NCS Athletic Handbook

Academic Year: 2026-27
BoD approved with the Student/Family Handbook 2026-27

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Athletics/ Extracurricular Participation Handbook

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Athletics Mission

The mission of the Neuse Charter Athletic Department is to cultivate a culture of excellence, leadership, strength, and sportsmanship among our student-athletes, embodying the spirit of the Cougars. Through comprehensive athletic programs and a commitment to honor, integrity, and teamwork, we aim to empower our Cougars to achieve their highest potential academically, athletically, and personally. By fostering a culture of leadership and inclusivity, promoting lifelong wellness, and preparing our student-athletes to be confident and self-reliant at all times, we strive to exemplify the academic Portrait of a Cougar characteristics in our athletic program.
C.O.U.G.A.R.S

- Commitment: We are dedicated to our team, our goals, our school, and our personal growth.
- Ownership: We take full responsibility for our actions, decisions, and development.
- Unity: We believe we are stronger together, striving to foster a supportive team environment.

- Gratitude: We appreciate the opportunity to compete and grow as an athletic department.
- Attitude: We embrace the importance of maintaining patience, optimism, resilience, and a proactive mindset at all times.
- Respect: We respect opponents, officials, and teammates, and we treat them all with fairness and honor.
- Sportsmanship: We uphold the highest standards of fair play and integrity, recognizing that the final score of any game does not determine our value.

Rules & Regulations

Neuse Charter 9th-12th grade athletics follow the rules and regulations set forth by the North Carolina High School Athletic Association.

Neuse Charter 6th- 8th grade athletics follow the rules and regulations set forth by the North Carolina Department of Public Instruction and our conference, Johnston County Choice Schools (JCCS).

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 their ability, including but not limited to professional speech, dress, attitude, etc.

NCS 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 Diamond Nine 1A/2A/3A Conference under the rules and regulations of the North Carolina High School Athletic Association. The middle school teams compete in the Johnston County Choice Schools Conference under the North Carolina Department of Public Instruction guidelines. In accordance with the school's 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 treat others with dignity and will not engage in discrimination or harassment in person, via electronic devices, or through social media.
- I will be fully responsible for my actions and their consequences. 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 as determined by the Academy Director or school system Administration.

Parent Code of Responsibility

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

- 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 also display good sportsmanship toward the opposing players, coaches, and fans and treat the officials with respect.
- I understand that a parent whose conduct violates the school's Athletic Code could be removed from the gym or athletic area and banned for a period of time, as determined by the Academy Director or school system Administration.
- I understand that my behavior during a season may impede my child from participating in future sports teams at NCS.

Actions, Behavior and Conduct

The Coach, Athletic Director, Academy Director, and Superintendent reserve the right to deny athletic participation to any student whose inappropriate actions or conduct are not explicitly covered in this handbook or individual team rules.

Unsportsmanlike conduct, insubordination, inappropriate behavior/conduct in school or at home or away contests, etc., are not representative of School students, teachers, or families and will not be tolerated. Exemplary actions, behavior, and conduct are expected from all parties in attendance. Any student, parent, or individual who exhibits unsportsmanlike conduct or inappropriate behavior will be barred from any additional athletic events that season. A second offense in subsequent seasons will result in banning the individual from any athletic contests involving the School for the remainder of the school year.

School Disciplinary Action

Athletes who violate the Student Code of Conduct and receive an out of school suspension will automatically be removed from any athletic team for the remainder of the season and the following season. If the suspension happens during the spring season, the athlete will be ineligible for sports the following fall season. If a student is not currently participating in a sport, a suspension makes them ineligible to try out for the following season. Additionally, at any point in time, a student may be removed from the team for disciplinary reasons.

Eligibility

Extracurricular activities include ANY athletic team, as well as Lower Academy or Upper Academy clubs that represent NCS in competitions. To be eligible to try out and remain eligible to participate in any sport, extracurricular competition, or club leadership role at NCS, students must meet the following criteria:

- All students must be enrolled in NCS to participate.
- All students must maintain good disciplinary standing throughout the entire duration of their respective sports season or extracurricular activity. Athletes who violate the Student Code of Conduct and receive an out of school suspension will automatically be removed from any athletic team for the remainder of the season and the following season. If the suspension happens during the spring season, the athlete will be ineligible for sports the following fall season.
- Additional violations of the school's Behavior policy are subject to review by the Administration and may result in a student being placed on probation or removed from the team or club.
- All students absent or removed from school for more than half of the day of a contest for any reason may not be in the contest that school day. To participate in a competition, students must be present for a half-day of school. Please review the Attendance section of the handbook for specific times. Exemption: Students taking online courses, JCC courses, or who would not otherwise be required to attend that day due to final exams, etc., with the approval of the administration.
- Student athletes must receive a health screening each year (395 days) by a duly licensed physician, nurse practitioner, or physician assistant.
- Any athlete who quits a team voluntarily, not including medical reasons, forfeits being eligible to participate in School athletics for the remainder of the season and the following season, as determined by the administration. This period also applies to any athlete who has been dismissed from a team by a coach or administration. This includes, but is not limited to, walking out of practice, walking out of a game, throwing his/ her jersey at a coach, etc.
- Parents and students are responsible for monitoring the progress of their grades throughout the quarter.
- Concussion Forms must be completed and submitted to DragonFly for each school year.

<u>Governing Bodies Regarding Eligibility</u>

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

<u>Factors for Eligibility</u>

1. Age of the student-athlete.
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 register on DragonFly and upload all the necessary forms to be eligible to participate in athletic practices and games.

Neuse Charter School Athletic Academic Eligibility

Neuse Charter School abides by the NCHSAA and the NCS Board of Directors' 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 have more than 15% of the academic days in the previous semester as unexcused absences.
    a. For 2025-26, student-athletes must not have more than 12 unexcused absences in the fall semester to be eligible for participation in the Spring of 2026.
    b. For 2025-26, student-athletes must not have more than 12 unexcused absences in the spring semester to be eligible for participation in the Fall of 2026.
2. If a student has been homeschooled the previous year, the student must present acceptable evidence of appropriate academic performance. The appropriate Academy Director will assess to determine eligibility.
3. Grades and attendance will be evaluated at the end of each semester so that the athlete can maintain eligibility. A student not eligible at the beginning of the semester can not become eligible during the semester.
4. Students in the Exceptional Children's Program must be making "satisfactory progress" as indicated by their academic reports and must meet the attendance requirement. A student in the "Exceptional Children's Program" who follows the standard course of study curriculum must pass five courses and the attendance requirement.

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

1. Must be enrolled at Neuse Charter School. No outside students are permitted to participate in any practices or events, including preseason workouts.
2. Students in 6th, 7th, and 8th must meet local promotion standards and have a 70 average for the previous grading period (semester) to be eligible for athletics.
3. A student must have been promoted to the next grade the previous school year.
4. All 6th-grade students are eligible to participate in athletics upon entry into the 6th grade.

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

1. Must be enrolled at Neuse Charter School. No outside students are permitted to participate in any practices or events, including preseason workouts.
2. A student must be in good academic standing to be eligible to participate in interscholastic athletics. 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. For NCS, this means the student must have at least a 55 in all of his/ her required classes to graduate and be passing enough classes to provide the 24 credits NCS requires our students to have to graduate. Grades will be checked at the beginning of fall tryouts for fall and winter sports, and again the day following last teacher workday prior to Winter Break for winter and spring sports. Students deemed ineligible for play on the days of grade check will be immediately ineligible.

It is essential to note that student-athletes must meet the state's minimum requirements and adhere to the academic rigor policy implemented by the NCS Board of Directors. Coaches are encouraged to familiarize themselves with these policies, but parents are advised to contact the Athletic Director or Academy Director directly if they have questions regarding eligibility. Neuse Charter believes that participating in sports is a privilege, not a right. Student-athletes must apply themselves both in and out of the classroom, as well as on and off the court or field of competition.

Sportsmanship: Student-Athlete Ejection

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, not a right.

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.

Suspension from Athletics

The coach, athletic director, and Academy Director can suspend a student-athlete from athletics and a team. They will decide the length of suspension 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 unsportsmanlike behavior during 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.

Quitting/ Removal from Team

A student may quit a team or be removed permanently from a team. The removal from the team shall be made by the team coach and the Academy Director. 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 of 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 infractions 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 Academy Director.
- Harassment or discrimination based on race, religion, appearance, gender, sex, LGBTQIA+, or disability, whether in person, electronically or via social media.
- Any student who quits or is removed from a team at any point for any reason in the season, whether initiated by the athlete or the coach/ AD, is not allowed to rejoin the team or participate in any athletic teams the following season. Such athletes will not be recognized as competing in that sport for activities including, but not limited to 8th grade/ Senior night, Athletic Banquet, etc., and are ineligible for end-of-year athletic awards.

After the first regular-season contest, any student-athlete who quits, is removed from a team by a coach, or is removed from a team due to an out of school suspension for disciplinary reasons cannot participate on any other teams the following season. This includes out-of-season workouts, skill sessions, and conditioning. The spring season would roll over to the following Fall season of the next academic year. Additionally, any student who quits, walks out of a practice, walks out of a game, throws his/her jersey at a coach, etc. is not allowed to return to that team that season.

Team Rosters

Fall Sports	Number of Athletes
Varsity Volleyball JV Volleyball **Varsity Men's Soccer Varsity Cross Country Middle School Volleyball Middle School Boys' Soccer Middle School Cross Country ***Must include 1 keeper*	8-20 8-20 16-22 5 min. 8-20 13-22 5 min.
Winter Sports	
Varsity Men's Basketball JV Men's Basketball Varsity Women's Basketball Varsity Cheerleading Varsity Winter Track & Field Varsity Wrestling Middle School Boys' Basketball Middle School Girls' Basketball Middle School Cheerleading	9-15 9-15 9-15 5-20 5 min. 5 min. 9-15 9-15 5-20
Spring Sports	
**Varsity Women's Soccer *Varsity Baseball *Varsity Softball Varsity Spring Track & Field Varsity Men's Golf Varsity Men's Volleyball Middle School Girls' Soccer Middle School Baseball Middle School Softball **Must include 2 pitchers & 2 catchers* ***Must include 1 keeper*	16-22 12-25 12-25 5 min. 4 min. 8-20 13-22 12-25 12-25

Medical & Insurance Information

Sports Pre-Participation & Medical Examination Forms

To be eligible for practice or participation in interscholastic athletic contests, the student must receive a medical examination once every 395 days by a duly licensed physician, nurse practitioner, or physician assistant, subject to the provisions of G.S. 90- 9, 90-18.1, and 90-18.2. The recommended Sports Pre-participation and Medical Examination Form can be found here: https://www.nchsaa.org/health-and-safety-physicials/. The student-athlete must submit the NCHSAA Physical Examination Form and NCHSAA Medical Eligibility Form on DragonFly to

participate in tryouts. The student shall not participate in any tryouts, practice sessions, or contests until the completed physical form has been submitted.

Medication Responsibilities

School coaches must adhere to the School Medication Administration policy, as outlined in the Student Handbook, for all athletic events, including tryouts, practices, and contests.

Concussion Awareness

On June 16, 2011, the Gfeller-Whaller Concussion Awareness Act was signed in an attempt to educate student athletes, parents, coaches, and first responders on the symptoms and expectations related to concussions. To meet these regulations, student athletes as well as their parent/guardian are required to read and sign the Concussion: Information for Student-Athletes & Parents/Legal Custodians document included in this packet and submit on DragonFly. This is an annual requirement for participation in school athletics. The document is meant to help educate families on the symptoms and obligations associated with concussions. Information regarding the Gfeller-Waller Concussion Awareness Act can be found at https://gfellerwallerlaw.unc.edu/.

Insurance Coverage

It is recommended that players be covered by adequate medical and accident insurance. A Lifetime Catastrophic Liability Insurance plan is available to middle and junior high athletes through the North Carolina High School Athletic Association.

Attendance

All practices are closed to non-team students and personnel. This helps players and coaches avoid distractions during practices. NCS students interested in trying out for a sport may participate in pre-season activities and workouts if they have completed the eligibility information; however, non-NCS students may not participate in any NCS sports activities due to liability reasons.

Students are expected to be in attendance during both contests and practice sessions. Students must be in school attendance for at least half of the school day (four classes) to participate in practice or contests on the same day or evening. If a student is absent due to illness, injury, or another required school or family commitment, the student should make prior arrangements with the coach to obtain an excused absence. Students will be excused from team practices and/or contests during regular school vacation periods. It is the expectation of the coach and athletic department that the student will notify the coach at least 1 week prior to the excused absence.

A participant who fails to attend a regularly scheduled practice session or contest and receives an unexcused absence may be withheld from the next scheduled contest. If an additional unexcused absence occurs, the participant may be dismissed from the team for the remainder of

the sports season and the following athletic season. Excused and unexcused absences may affect a student-athlete's playing time, as new plays, stunts, and formations may have been missed.

Students absent from athletic practice for five or more consecutive days due to illness or injury must receive a medical release from a physician licensed to practice medicine before remittance to practice or contests. Students with potential head injuries must obtain a medical release from a physician licensed to practice medicine before remittance to practices or contests.
Students are also 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, Gfeller-Waller Concussion form, and NCHSAA Eligibility, Consent to Participate and Release Form on file to be eligible to participate. Pre-season workouts for the Varsity and JV teams shall be no more than three times a week. Middle School pre-season workouts shall be conducted no more than twice a week. Coaches not adhering to these restrictions may lose their right to continue coaching.

During in-season, per NCHSAA rules, NCS high school practices shall not go over 2.0 hours, with the exception of golf, and per NCS policy, middle school practices shall not go over 1.5 hours. During out of season, per NCHSAA and NCS, no practice, high school or middle school, shall go over 1.5 hours.

Coaches should support and encourage multi-sport athletes. In-season practices and workouts always take precedence over out-of-season workouts. A coach should never use undue influence to pressure a student to play or not play other sports.

Uniforms/ 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 to purchase them. The spirit pack must be approved by the Athletic Director prior to promotion and sales.

The athletic uniforms are the property of the school, and purchases of new uniforms will be based on rotation and program needs. Damaged or lost uniform costs will be the responsibility of the student-athlete and/or family. Student-athletes are responsible for the care, security, and use of uniforms and any sports equipment provided by the school. Athletic participants will be responsible for paying the replacement fee for school-issued equipment that is deemed abused or not returned. Student-athletes will be withheld from athletics in the succeeding seasons, all school events, and field and overnight trips until this obligation is met. Please refer to the NCS Fee Structure.

NCS realizes that the student-athlete may have to purchase additional items to complete the uniform and equipment to participate in that sport. As such, NCS will reimburse the student-athlete up to a total of $50 per sport season for items related to their assigned sport(s).

It is the responsibility of the family to submit the Reimbursement Form within 60 days, including receipts, in order to collect these funds.

Communication

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

Pre-Season Information Meeting

All student-athletes and parents are required to attend preseason meetings held at the beginning of the year or sports season that cover both state and school-specific policies and paperwork. Coaches should provide a written copy of the rules and expectations for the student-athletes and their parents to sign and keep on file with the coach and the Athletic Director.

Max Preps, MileSplit, TrackWrestling, iWanamaker, and GameChanger

The NCHSAA has partnerships with MaxPreps, MileSplit, TrackWrestling, iWanamaker, and GameChanger. Each team (coach) must input their schedule, scores, and rosters into the NCHSAA's partnered database for that sport and verify their season record for postseason qualifications. The NCHSAA uses information to determine post-season play, state record books, 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.

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. (The 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 about a coach's philosophy and/or expectations.

24- Hour Rule

While we ask that the athlete meet with the coach before any parent meeting, 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. School parents and coaches will be expected to follow a 24-hour rule regarding communication with one another. School coaches are competitive, and School parents are passionate about their children. There may be times when coaches and parents disagree about aspects of the game. The appropriate time to discuss these matters is not

immediately following an athletic contest. As a result, parents should not contact a coach within 24 hours of any such contest. Once the 24-hour window has passed, a parent may request a meeting with the coach to discuss the disagreement. Parents and coaches should remain cordial and respectful during any such meeting. If the parent cannot reach the coach, please contact the Athletic Director(s) to assist in setting up the conference. Athletic Directors may not meet with parents who have not already met with the Coach.

Parents who do not adhere to the 24-hour rule and/or those who approach a bench, dugout, sideline, etc., with a conflict may be removed from the event and possibly banned from future events.

Appropriate Concerns for Parents 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.
- The future of your child to play at the next level.

Issues Not Appropriate for Parents to Discuss with Coaches

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

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

Players play
Coaches coach
Fans cheer

Athletic Grievance Policy

All problems, concerns, or complaints must be addressed in private at a time previously scheduled with the coach. Concerns should not be discussed in front of the other student athletes and must first be addressed to the coach at an agreed-upon time and location. If closure is not reached between the parent and coach, then the following grievance address structure should be followed:

1. Coach of Sport
2. Athletic Director
3. Academy Director
4. Superintendent

Travel and Transportation

Coaches will provide parents with expected arrival times for practice, games, meets, and meetings. It is expected that coaches will arrive prior to practice beginning and will stay until every student has been picked up. It is also expected that parents will respect the coaches' time and be prompt in picking up their children. Coaches should not be expected to wait more than five minutes past the anticipated dismissal time provided to the parents. If a parent is more than 5 minutes late, coaches should report any late pickups to the Athletic Director to handle any issues with parents failing to pick up their child on time, and the student's ability to participate in practice and future games may be jeopardized.

Please note that student-athletes are not permitted to ride with coaches or other players and family members without written consent on the Transportation Form.

Early Dismissal

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

Activity Bus

Neuse Charter School has one activity bus. If there are multiple events on the same day, bus priority is given to the high school team traveling the farthest distance from school. Coaches are encouraged to get approved to drive the bus (please note the Driver Safety for Athletic Purposes section below for guidelines for driver certification). 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 Facilities Manager. If there is an accident, a police report must be filed. In addition, a drug test may be required.

Driver Safety for NCS-Related Purposes

The purpose of this policy is to ensure the safety of those individuals operating their own personal vehicles or school-owned vehicles for NCS business. Additionally, this policy outlines required driver guidelines and requirements while driving school or personal vehicles for NCS business. For the purpose of this policy, a vehicle is defined as any drivable, motorized unit regardless of whether or not it is officially road-licensed in the state.

For the purpose of this policy, "NCS business" is defined as driving at the direction, or for the benefit of NCS. It does not include commuting to and from work every day.

Driver Guidelines & Reporting Requirements

In order to drive an NCS-owned motor vehicle or your personal vehicle to transport NCS students, an employee must complete the following:

- hold a valid NC driver's license,
- annual background check,
- Safe Schools driving class as assigned by the Director of Business, and

- complete a road test with the Facilities Manager if driving a school vehicle.

All accidents that involve personal vehicles while on company business, regardless of severity, must be reported to the police, your supervisor, and the Superintendent (see "Accident Procedures" below). Accidents should be reported immediately (from the scene, same day, or as soon as practicable if immediate is not possible). Failure to report may result in disciplinary action, up to and including termination.

Any tickets received while driving for NCS business are to be reported to your supervisor and the Superintendent within 48 hours.

Drivers must have a valid and current Driver's License to operate their personal vehicle for work-related purposes.

When operating a personal vehicle for NCS business, you must be covered with an auto insurance policy that covers business use. According to state requirements, a license and insurance policy must always be maintained in active status. NCS is not responsible for any physical damage to an employee's vehicle. Accident deductibles, repairs, tickets, violations, etc., incurred by the employee are the responsibility of the driver.

If you should have their license revoked or suspended, you are responsible for notifying your supervisor before the next business day. If your position requires the possession and maintenance of a valid and current driver's license, and it is revoked, you may be terminated from employment for failure to meet the essential functions of your job or re-assigned to a different position, at the discretion of NCS. Re-assignment may lead to a decrease in pay.

NCS reserves the right to obtain Motor Vehicle Reports prior to employment and routinely thereafter. A driving record that reflects a failure to meet the guidelines/criteria in this policy or is in violation of the intent of this policy by the Superintendent will result in a loss of driving privileges. Criteria that may indicate an unacceptable record over a rolling 12-month period include, but are not limited to:

- 3 or more moving violations/tickets,
- 2 or more at-fault accidents (where the driver is the primary contributor through speeding, distraction, etc.),
- If the insurance company considers the employee uninsurable because of too many points on his/her driver's license, then the employee will be prohibited from driving on behalf of the NCS,
- any combination of the above.

Safety Requirements

- Driving on NCS business while under the influence of drugs or alcohol is forbidden.
- Cell phone use while driving should be kept to a minimum and only occur in "hands-free" mode, via a headset or speaker. While driving, attention to the road and safety should take precedence over conducting business over the phone.

- Texting is prohibited while behind the wheel of a vehicle at all times unless the vehicle is in park.
- You should not drive when your ability to do so is impaired by illness, fatigue, injury or prescription medication.
- You and your passengers must wear seat belts.
- All State and Local laws must be followed.

Accident Procedures

- Call for medical attention if needed.
- Call the police, and while at the scene, only discuss accident details with the police.
- Contact your supervisor or another member of NCS leadership.
- Record the names and addresses of those involved, including drivers, witnesses, and occupants of other vehicles.
- Obtain a copy of the police report and provide it to your supervisor or a designated NCS representative.

Overnight Travel

The activity bus would be the primary source of transportation for all field trips. If student-athletes traveling include females and males, there should be female and male chaperones. The Field Trip/Athletics Trip Form for the trip must be completed by the coach and submitted to the athletic director at least two 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 ratio is one adult per 10 students. Chaperones must complete a Level 2 background check by Neuse Charter School and be approved by the Academy Director or Superintendent.

Travel Checklist

- Permission from the Athletic Director, the Academy Director, and the Superintendent.
- Parent permission slips are signed for every student-athlete traveling.
- A list of students on the trip is turned in to the Athletic Director and the main office.
- A list of students who have mediation and/or special needs has been collected from the School Nurse.
- Student medical information/ care plans are available through consultation with the school nurse.
- Appropriate background-checked chaperones are secured.
- Bus seating is logged.
- Bus pre-trip check and mileage log completed.

Any expenses related to travel should be submitted via the Reimbursement Form within 60 days, along with supporting receipts.

Participation Fees

NCS is committed to offering athletic programs to our Upper Academy students. At this time, no participation fee will be required to participate on athletic teams. However, please remember to purchase tickets and season passes to help NCS keep this cost minimal and support our athletic program.

Please note there may be fees associated with team camps, lost uniforms, or other items, but no blanket participation fee.

Ticketing and Concessions

Gate validation starts 45 minutes before contests. The ticket fee for middle and high school games will be the amount set by the conferences and/or schools. Tournament admission and postseason play TBD. NCS will process all tickets through Go Fan. Please support NCS Athletics by purchasing your tickets to all events you attend.

The Neuse Charter School Athletic Booster Club sets up and manages the concession stand. The NCS ABC is responsible for the financial accounting of those funds.

Camps

Coaches interested in hosting a sports camp must get approval from the athletic director at least six weeks before the camp. The athletic director will verify the space's availability and seek approval from the superintendent. The parent/guardian of every student attending must sign a camp waiver.

Coaches interested in taking their team off-campus for a camp must complete the school the Field Trip/Athletics Trip Form. The Field Trip/Athletics Trip Form should be submitted to the athletic director at least 2 months before 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.

Tryouts

Roster sizes have been determined by the Athletic Director(s). Students are strongly encouraged to be at each tryout session and must be in attendance for AT LEAST one tryout session to be deemed eligible to make a team. An athlete who does not make a team may try out for another sport, provided that the tryout for that sport has not already been completed. Upper Academy athletes are allowed to participate in multiple sports during a single season with permission of the Athletic Director(s). Only students currently enrolled at the School are eligible to attend tryouts.

Playing Time

One of the most emotionally charged issues surrounding an athlete's involvement in athletics is the allocation of playing time. Although attendance, attitude, commitment, effort, and ability all

play a role in determining playing time, it is ultimately the coach's decision. At NCS, our sports teams are competitive, and playing time is not equal across the team. It is the responsibility of each coach to decide who starts a contest, what position the athletes play, and how long they should play. All students, parents, and community members are asked to respect this model and the coach's decision. If a student has a concern about his/her playing time in a match, a meeting should be scheduled with the coach to discuss the issue. Playing time is NOT guaranteed for anyone. Simply making an athletic team at NCS does not promise that your child will receive playing time.

Inclement/ Hot Weather Guidelines for Outdoor Sports

All outdoor sports should follow the Inclement/Hot Weather Guidelines found at https://www.nchsaa.org/health-and-safety-physicials/

These guidelines are reviewed/revised annually by the Sports Medicine Advisory Committee of the NCHSAA.

Student-Athlete/ Family Information

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 sports will earn "pins" for each sport they play each year they compete during high school.
    - 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.
- ALL awards must be approved by the AD before purchase.

Team Awards

- Each team will have two award plaques that the coach can present during the end-of-season awards ceremony. The awards will include the Most Valuable Player and Coach's/ Coaches' Award for each team at the Middle School and High School Levels. All awards are the same size.
- Varsity teams earn All-conference plaques based on the teams' finishing order at the conference. The All-Conference plaques are awarded at the coach's discretion. There are also Honorable Mention All-Conference certificates that coaches can request and use at their discretion.
- If an NCS team participates in a sport that qualifies to have "All Conference Awards" yet the conference doesn't acknowledge the award in that sport, NCS will award "All Conference Awards" to the NCS Team to be determined by the Head Coach.
- Seniors on sports teams will receive Senior Banners. NCS will pay for one banner per Senior athlete. If the student is a multi-sport athlete, the family may choose to purchase additional banners.

- ALL awards must be approved by the AD before purchase.

Senior Scholar Athlete Graduation Cords

- Senior student-athletes who maintain a cumulative weighted GPA of 4.0 or above calculated off of all high school courses completed by the end of Semester 1 of Senior Year along with the grades for any Senior Year year-long classes calculated at the end of Quarter 3 and who actively participate in a sport in their senior year will receive a blue and white twisted cord for graduation.

Senior Athlete Medals

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

Male & Female Athlete of the Year Awards
Criteria for Eligibility

- Students must have participated in two or more sports for at least two years for the entirety of each of the seasons, including their senior year.
- Must have demonstrated positive citizenship and school core values.
- Must have earned at least one of the following:
    - All-Conference/ All-District / All-Region selection (including Honorable Mention All-Conference)
    - All-State selection
    - Conference or Region Player of the Year
    - State or Regional Championship participant
    - State/ Regional Championship MVP, Team MVP, or Coaches Award recipient
    - Selection to a recognized all-star game or showcase
    - Holds or breaks a school, conference, or state record
    - Verified statistical leader at the team, conference or regional level

Determination of Award:

- 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 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) make the final decision.

Male & Female Scholar-Athlete of the Year Awards
Criteria for Eligibility

- Students must have p articipated in two or more sports for at least two years for the entirety of each of the seasons, including their senior year.
- Must have demonstrated academic achievement as evidenced by GPA (unweighted 3.0 GPA or higher) and strength of courses taken.

Determination of Award:

- Athletic Directors will review the weighted GPAs of the student-athletes who qualify for this award at the end of Semester 1 for semester-based classes and the end of Quarter 3 for yearlong classes to determine the highest male and female weighted GPAs.

Milestones

The following are the parameters for individual varsity career milestones for the following sports that will be recognized with a personalized ball or name on the plaque in the trophy case. Statistical evidence must be shown in MaxPreps to support an individual receiving such recognition. Statistics from JV will not go toward these milestones as these are varsity achievements.

- Basketball: 1,000 career points, assists, or rebounds
- Volleyball: 1,000 career kills, digs, assists, or aces
- Soccer: 100 career goals or assists or 500 saves
- Baseball: 100 career hits or stolen bases or 150 strikeouts
- Track and Cross Country: State Championship Participant, State Champion
- Wrestling: 100 career wins

All student-athletes who reach any of these milestones or are awarded either of the Athlete of the Year recognitions will also be recognized at Senior Awards.

Scholarships TBD as the program develops.

Additionally, high school teams that win their conference championship will receive conference championship t-shirts. Middle school teams may purchase conference championship shirts at the athletes' expense.

Student-Athlete Expense Policy

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

Regional & State Play-offs (Individual Sports)

- If an 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.
- Athletes may be considered for lodging if the travel is over 2 hours and the competition check-in is at 8 a.m. 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 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 reimburse the family one-fourth of the coach's room rate.
- Meals for the athlete(s) will be reimbursed for actual costs up including overnight stays 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)

- If an 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 Pkwy., Smithfield] or your home, whichever distance is SHORTER, must be included with the Reimbursement Form.
- Meals for the athlete(s) for travel including overnight stays will be reimbursed for actual costs up to amounts listed on the Reimbursement Form with valid receipts. No breakfast is covered on the day of departure.

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

Name, Image and Likeness Policy

Please refer to the Name, Image and Likeness Policy.

Coach's Information

Coach's Code of Conduct

The following is the Coach's Code of Conduct for all Head, Assistant, and Volunteer coaches 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 student's education and 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. The coach shall strive to set an example of the highest ethical and moral conduct 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 take an active role in preventing drug, alcohol, and tobacco abuse.
- The coach is prohibited from using alcohol and tobacco products when in contact with players.
- The coach shall promote the entire school's interscholastic program 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, including post-season play.
- The coach shall understand that any athletes participating in post-season play in the previous season must complete that season before 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 engage in conduct that would incite players or spectators to take action against the officials. Public criticism of officials or players is unethical and will not be tolerated.
- The coach shall wear professional dress, from headwear to shoes, as appropriate for the sport. NCS will provide a limited number of professional NCS shirts/ pullovers. It is the responsibility of the coach to ensure that s/he is dressed appropriately when acting in an official coaching capacity.
- 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 pressure faculty members to give students special consideration.
- The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.
- At their discretion, the coach will hold athletes accountable for missing a practice or game.
- The coach shall implement all athletic NCS policies and instruction with fidelity. Non-compliance with anything in this handbook may result in removal from coaching at NCS.

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
- Allow an athlete to participate on their team if that athlete quit an NCS 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:

- Prioritize your players' emotional and physical well-being over a personal desire to win. You will treat each player individually, 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 sports media pages or websites.

The Coach will abide by the North Carolina High School Athletic Association and Neuse Charter School rules and regulations. 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 agree to comply with these expectations and understand that repercussions for lack of compliance may result in revoking your coaching duties for this and future seasons.

Responsibilities of the Head Coach

- Represent Neuse Charter as an ambassador in the assigned sport(s) and abide by the Neuse Charter School Coaches Code of Conduct. This includes but is not limited to refraining from using profanity in any communication with the student-athletes.
- 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.
- Understand and follow all NCS policies. This includes complying with and ensuring all students/athletes comply with NCS anti-discrimination and anti-harassment policies, including Title VI (race/ethnicity/religion) and Title IX (gender/sex). This includes creating an atmosphere of tolerance, kindness, and camaraderie.
- Create and share the Parent Letter and Coaching Philosophy with the athletic director at least 1 week before the season.

- Inventory and document uniforms and equipment during preseason and postseason. Report any lost or damaged items.
- Use DragonFly to confirm and submit the roster, including checking physicals, grades, and other eligibility items.
- Use the approved communication portal that the Athletic Director created as your main communication source. Always include the Athletic Directors if you make a group chat within the portal. You may additionally send emails that the Athletic Director is copied on. Coaches should never give their personal cell phone numbers to student-athletes.
- Organize practices and drills to teach the skills of each sport. Monitor student-athletes' use of equipment and facilities and their academic progress. Document absences and coordinate student-athletes and parents to help with fundraisers as needed.
- Submit scores and record team data in the appropriate NCHSAA platforms, including but not limited to MaxPreps, DragonFly, etc., in a timely manner.
- Attendance: if you are too sick to work, you are too sick to coach. Please respect your team and allow the Assistant Coach to step in to coach until you are well.
- Be accountable to time. Student-athletes should be ready to leave when practice is scheduled to end. NCS doesn't provide transportation, and many of our families juggle other children and activities; their time is important, too. If your sport has balls, bats, nets, and blocks to be cleaned up or if you need to have a "final chat" with the team before the end of practice, the coach should allot time for that within the scheduled practice. Coaches should respect parents'/athletes' time as we expect them to be of our practice times.
- Per NCHSAA rules, high school practices may not go over 2.0 hours and per NCS, middle school practices may not go over 1.5 hours.
- Middle School will not be allowed to have practices on weekends, holidays, Teacher Workdays, or other school breaks.
- High School will not be allowed to have practices on weekends or holidays and will strive to limit the practices held on school breaks.

Duties of the Assistant Coach

- Represent Neuse Charter as an ambassador in the assigned sport(s) and abide by the Neuse Charter School Coaches Code of Conduct. This includes but is not limited to refraining from using profanity in any communication with the student-athletes.
- 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.
- Understand and follow all NCS policies. This includes complying with and ensuring all students/athletes comply with NCS anti-discrimination and anti-harassment policies, including Title VI (race/ethnicity/religion) and Title IX (gender/sex). This includes creating an atmosphere of tolerance, kindness, and camaraderie.
- Assist the Head Coach in completing and affirming the eligibility of the roster.

- Use the approved communication portal that the Athletic Director created as your main communication source. Always include the Athletic Directors if you make a group chat within the portal. You may additionally send emails that the Athletic Director is copied on. Coaches should never give their personal cell phone numbers to student-athletes.
- Support the Head Coach at all practices unless previously arranged with the Head Coach.
- Attendance: if you are too sick to work, you are too sick to coach. Please respect your team until you are well.
- Be accountable to time. While there may be a time for practice to run a little over, as a general rule, have student-athletes ready to leave when practice is scheduled to end. NCS doesn't provide transportation, and many of our families juggle other children and activities; their time is important, too. If your sport has balls, bats, nets, and blocks to be cleaned up or if you need to have a "final chat" with the team before the end of practice, the coach should allot time for that within the scheduled practice. Coaches should respect parents'/athletes' time as we expect them to be of our practice times.
- Per NCHSAA rules, high school practices may not go over 2.0 hours and per NCS, middle school practices may not go over 1.5 hours.
- Middle School will not be allowed to have practices on weekends, holidays, Teacher Workdays, or other school breaks.
- High School will not be allowed to have practices on weekends or holidays and will strive to limit the practices held on school breaks.

Failure to comply with the Responsibilities of a Coach may result in removal from the coaching position. See the Coaching Responsibilities Checklist and the Coaches Conduct forms at the end of the manual.

Coach's Packets

All Head, Assistant, and Volunteer Coaches will be required to complete a coach's packet sent from the school that includes, but is not limited to the following:

- Coaches Responsibilities Checklist
- Gfeller-Waller Form
- Background Check Form

Athletic Summative/Review

Coaches will receive an Athletic Summative/Review during the summer following the academic year. The summative will provide insight into the season and the coach's strengths and areas for improvement. Coaches will be given information on how to respond if he/she is interested in continuing to coach for NCS in this role. This invitation to request to coach the following season is not an official offer to coach. Many factors determine who will be asked to coach including, but not limited to, changes in staff, Athletic Director/ Administrative concerns, athlete feedback, etc. This request will include a deadline to respond. If the Athletic Director does not hear from a coach by the deadline, NCS will assume that the coach is no longer interested in coaching and will pursue other coaches to fill the position.

Athletic Eligibility Rosters

The head coach is responsible for filling 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 before the first competition. Head coaches should consult the school's academic counselors for necessary course information. Any head coach who fails to complete this process will be responsible for paying any fines imposed by the NCHSAA.

Sportsmanship: Coach/ Team Representative Ejection

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, not a right.

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 infraction level.

Injury Prevention and Risk Management

All coaches must prioritize the welfare of the student-athletes above all else. Coaches are responsible for ensuring that each student-athlete has submitted their pre-participation physical and other required forms before participating. An athlete should never be placed in a situation that 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. AEDs are located in the main gym (lobby entrance), the 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 the SRAC fields during baseball and softball season in the press box.

Coach's Expense Policy

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

Coach's Training

- NCS will pay the full cost of NCCA summer coaches clinic registration.
- The mileage cost to and from the NCCA summer coaches clinic will be based on the current NCS mileage rate at travel time. A Google map verifying mileage from the school [909 M. Durwood Stephenson Pkwy., 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, the athletic director may consider lodging. 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 receipts will be paid for actual costs up to the amounts listed on the Reimbursement Form when attending the coach's 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)

- If four or more athletes are involved, teams should use the school's athletic bus. NCS will pay for the bus's fuel.
- 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 athletes may be considered for lodging if the travel is over 2 hours and the competition check-in is at 8 a.m. 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 reimburse the family one-fourth of the coach's room rate.
- Meals for the coach(es) and athlete(s) will be reimbursed for actual costs 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)

- If four or more athletes are involved, teams should use the school's athletic bus. NCS will pay for the bus's fuel.
- 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 Pkwy., Smithfield] or your home, whichever distance is SHORTER, must be included with the Reimbursement Form.
- If travel is over 2 hours in each direction, a charter bus should be considered at NCS' discretion.
- Meals for the coach(es) and athlete(s) will be reimbursed for actual costs up to amounts listed on the Reimbursement Form with valid receipts. No breakfast is covered on the day of departure.

Coach's Forms

- NCHSAA Master Eligibility Form
- NCHSAA Student-Athlete Eligibility Checklist
- Field Trip/ Athletics Trip Form
- EAPs

Athletic Director Information

Responsibilities of the Athletic Director

- Know and follow the general policies of the school board, the North Carolina High School Athletic Association, the North Carolina Department of Public Instruction, and the National Federation of High Schools.
- Comply with and ensure all coaches and students comply with NCS anti-discrimination and anti-harassment policies, including Title VI (race/ethnicity/religion) and Title IX (gender/sex). This includes creating an atmosphere of tolerance, kindness, and camaraderie.
- Assist Administration by recommending coaches for all sports.
- Provide pertinent athletic information to Academy Directors, parents, coaches, staff, and students (including social media promotion of events and athletes).
- Create, periodically review, and verify the Emergency Action Plan (EAP), ensuring it is posted at all venues and reviewed regularly.
- Final step approval for all athletic equipment as budgeted and establish inventory control and uniform purchase rotation for the program.
- Establish and inform others about the procedure for collecting physical exams, concussion forms, transportation forms, and other required paperwork.
- Verify the eligibility of all student-athletes.
- Secure officials for the home events.
- Coordinate and secure workers for home events, including the score clock, gatekeeper, security, athletic trainer (first responder), and booster club concession stand help.
- Issue and track Athletic driver passes to parents and guardians with Level 2 clearance for transportation to away events.
- Other Duties assigned by Administration.

Officiating Regional Supervisors

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

All Soccer – Men & Women
Mark Kadlecik - Triangle
PO BOX 1664
Carrboro, NC 27510
trianglerefs@gmail.com
www.trianglerefs.org

All Volleyball
Dianne Atkins- Triangle
300 Briarcliff Ln
Cary NC 27511
trianglevball@nc.rr.com

Varsity & JV Basketball
Greg Fogleman
TBOA Regional Supervisor
greg@refthetriangle.com

All Wrestling
Aaron Van Ert
Triangle Association
aaron.vanert@outlook.com

Varsity Baseball
Ron Sebastian - Capital Area
103 Argyle Court
Garner NC 27529
ronpatsysebastian@att.net

All Softball and 6th-8th 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

Administrator Information

Responsibilities of Administration

The Superintendent, Director of Business, and Upper Academy Director are directly responsible for the school's operation, including any and all matters pertaining to the athletics program. The administration makes the appointment of athletic director(s) on a year-to-year basis. The Athletic Director will, in turn, make recommendations for coaches and assistant coaches to be assigned on a year-to-year basis to the Academy Director and Director of Business.

Schools must designate a game day administrator for all home contests. This should be the Athletic Director or Assistant Athletic Director. The Head Coach will assume this responsibility if a game-day administrator is unavailable.

Helpful Links

DragonFly
North Carolina Coaches Association
North Carolina Athletic Director Association
National Interscholastic Athletic Administrators Association
National Collegiate Athletic Association