

***BIRMINGHAM CITY SCHOOLS  
DISTRICT***

***ATHLETIC OPERATING  
PROCEDURES MANUAL***



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**NOTE: The online version of the Athletic Operation Procedure Manual is the official version. Birmingham City School’s Athletic Department reserves the right to make revisions to the Handbook as needed. ALL Stakeholders will be informed of revisions.**

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## Mission of the Birmingham City School System Athletic Program

The Birmingham Athletic Department's Mission is to provide Quality Sports Programs that Support Academic Achievement for all Student- Athletes in a safe, secure and nurturing environment.

## Vision

Birmingham City Schools Athletics Program (BCS) is an essential component of the district's holistic educational mission. Our philosophy embraces the concept of student-athletes being students first, as well as the principles of fair play, sportsmanship, and gender equity in relation to Title IX.

As member schools of the Alabama High School Athletic Association, BCS athletics is committed to complying with all rules and regulations of the AHSAA in the conduct of its interscholastic athletics department. We believe that participation in sports provides a wealth of opportunities and experiences which assist students in personal growth and accomplishments while promoting student-athlete welfare.

## District Athletic Regulations

1. Non-BCS employees must have an **employee number** and meet AHSAA/BCS requirements to serve as a paid coach. **All volunteer coaches must a completed background check** and have a **volunteer coaching form on file in the District Athletic Department**.
2. All Coaches must clear background checks through BCS HR Department, understand the position for which they are hired (agree to the amount of the stipend), and attest to the legitimacy of them **actually coaching** before serving in the position. Coaches are **not allowed to receive payments for anyone else**. **This will result in the loss of coaching privileges for Birmingham City Schools District and the forfeiture of the full athletic stipend.**
3. Coaches are only permitted **one athletic coaching stipend per sport season** (Fall, Winter, Spring, overlapping sports will result in prorated stipends: refer to the AHSAA first day and championship dates). **Classified personnel are only allowed one athletic assignment per year.**
4. **Only one extra day coaching stipend is permitted. Dual sport coaches will only receive half the extra day compensation of the sport with the most days.**
5. Any school that does not complete the entire sport season, will not be allowed to participate in the respective sport for the following school year.
6. Any AHSAA fines regardless of the reason incurred by a coach shall be paid by the coach. Player conduct fines shall be paid by the parent/guardian. All other fines shall be the school's responsibility.
7. For games that are forfeited by any school without just cause, the school will pay the officials fees and the coaching supplement will be deducted.
8. All coaching supplements will be paid according to athletic operation procedure manual.
9. **All BCS sponsored athletic events will require mandatory participation. Non-participation will result in percentage loss of stipend.**
10. At least 10 days prior to the athletic event, all transportation requests must be submitted to the District Athletic Director for approval before forwarding to the Transportation Department
11. **BCS training and weight rooms are used by student-athletes and coaches or school affiliates/board employees with signed waivers to use the facilities releasing the district athletic department and the Birmingham Board of Education of any legal responsibility.**
12. Head coaches will be allowed to make recommendations for their assistant coaches who are AHSAA certified
13. All Athletic Director and head coach hiring recommendations **must be approved by the District Athletic Director** before they can be employed
14. **All Athletic related issues, concerns, inquiries, etc. are to be directed to the District Athletic Director Office for investigation. After the completion of the investigation, if necessary, the AHSAA will be contacted.**

# AHSAA Administration Regulations

## **RULE VI - Administration (AHSAA Bylaws, Pg. 65, 2020)**

**SECTION 1. AHSAA YEAR.** The Athletic Association year begins July 1 and ends the following June 30 of each calendar year.

**SECTION 2. PRINCIPALS' ACCOUNTABILITY.** The principal of a school shall be held ultimately responsible in all matters that concern interscholastic athletics at his/her school. The Principal is responsible for keeping current Emergency Action Plans (EAP) for all sport facilities and all required documents for eligible athletes and certified coaches on file in the principal's office. The files should be readily available for AHSAA audit review.

### Audit checklists:

#### **Student-Athlete (\*All state required forms are available on the AHSAA website)**

Certified Birth Certificate

NFHS Sportsmanship\*

Concussion History form – signed by parent or guardian\*

Student Release form\*

Current Physical Form - signed by an M.D. or D.O.\*

Proof of Insurance (Birmingham City School Requirement)

Signed Birmingham City School Participation Form (Birmingham City School Requirement)

#### **Coach**

Fundamentals of Coaching Principles

NFHS Sportsmanship Course

Sports First Aid, Health & Safety for Coaches

NFHS Concussion Course

NFHS Sudden Cardiac Arrest Course

NFHS Heat Acclimatization Course

Students Mental Health & Suicide Prevention

Active CPR Certification with AED Training

**ALL forms must be submitted before any player can be certified or any coach can work with students.**

#### **Athletic Directors**

All BCS Athletic Directors and Eligibility Coordinators must enroll and complete Leadership Training

Institute Courses to obtain NIAAA certification. Both must receive an RAA by the end of their first year, and ADs must obtain a CAA before beginning their third year.

General Requirements for a Registered Athletic Administrator: LTC 501, LTC 502, and LTC 503

Additional requirements for Middle School: LTC 504, 700, and 701

Additional requirements for High School: LTC 504 and 506 (508 and 510 are highly recommended)

# Job Responsibilities of High School Athletic Director

**KNOWLEDGE OF:** The Birmingham City high school athletic policies and procedures, AHSAA By-Laws/regulations and Title IX Laws.

**SKILLS:** Requires demonstration of strong leadership skills to work as part of an administrative team, promote and support student activities as well as staff needs, problem solving skills to support student success, service-related people skills, verbal and written communication skills, organizational skills to balance demands of a multi-tasking position, and technology skills in the areas of AHSAA DRAGONFLY Eligibility program, Tripfinder transportation, as well as Chalkable.

**ABILITIES:** Requires excellent attention to detail and follow through to meet interscholastic athletic responsibilities, significant confidential responsibilities due to student and staff issues, and fiscal responsibilities in the areas of athletic budget.

## **RULES & REGULATIONS**

1. Follow all rules and regulations of the Birmingham city high school athletic program, including preparing AHSAA eligibility for all athletes and coaches.
2. Follow all school rules, regulations, school board policies and athletic handbook guidelines.
3. Communicate and enforce that all school athletes will be supervised at all times.
4. Work with principal in resolving problems of discipline concerning athletes.

## **ATHLETIC ADMINISTRATION**

1. Prepare and maintain a budget for high school athletic programs.
2. Prepare reports as required by the administration.
3. Work with the principal to improve the high school athletic program.
4. Report and document all athletic injuries.
5. Verify that all participants have a physical examination, proper permission forms, and insurance verifications per school board policy that includes ALL AHSAA requirements.
6. Check student eligibility per AHSAA rules and regulations and school board policy.
7. Plan, supervise, and attend recognition programs for school athletes.
8. Assist with the monthly athletic calendar in conjunction with the principal.
9. Volunteer to be on committees whenever possible.
- 10. Supervise on-site athletic activities and perform athletic-related administrative duties during the months of June, July, and August to receive full supplement.**
11. Communicate and coordinate high school needs for district facilities and fields in a timely manner, and coordinate transportation with the District Athletic Director.

## **SUPPLIES, EQUIPMENT & UNIFORMS**

1. Keep an updated inventory of all athletic equipment and uniforms.
2. Keep supplies, equipment, and uniforms in satisfactory condition, and request an order on all new and replacement supplies, equipment, and uniforms when necessary.
- 3. Inspect all athletic areas for safety, cleanliness and the proper storage of all athletic supplies, equipment, and uniforms.**
4. Provide each coach with equipment, team medical supplies, and uniforms prior to the season and ensure that each coach returns all equipment, unused supplies, and uniforms using an inventory checklist.

## **Additional Duties of High School Athletic Director**

### **EVENTS**

1. Monitor the use of all athletic facilities and fields for high school athletic games and practices following school procedure.
2. Coordinate with the District Athletic Director to see that all playing surfaces are properly conditioned for all home games.
3. Be present, arrange for a school representative, or be on call for all home games, and assign a certified school representative or coach to assume responsibility at all away games.
4. Arrange for employees for all home games including ticket takers, timekeepers, scorekeepers, and custodians if applicable.
5. Communicate and document medical and emergency procedures and arrange for the availability of medical supplies at all home contests.

### **TRANSPORTATION**

1. Arrange and confirm bus or other transportation for athletic participants 10 days prior to each season beginning date.
2. Verify that all participants have proper permission forms for alternative transportation if requested.
3. Communicate the athletic transportation policy to all coaches responsible for away game transportation.

### **COMMUNICATION**

1. Facilitate athlete, parent and coaches' meetings at the beginning of each sport season and as needed.
2. Represent the schools and district at middle school district tournaments and events.
3. Communicate issues with school facilities and fields to the District Athletic Director.
4. Work with coaches to make sure that all student athletes and parents know the rules and regulations.
5. Act as a liaison between coaches and the athletic booster club if applicable.
6. Develop, review, and revise the athletic handbook and any athletic agreements that each athlete, parent, and coach must abide by, with recommendations from administration and coaches, and subject to school district approval.
7. Promote and model good sportsmanship and maintain an active program that welcomes competing teams, guests, and game officials.
8. Attend ALL meetings requested by the System Athletic Director.
9. Read school system emails on a daily basis, replying, if applicable in a timely manner.
10. Submit all requested communication, reports, forms, etc. by due dates requested.

### **COACH SUPERVISION**

1. Supervise and evaluate all coaches on an annual basis.
2. Assist the school principal in interviewing and making recommendations for renewing and hiring of new coaches.
3. Report all hires to central office for the application and background investigation processes.
4. Issue all athletic agreements.
5. Ensure only one agreement awarded any sports season per coach. Supplements will not be split.
6. Provide orientation and in-service programs for coaches.
7. Assist with the revision as needed of district criteria for evaluating, renewing, and hiring of coaches annual contracts.
8. Work with principal in problems of discipline concerning coaches.



# Job Responsibilities of Middle School Athletic Director

**KNOWLEDGE OF:** The Birmingham City middle school athletic policies and procedures, AHSAA By-laws/regulations and Title IX Laws.

**SKILLS:** Requires demonstration of strong leadership skills to work as part of an administrative team, promote and support student activities as well as staff needs, problem solving skills to support student success, service-related people skills, verbal and written communication skills, organizational skills to balance demands of a multi-tasking position, and technology skills in the areas of AHSAA DRAGONFLY Eligibility program, Tripfinder transportation, as well as Chalkable.

**ABILITIES:** Requires excellent attention to detail and follow through to meet interscholastic athletic responsibilities, significant confidential responsibilities due to student and staff issues, and fiscal responsibilities in the areas of athletic budget.

## **RULES & REGULATIONS**

1. Follow all rules and regulations of the Birmingham city middle school athletic program, including preparing AHSAA eligibility for all athletes and coaches.
2. Follow all school rules, regulations, school board policies and athletic handbook guidelines.
3. Communicate and enforce that all middle school athletes will be supervised at all times.
4. Work with principal in resolving problems of discipline concerning athletes.

## **ATHLETIC ADMINISTRATION**

1. Prepare and maintain a budget for middle school athletic programs.
2. Prepare reports as required by the administration.
3. Work with the principal and feeder AD to improve the middle school athletic program.
4. Report and document all athletic injuries.
5. Verify that all participants have a physical examination, proper permission forms, and insurance verifications per school board policy that includes ALL AHSAA requirements.
6. Check student eligibility per AHSAA rules and regulations and school board policy.
7. Plan, supervise, and attend recognition programs for school athletes.
8. Assist with the monthly athletic calendar in conjunction with the principal.
9. Volunteer to be on committees whenever possible.
10. Supervise on-site athletic activities and perform athletic-related administrative duties during the months of June, July, and August as needed.
11. Communicate and coordinate middle school needs for district facilities and fields in a timely manner to the District Athletic Director.

## **SUPPLIES, EQUIPMENT & UNIFORMS**

1. Keep an updated inventory of all athletic equipment and uniforms.
2. Keep supplies, equipment, and uniforms in satisfactory condition, and request an order on all new and replacement supplies, equipment, and uniforms when necessary.
3. Inspect all athletic areas for safety, cleanliness and the proper storage of all athletic supplies, equipment, and uniforms.
4. Provide each coach with equipment, team medical supplies, and uniforms prior to the season and ensure that each coach returns all equipment, unused supplies, and uniforms using an inventory checklist.

## **Additional Duties of Middle School Athletic Director**

### **EVENTS**

1. Monitor the use of all athletic facilities and fields for middle school athletic games and practices following school procedure.
2. Coordinate with the District Athletic Director to see that all playing surfaces are properly conditioned for all home games.
3. Be present, arrange for a school representative, or be on call for all home games, and assign a certified school representative or coach to assume responsibility at all away games.
4. Arrange for employees for all home games including ticket takers, timekeepers, scorekeepers, and custodians if applicable.
5. Communicate and document medical and emergency procedures and arrange for the availability of medical supplies at all home contests.

### **TRANSPORTATION**

1. Arrange and confirm bus or other transportation for athletic participants 10 days prior to each season beginning date.
2. Verify that all participants have proper permission forms for alternative transportation if requested.
3. Communicate the athletic transportation policy to all coaches responsible for away game transportation.

### **COMMUNICATION**

1. Facilitate athlete, parent and coaches' meetings at the beginning of each sport season and as needed.
2. Represent the schools and district at middle school district tournaments and events.
3. Communicate issues with school facilities and fields to the District Athletic Director.
4. Work with coaches to make sure that all student athletes and parents know the rules and regulations.
5. Act as a liaison between coaches and the athletic booster club if applicable.
6. Develop, review, and revise the athletic handbook and any athletic agreements that each athlete, parent, and coach must abide by, with recommendations from administration and coaches, and subject to school district approval.
7. Promote and model good sportsmanship and maintain an active program that welcomes competing teams, guests, and game officials.
8. Attend ALL meetings requested by the System Athletic Director.
9. Read school system emails on a daily basis, replying, if applicable in a timely manner.
10. Submit all requested communication, reports, forms, etc. by due dates requested.

### **COACH SUPERVISION**

1. Supervise and **evaluate** all coaches on an annual basis.
2. Assist the school principal in interviewing and making recommendations for renewing and hiring of new coaches.
3. Report all hires to central office for the application and background investigation processes.
4. Issue all athletic contracts.
5. Ensure only one contract awarded any sports season per coach. Supplements will not be split.
6. Provide orientation and in-service programs for coaches.
7. Assist with the revision as needed of district criteria for evaluating, renewing, and hiring of coaches annual contracts.
8. Work with principal in problems of discipline concerning coaches.

## ATHLETIC DIRECTORS' EDUCATION PROGRAM and CERTIFICATION:

Preferably a minimum of three years of verifiable sport coaching experience

**Prior to working with any student-athlete** (practice or competition), meet **ALL** requirements of the AHSAA Coaches' Education Program:

- Coaching Principles (NFHS or ASEP)
- Sports First Aid Health & Safety for Coaches (ASEP or PREPARE)
- STAR Sportsmanship
- NFHS Concussion course
- NFHS Heat Acclimatization course
- Must have an active CPR certification each year with AED Training
- NFHS Sudden Cardiac Arrest

Knowledgeable of the Emergency Action Plans for each facility

Completion of National Interscholastic Athletic Administrators Association (NIAAA) Leadership Training Courses (LTC)

LTC 501: Guiding Foundations & Philosophies

LTC 502: Strategies for Organizational Management

LTC 503: Enhancing Organization Management

LTC 504: Legal Issues I (Liability for Sports Injuries & Risk Management)

LTC 506: Legal Issues II (Title IX & Sexual Harassment)

LTC 508: Legal Issues III (Hazing, Constitutional Law, Disabilities)

LTC 510: Athletic Administration: Legal Issues IV (Social Media, Transgender)

Registered Athletic Administrator Certification (RAA) and the completion of two LTC courses must be done by the end of the first year.

Certified Athletic Administrator Certification (CAA) by the start of the third year in this position.

## Birmingham City Schools Athletic Chain of Command:

- Athlete/parent to coach
- Coach to athletic director
- Athletic director to principal
- Principal (or designee) to district athletic director

## Accident/Incident Reporting Process:

### Green Level - Common Injuries (Sprains, pulls, etc.)

Alert the athletic trainer; notify parent; document injury in Dragonfly

### Yellow Level – Acute Injuries (Fracture, tears, concussion, etc.)

Alert the athletic trainer; contact the school Athletic Director; notify parent; submit injury report

### Red Level – Severe (Loss of consciousness, heat related injury, hospital, etc.)

Activate Emergency Action Plan, notify parent, contact school AD, District AD, Executive Officers, Superintendent (if any member of chain cannot be reached, continue to the next level of notification)

## AHSAA Coaching Regulations

### RULE V – Coaches (AHSAA Bylaws, 2021)

#### SECTION 1: COACHING REQUIREMENTS.

A coach or persons responsible for the immediate training of athletes or athletic teams must be employed or approved by the Board of Education as a certified teacher under the supervision of the school principal.

“Coach” refers to any person who is given direct responsibility by the school and/or the Board of Education for the training or instruction of any athletes or athletic team. A school team may not participate in an interscholastic contest unless the team is accompanied by a certified teacher (faculty member).

All head coaches of high school teams and head coaches of the highest level of junior high/middle school teams, including unit schools grades 7-12, are required to attend a rules clinic at All-Star Sports Week or complete and pass a rule test online with a minimum score of 100 or predetermined score by the required date, and labeled as head coach in DRAGONFLY. Coaches failing to comply will be fined as follows: \$300 for high school coaches and \$50 for junior high/middle school coaches. **All coaches must be certified and listed on DRAGONFLY.**

All coaches must be certified and listed on Dragonfly. **It is the responsibility of all coaches to be knowledgeable of AHSAA bylaws.**

Completion of the online NFHS Sportsmanship and NFHS Concussion, Heat Acclimatization, and Sudden Cardiac Arrest courses are mandatory for all coaches (**faculty and non-faculty**).

Coaches may coach their own children during the school year and summer (the three weeks of allowed competition is allowed if none of the coach’s other players are on the child’s team.)

## Non-Faculty Coach:

Schools may use a non-faculty coach in any sport when that person is serving directly under the supervision of a coach (faculty member) employed by the Board of Education and is also employed by the school and/or the Board of Education. **A non-faculty coach is a person with any coaching responsibility at a member school and is certified in accordance with all Coaches' Education Program course requirements as stated in Rule V - Coaches, and Coaches' Education Program.**

Non-faculty coaches may be disqualified and discontinued by the Executive Director or Central Board at any time it appears that their instruction is not in the best interests of the statewide athletic program. A school that uses a non-faculty coach that is not employed or approved by the school and/or the Board of Education is subject to penalty from the AHSAA. **A non-faculty coach must be accompanied at all contests by a faculty member or full-time employee of the school.** All Coaches need to be certified and listed on DRAGONFLY.

## SECTION 2: COACHES' EDUCATION PROGRAM:

Prior to working with any student-athlete (practice or competition), coaches in the BCS must create a user profile on NFHS and meet **ALL** requirements of the Coaches' Education Program:

- Coaching Principles (NFHS or ASEP)
- Sports First Aid Health & Safety for Coaches (ASEP or PREPARE)
- Complete coaches' portion of NFHS Sportsmanship Course
- NFHS Concussion course
- NFHS Heat Acclimatization course
- Must have an active CPR certification each year with AED Training
- NFHS Sudden Cardiac Arrest
- Knowledgeable of the Emergency Action Plans for each facility

Each member school must keep on file in the principal's office a verification for each coach that has been certified from 2001-02 to the present course requirements) and a verification(hardcopy) that all coaches' education requirements have been successfully completed (AHSAA may also approve college courses for certification purposes). Coaches at member schools prior to 2001-02 are exempt from the course requirements but must have an active CPR certification each year. **A school using a non-certified coach that is not involved in the Coaches Education Program will be fined \$300 and the coach will be suspended.**

## SECTION 3. COACHES' CONDUCT.

A coach or non-faculty coach found guilty of immoral or unsportsmanlike conduct may be disqualified by the AHSAA Central Board of Control. Any school using a disqualified coach or non-faculty coach shall be subjected to suspension from the AHSAA.

## Procedures for Hiring Coaches

- All Coaches hired must first be interview by the school principal, school Athletic Director and District Athletic Director
- Additional interview team members may be added by the school principal not exceed a 7 member interviewing team
- All interview team members must have an interview tally sheet
- All questions must be asked in the order by the same interview member
- Tally sheets are totaled at the end of the interview by all members
- A recommendation is made by the principal
- The recommendation must be approved by the District Athletic Director

## Athletic Position Submission Process

In order to ensure the board approves all athletic supplements prior to the start date, coaching supplement requests submission is as follows:

### Fall Sports and All Head Coaches

Volleyball, Football, Cross Country, Swimming, Cheerleading must be submitted by the last working day in May of the prior school year for July Board Agenda; high school supplements disbursed through November regular pay schedule pending the conclusion of all regular season competitions and coaching requirement fulfillment.

### Winter Sports

Basketball, Bowling, Wrestling, and Indoor Track must be submitted by the last working day in June of the upcoming school year for August Board Agenda; high school supplements disbursed through February regular pay schedule pending the conclusion of all regular season competitions and coaching requirement fulfillment.

### Spring Sports

Tennis, Soccer, Softball, Baseball, Golf, Outdoor Track must be submitted by the last working day in August of the current school year for September Board Agenda; high school supplements disbursed through May regular pay schedule pending the conclusion of all regular season competitions and coaching requirement fulfillment.

Middle school supplements will be disbursed the month prior to high school supplements. Schools who do not submit their stipend/supplement form will not be submitted; therefore, payments will be delayed. Principals and School Directors will be notified of schools not submitting supplements on time.

**Non-Renewals** are processed through SearchSoft application by way of the Department of Athletics as early as the last working day of the month of December for FALL sports, March for WINTER sports, and May for SPRING sports, but no later than the end of the athletic year (June 30).

**New Posting:** in order to follow the schedule above, athletic jobs will be posted during the winter and spring of the current school year. Once the job closes, the district's athletic department will have to contact human resources to reopen it.

**COACHES AGREEMENTS WILL ONLY BE USED FOR THE SCHOOL AND THE DEPARTMENT OF ATHLETICS.**

## **Duties and Responsibilities of Coaches**

**Athletic Coaches are responsible to the Principal of his or her assigned school for coaching, the school Athletic Director and the District Athletic Director**

The duties and responsibilities of Athletic Coaches are as follows:

1. To be responsible for providing an athletic program that is functionally responsive to the sport being taught and to the needs of the participating students.
2. To assign and supervise the students participating in the sport.
3. To assume the management responsibilities for organizing and conducting a sequential athletic program.
4. To ascertain that student athletes are in physical condition to participate in the sport program.
5. To provide instruction and training in the rules and regulations of the sport being taught.
6. To teach the students the necessary techniques and skills for achieving success in the sport.
7. To be familiar with laws, rules, and regulations governing sports so that the sport program is in compliance with school and district policy, regulations, and Title IX.
8. To provide leadership in creating healthful human relationships that will provide a suitable climate for learning and participation.
9. To order, purchase, and keep all equipment up to the standards needed.
10. To be responsible for adequate safety conditions to ensure participating students against injury.
11. To attend job-related meetings and activities specified by the principal or the district administration.
12. To perform those non-instructional duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Board of Education.
13. To attend ALL required AHSAA meetings.
14. To complete ALL AHSAA requirements for coaching
15. To be knowledgeable in the AHSAA eligibility rules and DRAGONFLY.
16. To promote and support student-athletes in all aspects of obtaining athletic scholarship opportunities at various colleges and universities.
17. **SUBMITTING ELIGIBILITY ROSTERS.** At least two days before an athletic contest, a complete roster must be submitted online in DRAGONFLY.
18. Generate funds for your assigned program through fundraisers and donations.
19. **Submitting Scores immediately following all athletic contest online in DRAGONFLY.**
20. ALL coaches must adhere to proper protocol when reporting athletic concerns.

# Coaches Job Description

## Job Description

**JOB TITLE: High/Middle School Coach**

**REPORTS TO: Principal**

### **PRIMARY PURPOSE:**

Organize, coordinate and promote a comprehensive sports program that is designed to meet the needs and interest of the district and community

### **Special Knowledge, Skills, and Certifications:**

- General knowledge of coaching techniques and procedures
- Knowledge of sport
- Specific knowledge of subjects assigned
- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communications and interpersonal skills
- Strong problem solving skills
- Coaching Principles Certificate (NFHS or ASEP)
- Sports First Aid Health & Safety for Coaches Certificate (ASEP or PREPARE)
- Complete coaches' portion of NFHS Sportsmanship Course
- Complete NFHS Concussion course
- Complete NFHS Heat Acclimatization course
- Must have an active CPR certification each year with AED Training
- Complete NFHS Sudden Cardiac Arrest

### **Minimum Experience:**

Minimum three to five years' coaching experience

### **RESPONSIBILITIES AND DUTIES:**

1. Use a variety of instructional techniques and media to meet the needs and improve the abilities of student athletes in the sport assigned
2. Manage and supervise athletic activities, contests, and practice sessions to promote individual growth in athletic skills, teamwork, and good sportsmanship
3. Work with other members of school staff to plan and put in place instructional goals and objectives to ensure the overall educational development of student athletes
4. Establish performance criteria for competition and evaluate students' athletic abilities initially and on a regular basis
5. Take all necessary precautions to protect student athletes, equipment, materials and facilities
6. Keep informed of and ensures compliance with all AHSAA rules
7. Monitor and enforce student eligibility criteria for extracurricular participation
8. Work with Athletic Director to schedule competitions and coordinate arrangements for all athletic activities
9. Develop and coordinate a continuing evaluation of coaching program and make changes based on findings
10. Accompany and supervise student athletes during athletic competitions in assigned sports on out-of-town trips
11. Instruct and advise students on NCAA regulations with regard to academic requirements for scholarships and recruiting practices
12. Apply and enforce student discipline during athletic contests, practice sessions, and while on trips off school property in accordance with Student Code of Conduct and student handbook



13. Encourage, by example and through instruction, sportsmanlike conduct in all phases of athletic participation
14. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers
15. Maintain a current inventory of all uniforms and equipment within program
16. Oversee process of cleaning, repairing, and storing all team athletic equipment
17. Submit all needed requests made by the Principal and Athletic Director
18. Comply with district policies, as well as state and federal laws and regulations
19. Adhere to the district's safety policies and procedures
20. Maintain confidentiality in the conduct of district business
21. Demonstrate regular and prompt attendance
22. Generate funds for your assigned program through fundraisers and donations.
23. **Participate in ALL District sponsored athletic events**
23. **Submitting Scores immediately following all athletic contest online in DRAGONFLY.**
24. Other Duties as assigned

## Athletic Purchase Order

All requisitions to be paid from athletic funds come from the Athletic Director of the school and not straight from an individual coach. The AD and the Principal must approve all athletic purchases before a purchase order is generated by the bookkeeper. Reconciliations of the athletic accounts must be completed on a monthly basis. Never is a requisition or purchase order to be changed after signatures have been collected on the original document. (BCS Chief Financial Officer, October 16, 2017)

## Athletic Revenue Share

The major revenue generating sports shall assist in the financial funding for all school athletics by participating in revenue share. Fifteen percent of football gate receipts (ticket sales only) will be deposited into the school's general athletic account. The remaining 85% will be deposited in the school's public football account. Ten percent of basketball gate receipts will be part of revenue share as well.

All none revenue share sports must conduct fundraising efforts to financially support their sports. The General Athletic Accounts are secondary support funding sources for all athletic sports teams.

## Transportation

1. All students must have a BCS Transportation Release Form on file at the school. All athletic transportation will be in accordance with the information listed on the form on file in the principal's office. BCS personnel must accompany student-athletes on any district approved transportation vehicle.
2. All transportation requests must be submitted by the school AD 15 days prior to each athletic event. School level athletic directors are to check their Tripfinder accounts **weekly** to ensure transportation for upcoming events is scheduled.

## Emergency Plan

1. Each school's athletic department is responsible for having an emergency plan to ensure all athletes and staff understands what the procedures are during: medical emergencies, injuries, bad weather conditions, terrorist's attacks, intruders, or any other situation deemed dangerous.
2. Any suspicious activity must be reported immediately. All medical supplies must be readily available during practice and contests.
3. Each school must have an AED on-site during all athletic events.

## Student-Athletes

1. All athletes must be given Due Process before he/she is permanently removed from a team
2. All coaches must notify the school's athletic director prior to dismissing an athlete regardless of the severity
3. Principals must be notified once the decision has been made to release the student-athlete from the team
4. Parents shall be notified of the behavior that potentially could cause dismissal from the team using a progressive warning system to communicate with the student and parents
5. Once Due Process has been given and all steps have been taken to prevent the student-athlete from dismissal the athlete may be removed from the team
6. The District Athletic Director shall be notified of the dismissal
7. Any athlete that is suspected of having a concussion or is recovering from a concussion **MAY NOT** return to any practice or contest before being released by a certified physician in writing

## AHSAA Athlete's Eligibility Requirements (Rule II, AHSAA By-laws, pg. 25, 2020)

**Section 2: SUBMITTING STUDENT DATA.** At least two days before a student can participate in a contest of any athletic year, that student's name must have been posted online to DRAGONFLY by the school principal.

**ONLINE DATA REQUIREMENTS:** A member school shall timely submit academic eligibility information on each student using the prescribed reporting procedure found on the AHSAA online eligibility website, DRAGONFLYschool.com. A student must meet all the eligibility requirements under the rules of the AHSAA in order to be an eligible athlete regardless of the status displayed by the online software eligibility calculator. If the name of a student does not appear online on a school's list of eligible students, that student's data must be entered at least two days before the student can participate in a contest. During the school year the data of additional students may be submitted online, but it must be entered at least two days before the students can participate in a contest. Students participating in cheerleading, including those who do not participate on other interscholastic athletic teams, must be entered on the school's online eligibility list and must be listed on a cheerleading team roster. **The penalty for the failure of a school to submit eligibility data online shall be suspension from the AHSAA and/or**

## SECTION 9: ACADEMIC RULE (Rule I, AHSAA By-laws, pg. 30, 2020)

### Requirements

Students entering the 10<sup>th</sup> and 11<sup>th</sup> and 12<sup>th</sup> grades must have passed during the last two semesters in attendance and summer school, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units

(1) four core curriculum courses must be included in those units passed and averaged. (English, mathematics, science and social studies are core curriculum courses. Any combination of these courses is accepted.)

(2) Any student that accumulates more than four units of core courses per year may earn less than the required four core courses during the next school year and be eligible as long as the student remains on track for graduation with his/her class.

Students entering the 8<sup>th</sup> and 9<sup>th</sup> grades must have passed during the last two semesters in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects and must have been promoted to the next grade.

Note: A new unit is one that has not been previously passed. A semester is half of a school year as defined by the local school system.

Students entering the 7<sup>th</sup> grade for the first time are eligible. Students in high school must complete a NFHS Sportsmanship online interactive course one time during their high school careers. Middle/junior high school students must take the NFHS Sportsmanship course. Students taking The Advanced Middle/Junior High component will not have to take another component in high school.

A certificate of completion must be kept on file in the school principal's office along with other eligibility items. Cheerleaders must also complete the course one time during their high school years.

## **AHSAA Athlete's Eligibility Requirements (Rule I, AHSAA By-laws, pg. 31, 2020)**

### **Guidelines**

1. Eligibility may be determined before the start of each new school year or at the beginning of the second semester. A student that is academically eligible at the beginning of the school year remains eligible for the remainder of that school year so far as grades are concerned. A student that regains eligibility at the beginning of the second semester remains eligible for the remainder of the second semester so far as grades are concerned.

2. Students declared ineligible at the beginning of a school year may regain their eligibility at the end of the first semester by meeting the academic requirements listed above during their last two semesters in attendance and summer school, if applicable. The regained eligibility of any student may be determined any time after the end of the first semester, but all course requirements used to determine the eligibility must be completed no later than the fifth day of the second semester.

3. Only one unit (or subject) of physical education per year may be counted.

4. Any number of units (or subjects) earned in an approved summer school may be counted in accordance with local board policy. If a unit (or subject) is repeated in summer school, the higher numerical grade for that unit (or subject) may be used to compute the composite grade average.

5. All summer school credit recovery, correspondence courses and dual enrollment must be approved by the local system and must be completed and posted to the student's transcript prior to the first fall contest date.

6. Units earned through Credit Recovery may also be among the summer units counted and must be completed before the first fall contest date. If Credit Recovery is used to make up Carnegie units, those units can only be accepted if they are earned through a State Department of Education-approved program.

7. For eligibility purposes, special recitation, extra work, make-up work, tests, review, etc., may not be given for the purpose of making a student eligible.

8. To be eligible, all students (including repeaters and hold-backs) must be enrolled in a specified number of new units at the school they represent.

(a) 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> graders must be carrying at least six new units (three per semester on a 4x4 block schedule).

(b) 12<sup>th</sup> graders that are on track for graduation with more than the required number of units earned must be carrying at least four new units for the school year (two units per semester on a 4x4 block schedule).

(c) 7<sup>th</sup> and 8<sup>th</sup> graders must be carrying at least five new subjects.

9. The eligibility of a student that has attended another school during the preceding year must be established by a transcript from that school before the student is permitted to participate at the new school.

## AHSAA Overlapping School Zone (Pg. 39, AHSAA Bylaws, 2020)

Overlapping School Zones: A student whose parents reside in an area served by more than one school lives in the school zone of each school, thus in overlapping school zones. A student who changes schools within these overlapping school zones is ineligible **in varsity competition** for one year at the new school.

Note: A student that transfers from a school within these overlapping school zones remains ineligible for one year at any of the other schools within these overlapping school zones. **This rule applies to IB students as well as Magnet school students.**

## AHSAA Transfer Rule (Pg. 34, AHSAA Bylaws, 2020)

A student that enrolls in one school and later transfers to, or enrolls in, another school shall not be eligible immediately to represent the latter school in **any varsity athletic contest**.

- **A student that transfers to or enrolls in another school may practice and compete the sub-varsity level (MS, Jr. High, JV) if all other requirements are met.**
- A student is not eligible to compete at varsity level until all transfer rules and other requirements are met.
- **A student is allowed only one (1) transfer per school year under these circumstances. This transfer is available one time per year at the beginning of any semester.**

## AHSAA Catastrophic Insurance

- All schools must submit each athlete for AHSAA Catastrophic Insurance
- The Catastrophic Insurance must be paid each year by September 1.
- All schools are responsible for making payment to the AHSAA to cover the athletes

## AHSAA Sportsmanship Conduct Rule (Section 18. Pg. 42 AHSAA Bylaws, 2020)

Penalties for coaches and players ejected from one or more contests are as follows:

- First Ejection: Minimum penalty of a \$300 fine
- Second Ejection: Minimum penalty of a one game suspension and a \$500 fine
- Third Ejection: Minimum penalty of suspension for the remainder of the season, plus a \$750 fine

On first offense ejections, the fine may be reduced to \$100 upon completion of a designated Sportsmanship Online Course if completed within 10 days of the ejection.

**All fines, associated with ejections, will be the financial responsibility of the of the parents for the ejected student-athlete. All coaches will be responsible for fines set forth by the AHSAA for misconduct and displays of poor sportsmanship, as well as those levied due to the coaches' negligence of following rules and laws of the AHSAA By-laws. (BCS)**

## Cheerleading Guidelines

- All schools shall have a constitution
- All sponsors shall have a pre-season meeting with parents
- All constitutions shall be given to the cheerleaders and parents
- All AHSAA guidelines shall be adhere to
- All cheerleaders must be submitted to the AHSAA for catastrophic insurance
- All cheerleaders and parents shall sign to confirm receipt of the constitution

### **TRY-OUT Procedures**

#### **6 weeks prior**

- Have administration approve tryout process, judging forms, etc.
- Select tryout date.
- Reserve the gym for clinics and tryouts (this may affect your date).
- Select your judges. All judges should be non-faculty and outside of the school system.

#### **4 weeks prior**

- Submit morning announcements.
- Post hall announcements.
- Confirm judges.
- Confirm faculty help (tabulators, etc.).
- Make copies of applications, constitution, and other forms needed to apply.
- Send information sheets and directions to judges.

#### **2 weeks prior**

- Get tryout material together. Ask your outgoing senior class cheerleaders to make up material or learn the cheers and dance on the Tryouts.
- Contact judges to confirm and verify directions to the school.

#### **1 week prior**

- Schedule a pre-tryout meeting to talk about the upcoming season so both potential candidates and their parents will know what the expectations are for the season.

#### **Week of**

- Pre-tryout clinic.
- Make copies of judging forms.
- Make numbers for candidates.
- Call or email judges to remind them of the tryout.

#### **Day of**

- Confirm that the gym is open and the lights are on with school custodian.
- Set up the judges' table.
- Post/announce candidates.

## Guidelines for Athletic Events

The Birmingham City School District changes to the ticket policy and admission procedures. For all BCS and Alabama High School Athletic Association athletic events, there is a "single" game admission price for high school, middle school, and BCSLet's Move contests. Additionally, general admission tickets may only be purchased online through the GoFan website: <http://gofan.co/app>

### Athletic Event Policies:

- Weapons are not permitted on school grounds.
- Alcohol and tobacco products are strictly prohibited on school grounds.
- All spectators are encouraged to watch the game from the stands. Please no loitering.
- NO pets are permitted at any outdoor venue
- NO re-entry at varsity football games
- NO sideline access at football games unless approved by the athletic department with appropriate credentials and sideline pass
- NO refunds and fans may be removed for unsportsmanlike behavior
- NO solicitation or outside group fundraising of any kind without prior approval of the athletic office
- NO outside food or drink of any kind (except provided by staff for teams)

GATE PRICES BY SPORT/LEVEL			
SPORT	VARSITY	BCS LET'S MOVE	MS/JV
<b>Football</b>	\$10.00 Gen. Admission	\$3.00 Adult \$2.00 Student	\$6.00 General Admission
<b>Basketball (Boys/Girls)</b>	\$7.00 Gen. Admission	\$3.00 Adult \$2.00 Student	\$6.00 General Admission
<b>Wrestling</b>	\$5.00 General Admission	NA	
<b>Indoor Track</b>	\$8.00 General Admission \$10.00 MLK	\$6.00 Student \$6.00 Adult	\$8.00 General Admission
<b>Volleyball</b>	\$6.00 General Admission	\$2.00 Student \$3.00 Adult	\$5.00 General Admission
<b>Soccer Boys/Girls</b>	\$7.00 General Admission	\$2.00 Student \$3.00 Adult	\$5.00 General Admission
<b>Swimming</b>	\$8.00 General Admission	N/A	

## Admission to Events:

All spectators (non-game personnel) must have one of the following to receive admission to any contest:

- Ticket assigned to that specific event
- BCS Member School Athletic Department authorized pass (must be shown at the gate and sign in required).
- BCS Member Local School employees (no Plus one) will be admitted to any contest free of charge upon showing their school ID badge

***Pass list will only be for scouts and media.***

All individuals must pre arrange attendance with the Athletic Director 24 hours before contest begins.

## Student Admission:

Once a student has entered a sporting event they cannot leave and return without purchasing another ticket. Re-entry into any sporting event by a student, even with a paid admission, is at the discretion of the Athletic Director, school administrator or faculty manager in charge.

Students under the age of 10 must be accompanied by an adult. Infant to Kindergarten are admitted free if accompanied by a parent.

## Passes:

Passes are only good for BCS Member home athletic events during the regular season. Only reserved seating packages will receive guaranteed admission during "sold out" contests.

Players, timers, scorekeepers, cheerleaders, managers, statisticians, photographers, and bus drivers shall be admitted to the game free. Names of these individuals will be predetermined by both teams and placed on a "passlist".

### **The following passes will be accepted at BCS Athletic Events:**

- BCS Local Schools ID Badge: Any BCS Local School staff member may present their school ID at the gate and receive free admission to any regular season home sporting event. This is only available to the staff member. There is no plus one.
- Birmingham City Schools District All-Sports Pass: This pass will be issued annually by the District Athletic Director and will **admit one**. All users of this pass must present pass and sign in at the gate. Passes are non-transferable.
- The BCS Local Member School All Sports Membership Passes: In conjunction with BCS District Athletic Department, the BCS Member Local School may offer discounted ticket packages for adults and students as part of their membership. These passes will be honored by the BCS Athletic Department if presented at the ticket booth.
- AHSAA Coaching Cards/Passes: This pass is issued by the state association and will be accepted in accordance for all sporting events.

**ONLY AHSAA passes are accepted at AHSAA tournament games.**

BCS Local member schools Athletic Department reserves the right to offer discount passes for special events, youth nights and other activities. These must be preapproved at least 3 weeks in advance of the scheduled contest by the District Athletic Director.



## Youth Programs:

We value our youth programs and their continued support for all of our athletic programs. Youth programs will be permitted to have a youth night at a sport specific event (i.e. youth football at Varsity Football game). These events will permit athletes of those teams to receive a discounted admission price and must be arranged with the Athletic Director at least 1 month in advance. Discounted ticket prices will be determined by the Athletic Director and will ONLY apply to the athlete.

Electronic tickets may be purchased online at <https://gofan.co/app/search> or by downloading the Go Fan App from the App Store (iPhone) or Google Play Store (Android). Electronic tickets can be purchased at the gate, **but no cash payments will be accepted.** There will be staff to assist at the gate to help you purchase an electronic ticket USING YOUR OWN SMART PHONE.

Electronic tickets will be delivered by e-mail after purchase and may be redeemed on the consumer's smartphone at the entry gate. Additional ticket instructions are available at <https://www.huddletickets.com/fansupport>.

## Deposits and Payments:

GATE RECEIPTS WILL BE DEPOSITED INTO THE APPROPRIATE ATHLETIC ACCOUNT. After all athletic activities, bookkeepers (or school AD) will make night deposits from concession sells and provide copies of deposit slips with expenditure reports. An electronic ticket sales report will be provided via email from GoFan to school administration and AD, but the check will be paid to the district finance department. **AFTER THE EXPENDITURE REPORT HAS BEEN RECEIVED**, a transfer will be made to the schools minus the cost of stadium workers (and security/officials when applicable).

## Athletic Competition Accounting Procedures

### Expenditure Reports (Excel Documents):

Middle and High School Athletic Directors will serve as manager of all events that take place at their location. Using the information from GoFan Ticket Sales Reports, the AD will complete expenditure reports for each contest.

### Completing Expenditure Reports:

1. Sport specific expenditure reports must be completed by the local AD and submitted to the District Athletic Director, Chief Finance Officer, and Local School Principal via Outlook Shared Document Folders by 10 a.m. the Monday following athletic events.
2. For all hosted contest (middle school tournaments), each participating school administration will receive copies of expenditure reports, ticket sale reports, and deposit slips.
3. After completion of the expenditure and ticket sale reports (tournament reports when appropriate), host school bookkeepers will cut checks to the appropriate entity (school, district for salaries, etc.).

### Stadium workers

- A. **Frontline athletic dropdowns are required**, and all workers must clock in and out using Frontline. Time sheets should be used in addition for verification purposes. (If not, time for that athletic event will be delayed.) All field workers time sheets will be submitted to Athletics.
- B. All workers must have a valid position and will receive a minimum of 1.5 hours per shift.
- C. Employees can only work on one schedule. (Working on additional schedule will be allowable with **prior approval**. You **will not be allowed** to work on a different schedule if your base schedule has a scheduled event.)
- D. Bookkeepers at their school have first choice at working. (with some exception)
- E. ADs will serve as managers do not have to be on site at the beginning of shift.
- F. If you are absent from work you cannot work a game. If you work a half day you will be allowed to work.
- G. **Administrators are not allowed to work (i.e., Asst. Principals, Principals, Directors, etc.) for pay.**



- H. **You must clock out at the end of your regular shift** and clock back in under athletics (at the appropriate time) for game hours. Non-exempt BCS employees are not able to work as stadium workers. **You must be on time for each shift.**
- I. Ticket-takers and security workers (i.e. purse checkers, person using the wand) should report to work 1 hour before game time (unless prior approval is granted for a different time). All field workers, except the cleaning crew, should leave when cashiers and managers leave.
- J. Parking and pass gate workers should report to work 2 hours before each game.
- K. As per Birmingham City School **Policy**, all events that charge for entry **must use digital ticketing and submit a reconciliation** report to the Department of Athletics.

### Concessions Stand and Fieldhouse Workers

- L. Concession stand and fieldhouse workers must have proper identification. Schools should make identification cards for them, and they should be members of the booster club or some other volunteer organization. **They are not to be paid.**
- M. No more than 10 workers for the concession stands.
- N. Concessions for middle school games- The home team listed on the schedule have the option to host the concessions. The AD of the high school stadium shall be contacted the week prior to the middle school home game to confirm. If the home team declines the visiting team may host concessions.



## All-District Teams

### ALL-DISTRICT SELECTION FORMAT:

Each school will nominate All-District Teams for AHSAA recognized sports. Athletes are voted to an All-District Team based upon their performance in regular season games. The athletic director, during the All-District selection meeting will provide coaches with medals and the school honoring the student will provide a completed certificate using the supply of certificates annually provided by the Birmingham City Schools Athletic Department (BCSAD) administrative assistant, for the athletes placed on the All-District Team. Each school will properly complete certificates for their school and distribute them to the proper student(s). The BCSAD will release All-District results to the media and post them on the district website when BCS teams are no longer competing in AHSAA tournaments.

All-District team **selections are only in sports that all district schools have teams**, and will be selected in the following manner:

#### **Performance based individual sports:**

Boy's and Girl's Track: top 3 in each event, honorable mention places 4-8.

Boy's Wrestling: top 3 in each weight class, honorable mention to place 4.

Boy's and Girl's Swimming: top 3 in each event, honorable mention to places 4-8.

Boy's and Girl's Tennis: top 3 in each position, honorable mention to 4th place.

#### **Performance-based team sports:**

Boy's and Girl's Cross Country: top 14 finishers, honorable Mention to places 15-21.

Boy's and Girl's Golf: top 12 finishers, honorable mention to places 13-18.

#### **Team sports (voted by division coaches):**

Boy's Football: 44 players plus 2 kickers

Boy's and Girl's Soccer: 20 players plus 2 goalkeepers

Boys and Girls Basketball: 10 players

Girl's Volleyball: 14 players

Girl's Competitive Cheer: 20 players

Boy's Baseball: 18 field players plus 2 pitchers

Girl's Softball: 18 field players plus 2 pitchers

**Performance-based individual All-District athletes** will receive gold, silver and bronze medals plus a certificate. **Performance-based team All-District athletes** will receive gold medals plus a certificate.

**Team sport All-District athletes** will receive gold medals plus a certificate. First Team selections will receive a plaque. **Honorable Mention athletes (at least 7 votes required)** will receive a certificate.

The following procedure will be used to determine All-District Teams: On the **Tuesday** after a team's last regular season scheduled contest **coaches** will submit **in writing**, to the BCSAD, nominations for All-District consideration. Coaches will determine the make-up of the All-District Team, by position, before the vote is taken. The positional make-up of the All Division Team may change from year to year by consensus of the coaches. Each coach must vote a complete ballot and **may not vote for his or her team members**. Coaches will vote a secret ballot during the designated date of the meeting. Coaches will receive a ballot with all nominations, and submit their nominations for the All-District Team. **A coach or representative from the school must attend to vote.** The district athletic director will tabulate the votes



and announce the results at the meeting. Coaches will not be allowed to assist with tabulations. Unanimous selections will be designated as “Honorary Captains.” In case of a tie, a second ballot will be prepared for coaches who are not involved in the tie. If the tie remains after a second ballot, the players involved will be placed on the All-District Team and additional medals will be awarded. All-District Teams selected by ballot will have Honorable Mention. Each coach may also submit one senior nominee to receive Honorable Mention. All multi-week Player of the Week winners will earn an automatic nomination and receive 1 point towards their score.

#### **ACADEMIC ALL DISTRICT AWARD:**

Award will be presented at the end of each season. Athlete must have a 3.5 cumulative grade point average. Athlete must have been awarded a Varsity Letter

#### **SENIOR SCHOLAR/ATHLETE AWARD:**

Must have earned two Varsity letters in senior year. Manager letters do not count. Qualifiers are the top ten grade point averages nominated by each school

#### **ALL-DISTRICT MEETING FORMAT**

The athletic director will: Call meeting to order if all schools are represented. Review policy as stated in the BCSAD Operations Procedure. Pass out prepared typed ballots. Space to vote is required. Each coach will present the athletes from his school alphabetically by position.

#### **Review voting policy:**

- Vote full ballot.
- Coaches can nominate a senior for honorable mention that does not receive a vote, provided they are on the ballot.
- There can be no additions to the original ballot once the voting starts.
- Check that all coaches have voted a full ballot.
- Mark unanimous choices “honorary captains.”
- Any athlete receiving a vote but does not make the first team will receive honorable mention.
- Tally votes: While tallying votes, the head coach of the school hosting the meeting will lead discussion on any recommendation(s) coaches may want to make to the athletic directors for the next year.
- If it is possible for coaches from all divisions to meet, the host school will designate a chairperson to lead the discussion.
- Announce team, honorable mention and honorary captains.
- Accept coach’s choices for senior honorable mention.
- Distribute medals and certificates.
- Check to be sure everyone has correct medals.

#### **MEDAL AND CERTIFICATE AWARDS All-District Divisional Team Awards:**

Boy’s Baseball and Girl’s Softball: All-District gold medals for eighteen field players and two pitchers.

Basketball—Boy’s and Girl’s: All-District gold medals for a ten-member team.

Boy’s and Girl’s Bowling: All-District gold medals for a ten-member team.

Girl’s Competitive Cheer: All-District gold medals for: Team placing 1st 2nd 3rd 4th 5th 6th 7th

If Seven Schools: 7 6 5 5 4 4 3... if Six Schools: 6 5 5 4 4 3



Cross Country—Boy's and Girl's All-District gold medals for a fourteen-member squad.  
Honorable Mention certificates for places 15-21.

Boy's Football All-District gold medals for forty-four players and two specialist.

Golf—Boy's and Girl's All-District gold medals for a twelve-member squad.  
Honorable Mention certificates for places 13-18.

Soccer—Boy's and Girl's All-District gold medals for twenty players plus two goalkeepers.

Swimming—Boy's and Girl's All-District gold, silver, or bronze medals for top three in each event.  
Honorable Mention certificates for places 4-8.

Tennis—Boy's and Girl's All-District gold, silver, or bronze medals for top three in each position. Fourth place Honorable Mention certificate.

Track—Boy's and Girl's All-District gold, silver, or bronze medals for each position. Honorable Mention certificates (places 4-8).

Girl's Volleyball All-District gold medals for a Fourteen-member team. Honorable Mention certificates.

Wrestling All-District gold, silver, or bronze medals for top three in each weight class. Fourth place Honorable Mention certificate.

## Title IX Statement

Birmingham City Schools does not discriminate on the basis of sex/gender in athletic activities or programs, which includes sex and gender identity or expression, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and its implementing regulations at 34 C. F. R. Part 106 (Title IX) states, " No person in the United States, shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."



## APPENDIX



## SALARY SUPPLEMENTS REQUIREMENTS

The following **must be** fulfilled for supplement eligibility.

Supplements include summer and off season work, and full season must be completed

Practice for all supplemental activities must be performed beyond the regular school day

Schedules and Rosters must be completed, and updated on DRAGONFLYschools.com for each sport

Contest requirements are based on information in Dragonfly and on Alabama Runners Only

### Contest Requirements

Sport	Level	Max Allowed	Minimum Required
Volleyball	High	15	12
	Middle/JV	10	8
Football	High	10	8
	Middle/JV	8	6
Cross Country (5+ )	High	10	8
Swimming (3+)	High	8	6
Basketball	High	30	24
	Middle/JV	24	19
Bowling	High	18	14
Wrestling	High	14	11
	Middle/JV	8	6
Indoor Track	High	4	4
	Middle/JV	3	3
Tennis	High	18	14
Soccer	High	18	14
	Middle/JV	14	11
Softball	High	18	14
	Middle/JV	14	11
Baseball	High	28	22
	Middle/JV	24	19
Golf	High	14	11
	Middle/JV	8	6
Outdoor Track	High	10	8
	Middle/JV	8	6
Comp. Cheerleading			4





## ATHLETIC DEPARTMENT INJURY REPORT

School Name \_\_\_\_\_

Facility Name \_\_\_\_\_

This report will be made out **on the date the injury occurred**, by the ATHLETIC TRAINER/HEAD COACH.  
This report will be submitted to the Athletic Office **NO LATER than the day following** the injury.

ATHLETE'S NAME: \_\_\_\_\_ SPORT: \_\_\_\_\_ GRADE: \_\_\_\_\_

MALE: \_\_\_\_ FEMALE: \_\_\_\_ DATE INJURED: \_\_\_\_\_ DATE REPORT MADE: \_\_\_\_\_

1. Date report submitted (leave blank) \_\_\_\_\_
2. How were parents notified of injury? \_\_\_\_\_
3. Injury occurred in: Practice \_\_\_\_\_ Game \_\_\_\_\_

Specific Area or Nature of Injury: \_\_\_\_\_

5. Type of injury: Contusion \_\_\_\_ Separation \_\_\_\_ Dislocation \_\_\_\_ Temperature Illness \_\_\_\_  
Strain \_\_\_\_ Sprain \_\_\_\_ Fracture \_\_\_\_ Wound \_\_\_\_  
(Stitches \_\_\_\_ Number? \_\_\_\_)

6. First Aid rendered (describe): \_\_\_\_\_

7. Was athlete advised to see physician? Yes \_\_\_\_ No \_\_\_\_

8. Physician's Name: \_\_\_\_\_ Location \_\_\_\_\_  
Hospital \_\_\_\_\_ Location \_\_\_\_\_

9. If not advised to see physician, state reason: \_\_\_\_\_

10. Was an X-ray taken of injury? Yes \_\_\_\_ No \_\_\_\_

11. Who was responsible for sending athlete for X-rays? \_\_\_\_\_

12. Was athlete given release date by physician, giving permission to practice?

Yes \_\_\_\_ No \_\_\_\_ Release Date: \_\_\_\_\_

13. Athletic Trainer/Head Coach's description of injury, how it occurred, possible injury:

\_\_\_\_\_  
Signature of Athletic Trainer/Head Coach submitting report



Section I

Birmingham City Board of Education  
**APPLICATION FOR ACTIVITY PARTICIPATION**  
(To include Field Trips)

A. Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_ Parent's Work Phone \_\_\_\_\_

I have read and understand all sections of this form that apply to my child. I certify that \_\_\_\_\_ who is a student and whose name as it appears on his/her birth certificate, is my child or my legal ward, resides with me, and has been residing with me since (date) \_\_\_\_\_ at the following address:

\_\_\_\_\_ (zip) \_\_\_\_\_.

I also state that we are now living within the attendance boundaries of \_\_\_\_\_ School.

Date \_\_\_\_\_ Signature of Parent or Legal Guardian \_\_\_\_\_

B. PERMISSION FOR SUPERVISED FIELD, ACTIVITY, AND ATHLETIC TRIPS

During the school year, it sometimes becomes desirable to add the educational experience of our students through planned visits, to points outside of the school building. The visit might be a short field trip to a local point of educational interest, or on the middle and senior high school level, it might involve representing \_\_\_\_\_ out of town in some group activity, such as band, chorus, athletic, academic, service club events, etc.

We request that you grant permission for your child to participate in any such trip during the **entire school year** so that we may keep this form on file and avoid the necessity of asking for such permission on each occasion. The Birmingham City School Board has authorized the use of buses to transport student s for any such trips.

Part I: Consent

The undersigned, as parent or guardian, gives consent for the participant to use the BIRMINGHAM CITY BOARD OF EDUCATION approved means of transportation as a representative of \_\_\_\_\_ School for the supervised field and/or activity trips.

Date \_\_\_\_\_ Signature of Parent or Legal Guardian \_\_\_\_\_

C. Part I: Medical Release Form

The Undersigned as the parent(s) and/or legal guardian(s) of \_\_\_\_\_ do hereby consent to any and all medical and surgical treatments, including anesthesia and operations, which may be deemed advisable by any qualified physician selected by agents or officials of the Birmingham City Board of Education. The intention hereof, is to grant authority to administer, and to perform any examinations, treatments, anesthetics, operations and diagnostic procedures which may now or during the course of the patient's care, be deemed advisable or necessary by any qualified physician. Payment of all charges incurred for medical treatment is guaranteed by parent/guardian or the insurance company providing coverage for above named student.

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

IN WITNESS of our consent and agreement to the matters stated above, we have subscribed our signature:

Parent or Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

D. Part II: Insurance

As parent or guardian of the student identified herein, I understand that the Birmingham City Board of Education **IS NOT LIABLE** for injuries to participants in school activities. I further understand that all students shall be **REQUIRED** to have proper medical insurance before they will be permitted to practice and participate in any co-curricular or field trip program.

Date \_\_\_\_\_ Signature of Parent or Legal Guardian \_\_\_\_\_



The following options shall be the only acceptable ones: (Please check your selected option.)

- \_\_\_\_ 1. Personal Medical Insurance. The use of your personal medical or active/retired military insurance shall cover the activity(s) that your son or daughter will be participating in the current school year..
- \_\_\_\_ 2. Student Activities Insurance Made Available through the Birmingham City Board of Education. The cost of the insurance to be paid by the student participating (Information available via internet.) See school Athletic director for details.

Section II: **ATHLETICS ONLY**

STUDENT

I am aware playing or practicing to play/participate in any sport can be a dangerous activity involving MANY RISKS OF INJURY. I understand that the dangers and risks playing or practicing to play/participate in the above sport include, but are not limited to, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injuries to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular skeletal system, and serious injury or impairment to other aspects of my body, general health and well-being. I understand that the dangers and risks of playing or practicing to play/participate in the sport may result not only in serious injury, but in serious impairment of my future abilities to earn a living, to engage in business, social and recreational activities, and generally to enjoy life.

Because of the dangers of participating in sports activities, I recognize the importance of following coaches' instructions regarding playing techniques, training and other team rules, etc. and agree to obey such instructions.

In consideration of the BIRMINGHAM CITY BOARD OF EDUCATION permitting me, \_\_\_\_\_ (student), and my, \_\_\_\_\_ (parent or guardian), child/ward to try out/participate in any AHSAA recognized or sanctioned sport at \_\_\_\_\_ SCHOOL, **EXCEPT** for the following sport(s):

\_\_\_\_\_  
List sport(s) exceptions here. (These are sports your child is **NOT ALLOWED** to participate in.)

We hereby assume all the risks associated with participating and agree to hold the BIRMINGHAM BOARD OF EDUCATION, its employees, agents, representatives, coaches, and volunteers harmless from any liability, actions, causes of action, debts, claims, or demands of any kind and nature whatsoever which may arise by or in connection with my participation in any activities related to the \_\_\_\_\_ SCHOOL athletic department. The terms here-of, shall service as a release and assumption of risk for my heirs, estate, executor, administrator, assignees, and for all members of my family.

I, \_\_\_\_\_ am the parent/legal guardian of \_\_\_\_\_ (student). I have read the above warning and release and understand its terms. I understand that all sports can involve many RISKS OF INJURY, including but not limited to, those risks listed above.

E: **AHSAA Sportsmanship Conduct Rule**

Penalties for players ejected from one or more contests are as follows:

**First Ejection:** Minimum penalty of a \$300 fine

**Second Ejection:** Minimum penalty of a one game suspension and a \$500 fine

**Third Ejection:** Minimum penalty of a suspension for the remainder of the season plus a \$750 fine.

On first offense, if the student athlete completes within 10 days of the ejection a designated Sportsmanship Course Online, the fine will be reduced to \$100.

**If a student-athlete receives a fine due to an ejection, his/her family will be financially responsible for paying the fine to the AHSAA by submitting payment to \_\_\_\_\_ School.**

IN WITNESS of our understanding, consent and agreement to the matters stated above, we have subscribed our signature:

Parent or Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_



## RETURN TO ATHLETIC PARTICIPATION FORM

This form is to be completed and returned to the school athletic director (copied to the coach) prior to resuming athletic participation after being medically excluded because of disabling injury or illness.

ATHLETE \_\_\_\_\_ DATE \_\_\_\_\_

INJURY \_\_\_\_\_ SPORT \_\_\_\_\_

To be completed by the examining physician  
guardian:

To be completed by parent/legal

I have re-examined the above-named athlete and find no restrictions from further activity and hereby discharged him/her and authorize full participation.

I give my consent for my child/ward to return to full participation in the above-named sport based on the recommendation of the examining physician.

\_\_\_\_\_  
Signature of Examining Physician

\_\_\_\_\_  
Signature of Parent/Legal Guardian

Physician's Name, Address, Phone  
(stamp or print)

Home Phone \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## VOLUNTEER COACHING FORM

Name: \_\_\_\_\_ Academic Year: \_\_\_\_\_

Home Address \_\_\_\_\_  
Street City State Zip

Home/Cell Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_ Sport(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

As a volunteer in the Birmingham City Schools Athletics Department, I acknowledge and agree that I will not receive any compensation (financial or otherwise) from the Birmingham Board of Education, or any officer of the district for my services. I confirm and understand **I must have a background check through the Birmingham Board of Education, or have certified proof thereof**, and complete the requirements of the Alabama High School Athletic Association and Birmingham Board of Education as so written in the Operation Athletic Manual.

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

**I confirm that the above individual has completed ALL REQUIREMENTS AND CERTIFICATIONS OF THE AHSAA BY-LAWS and the BIRMINGHAM CITY BOARD OF EDUCATION ATHLETIC OPERATION MANUAL, and will serve as an athletic volunteer for this academic school year.**

School AD Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

### ACKNOWLEDGEMENT OF RECEIPT BY THE DEPARTMENT OF ATHLETICS

District AD Signature \_\_\_\_\_ Date \_\_\_\_\_



## ATHLETIC TRANSPORTATION RELEASE

I hereby give my son/daughter, \_\_\_\_\_  
(print name)

a member of the \_\_\_\_\_ permission to:  
(team/activity)

(Please check appropriate spaces.)

- 1) travel **only** on authorized school vehicles. **(if selected, no other can be chosen)** \_\_\_\_\_
- 2) leave from athletic practices or contests with another athlete's parent \_\_\_\_\_
- 3) leave from athletic practices or contests in order to be picked up by a family member or other responsible adult at a designated meeting point \_\_\_\_\_
- 4) use their own personal vehicle as transportation to or from athletic practices or contests. \_\_\_\_\_

I understand that the ability of coaches and other school officials to properly supervise students may be impaired when students are not under their direct control. I agree that coaches, administrators, and any other official of the Birmingham City School District should not be held accountable when students who are authorized to use alternative means of transportation do so. I understand that coaches reserve the right to refuse requests by players to leave their teams if, in the coaches' opinion, it serves the best interest of the individual or the program.

This form must be on file in the Athletic Office prior to the dismissal of school on the day of the contest.

\_\_\_\_\_  
Signature of Parent or Guardian

Approved - Not Approved

\_\_\_\_\_  
Signature of Athletic Administrator



## Helpful links:

Alabama High School Athletic Association:

<http://www.ahsaa.com/>

National Federation of State High School associations

<https://www.nfhs.org/>

ACT Registration

<http://www.act.org/content/act/en/register.html>

College Board SAT Registration

<https://collegereadiness.collegeboard.org/sat/register>

NCAA Eligibility Center

<https://web3.ncaa.org/ecwr3/>

NCAA Eligibility Center High School Portal Resources

<https://web3.ncaa.org/hsportal/exec/links?linksSubmit=ShowActiveLinks>



## Acknowledgement of Athletic Operations Procedures

I acknowledge access to the athletic operating procedures manual and have read the rules concerning eligibility, recruiting, and conduct for Birmingham City Schools administrators, coaches, and athletes. I understand the rules and realize that I am subject to disciplinary measures should I violate them. I further understand if I do not complete the duties of my position, my supplement will be adjusted accordingly. I do agree to participate, or serve as an assigned coach, and conduct myself in accordance with the rules of our district athletic department, state by-laws, district rules as addressed in the procedures manual and with any other specific rules of the district.

Athletic Coach

I have read this operation manual and agree to abide by all regulations set forth. I understand coaching in the Birmingham City Schools District is at the pleasure of the Birmingham Board of Education and the Principal of the school at which I am employed, and agree to represent the school and district with character, integrity, and sportsmanship on and off the field of play.

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Signature of Coach

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Date

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Printed Name of the Coach

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Principal Signature

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School Athletic Director Signature