible for the conduct of the team must accompany teams/squads to all contests and must remain until the event is over and all team members have left school property. If the team is returning to their home school, the coach must not leave any student unsupervised at the home site. A visiting team shall not be allowed into a locker room or allowed to begin to warm-up unless accompanied by a coach or appropriate school representative.

## **Ejection of Coaches**

If a coach is ejected from a contest, he/she must leave the area of the contest and shall not be visible to or have communication or visible contact with players, officials, spectators, or school personnel until the contest is completed. If there is no member of the coaching staff from the school or another PGCPs certified coach present to assume responsibility the contest will be forfeited.

If a coach is ejected from a contest he/she must notify the school principal and athletic director in writing within 24 hours. The athletic director should notify the director of athletics or supervisor of athletics of any ejections. A coach who is ejected from a contest is suspended from participation in the next contest. **If a second ejection occurs, the coach is suspended for the rest of the season.** The suspended coach may not be on the premises of the contest, including bleachers or adjacent areas.

## **Hazing**

Hazing of any nature is prohibited. Players shall not be subjected to any "initiation rites" whatsoever. Hazing is degrading to the individual and is counter-productive to the goals of the school system and to the dignity and rights of the individual. Coaches must counsel team members and ensure that "initiation" or "hazing" incidents do not occur.

## **Influence on Athletes to Play One Sport**

Coaches shall not advise or exert any pressure on students or parents not to participate in a particular sport in order to “train” for another sport.

## **Medications/Supplements**

Coaches may not recommend, make available, or administer dietary supplements, pain relievers, medications, or substances that purport to enhance growth, strength, stamina, or athletic performance. This restriction does not include water or sports drinks that are used primarily for fluid replacement (for example Gatorade, Powerade). Coaches with concerns about a student’s diet or physical comfort may advise parents to consult their child’s physician.

## **Clinics and Camps**

The regulations below are in addition to regulations contained in the MPSSAA Handbook. The regulations pertain to out-of-season and in-season coaching of PGCPSS athletes including, but not limited to, summer leagues, recreational teams, camps, clinics, and other instruction of team members.

- a. PGCPSS coaches and cheerleaders and pompon sponsors may not be involved with the collection of monies for any non-PGCPSS athletic-related activity. School or booster club funds or checks may not be used for team registration fees, league fees, uniforms, or equipment. School or booster club funds may not be used for purposes beyond the defined school interscholastic athletic program.
- b. PGCPSS coaches may not apply for a facility for team practices, open gyms, leagues, camps, or clinics in which students who are returning players and the coaches are employed are involved. Approval for the use of facilities by outside groups must be obtained through the Facility Use Applications and Permits office.
- c. PGCPSS coaches may not open a gymnasium or any facility for a non-PGCPSS activity.
- d. PGCPSS regular season coaches may not participate in out-of-season practices or competitions, except as provided by MPSSAA regulations. (This includes verbal and non-verbal communication.)

## Open Gym and Conditioning

### PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS INTERPRETATION OF "OPEN GYM" POLICY

In order to conform to the letter and spirit of state and county rules governing out-of-season practice restrictions:

Any after-school athletic activity (such as weight-lifting, free play, open gym/field for any sport, conditioning programs, etc.) **conducted and supervised by coaches or school staff** should meet all of the following criteria:

- Open to the student body as a whole, not just athletes. Must meet the required 2.0 GPA requirement.
- Not open to the general public or students from other schools.
- Dates and times announced and publicized to the student body as a whole.
- Be conducted immediately before or after school when possible.
- No coaching or instruction may take place! **Instruction may occur during weight training to ensure proper lifting techniques.** Coaches may be present for supervision and liability purposes only.
- Subject to approval by the principal
- Recommended to be seasonal in nature
- Must not interfere with in-season team practices or games. In-season teams will have first priority of facility use, followed by any out of season teams or conditioning programs as coordinated and approved by the athletic director.

## Prayers

Individuals or groups of students may, if they choose, voluntarily observe a silent moment for reflection, prayer, meditation, or other silent activity which does not interfere with other students in the exercise of their choice. Coaches and other school staff may not by words or actions encourage, discourage, or participate in such activity with students.

## **Recruitment of Athletes**

Each coach should encourage students from his/her school and feeder middle schools to participate in the athletic program. Coaches, booster club members, or other school-affiliated parties are not permitted to contact or recruit students who do not reside in the school attendance area or to encourage them to attend another school. When a student or parent who does not reside in the school attendance area contacts a coach, the coach must inform that person of the rules and shall not encourage him or her to seek a transfer. Violation of this rule will result in appropriate personnel action.

## **Scouting**

Schools are permitted to scout upcoming opponents. Scouting may take place only from established spectator areas and is prohibited from football end zones, including the imaginary extension of the end zone to infinity. Opponents' contests may be videotaped, provided the videotaping in no way interferes with the playing or administration of the contest.

## **Attendance Policy**

- a. A student must maintain high standards of citizenship. A student suspended from school is ineligible to participate in athletics for the duration of the suspension.
- b. **Students must be in school to practice or participate in any sporting contest that particular day (except with legal excuses as defined by the Board of Education policy).**

## **Ejections of Athletes**

Athletes who are ejected from contests for unacceptable behavior, or who exhibit unsportsmanlike behavior before or after a contest, are suspended from participation in the next contest. Suspended players shall not be on the sidelines during the existing contest or during the next contest. Coaches will notify the athletic director in writing of the suspension and date(s) of exclusion. (See AP 0410)

## **Duties of Game Manager**

1. Hire and supervise game workers.
  - a. Official timekeepers must be qualified individuals.
  - b. Coordinate, with the security officer, the activities of the police personnel.
  - c. Return ticket report to the athletic office after each winter season.
2. Greet the visiting team and spirit groups and show them to their locker room or warm-up areas.
3. Provide private dressing facilities for officials.
4. Provide visiting coaches and officials with a key to dressing areas.
5. Prepare fields and gymnasium for play.
6. Monitor or supervise sideline crew and spectators during soccer games.
7. Provide each school with designated seating areas for its students, if necessary.
8. Must report to the game site as follows:
  - a. Soccer – 1 ½ hour prior to starting time
  - b. Baseball/Softball- 1 hour prior to starting time
  - c. Basketball – 1 hour prior to starting time

## **Pep Bands**

Home pep bands are permitted at basketball games with the approval of the athletic director. The band must be seated on the side of the gym opposite its team and may only play when an “official time out” is called. Organized programs will be permitted during intermission. Any band or other half-time presentation should be planned carefully, approved in advance by the host school, and should not interfere with the beginning of the second half of the contest.

## **Unsportsmanlike Behavior of Spectators**

- a. School officials have the authority to remove a spectator(s) from a contest for unruly to improper conduct. The individual(s) may be removed for the duration of a particular contest or for an extended period of time depending on the severity or frequency of the improper conduct
- b. In severe instance, upon approval of the director of athletics, spectators may be excluded from multiple contests, for the duration of a season, or longer.

## **Seating Arrangement/Team departure at Events**

- a. Seating areas for home and away spectators should be clearly marked.
- b. In a stadium with bleachers on opposite sides, the home team should sit in front of the home team bleachers; the visiting team should sit in front of the visiting team bleachers.

- c. In the stadium with bleachers on one side only, both team benches should be on the side opposite the bleachers; or the visiting teams should be opposite with the home team in front of the home crowd.
- d. In gymnasiums, home team spectators should sit behind the home team and in the bleachers directly opposite; visiting team spectators should sit behind the visiting team and directly opposite. Cheerleaders should sit in front of their respective crowd, directly opposite their team.
- e. **At the conclusion of an athletic event, the visiting team should depart in a timely fashion and post-game talks should be limited to ten (10) minutes or less.**

## **Signs and Noise Makers**

Radios, CD's, tape players, musical instruments, noisemakers, and similar devices will not be permitted during any indoor activity. Only signs that communicate positive support and have been approved by the host athletic director will be permitted.

## **Broadcasting**

1. All promotional announcements and advertising must be impartial and in no way promote inappropriate behavior on the part of contestants, students or other observers. No **Play-by-Play** broadcasting is allowed. The broadcaster should avoid announcing the play situation in advance. Broadcasters or announcers must remain cognizant of the purposes and the objectives of high school athletics.
2. **Upon principal's approval**, Athletic directors may employ disc jockeys or musicians to perform during their scheduled athletic events. However, the athletic director or his/her designee is responsible for **screening** all music **prior, during, and after every event**. **All broadcasted lyrics, words, and comments should be free of explicit, derogatory language.**

## **Athletics Pass and Admission Policy**

Tickets shall be sold for all Interscholastic Athletic Events. Game managers must complete and forward the PGCPS Mandatory Ticket Report Form for all athletic events.

Prince George's County Public Schools have a countywide (universal) ticket for all basketball games acceptable at all basketball games regardless of where they are purchased. Schools **may not** alter, create or design their own tickets nor may any school charge any different admission price other than what is stated below:

### **Basketball**

A standard county admission fee for basketball games is

- \$ 3.00 - general admission purchased at the door

### **Other Sports**

Cheerleading Competitions

- \$ 5.00 - general admission purchased at the door

### **Guidelines Relative to Free Admittance to Athletic Events**

Regular Season Games Only

3. All children under the age of seven (7) will be admitted free.
4. Those persons holding Prince George's County Superintendent or MPSSAA passes will be admitted free after signing the pass sign-in sheet. The game manager will provide a sign-in sheet for all athletic contests. (Prince George's County Superintendent passes are not acceptable at MPSSAA regional or State playoff games.) Only the holder of the pass may be admitted free of charge.
5. All athletic support groups, i.e., cheerleaders, pompons, band, etc., will be admitted free. They must be in uniform, enter as a group and be accompanied by a sponsor.

# Sportsmanship

## Expectations for Spectator Behavior

- **APPLAUD** players for their efforts
- **ACCEPT** the decisions of officials
- **APPRECIATE** participants for their commitment
- **SUPPORT** school personnel in conducting an orderly and spirited contest
- **MAINTAIN** composure when breaks seem to go against your team
- **RESPECT** the rights of other spectators
- **REWARD** sportsmanlike behavior through cheering
- **FOCUS** attention on positive aspects of competition
- **ENCOURAGE** players by showing enthusiasm and positive recognition
- **DEMONSTRATE** concern for the safety and welfare of athletes

## Things to Remember...

These young men and ladies are students and not professional athletes. They will make errors in the course of the competition, as will game officials and coaches. However, all participants are trying their best. Negative criticism and booing will not help them to improve and are unacceptable forms of expression at this event. You can assist in their development as athletes by focusing attention on the positive aspects of their performance. Your cooperation is important and is appreciated.

# Title IX Information

## What Is It?

Title IX is the portion of the Education Amendments of 1972 that prohibits sex discrimination in educational institutions that receive federal funds. In brief, Title IX states:

*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.*

Title IX applies to any educational program at an institution that receives any federal funds — the majority of schools in this country, from elementary schools through colleges. Almost all private colleges, for example, are covered because they receive federal funding through financial aid programs such as Pell grants. Athletic associations may also be covered under Title IX if they receive federal funds.

If educational institutions are found to violate Title IX, their federal funding can be withdrawn. In all cases to date, however, institutions found to violate Title IX have agreed to specific plans to comply with the law rather than lose funding. An institution's agreement to specific plans does not ensure that it will fulfill them. Therefore, after such agreements are made, citizens must continue to monitor Title IX compliance.

Title IX is not just a "sports" law. It also covers sexual harassment, academic discrimination and workplace discrimination against students, employees and faculty at educational institutions. Title IX prohibits unequal educational opportunities throughout the entire educational environment.

## MIDDLE SCHOOLS MASCOTS AND SCHOOL COLORS

Middle Schools	Mascots	School Colors
Andrew Jackson	Jaguars	Purple/Gold
Beltsville	Bulldogs	Green /White
Benjamin Foulois	n/a	Navy Blue/White
Benjamin Stoddert	Eagles	Red/Blue/White
Benjamin Tasker	Tigers	Black/Gold
Buck Lodge	Vikings	Black/Gold
Charles Carroll	Cougars	Green/Black/White
Drew Freeman	Falcons	Black/Gold
Dwight D. Eisenhower	Eagles	Maroon/Gold
Ernest E Just	Eagles	Maroon/Navy Blue/ White
Accokeek	Eagles	Carolina Blue/Gold/White
Excel	Eagles	Navy Blue/White
G. James Gholson	Knights	Blue/Gold
Greenbelt	Bears	Green/Gold
Gwynn Park	Yellow Jackets	Black/Gold
Hyattsville	Hawks	Gold/Royal Blue
Imagine Lincoln	Eagles	Red/White/Blue
Isaac J. Gourdine	Lions	Purple/Gold
James Madison	Cougars	Royal Blue/Gold
John Hanson	Eagles	Silver/Blue
Kenmoor	Cavaliers	Green/White/Kelly
Kettering	Rams	Blue/White
Martin L. King	Cobras	Red/Royal Blue
Nicholas Orem	Falcons	Carolina Blue/Gold/White
Oxon Hill	Eagles	Blue/White/Yellow
Robert Goddard	Rockets	Royal Blue/White
Samuel P. Massie	Cheetah	Navy Blue/Dark Gold
Samuel Ogle	Rams	Red/Blue
Stephen Decatur	Eagles	Red/White
Thomas G. Pullen	Polar Bears	Blue/White
Thomas Johnson	Jaguars	Royal Blue/Gold/ White
Thurgood Marshall	Tigers	Red/Black/White
Walker Mill	Panthers	Royal Blue/Gold
William W. Hall	Bulldogs	Navy Blue/Sky White
William Wirt	Jaguars	White/Gold/Black