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INTRODUCTION

The purpose of this handbook is to define the athletic policies and procedures of Williamson County Schools. It is the responsibility of each coach to familiarize himself/herself with the contents of this handbook as well as all Williamson County School Board Policies and Standard Operating Procedures that relate to athletic programs provided in district schools. After completion of the reading of this handbook, all coaches (i.e. head, assistant, volunteer, etc...) should read and sign the [Acknowledgement Form](#) accessed through the coach's portal on the [FinalForms](#) website. Hard copies will be provided non-faculty coaching staff.

MISSION

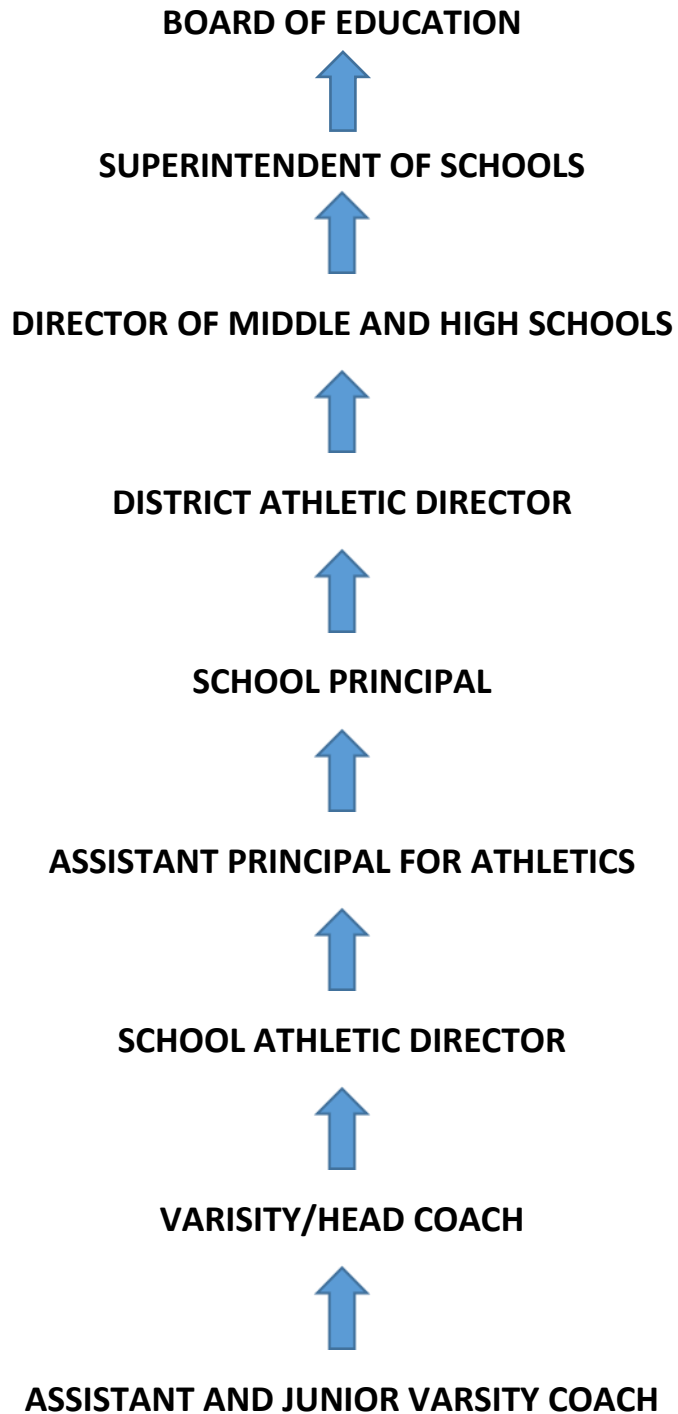
The mission of Williamson County Schools is to provide all students with a quality education that supports their intellectual, physical, emotional, and social development.

ATHLETIC PHILOSOPHY

Athletics are a part of the extra-curricular educational process of Williamson County Schools. We strive to have each student-athlete enjoy a positive experience while developing competitive teams. Within this framework coaches should create athletic programs that promote the following values:

1. Athletics is an integral part of the total educational process and, as such, serve as an arena for learning.
2. Physical conditioning should promote the pursuit of excellence and result in competitive teams.
3. Coaches should model and teach good sportsmanship.
4. Athletic training should foster mental as well as physical fitness.
5. Coaches should encourage student participation as fans as well as athletes.
6. Multi-sport participation in high school teams should be encouraged.
7. Teamwork should be emphasized.
8. Athletic programs should provide opportunities for leadership as well as require responsibility, commitment, self-discipline, self-motivation, decision-making under pressure, and responding appropriately to adversity as well as success.

WILLIAMSON COUNTY SCHOOLS FLOWCHART OF COMMUNICATION



DUTIES OF SCHOOL STAFF

ATHLETIC DUTIES OF THE PRINCIPAL

The school principal is the administrative head of the school athletic program. He/She is responsible to the district and WMAA as well as to the appropriate state governing body, TSSAA or TMSAA. The principal may delegate this authority to his/her designee (i.e. the school's athletic director.) Other athletic duties of the principal are as follows:

1. The principal must approve player eligibility and contracts. The principal shall be held responsible for the conduct of students, athletes, coaches, and the fans at all athletic events in which his/her school is involved.
2. The final decision for the scholastic eligibility of the school's athletes rests with the school's principal who will, in turn, follow TSSAA, TMSAA, or WMAA guidelines along with district and school policies.
3. The principal may authorize payment of claims other than supplies and equipment which are authorized by the athletic director.
4. The principal shall represent the school in all matters concerning the TSSAA, TMSAA, or WMAA.

DUTIES OF THE ATHLETIC DIRECTOR

The athletic director acts as the principal's designee in all matters concerning the school's athletic program. He/She is charged with the supervision of the athletic program to include the following duties:

1. The athletic director shall communicate in writing to all coaches, athletes, spectators, and support groups, policies of the Williamson County Board of Education that relate to school athletic programs including but not limited to [Board Policy 4.301 Interscholastic Athletics](#), [Board Policy 5.608 Academic, Athletic or Arts-Related Tutoring or Private Instruction for Pay](#), [Board Policy 3.216 Athletic Facilities](#), and [Board Policy 3.206 Community Use of School Facilities and Resources](#).
2. The athletic director shall cooperatively lead the school and community in creating and maintaining an atmosphere which is conducive to an educationally sound athletic program.
3. The athletic director should constantly be aware of the need for good public relations with the staff, administration, and patrons of his/her school as well as those of opposing schools.
4. The athletic director shall work with the school principal and coaches to develop schedules which are educationally and physically sound for the student athlete **and** shall

publicize these schedules through use of local media, school and district websites, and social media.

5. The athletic director shall originate game contracts with schools and officials which are complete and specific.
6. The athletic director shall hire officials who have the confidence and agreement of both teams and arrange for their comfort and security.
7. The athletic director shall be responsible for payment to all game officials.
8. The athletic director shall assure that all student athletes have met scholastic eligibility requirements.
9. The athletic director shall receive, check and scan into the [FinalForms](#) portal all [TSSAA Participation Physical Evaluation Forms \(PPE\)](#).
10. The athletic director shall support TSSAA, TMSAA and WMAA officials in cases of adverse rulings, logistics, and safety.
11. The athletic director shall provide all athletes, at each level and in all sports, proper equipment and uniforms for practice and competition.
12. The athletic director shall require coaches to submit an inventory of athletic equipment and will monitor [FinalForms](#) to assure that this has been done.
13. The athletic director shall prepare and maintain the contest site in the best possible condition.
14. The athletic director shall maintain sidelines for exclusive use of players, coaches, and officials and handle crowds so that there is no encroachment on playing space.
15. The athletic director may refuse admission to athletic events to persons who have shown a lack of sportsmanship.
16. The athletic director may refuse admission to athletic events to any WCS student who is currently under suspension from school. ([Board Policy 6.316 Student Expulsion/Suspension](#))
17. The athletic director shall provide updated rosters and schedules as well as other pertinent information to the media as well as the District Athletic Director.
18. The athletic director shall provide working accommodations for media covering a school athletic contest.
19. The athletic director shall maintain records regarding win-loss, letter-award winners, and individual record holders as reported by each head coach by season.
20. The athletic director shall collaborate with coaches to arrange all transportation for away athletic contests through the WMS Transportation Department.
21. The athletic director shall schedule the use of all athletic facilities with the cooperation of coaches and school administration.
22. The athletic director shall oversee ticket sales and collection of proceeds for athletic events at the home school and, when appropriate, for away contests.
23. The athletic director shall promote the use of online ticket sales and shall be responsible for training the appropriate school personnel to manage such sales.

24. The athletic director shall supervise advertising and publicity for athletic contests. (This may be delegated to coaches as appropriate.)
25. The athletic director shall supervise the maintenance of athletic equipment and facilities. Facility maintenance will be coordinated with the principal and the WCS Maintenance Director.
26. The athletic director shall schedule individuals for ticket sales, gatekeepers, and crowd management for home athletic contests.
27. The athletic director shall provide supervision of all home athletic events and has responsibility for crowd control.
28. The athletic director shall be responsible for the submission of all required forms pertaining to tournament play to the TSSAA, TMSAA, or the WMAA.
29. The athletic director of the host school is responsible for ordering and distributing tournament tickets and packets to all participating schools.
30. The athletic director shall work collaboratively with the District Athletic Director in promoting the WCS Sports Conference through local media, school/district websites, social media, and district-wide events (e.g. jamboree, media day, district tournament, WILLCO Awards, etc..)
31. The athletic director shall evaluate head coaches and make recommendations to the principal regarding employment.
32. The school's athletic director and principal must approve the purchase of all athletic uniforms, equipment and supplies. The athletic director shall assure that coaches understand and follow the appropriate steps for approval to purchase these items in accordance with [Board Policy 2.805 Purchasing](#).
33. The athletic director shall keep a financial record of all receipts and expenses for each sport in conjunction with the school's bookkeeper.
34. The athletic director shall be responsible for seeing that coaches are informed regarding district-level partnerships and are adhering to the terms of these agreements.
35. The athletic director shall be responsible for keeping the [Guns in Parks](#) spreadsheet updated for home contests that are held in public parks and for assuring that all aspects of [SOP 6.121 No Guns in Parks Signs](#) are being followed.
36. The athletic director shall meet with the District Athletic Director twice yearly to receive updates regarding policy, procedures, and related district-wide endeavors.

COACHING STAFF

CODE OF ETHICS FOR ATHLETIC COACHES

The following are required expectations of all individuals, staff members as well as student-athletes, associated with Williamson County Schools athletic programs:

1. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play
2. To eliminate all possibilities which tend to destroy best values of the game
3. To stress the values derived from playing the game or sport fairly
4. To show cordial courtesy to visiting teams and officials
5. To establish a happy, respectful relationship between visitors and hosts
6. To respect the integrity and judgment of sports officials
7. To achieve a thorough understanding and acceptance of the rules of the game, the standards of eligibility regulations, and the policies set forth by Williamson County Schools, the Tennessee Secondary Schools Athletic Association (TSSAA), the Tennessee Middle Schools Athletic Association (TMSAA), and the Williamson Middle Athletic Association (WMAA)
8. To support and strive to fulfill the professionally recognized nine legal duties of a coach

THE NINE LEGAL DUTIES OF A COACH

Over the past twenty years, through thousands of lawsuits, the courts have defined and continue to define the legal duties of an individual who serves as a coach. These duties may vary from state to state and may change as sport litigation continues unabatedly over the years. The National Interscholastic Athletic Administrators Association, the National Federation of High School Associations, the Coalition of Americans to Protect Sports, and the National Association for Sports and Physical Education all recognize these nine legal duties. Your legal duties as an athletic coach are listed below:

- Duty 1: Properly plan the activity.
- Duty 2: Provide proper instruction.
- Duty 3: Provide a safe physical environment.
- Duty 4: Provide adequate and proper equipment.
- Duty 5: Match your athletes.
- Duty 6: Evaluate athletes for injury or incapacity.
- Duty 7: Supervise the activity closely.
- Duty 8: Warn of inherent risks.
- Duty 9: Provide appropriate emergency assistance.

HIRING OF COACHING STAFF

PROCEDURES FOR HIRING OF NON-FACULTY STAFF

1. The individual seeking the coaching position must complete an application and submit it to the WCS Human Resources Department and email the designated contact at the school expressing interest in the position.
2. Eligible candidates are contacted by the school to schedule an interview.
3. The principal should conduct telephone or electronic reference checks. (AT LEAST ONE REFERENCE CHECK MUST BE A PHONE REFERENCE.)
4. The principal recommends a candidate by submitting reference checks and recommendations through the appropriate online portal.
5. The principal submits the [Supplement Experience Verification Form](#) to Human Resources within thirty days from the date of hire.
6. The new hire is contacted by an HR Specialist to schedule an appointment to complete paperwork and have ID badge created and is given instructions for completing the fingerprinting requirement.
7. Human Resources notifies the principal once the candidate has been approved for hiring and provides the principal with the new hire employee number.
8. NO NON-FACULTY COACH, PAID OR UNPAID, MAY ATTEND ANY PRACTICE OR GAME UNTIL HUMAN RESOURCES HAS COMPLETED PAPERWORK AND FINGERPRINTING AND FORWARDED APPROVAL TO THE PRINCIPAL.
9. Non-faculty staff may only be paid with approved supplement funds and all checks must be issued through the WCS Finance Department.

PROCEDURES FOR HIRING NON-FACULTY VOLUNTEER COACHES

1. The school submits the [Volunteer Release Form](#) indicating the sport the individual will be coaching to the Human Resources department.
2. The HR Specialist will contact the volunteer with instructions for completing the fingerprinting requirement.
3. Human Resources will notify the volunteer coach and the school administration when the individual receives clearance to participate in athletic activities. No individual should participate in activities with student athletes until this notification has been received by the school administration.
4. Non-Faculty Volunteer Coaches should not receive compensation of any kind for their work of coaching students.

PROCEDURES FOR HIRING A CURRENT CLASSIFIED EMPLOYEE TO COACH

1. The principal submits the [Supplement Experience Verification Form](#) to Human Resources.
2. The principal submits the [Request for Approval for Classified Employee to Work in Supplemental Position Form](#).
3. The classified employee may only be paid with approved supplement funds and all checks must be issued through the WCS Finance Department.

PROCEDURES FOR A CURRENT CLASSIFIED EMPLOYEE TO BECOME A VOLUNTEER COACH

1. The school should submit the [Volunteer Release Form](#) indicating the sport that the individual will be coaching.

COACHING DUTIES

DUTIES OF THE HEAD COACH

1. The head coach should be present and actively working in a coaching capacity at all practice sessions and contests.
2. In the event that the head coach must take a sick day, he/she should contact the athletic director, and whether or not the coach is allowed to attend practice/game will be left to the discretion of the athletic director. (Those who have been too sick to work should not be allowed to attend practices/games without the presence of extenuating circumstances.)
3. The head coach should be responsible for the good conduct of his/her team members.
4. The head coach should be visible and energetic to promote a positive image.
5. The head coach should conduct himself/herself in a professional manner at all times, especially when directing athletes in competition with other schools and when posting on social media.
6. The head coach should model and instruct student athletes in the appropriate use and storage of equipment and shall be responsible for assuring that all doors and facilities are locked after use.
7. The head coach shall maintain all athletic participation forms required on the [Finalforms](#) portal.
8. The head coach shall complete the TSSAA online rules meeting.
9. The head coach should abide by all binding TSSAA, TMSAA, and WMAA policies and regulations.
10. The head coach shall attend all athletic department, league, and TSSAA, TMSAA or WMAA required meetings.

11. The head coach shall organize and schedule scouting assignments for the program.
12. The head coach shall engage in professional development opportunities pertaining to his/her sport in order to remain informed of current coaching techniques, points, plans, ideas, etc...
13. The head coach shall never conduct a one-on-one meeting behind closed doors with a student athlete and should not transport a student athlete outside of athletic events.
14. The head coach shall develop and provide opportunities for out-of-season training, skill development, and team building.
15. The head coach may organize and provide instruction in youth programs, including summer camps.
16. The head coach shall maintain team statistics and records and shall provide these to the school and district athletic directors as well as local media.
17. The head coach should make an effort to attend and support WCS students at other activities outside of his/her own sport.
18. The head coach should cooperate with and respect other coaches with regard to the shared use of locker rooms, practice areas, equipment, etc...
19. The head coach may organize and participate in fundraising activities to provide funding for his/her program.
20. The head coach shall plan a post-season awards banquet/ceremony.
21. The head coach shall develop and maintain positive public relations with the media and respond to requests as outlined on pages 30-32 of this manual.
22. The head coach or his/her staff designee shall ride the bus to and from away contests unless otherwise approved by the school's athletic director.
23. The head coach shall communicate with parents to keep them informed about the athletic program including camps, practices, games, fundraisers, etc... and provide a minimum of one direct communication tool for use by parents to contact the coach.
24. The head coach shall not tolerate hazing or bullying at any level.
25. The head coach must establish a plan for mass team communication in case of inclement weather or an emergency.
26. The head coach shall conduct a pre-season parent/student meeting which should provide information regarding practice routines, schedule, tryout information, lettering requirements, and practice guidelines/team rules. (Team rules and practice guidelines should be provided in writing.)
27. The head coach shall be responsible for communicating to assistant coaches, pertinent policies and guidelines and shall share team goals, covenants, and focus with all members of the coaching staff.
28. The head coach shall be responsible for nominating student athletes for post-season awards.

DUTIES OF ASSISTANT AND JUNIOR VARSITY COACHES

1. Assistant and junior varsity coaches shall be present and actively working in a coaching capacity at all practice sessions and contests.
2. In the event that an assistant or junior varsity coach must take a sick day, he/she should contact the head coach as well as the athletic director, and whether or not the coach is allowed to attend practice/game will be left to the discretion of the athletic director. (Those who have been too sick to work should not be allowed to attend practices/games without the presence of extenuating circumstances.)
3. Assistant and junior varsity coaches shall be responsible for the good conduct of the team members.
4. Assistant and junior varsity coaches should be visible and energetic to promote a positive image.
5. Assistant and junior varsity coaches should model and instruct student athletes in the appropriate use and storage of equipment and shall be responsible for assuring that all doors and facilities are locked after use.
6. Assistant and junior varsity coaches shall complete the TSSAA online rules meeting.
7. Assistant and junior varsity coaches shall abide by all binding TSSAA, TMSAA, and WMAA policies and regulations.
8. Assistant and junior varsity coaches shall attend all athletic department, conference, and TSSAA, TMSAA, or WMAA required meetings.
9. Assistant and junior varsity coaches shall assist in advanced scouting as assigned by the head coach.
10. Assistant and junior varsity coaches shall be responsible to the head coach.
11. Assistant and junior varsity coaches shall assume responsibility for teams assigned to them by the head coach.
12. Assistant and junior varsity coaches shall engage in professional development opportunities pertaining to their sport in order to remain informed of current coaching techniques, points, plans, ideas, etc...
13. No coach should conduct a one-on-one meeting behind closed doors with a student athlete and should not transport a student athlete outside of athletic events.
14. Assistant and junior varsity coaches shall assist the head coach in developing and providing opportunities for out-of-season training, skill development, and team building.
15. Assistant and junior varsity coaches may assist in youth camps including summer camps as directed by the head coach.
16. Assistant and junior varsity coaches shall assist the head coach in maintaining statistics and records pertaining to their athletic team.
17. Assistant and junior varsity coaches should make an effort to attend and support WCS students at other activities outside of their sport.
18. Assistant and junior varsity coaches should cooperate with and respect other coaches with regard to the shared use of locker rooms, practice areas, equipment, etc...

19. Assistant and junior varsity coaches should assist the head coach in organizing and participating in fundraising activities to provide funding for the athletic program.
20. Assistant and junior varsity coaches should assist the head coach in planning a post-season awards banquet/ceremony.
21. Assistant and junior varsity coaches shall assist the head coach in developing and maintaining positive public relations with the media and media personnel.
22. Assistant and junior varsity coaches must ride the bus to and from away contests unless otherwise approved by the athletic director.
23. Assistant and junior varsity coaches shall assist the head coach in communicating with parents to keep them informed about the athletic program including camps, practices, games, fundraisers, etc...and should provide one means of communications by which the assistant or junior varsity coach may be contacted.
24. The assistant and junior varsity coach shall not tolerate hazing or bullying at any level.
25. Assistant and junior varsity coaches shall assist the head coach in developing a plan for mass team communication in the event of inclement weather or an emergency.
29. Assistant and junior varsity coaches shall assist the head coach in conducting a pre-season parent/student meeting which should provide information regarding practice routines, schedule, tryout information, lettering requirements, and practice guidelines/team rules. (Team rules and practice guidelines should be provided in writing.)
26. Assistant and junior varsity coaches should remember that participation of all student athletes is encouraged, especially at the lower levels of competition.
27. Assistant and junior varsity coaches shall assist the head coach in nominating student athletes for post-season awards.

RESPONSIBILITY OF COACHES TO STUDENT ATHLETES

1. The head coach shall develop his/her own criteria for selection of team members and shall explain his/her selection process to candidates before the tryouts proceed.
2. The head coach shall provide training rules and any other unique regulations of the sport to athletes, parents, and the athletic director.
3. The head coach shall monitor the student athlete's grades and conduct.
4. The head coach shall be responsible for monitoring [FinalForms](#) and assuring that all team members have submitted documentation regarding annual physicals and have met all other eligibility requirements.
5. The head coach shall be accountable for proper care and storage of athletic equipment, issuing equipment to student athletes, inventorying the equipment, and submitting the inventory through the [FinalForms](#) portal.
6. The head coach should direct any unresolved parental grievances to the school's athletic director.

7. All coaching staff members shall refrain from the use of profanity and tobacco while coaching.
8. All coaching staff members shall be informed about policies concerning injuries, medical attention, and insurance and shall complete and submit the appropriate documentation when a disabling athletic injury occurs.
9. All coaching staff members shall be responsible for monitoring locker rooms and supervising practices, tryouts, games, and team events. Student athletes should not be left unsupervised.
10. All coaching staff members shall be responsible for directing student managers, assistants, and statisticians.
11. All coaching staff members shall cooperate and communicate with parents during the entire school year.
12. In the event of inappropriate conduct by a student athlete, the head coach shall determine student discipline and contact the parents concerning student eligibility or dismissal from the team.
13. All coaching staff members should be responsible for promoting potential collegiate athletes and assisting in their pursuit of scholarships and other forms of financial aid. This assistance should include but not be limited to providing game videos to interested recruiters as well as promoting the athletes through the use of media/social media.
14. The coaching staff should provide school counselors the names of students who are potential collegiate athletes to assure that students understand academic requirements of potential schools as well as NCAA Clearinghouse procedures.
15. The coaching staff shall develop an emergency plan of action that outlines response to emergency athletic injuries that may occur at both home and away athletic venues.
16. All coaching staff shall adhere to safety procedures at all times.

STAFF DEVELOPMENT

Coaching staff members are encouraged to attend professional training events that promote staff development. Requests for funding to attend appropriate clinics and seminars may be made to athletic booster clubs or sport-specific fundraising accounts. Whenever possible, attendance at coaching clinics should occur outside of the school day; however, coaches may request administrative leave time a maximum of once per year to attend or serve as a presenter at an athletic training session.

All members of the coaching staff are expected to familiarize themselves with the rules and regulations of the Tennessee Secondary Athletic Association as outlined in the *TSSAA Handbook* made available to each head coach. The athletic department will not condone deliberate violations of the rules of this state governing body, and any fine levied for failure to adhere to and/or follow these regulations **will be charged to the head coach of that sport**. All head

coaches must attend the TSSAA rules meeting for his/her sport. Failure to do so shall result in a **\$50.00** fine.

PRIVATE INSTRUCTION FOR PAY

School athletics are to be coached by personnel employed by Williamson County Schools. Such coaches are to be compensated only from Board funds, according to the current salary schedule. Coaches should not receive pay other than from Williamson County Schools for any athletic-related services provided to any student who is or may be participating in that coach's sport except that coaches may participate in school authorized clinics, camps, etc...([Board Policy 5.608 Academic, Athletic or Arts-Related Tutoring or Private Instruction for Pay.](#))

STUDENT ATHLETES

Any student, except as outlined below, shall be eligible to try out for any athletic team. Academic and citizenship requirements for being a member of an athletic team shall be carefully considered and developed to promote the welfare of the individual student. Only students in grade 6-12 shall engage in interscholastic activities. ([Board Policy 4.301 Interscholastic Athletics](#))

PHYSICAL REQUIREMENT

All student-athletes, grades 6-12, must have a current athletic physical on file, based on TSSAA standards and completed after April 15 of the previous school year, before being allowed to participate in any extracurricular activity involving athletics in the Williamson County School System. These activities include, but are not limited to, weight training outside of the instructional day, conditioning, open facilities tryouts, practices and athletic contests. Cost of the examination shall be borne by the parent or guardian of the student. The [TSSAA Participation Physical Evaluation Form \(PPE\)](#) may be downloaded from the [FinalForms](#) online dashboard. The form must be completed and signed by the physician and returned to the student's coach or athletic director prior to the student athlete's participation in the sport. The physical is valid for one calendar year and must be current until the end of a specific sport season under Tennessee Secondary School Athletic Association (TSSAA) guidelines.

HIGH SCHOOL ATHLETIC ELIGIBILITY

The By-Laws of the TSSAA shall be adopted as a part of the regulation for the operation and control of athletics in the high schools of Williamson County. TSSAA eligibility requirements are as follows:

1. To be eligible to participate in the interscholastic athletic activities during any semester, the high school student shall at least meet current TSSAA standards which require the student to have earned a minimum of five credits the preceding school year. All credits must be earned by the first day of the beginning of the school year. Students who are ineligible the first semester may gain eligibility the second semester by passing five subjects for the first semester of the school year.
2. A student, once enrolled in the 9th grade, has eight semesters of athletic eligibility.
3. No student shall be eligible to participate in any athletic contest during any school year if he/she becomes 19 years of age on or before August 1.
4. Any student classified as a second semester junior or as a senior who moves out of the county may complete his/her senior year, with payment of tuition, and continue to participate in athletics within the guidelines of the athletic governing body.

5. If a high school student is forced to withdraw from school or is prevented from enrolling in school due to illness or accident to the student, the Principal shall review the full details submitted by the student or his/her parent(s) concerning the student's illness or accident and make a ruling with regard to the student's eligibility provided the student was eligible at the time the illness or accident forced the student to withdraw or prevented the student from enrolling in school. The Principal may submit to the Executive Director of TSSAA, the full details and request a ruling with regard to the student's eligibility. If ruled eligible, such a student shall be credited with a semester of attendance for interscholastic athletic purposes for the semester of non-attendance or withdrawal.

MIDDLE SCHOOL ATHLETIC ELIGIBILITY

The By-Laws of the Williamson Middle Athletic Association (WMAA) shall be adopted as part of the regulation for the operation and control of athletics in the middle schools of Williamson County with the exception of those middle schools that have elected to participate as members of the Tennessee Middle Schools Athletic Association (TMSAA). These schools shall be governed by the By-Laws of TMSAA.

Eligibility for middle school athletics for those middle schools governed by WMAA will be determined as follows:

1. The middle school student shall have passed (70 or above) four (4) academic subjects: communication arts (reading, language, spelling), math, science, and social studies in the previous nine-week grading period in order to be eligible to try-out for a middle school athletic team. The previous nine-week grading period is the last nine-week period school was in session.
2. The following procedures should be used to determine eligibility to continue participation in a sport when a grading period ends within the sport season:
 - a. Coaches will provide subject area teachers with the names of student participants when teams are formed.
 - b. Teachers will certify those students with a passing grade (70 or above) at the end of each established grading period.
 - c. Students whose grades in any of the four (4) academic subjects listed above fall below 70 for the nine-week period will be placed on probation. Students on probation may practice but not dress out or play for at least one (1) week after being placed on probation.
 - d. For any student whose grade does not improve to an average of 70 or above in each of the four (4) academic subjects by mid-term progress report, that student will be suspended from participation until the next nine-week grading period.
 - e. Principals are responsible for enforcing "probation and ineligibility status."

Eligibility for middle school athletics for those middle schools who are members of TMSAA will be determined as follows:

1. The middle school student shall have been academically promoted to the next higher grade. Any student repeating a grade is ineligible to participate. A student who is ineligible at the beginning of the school year may gain eligibility the second semester by passing five (5) subjects, or the equivalent, the preceding semester provided the student is not repeating the same grade.
2. If a middle school student is forced to withdraw from school or prevented from enrolling in school due to the student's illness, accident or his/her disability, the principal may request a ruling in regard to the student's eligibility, provided the student was eligible at the time the illness or accident prevented the student from enrolling in school. If ruled eligible, such a student shall be charged with a semester of attendance for athletic purposes for the semester of non-attendance or withdrawal.

HOME-SCHOOLED ATHLETES

In order for any student not enrolled in a Williamson County School to participate in athletic events at any WCS school, the student shall be enrolled in a home school conducted by his or her parent(s) or legal guardian(s). The student cannot be enrolled in a home school and an umbrella program (non-public school) at the same time. The following guidelines establish minimum eligibility requirements in order for home school students to participate in school athletic programs. All requirements listed below must be completed before any home-schooled student athlete is allowed to participate in any athletic activity. Failure to comply with any requirement below at any time will result in the immediate termination of the student's eligibility, and the student will not be allowed to continue participation in any tryout, practice, game, or any other team event.

1. In order for homeschooled students to be eligible for participation in a WCS athletic program, homeschool parents must have filed a [Notice of Intent to Homeschool](#) with the district office of Williamson County Schools by August 1 of the current school year and must notify the athletic director of the zoned school of intent to participate in the sports program by August 15 of the current school year.
2. All home school students must comply with all guidelines of the Tennessee Secondary Schools Athletic Association (TSSAA), the Tennessee Middle Schools Athletic Association (TMSAA), and the Williamson Middle Athletic Association (WMAA).
3. All home school students may only try out for sports teams at the school to which their permanent residence is zoned. No open zoning for athletics will be allowed. This will require that families provide the school with proof of residence, parenting plans, and other documents at the same level as required for school enrollment.

4. All home school students shall be subject to the same athletic fees approved by the School Board and required of other participants in the same sport at a particular school.
5. Parents or legal guardians of home school students may join the athletic booster club and participate in fundraising events benefitting the sport in which their child is participating.
6. Each home school student must be in compliance with all Tennessee laws governing home schools including, but not limited to, registration with Williamson County Schools.
7. The homeschool must present proof of the student's passing five (5) academic subjects for high school students and four (4) core subjects for middle school students.
8. The home school student must provide proof of basic primary medical insurance coverage and liability insurance coverage which names TSSAA as an insured party in the event the school's insurance provider does not extend coverage to students enrolled in home school programs.
9. All home school students and parents must complete and submit online, all athletic forms available through the [FinalForms](#) dashboard. The [TSSAA Participation Physical Evaluation Form \(PPE\)](#) must be printed, completed and signed by a physician, and returned to the school's athletic director.
10. School administration should verify that a home school student has met all of the eligibility requirements listed above prior to the student's attending tryouts.
11. Eligibility to participate in team tryouts does not assure that the homeschool athlete will secure a place on the athletic team. Team selection is done at the discretion of the head coach of any given sport.
12. All home school students shall be subject to the same disciplinary standards as other team members, and all disciplinary actions should be documented and filed.
13. Any student who withdraws from a regular school program to enroll in a home school education program and who is ineligible at the time of withdrawal from the regular school program due to his/her failure to meet academic or behavioral eligibility standards shall be ineligible to compete in interscholastic athletic competition as a home school athlete until such time as he/she has satisfied these homeschool guidelines as well as all other eligibility bylaws of TSSAA, WMAA or TMSAA.
14. Parent or student athlete questions regarding enrollment in a home school program should be directed to the Home School Specialist at the WCS Board of Education.

SUBMISSION OF ATHLETIC FORMS WITHIN *FINALFORMS*

All WCS athletic forms are now available through the [FinalForms](#) online dashboard that enables parents and students to complete required athletic forms electronically. The only form that families are required to print, sign, and return is the [TSSAA Participation Physical Evaluation Form \(PPE\)](#). This form is only available through the [FinalForms](#) dashboard and must be printed, completed and signed by a physician and then submitted to the student's athletic director or coach in order to be eligible to participate in athletics.

WCS athletic departments should not accept paper copies of any athletic forms or packets other than the [PPE](#). Upon receipt, this completed form should be uploaded to the student athlete's profile in [FinalForms](#) by the school's Athletic Director. All other required forms must be completed and submitted online through the [FinalForms](#) dashboard in order for a student to be eligible for tryouts and participation in athletic programs or activities. Parents will automatically be notified when the child's forms and physical need to be updated.

It is the responsibility of the Coach of Record (Head) to monitor the [FinalForms](#) dashboard to assure that all student athletes have submitted documentation for eligibility prior to the student's participation in any athletic activity.

The following are the forms located within the [FinalForms](#) portal:

1. [TSSAA Participation Physical Evaluation Form \(PPE\)](#)
2. HIPPA
3. ImPact and BESS Consent
4. *Cardiac Arrest Form*
5. [Twitter Agreement](#)
6. [Text Agreement](#)
7. [Media Release Agreement](#)

PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING

The district is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation, or bullying. Bullying and bullying-related behaviors (e.g. cyber-bullying, intimidation, harassment, hazing, etc...) are unacceptable behaviors. Such behaviors are strictly prohibited and will not be tolerated. All students and employees should deal with all persons in a manner that conveys respect for individuals regardless of race, color, marital status, national origin, creed, religion, sex, age, or disability. Student athletes found to be in violation of this policy shall be subject to discipline which may include suspension or removal from the athletic team as well as suspension or expulsion from school.

Any demeaning form of on-campus or off-campus hazing or harassment which is related to school issues and is used to initiate or humiliate another student or staff member constitutes grounds for disciplinary action including suspension or expulsion.

Coaches are responsible for publicizing this policy including notice to students and parents that this policy applies to behavior at all school-sponsored activities including but not limited to practices, tryouts, team buses, or athletic events. All WCS employees shall be responsible for implementing this policy and violations of the policy should be reported as outlined in [Board Policy 6.3032 Bullying](#).

ADMINISTRATIVE DUTIES OF THE COACH

ATHLETIC PRACTICE

All practices for any athletic team should occur outside of the regular school day. No practice is allowed to take place during normal school hours. ([Board Policy 4.301 Interscholastic Athletics](#))

Student athletes should be supervised at all times, and at least one member of the coaching staff should remain with students awaiting pick up until transportation arrives.

EQUIPMENT ACCOUNTABILITY

Each coach shall be held accountable for the equipment and uniforms issued to his/her players. Coaches must be able to identify each item assigned to an individual team member, and that player shall be held accountable for those item(s). The athlete will be charged for any item which is not returned at the end of the sport season. Uniforms, warmups, and other school-issued equipment should be worn during practices and games. Game-day jerseys or uniforms may be worn during the school day prior to an athletic event.

Head coaches shall be responsible for completing an inventory of equipment and uniforms and submitting the report via the [Finalforms](#) portal.

School laundry equipment shall be used to clean school-issued uniforms only, and personal use is NOT allowed. Only coaches and managers responsible for team equipment should be allowed to use the laundry equipment.

SCHEDULING OF EVENTS

Schools shall not schedule and students shall not participate in any athletic team activity during the school day. No student or faculty may be dismissed during the school day from school premises or the regular activities of the student or school's schedule in order to play an athletic contest or interscholastic game without the written approval of the Superintendent of Schools which will be reported to the Board of Education. This restriction would NOT apply to tournaments/play-off games scheduled by the TSSAA. ([Board Policy 4.301 Interscholastic Athletics](#))

GAME ADMINISTRATION

1. Coaches should be in contracted uniform or appropriate professional dress for all contests.
2. The head coach must accompany students to all away games.
3. Coaches are asked to assist the Athletic Director in securing clock and scoreboard operators, public address announcers, chain crews, and volunteers to assist with game management.
4. Out-of-season coaches are **encouraged** to attend as many athletic events as possible to assist with supervision and administration.
5. The *National Anthem* shall be performed by the school's band or chorus or played over an available sound system prior to the beginning of any athletic contest. In the event of multiple games (e.g. JV, Freshmen, Girls and Boys consecutive contests, etc...), the *National Anthem* should be observed before the initial contest.
6. In the absence of a sound system or performance group, the crowd should be led in the recitation of the *Pledge of Allegiance*.
7. If a flag is not visible from the athletic venue, the host WCS school should be responsible for providing a flag prior to the presentation of the *National Anthem* or *Pledge of Allegiance* at the beginning of the athletic contest.

POST-GAME PROCEDURES

1. Coaches should **supervise all** athletes **until** transportation arrives.
2. Coaches should check restrooms and locker rooms and turn off lights before leaving the athletic facility.
3. Coaches should leave **only** after each student has been picked up.
4. Coaches should follow procedures outlined in the *Media Protocol* section of this handbook when reporting scores, stats, outcomes, etc., for all athletic events.

CANCELLATION OF EVENTS

The decision to cancel athletic activities is made by the Principal or designee of the school in consultation with Central Office staff (Deputy Superintendent, Safety Director, District Athletic Director) when necessary. If activities are cancelled, the Principal or designee will ensure that the head coach is notified and takes measures to notify the public through various means. These means may include websites (school and district), automated calling system, local media, and social media as conditions warrant. The head coach or the school's athletic director will also be responsible for notification to the appropriate personnel at the opposing school.

If a coach is notified regarding the cancellation of an away contest, he/she should notify the Principal or designee who will take measures to notify the public through various means as mentioned above.

TRANSPORTATION OF STUDENT ATHLETES

BUS TRANSPORTATION

The Principal or his/her designee is required to accompany an athletic team on its trips, and all trip requests shall be made according to the procedures established by the Williamson County Schools administration. ([Board Policy 4.301 Interscholastic Athletics](#))

Requests for buses to transport student athletes to off-site events should be submitted through use of the [Trip Tracker](#) software according to the following guidelines.

1. Under *Trip Details*, all items must be completed – *Trip Name, ID, Date, Type, Activity, Reason, and Submitter*. If all items are not completed, the field trip will not pull to the report to be presented for Board approval.
2. Each account type has a different approval path. It is very important that the correct account type be chosen:
 - a. If a trip is entered in for athletics and does **NOT** require a bus, the account type selected should be **SCHOOL-Athletic (No Driver Needed)**.
 - b. For athletic events requiring a bus, the correct selection should be **School-Athletics**.
 - c. For overnight and other trips, the selection should be the one most clearly descriptive of the event.
 - d. Athletic events that require a cost per student should **NOT** be entered as athletic but rather as a **Daily Field Trip** in order to assure that it goes through the proper approval channels.
3. All trips entered should have information included in the *Notes* section. If there is no cost to students, the *Notes* section must read **No Cost**. (**IMPORTANT**: Both **N** and **C** must be capitalized in order for the Board approval report to pull correctly.)
4. If there is a cost per student, the amount must be at the beginning in the note sections. (For example: **\$5.00 per student** would be an appropriate notation in the *Notes* section.) By putting this information in the beginning of the *Notes* section, the Board approval report will run correctly.
5. When possible, trips should be entered into [Trip Tracker](#) thirty (30) days in advance to allow time for the chain of approval to take place: Bookkeeper > Principal > Transportation > Assistant Superintendent > Superintendent > School Board.
6. For athletic events requiring buses scheduled with short notice under circumstances out of the school's control (e.g. rescheduled previously canceled events or TSSAA playoff events, etc...) an email request should be sent to the Transportation Dispatch Supervisor explaining the circumstances and requesting transportation.
7. For confirmation that a request has been approved, call the Transportation Dispatch Supervisor at (615) 472-4956.

TRANSPORTATION OF ATHLETES IN PRIVATE VEHICLES

A school employee who wishes to transport student athletes to and from athletic events when the number of athletes is too small to warrant the use of a district bus should, on an annual basis, provide the district office with the following documentation:

1. Proof of Insurance
2. A print-out of the individual's driving record from the Tennessee Department of Safety
3. A signed certification that his/her vehicle is in operable and reasonably safe condition, has working brakes, and is equipped with a sufficient number of shoulder restraints to accommodate each student who will be transported

If a school becomes aware that a particular employee has a poor driving record, that individual should not be allowed to transport students in his/her personal vehicle or a county-owned vehicle.

SPORTS MEDICINE

Vanderbilt University Medical Center has entered into contract with Williamson County Schools as the outsourced athletic training provider through its Vanderbilt Sports Medicine Division. VSM-VUMC shall serve for the duration of this contract as the exclusive provider of athletic personnel and comprehensive service to all middle and high schools in Williamson County. The current contract shall expire on June 30, 2018. WCS holds the option at its discretion to review the program each year and to elect to renew or not to renew.

VSM-VUMC personnel have been assigned to WCS school clusters as indicated in the following table:

ATC NAME	PHONE	SCHOOL CLUSTER	EMAIL
Alexis Boorde	615-927-7034	Franklin	alexis.n.boorde@vanderbilt.edu
Keely Burhman	615-927-7033	Centennial	keely.burnham@vanderbilt.edu
Amanda Drury	615-927-7021	Fairview	amanda.drury@wcs.edu
LeighAnne DeHaan	615-927-7028	Page	leighanne.m.schlichte@vanderbilt.edu
Brittany Hillyer	615-927-7031	Ravenwood	brittany.hillyer@vanderbilt.edu
Brandi Mangrum	615-927-7032	Independence	brandi.mangrum@wcs.edu
Jay Moore	615-927-6364	Nolensville	james.e.moore.1@vanderbilt.edu
Eric Owens	615-927-7029	Brentwood	eric.s.owens@vanderbilt.edu
Meg Stockham	615-927-7030	Summit	meg.stockham@vanderbilt.edu

**High School Sports
TSSAA and/or WCS Sanctioned for Boys and Girls**

Revised 6/2/17

Junior Varsity and Varsity

Freshmen

Sport	Home Game	Varsity Home Tourney or Playoff	Away Games Including Playoffs	Practice or Scrimmage	Home Game	Away Game	Practice or Scrimmage
Football	ATC and Team Phys Req'd (varsity only)	ATC and Team Phys Req'd (varsity only)	ATC	On Campus (1)	ATC Required	Optional	Optional
Basketball	On Campus (1)	On Campus (1)	N/A	Lower Priority(2)	Lower Priority (2)	N/A	N/A
Baseball	On Campus (1)	On Campus (1)	N/A	Lower Priority(2)	Lower Priority (2)	N/A	N/A
Softball	On Campus (1)	On Campus (1)	N/A	Lower Priority(2)	Lower Priority (2)	N/A	N/A
Soccer	On Campus (1)	On Campus (1)	N/A	Lower Priority(2)	Lower Priority (2)	N/A	N/A
Wrestling	On Campus (1)	On Campus (1)	N/A	Lower Priority(2)	Lower Priority (2)	N/A	N/A
Volleyball	On Campus (1)	On Campus (1)	N/A	Lower Priority(2)	Lower Priority (2)	N/A	N/A
Track	On Campus (1)	On Campus (1)	N/A	N/A	N/A	N/A	N/A
Cross Country	On Campus (1)	On Campus (1)	N/A	N/A	N/A	N/A	N/A
Tennis	On Campus (1)	On Campus (1)	N/A	N/A	N/A	N/A	N/A
Cheerleading	On Campus (1)	On Campus (1)	N/A	N/A	N/A	N/A	N/A
Golf	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Swimming	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Bowling	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(1) ATC must be on or around campus, available and accessible within 5-10 minutes

(2) ATC must be in general vicinity and respond in person at venue within 15-20 minutes

Middle School Sports

TMSAA and/or WMAA Sanctioned for Boys and Girls

Revised 6/2/17

Varsity

Junior Varsity and 6th Grade

Sport	Regular Scheduled Home Game	Varsity Home Tourney or Playoff	Away Games Including Playoffs	Practice or Scrimmage	Regular Scheduled Home Game	Away Game	Practice or Scrimmage
Football	ATC Required	ATC Required	N/A	Lower Priority(2)	N/A	N/A	N/A
Basketball	Lower Priority(2)	Lower Priority(2)	N/A	N/A	N/A	N/A	N/A
Baseball	Lower Priority(2)	Lower Priority(2)	N/A	N/A	N/A	N/A	N/A
Softball	Lower Priority(2)	Lower Priority(2)	N/A	N/A	N/A	N/A	N/A
Soccer	Lower Priority(2)	Lower Priority(2)	N/A	N/A	N/A	N/A	N/A
Wrestling	Lower Priority(2)	Lower Priority(2)	N/A	N/A	N/A	N/A	N/A
Volleyball	Lower Priority(2)	Lower Priority(2)	N/A	N/A	N/A	N/A	N/A
Track	Lower Priority(2)	Lower Priority(2)	N/A	N/A	N/A	N/A	N/A
Cross Country	Lower Priority(2)	Lower Priority(2)	N/A	N/A	N/A	N/A	N/A
Tennis	Lower Priority(2)	Lower Priority(2)	N/A	N/A	N/A	N/A	N/A
Cheerleading	Lower Priority(2)	Lower Priority(2)	N/A	N/A	N/A	N/A	N/A
Golf	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Swimming	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Bowling	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(3) ATC must be on or around campus, available and accessible within 5-10 minutes

(4) ATC must be in general vicinity and respond in person at venue within 15-20 minutes

MEDIA PROTOCOL

RESPONSIBILITIES OF THE HEAD COACH

The head coach is responsible for supplying scores, updates, event information and publicity through all available channels. Those channels may include the following:

1. Local and Mid-state Media Outlets
2. School and District Athletic Websites/Apps
3. WCS-Approved Twitter Accounts
4. WCS Communications Department
5. Journalism/ Sports Marketing/ TV Film Production Classes (where applicable)
6. School Webmasters

The promotion of athletic events by the coach should include the following:

1. Articles in school publications and/or broadcasts both preceding and following athletic contests
2. Game results provided to appropriate media immediately following contests
3. Athletic websites/apps continually updated to assure that content is current
4. Updated rosters and schedules provided the District Athletic Director

PUBLICITY GUIDELINES

1. Coaches, athletic directors, and other extra-curricular sponsors should report directly to the news media on specific games, matches and events only. Information on other topics should be referred to the Communications Department for clearance before commenting. ([SOP 3.507 Media Protocol](#))
2. Live broadcasting, TV shots or videotaping of athletic events should be coordinated with the WCS Communications Department and the school principal per [SOP 3.508 Videotaping or Live Broadcasting of Interscholastic Football Games at Williamson County Schools.](#)

MEDIA OUTLETS

Media	Contact	Phone	Email	Twitter
<i>Williamson Herald</i>	Joe Williams, Sports Editor	(615) 790-6465	joe@williamsonherald.com	@herald sports
<i>Columbia Daily Herald</i>	Maurice Patton, Sports Editor	(615) 351-4812	mopattonsports@gmail.com	@mopatton_sports
<i>Home Page</i>	Sam McGaw, Sports Reporter	(615) 428-7271	sam@brentwoodhomepage.com	@SamMcGawSports
<i>The Tennessean</i>	Tom Kreager, Sports Editor	(615) 347-8357	tkreager@tennessean.com	@Kreager
<i>The Tennessean</i>	Michael Murphy, Sports Reporter	(615) 533-0147	mfmurphy@tennessean.com	@murph_TNsports
<i>The Advertiser News of Spring Hill</i>	Chris Yow, Sports Editor	(615) 517-6614	cwow@s-dh.net	@ChrisYowAN
<i>WAKM AM 950</i>	Stormy Mitchell	(615) 812-6199	stormy@mitchellgroup.org	@stormywakm
<i>Williamson Source</i>		(615) 807-0805		
<i>102.5 Game Blitz</i>	Michael Waddell	(615) 585-4553	michaelwaddell@gmail.com	@sudzo
<i>TNhighschoolfootball.com</i>	Kevin Smith	(615) 218-8878	k33smith10@gmail.com	@K_Smith33
Chip Cirillo, Freelance <i>Homepage, Williamson Source, Williamson Herald</i>	Chip Cirillo	(615) 969-2235	chipc11@yahoo.com	@ChipCirillo
<i>D1 Highlights</i>	DeCarlo Woodmore	(615) 569-0478	d1highlights.net	@d1highlights
<i>Big R Media</i>	Chris Lee	(615) 299-7187	Chrislee70@gmail.com	

Social Media

All employees must follow the [Acceptable Use Guidelines](#) regarding both the professional and personal use of social media. The only social media tool that is allowed for communication of WCS news and events by employees other than members of the WCS Communications Department is *Twitter*. ([SOP 3.513p Employee Social Media Use](#)) In order to use *Twitter* as a communication tool for your athletic programs, WCS employees must adhere to the following:

1. Any individual using *Twitter* to communicate school/team information must complete *Twitter* certification training provided by WCS.
2. The WCS Technology Department should assign each user an appropriate handle.
3. Each user account must be recertified annually.

Other guidelines:

1. Employees should not use *Periscope*.
2. Employees should not identify any individual student when using a personal *Twitter* account.
3. *Facebook*, *Snapchat*, *Instagram* or other social media programs with the exception of a WCS-approved *Twitter* account are not allowed as a means of communicating information regarding WCS programs or events.

POST-SEASON AWARDS

AWARDS BANQUETS

Prior to scheduling an awards event, the head coach should communicate with the school's athletic director regarding the time, date and location of the event. The head coach of each sport shall be responsible for coordinating the awards format for his/her program at the end of each season. It is recommended that any athletic awards program include both varsity and junior varsity athletes. It is strongly suggested that all costs to banquet attendees be kept to a minimal in order to encourage whole families to attend. No alcoholic beverages are to be served at any awards ceremony, and it is recommended that schools not host banquets in facilities where alcohol beverages are served.

Student athlete awards shall be in keeping with [TSSAA policy Article II, Sec. 19 and 20](#) as cited below:

A student may accept a medal, trophy, state championship ring, high school letter, sweater, jacket, shirt, blazer or blanket but nothing else of commercial value. (A sweater, jacket, shirt, blazer or blanket must carry the high school letter or other appropriate award emblem.) None of the approved awards shall be accepted from an individual or non-school organization unless the giving of such award has been approved by the principal of the school the athlete attends. Acceptance of forbidden awards will cause a student to become ineligible for 12 months in the sport in which the violation occurs. Bowling, golf and tennis students will abide by USBC, USGA, and USTA regulations in accepting awards.

A member school that has any connection with the presentation of a forbidden award – such as assisting in the selection of the person to receive the award, permitting the award to be given at a school function, or holding the award for a student until he/she has graduated – shall be subject to suspension from tournament play in the involved sport(s) for one season.

WILLIAMSON COUNTY ATHLETIC AWARDS (WILLCO'S)

Each spring the Williamson County School District will recognize individual student athletes, teams and staff members who have made significant accomplishments during the current school year. Information regarding the nomination and selection process will be forwarded to the schools by the district athletic director who will plan the awards ceremony to be held at a centrally located venue.

FINANCE

FINANCE PROCEDURES

Funding for athletic teams in Williamson County Schools is generally acquired in one of the following ways: (1) Receipts from ticket revenues; (2) Student Athletic Fees; (3) Fundraisers; (4) Student Support Organizations (Booster Clubs).

Per [SOP 6.106p Fundraising](#) schools should adhere to the following guidelines with regards to athletic fundraising:

1. Only fees in the amount approved by the Williamson County Board of Education can be charged to student athletes.
2. A [Fundraiser Activity Form](#) must be completed, submitted and approved before any fundraisers may begin.
3. A coach may not state and/or imply to any athlete that they must pay or participate in fundraisers to raise a certain amount. (For example: A baseball coach should not tell athletes that each of them is responsible for a set amount and that they have the option to participate in fundraising or use personal funds to pay that amount.)
4. A coach may communicate to the team members that they have a fundraising goal to help meet expenses. Each fundraiser request must state how the money will be used.
5. A coach may make the decision to reduce expenses for the individuals who participate in the fundraiser(s) and not offset the costs of those wishing not to participate. This decision must be applied uniformly and consistently. (For Example: If a basketball team has a kids' camp and the revenue has been earmarked to pay for team camp, and five (5) athletes work the camp where \$500 is raised, the coach may make the decision to apply the money made from the kids' camp to offset the camp fees for those athletes working the camp but not for those choosing not to participate in the fundraising activity. However, a coach may not choose to help one athlete who did not participate in the fundraising activity without helping all others equally.)
6. Personal items such as shoes or other personal merchandise must be paid for prior to being distributed to athletes. The costs of the merchandise may also be paid through fundraisers and the same rules as state above will be applicable to those who chose to participate as well as those who chose not to participate in the fundraiser(s).
7. If an athlete quits or is dismissed from a team, that athlete is not entitled to any money that was raised through his/her participation in a fundraising event.
8. Coaches may not recommend sports camps, training facilities, etc..., to athletes, nor may they invite members of organizations who operate such enterprises into the school to meet talk with parents and team members. Such individuals may not collect money from students and in any way solicit students to participate in activities at such facilities.

The decision to attend an individual camp and/or training facility must be made by the individual athlete and must not be encouraged by the coach.

9. Parents may not be charged a fee in lieu of participation in fundraising.
10. No coach may tutor or provide private instruction for pay to any individual athlete who is participating in that coach's sport except that coaches may participate in school authorized clinics, camps, etc...([Board Policy 5.608 Academic, Athletic or Arts-Related Tutoring or Private Instruction for Pay](#))
11. In addition to submitting the [Fundraiser Request Form](#), athletic programs wishing to engage in online fundraising must communicate directly with the District Athletic Director to assure that all requirements are being met and that all video content is being developed by and in compliance with the WCS media department.

PURCHASING

The school's Athletic Director and Principal must approve the purchase of all athletic uniforms, equipment and supplies. The school **will not** be responsible for any items purchased without **prior** approval of these individuals. All requests to purchase must be made in accordance with [Board Policy 2.805 Purchasing](#).

Booster Clubs who wish to purchase items for particular athletic teams must adhere to laws and board policies that govern contributions by student support organizations. These organizations must present a check to the school or school system to cover the costs of the items that the organization intends to donate prior to ordering and purchasing those items. (For Example: If a booster club wishes to donate new uniforms to a team, the cost of the uniforms must be calculated and the booster club should make a donation to the school for the restrictive purpose of purchasing the uniforms before the uniforms are ordered. A stipulation letter should accompany the donation.)

ATHLETIC DIRECTOR PAY AND 11 MONTH CONTRACT

Athletic Directors for WCS will be paid on the 11 month schedule as well as a stipend of \$3000.00 to be paid over the duration of 24 checks. In order to fulfill the obligations of receiving the 11 month check the employee must complete their 19 work days between July 1st and June 30th of each school year in the following windows:

- July 1 through 1st teacher day
- From the last teacher day through June 30. [SOP 2.736p Payment for Athletic Director Stipend](#)
- AD's cannot work during the school year on a school closed day and count that as part of their 19 extra days

- The school year goes from July 1st – June 30th. Any time worked in June 2017 cannot be used for the 17-18 school year.

DISTRICT-LEVEL CORPORATE SPONSORSHIPS

It is the responsibility of the WCS District Athletic Director to increase the visibility and enhance the branding of the local conference to enrich the athletic experience for the district as a whole. In doing so, he/she may enter into a partnership agreement on behalf of the district with local or state businesses to support district-level events (e.g. Media Days, Jamboree, WILLCO Awards, District Tournaments, etc...) It is expected that school level athletic staff accommodate district requests to appropriately promote these business partners by allowing space for signage or otherwise acknowledging the business partner at said events.

ATHLETIC APPAREL CONTRACT

In order to assure wise allegation of athletic funds, Williamson County Schools may enter into agreements with certain manufactures or distributors of athletic apparel. It is the responsibility of all coaches and athletic directors to assure that teams are adhering to the terms of this contract when purchasing team uniforms for student athletes. Currently, WCS is under contract to purchase athletic apparel/footwear from Matthews Team Sports (MTS). Highlights of that agreement are mentioned below. If school personnel have questions regarding the purchase of items that may not be answered by the following, the school's athletic director should contact the District Athletic Director for clarification before committing to any such purchase.

1. WCS schools are required to purchase all athletic apparel/footwear from MTS. This includes all uniforms (team camp, practice, and game), caps, apparel padding, athletic apparel, and footwear (socks and shoes). Coaching staff, including managers/trainers, apparel is also included. (Note: Cheerleading apparel no longer falls under this contract and may be purchased from any qualified vendor.)
2. If Gatorade sideline kits are purchased, they should be purchased from MTS as the pricing is fixed from all vendors.
3. The program is set up primarily for the purchase of apparel and footwear. Helmets, shoulder pads, balls, etc... are optional items, but coaches are encouraged to shop/compare for availability and pricing and may include MTS in this process.
4. Any and all WCS athletic programs using school athletic funds for apparel/footwear purchases must utilize this program. If booster clubs are purchasing apparel/footwear specifically for the team, then these purchases must also go through the program. Booster clubs were established to support the athletic programs and often utilize the school tax ID number in their purchasing activities. These transactions are required to be made through this program when the apparel/footwear purchase benefits the team.
5. In the case of parent/fan apparel (spirit wear), transactions for the purchase of these items when orders are placed by individual parents or an aggregate group of parents are not obligated under the terms of this contract if the transactions do not flow through the school athletic or booster accounts. If PTO coordinates spirit wear offerings to students, they may shop with MTS for availability and pricing of the items but this is not a requirement. Likewise, teams providing t-shirts to youth and adolescents attending fundraising sports camps are not obligated to make those purchases from MTS, but they may certainly choose that option.
6. Matthews Team Sports will provide MTS and Adidas banners which must be displayed in prominent areas of the sports venues throughout the district. Recognition of these entities over the PA system during athletic contests is also required. If a school wishes to have specific verbiage provided for this, please contact Tate Matthews at MTS at (615) 224-3247.

BOOSTER CLUBS AND STUDENT SUPPORT ORGANIZATIONS

A Booster Clubs or Student Support Organizations (SSO) are encouraged to promote a positive relationship between the school and the community. The primary purpose of these organizations is to assist and support the school in recognizing and promoting student athletic activities. Coaches are expected to join the Booster Club, assist with its fundraising efforts, and attend the monthly meetings. Each sport should have a coaching staff representative at each booster meeting. Additionally, a representative of the organization must attend 1 of 2 meetings held annually at the district level to assure uniformity in the operation of booster organizations across the district.

The Principal is responsible for maintaining close communication with booster organizations to ensure that the organizations' goals are in compliance with Board policies. All fundraising activities must be approved by the Superintendent of Schools or his/her designee prior to any such activity. In addition, each club should adhere to the following guidelines: ([Board Policy 4.503 Parent Organizations/Booster Clubs](#))

1. The organization must file a copy of its charter with the Tennessee Secretary of State.
2. The organization must show evidence of some organizational structure (e.g. bylaws, election of officers, meeting agendas, membership requirements, etc...)
3. The organization must maintain minimum procedures for accounting and protecting any monies generated.
4. The organization must secure the permission of the Superintendent or his/her designee to conduct fundraisers.
5. The organization must maintain current records (e.g. copy of charter, names and contact information for officers, bylaws, accounting policies/rules, total receipts and disbursements, etc...)
6. The organization must maintain a detailed list of receipts and disbursements.
7. The organization must annually file a statement of total revenues and disbursements with the Director of Schools or his/her designee prior to the end of the school year.
8. The organization must maintain adequate separation of duties between the SSO officers and school employees who are in charge of related athletic group that the SSO supports. (Reminder: If money is collected by a school employee acting in his/her official capacity, such money is considered to be the school's money and must be deposited into the school's account.)

Booster Clubs can sponsor camps/clinics and pay a coach following the WCS Camp Agreement (found in the resources section of this document). ([Booster Club Guidelines SOP 6.104p](#))

ATHLETIC FACILITIES

The Superintendent of Schools or his/her designee shall work to ensure that there is good communication and a close working relationship between high school athletic directors and the coaches at their respective feeder schools and that the following provisions are followed:

[\(Board Policy 3.216 Athletic Facilities\)](#)

1. Middle schools shall have access to high school facilities.
2. All school athletic facilities shall be made available to organized community groups under the provisions of [Board Policy 3.206 Community Use of School Facilities and Resources](#).
3. The school system shall work closely with the Williamson County Parks and Recreation Department and share facilities.
4. The school system shall coordinate with the Parks and Recreation Department when building new schools and include indoor/outdoor facilities and land to accommodate both Parks and Recreation and other community-based program facilities when appropriate.
5. Individuals and booster clubs who wish to improve upon any athletic facility over and above any minimum standards must submit the *Building Modification Request* to the school's athletic director who will forward it to the school's principal for approval. The principal shall seek input and approval from District staff including the Deputy Director of Schools who will recommend to the School Board that the improvement be allowed. No work on the project shall commence without the approval of the Board.
6. No facility, building, or property of the Williamson County School District shall be available for personal, private, or for-profit use except as permitted under the provisions of [Board Policy 3.206 Community Use of School Facilities and Resources](#).

USE OF ATHLETIC FACILITIES FOR FUNDRAISING EVENTS

When WCS athletic facilities are utilized for a school fundraising event, the following steps should be followed:

1. The school principal should be consulted to obtain his/her approval for the event.
2. The appropriate fundraiser form should be submitted to the District Athletic Director.
3. The school's athletic director should conference with the district athletic director to assure compliance with all board policies and SOP's as they relate to facility use and fundraising.

PERFORMANCE PAY

COACHES

All WCS coaches are expected to be professional in conduct and communication and to establish high expectations for themselves, their schools, and their athletic programs. In order to hire and retain the most highly qualified coaches, Williamson County Schools shall offer performance pay incentives to head coaches who successfully lead athletic teams to post-season play. The rewards shall be granted as follows, and only HEAD COACHES of TEAM SPORTS shall be eligible to receive these incentives.

In order to receive the Team Sport Performance Pay, **the coach must lead his/her team to secure a spot in the state tournament/playoff system as designated by TSSAA.** Awards to a head coach whose team participates in these playoffs should be made as follows:

First Round Payout	\$500.00
Quarter-Finals Payout	\$500.00
Semi-Finals Payout	\$500.00
Finals Payout	\$500.00
State Championship	\$500.00

An additional \$500.00 will be paid to any coach upon winning the state championship game, thus the total performance pay for leading a team to a state championship would be \$3000.00. If a coach has more than one team participating in a single sport (e.g. Boys and Girls Golf), the coach will be paid the highest of the two amounts.

For coaches of any team sport without a standard playoff bracket system, the amount of the performance pay reward will be based on the final position that the team places in the final state competition as stated below:

Qualification for state playoff through 6 th place finish -	\$500.00
5 th Place Finish	\$1000.00
4 th Place Finish	\$1500.00
3 rd Place Finish	\$2000.00
2 nd Place Finish	\$2500.00
State Championship	\$3000.00

ATHLETIC DIRECTORS

A school athletic director who is the recipient of the Director's Cup during any school year, shall be awarded Performance Pay in the amount of \$1000.00

ACKNOWLEDGEMENT FORM

I, _____, have accessed the *Williamson County Athletic Handbook* on the district's website and have reviewed the handbook in detail. I further understand that it is my responsibility to consult my school's athletic director or my school principal if I have any questions concerning its contents.

I understand and agree:

1. that this handbook is intended as a general guide to WCS district personnel policies and procedures and that it is not intended to create any sort of contract between the district and any one or all of its employees;
2. that the district may modify any or all of the referenced policies and procedures, in whole or in part, at any time, with or without prior notice, and
3. that in the event the district modifies any information contained in this handbook, the changes will become binding on me immediately upon the posting of the new or revised policy or procedure on the district website.

I understand that as an employee of the District, I am required to review and follow the information set forth in this handbook as well as rules disseminated by the Tennessee Secondary Athletic Association, Tennessee Middle Schools Athletic Association, or the Williamson Middle Schools Athletic Association and other governing bodies specific to the sport(s) I coach, and I agree to do so.

Signature of Employee

Date

RESOURCES

1. [FinalForms Portal](#)
2. [WCS Board Policy 4.301 Interscholastic Athletics](#)
3. [WCS Board Policy 5.608 Academic, Athletic, or Arts-Related Tutoring or Private Instruction for Pay](#)
4. [WCS Board Policy 3.216 Athletic Facilities](#)
5. [WCS Board Policy 3.206 Community Use of School Facilities and Resources](#)
6. [WCS Board Policy 6.316 Student Expulsion/Suspension](#)
7. [WCS Board Policy 2.805 Purchasing](#)
8. [WCS Standard Operating Procedure 6.121p No Guns in Parks Signs](#)
9. [Supplement Experience Verification Form](#)
10. [Volunteer Release Form](#)
11. [Request for Approval for Classified Employee to Work in Supplemental Pay Position Form](#)
12. [TSSAA Handbook](#)
13. [TSSAA Participation Physical Evaluation Form](#)
14. [Notice of Intent to Homeschool Form](#)
15. [WCS Board Policy 6.3032 Bullying](#)
16. [Trip Tracker Website](#)
17. [WCS Standard Operating Procedure 3.507p Media Protocol](#)
18. [WCS Standard Operating Procedure 3.508p Videotaping or Live Broadcasting of Interscholastic Football Games at Williamson County Schools](#)
19. [WCS Acceptable Use Guidelines](#)
20. [WCS Standard Operating Procedure 3.513p Employee Social Media Use](#)
21. [WCS Standard Operating Procedure 6.106p Fundraising](#)
22. [Fundraiser Activity Request Form](#)
23. [WCS Board Policy 2.805 Purchasing](#)
24. [WCS Board Policy 4.503 Parent Organizations/Booster Clubs](#)
25. [Student Media Release Agreement](#)
26. [Student Twitter Agreement](#)
27. [Student Text Agreement](#)
28. [Club Sport Application PE Waiver](#)
29. [Videotaping or Live Broadcasting of Interscholastic Football Games at Williamson County Schools](#)
30. [Media Protocol S.O.P 3.507p](#)
31. [Employee Social Media Usage S.O.P. 3.513p](#)
32. [Employee Acceptable Use and Internet Safety Agreement](#)
33. [Fundraising Request Form](#)
34. [Payment for Athletic Director Stipend](#)
35. [SOP 6.104p WCS Booster Club Guidelines](#)

Vanderbilt Permission Form for ImPACT

Dear Parent/Guardian,

_____ is currently participating in an innovative program for our student-athletes. This program will assist our team physicians/athletic trainers in evaluating and treating head injuries (e.g., concussion). In order to better manage concussions sustained by our student-athletes, we have acquired a software tool called ImPACT (Immediate Post Concussion Assessment and Cognitive Testing). ImPACT is a computerized exam utilized in many professional, collegiate, and high school sports programs across the country to successfully diagnose and manage concussions. If an athlete is believed to have suffered a head injury during competition, ImPACT is used to help determine the severity of head injury and when the injury has fully healed.

The computerized exam is given to athletes before beginning contact sport practice or competition. This non-invasive test is set up in “video-game” type format and takes about 15-20 minutes to complete. It is simple, and actually many athletes enjoy the challenge of taking the test. Essentially, the ImPACT test is a preseason physical of the brain. It tracks information such as memory, reaction time, speed, and concentration. It, however, is not an IQ test.

If a concussion is suspected, the athlete will be required to re-take the test. Both the preseason and post-injury test data is given to a local doctor or, to help evaluate the injury. The information gathered can also be shared with your family doctor. The test data will enable these health professionals to determine when return-to-play is appropriate and safe for the injured athlete. If an injury of this nature occurs to your child, you will be promptly contacted with all the details.

I wish to stress that the ImPACT testing procedures are non-invasive, and they pose no risks to your student-athlete. We are excited to implement this program given that it provides us the best available information for managing concussions and preventing potential brain damage that can occur with multiple concussions. The Vanderbilt administration, coaching, medical, and athletic training staffs are striving to keep your child’s health and safety at the forefront of the student athletic experience. Please return the attached page with the appropriate signatures. If you have any further questions regarding this program please feel free to contact me at 615-875-VSCC (8722).

Sincerely,

Vanderbilt Sports Concussion Center

Consent Form

For use of the Immediate Post-Concussion Assessment and Cognitive Testing
(ImPACT)

I have read the attached information. I understand its contents. I have been given an opportunity to ask questions and all questions have been answered to my satisfaction. I agree to participate in the ImPACT Concussion Management Program.

Printed Name of Athlete _____

Sport _____

Signature of Athlete

Date

Signature of Parent

Date

I do not wish for my child to participate in the ImPACT screening process.

_____ High School Sports Camp Agreement



Terms and Conditions:

The following agreement spells out the terms and conditions for any athletic related sports camp or event hosted by _____ (coach/instructor responsible) to be held at _____ High School on _____ (date of event).

Please keep a copy for your records and return a signed copy to the Principal's office at least one month prior to your event date.

Type of camp/event: _____

Facilities to be reserved: _____

Compensation: Compensation for your services as the coach/instructor responsible for this event will be as follows:

1. The local booster account will receive a minimum of 50% of the gross receipts for the camp.
2. The remaining 50% will be used to pay all costs and obligations associated with the camp or instructional lesson, which may include, but are not limited to: assistant coaches pay, outside help, awards, food, clothing items, cleaning services (central office bills at \$25.00 per hour for cleaning service) and any equipment needed must be paid in full, prior to compensation of the coach/instructor responsible for the event.

Indemnification: The Coach or Instructor and local booster club hereby agree to indemnify and hold harmless Williamson County Board of Education, its members, officers, employees and agents, from and against all claims, liabilities, losses, damages, and expenses which are or may be incurred (including actions or proceedings in respect thereof) (collectively "Losses"), relating to or arising out of: (i) the camp or event, and (ii) any transaction or matter which is related to the subject matter of the camp or event. All monies will be collected by and deposited into the local booster club account by a member of the local booster organization. After the camp, all disbursements will be made by the booster club and a copy of the summary of receipts and expenditures will be presented to the Principal.

ACCEPTED and AGREED:

Coach/Instructor Responsible: _____ date _____

Local Booster Club Responsible: _____

By: _____ date _____ President

FAQ'S

1. Can coaches receive pay from the booster clubs for taking care of fields, etc.?

BOOSTER CLUBS MAY NOT PAY COACHES DIRECTLY FOR ANY SERVICES. Coaches may be paid by the schools for appropriate field care time, under WCS financial procedures. Regarding field maintenance, the money budgeted to the school for field maintenance will be used first then the booster club can donate an amount equal to the hourly rate for field maintenance.

Part of the procedure is that all monies must be sent to the central office or paid to the school who will then forward a check and necessary documents to request payment to the central office. All applicable deductions will be taken and a check will be issued by the central office payroll department to the coach. The coaches must keep a time sheet signed by the principal and submitted to the Athletic Specialist. The coaches will be paid the hourly rate currently being used for field maintenance. Please keep in mind that matching funds for FICA, TCRS, etc. will be collected and paid when calculating monies donated by the booster club for the purpose of paying for coaches' services.

2. How to handle camps/clinics sponsored by the booster club?

If the camp/clinic is sponsored by the booster club, representatives of the booster club must collect all monies. Williamson County School Administrative Guidelines allow two ways a coach/sponsor can get paid. The coach/sponsor conducts a camp/fundraiser for his/her sport and he/she can receive the current hourly rate which is \$25.00 an hour with all the remaining funds going into the school athletic accounts; however at least 50% of the gross proceeds must go to the school before the coach and expenses are paid **OR** the coach can receive a portion of the monies collected if the camp is sponsored by the Booster Club. Remember that, in this instance all checks are made to the Booster Club and the Booster Club Treasurer must handle all receipts, deposits and write all checks.

The booster club will receive at least 50% of gross monies collected since they are the fundraising organization. The next step is to pay for all of the expenses. The coach is then allowed to receive the remainder of the money, if that is the agreement worked out with the boosters. For example; a coach has a camp and \$5,000 is collected from participants. The

booster club receives \$2500. There is \$1,000 worth of expenses to be paid. The coach may then receive an amount up to \$1,500. However, the booster club must send the check to the central office where all applicable deductions are taken. The payroll department will issue a check to the coach/sponsor. Remember, how or whether a coach gets paid under one of these two processes must be worked out between the boosters, the coach and the principal before the event. For Booster sponsored fundraiser camps a sample Sports Camp Agreement contract is on file at each school.

4. Can a coach make money coaching outside of WCS?

Yes. Must adhere to [Board Policy 5.608 Academic, Athletic or Arts-Related Tutoring or Private Instruction for Pay](#) and follow SOP 5.608.

SOP 5.608 - Academic, Athletic and Arts Tutoring for Pay/Private Instruction

The following procedures provide guidance to all employees of Williamson County Schools to better understand the parameters of teaching and coaching for compensation outside of WCS. Coaching positions in WCS are defined by the following: faculty paid supplement, non-faculty paid supplement, or non-paid volunteer. Other employees may be defined as administrators, teachers, support staff and teacher assistants.

Coaching/Private Instruction (Athletics)

1. You may receive outside compensation for coaching a non-WCS team if your non-WCS team does not have any of your current rostered student athletes or potential student athletes from your feeder program (grades 6-12).
2. You may receive outside compensation if you are not providing instruction to or coaching students within the sport you coach for WCS (i.e. a WCS assistant football coach could conduct a private camp in baseball, but could not conduct a private camp in football OR a WCS assistant football coach could coach a travel baseball team).

3. You may coach students that are on both WCS and non-WCS teams under your supervision as long as you do not receive any compensation.