



Athletic Handbook 2023-24 (Coaches & Students)

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Purpose of Handbook

The purpose of this handbook is to provide a reference for the coaching staff and to coordinate the efforts of the athletic department. This source will provide the rules and procedures directly related to Neuse Charter as well as linking coaches to information from the state organization over their level.



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Athletics Mission

The mission of the Neuse Charter School's athletic department is to offer student-athletes an opportunity to compete successfully in a middle and high school athletic program that is an integral part of their educational experience. Their involvement will provide a learning environment with equitable participation opportunities for student-athletes to develop their leadership potential. Win or lose, the NCS athletic department will inspire student-athletes to provide a winning effort, exhibit sportsmanship, and demonstrate respect for all.

Vision: Raise the B.A.R.

The emphasis of Neuse Charter Athletics is for each student-athlete to 'Raise the B.A.R.' The meaning behind this phrase is to push student athletes toward being better in all areas of life. B.A.R. stands for Be Accountable Right now. Be accountable to your actions and efforts (or lack of effort) in all that you do. Treat others with respect and always look for opportunities to encourage and help others around you for the betterment of life.

Rules & Regulations

Neuse Charter Senior Academy school follows the rules and regulations set forth by the North Carolina High School Athletic Association. More information can be found at <https://www.nchsaa.org/>

Neuse Charter Intermediate Academy follows the rules and regulations set forth by the North Carolina Department of Public Instruction. More information can be found at https://drive.google.com/file/d/1nfoJM3DI7JI1WLQqfLz0ohKT_uclDfX/view?usp=sharing

All coaches are expected to follow the rules and regulations of Neuse Charter School, the governing organizations, and the sports specific information presented by the National Federation of High Schools (NFHS). All coaches accepting a coaching duty are expected to represent Neuse Charter to the best of his/her ability.



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Coach's Code of Conduct

The following is the Coach's Code of Conduct as put forward by the National Federation for high school athletics.

- 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.
- 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.
- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- The coach shall avoid the use of alcohol and tobacco products when in contact with players.
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program. Coaches with shared athletes will meet pre-season to proactively work out any scheduling conflicts for the upcoming season to include post-season play.
- The coach shall understand that any athletes participating in post-season play in the previous season will be obligated to complete that season prior to starting a new season without penalty.
- 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.
- 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.
- 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 and will not be tolerated.
- 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.
- The coach shall not exert pressure on faculty members to give students special consideration.



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- The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.
- The coach will hold athletes accountable for missing a practice or game at their discretion.
- The coach shall implement all athletic NCS policies with fidelity.

Additionally, as a Coach for Neuse Charter School, you will maintain a high level of emotional intelligence which means you WILL NOT:

- Yell, insult or negatively impact your team and student-athletes with your behavior
- Yell, insult or negatively impact the officials, spectators and parents with your behavior
- Speak poorly of competitors including coaches, student-athletes and spectators
- Lose focus on what is important in the heat of the moment
- Perpetuate the idea that quitting is acceptable
- Will not allow an athlete to participate on their team if that athlete quit on their team in the previous season

Additionally, as a Coach for Neuse Charter School, you will maintain a high level of emotional intelligence which means you WILL:

- place the emotional and physical well being of your players ahead of a personal desire to win. You will treat each player as an individual, remembering the large range of emotional and physical development for the same age group (Courtesy of the [National Alliance for Youth Sports, Inc.](#))
- Be an excellent representative of Neuse Charter School through your words and actions at all times
- Will be a part of the Athletic Program including the school's athletic social media outlets and will not have single sport media pages or websites.

The Coach will abide by the rules and regulations set forth by the North Carolina High School Athletic Association and Neuse Charter School. Any violation of this code may result in a consequence up to and including revocation of coaching responsibilities for this and future seasons. By signing this Code of Conduct, you are agreeing to comply with these expectations and understand that repercussions for lack of compliance may result in your coaching duties for this and future seasons being revoked.



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Responsibilities

Responsibilities of Administration

The K-12 Administrator, Upper Academy Leader, and/or superintendent are directly responsible for the operation of the school, including any and all matters pertaining to the athletics program. The appointment of the Athletic Directors is made by the administration on a year to year basis. The Athletic Director will in turn make recommendations of coaches and assistant coaches to be assigned on a year to year basis to the academy leaders. Schools must designate a game day administrator for all home contests. If a game day administrator is not available or identified, the Head Coach will assume that responsibility.

Responsibilities of the Athletic Director

- Know and follow the general policies of the school board, the North Carolina High School Athletic Association, North Carolina Department of Public Instructions, and the National Federation High Schools.
- Assist Administration by recommending coaches for all sports.
- Provide Academy leaders, parents, coaches, staff, and students with pertinent athletic information (to include social media promotion of events and athletes).
- Create, periodically review, and verify the Emergency Action Plan (EAP) and ensure it is posted at all venues and reviewed regularly.
- Final step approval for all athletic equipment as budgeted and establish and inventory control and uniform purchase rotation for the program.
- Establish and inform others on the procedure for the collection of physical exams, concussion forms, transportation forms, and other required paperwork.
- Verify eligibility of all student-athletes.
- Secure officials for the home events.
- Coordinate and secure workers for home events to include: Score clock, gatekeeper, security, athletic trainer (first responder) and booster club concession stand help.
- Issue and track Athletic Drivers passes to parents and guardians that have Level 2 clearance for transportation to away events.
- Other Duties assigned by Administration



Responsibilities of the Coach

- Represent Neuse Charter as an ambassador in the assigned sport(s) and abide by the Neuse Charter School Coaches Code of Conduct.
- Complete “Fundamentals of Coaching,” CPR, and other required courses to be eligible to coach.
- Attend all school and state-required training for the athletic school year.
- Read and follow the NFHS sports specific rules and NCHSAA rules regarding dead periods and coaches’ responsibilities.
- Create and share with the AD the Parent Letter and Coaching Philosophy at least 1 week prior to the season.
- Inventory and document uniforms and equipment preseason and postseason. Report any lost or damaged items.
- Use DragonFly to confirm and submit the roster as well as your main source of communication. Other communication allowed would be SportsYou created by AD or emails that AD is copied on.
- Teach the skills of each sport by having organized practices and drills. Monitor student-athletes’ use of equipment and facilities as well as their academic progress. Document absences and also coordinate student-athletes and parents to help with fundraisers as needed.
- Submit scores thru MAxPreps, DragonFly, local media in a timely manner.

See the Coaching Responsibilities Checklist and the Coaches Conduct forms at the end of the manual.

Athletic Eligibility

Governing Bodies Regarding Eligibility

- North Carolina High School Athletics Association
- North Carolina Department of Public Instruction
- Neuse Charter School Board of Directors

Factors for Eligibility

1. Age of the student-athlete.



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2. Enrollment of the student-athlete. The student-athlete must maintain a minimum course load.
3. Promotion of the student-athlete. The student-athlete must be academically promoted or passed courses to remain eligible for the following semester.
4. Student-Athlete code of conduct.
 - ALL student-athletes must be registered on [DragonFly](#) and have all the necessary forms uploaded through DragonFly as well in order to be eligible to participate in athletic practices & games

Neuse Charter School Athletic Academic Eligibility (1.24.2023)

Neuse Charter School abides by the NCHSAA and the NCDPI guidelines for athletic eligibility. For both high and middle school students to be eligible to participate in Neuse Charter School-sponsored athletics:

1. Middle and High School student-athletes must not be absent from school more than 13 days in the previous semester.
2. If a student has been homeschooled the previous year the student must present acceptable evidence of appropriate academic performance. The appropriate academy leader will perform the assessment to determine eligibility.
3. Grades and attendance will be evaluated at the end of each semester for the athlete to maintain eligibility. A student not eligible at the beginning of the semester can not become eligible during the semester.
4. Those students in the Exceptional Children's Program must be making "satisfactory progress" as indicated by their academic reports as well as meeting the attendance requirement. A student in the "Exceptional Children's Program" who follows the standard course of study curriculum program must pass five courses and the attendance requirement.

Additionally, for Middle School students to be eligible to participate in athletics:

1. Students in grades 6 (after 1st 9 weeks) 7th, and 8th, in order to be eligible for athletics, MUST meet local promotion standards and MUST have a 70 average for the previous grading period (4th 9 weeks).
2. A student must have been promoted to the next grade the previous school year.
3. All 6th-grade students are eligible to participate in athletics upon entry into the



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6th grade.

Additionally, for High School students to be eligible to participate in athletics:

1. To be eligible to participate in interscholastic athletics, a student must be in good academic standing. For purposes of this rule, a student shall be deemed to be in good academic standing under the following circumstances:
 - a. The student passed at least seventy (70) percent of the courses taken in the preceding semester; and
 - b. The student is on track to advance to the next grade level or graduate within the next calendar year.
2. A student is eligible upon initial entry into ninth grade.

It is important to note that student-athletes must meet the minimum requirements as set forth by the state as well as the academic rigor policy that the NCS BOD has put into place. Coaches are encouraged to know and understand these policies but parents are encouraged to contact the Athletic Director or Academy Leaders directly if they have eligibility questions. Neuse Charter believes that it is a privilege to participate in sports and not a right. Student-athletes need to apply themselves in and out of the classroom as well as on and off the court or field of competition. Please reference the Student Athletic Code in the appendix.

Athletic Eligibility Rosters

It is the head coach's responsibility to fill out the NCHSAA eligibility roster in conjunction with the athletic director. Student-athletes not on the roster are not permitted to participate. The form should be typed, completed in full, signed by all parties, and in the athletic director's office prior to the first competition. Head coaches should consult the school's academic counselors for course information as needed. Any head coach that fails to complete this process will be responsible for paying any fines imposed by the NCHSAA.

Daily Participation

1. Student-athletes must attend school **for 3 hours** on the day of a contest in order to be eligible to participate in that contest or to practice in practice that day.
Exemption: Students taking online courses, JCC courses, or would not otherwise



be required to attend that day due to final exams etc., with the approval of administration.

2. Students are encouraged to be involved in year-round conditioning. Coaches are also encouraged to hold out-of-season workouts for players who are not currently in-season with other teams. Off-season workouts don't guarantee a spot on the team and should be held in compliance with NCHSAA guidelines. Students must have a valid sports physical and Gfeller-Waller Concussion form on file to be eligible to participate.
3. Coaches should support and encourage multi-sport athletes. In-season practices and workouts always take precedence over out-of-season workouts. At no time should a coach use undue influence to pressure a student to play or not play other sports.
4. Any student-athlete who quits or is removed from a team after the first regular-season contest is **not allowed** to participate on any other teams (in-season or out-of-season workouts) until the team they were removed from has completed their season. This includes out-of-season workouts, skill sessions, and conditioning.
5. A student-athlete who receives OSS is **not allowed** to participate in games or practices during the time of the suspension.
6. Coaches should provide a **written copy of rules and expectations to be signed by both the student-athletes and their parents and kept on file with the coach and Athletic Director.**
7. All student-athletes and parents are **required** to attend preseason meetings held at the beginning of the year or sports season that cover state and school-specific policies and paperwork.
8. Gfeller-Waller Law
 - a. In order to be in compliance with the law, remember the following are required each year:
 - i. All athletes and parents must be given a copy (paper or electronically) of the concussion signs and symptoms.
 - ii. All athletes and parents must sign-off on a checklist indicating they received the form.
 - iii. Any student-athlete that receives an injury that could cause a concussion and exhibits any signs and symptoms of a concussion must be evaluated by a certified athletic trainer, first responder, PA, LNP, or doctor to rule out prior to returning to activity.



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- iv. Any athlete who sustains a concussion can't practice and/or play until presenting the [NCHSAA Return to Play](#) (RTP) form signed by a physician licensed to practice medicine.
- v. An up-to-date Emergency Action Plan (EAP) must be on-file and posted in all spaces where athletic practices or contests are held. Annual updates are mandatory by law.

Neuse Charter School Athletic Code

The ability to compete in athletics representing Neuse Charter School is a privilege that is earned. The high school teams compete in the Carolina 1A Conference under the rules and regulations of the North Carolina High School Athletic Association. The middle school teams compete in the Johnston County Middle School Athletic Association under the guidelines set by the North Carolina Department of Public Instruction. In accordance with the schools' core values and the above organizations, expectations for athletes and parents are listed below.

Student Code of Responsibility

As a student-athlete, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions. I will respect the property of others. I will respect and obey the rules of my school and the laws of my community, state and country.
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.
- I understand that a student whose character or conduct violates the school's Athletic Code or School Code of Responsibility could be deemed ineligible for a period of time as determined by the principal or school system Administration.

Parent Code of Responsibility

As the parent of a student-athlete, I understand and accept the following responsibilities:



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- I will respect the coaching staff and not approach the bench, dugout, or team area during warm-ups, games, or post-game meetings. Players play, coaches coach and parent/fans cheer.
- I will be fully responsible for my own actions and the consequences of my actions. I will respect the property of others.
- I will show respect to those who are responsible for enforcing the rules of the game/sport/contest. I will display good sportsmanship toward the opposing players, coaches, and fans as well as treating the officials with respect.
- I understand that a parent whose conduct violates the school's Athletic Code could be removed from the gym/ athletic area and be banned for a period of time as determined by the principal or school system Administration.

Sportsmanship

Ejections

In accordance with the NCS Athletics Mission and the Neuse Charter School Vision, Neuse Charter school student-athletes, coaches and team representatives are expected to display positive sportsmanship at all times. This includes before, during and after all home and away athletics events as well as social media accounts when representing Neuse Charter. It is a privilege to represent the school on an athletics team and not a right.

Student-Athlete Ejection

If any student-athlete receives an ejection from a contest, they must complete the [NFHS Sportsmanship Course](#) and serve their ejection from one or multiple contests depending on the level of infraction noted by the NCHSAA. NCS defines “serving their ejection” as the following: attendance at the event(s) and sitting with and supporting the team from the bench. The number of games/ meets to serve for the ejection is determined by NCHSAA guidelines. If a student-athlete does not complete the ejection service time as outlined here, the ejection will carry over to the next season.

Coach/ Team Representative Ejection

If any coach or team representative receives an ejection from a contest, they must complete the [NFHS Sportsmanship Course](#) and serve their ejection from one or multiple contests as outlined by NCHSAA depending on the level of infraction.



Suspension from Athletics

The coach, athletic director, and principal can suspend a student athlete from athletics and a team. The length of suspension will be decided by them based on the circumstances. Reasons for suspension could include but are not limited to:

- Grades
- Behavior during the school day or after school while on school grounds.
- Unexcused absences from practice, team meetings or games.
- Violation of the Neuse Charter School Athletic Code.
- Displaying behavior that is unsportsmanship like while participating in an athletic contest or while wearing the Neuse Charter uniform in an athletic area.
- If a juvenile petition is filed that would be a felony if the student was an adult or if the student is charged with a felony.

Removal from Team

A student may be removed permanently from a team. The removal from the team shall be made by the coach of the team, and the principal, Causes for removal from a team may include, but not be limited to, the following:

- Illegal use or possession of alcohol, tobacco, vapes, or drugs not prescribed for the student by a doctor;
- Any major violation Neuse Charter School Athletic Code or “Code of Student Conduct”;
- Repeated violations of team or school athletic policies;
- Misconduct by the student that involves law enforcement and results in a conviction, guilty plea, or no contest plea by the student, said conduct being during or after school hours. Said violations shall not include infraction or minor traffic offenses;
- Verbal abuse or communication (including vulgarity or obscene language) toward any opponent, teammate, coach, referee, or any other person;
- Any physical assault on an opponent, teammate, coach, referee or other person of a serious nature;
- Continued or repeated acts of unsportsmanlike conduct after being warned by a coach, athletic director, or principal.



Parent/Coach Communication

Student-athletes perform best when there is a clear line of communication and expectations are known in advance. This begins with the coach.

Communication to Expect from the Coaching Staff

- Philosophy and expectations for the student-athlete and the team
- Locations and times of all practices and contests. (Contest will also be posted on the athletics website.)
- Written team rules, guidelines, and consequences for infractions signed by the parent and student-athlete.
- Notification of an injury received at practice or contest.

Communication Coaches Expect From Parents

- Concerns directly to the coach.
- Notification of school-related and non-school-related conflicts in advance.
- Notification of illness or injury as soon as possible.
- Any specific concerns a parent has with a coach's philosophy and/or expectations.

Parent/Coach Conference

There may be a situation where a conference is needed between the coach and the parent. Do not approach the coach before or after practice or games. Emotions tend to be on alert and outcomes are rarely beneficial. Call or email the coach the next day to set up a meeting. If you can't reach the coach, you can contact the athletic director to assist in setting up the conference. Coaches are professionals and make decisions based on the best interest of all student-athletes involved. The following are appropriate and those not appropriate to discuss.

Appropriate Concerns to Discuss with Coaches

- Treatment of your child
- Ways for your child to improve.
- Concerns about your child's behavior with the team and on the practice/game field.



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- The future of your child to play at the next level.

Issues Not Appropriate to Discuss with Coaches

- Playing time
- Team strategy
- Playcalling
- Other Student-athletes

Next Steps

If the outcome of the Parent-Coach meeting is not satisfactory, the parent should follow the chain of command: Coach > Athletic Director > Academy Leader > Superintendent. At no time should a parent go to a school board member.

Let's follow the old saying:

Players play

Coaches coach

Fans cheer

Injury Prevention and Risk Management

It is important that all coaches place the welfare of the student-athletes above the competition. Coaches are responsible for checking to make sure each student-athlete has turned in their pre-participation physical and other required forms prior to participation. An athlete should never be placed in a situation a coach knows the athlete is not prepared for.

Sideline and participation decisions by a Certified Athletic Trainer and licensed first responder are final and must be adhered to by the coaching staff. A Certified Athletic Trainer is required for all wrestling matches. AED's are located in the main gym (lobby entrance), Auxiliary Gym (outside the gym in the main hallway), the lobby of the High School Building, and one travel unit carried to all soccer practices and home soccer events. There is AED Access at SRAC fields during baseball and softball season in the pressbox.



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Awards and Honors

Individual Awards

- High School Athletes will be recognized upon completion of the season at the awards ceremony as follows:
 - Athletes who participate in Varsity or JV sports will earn “pins” for each sport in which they participate each year they compete during their high school years.
 - Upon first participation on a *varsity* level team, the athlete will earn a varsity “N” letter. Each year after the initial Letter “N” is earned, student-athletes will receive a pin for participation.
- The NCS AD will request state level scholar athlete certificates for High School Athletes that maintain a 3.5 or higher as individual GPAs **or** teams that have an average of 3.1 or higher GPA. Dates must be followed according to NCHSAA guidelines.
- ALL awards must be approved by the AD prior to purchase.

Team Awards

- Each team will have 2 award plaques that the coach can present during the end of season awards ceremony. Awards will be Most Valuable Player and Coaches Award for each team at the Middle School and High School Level. All awards are the same size.
- Upper academy teams earn *All-conference* plaques based on the teams finishing order in the conference. The *All-Conference* plaques are awarded at the coaches discretion. There are also *Honorable Mention All-Conference certificates* that coaches can request and use at their discretion.
- ALL awards must be approved by the AD prior to purchase.

Senior Awards to be given at Senior Awards Ceremony

Scholar Athlete Awards

- Senior student-athletes that maintain a cumulative unweighted 3.0 or higher GPA during their high school career and who actively participate in a sport their senior year will receive a blue and white swirl cord for graduation.





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- Senior student-athletes who participate in one sport their senior year will receive a medal with a white ribbon.
- Each senior that participates in 2 or more sports their senior year will receive a medal with a blue and white ribbon.



Athlete of the Year Awards

Stipulations for Voting:

- Current year high school head coaches will vote on all nominees in April.
- Coaches will be sent a ballot for voting.
- Coaches do not have to directly coach an athlete in order to vote for the athlete.
- Voting will take place in a 5-3-1 point format.
- In the event of a tie, the winner will be determined by the following criteria in consecutive order:
 - 1) The number of 1st place votes placed by high school head coaches.
 - 2) The number of sports played in that academic year.
 - 3) Athletic Director(s) makes the final decision.

Awards Given:

Male and Female Athletes of the Year

- Students must have participated in two or more sports for at least two years *including* their senior year.
- Must have demonstrated positive citizenship and school core values.

Male and Female Scholar-Athletes of the Year

- Students must have participated in two or more sports for at least two years *including* their senior year.
- Must have demonstrated academic achievement as evidenced by GPA and strength of courses taken.

Scholarships TBD as the program develops.



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Apparel

Each student is expected to have their own shoes, socks, and undergarments required for each sport. Spirit packs may be offered to student-athletes and families but are not required. The spirit pack must be approved by the Athletic Director prior to promotion and sales.

The athletic uniforms are property of the school and purchases of new uniforms will be based on rotation and program needs. Damaged or lost uniforms costs will be the responsibility of the student-athlete and/or family.

Travel

Early Dismissal

Coaches should avoid having early dismissal for their teams if at all possible.

Transportation

Neuse Charter School has one activity bus. If there are multiple events on the same day, bus priority goes to the high school team that is traveling the farthest from school. Coaches are encouraged to have their CDL-P license. The head coach is responsible for making sure the bus is cleaned after each use. The athletic director will make a bus rotation for teams using the bus. If there is an issue with the bus, it must be reported immediately to the athletic director and maintenance coordinator. If there is an accident a police report must be filled out. In addition, a drug test may be required.

Overnight Travel

The activity bus would be the primary source of transportation for all field trips. If student-athletes traveling include both females and males, there should be both female and male chaperones. [Field Trip/ Athletics Trip Form](#) for the trip must be filled out by the coach and submitted to the athletic director at least 2 months prior to travel. The athletic director will submit the paperwork to the superintendent who will then propose it to the school board. Supervision on overnight trips must be adequate. The minimum ration is one adult per 10 students. Chaperones must have a Level 2 background check completed by Neuse Charter School and be approved by an Academy Director or Superintendent.



Travel Checklist:

- Permission from AD and Academy Director
- Permission from the Superintendent
- Parent permission slip signed for every student-athlete traveling
- List of students on the trip turned in to the athletic director and main office.
- List of student that have mediation and/or special needs
- Student medical information/ care plans available through consultation with the school nurse
- Appropriate chaperones
- Bus seating
- Bus pre-trip check and mileage log completed

Any expenses affiliated with travel should be submitted via the [Reimbursement Form](#) within 60 days including receipts.

Camps

Coaches interested in hosting a sports camp must get approval from the athletic director at least 6 weeks prior to the camp. The athletic director will verify the availability of space and seek approval from the superintendent. A camp waiver must be signed by the parent/guardian of every student attending.

Coaches interested in taking their team off-campus for a camp must fill out the school field trip/ athletic travel form. That field trip/ athletic travel form should be submitted to the athletic director at least 2 months prior to travel for approval from the Athletic Director and the Academy Director. All monies must be accounted for and turned in to the school bookkeeper as directed.

Athletics Travel Expense Policy

All requests for reimbursement must be made within 60 days of the event via the [Reimbursement Form](#). Reimbursement checks will be mailed to the address listed within 30 days of submission.



Coaches Training

- Full cost of NCCA summer coaches clinic registration will be paid by NCS.
- Cost of mileage to and from the NCCA summer coaches clinic will be based upon current NCS mileage rate at time of travel. A Google map verifying mileage from the school [909 E. Booker Dairy Rd., Smithfield] or your home, whichever distance is SHORTER, must be included with the Reimbursement Form for mileage reimbursement.
- If the coach is assigned to cover multiple sports that are presented on different days, lodging may be considered by the Athletic Director. If approved, lodging reimbursement is paid at actual cost including taxes up to \$150.00/night unless otherwise approved for overage.
- Meal reimbursements with valid receipt will be paid for actual cost up to amounts listed on the [Reimbursement Form](#) when attending coaches training. No breakfast is covered on the day of departure and no dinner is covered on the day of return.

Regional & State Play-offs (Individual Sports)

- Teams should use the school's athletic bus when possible if 4 or more athletes are involved. Fuel for the bus will be paid for by NCS.
- If a coach or athlete *must* use a private vehicle, mileage will be reimbursed according to the current mileage rate at the time of travel. A Google map verifying mileage from the school [909 M. Durwood Stephenson Rd., Smithfield] or your home, whichever distance is SHORTER, must be included with the Reimbursement Form for mileage reimbursement.
- Coaches and athlete lodging may be considered if the travel is over 2 hours and the competition check-in is 8 am. If lodging has prior approval from the Athletic Director, lodging reimbursement is paid at actual cost including taxes up to \$150.00/night unless otherwise approved for overage.
 - If more than one coach travels with the team, each coach may have his/her own room.
 - If more than one athlete travels to compete, up to four athletes of the same gender must stay in each student room.
 - If an athlete chooses to room with his/her parents, NCS will pay one-fourth of the price of the coaches room rate to the family as a reimbursement.



- Meals for the coach(es) and athlete(s) will be reimbursed for actual cost up to amounts listed on the [Reimbursement Form](#) with valid receipts. No breakfast is covered on the day of departure.

Regional & State Play-offs (Team Sports)

- Teams should use the school's athletic bus when possible if 4 or more athletes are involved. Fuel for the bus will be paid for by NCS.
- If a coach or athlete *must* use a private vehicle, mileage will be reimbursed according to the current mileage rate at the time of travel. A Google map verifying mileage from the school [909 E. Booker Dairy Rd., Smithfield] or your home, whichever distance is SHORTER, must be included with the Reimbursement Form for mileage reimbursement.
- A charter bus should be considered if travel is over 2 hours each direction at the discretion of the Booster Club.
- Meals for the coach(es) and athlete(s) will be reimbursed for actual cost up to amounts listed on the [Reimbursement Form](#) with valid receipts. No breakfast is covered on the day of departure.

MaxPreps

The NCHSAA has a partnership with MaxPreps. Each team (coach) is required to input their schedule, scores, and rosters in MaxPreps and verify their season record for postseason qualifications. The NCHSAA uses information to determine post-season play, state record books, and NCHSAA stat leaders, media publications, and much more. Coaches should load scores within 24 hours of games and player stats should be entered whenever possible. <https://www.maxpreps.com/>

Finances

Gate Workers

Gate validation starts 30 minutes prior to contests. The ticket fee for middle school games is \$5.00/ person and the gate for high school games is \$8.00/ person as the conference rules. Tournament admission and postseason play TBD. NCS will process all tickets through Go Fan.



NEUSE CHARTER
SCHOOL



Concession Money

The concession stand is set up and managed by the Neuse Charter School Athletic Booster Club. The NCS ABC has a tally sheet and accounting system in place for concession money.

Officiating Regional Supervisors

As required by the state and conference rules, all officials have to be booked through the following officiating regional supervisors.

Soccer – Men & Women High school boys and girls soccer

Mark Kadlecik - Triangle

PO BOX 1664

Carrboro, NC 27510

trianglerrefs@gmail.com

919-368-4434

www.trianglerrefs.org

Volleyball High school and middle school girls volleyball

Dianne Atkins- Triangle

300 Briarcliff Ln

Cary NC 27511

919 818-7590 (C)

919 468-9992 (H)

trianglevbball@nc.rr.com

Basketball High school basketball

Greg Fogleman

TBOA Regional Supervisor

greg@refthetriangle.com

(C) 919-417-1883

Wrestling High school and middle school wrestling

Dave Crescenzo - Triangle

2011 J.D. Court



NEUSE CHARTER
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Chapel Hill NC 27616
(Cell) 919-260-0875
(fax) 919-962-5875
email: davyc112@gmail.com

Baseball _____ High school baseball

Ron Sebastian - Capital Area
103 Argyle Court
Garner NC 27529
919 779-5576
ronpatsysebastian@att.net

Softball _____ Middle school baseball and basketball

Jimmie M. Massengill
Tri-Cap Officials, LLC
NCHSAA Regional Supervisor
Triangle Softball Officials Assn.
tricapofficials@aol.com
11676 Raleigh Rd.
Four Oaks, NC 27524
Office 919-894-7213
Cell: 919-427-9923

Fax 919-894-7213

Forms

Student Athlete Forms

- [NCHSAA Preparticipation Exam](#) (Upload in DragonFly)
- [NCHSAA Eligibility Form/ Authorization to Treat](#) (Upload in DragonFly)
- [Concussion Preseason Form for the Student Athlete](#) (Upload in DragonFly)
- [NCS Athletic Code Form](#) (Upload in DragonFly)
- [NCS Transportation Form](#)

On-Campus Coaching Forms

- Coaches Responsibilities Checklist (in packet)



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- Gfeller-Waller Coach/ School Staff (in packet)
- [NCHSAA Master Eligibility Form](#)
- [NCHSAA Student-Athlete Eligibility Checklist](#)
- [Field Trip/ Athletics Trip Form](#)
- EAPs

Non-Faculty Coach Forms

A non-faculty coach is someone requesting a head coach position that is not employed full-time by the school.

- [Background Check Form](#)
- Non-Faculty Coach Procedures and Approval (in packet)

Parent-Volunteer Forms

Parent-Volunteers and Coach-Volunteers are non-faculty volunteer coaches.

- [Background Check Form](#)
- PV/VC Procedures & Request for Approval (in packet)

Helpful Links

[DragonFly](#)

[North Carolina Coaches Association](#)

[North Carolina Athletic Director Association](#)

[National Interscholastic Athletic Administrators Association](#)

[National Collegiate Athletic Association](#)



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General Athletic Handbook Acknowledgment

This Athletic handbook is an important document intended to help those involved in the athletic programs at NCS become acquainted with the NCS Athletic Department. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because Neuse Charter School's athletics and operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of administration.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this handbook.

I have received and read a copy of Neuse Charter School's Athletics handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of Neuse Charter School at any time.

I further understand that my athletic service is terminable at will, either by myself or Neuse Charter School, with or without cause or notice, regardless of the length of my service.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of Neuse Charter School's Athletics handbook.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____