COACHES HANDBOOK:

PHILOSOPHY OF WILLIAMSON COUNTY SCHOOLS:
WE VALUE...

- Athletics as an integral part of the total educational process
- The pursuit of excellence
- Competitive teams
- Model and teach Good Sportsmanship
- Physical and Mental Fitness
- Encourage student participation as athletes and fans
- Encourage multi-sport participation in high school sport teams
- Encourage teamwork
- Encourage the development of leadership, values, responsibility, commitment, self-discipline, self-motivation, goal setting, decision making under pressure, and dealing with adversity and success

Code of Ethics for Athletic Coaches

It is the DUTY of all concerned with Williamson County School athletics:

1. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.

2. To eliminate all possibilities which tend to destroy the 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, standards of eligibility regulations and rules as set forth by Williamson County Schools and TSSAA.

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 20 years, through thousands of lawsuits, the courts have defined and continue to define the legal duties as a coach. These duties may vary from state to state and may change as sport litigation continues unabatedly over the years. The NIAAA, the National Federation of High School Associations, The Coalition of Americans to Protect Sports and the National
Association for Sport and Physical Education all recognized these nine legal duties. Your nine legal duties as a coach are:

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.

RESPONSIBILITIES:

BEFORE PRACTICING WITH ANY TEAM, THE FOLLOWING MUST BE COMPLETED:
1. MEET ALL WCS REQUIREMENTS; INCLUDING FINGER PRINTING
2. HIGH SCHOOL: MEET TSSAA REQUIREMENTS FOR ON LINE TEST

Procedures for hiring a Non faculty coach:

Paid with approved supplement funds or from Booster Club:

- Completed application must be submitted. Requisition 900-1
- Eligible candidates contacted for school interview
- Principals conduct telephone or electronic reference check: MUST COMPLETE AT LEAST ONE PHONE REFERENCE!
- Principal recommends candidate by submitting reference check and recommendation thru WCS intranet
- Principal submits Verification of Coaching Experience to Human Resources
- Principal notified of approval for new hire once approval has been granted and is provided with the new hire employee number.
- New hire contacted by HR Specialist to schedule appointment to complete paperwork and fingerprinting
- Employee name is added to the approved Volunteer Coaching List
- No non-faculty coach paid or unpaid may attend any practice or game until HR has completed paperwork and fingerprinting and given approval to the principal.

Not Paid but coaching students:
School submits to HR the Volunteer Release Form indicating the sport the individual will be coaching

Individual will be contacted by HR Specialist to schedule appointment to complete paperwork and fingerprinting.

Appendix 1-A

Volunteer Release Form

I, ________________________________________, certify that I have requested to volunteer to perform the duties of ________________________________.

I further stipulate that I am volunteering without promise, expectation, or receipt of compensation for my services.

I understand that I may be eligible to receive reimbursement for reasonable expenses that I will incur while performing this activity upon presentation of receipts and required forms and records to the school principal.

I understand that I cannot begin working with the students until I have completed the background/fingerprinting process. I understand I am responsible for the cost of the background/fingerprinting expense and the school may or may not reimburse me for this expense.

I certify that I have discussed these expense reimbursements with the local school principal and understand the limitations and requirements of same.

_____________________________________________  ____________________________
Volunteer                                      Date
Procedures for hiring a classified employee to coach:

Paid with approved supplement funds or Paid Flat fee by Booster Club:

- Principal submits Verification of Coaching Experience to HR
- Principal submits request for approval for Classified Employee to work in Supplemented Position Form
- Classified employee can only coach one sport
- Appendix 2-A

REQUEST FOR APPROVAL FOR CLASSIFIED EMPLOYEE TO WORK IN SUPPLEMENTED POSITION

Classified employees may be approved to fill only one position a year. This form must be completed by the Principal, then Human Resources, and returned to the Principal. The classified employee must sign the agreement on the bottom of this form before the work is started. The original must be returned to Human Resources.

Employee Name__________________________________________________
Regular Position____________________ School___________________________
Supplemented Position Filling & School______________________________
Years of Verifiable coaching Experience (if applicable) ____________
Date Supplemented Work Begins____________________
Anticipated Date Supplemented Work Ends________________________
Signature of Requesting Principal & Date________________________________

(To be completed by Human Resources Only)

Regular Hourly Rate____________ Overtime Hourly Rate_______________
Supplement Amount______________
Supplement/Overtime Rate = Hours that can be Worked:

Maximum Number of Hours that Classified Employee may Work________________

Human Resource Approval: ____________________________________________

Signature/date

Statement of Agreement By Employee:

I agree to work no more than the maximum hours stated above and I agree to keep and submit accurate time records working in this supplemented position. I also acknowledge that if I exceed the maximum hours, I must stop work immediately in this position and I may not volunteer any additional time. I realize that I may be disciplined if I violate this agreement.

Signature of Classified Employee/Date:_______________________________

Not Paid but coaching students:

School submits to HR the Volunteer Release Form indicating the sport the individual will be coaching

CONCERNING STUDENT ATHLETES:

- Each coach has his/her own policy on how he/she selects the team.
- Coaches will explain their policy to candidates before the season/practice begins.
- Provide training rules and any other unique regulations of the sport to athletes, parents, and Director of Athletics.
- Monitors a student athlete’s grades and conduct.
- Is informed about policies concerning injuries, medical attention, and insurance; completes paperwork on disabling athletic injuries on proper forms and submits to the proper personnel.
- Directs student managers, assistants, and statisticians.
- Determines discipline; contacts parents concerning student ineligibility or if the student is dropped from the team.
- Assist student athletes in securing information concerning scholarships or aid.
- Has an emergency plan of action concerning emergency injury situations—both at home and on the road.
- Strictly adheres to safety procedures at all times.
• Is accountable for all equipment; issues, stores, and sends inventory to the Director of Athletics.
• Is responsible for cleanliness and maintenance of sports equipment.
• Refrains from the use of profanity and tobacco while coaching.
• Monitors locker rooms and supervises all practices.
• Cooperates and communicates with parents during the entire year.
• Directs unsolved parental grievances to the Director of Athletics.

SCHEDULING

The coach is to complete conference and non-conference athletic events within a reasonable driving distance so that students will not miss class time.

GAME POSTPONEMENT/RESCHEDULING

The Athletic Director along with the head coach shall handle all games postponed because of inclement weather or things beyond our control. Once the opponents have been contacted and the contest has been rescheduled, the following shall be notified immediately:
• The Administration
• The Officials
• Booking Agent
• Announcement to athletes and student body Media, Police, Ticket Manager, Concessions Manager, Announcer and Sports Medicine Staff

BUDGET

A. The total budget will be prepared and presented to the Athletic Director. The Principal will make adjustments and/or approve the budget.
B. The Athletic Director will present the final budget to the Coach.

***** ALL REQUESTS BY COACHES TO PARENT BOOSTER ORGANIZATIONS MUST BE APPROVED BY THE PRINCIPAL IN WRITING BEFORE THE REQUEST IS SUBMITTED TO THE BOOSTER ORGANIZATION*****

PURCHASING EQUIPMENT

The Athletic Director and Principal must approve the purchase of all athletic equipment. The school will not be responsible for any items purchased without prior approval.

Process between Booster Clubs and Williamson County Schools:
In order for a booster club (PTO, Athletic Band, etc.) to work within the laws and board policies; those organizations are to write checks to the school or school system prior to ordering and purchasing any equipment that is to be sent to the school by the vendor. Example: uniforms for a team, instrument for the band, computers for the classroom, etc. the cost of those items should be determined, and then the booster club should make a donation to the school for the restrictive purpose of purchasing those items. A stipulation letter should accompany the donation
by the booster club; after that donation is made, the coach, band director, teacher, principal, etc. should complete the necessary paperwork and follow the bid process if the amount exceeds $2500.00. The school bookkeeper then writes the check after the items are received. This process will also apply to coaches, band directors, teachers, etc. who are traveling to clinics, professional development, band competitions, camps etc. with reimbursements being controlled by WCS procedures, to avoid any appearance of abuse of booster funds. All other items that are purchased by the booster organizations are to be picked up by an individual or shipped to an individual’s house without any reference to a specific school just the organization itself. Example of those items could be: food, drinks, clothing that you sell for fundraising purposes, small items picked up at stores then donated to the schools, concession items, etc.

We have experienced a number of issues when Booster organizations ordered materials and merchandise directly for delivery to a school. The problems initially occur because we do not have the actual purchase order to determine if the delivery was correct. The more serious problem occurs when the booster organization orders materials, believing at the time of the order that their fundraising will be successful and sufficient to pay for the items they ordered. The fundraising isn’t sufficient, the school is using the equipment or uniforms, and the booster organization does not pay the full cost. Since we are in possession of and users of the items, we are legally responsible for paying for them, thus the school has to cough up the money to pay for items ordered by the booster organization. All these issues go away when the booster organization provides the school with the donated money, the school orders the materials, and the school pays for the materials with the donated funds. Utilizing this method, the items are never ordered until adequate funding is received and the school bookkeeper pays for the items upon receipt of the merchandise. It is simple, it’s clean, and it protects the school.

This SOP refers only to items that the booster club buys for the school that fall into the equipment, uniform, or instrument category. For example this includes band instruments, softball uniforms, weight machines, etc. that are for use by students. This does not apply to items used by the booster organizations in its fundraising efforts or small ticket items they may purchase.

EQUIPMENT ACCOUNTABILITY

Each coach shall be held accountable for the equipment and uniforms issued to his/her players. You must be able to identify each item assigned and that player shall be held accountable for it. The athlete will be charged for any item, which is not returned at the end of that season. Uniforms, warm-ups 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 the event.

Coaching Staff Development

Clinics are a legitimate expense and you are encouraged to attend to ensure your professional growth. In addition, Athletic Booster Club or sport specific fund raising accounts can be used to support your professional development as a coach. These must be schedule outside the teaching day.
**Physicals**

All athletes must have a completed Athletic Participation/Parent Consent/Physical on file with the head coach of each sport at school before they practice. The physical is valid for one calendar year and must be current until the end of a specific sport season or under TSSAA guidelines.

**Academics**

Coaches are expected to monitor student-athlete academic progress

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**High School Interscholastic Athletics**

1. The By-Laws of the Tennessee Secondary School Athletic Association shall be adopted as a part of the regulation for the operation and control of athletics in the high schools of Williamson County.

2. To be eligible to participate in interscholastic athletic activities during any semester, the high school student shall at least meet current TSSAA standards.

3. Any student classified as a second semester junior or as a senior who moves out of the county may complete their senior year, with payment of tuition, and continue to participate in athletics, within the guidelines of the athletic governing body.

4. 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 illness or accident to the student and make a ruling in 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. (In the case of TSSAA athletics, the principal may submit to the Executive Director of the TSSAA the full details and request a ruling in 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 Interscholastic Athletics**

1. The By-Laws of the Williamson Middle Athletic Association shall be adopted as part of the regulation for the operation and control of athletics in the middle schools of Williamson County.

2. Eligibility for Middle School Athletics: The middle school student shall have passed (70 or above) four (4) academic subjects: communication arts (reading, language, and spelling) math, science and social studies in the previous nine-week grading period to be eligible. The previous nine-week grading period is the last nine-week grading period school was in session.

   a) Eligibility During Sport Season

      1) Coaches will provide subject area teachers with names of student participants when teams are formed.
      2) Teachers will certify those students with a passing grade (70 or above) at the end of each established grading period.
      3) Students whose grades in any of the four (4) academic subjects listed above fall below 70 for the nine-week grading period will be placed on probation. Students on probation may practice, but not dress out or play. As soon as the grade has improved to an average of 70 or above, the student will be allowed to participate on the team, except that a student shall not dress out or play for at least 1 week after being placed on probation.
4) For any student whose grade does not improve to an average of 70 or above each of the four (4) academic subjects by the mid-term progress report, that student will be suspended from participation until the next nine-week grading period.

5) Principals are responsible for enforcing “probation and ineligibility status.”

Transportation: Questions and Answers

1. When a teacher or other school system employee transports students to an extracurricular event either at the behest of the school system or with the knowledge and acquiescence of the system, is Williamson County Board of Education (BOE) responsible for any liability incurred by that school employee resulting from an accident causing injury to students or to other travelers?

If more than five students must be transported, the students should either be transported by bus or informed that they will need to arrange for their own transportation. However, where five or fewer students need to be transported, a school employee may instead opt to use his/her own vehicle under certain conditions discussed more fully below. In such instances, if the teacher or other employee is acting within the scope of his/her employment with the Williamson County School System at the time of an accident, and incurs liability as a result of such an accident, Williamson County BOE would be vicariously liable for any claims made against the teacher by passengers or other travelers, whether those claims be for personal injury or property damage. The Governmental Tort Liability Act provides that where the governmental entity is liable, the employee is not subject to liability. Thus, as long as it is determined that the employee was acting within the scope of employment, Williamson County BOE would be the responsible party for liability claims. If a teacher or employee were to act outside the scope of employment (for example, transporting the students to a non-school related recreational activity not sanctioned by the school) such coverage would not apply. Of course, Williamson County BOE would retain any subrogation rights against any other party who might be responsible for the accident.

2. When a teacher or other school system employee transports students to an extracurricular event either at the behest of the school system or with the knowledge and acquiescence of the system, is Williamson County BOE responsible for any bodily injury incurred by that school employee should an accident occur?

Generally, the employee would be covered by worker’s compensation benefits for such an injury, unless the school employee is acting recklessly, outside the scope of employment or is impaired by drugs or alcohol.

3. When a teacher or other school system employee transports students to an extracurricular event either at the behest of the school system or with the
knowledge and acquiescence of the system, is Williamson County BOE responsible for any property damage to that school employee’s vehicle should an accident occur?

Generally, school employees assume the risk of damage to their vehicles if they choose to drive to school events. If the school employee were found to be at fault in an accident, Williamson County BOE generally would not cover the cost of repairs to the vehicle. If the school employee is not at fault, Williamson County BOE may choose to pay the cost of repair to the vehicle and assume the right to recover damages or costs from the individual at fault.

4. When a parent or student transports other students to an extracurricular event, is Williamson County BOE responsible for property damage, personal injury, or liability incurred by those individuals?

   No, because the transportation is not undertaken at the behest of the school system. School districts are not legally required to provide transportation to school events. When teachers, coaches, and school administrators are unable to provide transportation to a particular event, they should simply inform students or parents that each student is responsible for his/her own transportation; if parents or students choose to carpool, that it certainly their prerogative. However, teachers, coaches and administrators should never “organize” the carpool or request that particular parents transport children other than their own. To do so may suggest that the parent or child is acting within the scope of some type of duty for the school system. Since the school system has no control over the condition of such parent or student’s vehicle, the individual’s driving record, or myriad other factors, the school should not assume the liability for such.

5. What information must an employee who wishes to use a private vehicle to transport students provide?

   On at least an annual basis, the employee should provide (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 the school becomes aware that a particular employee has a poor driving record, that individual should not be allowed to transport students, either in his/her personal vehicle or otherwise.
6. **May a school employee transport between 7 – 15 students in a “15-passenger van” that is either leased or owned by the school system?**

Generally no; federal law provides that no school district may utilize a “15 passenger van” to transport between 7 – 15 students, unless that van meets the federal safety standards for multifunction school activity buses or school buses under Title 49 of the United States Code. If a passenger van was owned by the school system prior to August 10, 2005, it is “grandfathered” in and does not have to meet the standards. However, it is our understanding that Williamson County Board of Education owned no such vans at the time the law became effective. Therefore, use of a 15-passenger van in transporting students would not be appropriate.

7. **May a school employee transport six or fewer students in a mini-van or other such vehicle that is leased by the school system?**

Yes, with proper approval, provided that the van is properly insured, has adequate shoulder or safety restraints for each student being transported, and meets other general safety standards. The rules for liability coverage described in Q & A 1 and 2 above would apply in this instance.

When the athletic department has provided transportation to an athletic event; parents can transport athletes home from away games with permission of the head coach after signing a release form. **Under no circumstances will athletes be allowed to travel with student drivers or non-parent/guardians.**

**Dressing/Locker Rooms**

Coaches will supervise their dressing facilities. Athletes are encouraged to secure all valuables. The athletic department will not be responsible for lost or stolen personal belongings.

**FACILITY/FIELD MAINTENANCE**

Maintenance and care of athletic facilities is a never-ending task. Coaches must be willing to accept responsibilities to assist in this task. It is your responsibility to see that your game and practice areas are safe, properly maintained, painted and ready for play (BEFORE / AFTER PRACTICES AND GAMES).
Monies have been set aside in the central office budget to help maintain the football game field to offset the cost of mowing and upkeep. Check with your Athletic Director at your school on how to use this money.

**Care of Equipment:** Please return all equipment to its proper place and report problems to the AD ASAP.

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**CLASS TIME**

Athletes **WILL NOT** be dismissed early from school for any contests except TSSAA Playoffs. The coach should contact the principal concerning times and dates for the TSSAA tournament; who will seek approval from the Assistant Superintendent for High Schools. The coach should not discuss departure time with students or parents until the departure time has been approved by the Assistant Superintendent for High Schools. Class time is valuable instructional time and every effort should be made to insure that the loss of class time is minimal. All coaches shall submit a list of squad members, managers, etc. to be excused, at least one day in advance. Please remind athletes that they are responsible for any work they miss during their absence.

**NO ATHLETIC PRACTICE DURING THE SCHOOL DAY**

**POST GAME PROCEDURE**

The head coach must contact the proper news media immediately following each contest. Mail or have available a copy of your roster and schedule, proper media coverage can be an asset to our athletic program. We know that they will not announce or publish the results if we do not contact them.

**DUTIES:**

A. **Supervise all** athletes **until** transportation arrives.
B. Check restroom and locker rooms.
C. Turn off lights.
D. Leave only after each student has been picked up.

**GAME ADMINISTRATION**

A. **DRESS:** Coaches should be in uniform or appropriately dressed for all contests. *(Be Professional)*

B. **EVENT STAFF:** 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. Out of season coaches are **encouraged** to attend as many games as possible to assist with supervision and administration.
C. The head coach shall accompany students to all away games.

**OFFICIALS**

Any complaints or problems with officials should be directed to the Athletic Director. **DO NOT UNDER ANY CIRCUMSTANCE MAKE A COMMENT TO THE MEDIA ABOUT OFFICIATING!** After reviewing the game film a written grievance shall be sent to the booking agent and/or TSSAA if deemed appropriate.
LAUNDRY
Coaches and Managers ONLY! The laundry equipment is to be used for school issued equipment only. It is NOT for personal use.

TSSAA Eligibility Regulations
All members of the coaching staff shall follow the rules and regulations of the TSSAA. TSSAA handbooks are available for the head coaches. Ignorance of state regulations is NO EXCUSE. The athletic department will not condone deliberate violations of state rules. We will attempt to work within the spirit and intent of these regulations.

Note: Any fine received 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 rules meeting for their sport. The fine for failure to attend is $50.00.

I. ADMINISTRATIVE FORMS-CHECK LIST
Present the following information to the Athletic Director in a timely manner.

A. One sport season prior to first practice:
   Game schedule
   Practice information (date, time, place, length, etc.) for the first two weeks.

B. Prior to first practice:
   - Preseason inventory form
   - Facilities/Equipment Checklist
   DO NOT ALLOW ANYONE TO PRACTICE or ATTEND SKILL DEVELOPMENT SESSIONS WITHOUT A VALID HEALTH SCREENING and EMERGENCY NOTIFICATION FORM.

C. TEN days prior to first game:
   - Completed Player information forms including managers, trainers, scorekeepers, statisticians, etc.
   - Check: final eligibility, schedule, and transportation requests
   - Athletic Fees collected and turned into the AD

D. Prior to first game or participation:
   - Check returned eligibility form to your roster and notify Athletic Director of omissions or changes

E. Recognition/Banquet awards list to AD

F. End of season:
   - Attend All-conference selection meeting to nominate players
   - Locker room cleaned

G. Ten days following the last game:
   - All equipment put away and inventoried
   - Lost/stolen equipment reported
   - Sport season report
   - Complete End of season checklist
FUND RAISING AND PROMOTIONS
Teams may participate in fund raising projects and earmark that money for a certain purchase. The Principal, Athletic Director, Booster Club, and Assistant Superintendent of Middle/High Schools must first approve the project. Head coaches should also discuss with the Athletic Director any special promotional arrangements before making a commitment.

Student Activity Funds:
The definition of “Student Activity Funds” changed in 2008 and reflects the distinction between “school sponsored” events and “school support organization” sponsored events. The booster club or support organization sponsors the fundraiser, then the SSO is responsible for collecting and accounting for the money.

Turning in fundraising money for an SSO fundraiser at school
With approval from the principal and pursuant to Williamson County School Board policy 4.503, students can turn in money collected outside of school for a booster club/SSO fundraiser during the school day, so long as the money is in a sealed envelope and never opened by anyone other than the member of the SSO responsible for handling the money. The school and its employees who take up the envelopes merely act as a “pass through” for the sealed envelopes. There can be no accounting for the funds at the school by school personnel or employees.

Boosters and bookstores
A principal can grant permission to a booster club/SSO to operate a bookstore located on school grounds as long as the booster club/SSO runs, collects, and accounts for the money and spends 100% of the profits in support of the school.

WCS Guidelines Regarding Fundraisers and/or Fees
1. Only fees approved by the Williamson County School Board can be charged to the student/athlete.
2. Fundraiser Activity forms must be completed and approved before any fundraisers take place.
3. A coach/sponsor must not state and/or imply to any student/athlete that they must pay or help participate in fundraisers to raise a certain amount. (For example: A baseball coach cannot tell each athlete on his team that they are responsible for a certain amount and they can either pay that amount or participate in fundraising activities to raise that amount.)
4. A coach/sponsor can communicate to the team that they have a fundraising goal to help meet expenses. Each fundraiser must state how the money collected will be used.
5. A coach/sponsor can 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: A basketball team has a kids’ camp and the money raised will help pay for a team camp. Five athletes choose to work the kids’ camp and $500 is raised through the camp. The coach can make
the decision to apply the money made from the kids’ camp to help offset the athletes’ fees who worked the kids’ camp for the team camp but not the others who chose not to participate in the fundraising activity. However, a coach cannot 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 before being given to the students/athletes. The costs of the merchandise may also be paid through fundraisers and the same rules as stated above will be applicable to the athletes who choose to participate and not participate in the fundraisers. Again, money for the merchandise must be paid for before being distributed to the students/athletes.

7. If an athlete quits or is dismissed from a team, that student/athlete is not entitled to any money they helped raise by participating in any fundraisers.

8. Coaches/Sponsors **MAY NOT** recommend camps, training facilities, etc., to students/athletes: nor may they invite members of these organizations who operate such enterprises into the school to meet with/talk with parents and team members: nor may they collect money from students or 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 student/athlete and not encouraged or required by the coach/sponsor.

9. Parents may not be charged a “fee” in lieu of participating in fundraisers.

10. No coach/sponsor may “tutor” for pay their athletes or prospective athletes at any time nor may they recommend or steer their student/athlete to another coach offering the same training program.

**Booster Club**

The booster club can be a tremendous asset to our athletic program. This is a hands on organization that works hard to improve athletics. Coaches are expected to join the Booster Club, assist with fund-raisers and attend the monthly meetings. Each sport should have a team representative at each booster meeting.

**Questions Involving Booster Clubs in WCS and/or WCS Administrative Guidelines**

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.

Appendix 3-A:

___________________________ 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

3. Can a booster club hire a vendor to come to a school to work with the student-athletes?

A booster club or any other organization cannot hire vendors/personnel to come on school grounds to work with our students in any capacity without a formal request for services from the school principal or athletic director. The booster club/PTO must donate a specific amount of money to the school for the restrictive purpose of hiring the outside
contractor to perform services, based upon a written request from the Principal or athletic department. The school then will be allowed to contract the outside contractor/vendor to perform those services using whatever contractual requirements required by bid or RFP (Request for Proposal) laws. This will apply to athletics, band, cheerleading, dance and other similar situations.

4. When a RFP is conducted does the school have to go with the lowest bid?

No, they can go with the best overall proposal. If the total amount of the services provided by the individual and/or company is below $2500 for the school year, it does not have to go through a bid or RFP process. If the amount of the services is between $2500 and $9,999, three phone bids must be conducted. If the amount is $10,000 or more; then a bid or RFP must be done. Schools should call Kirk Elliott for details about what services that require a bid rather than a RFP.

5. Do booster clubs have to use an RFP?

NO, if a booster club does purchase items that are delivered to the schools those items have to be paid in full before a school is allowed to receive that shipment.

6. Can a booster club pay for a team camp?

TSSAA BYLAWS: Section 22. All expenses of an athlete who attends any athletic camp where specialized instruction is offered in any sport sponsored by TSSAA must be paid by the athlete or his/her parents. This does not apply to general team camps, where the team as a whole goes to a camp and works together; it is for individual camps if a student athlete decides to go on their own to any camp, clinic, combine, or gym for instruction or to compete then the parents or athlete has to pay the total cost. No coach or booster is allowed to help with cost of such activities.

The only way for a booster club to work within the laws and board policies is to have the booster clubs/PTOs write checks only to the school or the school system as a restricted gift for the booster’s purpose. For example, if the school needs baseball uniforms and the booster club agrees to pay for those uniforms, the booster club must make a donation to the school for the restrictive purpose of purchasing those uniforms. After that donation is made, the baseball coach must complete the necessary paperwork and follow the bid
process to order the uniforms. The school bookkeeper then writes the check after the items are received. This process applies to coaches traveling for clinics, etc., with expense reimbursements being controlled by WCS procedures, to avoid any appearance of abuse of booster funds. No alcoholic beverages may be purchased as a part of the meal or for any other reimbursable. Upon return from the clinic, the coach will provide receipts for all meals. The amount paid to the coach will not exceed that paid by WCS to any county employee on official travel. The coach will obtain the per diem meal rate from WCS finance department prior to the initiation of travel.

At many schools the booster clubs sometimes want to take actions independent of school and school board authority. Because of this, legislation has been passed which gives schools more control over the finances of these clubs. Giving more control to the schools also means that the principal has more responsibility and will be held accountable to ensure the booster clubs are following all applicable laws and Williamson County Board policies.

**Treating Sports Related Injuries**

**Disclosure**

*This is not a source of medical advice. The information is designed to support, not replace, the relationship which exists between you and your existing physician or health care provider. Please contact your physician or healthcare provider for specific medical advice and/or treatment recommendations.*

Typically, muscle strains and ligament sprains are not considered medical emergencies. Your school’s athletic trainer will assess the severity of the injury and treat the injury accordingly. Generally, these injuries are treated utilizing the RICE principle.

**Rest:** Avoid any unnecessary activity. If your athlete is unable to stand or a fracture is suspected obtain crutches or another assistive device such as a sling.

**Ice:** Apply an ice bag or a cold pack to the affected area for approximately 15-20-minutes and reapply every hour. If using a frozen chemical gel pack, be sure to use a barrier between the skin and the cold pack (i.e. a damp cloth). **Heat should be avoided for the first 72-hours of the healing process.**

**Compression:** Lightly wrap the injured area with a compression bandage starting with the area furthest away from the body and working your toward center. The compression wrap should be left on at all times during the first 72-hours with the exception of icing and bathing. It should be loosened if uncomfortable or swelling increases in the fingers and toes.

**Elevation:** The injured body part should be raised above the level of the heart to allow swelling to drain from the affected area. Simply propping a foot up onto a chair is not sufficient to achieve this function. For the leg, the athlete should lie down and prop their foot (not the knee) with a pillow. This method is most effective when accompanied by ice and compression.

*Encourage your child to notify their Athletic Trainer and/or Coach of injury and be sure to seek appropriate medical care.*
CONCUSSION

What is a concussion?

A concussion, also known as a closed head injury or “getting your bell rung”, is an injury to the brain usually caused by a blow to the head. It can result in a loss of consciousness, or being “knocked out,” however this is not necessary in order to have had a concussion. In fact, most concussions do not involve loss of consciousness.

What are the signs and symptoms of a concussion?

- Headache
- “Pressure in head”
- Neck pain
- Nausea or vomiting
- Dizziness
- Blurred Vision
- Balance problems
- Sensitivity to light and/or noise
- Feeling slowed down
- Feeling like “in a fog”
- “Don’t feel right”
- Difficulty concentrating and/or remembering
- Fatigue or low energy
- Confusion
- Drowsiness
- Trouble falling asleep
- More emotional
- Irritability
- Sadness
- Nervous or anxious

What things should I watch out for?

Most people do well after a concussion. Teens often will feel tired and just want to sleep. However, you should monitor your child’s behavior and seek treatment from the Emergency Department for the following concerning changes:

- Athlete is difficult to wake up or sleepy all the time
- Athlete is not fully awake or has severe confusion
- Athlete has a severe headache
- Athlete has numbness/tingling or weakness in arms or legs
- Worsening symptoms
- Athlete has changes in vision

What should I do after my child has sustained a head injury?

1. Remove the athlete from play.
2. Do not let athletes persuade you that they're “just fine” after having sustained a bump or blow to the head.
3. Ensure that the athlete is evaluated by a health care professional experienced in evaluating concussions.
4. Keep the athlete out of play until a health care professional clears for participate.
5. It is recommended athletes playing collision sports do a baseline ImPACT test prior to the start of the season. In the event an athlete sustains an injury during the following two years of their
baseline test, the athlete will repeat the test and the post-injury scores will be compared to baseline scores. If an athlete has already sustained an injury without getting baseline tested, the ImPACT testing can still be given and the scores compared with normal age-matched athletes.

Call the Vanderbilt Sports Concussion Center with any questions or visit the website. (615) 875-VSCC or www.VanderbiltSportsConcussion.com

HEAT RELATED ILLNESS

What are the signs, symptoms and treatment for heat related illness?

Heat cramps:
Exercise associated muscle cramps that can be a result of dehydration. Treatment for heat-related cramps includes: stopping activity, gentle stretching, and immediate rehydration.

Heat Syncope:
Heat syncope is simply passing out when it is hot outside. The body temp is normal. This can be treated by removing the athlete from the heat, elevating your legs and liquids by mouth.

Heat Exhaustion:
Heat exhaustion is an emergency and results in the inability to continue physical activity due to elevated body temperature over 102F. Signs and symptoms include: muscle cramps, pale or red skin, headache and dizziness, hyperventilation, nausea and not acting right. Treatment includes: removing excess clothing; moving the athlete into the air conditioning; cooling with ice and/or fans; and rehydration with fluids. EMS should be contacted immediately.

Heat Stroke:
Heat stroke is an even more concerning situation. This occurs as a result of body temperature exceeding 104-degrees potentially causing organ system collapse. Signs and symptoms include: increase heart rate; decreased blood pressure; hyperventilation; Vomiting; collapse; coma; change in mental status; and possible death. The athlete should be rapidly cooled and EMS should be contacted immediately.

How can heat related illnesses be prevented?

Athletes should acclimatize themselves by increasing exposure to heat and increasing the intensity of their workouts over a 10-14 day period. They must also assure they are following appropriate hydration and nutritional guidelines. In preparation for activity athletes should ensure they are rested and wear breathable and moisture-wicking clothing.

Basic 1st Aid for Heat Illness- Cooling Procedures

1. Move the athlete to a shaded area or air conditioned room, if available.
2. Remove equipment and unnecessary or saturated clothing.
3. Lay athlete on his back with legs elevated.
4. Massage ice water soaked towels on athletes head, arms, and legs.
5. Ice packs to the neck, arm pits, and groin area.
6. Have athlete drink fluids if able.
   * Cold water immersion is the fastest way to cool an athlete suffering from exertional heat illness.

If you have access to facilities with pools/tubs, immerse an athlete and then call EMS.
THE FOLLOWING SHOULD BE SIGNED BY ALL COACHES AND KEPT ON FILE AT YOUR SCHOOL:

ACCEPTED and AGREED:

I have read and understand all expectations of being a coach in Williamson County Schools:

Name: _______________________________ Date________________________

Print Name: __________________________________________________________________________

School: _____________________________________________

Principal _________________________________________________

Date: ______________________________
Volunteer Release Form

I, ________________________________________, certify that I have requested to volunteer to perform the duties of _________________________________.

I further stipulate that I am volunteering without promise, expectation, or receipt of compensation for my services.

I understand that I may be eligible to receive reimbursement for reasonable expenses that I will incur while performing this activity upon presentation of receipts and required forms and records to the school principal.

I understand that I cannot begin working with the students until I have completed the background/fingerprinting process. I understand I am responsible for the cost of the background/fingerprinting expense and the school may or may not reimburse me for this expense.

I certify that I have discussed these expense reimbursements with the local school principal and understand the limitations and requirements of same.

Volunteer: _______________________________ Date: ________________
Phone Number: _______________________________
Email Address: _______________________________
Principal: ________________________________ Date ____________
School: _________________________________
APPENDIX 2-A:

REQUEST FOR APPROVAL FOR CLASSIFIED EMPLOYEE TO WORK IN SUPPLEMENTED POSITION

Classified employees may be approved to fill only one position a year. This form must be completed by the Principal, then Human Resources, and returned to the Principal. The classified employee must sign the agreement on the bottom of this form before the work is started. The original must be returned to Human Resources.

Employee Name__________________________________________________

Regular Position_____________________ School___________________________

Supplemented Position Filling & School______________________________

Years of Verifiable coaching Experience (if applicable) ___________

Date Supplemented Work Begins______________
Anticipated Date Supplemented Work Ends__________________

Signature of Requesting Principal & Date____________________________________

(To be completed by Human Resources Only)

Regular Hourly Rate______________ Overtime Hourly Rate______________

Supplement Amount______________

Supplement/Overtime Rate = Hours that can be Worked:

Maximum Number of Hours that Classified Employee may Work______________

Human Resource Approval: ____________________________________________

Signature/date

Statement of Agreement By Employee:

I agree to work no more than the maximum hours stated above and I agree to keep and submit accurate time records working in this supplemented position. I also acknowledge that if I exceed the maximum hours, I must stop work immediately in this position and I may not volunteer any additional time. I realize that I may be disciplined if I violate this agreement. Signature of Classified Employee/Date:___________________________

Appendix 3-A
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