

ROGERS PUBLIC SCHOOLS
ATHLETIC DEPARTMENT
OPERATIONS MANUAL FOR COACHES

2025-2026



Dr. Jeff Perry, Superintendent

Charles Lee, Asst. Superintendent

Paul Wilson, Director of Athletics
Lynda Godfrey, Athletics Assistant
500 West Walnut Street - Rogers, AR 72756
Phone: 479.636.3910
paul.wilson@rpsar.net
lynda.godfrey@rpsar.net

Rogers High School
Athletic Contact: Steve Hookfin
steve.hookfin@rpsar.net 479-636-2202

Heritage High School
Athletic Contact: Matt Murray
matt.murray@rpsar.net 479-636-3579

Elmwood Middle School
Athletic Contact: Principal Molly Davis
molly.davis@rpsar.net 479-631-3600

Lingle Middle School
Athletic Contact: Principal Eric Sokol
eric.sokol@rpsar.net 479-631-3590

Kirksey Middle School
Athletic Contact: Principal Jeremy Yates
jeremy.yates@rpsar.net 479-631-3625

Oakdale Middle School
Athletic contact: Principal Martin Resendiz
martin.resendiz@rpsar.net 479-631-3615

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ROGERS PUBLIC SCHOOLS ATHLETIC DEPARTMENT



Coach _____

School _____

Sport(s) _____

I have received the Rogers Public Schools Operations Manual for Coaches for the 2024-2025 school year. It is also distributed to coaches electronically at the beginning of the year and throughout the year as updates are made. With its receipt, I understand the following:

- I am responsible for reading the information it contains and becoming familiar with its contents and its implementation of procedures and policies.
- I am responsible for following all School Board, School policies and procedures; National Federation of High Schools; and Arkansas Activities Associations rules and by-laws.
- I am responsible for updating the information in this manual as it is distributed.
- I will read, utilize, and comply with the RPS Expectations for Coaches, the National Federation of High Schools Coaches Code of Ethics, and The 14 Duties of Coaches.
- Adhere to the ADE Ethics Guidelines.
- Failure to comply with the above may result in disciplinary action including reprimands, suspension, or recommendation for termination.

Coach's Signature

Date



Rogers Public Schools

Mission

To provide an environment of educational excellence where all belong, all learn, all succeed.

Values

Learning, Excellence, Relationships, Student-Centered , Respect, Integrity

Vision

To be a recognized educational leader in developing and challenging all students to realize their potential in our ever-changing world.

Philosophy

The opportunity for participation in a wide variety of student activities is a vital part of the student's educational experience. These experiences contribute to the development of learning skills and emotional patterns that enable students to make maximum use of their education. Participation in activities is a privilege which carries with it responsibility to the school, to the activity/organization, to the student body, to the community, and to the individual student.

The Rogers School District has adopted the following requirements for participation in athletics and other activities in which students give public performances or compete against students from other schools. It is the districts' expectation that parents will fully understand the need for such requirements and will assist school personnel in seeing that students meet these requirements. The requirements that follow are for all extracurricular activities; specific extracurricular programs may impose additional requirements.

Participation in the Rogers Athletic Program is considered an integral part of the educational program providing experience that will help develop young men and women physically, socially, mentally, and emotionally.

ORGANIZATION AND ADMINISTRATION

Arkansas Activities Association (AAA)

The Rogers Public School District is a member of the AAA. The mission of this organization is to promote the value of participation in interscholastic activities in the AAA member schools and to provide services to the schools in a fair and impartial manner while assisting and supporting their efforts to develop thinking, productive and prepared individuals as they become positive, contributing citizens modeling the democratic principles of our state and nation (AAA Handbook).

The 6A (7A-Football only) Conference Affiliation

Rogers High School and Heritage High School are members of the 6/7A Classification. The 16 schools are divided into two conferences, Central and the West, of which both RPS high schools are members. The conferences are formed to establish better lines of communication between member schools for supervision of all activities of the 6/7A schools and to better understand and work more closely with the AAA, and to promote those ideals that best serve the interest of the youth of Arkansas and the schools represented.

Championships are recognized in baseball, basketball, bowling, cheer, cross country, dance, esports, football, golf, softball, soccer, swim and dive, tennis, track and field, volleyball, and wrestling.

2025-2026

7A West (Football)

**Bentonville
Bentonville West
Fayetteville
Har-Ber
Heritage
Rogers
Springdale
Southside**

7A Central (Football)

**Bryant
Cabot
Conway
Ft. Smith Northside
Jonesboro
LR Central
LR Southwest
North Little Rock**

*Ft. Smith Northside will compete in the 6/7A West in all sports excluding Football and Bowling

Rogers Public Schools Junior High/Middle School Athletics

The conference affiliation for 7th, 8th, and 9th is the 6/7A West Athletic Conference, which is composed of junior highs from the public schools of Bentonville, Fayetteville, Ft. Smith, Rogers, and Springdale.

Teams will compete with other schools in basketball, cross country, football, track and field, and volleyball. Ninth graders may try out for all varsity sports.

Eighth grade teams will be composed primarily of 8th graders. Seventh grade students are allowed to try out or participate on 8th grade teams but must follow district guidelines. Eighth grade students may not play on high school teams (See 8th grade Athletics section). Sixth graders will not be allowed to participate on 7th grade teams.

The District Athletic Director

In cooperation with the superintendent and building principals, the district athletic director plans, coordinates, promotes, and supervises the total athletic program for the schools. The district athletic director also handles final appeals of athletic issues after they have run through the chain of communication of the head coach (for 7-12 program issues), then building level administration.

The School Principal

The school principal is the administrative head of interscholastic athletic activities, as well as all other activities of his/her school. As administrative head of the school, he/she is directly responsible to the Superintendent of Schools, to the AAA, and the 6/7A Conference.

Supervision of athletic contests is a cooperative matter among site athletic coordinators, principals, assistant principals, and/or designated supervisors. The District Athletic Director, along with other district administrators may also assist in supervision as needed/appropriate.

Athletic Department Organizational Structure

This athletic department organizational structure is only applied to athletic matters and it is secondary to the academic building organizational structure.

Superintendent
Building Principal/District Athletic Director
Site Athletic Coordinator
High School Head Coach
High School Assistant Coach
Middle School Head Coach
Middle School Assistant Coach

Personnel Job Descriptions

Athletic Director Job Description

1. Organizes, administers, and provides leadership for the overall athletic program.
2. Oversees the implementation and development of the athletic curriculum.
3. Chair an athletic department meeting of all head coaches (or all coaches as permitted) to allow for exchange of ideas and to take care of any business and keep minutes/notes on the meetings.
4. Evaluates head coaches during sports season formally & informally.
5. Evaluates coaching staff formally & informally with input from head varsity coaches and building principals.
6. Recommends coaching assignments with input from building principals and head varsity coaches.
7. Monitors the performance of coaches.
8. Assists coaches in the development of their programs.
9. Assumes responsibility for the organization and scheduling of all interscholastic contests with input from coaches.
10. Act as overall supervisor of public relations for athletics.
11. Promotes good school-community relations by keeping the community aware of and responsive to the athletic program.
12. Lead a shared partnership with Booster Club(s).
13. Contracts for all game officials or official associations and their assigners.
14. Oversees the administration of all home athletic events including medical personnel, ambulance, police, game announcers, scoreboard, clock, etc.
15. Assures that all athletic events are adequately supervised.
16. Arranges through the coaching staff that buses be scheduled for all away contests.
17. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.
18. Coordinate physicals as required by the district and Arkansas Activities Association.
19. Prepares a master calendar for all athletic contests.
20. Establishes the academic requirements of eligibility for participation and prepares master eligibility rosters when received from building athletic coordinator and registrar.
21. Organize a monitoring system for class attendance and good citizenship of all athletes implemented at the building levels.
22. Maintain cooperative responsibility with the building principal on all matters involving eligibility.
23. Recommends and administers the athletic budget for interscholastic sports.
24. Act as athletics purchasing agent according to the district's purchasing policy.
25. Bid all equipment needs for each sport, as required
26. Keeps and maintains adequate inventory of all athletic equipment (with coaches).
27. Check game sites for readiness.
28. Keeps records of the results of athletic contests and maintains a record of all award winners.
29. Attends all Arkansas Activities Association, national AD, state AD, and conference AD meetings.
30. Coordinates the Insurance Program for all athletes in conjunction with Business Manager and athletic trainers.
31. Establishes policies and procedures to coordinate use of gymnasiums and athletic facilities.
32. Develops and maintains a plan for effective communication to all coaches, parents, and administrators.

33. Develops a mission statement for the total athletic program.
34. Establishes goals, vision, and makes recommendations for athletics to Superintendent and building level administration for the athletic department.
35. Prepares initial district level response to concern in athletics or appropriate direction of responses.
36. Show interest and support by being present at as many athletic events as possible.
37. Assist with monitoring coach's attendance at academic meetings as required by the district and building. Help resolve conflicts with the building principal.
38. Negotiates district beverage & snack vending agreements

Building Level Athletic Administrator

1. Organizes, administers, and provides leadership for the overall athletic program within his/her building and feeder pattern.
2. Oversees the implementation and development of the athletic curriculum.
3. Chair an athletic department meeting of all head coaches (or all coaches as permitted) to allow for exchange of ideas and to take care of any business and keep minutes/notes on the meetings.
4. Evaluates head coaches during sports season formally & informally in conjunction with District Athletic Director.
5. Evaluates coaching staff formally & informally with input from building principals.
6. Recommends to District Athletic Director coaching assignments with input from building principals.
7. Monitors the performance of coaches.
8. Assists coaches in the development of their programs.
9. Assumes responsibility for the organization and scheduling of all interscholastic contests with input from coaches.
10. Act as building supervisor of public relations for athletics.
11. Promotes good school-community relations by keeping the community aware of and responsive to the athletic program.
12. Lead a shared partnership with affiliated Booster Club(s).
13. Contracts for all game officials coordinated with the District Athletic Director.
14. Oversees the administration of all home athletic events including medical personnel, ambulance, police, game announcers, scoreboard, clock, ticket takers, gatekeepers, etc.
15. Assures that all athletic events are adequately supervised by building level administration or supervisors.
16. Ensures transportation requests through the coaching staff that buses are scheduled for all away contests and approves student dismissal times for away contests.
17. Ensures appropriate rules and regulations governing the conduct of athletic activities are implemented.
18. Coordinates with athletic trainers that feeder pattern physicals as required by the district and Arkansas Activities Association.
19. Prepares a building level and feeder pattern calendar for all athletic contests.
20. Insures the academic requirements of eligibility for participation and prepares master building eligibility rosters, acts as Administrative Dean of all student athletes.
21. Organize a monitoring system for class attendance and good citizenship of all athletes.
22. Maintain responsibility to the building principal on all matters involving eligibility.
23. Check game sites for readiness.
24. Attends all Arkansas Activities Association, state AD, and conference meetings as directed/permitted

25. Coordinates the use of gymnasiums and athletic facilities within the feeder in conjunction with the District Athletic Director.
26. Develops and maintains a plan for effective communication to all coaches, parents, and administrators within the feeder pattern.
27. Prepares initial response to concern in athletics at building level.
28. Show interest and support by being present at as many athletic events as possible.
29. Assist with monitoring coach's attendance at academic meetings as required by the district and building. Help resolve conflicts with the building principal.

High School Head Coach Job Description

1. Complies with the RPS Expectations of Coaches, NFHS Coaches Code of Ethics & 14 Duties of Coaches
2. Meet all certification and licensing requirements of the Arkansas Department of Education, Arkansas Activities Association, and Rogers Public Schools for teaching and coaching.
3. CPR and AED certified
4. Identifies program objectives and develops curriculum to meet benchmarks at all levels of competition, establishes vertical alignment for 8-12 programs.
5. Implements curriculum through staff meetings with all levels of coaches in the program; through developing effective practice plans; and teaching and preparing players and teams for competition.
6. Set up the practice schedule.
7. Establishes summer league times and locations, off-season, workout schedules, and establishes camp dates and times. All of this information shall be submitted to the athletic director for final approval.
8. Is responsible for overseeing their sport's webpage information, updating results, and updating statistics.
9. Is responsible for checking that all players have valid physicals and proof of insurance PRIOR to the first day of practice/tryouts. A team roster listing this information should be turned in to the AD's office a minimum of 10 days before the first contest.
10. Is responsible for informing players of the eligibility requirements of the AAA. It is the responsibility of both coach and athletic director to guarantee that athletes are eligible in all respects before they participate in an athletic contest.
11. Is responsible for knowing and abiding by the rules and regulations of the AAA, the Conference, the Rogers Public School District Board of Education policies, and Athletic Department Procedures.
12. Is responsible for submitting an inventory of equipment and the "End of Season" report to the athletic director at the conclusion of each season. This inventory shall also be securely stored and under lock in an appropriate area.
13. Is responsible for reporting scores to the media immediately following their varsity contest.
14. Is responsible for delegating responsibility and duties to the assistant coaches.
15. Supervises and helps evaluate assistant coaches.
16. Turns in required AAA, Conference, and/or RPS paperwork on time to the athletic director and/or appropriate body.
17. Turns in copies of team rules for approval before distributing them to the team and/or parents.
18. Holds pre-tryout and pre-season meetings with parents and athletes to discuss tryout procedures, evaluation process, team rules and guidelines, heat illness, proper hydration, proper nutrition, cautionary statements for their sport, communication expectations, roles of parents and players, lettering procedures, etc.
19. Warns athletes concerning possible risks of participation in the sport and provides the athletic director with a copy of risk warning statement and/or cautionary statement.

20. Ensures that team members are supervised at all times.
21. Is responsible for the security of all areas used by the teams.
22. Follows appropriate procedure for securing transportation needs prior to the beginning of season. Responsible for confirmation of transportation needs.
23. Provide input for scheduling opponents.
24. Provide input for officials selected for officiating contests as available.
25. Follows all AAA guidelines pertaining to sportsmanship.
26. Recommends a budget for equipment and supplies to the athletic director. Once the budget is determined it is the responsibility of the head coach to see that the budget amount is not exceeded.
27. Is responsible for ordering and inventory of all equipment.
28. Serves through the complete season for in-season sport before beginning next season in the current school year.
29. Secures game management workers for home games such as public-address announcer, scoreboard operator, time keeper, scorer, chain gang, line judges, etc., pertinent to the sport coached.
30. Attends Back to School District Coaches Meeting and other RPS Athletic Department meetings as called by the District Athletic Director

High School Assistant Coach Job Description

1. Carries out all duties as assigned by the head coach
2. Complies with the RPS Expectations of Coaches, NFHS Coaches Code of Ethics & 14 Duties of Coaches
3. Meet all certification and licensing requirements of the Arkansas Department of Education, Arkansas Activities Association, and Rogers Public Schools for teaching and coaching.
4. CPR and AED certified
5. Works harmoniously and cooperatively with the head coach and with other assistants.
6. Implements objectives of vertical alignment for 8-12 programs.
7. Supervises players at all times.
8. Is responsible for seeing that players follow all AAA guidelines for sportsmanship.
9. Is responsible for knowing and abiding by the rules and regulations of the AAA, the Conference, the Rogers Public School District Board of Education policies, and Athletic Department Procedures.
10. Assists the head coach with equipment issues and inventory.
11. All coaches are expected to report for the start of the season and to attend those meetings necessary for organization of the program.
12. Is responsible for the security of all areas used.
13. Is responsible for promoting the program in a positive manner.
14. Checks transportation for away games for the team that is coached. Checks to see that transportation requests are turned in prior to the start of the season.
15. Keeps the athletic director and head coach informed about the lower level teams.
16. Provides the athletic director and the head coach with information regarding officials.
17. Follows all AAA guidelines regarding sportsmanship.
18. Serves through the complete season for in-season sport before beginning next season in the current school year.
19. Attends Back to School District Coaches Meeting and other RPS Athletic Department meetings as called by the District Athletic Director

9th Grade Coach Job Description

1. *Complies with the RPS Expectations of Coaches, NFHS Coaches Code of Ethics & 14 Duties of Coaches*
1. Meet all certification and licensing requirements of the Arkansas Department of Education, Arkansas Activities Association, and Rogers Public Schools for teaching and coaching.
2. Identifies program objectives and develops curriculum to meet benchmarks at 9th grade levels; works in conjunction with high school head coach for implementation of objectives for vertical alignment for 8-12 programs.
3. Implements curriculum at 9th grade level; through developing effective practice plans; and teaching and preparing players and teams for competition.
4. CPR and AED certified
5. Sets up the 9th grade practice schedule.
6. Establishes 9th grade summer league times and locations, off-season, workout schedules, and establishes camp dates and times. All of this information shall be submitted to the athletic director for final approval.
7. Is responsible for overseeing their sport's webpage information, updating results, and updating statistics.
8. Is responsible for checking that all players have valid physicals and proof of insurance PRIOR to the first day of practice/tryouts. A team roster listing this information should be turned in to the AD's office a minimum of 10 days before the first contest.
9. Is responsible for informing players of the eligibility requirements of the AAA. It is the responsibility of coaches, building principal, and athletic director to guarantee that athletes are eligible in all respects before they participate in an athletic contest.
10. Holds pre-tryout and pre-season meetings with parents and athletes to discuss tryout procedures, evaluation process, team rules and guidelines, heat illness, proper hydration, proper nutrition, cautionary statements for their sport, communication expectations, roles of parents and players, etc.
11. Warns athletes concerning possible risks of participation in the sport and provides the athletic director with a copy of risk warning statements/cautionary statements.
12. Is responsible for knowing and abiding by the rules and regulations of the AAA, the Conference, the Rogers Public School District Board of Education policies, and Athletic Department Procedures.
13. Is responsible for submitting an inventory of equipment and the "End of Season" report to the athletic director at the conclusion of each season. This inventory shall also be securely stored and under lock in an appropriate area.
14. Is responsible for reporting scores to the media immediately following their contest.
15. Is responsible for delegating responsibility and duties to the assistant coaches.
16. Assists athletic director and building principal in evaluating assistant coaches & programs as permitted.
17. Turn in required Arkansas Activities Association, Conference, and/or RPS paperwork on time to the athletic director and/or appropriate body.
18. Turns in copies of team rules for approval before distributing them to the team and/or parents.
19. Ensures that team members are supervised at all times.
20. Is responsible for the security of all areas used by the teams.
21. Follows appropriate procedure for securing transportation needs prior to the beginning of season. Responsible for confirmation of transportation needs.
22. Provide input for scheduling opponents.
23. Provide input for officials selected for officiating contests as available.
24. Follows all AAA guidelines pertaining to sportsmanship.
25. Recommends a list of needs for equipment and supplies to the varsity head coach.

26. Is responsible for overseeing equipment procurement for 9th grade teams; assisting with 8th grade teams in feeder, working with varsity head coaches to meet the needs of equipment and supplies.
27. Serves through the complete season for in-season sport before beginning next season in the current school year.
28. Secures game management workers for home games such as public-address announcer, scoreboard operator, time keeper, scorer, chain gang, line judges, etc., pertinent to the sport coached.
29. Attends Back to School District Coaches Meeting and other RPS Athletic Department meetings as called by the District Athletic Director

Middle School Coach Job Description

1. *Complies with the RPS Expectations of Coaches, NFHS Coaches Code of Ethics & 14 Duties of Coaches.*
1. Meet all certification and licensing requirements of the Arkansas Department of Education, Arkansas Activities Association, and Rogers Public Schools for teaching and coaching.
2. Identifies program objectives and develops curriculum to meet benchmarks at 8th grade levels; works in conjunction with high school head coach for implementation of objectives for vertical alignment for 7-12 programs.
3. CPR and AED certified.
4. Implements curriculum at Middle School grade level; through developing effective practice plans; and teaching and preparing players and teams for competition.
5. Set up a practice schedule.
6. Establishes summer league times and locations, off-season, workout schedules, and establishes camp dates and times. All of this information shall be submitted to the athletic director for final approval.
7. Is responsible for overseeing their sport's webpage information, updating results, and updating statistics.
8. Is responsible for checking that all players have valid physicals and proof of insurance PRIOR to the first day of practice/tryouts. A team roster listing this information should be turned in to the AD's office a minimum of 10 days before the first contest.
9. Is responsible for informing players of the eligibility requirements of the AAA. It is the responsibility of coaches, building principal, and athletic director to guarantee that athletes are eligible in all respects before they participate in an athletic contest.
10. Is responsible for knowing and abiding by the rules and regulations of the AAA, the Conference, the Rogers Public School District Board of Education policies, and Athletic Department Procedures.
11. Is responsible for submitting an inventory of equipment and the "End of Season" report to the athletic director at the conclusion of each season. This inventory shall also be securely stored and under lock in an appropriate area.
12. Is responsible for reporting scores to the media immediately following their contest.
13. Is responsible for delegating responsibility and duties to the assistant coaches.
14. Assists athletic director and building principal in evaluating assistant coaches & programs as permitted.
15. Turn in required Arkansas Activities Association, Conference, and/or RPS paperwork on time to the athletic director and/or appropriate body.
16. Turns in copies of team rules for approval before distributing them to the team and/or parents.
17. Holds pre-tryout and pre-season meetings with parents and athletes to discuss tryout procedures, evaluation process, team rules and guidelines, heat illness, proper hydration,

proper nutrition, cautionary statements for their sport, communication expectations, roles of parents and players, etc.

18. Warns athletes concerning possible risks of participation in the sport and provides the athletic director with a copy of risk warning statements/cautionary statements.
19. Ensures that team members are supervised at all times.
20. Is responsible for the security of all areas used by the teams.
21. Follows appropriate procedure for securing transportation needs prior to the beginning of season. Responsible for confirmation of transportation needs.
22. Provide input for scheduling opponents.
23. Provide input for officials selected for officiating contests as available.
24. Follows all AAA guidelines pertaining to sportsmanship.
25. Recommends a budget for equipment and supplies to the athletic director. Once the budget is determined it is the responsibility of the head coach to see that the budget amount is not exceeded.
26. Is responsible for overseeing equipment procurement for the 7/8th grade team; works with varsity head coach and 9th grade coach to meet the needs of equipment and supplies.
27. Serves through the entire season for in-season sport before beginning next season in the current school year.
28. Secures game management workers for home games such as public-address announcer, scoreboard operator, time keeper, scorer, chain gang, line judges, etc., pertinent to the sport coached.
29. Attends Back to School District Coaches Meeting and other RPS Athletic Department meetings as called by the District Athletic Director

Rogers Public Schools Expectations of Coaches

The athlete's **safety** is a responsibility of the coach. Coaches should never put a player in harm's way.

Essentials: safe transportation of athletes; prompt and proper treatment of injury; prevention of injury such as stretching; teaching proper techniques where injury can occur if done incorrectly; proper equipment; adequate hydration of players; proper handling of players in emergency weather conditions i.e. lightning, tornado warnings, etc.; proper supervision of athletes before, during, and after practices, games, and any other team activity.

Treat players with **dignity** and **respect**.

Essentials: no physical abuse; no verbal abuse; appropriate discipline measures and practices; no profanity; proper tone of voice; no sarcasm, name calling, racial slurs, hazing, or public humiliation.

Coaches should be **positive role models** to players.

Essentials: treating players with respect (as listed above); no use of alcohol, drugs or tobacco; good sportsmanship; appropriate emotional display, such as reactions to a player's mistake or calls by officials; shows professional development; positive support of school district staff, procedures, and policies.

Coaches are expected to be **knowledgeable** in their sport and are expected to **improve the skill level** of their players, recognizing that athletes vary in ability and talent.

Essentials: well organized practice; effective drills, play books and study guides; on-going assessment of athletes' learning; players frequently receive feedback on their performance; fundamentals and techniques properly instructed; game strategy taught; exchanging effective coaching methods with other staff; improved instructional methods.

Coaches promote **health and fitness** in the player.

Essentials: a strength and conditioning plan exists and is implemented; clear communication and discussion of team rules for substance abuse; proper treatment and rehabilitation of injuries.

Coaches have a positive impact on the **character development** of athletes.

Essentials: players demonstrate self-management; players are held accountable; self-discipline of athletes is recognized and rewarded; athletes given guidance and reinforcement for sound personal choices; academics are emphasized and balancing sports with "life"; leadership opportunities are provided to many players.

Coaches create **positive relationships** with players. This includes positive team dynamics.

Essentials: practices such as starting, cutting and lettering players are based on objective evaluation of player's ability; no team member is excluded from activities; positive motivation techniques are used and players learn to motivate themselves; coach-player and inter-player conflicts are properly resolved; confidence and self-esteem of players increases; teamwork is recognized as much as individual accomplishments; recognition of all team members' contributions occurs; players perceive the coach as fair and trustworthy; proper balance of the best interest of the team vs. the individual; clearly communicated player expectations.

Coaches **build programs** that contribute to the larger community.

Essentials: players support and are involved in other school activities; students are encouraged to participate in or observe competition; administration and district support is enhanced or promoted; clear and positive communication with parents, community members and media; coaches are involved in college recruiting; presenting a positive image in the community.

Coaches run programs that are **well managed** and viable.

Essentials: a high number of students participate in the program; contact with lower grade level prospective athletes occurs on a yearly basis; proper utilization of resources; staff development; scheduling and details are well organized; responsible fiscal management; reports and required information are turned in on time.

The National Federation of High Schools Coaches Code of Ethics (NFHS)

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times.

Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors.

1. The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
2. The coach shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
3. The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
4. The coach shall avoid the use of alcohol and tobacco products when in contact with players.
5. The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
6. The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
7. The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
8. The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
9. The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
10. The coach shall not exert pressure on faculty members to give students special consideration.
11. The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

NFHS 14 Duties of Coaches

1. Duty to Plan
2. Duty to Supervise
3. Duty to Assess Athletes Readiness for Practice and Competition
4. Duty to Maintain Safe Playing Conditions
5. Duty to Provide Proper Equipment
6. Duty to Instruct Properly
7. Duty to Match Athletes - should be matched with consideration for maturity, skill, age, size, and speed. Mismatches should be avoided in all categories.
8. Duty to Condition Properly
9. Duty to Warn of Risks (Cautionary Statement)
10. Duty to Ensure Athletes are Covered by Proper Insurance
11. Duty to Provide Emergency Care
12. Duty to Develop an Emergency Response Plan
13. Duty to Provide Proper Transportation
14. Duty to Select, Train, and Supervise Coaches

ADE Coaching Endorsement/NFHS Coaches Education/Athletic Hour PE Credit

All Coach Education, Heat illness, Concussion, and other NFHS, AAA, and RPS requirements for coaching must be completed by August 1st on the Dragonfly platform. For tennis and golf, this must be done prior to the start of your practices. If you have questions regarding requirements, contact the AAA Office. If you have any technical issues, contact the DragonFly team at www.dragonflymax.com/contact.

Football, basketball, and track coaches are required by the Arkansas Department of Education to have a coaching endorsement. Licensed teachers who are coaches of other team or individual sports who do not have the ADE coaching endorsement must successfully complete the AAA's required coach's education program.

Licensed teachers who are coaches of any sport must have the ADE coaching endorsement, a physical education license which has been approved by the ADE for coaching, or have successfully completed the AAA's required coach's education program (NFHS). [Coaches Endorsement Requirements for Arkansas by category -2.docx - Google Docs](#)

Every three (3) years, all coaches of AAA member schools are required to receive training on Concussion, Heat Illness, and Communicable Diseases. Courses are available, at no charge, online at www.nfhslearn.com

Failure to comply with this rule will result in forfeiture of games, immediate suspension of the coach without pay, and the school being warned. Human resources office will be notified and could take action to terminate the employee in order to fill the position with a qualified person.

Dragonfly

See RPS Sports Medical Handbook [Rogers Public Schools Sports Medicine Handbook 24-25](#)

Link to additional information regarding DragonFly: <https://www.dragonflymax.com>

Registered Volunteer Coaches

Registered volunteer candidates in the athletic program for grades 7-12 shall meet the requirements adopted by the Arkansas Activities Association (AAA) through the AAA National Federation of State High School Associations Coaches Education Program.

1. Shall be at least twenty-two (22) years of age
2. May not be a member of the board of directors of the school district or the spouse of a member of the board of directors of the school district in which he or she seeks to be a registered volunteer.
3. Shall not receive payment for services rendered as a registered volunteer.
4. May act as a head coach in all varsity junior and senior high sports administered by the AAA except in the following sports: Football, Boys or Girls Basketball, Boys or Girls Track & Field.
5. Registered volunteer coaches must provide the school a current health certificate (TB skin test) and documentation of a criminal background check (fingerprinting -every 5 years) prior to interscholastic coaching.

6. Registered volunteer coaches must successfully complete the AAA's required coach's education program prior to final approval by the athletic director and beginning any interscholastic coaching.
7. An accurate, current listing of active Registered Volunteers must be submitted to the AAA office annually by the school on the "Intention to Participate in the Registered Volunteers Program" form.
8. Registered volunteer coaches must submit an enrollment form to the AAA office in any year that they serve in this capacity.
9. Registered volunteer cheer coaches, competitive and noncompetitive, must be AACCA safety certified.

All RV candidates must meet the approval of the head coach, On-Site Athletic Director, and have final approval from the District Athletic Director. Parents or relatives of students on the team of which they are seeking to coach are discouraged to be utilized as registered volunteer coaches except in exceptional situations.

For the safety of our students, coaching candidates will be required to submit documentation of a criminal background check (fingerprinting) prior to working around our youth. This will be at the expense of the individual, as are all Coaches Education courses.

Volunteer Coaches

Volunteer coaches are not permitted. Only Registered Volunteers will be allowed to serve as coaches of RPS athletic teams. See notes in the previous section for directions.

Athletic Professional Development

All coaches, regardless of level of assignment (Varsity, JV, freshmen, middle school), will be able to submit professional development requests to attend coaching clinics or coaching conferences. The request will be reviewed for approval by your on-site athletic coordinator and district athletic director prior to approval. Each feeder pattern has a set number of athletic PD days per school year. Coaching staff may or may not be able to attend yearly conferences or clinics in order to afford everyone the opportunity to attend PD functions, so rotations may develop.

In addition, head varsity coaches who used PD days in the past to attend to business of the AAA, 7A West Conference, and other functions of their job, will now mark their leave forms as "school business" instead of PD. This will also apply to any coach attending meetings of a similar nature. (effective February 1, 2015)

Faculty Meetings, Non-Athletic Professional Development & Season Expectations

The following are guidelines for coaches and their attendance at mandatory faculty meetings. These are outlined according to when sports end and others begin and your attendance at faculty meetings. In order to better assist you with expectations of attendance, each sport was evaluated to give you an idea of appropriate expectations for attendance at these meetings.

Middle School (7th- 8th)

Sports	Begin In-Season	Concludes/Moves into off-season
Football	August	November 2 nd week
Cross Country	August	October last week
Volleyball	August	October last week
Basketball	November 1	End of February
Track	1 st week of March	2 nd week of May
Spirit	August	End of February

High School (Varsity, JV, Sophomore, 9th)

Sports		
Golf	August	End of October
Tennis	August	End of October
Volleyball	August	1 st week of November
Cross Country	August	2 nd week of November
Football	August	2 nd week of November**
Swimming	Mid-October	End of February
Basketball	Mid-October	2 nd week of March
Wrestling	Mid-October	End of February
Bowling	Mid-October	End of February
Spirit	August	2 nd week of March
Soccer	Mid-January	End of May
Track	1 st Week of January	2 nd week of May*
Softball	Mid-January	End of May
Baseball	Mid-January	End of May

*unless qualifies kids for decathlon/heptathlon

**unless qualifies for playoffs

This should serve as a general guideline for when your administrators will expect coaches at faculty meetings after school. There may be some fluctuation in the end or beginning of months, depending on how the AAA calendar rolls forward or backward periodically. Coaches who practice in the mornings should plan to attend faculty meetings in season as scheduled.

Note for all day professional development: for all day district PD days where students are not in school but teachers are on contract, coaches are expected to report on time for PD at the start time, not after morning practices conclude after PD start time. Additionally, coaches are not to leave PD early to begin practice as if school is in session. Practices held on these days should be scheduled either before school and end with enough time to arrive on time for PD, or after the conclusion of the PD time (after 3:30) so early departures are not required. (2/5/2015)

Parent-Teacher Conferences & Coaching Conflicts

Coaches are expected to be at all parent teacher conferences as scheduled by the District. In some instances, coaches will have games scheduled for the same day and/or time as these conferences. When this occurs, the teacher-coach is expected to fulfill as much of their conference duties as possible. However, if a teacher-coach must leave and cannot fulfill these obligations, s/he must make up this time in parent teacher conferences either before or after school hours with the proper documentation and approval of their building principal. You must have six hours of documented conference hours outside of school – before school or after practice.

Past practice has allowed exceptions for in season varsity teams. Stipulated though, that the coach who is attending another school duty leaves a note explaining the circumstance and making it to the conference ASAP after practice concludes. The note also leaves a place for parents to sign and leave contact information for the coach to follow up either upon their arrival to the conference or upon return to school after a game.

Rules Meetings for Coaches

The Arkansas Activities Association is the governing body of all participating secondary schools in Arkansas. A mandatory rules meeting for each sport is held each year and should be completed online through DragonFly prior to the deadline. The coach of each school's sports team regardless of team level, middle school, freshmen, and varsity, must attend (complete) the meeting. The Arkansas Activities Association will assess fines against each school that is not represented at the meetings. Coaches will be held personally liable for any fines for not completing this requirement.

The rules meeting must be completed one week before the school's first interscholastic participation. Dates are posted on the AAA website at [WEBSITE REQUIREMENTS.docx - Google Docs](#). Coaches should be thoroughly familiar with the rules as published in the AAA Handbook, as well as any school policies relevant to athletics. The coach is responsible for making sure that our athletes know and abide by those rules.

Many sports have special conference meetings or gatherings for their sport each year pre- or post-season. Coaches will not be allowed to attend these meetings during school time without the prior approval of the athletic director and the building principal. The administrative policy will be to allow only the head coach or his/her proxy to attend using business leave. Any assistant coaches who want to attend must take a personal leave day if they cannot obtain a professional leave day from their campus site. Mandated meetings sponsored by the Arkansas Activities Association are an exception.

School Athletic Facilities

A coach must be present whenever his/her team's student athletes are using facilities. Either the head coach or one of the assistants must stay until all athletes and others have left the buildings and must personally see that the buildings are locked.

Each head coach, and any coach in charge of a sub-varsity team competing, is responsible to see that the game facilities are properly prepared for games.

- Contact the maintenance department for necessary repairs and game preparations. Check lighting and scoreboard lights prior to each game.
- Be sure the official's accommodations are clean and have towels and refreshments available.

- Be sure that all score table equipment, book, P.A. system, clock, and sideline equipment is in place.
- Examine or have the maintenance department examine all electronic equipment to be sure it is in proper working order.

The use of school athletic facilities by non-school groups must be approved by the Director of Facilities and Facilities Use Committee. Use forms are available on the school district website.

Keys to athletic facilities are not to be copied or distributed to anyone other than RPS athletic coaches without the permission of the athletic director or building principals. Keys should not be loaned out to students, parents, alumni, or others for them to access or use RPS facilities without appropriate administrative permission.

Operation Hero (Facilities Use)

Coaches will enter facilities use requests on the school website Operation Hero software. This is for practices, camps, etc., and anytime you need to use the facilities which are after-hours or vacations. This will ensure you have heat or air conditioning, as well as help from overbooking. This procedure needs to be followed unless directed differently by your building administration.

To enter your request, go to the Rogers Public Schools website www.rogersschools.net and locate "Departments" on the title bar. From there you will locate and select the "Facility Use" option. You will find the Rogers Schools Facility Use policy, guidelines, fees, etc. Scroll to the bottom of that page and you will click a link for a tutorial. You should first take the tutorial then you will be prepared to enter your use request.

Note: high school gyms are scheduled from 6:00 am - 6:00 pm during the school year. The middle school gyms are set from 6:00 am - 4:30 pm during the school year. Any other times needed outside those times need to be requested.

-revised 9/10/14

Safety

It is the duty of ALL coaches to provide a program that is as safe as is reasonably possible.

Physical safety hazards should be brought to the attention of the school maintenance department and the athletic director immediately.

It is recognized that athletes must train in conditions under which the contest will occur. Those conditions of heat, humidity, and radiant energy, which are dangerous, will alter practice schedules. Practices should be scheduled to avoid the hottest times of the day. A wet bulb thermometer will be used to assess safe practice conditions for athletes. Hydration will be maintained by offering adequate liquids at practices and during contests. Emphasis will be placed on drinking throughout practice and contests.

Areas, such as weight rooms, where there are inherent safety hazards should remain locked when not supervised.

All certified employees are given the Rogers Public Schools Emergency Plans procedures booklet. Please refer to the multi-colored flip chart for specific information regarding emergencies and student safety.

Multi-Sport Philosophy

Athletes who want to participate in two or more sports should have the opportunity without penalty. An in-season sport has priority over an out-of-season sport or off-season sport.

Athletic programs that are supported by the school district have priority over programs that are offered independently, through the city recreational programs, or other non-school programs. An athlete may not participate in the same sport in a recreational or non-school league during the same in-season school sport.

Coaches sharing athletes in the same season should try to take into account the nature of the competition of each sport in conflict and work it out before making the athlete choose between the sports. A priority order should be considered with the highest level of competition taking precedent:

1. State championship
2. State playoffs
3. Conference or state qualifier contest
4. Non-conference
5. School Performance
6. AAA benefit game or scrimmage
7. Required Practices & Dress Rehearsals
8. Regular Practice or team meetings
9. Non-credit field trip

Parent Pre-Tryout/Pre-Season Meetings

Every head coach is expected to conduct a pre-season parent information meeting. Communication is one of the best ways to avoid misunderstandings with parents. The pre-season parent meeting will provide an organized means to begin communication with the parents each year. The coach should also address heat illness and sickness, proper hydration, and proper nutrition. We must have parent support for our programs to be successful. Time spent with parents at the beginning of the season explaining philosophy, rules and expectations will help eliminate misunderstandings that could lead to conflicts in the future. Suggestions for topics to cover at the Pre-Season Parent Meeting are included at the back of this manual. Note: Coaches are encouraged to video each coach's meetings with parents and athletes for two purposes. First, if the parent(s) miss the meeting, a Link can be provided to them so they can come to the school and watch the presentation. That way they get the exact same information you provided at the meeting and nothing is overlooked. Second, if a parent later disputes what is said, verification may be made by reviewing the Link.

Statement of cost for all sports, including cheer and dance, should be given at the pre-tryout and pre-season parent meeting. This should be the costs that students and their family will be expected to cover. Additional information may be given to reflect what fundraising efforts will do to cover or reduce costs for participants.

COMMUNICATIONS BETWEEN ATHLETES, PARENTS & COACHES & PROCEDURES

Parenting and coaching are both challenging roles of the adults in the lives of student athletes. By understanding the proper communication expectations between athletes, parents and coaches, both may create a better setting to resolve differences and provide a more positive experience for all involved. Parents have an expectation to know and understand the expectations that coaches place on them and their children. Meanwhile, coaches have the right to know that if a parent has a concern, they will discuss it directly with the appropriate coach at the appropriate time and place.

*The first step is always athlete to coach or vice versa

*Communication: Parents should expect from coaches:

- pre-tryout and/or pre-season team meeting for players and coaches
- the coach's philosophy
- expectations of players and their roles they play on the team
- locations, times, places of practices and contests
- team requirements, associated costs or fees, special equipment needed, school and team rules, off-season expectations
- procedures that will be used if your child is injured during participation

*Communication: Coaches should expect from parents:

- concerns regarding their child expressed directly to the coach at the appropriate time and place (not right after a game)
- specific concerns in regard to the coach's philosophy and/or expectations
- notification of any schedule conflict well in advance

During the course of the season student athletes may experience many successful experiences, as well as challenging experiences. At any time when times don't go well for the child, it may be a time when a parent wishes to communicate with a coach. These discussions are encouraged so all may be on the same page.

*Appropriate communications with coaches:

- what your child needs to do to improve their performance
- treatment of your child, both physical and mental
- concerns about your child's behavior

*Inappropriate communications with coaches:

- playing time or skill level of other athletes
- team strategy
- play calling
- any situation that deals with another student athlete and not your child

After the first step, athlete to coach or vice versa, the following procedures have been set in place: Athlete should communicate with the coach. If this does not provide resolution and the parent wishes to set up an appointment, the following should be used.

When a conference is required or needed between the coach, the parent, and the athlete the following procedure should be used for the second step:

- call the coach to set up an appointment with athlete present
- if the coach cannot be reached, call the site athletic coordinator and ask for assistance to set up a meeting with the coach

- prepare for what the meeting should accomplish as a result of meeting
- stick to the facts as you understand them
- do not confront the coach before, during, or after a practice or contest. These can be emotional times for both the coach and parent.

If this conference does not provide resolution, the third step is for the parent to contact the building level athletic liaison or principal for a meeting.

The final step after this if the issue cannot be resolved is to contact the district athletic director. Often, the athletic director has been made aware of the situation by the parent, coach, or building administrator. Decisions rendered by the District Athletic Director are final, as they pertain to the athletic program.

Parents may often try to go to the final step first bypassing steps of speaking to the coach. The most common reason cited is a fear the coach will punish a player if confronted by the player and/or the parents. There is little evidence to support this claim, yet the impact of this belief is strained relations for all involved. *Stakeholders who fail to first meet with the coach will be immediately referred back to that step before the District Athletic Director will meet.

Anonymous “tips” and “information” will not be considered nor addressed by any level of school channels. Any issues with a coach must be presented to the administration by the party with the concern during the season it occurs or within a reasonable time the action manifests itself. The complaint will be promptly investigated by the building administration, in conjunction with the District Athletic Director to determine if the complaint is with merit or not. The result of this investigation will be shared with the coach in question and appropriate documentation given if necessary.

Note - The site athletic coordinator or building administration may be requested to attend first step meetings by either the coach or parent if extenuating circumstances dictate. That request will be evaluated by the administration as to granting the request to this exception.

Additional Conference Communications Guidelines

1. All sessions should contain some key elements for success.
 - a. Issues should be well defined. All parties should offer solutions with the best solution selected. Thus, a decision is made, a problem solved.
 - b. Tone and volume of voice, respect and appropriate behavior are elements that should be present in conferences and will enhance success and positive relations.
 - c. All sessions should be student-centered. In other words, it is assumed all parties have the best interest of the student-athlete held as a top priority.
 - d. It is also assumed all parties can recognize the difficulty in balancing the good of a given individual versus the good of the majority or team. For example, a player, parent or coach who demands an exception be made to a team rule about attending practices must also consider the other athletes on the team who did attend all practices.

Exceptions in following the chain of communication may be appropriate in extreme cases. For instance, a coach may have to notify an administrator immediately if an athlete broke a school discipline rule. Likewise, a player or parent would want to notify the building administration if a coach was placing a player in harm's way. In both examples, the situation is extreme and relatively rare.

Academic Requirements

Participants must meet all guidelines established by the Arkansas Activities Association, the Arkansas Department of Education, and the school district. As a minimum, students must maintain a C average (2.00 GPA) (or be enrolled in an approved Supplemental Instruction Program) and pass 4 classes during the previous semester. (See Eligibility also)

Junior High Academic Requirements as stated in the AAA Handbook: A student promoted from the sixth to the seventh grade automatically meets the academic eligibility (scholarship) requirements. A student promoted from the seventh to the eighth grade automatically meets the academic eligibility requirements for the first semester.

The second semester eighth grade student and the first semester ninth grade student meet the academic eligibility requirements for junior high by successfully passing four (4) academic courses the previous semester, three of which shall be in the core curriculum areas specified by the Arkansas Department of Education's Standards for Accreditation of Arkansas Public Schools.

First semester ninth grade students must pass four academic classes to be eligible for the second semester of the ninth grade. Ninth grade students must meet senior high academic eligibility by the end of the second semester in order to be eligible to participate in the fall of their tenth-grade year.

Attendance

All students are expected to attend every class at school on the day of a sponsored activity, unless excused at another school sponsored activity. Failure to do so may result in the student not being able to play or practice that day. A building administrator may grant exceptions (such as doctor appointments, funerals, etc.) to the above rule prior to an absence. A student who knowingly or unknowingly participates in a practice or game for violation of this rule shall be suspended from participating in the next scheduled game or practice, or both.

Eligibility

Academic eligibility must be verified by the coach for each athlete before the season starts. Coaches will use the Excel spreadsheet provided by the RPS Athletic Office that is formatted as required by the Arkansas Activities Association. It is the coach's responsibility to email the list of players to their building's site athletic administrator and building registrar to check grades. Once verified by the registrar, this information will be emailed back to the coach, building athletic coordinator, and district athletic director's office. Athletes must pass 4 solid subjects per semester and have a 2.0 GPA to be eligible.

Coaches are responsible to monitor their student's grades for academic eligibility. The school registrar is the official person to determine eligibility coordinated with the building principal/building athletic coordinator and the district athletic director.

Recruitment

Make sure to follow the Arkansas Activities Association Handbook, Article III, Section 1, Rule 5.
RECRUITMENT

Supplemental Instruction Program (SIP)

If you have a player who is not academically eligible to play, the player may enroll in the Supplemental Instruction Program. (4 solid classes must have been passed the previous semester, but the GPA is below 2.0). SIP begins the first day of each semester. Each week students attend 100 minutes. Students who enter the SIP after the first day are required to make up the missed time before participating in games. After the 10th day of the semester, students will no longer be admitted into the SIP unless the athletic director first approves the circumstances. Students are not allowed to remain in the program if they do not meet the minute requirements each week.

Standardized test scores will no longer be used to determine eligibility: Only the 2.0 GPA will be used for student eligibility without participation in SIP.

All students who do not have a 2.0 should be enrolled in the SIP no matter how many courses passed. Only students passing four subjects and not attaining a 2.0 will be eligible to participate if they are enrolled and attending the SIP regularly.

All new Supplemental Instruction Programs will be approved through the AAA office.

All students in the SIP will have one semester to improve their GPA a minimum of one tenth of a point to maintain eligibility for a second consecutive semester.

The maximum length of involvement in SIP is two consecutive semesters. If a student earns a GPA of 2.0 and leaves the SIP, that student may later return to the SIP for a maximum of two semesters if the GPA drops below 2.0

The AAA will be requesting that the GPA of each student involved in the SIP be submitted each semester until the student makes a 2.0 or completes the maximum semester allowed.

Lockers, Locker Rooms

Many sports provide lockers and locks for their team members in locker rooms. Some lockers are open lockers and simply provide a place for storing clothes and personal belongings. When practice is being conducted, many of these locker rooms are locked for safekeeping. Student-athletes are expected to lock their belongings in their lockers before, during, and after use. RPS is not responsible for lost, damaged, or stolen items.

Locker room conduct should be civil and respectful. There should be no horseplay, rough-housing, hazing, or initiations. Locker rooms should be kept neat, free of litter, and personal items locked in assigned lockers. Keep soap and shampoo in the shower rooms.

Damaged lockers will be the responsibility of the athlete they are assigned. Damage to lockers should be reported to your coach upon notice.

Cell phones, smart phones with cameras and recording devices should not be used while in the locker rooms. Students who violate this may be subject to immediate suspension or dismissal from the athletic program.

- Coaches must supervise locker room activity at all times.

Social Media & Apps

Student-athletes should be concerned with any behavior that might embarrass themselves, their families, their teams, and/or the Rogers Public Schools. This includes any activities conducted online. As a student-athlete participating in interscholastic sports and activities for the Rogers Public Schools, you are a representative of the school's team and always in the public eye. Potential employers, colleges, scholarship committees now search these sites to screen candidates and applications. Please keep the following guidelines in mind as you participate on social networking websites and apps.

Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site.

You should not post information, photos, or other items online that could embarrass you, your family, your team, or your school. This includes information about team activities and teammates.

Do not post information or material that is sensitive in nature that is not public information such as schedules, travel itineraries, game plans, etc.

You are personally liable for any copyright violations committed, such as posting photographs, audio, or video that is not your personal property. This includes any trademarks.

You are personally liable for any violations of other students or student-athletes' privacy rights, especially those that fall under federal privacy laws (FERPA or HIPPA) or that violate Rogers Public Schools Athletic Department Code of Conduct or Code of Conduct for Computer Use.

You should not post your home address, social security number, student ID number, phone number(s), birth date, or other personal information such as your whereabouts or plans. By doing so, you compromise your personal safety.

Coaches and administrators can monitor these websites and apps.

The malicious use of online social networks and apps such as derogatory language about any member of the RPS community, demeaning statements about or threats to any third party, and incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use or other inappropriate behavior will be subject to disciplinary action by the head coach and/or building or district administration if they gain knowledge of such violations. Sanctions may include written notification requiring the unacceptable content be removed,

temporary suspension from the team, or dismissal from the team. Additional sanctions may also include regular school discipline according to the RPS Student Handbook.

This information will be included as part of the RPS Athletic Code of Conduct that all students and parents agree to in order to participate in athletics.

Athletic Websites & Sports Apps

All coaches are encouraged to utilize technology to its fullest capacity. The athletic department has a secured website that will serve as the official athletic website for each school. The website is www.rpsathletics.com. All coaches are expected to provide the athletic office with current schedules, rosters, team pictures (varsity individuals) to keep their websites current throughout the school year and summer.

Each RPS high school and middle school with sports teams has its own sports app. Coaches should input scores into the app at the conclusion of their game. The Apps are provided by Mascot Media. The two high school apps are custom apps paid for by sponsorships so the importance of keeping these current is important to each sponsor as well as the public.

Coaches should keep in mind when hosting their own social media accounts such as Twitter, Instagram, Facebook, etc., that these need to be monitored closely for user comments, photos, etc., for school age appropriateness. Avoid personalizing the accounts.

Bullying, Hazing, Harassment

Any form of bullying, hazing, and/or harassment will not be tolerated, whether adult to adult, adult to student, or student to student. If this occurs to a student-athlete, they should report this immediately to their building administration. Student-athletes committing the offense may be subject to suspension or dismissal from the team for the remainder of the season and from the athletic program for an entire school year. This may be in addition to the regular discipline that they are subject to according to school board disciplinary guidelines.

9th Grade to Varsity Participation Guidelines

Football, Volleyball, Basketball

- I. 9th graders may be allowed to tryout at the initial varsity tryouts, or at the beginning of the school year if they have transferred in if the move was after the initial tryout period (same as any other sport for transfers).
- II. Any freshmen being considered for selection to the varsity team must be an impact player to the varsity squad (obviously practice effort and attendance will dictate the extent of play). If impact is not gauged to the level of varsity play, students should be left at the freshmen level for further development.
- III. They must be selected at the beginning of the season (see above) and may not go up and down on teams.
- IV. They may not be pulled up at the end of their freshman season (RPS superseding basic guideline of AAA rule as permitted in by-laws)

- V. Once they play at the varsity level, they may not go back down to the freshmen level to play.

Prior to final decision to select a 9th grade student to the varsity team, the coach must have a meeting with the site principal or his/her designee being the site athletic coordinator, parent(s), and student to discuss selection. If all are in agreement it's in the best interest of the student and program, the district athletic director will be notified.

Scheduling

The development of the schedule is the responsibility of the district athletic director with input from the head coach. The schedule is first built around the conference schedule and then in consideration of other schools Rogers will see in state play. State caliber teams are also considered when open dates exist. This procedure will allow timely release for publication and reporting to the Arkansas Activities Association.

Special permission must be granted by the district athletic director in conjunction with the building principal for out-of-state contests.

Fall Sports

Cheer

High School Varsity Cheer may participate in five invitational competitions before the state competition. The 9th grade cheer team may compete in five invitational competitions. If a competition is hosted judges shall be paid from team and individual entry fees.

Cross Country

High School teams and Junior High grade teams are allowed 12 meets. A registered starter will be hired for home meets. Meets may not begin prior to 3:30 p.m. unless on a non-school day or Saturday.

Football

The Athletic Director will approve all schedules and a copy will be sent to the principal.

Middle School football games will be played on Thursday night. The 7th grade game will start at 5:30p.m. The 8th grade game will begin at 7p.m.

JV/Sophomore and 9th grade football games will be played on Monday night. JV/Sophomore games will follow the Freshmen game at 5:30 p.m. Junior Varsity, Sophomore and 9th grade teams may play ten (10) games each.

Senior High football games will be played on Friday night at 7:00 p.m. unless noted. Six (6) officials will be paid. Football coaches will assign the officials and both teams must agree. Senior High may play (10) games.

Golf

Golf Varsity and JV teams may each play 12 matches. 9th graders may participate/tryout. Six matches may begin prior to 3:30 p.m. All other matches start at 3:30 unless played on a day school is not in session.

Tennis

Tennis Varsity and JV teams may each play 12 matches and 2 collegiate format tournaments. 9th graders may participate/tryout. Matches may not begin prior to 3:30 p.m. unless played on a day school is not in session.

Volleyball

High School – varsity teams may play 30 regular season matches, JV 18 matches. Two officials will be hired for varsity and JV games. A line judge may be paid for the varsity match.

9th graders have 18 contest limitations. Middle School grades are limited to 18 regular season matches. Two officials will be hired for matches.

Winter Sports

Basketball

Junior High basketball conference games will begin at 5:30p.m. Two (2) officials per game will be paid. Junior High may play 18 games plus two (2) tournaments plus the regional tournament. For more information, check "Seasons and Event Limitations" in the AAA Handbook. Girls and boys will play conference games at different locations. Cheerleaders and Dance team will not go to out-of-town conference games unless approved by building administration.

Senior High basketball games will begin no earlier than 3:45 p.m. on a four-game night; 5:00 p.m. on a three-game night; and 6:00 p.m. on a two-game night. Schedules must stay within the AAA guidelines, which limit teams to 30 for Varsity and 20 for JV Two officials will be hired for the junior varsity and three officials for the varsity games.

Stipulations:

1. Snow days – No home games will be played, unless conference games would result in forfeits, varsity games only. Out-of-town varsity games will be played only with permission of the Superintendent and Athletic Director.
There will be no required practice or verbal remarks that encourage this.
Any practices called on days of canceled school for inclement weather shall be approved ahead of time by the Athletic Director.
2. School dismissed early for weather – there will be no practices.
3. Holiday games:
 - A. No games after Tuesday night of Thanksgiving week, without permission of building administration (unless a playoff game).
 - B. No games one day before Christmas or New Year's Day (unless part of a tournament).
 - C. Any holiday game or practice must have approval of the Athletic Director. Schedule some block of time (5 days) with no practice or games.
4. Test week – No game will be scheduled the day before a test, unless playoffs.
5. Sunday – Practices shall not be required.

Bowling

High school team is allowed 10 meets plus two tournaments. 9th graders are able to participate/tryout for the team. Matches may not begin prior to 3:30 p.m. on school days unless approved by AAA.

Dance

High School - Varsity Dance may participate in 5 invitational competitions before the state competition. The 9th grade dance team may compete in 5 invitational competitions.

If a competition is hosted judges shall be paid from team and individual entry fees. Competitions may not begin prior to 3:30 p.m. on school days unless approved by AAA.

Swimming

The High School team is allowed 10 regular season meets. 9th graders are able to participate/tryout for the team. Meets may not begin prior to 3:30 p.m. on school days unless approved by AAA.

Wrestling

High School Varsity is allowed 18 number of contests (dual, double dual, tournament, etc.). 9th graders are able to participate/tryout for the team. Officials will be hired for varsity and JV matches. Matches may not begin prior to 3:30 p.m. on school days unless approved by AAA.

Spring Sports

Baseball

High School Varsity and JV teams are allowed 30 events. Games may not begin prior to 3:30 p.m. on school days unless approved by AAA. Two umpires will be hired for varsity and JV games.

Soccer

High School Varsity are allowed to play 24 regular season games JV are allowed 16. 9th graders may participate/tryout for the team. Games may not begin prior to 3:30 p.m. on school days unless approved by AAA. Three officials will be hired for varsity and JV games.

Softball

High School Varsity and JV teams are allowed 30 events. 9th graders may participate/tryout for the team. Games may not begin prior to 3:30 p.m. on school days unless approved by AAA. Two umpires will be hired for varsity and JV games.

Track Meets

Junior High – up to 13 meets starting at 3:30 p.m., except conference and regional, which will begin earlier. Appropriate travel time will be allowed.

Senior High – 13 meets starting at 3:30 p.m. (plus conference, regional, and state). Appropriate travel time will be allowed.

Changes or Cancellations

If changes or cancellation of games are necessary, notify the On-site athletic director, Officials, Lynda Godfrey and District AD as soon as possible for final approval. The AD will notify administration, the media and post cancellations on the district webpage. This information will ensure that everyone knows what is occurring and we will be able to communicate this information to parents and other people involved in the event. **If the event is out-of-town, remember to contact transportation. If the event is a home game, remember to contact the officials.**

Awards

The athletic department will furnish letterman award certificates for all high school varsity sport letter winners. Varsity letterman certificates will be awarded to all athletes who meet the standards of lettering. Check with the athletic director to receive these awards.

Lettering Standards for Varsity Teams - Coach's Discretion or Due to injury, missed significant part of season or ended season, otherwise would have met standards.

Varsity letter winners will receive a certificate of award, a chenille "R" or "H" letter, and sport pin of their sport for the first varsity letter earned. Additional letters earned in the same sport shall earn a service bar and letter winner certificate. For each additional sport where a varsity letter is earned the athlete shall receive the sport pin and subsequent bars for each year thereafter. They will also receive a certificate of award.

Squad members who may be near qualifying for a varsity letter but do not, may earn a provisional varsity letter which converts to a regular letter if a varsity letter is earned in any of the subsequent years of playing the same sport. Participation certificates are awarded to squad members of junior varsity, sophomore, freshman, or 8th grade teams at the conclusion of the sport season.

These guidelines apply to all athletes who also must complete the season and are not under suspension, been removed from the team, or quit. Any student who has been placed on suspension for violation of the alcohol or drug policy may not earn a letter for that sport during the calendar year of the suspension.

Managers, Statisticians, and/or Filmers- qualify for the same recognitions as listed above if they meet the expectations of their duties.

Coaches may submit the names of their athletes for certificates to the Athletic Director. This must be done in a timely fashion so you will receive them before your banquet.

***Athletes who do not finish the season of their sport, will not earn a varsity letter. An exception to this may be injury. Other extenuating circumstances may be submitted to the athletic director and principal for approval in these situations. Coaches are strongly encouraged to cover their lettering qualifications in their pre-season parent and athlete meetings.

Team GPA End of Semester Reporting

Senior High varsity head coaches will be responsible for reporting their team's GPA to the Arkansas Activities Association to be considered for Academic State Championship. Deadlines and guidelines to submit this information can be found on the AAA website. The deadlines have been January 15th for fall sports; April 1st for winter sports; and June 15th for spring sports.

Additionally, 9th grade coaches and 8th grade coaches should also submit their team GPAs to the athletic director's office for the annual report to the school board for athletics. The above dates shall also be used to submit GPA.

Inventory

Coaches will be asked to turn in a detailed inventory of uniforms and equipment at the end of each season to the athletic director. An inventory form will be provided by the athletic office. Update the form and return it to the athletic director.

Evaluations

Coaches will be evaluated at the end of their season using the Rogers Public Schools Athletic Evaluation form and Checklist (see attachments). Each coach will complete the evaluation form. Head coaches will provide feedback on all assistant coaches in their school and school's feeder pattern within their sport. The evaluations will then be sent to the On-Site AD. The on-site athletic coordinator and athletic director will then schedule evaluation conferences with head coaches. All coaches must submit their evaluations and year end checklist to the site AD and athletic director PRIOR to the evaluation conference meeting. (Note: any coach's evaluation conference may be held in conjunction with building level administration)

Budget & Activity Accounts

Each sport will have a regular budget account. The budget account will have an amount approved by the Superintendent and replenished at the beginning of the fiscal year, which begins on July 1. Budget monies should be expended by June 1.

Budget money is primarily used for supplies, materials, travel, and other needs for your program. Cost of officials, game workers, and security is paid from the district athletic budget. The bulk of your monies from your current year, regular budget account should be used by the following dates:

Fall Sports – January 31
Winter Sports – April 30
Spring Sports – May 31

Each sport may also have an activity account. The activity account is an amount that is not part of the official school budget. It is often money being held or collected for a specific purpose (example - money collected from players for off season workout shorts and shirts, senior jerseys, mouthpieces, donations, fundraisers, etc.) is deposited into the activity account. Game sponsor funds are also placed in this account. Unlike the operating budget account, this money can accumulate from year to year. If you overspend your regular budget amount, money will be withdrawn from your activity account to zero out the overspent regular budget balance.

Any monies generated on behalf of your sport, either by students, parents/boosters, or other entities, must be deposited in your activity account. Coaches are to insure that this policy is utilized and not to have separate bank accounts or cash on hand as this is against Arkansas State Law and Rogers Public School Board Policy. Additionally, this is for your own protection and limits your liability.

Coaches should state what the deposited funds are collected from on their deposit slip. Do not mix deposits, such as fundraiser and sponsorship, or sponsorship and reimbursements, etc. Do not mix money on deposits. If a question arises, it will make it easier to research to clarify.

Coaches may request a budget balance report at any time. Coaches are expected to know what their regular budget balance is, as well as their activity account at any given time. Once your budget runs out of money, no purchase orders will be approved, unless coded to your activity account which has funds available. Activity accounts may run with a negative balance only with prior approval from the Athletic Director provided the coach demonstrates when money will replenish the account to a positive balance.

Note: Gift cards, gift certificates, gifts etc., may not be purchased with budget or activity monies.

Purchase Orders

Purchases for athletic expenditures must be approved by the athletic director prior to placing the order. Businesses usually require the purchase order or the purchase order number to make sales or orders. Any orders placed without a purchase order, including credit card purchases, are done so at the risk of the coach. An approved purchase order guarantees payment of goods and services listed on the PO. Unauthorized purchases may be at the personal expense of the coach.

Requests for purchase orders are made to the athletic director's office for a PO. After the information is entered into the computer, the actual PO comes from administration back to the athletic director. This takes two to three working days. Please remember this time frame when planning purchases. If you receive an invoice directly or in the mail, please send it to the athletic director's office for payment.

It is against the administration's policy to reimburse employees who make school purchases with personal funds. Always use PO's or district credit cards. Do not spend your personal money and expect to be reimbursed.

Coach's Attire

Rogers Public Schools athletic coaches are expected to dress in appropriate "uniform" when conducting their duties as a coach on or off campus. This applies to practice, games, and meetings. As a general practice, the athletes on our teams often are required by coaches to wear "team practice gear" that are school colors and may or may not be provided by the school district. Coaches should also wear their school colors in practices, games, or meetings. Therefore, these clothing needs may be purchased from your sport's activity or budget account. Even with this expectation, the purchase of this clothing should be reasonable and prudent in consideration of cost and should not be excessive or outlandish in style or cost. Abuse of this will be reviewed case by case.

Note: Effective July 1, 2021, RPS Athletics partnered with BSN/Nike as an exclusive partner for coach's apparel and team gear including uniforms. **All cloth purchased with school monies will be through the Nike Team program and its affiliated team dealer BSN. The Spirit squads will use Varsity Spirit for their uniforms.**

Game Expenses

The money to pay for officials and gatekeepers will be paid from the district athletic account. Officials will be provided a voucher by the home team coach to complete. Coaches are to send this form to

the Athletic Director the day after their game for prompt payment. Officials appreciate timely payment for their services and will promote good relationships with the official's associations.

The home team 9th grade coach will be responsible for getting pay vouchers to the game officials. For games held at the Middle School campus, the home team 8th grade coach will be responsible for getting vouchers to their officials.

Guidelines for District-Sponsored Athletic Camps

Camps that are district-sponsored must have all money (receipts and expenditures) flow through an existing school activity account. It is the responsibility of the coach/sponsor to write receipts and deposit all money received promptly in the bank designated for their school. Copies of your deposit ticket should be given to the athletic director's secretary promptly. It is NEVER acceptable to use cash from the receipts to pay expenses. All purchases must be made with purchase orders.

Legitimate camp expenses such as printing, t-shirts, souvenir balls, etc., may be deducted from the gross receipts first. A 10% usage assessment will be made on the net receipts. After the 10% is deducted, the coach may elect to earmark remaining funds into their activity account, pay themselves, other coaches who worked camps, or a combination of this. (Note: Effective August 1, 2016 if all proceeds from camps held at school facilities are earmarked to activity funds and no pay goes to personnel costs, RPS or contractors, the 10% charge will be waived).

The District will process checks to pay the coach or sponsor, if pay is desired. The coach or sponsor's stipend should be reported in the camp financial report and will be paid from the activity account. Federal and State income taxes, FICA, Medicare, and retirement will be taken out, the same as any other payroll. The district's portion of FICA, Medicare, and retirement will also be paid from the activity account. (This will be approximately 25%).

(Ten percent (10%) of the net amount will be transferred to the district athletic facilities maintenance and operating budget to offset district athletic facilities costs, liability costs, etc. With school-sponsored camps, the staff has the same protection under the State laws as any other school activity, such as workman's comp and immunity from tort action in the court systems of the State of Arkansas.)

Only Grades 7-12 campers who are Rogers students will be covered under the district's student supplemental accident insurance. Elementary students are not covered, and may be added with a rider with the additional cost paid from the proceeds of the camp. All camps should have the students sign a liability release.

Camp or clinic revenue/expenses sheets must be filled out for each camp and submitted to the athletic director within two weeks of the conclusion of camp. Coaches will make deposits directly to the designated bank and provide copies of deposit tickets to the athletic director. The athletic director will make requests for checks to be written.

Coaches should send a copy of their camp brochure and camp registration form to the Athletic Director for approval. The AD will release information to the media upon its receipt and approval. Coaches are expected to post this to their sport website. Once approved by the AD, coaches may also place these at cooperating businesses around town.

Non-District Camps

- These camps are **not** authorized to use school names, logos, or facilities.
- These camps may not use equipment, supplies, or uniforms purchased by district monies, either budget or activity.
- Camp participants are not covered by the district's student accident insurance.
- Staff is not covered under State laws protecting district employees.
- The district has no responsibility for reporting any employee earnings.

Fundraising Guidelines

The school district acknowledges that student and parent organizations connected to the school will conduct fund-raising activities to provide support for school projects and activities. The Board of Education approves such fund-raising, within the guidelines outlined below. ***Any amount from \$1 or more must be receipted on district issued receipts, this is Arkansas State Law.

Fundraisers are considered from start to end of each fiscal year. Our fiscal year runs from July 1 to June 30. Excessive fundraising will not be approved. Fundraisers must have specific purposes and financial goals prior to approval.

All athletic fund-raising activities, by student or adult groups, will have the prior approval of the athletic director and the building principal. In the case of multi-school or district-wide activities, the approval of the district administration may be required. Guidelines will include:

- * the duration of such activities
- * the amount to be raised and for what purpose the fund will be used
- * the amount of class time to be used in connection with the activity
- * when and where sales may be conducted

Door-to-Door Sales

Door-to door sales by students are not allowed in grades K-7 and should be limited for students in grades 8-12. Fundraisers which are food or beverage based must comply with Federal and State Laws pertaining to health and nutrition standards if consumed during the school day.

Types of fundraisers which are suitable have been:

- Cookie dough sales
- Restaurant/Business Services Coupon booklets/cards
- Sonic cards
- Silent Auction/Auction
- Car wash
- Fun runs
- Summer leagues, summer youth tournaments, etc.

**The following does not count as official fundraisers but must still gain approval: U of A concession stand, vendor requests where donations are granted, and youth sports camps/kids camps.

Collection of funds

These funds shall be deposited in school activity accounts upon their receipt. Do not hold onto money, store it in file cabinets, or desk drawers!!! Deposits should be made daily to the designated bank and copies of the deposit ticket given to the athletic director.

Reporting Requirement

Each group conducting fund-raising on behalf of a school or a school activity will be required to provide an annual statement to the building or district administration indicating the following: if

- A list of activities conducted to raise funds.
- The amount of funds raised.
- How funds were expended.

The district administration will prepare an annual report for the Board of Education, listing the groups which conducted fund-raising activities, and the amount of funds raised on a per-school or per-activity basis.

Sales by Adult Groups

The Board of Education encourages the support of adult groups such as PTAs/PTOs, and booster groups supporting music, athletic, or other student activities. Such groups should follow the guidelines set forth in board policy, so that fund-raising activities can be properly coordinated, so that such activities will not interfere with school's academic program, and so that proper accounting procedures and legal requirements will be followed.

Forms for the Fund-Raising Request and the School Fund-Raising Report are located in the back of this manual.

***Note: sports camps conducted on school facilities do not count as a fundraiser, nor do game sponsors where funds are donated for pre-game or post-game meals.

Donations & Sponsorships

Occasionally donors will wish to make cash or goods and services donations to various sports or teams. These may be accepted by the coach after consulting with the district athletic director and building administration. If monetary donations are given, it will be deposited in the sport's activity account. All donations are subject to "no strings" with funds being used solely at the discretion of the coach and approval of the athletic director.

Arkansas Public Schools are not tax exempt. For businesses or individuals wishing to make a donation of in-kind services or cash, in most cases a letter acknowledging the donation in detail (what is being donated, for what purpose, to which sport, value) will be what the person needs. This can be done on the Athletic Director letterhead to give to the donor. For larger companies who may want our tax ID number, they may submit their request in writing or send a W9 along with their return mailing address. The athletic office will secure the information and return the form to the donor.

Note: Any time a person receives value for their money, it cannot be counted as a donation; so if in return, they are given a signed ball, advertising, etc., the cost of the item must be deducted from the donation. For clarification of this you may contact the Finance Department at 636-3910.

Teams may also seek sponsorships for pre-game meals and/or post-game meals. Sponsorship offers must be reviewed first by the athletic director before being sought by the coach. The sponsorship letters that coaches intend to use will be placed on district athletic letterhead once approved.

Booster Clubs

The Rogers Athletic Booster Club and Heritage Athletic Booster Club is made up of parents and community members willing to help support RPS athletic programs through volunteer work and financial contributions and meet monthly. The Booster Clubs support all programs for their respective schools. **We do not have specific sport/program booster clubs.** They both prefer to buy items for the athletic program that will benefit the entire program. When requesting support for a purchase, send all the information to the On-site AD.

April Reagan, Rogers High School & Feeder Pattern
Brian Jackson, Heritage High School & Feeder Pattern

aprilaine@gmail.com
wareaglebooster@gmail.com

Quitting Athletes

Any athlete who quits an in-season sport will not be allowed to move to off-season sports until the regular season of that sport they quit ends, except with the following conditions:

- The athlete quits prior to the start of games, **or**
- The in-season coach meets with the athlete and parent to understand the full nature of the circumstances leading to the athlete quitting, **and**
- The in-season and off-season coach must mutually agree it will be in the best interest of the student athlete to begin off-season therefore releasing them from the in-season sport. This will also be in conjunction with clearance by the building principal and athletic director.”

Quitting athletes will be dropped from the athletic class period (OPA) and placed into a study hall, if they do not have one already, or another academic class, as long as it is before the drop deadline. Athletic classes are a PE credit so if the class is dropped, there would be no opportunity to earn a passing grade, which will affect quality points. If the student wants to earn credit, they must continue their enrollment in the athletic class and meet all of the expectations of the instructor/coach. This should be coordinated between the student and parent, coach, counselor and building athletic coordinator or principal.

If a player is dismissed from a team for team or school violations, they may not participate in off-season programs until that team's season ends.

1. If a player is dismissed from a team for team or school violations, they may not participate in off-season programs until that team's season ends.
2. A player may be denied moving on to another off-season sport by the coach, athletic director, or principal if a student has quit in a negative or disrespectful way or if the student has displayed a negative behavior or actions directed at the coach, program, or school.
3. A player must turn in all equipment and pay any money due before being allowed to move to another sport. Failure to do so will result in the student being placed on the fines list and holding grade cards until paid.

All financial obligations outstanding shall be paid by the student athlete to the team the s/he quit/dismissed from prior to being approved to move on to the next sport. Failure to pay will result in the student being placed on the fines list and holding of grade cards until paid.

Organized Physical Activity - OPA/Athletic Period in School Day

Most Rogers Public School athletes, grades 9-12, are given the opportunity to have their team sport serve as 1/2 PE Credit towards the 22 "state" required credits for graduation (RPS requires 24 credits). The additional OPA credits may only serve as local elective credits 23 & 24 - those above the state mandated requirements. Again, OPA may only count for 1/2 PE credit in grades 9-12 as part of the 22 credit requirements by the state. Students may count OPA toward local RPS credits 2 times (credits 23 & 24).

Also, OPA is counted in a student's GPA and quality points are given every time for taking the class. When a athlete's season is over the OPA class is not over. Unfortunate for some that athletic seasons do not line up with semesters. The point in that is that the Arkansas Department of Education Rules Governing Physical Activity Education Course Credit for Organized Physical Activity Courses states: "A student must complete the entire semester and receive a passing grade for the physical activity course to receive 1/2 unit of physical education credit for graduation." This would also be the case for earning the local elective credits as well.

Therefore, from this point, student-athletes are not to change their schedule until the end of the semester. You, as the teacher, are responsible for monitoring your student-athletes for the entire semester. They are not to be sent to study hall at the end of your season. The only exception to this is if the student-athlete chooses on his/her own to drop the class with the understanding that he/she will be losing credit with a possible adverse effect on the GPA and class ranking. This must be communicated to the parent as well. The counselors are not to sign off on any schedule change during the semester until having communication with the coach and the appropriate administrator. Again, students are not to be sent to study hall for them to supervise for the remainder of a semester. They are your student-athletes for the entire semester, not just the season. Also, grades should not be adversely affected this semester or subsequent semesters because a student-athlete chooses not to play next year. Simply tell the student that they are required to remain in your class until the end of the semester and they can get a schedule change once the semester ends. You, as the teacher, have the authority to make them workout with the other student-athletes as they are getting a credit for the class.

If we wish to continue to give student-athletes credit toward graduation for participation in Organized Physical Activities, we must adhere to the Arkansas Department of Education's Rules and Regulations.

The question - What about athletes who transfer from one OPA sport to another OPA sport during the semester?

Answer - If a student athlete goes to another team sport during the semester, the person responsible for submitting the student-athlete's grade will be the coach who has the student-athlete at the end of the semester. Ex: Volleyball player goes to Basketball, basketball coach would be responsible for entering the semester grade. They will have to communicate with the volleyball coach about the student-athlete's performance/grade prior to determining a final grade.

(Counselors, the only change for a student should be a change in the coach/sport for the OPA class. This should not be a problem as they have the same course code with the exception of the last number which is a local number, and the state department does not pay attention to that.)

Disposal of Unsafe, Unusable Equipment, or Uniforms

Athletic equipment that is no longer safe to use, or usable due to wear and tear (helmets, shoulder pads, old uniforms, etc.) may be disposed of in a dumpster on school grounds. These items should be placed in unmarked boxes and sealed prior to disposing.

If the items are usable and safe to use, they should be declared as school surplus property. The procedure for this is to notify the athletic director in writing of the surplus items. School services will secure the items for auction. Any other questions pertaining to this issue should be directed to the athletic director.

Dismissal for Games

When athletes need to be dismissed early from the school day, the building principal, or his/her designee, must pre-approve the dismissal time. The building principal must receive this information at least two full days prior to the event. The coach must email the building principal and the On-site athletic director identifying the sport, destination and time of game, dismissal time from school and a list of each student who will be leaving. The principal will then forward the approved list to their faculty.

Extended Travel & Overnight Trip Procedures

- A “overnight” travel waiver will be signed by the parent /guardian and kept on file with the On-site Athletic Director

The guidelines provided below govern all extended trips, including athletics. This encompasses school year trips, as well as those over time school is not in session including summer camps, leagues, team building activities, etc. The actual application form, as well as the out of state tort liability waiver forms are located in the Appendix, or separate documents emailed.

The purpose of these guidelines is to provide general parameters for student extended travel on travels sponsored through the Rogers School District. All students are entitled to an equitable opportunity to learn and experience a high-quality education. The opportunity to travel and participate in a variety of activities can provide students with an enhanced opportunity to learn by further experiencing the world around them. When planning any student travel, equity of opportunity for all students must be a basic consideration, with full attention paid to social and economic circumstances that may impact a student’s opportunity to fully participate in a specific trip. In order to meet district approval, each extended travel proposal must consider individual student economic and social circumstances and indicate how the needs of individual students will be accommodated so that no student is unable to participate in the travel due to social, economic or related circumstances.

Definition of a Student Extended Travel

Student extended travel is defined as a trip lasting more than 24 hours from the time of departure, and requiring an overnight stay of one or more nights away from Rogers, Arkansas.

Purpose of Student Extended Travels

All student extended travel must fulfill one or more of the following purposes.

1. Instruction: Student travel for the main purpose of participating in a specific educational event such as a conference, workshop, camp, museum visit, etc.
2. Performance: Students travel for the main purpose of participating in a performance such as a concert at Carnegie Hall, marching in the Macy's Day Parade, etc.
3. Competition: Students travel for the main purpose of competing in a specific sporting event, tournament, music competition, forensics competition, FBLA competition, Odyssey of the Mind (OM) competition, etc.

NOTE: All student extended travel (Instructional, Performance, and Competition) must include an activity of educational value (historical, cultural, etc.). Student extended travel may also include an entertainment activity. The educational activity and the entertainment activity may take place traveling to the specific event, returning from the specific event, or during the dates of the specific event. If the educational and entertainment activity takes place during the days of the focus event(s) of the trip, these activities must be within a reasonable distance of the location of the focus event of the trip and not interfere with participation in the focus event. Entertainment may not serve as the sole purpose of student extended travel.

Extended Student Travel Guidelines

1. In general, student extended travel should be restricted to Arkansas and states contiguous to Arkansas.
2. All student extended travel should follow Arkansas Activities Association (AAA) guidelines. Under these guidelines, a group may spend no more than one school night out of state Monday through Thursday. This will allow out of state travel days on Thursday through Sunday or Friday through Monday during the regular school calendar. An exception to this guideline for organizations not subject to AAA regulations may be granted by district administration under extenuating circumstances. This guideline does not apply to travel during extended breaks including winter break, spring break and summer break.
3. All student extended travel out of state requires the approval of the principal of each school involved in the travel and the executive director for secondary curriculum and instruction or the assistant superintendent for elementary education as appropriate.
4. Student extended travel out of state that exceeds AAA guidelines or includes travel beyond the states contiguous to Arkansas requires approval from the principal of each school involved, the executive director of secondary curriculum and instruction or the assistant superintendent of elementary education, and the superintendent of schools.
5. Under AAA guidelines, extended travel to athletic events exceeding 600 miles round trip requires National Federation approval. All other AAA guidelines also govern athletic events and competitive events sponsored by or including groups affiliated with the AAA including *ASBOA and **ARKCDA. Major athletic and competitive events that will draw participation from long distances often have prior approval from the National Federation. Contact the district athletic director's office for details on AAA and National Federation requirements.
6. All extended athletic travel must focus on interscholastic competition and shall be included in the contest limits (number of games or tournaments) allowed by the Arkansas Activities Association.
7. Sponsors of any proposed student extended travel must submit a Student Extended Travel Request Proposal to the appropriate building principal at least 60 calendar days before the scheduled departure date of the travel. If the travel involves multiple schools, the proposal must be submitted to the principal of each school with students participating in the travel. The principal will submit each proposal to the appropriate district administrator as outlined in these

guidelines. For certain travels scheduled for the fall semester, this guideline may require that the travel proposal be submitted during the previous spring semester due to the extended summer break.

8. The use of school or district funds to support student extended travel is to be limited and must be approved by the principal and the appropriate representative of the district administration. The majority of the funding should be provided through other sources including but not limited to booster club donations, student fund raising activities, grants, individual student self-funding, etc.
9. No fundraising for student extended travel may begin before approval of the trip has been granted. All fundraising to support student extended travel must follow district fundraising guidelines and must be approved by the principal of each school with students involved in the travel.
10. Student extended travel sponsors may hold preliminary discussions with interested groups such as booster clubs to determine the feasibility of a specific travel, but student extended travels may not be announced or promoted formally or informally prior to full district approval of the proposed travel under these guidelines.
11. Student extended travel to areas outside of Arkansas does not have the tort liability protection held by schools, school districts, school district employees and chaperones, within the borders of Arkansas. Sponsors and chaperones will be assuming liability responsibility for the students participating in the travel when outside of Arkansas. Sponsors and chaperones of student extended travel shall be informed of this liability in writing. A sponsor is an adult officially sponsoring, planning, and organizing the travel. A chaperone is an adult who officially accompanies a group of students to an event or activity and during an event or activity for the purpose of supervising the students to ensure safe and appropriate behavior by the students.
12. Chaperones for any student extended travel will be selected and names submitted to the building principal no later than 45 calendar days before the beginning of the travel. Once per school year a limited background check will be required for any chaperone at the expense of the school district. If there is an existing background check in place on any chaperone, the background check will apply for one calendar year from the original date of the background check.
13. These guidelines apply to all student extended travel including travel taking place when school is not officially in session such as weekends and all extended breaks (winter, spring and summer breaks).
14. Waiver of these guidelines may be granted for specific extenuating circumstances. The request for a waiver of any of these guidelines should be made to the appropriate principal(s) and district administrator(s).
15. The administration will report regularly to the Board of Education on each student extended trip prior to the departure of the trip.

*Arkansas School Band and Orchestra Association

**Arkansas Choir Directors Association

These trips are generally reserved for varsity teams. Coaches will provide to the parents an itinerary for the trip; name, address, phone number for place of lodging; coach's cell phone number in case of emergency. Parents should be expected to provide their cell and emergency contact information to the coaches as well.

These trips are a continuation of the school day and therefore students participating in these trips are subject to rules and regulations that govern our school while they are on campus. Because students

will be representing our schools, and because their conduct, behavior, and safety are our responsibility, the following guidelines will be followed while they are away from home.

1. The luggage and personal effects of the students may be inspected prior to departing and at any time during the trip.
2. Any student found to be in possession of, or under the influence of alcohol or substances will be left home if this determination is made prior to departure of the group. Students found in possession of controlled substances or alcohol or under the influence after departure are subject to arrest and being sent home at their parent's expense.
3. Students must observe all civil laws and regulations. Apprehension by law enforcement agencies leading to a substantiated charge will not be the responsibility of the Rogers Public School District.
4. If the trip requires overnight lodging, students will not disturb other guests at the lodging and will abide by rules and directives issued by the group supervisor, chaperones, or coaches.
5. In the event you are injured or become ill while on the trip, the coach will immediately seek medical attention and contact your parents/guardians as soon as possible.
6. Students will be expected to know and observe the time and location of all departures. The group will not be delayed by the tardiness of individuals.
7. The establishment and enforcement of any guidelines not covered in items one through six, guidelines that are necessary to insure the success of the trip, will be left to the discretion of the administrator or his/her designee in charge.

Any student caught in an infraction of the above listed rules may be sent home at the parent's expense and will be subject to further disciplinary action by the school.

Out-of-Town & Travel Expenses

All travel must be pre-approved for overnight trips.

Coaches who coach teams of the opposite gender (primarily these are male coaches of female teams) are strongly recommended to take chaperones of the opposite gender on overnight trips. This could also be needed if managers are girls on a boys team, thereby needing a female chaperone.

If coaches provide meals for the team when out of town, this expense comes from your activity accounts for your sport and is subject to the district approved meal amounts. If the team is away at all day competitions (i.e. state tournaments) meal money will be paid per diem per participant.

Coach per Diem rates is:	Breakfast	\$8.00
	Lunch	\$10.00
	Dinner	\$19.00
	Daily	\$37.00

Effective May 23, 2013, RPS will no longer reimburse a meal when you are traveling if there is no overnight stay. For example, if you are going scouting out of town (or a coach's meeting) but not staying the night, reimbursements for meals will not be approved for payment. Any lodging to accompany a scouting trip must have pre-approval from the athletic director.

This reimbursement guideline does not apply if you and your team are eating a pregame or post game meal and you are acting in your supervisory role of the team. Your meal will be covered along with the rest of the team.

Varsity coaches must submit a travel and itinerary request for any regular season or postseason overnight stay (see form).

The district provides a credit card to use on out-of-town trips. The card must be picked up by the coach at the administration office prior to the day of departure, or earlier. This credit card may also be used when making hotel room reservations. **Return all itemized receipts and credit cards to the athletic director's office immediately after a trip.**

Do not use your personal money for expenses and expect to be reimbursed. Have your travel pre-approved (see Professional Development).

Note for hotel/motel reservations: be sure to ask all lodging businesses for government rates, we often qualify for state government rates as a school. These rates typically are considerably cheaper than regular rates or group rates.

Additionally, when lodging overnight is required make sure the hotel manager knows that movies, game systems/gaming, phone calls, room service, or alcoholic beverages should NEVER be charged to the district.

Postseason Expenses

Expenses for post-season play—regionals for junior high schools (9th grades) and state tournament play for high school—are provided for in a postseason budget. The athletic director must pre-approve lodging and meals for the postseason expenses. Varsity coaches must submit a travel and itinerary request for any regular season or postseason overnight stay (see new form).

Out of building requests for travel forms do not need to be filled out for conference tournaments or state tournaments as it's part of your job expectation. Each building may have its own protocol for coaches notifying their building administration, check with your administration.

Transportation Request

Transportation requests are to be done online. Bus requests must be made at least two weeks prior to a trip. You can submit your request for the entire season at one time. Funds for this expense do not come out of your budget money. If teams will be leaving school early, remember to email building principals a list of the athletes and the leaving time for their approval at least two days before the trip.

Each team will handle transportation requests. When playing within the city of Rogers, transportation is available for drop-off. In most cases, arrangements can be made for pick-up. See Coach's Handbook for bus request.

Be as specific as possible on information regarding your trip request, i.e. instead of Har-Ber High School, put Har-Ber HS gym for destination. For pick-up, instead of RHS, put RHS fieldhouse, etc.

Transportation for athletic teams has been established as following:

1. Interscholastic competitions as sanctioned by the Arkansas Activities Association
2. In-District competition
3. In-District needs - - -shuttle for practice
4. In-District needs - - - shuttle for off-season

5. Summers i.e. 7 on 7, camps, leagues, etc. (may be used but paid for from your activity account)
6. Field trips - - - movies, retreats, pre-game meals, spectator events, team building activities, etc.
(may be used but paid for from your activity account)

For trips falling into #5 or #6, if your activity account balance is negative, no trip will be authorized or taken.

SchoolDude Trip Request

Go to myschoolbuilding.com

Account Code for Rogers Public Schools is 470180303

Enter email address, if you have not entered a trip before you will have to fill out the required information.

At the top go to the tab that says Trip Request

Booking Details

Trip Name.... this is the name of your organization or class

Trip Destination.... where you will be going

Location.... where you will be leaving from

Organization...if you do not find your organization on the list, email scott.ennis@rpsar.net

Departure Date.... the date you will be leaving and returning

Departure Time.... the time you will be leaving and returning

Budget Code...Select a budget, there is one athletic budget code; all schools and all athletic organizations fall under this code.

Transportation Type

You will click on the type of transportation you need.

Activity buses are after school hours.

School buses are for any trips during school hours.

Trip Contact - If you are the person requesting the trip, click the yes box and it will automatically fill in the required information.

Attendees - Fill in the number of students and adults going on the trip.

Notes

Special Needs or Trip Requirements, this is where you will put any loading instructions.

Security

Password.... type in bus then click on submit request.

Tips:

You should always go online and verify your trip information, make sure the times are right and that there has been a driver assigned to your trip. This is really important if the trip is on Saturday. If you do not put the trip in the computer yourself, you will not get an email confirmation.

If you want to change anything on your trip, you need to do it through an email to: Scott.ennis@rpsar.net or stephanie.pineda@rpsar.net or call 631-3519.

Uniform Rotation

Uniforms are ordered on a 4-year rotation for varsity sports, once fully implemented. Old uniforms will pass down to junior varsity. Middle School & Freshmen teams will be placed on their own four-year rotation. Old 8th grade uniforms will pass down to 7th grade. The money for uniforms will come out of the designated year. It may be necessary for uniforms to be ordered at the end of the school year **BEFORE** the designated year on the rotation schedule so uniforms are available in time. Companies must be instructed to bill for the uniforms after July 1.

Effective July 1, 2021 the Rogers Public Schools will be an exclusive team partner with BSN/Nike. All uniforms and apparel will be purchased through the BSN/Nike Team Program. All uniform purchasing will be conducted through the AD office. Since a formal RFP was bid and accepted for the exclusivity partnership, no quotes or bids will be needed for Nike cloth. Spirit Squads will use Varsity Spirit for their uniforms.

Monies generated from fundraising may be applied to supplement the uniform rotation budget, or purchase new or replacement uniforms as needed and with approval of the athletic director.

Hall of Fame

The Rogers Mountaineer and Heritage War Eagles Athletic Hall of Fame is maintained through an alumni committee. Each year, or as allowable, nominations are taken for persons to be considered for the Hall of Fame in three categories: Special Service, Distinguished Service and Former Players and Coaches. A banquet is held to honor the inductees.

The Nomination Form and the Organization Charter are located on the athletic website.

Sports Medicine Team

[Rogers Public Schools Sports Medicine Handbook 24-25](#)

Athletic Trainers employed by RPS are on site to provide day-to-day coverage, which may consist of injury prevention, evaluation, treatment, rehabilitation of athletic injuries, and the recognition and management of medical emergencies. The Athletic Trainers work closely with other healthcare professionals to ensure that your student-athlete receives the best possible care while participating in athletics at RPS. Other members of the Sports Medicine team include, but are not limited to, Team Physicians, Team Orthopedic Surgeons, Chiropractors, School Nurses, local EMS, and partnering orthopedic groups.

All sports Medicine information can be found in the Sports Medicine Handbook (Physicals, Secondary Insurance, Policies and Procedures, etc).

Student-Athlete Code of Conduct

Participation in student activities is a privilege and not a right. Creditable student conduct shall be one of the criteria for participation in school activities. Creditable conduct includes such things as regular and punctual attendance and a quality of conduct which promotes the best interests of school. It also includes the student-athletes conduct outside of the school walls and in the community. Conduct should not be detrimental to the well-being of the team, school, or community. Therefore, students shall exhibit standards of behavior which will bring credit to the student, the activities, the school and the community. Students who participate in the activities, athletics, or performing arts programs should remember the rewards, recognition, and notoriety that comes with involvement also carries a high degree of school, civic, and individual discipline and responsibility.

The board recognizes that the student behavior shall be in compliance with school board policy, Student/Parent Handbook Discipline Code and with public laws. Repeated referrals of a student to the office of assistant principal or to the principal, (or any other person having general responsibility for discipline in the school) for misbehavior may be sufficient reason to declare a student ineligible. A single serious breach of good conduct, either in or out of school may also be sufficient cause for declaring a student ineligible to participate in a school activity. Behavior not in compliance may result in suspension or expulsion from all extracurricular activities.

While it is not possible to cite every example of behavior that violates policies, regulations, or public laws, there are certain behaviors that are more frequently a problem for school systems than others and will be addressed herein.

Code of Conduct Violations

Students committing code of conduct violations will be handled on a case by case basis. Repeated offenses may result in additional consequences from the coach and building administration. Ranges of consequences may range from a minimum of a warning to a maximum of dismissal from the team and/or activities program.

Students who are suspended or expelled from school cannot participate in extracurricular activities during the time of their suspension/expulsion and are not allowed to attend school activities during this time. Students who remain in school, but whose behavior is inappropriate, may be removed from extracurricular participation (including practices/rehearsals during non-school hours) at the discretion of the coach/sponsor of the activity or a building administrator.

Extracurricular Drug & Alcohol Policy

Participants in the extracurricular activities are expected to be role models for other young people. Because these are elective opportunities and because those who choose to participate in these activities are clearly representative of the school district, certain expectations must be met. It is very important that coaches remind their athletes of the expected behavior and the consequences of unacceptable behavior. If an athlete violates the discipline policy, coaches must promptly and professionally follow the school guidelines when dealing with the situation. Participation in athletics is a privilege—not a right. Refer to the Code of Conduct at the back of this manual.

Participants are expected to be good school citizens. Students who are suspended or expelled from school cannot participate in extracurricular activities during the time of their suspension/expulsion and are not allowed to attend school activities during this time. Students who remain in school, but whose behavior is inappropriate, may be removed from extracurricular participation (including

practices/rehearsals during non-school hours) at the discretion of the coach/sponsor of the activity or a building administrator.

Special rules apply regarding student possession or use of alcohol, tobacco, and other illegal drugs. Refer to the Code of Conduct at the back of this manual. These penalties will apply even if the student engages in these prohibited activities during non-school time, provided school officials have sufficient proof that the behavior occurred.

Alcohol & Drug Violations

Students in the Rogers School District and who are in its activities program who possess, use, sell, distribute, or are under the influence of alcohol, illegal drugs, look-alike drugs, any prescription drug without proper prescription, or drug devices, or any items purporting to be alcohol or drugs shall be subject to the following consequences:

First Offense - A minimum twenty-eight (28) calendar day suspension from participation in the activities program will be assessed, notification and conference with parent/guardian, referral to counselor. Activity suspension may be reduced to 14 calendar days if the student and parent/guardian meet with a school counselor or designee to discuss appropriate prevention resources and the student-athlete complies with the appropriate resulting intervention(s); and the student-athlete signs a no-use contract.

Second Offense - Dismissal from the remainder of the season the student is currently participating in or 60 calendar days, whichever is longest, notification and conference with parent/guardian, referral to counselor. Activity suspension may be reduced to 45 calendar days if the student and parent/guardian meet with a school counselor or designee to discuss appropriate prevention resources and the student-athlete complies with the appropriate resulting intervention(s); and the student-athlete signs a no-use contract.

Third Offense - Removal from participating activities program for the remainder of the student's high school career.

Tobacco Violations

Students in the Rogers School District and who are in its activities program who possess, use, sell, distribute, or are under the influence of tobacco, tobacco products, or items purported to be tobacco shall be subject to the following consequences:

First Offense - A minimum fourteen (14) calendar day suspension from participation in the activities program will be assessed, notification of parent/guardian, and a referral to a counselor for a tobacco education program.

Second Offense - A minimum twenty eight (28) calendar day suspension from participation in the activities program, notification of parent/guardian, and a referral to a counselor for a tobacco education program.

Third Offense - Removal from the activities program for the remainder of the school year.

The district's extracurricular activities program will be monitored by the superintendent, athletic director, and principals, or their designees. The School also believes that consistent administration of this policy is important from school to school, and from activity to activity, and that appropriate due process procedures must be followed before any student is suspended from participation. Each individual coach or sponsor, after consulting with the principal or his/her designee, has the authority to decide whether or not a student will be allowed to practice with a team or school sponsored group while that student's eligibility is suspended.

Procedural issues and eligibility questions related to this section of these requirements will be referred to the medical advisory committee appointed by the Rogers school board.

Cold Weather Practice Guidelines

In an effort to keep RPS student-athletes safe and healthy, the RPS Sports Medicine Staff has created the following Cold Weather Guidelines for athletic participation using wind chill, precipitation, and exposure time as criteria for determining participation modifications for practices at RPS.

Decisions will be made using the corresponding charts for practices as seen below.

- All athletic personnel should have access to the WeatherSentry App. This can be used to access extended forecasts as well as real time weather.
- Coaches should view the extended forecast for the “Feels Like” temperature and expected precipitation to plan practices accordingly. Coaches should communicate their schedules with any expected modifications or changes well in advance to student-athletes, parents, administrators and opposing teams when necessary.
 - Appropriate layers must be worn in order to participate. Extremities should be covered.
- The “Feels Like” temperature and any precipitation chances will be assessed 30 minutes prior to practice and reassessed every 30 minutes throughout practice for changing risk.
 - This information will determine which activity modifications should be followed.

The following activity modifications will be in effect for all outdoor practices and team workouts. Game decisions will be made by participating teams administrations.

No Precipitation

“Feels Like” Temperature	Activity Guidelines and Modifications
30-35	Outside participation is allowed as normal with appropriate clothing. Watch high risk players carefully and allow for modifications.
25-30	Must wear appropriate clothing (hat, gloves, layers) participation time limited to 60 minutes with 15 minutes rewarming time.
20-25	Must wear appropriate clothing; covering all exposed skin, outside participation limited to 30 minutes with 15 minutes rewarming time.
15-20	Must wear appropriate clothing; covering all exposed skin, outside participation limited to 15 minutes with 15 minutes rewarming time.
Below 15	NO outdoor activities permitted

With Precipitation

“Feels Like” Temperature	Activity Guidelines and Modifications
35-40	Outside participation is allowed as normal with appropriate clothing. Watch high risk players carefully and allow for modifications.
30-35	Must wear appropriate clothing (hat, gloves, layers) participation time limited to 60 minutes with 15 minutes rewarming time.
25-30	Must wear appropriate clothing; covering all exposed skin, outside participation limited to 30 minutes with 15 minutes rewarming time.
Below 25	NO Outdoor Activities permitted