

PORTSMOUTH HIGH SCHOOL  
**Athletic Handbook**  
FOR COACHES, STAFF & STUDENT-ATHLETES



# PORTSMOUTH HIGH SCHOOL

## Athletic Handbook

### **Acknowledgement**

This handbook was designed to set forth proven practices and procedures as a guide for the administration of the athletic program of Portsmouth High School.

It is the policy of the Portsmouth School Department and Portsmouth High School not to discriminate in their educational programs, activities, or employment practices on the basis of race, language, sex or physical condition, under the provisions of Title VI of the Civil Rights Acts of 1964; Title IX of the 1972 Educational Amendments: Section 504 of the Rehabilitation Act of 1973: and the Education of All Handicapped Children Act of 1975.

### **Dedication**

The coach is a very important adult in the life of a teenager. This person who places the well being of the athlete above winning, is the appropriate model for all who wish to be a high school coach.

This handbook is dedicated to those coaches who help athletes strive for excellence, realizing that this is the ultimate goal of athletics.

## ATHLETIC DEPARTMENT

### **Philosophy**

Athletics is a unique medium in which young people have the opportunity in a variety of activities to develop talents and skills, which may not be developed in any other medium of the school environment. Through athletics, many students are able to complete a well-rounded education during their years at school.

While our society places great emphasis on athletics and sports, it is the intention of the Portsmouth Athletic Department to have all students understand the complementary, not dominating role athletics plays in their school, as well as providing an avenue for increased fitness and health. It is also the intent of the school to have all athletics in the athletic program understand that successful participation in athletics can only exist if there is successful participation in the classroom. Without a primary and strong commitment to academics in a school, any athletic success is superficial and tainted.

Extra-curricular activities, such as athletics, are a source of representation for the Portsmouth community. Portsmouth High School understands its responsibility to represent the community in the most positive and distinguished manner possible.

### **Athletic Disciplinary Committee**

The Athletic Disciplinary Committee will review any violation of the PHS Student-Athlete Agreement. The committee is chaired by the Principal and consists of the Athletic Director, the Principal and/or Assistant Principal responsible for the student-athlete in question and a designated Head Coach (or alternate coach) selected by the Athletic Director and approved by the Superintendent. In its consideration of the violation, the committee is free to consider input from the student-athlete's head coach, assistant coaches and team captain(s). This committee will make the final decision regarding athletic disciplinary action and suspension. In addition, it may require a student athlete to attend counseling and/or perform community service.

### **Athletic Director**

#### *Job Description*

#### **I. Job Description**

The Athletic Director's mission is to develop, direct, coordinate, monitor and evaluate the athletic program of Portsmouth High School.

##### **Preferred Minimum Qualifications**

1. Hold or be eligible for certification as a secondary teacher.
2. Masters Degree in Administration, Athletic Administrations or Recreation and Parks Administration.
3. Have five years successful paid and progressively responsible experience in the fields to be supervised, with recent experience as an administrator, supervisor, or teacher.
4. Has had a prior successful coaching experience at the high school level.

#### **II. General Responsibilities**

The athletic director is responsible for the supervision, development, coordination, evaluation and improvement of a school wide program of athletics. He/she is directly responsible to the Superintendent of Schools and works under the direction of the High School Principal and is responsible for the overall athletic program. He/she functions as a consultant and advisor to the Superintendent, the Assistant Superintendent, Principals, teachers and other specialists in all matters pertaining to athletics. He/she shall coordinate his/her activities in the various schools with the Principals of each school in order to facilitate the effective utilization of his/her services and to minimize scheduling conflicts. He/she supervises all activities relative to athletic programs except that of actual coaching.

#### **III. Specific Responsibilities**

##### **A. Plan/Schedule**

1. Cooperates with principals and other specialists in planning and scheduling balanced athletic programs for boys and girls in all schools.
2. Approves all bills related to athletics.
3. Prepares a budget for the athletic program.
4. Coordinates the preparation and publication of general schedules, programs and press releases relative to the athletic program.
5. Determines postponement or cancellation of contracted contests because of non-playable conditions.
6. Coordinates athletic assemblies and pep rallies with the Principal, cheerleading advisors and coaches.
7. Directs game management at all home interscholastic contests; when admission is charged, he/she is responsible for the security and deposit of gate receipts.
8. Assists the booster clubs in the organization of the game/season programs.
9. Plans, organizes and supervises all athletic award programs with respective booster clubs and approval of all principals involved.
10. Promotes publicity for all interscholastic sports, such as sports brochures, press releases and radio/TV broadcasts for all schools.

#### **B. Coaching/Development**

1. Screens, interviews and recommends qualified candidates for coaching positions to the Superintendent and Board of Education.
2. Makes recommendations regarding placement of coaches.
3. Makes recommendations for and placement of additional staff and assistant coaches.
4. Develops and coordinates approved certification programs for coaches and maintains accurate certification records of coaches as per NHIAA rules.
5. Tracks current trends and developments in athletics and related areas of the school's curricula in order to optimize athletic program effectiveness.
6. Administers all interscholastic policies and procedures working within the confines of the Rules and Bylaws of the NHIAA.
7. Functions as liaison between the coaches and the athletic booster clubs.
8. Arranges facilities and welcomes the competing teams, supporters and guests.
9. Maintains and distributes the PHS Athletic Handbook.
10. Provides instruction and maintaining of certification for coaches as per NHIAA rules.

#### **C. Athletic Programs**

1. Supervises, evaluates and develops programs in athletics.
2. Insures that all students have thorough physical examinations in cooperation with the health department before participating in preseason with any competitive athletic team.

3. Insures, in review with the Principal and grade offices, the eligibility of all contestants for athletic events.
4. Supervises game admission policies (tickets, collecting tickets, finances, etc.); arranges for police details, after game clean up, and arrangements for away games (transportation, meals, and hotels when necessary).
5. Arranges all practice schedules and rentals of outside facilities for ice hockey, swimming, golf, etc.
6. Serves as a liaison between the school department and the city Recreation and Parks department.
7. Administers all interscholastic policies and procedures working within the confines of the Rules and Bylaws of the NHIAA.
8. Acts as tournament manager for all league and tournament playoff activities assigned to the school district.
9. Maintains a permanent file for each student-athlete, including: medical exams, insurance forms, records, parent consent forms, payments, etc.
10. Maintains a permanent record for each sport, including: win/loss record, outstanding achievements (scoring, record times, etc.)
11. Maintains a file of any athletic suspensions or expulsions from teams in regard to giving each athlete “due process”.
12. Represents the school in all athletic business at league, conference and state meetings.
13. Evaluates athletic programs, with the constant goal of improving interscholastic athletics.

#### **D. Staff/Officials**

1. Schedules officials for all school athletic events.
2. Supervise and evaluate all coaches and department personnel (secretary, maintenance person, faculty equipment manager and athletic trainer)
3. Resolves conflicts that may develop from time to time within the department.
4. Arranges presence of medical doctor(s) at all home varsity football games and large athletic events.
5. Performs such duties as the Principal and or Superintendent may direct.

#### **E. Equipment/Facilities**

1. Recommends specifications of athletic equipment and supplies to be considered in planning and preparing recommendations for the school budget.
2. Insures that the athletic field and courts are in proper playing condition and sets up for scheduled events with supervision at all times.
3. Makes recommendations for the improvement of adequate facilities to the Superintendent of schools for consideration and referral.
4. Interprets board policy to the extent necessary to provide guidance for the schools and coaches under his/her jurisdiction.

5. Supervises all radio/television broadcasts, and public address system operation at the various games.
6. Maintains & updates safety standards for protective equipment.
7. Organizes for the cleaning, repair and storage of all athletic equipment and maintains an inventory of all equipment.
8. Coordinates the repair and maintenance of varsity athletic fields, track, and gymnasium.
9. Approves use of athletic facilities by school, team, band, and non-school teams.
10. Arranges parking, security and other services required by athletic operation.
11. Assigns and tracks use of keys to athletic facilities and gymnasium.
12. Oversees utilization of the concession stand.
13. Directs for the operation and maintenance of the press box and scorer tables.

## **Athletic Coaches**

### *Job Description*

A coach must possess the flexibility required to work successfully with a diverse group of students. A coach must understand the complex needs of maturing adolescents and assist student-athletes to develop physically, academically, socially and emotionally. A coach must provide positive motivation and communication in assisting student athletes to make good decisions. Additionally, a coach must be a positive role model at all times, recognizing his/her behavior has a profound influence on student-athletes. A coach must master the fundamentals of the game and continue to learn using professional development and mentor relationships. This learning goes beyond athletic techniques and strategies to include the teaching of ethics and sportsmanship. Ideally, a coach communicates effectively with student-athletes, their parents and the public. A successful coach promotes the connection between sports, academics, character development and life-long learning.

Specific duties and responsibilities of coaches include:

1. Supervises athletes in the locker room, gym, or on the playing field.
2. Supervises the behavior of all athletes on away trips, before, during and after games.
3. Notifies the Athletic Director of any major disciplinary problem or breach of the athletic agreement.
4. Maintains an accurate record of all athletic equipment issued to players & assistant coaches.
5. Recommends the purchase of necessary equipment and uniforms.
6. Provides team information to interested parties such as booster clubs and news media.
7. Reports results of each contest to the Athletic Director.
8. Reviews the student-athlete agreement, all school rules and NHIAA regulations with the entire team.
9. Confirms that each athlete has the required forms on file, including a current physical examination.

10. Secures all insurance and medical information necessary to allow the treatment of an athlete in an emergency situation.
11. Eliminate any activities that might encourage, permit, condone, or tolerate hazing or harassment.
12. Abides by the coaches code of ethics found in the NHIAA handbook.

### **Athletic Regulations**

Any student at Portsmouth High School who participates in any athletic sport is expected to abide by the following regulations. These regulations are set down for uniformity. These regulations should be read to athletes at the start of the season. The head coach may set additional team rules forth.

### **Code of Ethics**

It is the duty of all concerned with high school athletics to:

1. Recognize that the purpose of athletics is to promote the physical, intellectual, moral, and social well being of the athlete.
2. Emphasize the proper ideals of sportsmanship, ethical conduct and fair play in all aspects of personal behavior.
3. Stress the value of striving for personal excellence.
4. Show respect and courtesy to visiting teams and officials.
5. Understand and accept the rules governing the contest and the standards of eligibility required.
6. Encourage initiative, good judgment, leadership and accountability by team members.
7. Promote the athletic program as a vital part of the total educational offerings of the school.
8. Ensure that the athletic program contributes to the achievement of approved educational goals.

Specific duties and responsibilities of athletes are to:

1. Have a complete physical examination by a physician at the beginning of the school year at PHS and every other year thereafter. A health update must be secured on the year a physical is not required if a pre-existing injury or other condition has occurred.
2. Maintain academic eligibility as stated in the NHIAA Eligibility Rules and receive no more the one grade of a "D" or any type of failure in the previous marking period.
3. Conduct themselves in a manner that is a credit to themselves, their families and Portsmouth High School.
4. Be responsible for the care of the equipment issued to her/him. Loss or willful damage of equipment that has been issued to a player will necessitate restitution to the school.
5. Attend all practices unless excused in advance by the coach, or be absent because of illness. In the event that a player is absent from school on the day of a game or

- practice this player will not be allowed to participate unless the parent or guardian to the administration has communicated a valid excuse.
6. Inform the coach, before the season begins, of any planned periods of absence from the team. This includes such activities as college visits, international exchanges and family vacations.
  7. Attend all practices and games, including during regularly scheduled school vacations, if they wish to be considered for the varsity team.
  8. Abide by the dress and appearance code set down by the school and the coach.
  9. Abide by the laws of the State of New Hampshire.

### **General Administrative Policies**

The coach should expect high standards of behavior from student-athletes at all times. The coach must be alert to circumstances that could affect the safety and welfare of the members of his/her squad during practices and games. The following administrative directives are provided to assist the coach in the handling of members of his/her squad.

- Require athletes to attend all practices and to be punctual. Attendance is to be taken daily.
- Tardiness or absences will not be allowed without prior approval of the coach. The coach must keep in mind that the parents expect the student-athlete to be in attendance at all practices and contests. Students are expected to inform the coach, before the season begins, regarding any planned periods of absence.
- Varsity athletes are required to be in attendance during regularly scheduled school vacation in order to take part in that athletic program. If a sub-varsity athlete decides to vacation during this time, the coach should inform him/her of the possible and probable outcome of this decision. The coach should be as specific as possible indicating probable outcomes. No athlete will be removed completely from the squad for vacationing at these times if they have secured permission in advance. If a student-athlete must be disciplined, it is a school-wide issue and should be discussed with the Athletic Director. The parents may also need to be informed.
- Encourage athletes to practice good health habits and follow all school rules.
- Prohibit the use of profane language.
- Discourage “horseplay” that might lead to personal injury or property damage.
- Encourage good sportsmanship in victory and defeat.
- Encourage athletes to get proper rest and to eat a well-balanced diet.
- Encourage the athletes to develop sound study habits consistent with good academic performance.



### **Preparation Before the First Practice**

Arrange an informational meeting for all students trying out for the sport. This is the time to explain what is expected and required of every student-athlete who plans to participate. Parental permission, proper health insurance, and the necessity of good academic standing must be emphasized. Make it clear that physician consent forms are required before any participation in practice. NHIAA rules should also be reviewed at this time.

- No student-athlete is allowed to practice or compete without first completing all requirements, including: forms, consents, waivers, etc.
- Rosters of ineligible players are sent by the Athletic Director's office to coaches. No student-athlete may participate on a team if his/her name appears on this "ineligible" roster.
- The Athletic Office must be notified of any student-athletes who join or leave a squad after a roster has been submitted.
- Every student-athlete must provide a physician's or medical professional's consent form to be kept on record in the Athletic Director's Office.
- NHIAA lists dates for practice to begin, date of first contest, date for last contest and many more constraints. These are listed in the NHIAA handbook; each coach must be familiar with the requirements of his/her sport.

## **DURING THE SEASON**

### **Safety**

Coaches are responsible for the athletes and the environment in which they play and practice. They must be alert to safety hazards. In addition, a coach may have to make decisions regarding the actions of people who are not members of the team (spectators). At all times, coaches represent the school and must act with the health and safety of the athletes foremost in mind.

### **Locker Room /Field/Gym**

The coach is responsible for the condition and supervision of the locker room and playing areas used by the team. The coach should check both before and after a team uses the area. Any damage must be reported to the Athletic Director immediately. Locker rooms **MUST** be locked when not in use.

### **Custodial Service**

If there are any particular problems relating to custodial services, they should be reported to the Athletic Director. This includes services that are needed beyond the regular hours.

**Faculty Meetings**

Teachers who coach should plan practices in order to be able to attend faculty meetings.

**Use of Gymnasium & Fields**

The Athletic Director in consultation with the Recreation Department assigns all practice and playing areas.

**Weekend, Vacation & Evening Activities**

When school facilities are to be used when the school is closed, advance planning must be done to assure that all school personnel are properly notified. No practices or games are to be held on Sundays unless the Athletic Director has given prior approval.

**Alarm System**

The school is protected by an alarm system. Any coach must ask the Athletic Director in writing for use of the school building after hours.

**Administrative Support**

Coaches and athletes can expect the support of the Athletic Director and Administration in dealing with problems. Therefore, it is vital that lines of communication be kept open.

**Scrimmages**

According to the NHIAA rulings, no team is allowed to scrimmage after the date of the first scheduled league game. An exception to this rule allows those teams qualifying for postseason play to scrimmage after their regular season is completed and before their first tournament game begins. The coach with the approval of the Athletic Director will arrange any scrimmages.

**Sportsmanship**

The struggle for identity and status during adolescence is a powerful force. Participation on a sports team provides a structured environment for teens to explore their values in relation to others: teammates, officials, coaches, fans and opponents.

This is a perfect opportunity for adults to communicate high expectations for the behavior displayed by the student athlete. Coaches, school personnel and family members **MUST** set forth clear rules of behavior with consistent parameters detailing what exemplary sportsmanship entails. These rules should highlight the value of such behavior in defining fairness of play and a sincere respect for each individual involved in the contest. For these guidelines of sportsmanship to be truly adopted by an individual player, they must be valued and exhibited by all involved with high school sports, especially the coaches and the parents or guardians of the athlete.

## **Harassment**

High school sports provide an opportunity where adolescents can continue to develop their self-esteem and confidence in a challenging and supportive environment. It is unfortunately also a time where negative behaviors are expressed. Some team members may harass one another, including making derogatory remarks about another's sexuality, or they may be involved in hazing or bullying. This, generally, is a misguided attempt to elevate their status in the group.

Coaches need to be equally alert to opportunities to promote and support growth while being clear that harassment of any kind will not be tolerated. Any incidence of sexual harassment or hazing should be discussed immediately with the Athletic Director.

Coaches should discuss, at every opportunity, the genuine need to respect and care for one another. It is in this environment that individual and team goals can best be met.

## **Transportation**

The Athletic Director orders all buses. A list of bus trips will be passed out to the coaches with the time of departure listed. It is the responsibility of the coach to have the athletes ready to board the bus at the designated time. The coach is responsible for the action of the players on the bus.

Traveling in private cars is allowed in some cases but must be approved by the school. Only those cars that are covered by \$100–\$300,000 insurance may be used. The driver's name must be logged with the Athletic Director. Drivers must be at least twenty-one years of age. No athlete will travel by any other means except with his/her own parents, without the permission of the Athletic Director and Principal. Alternate means of transportation include travel with a partner with prior parental approval, with an adult over twenty-one.

All athletes will be transported from school and should be returned to school. Exceptions have been made when the coach has determined it in advance.

If a returning bus is delayed, every effort should be made to contact all the athletes and their parents. Portsmouth police may be notified by calling & 603.427.1500.

## **Early Dismissals**

Portsmouth High School intends to keep to a minimum the number of times a student is dismissed for athletic activities. The procedure for early dismissal will be to administer dismissal slips to the coach to be handed out to athletes the day before a contest. Athletes will present the slips to the teacher whose class they are being dismissed from and are responsible for obtaining any work that may be missed due to the early dismissal. It is vital that the athlete maintains a good academic standing in all classes.

## **End of Season Requirements**

At the close of the season all athletes who have satisfactorily completed the season shall be listed on the awards form indicating whether they have earned a letter or certificate. This roster will be turned into the Athletic Director in adequate advance of the awards banquets.

### **Receiving Coaching Pay**

Before receiving coaching pay, the following must be completed. Coaches who are staff members will be paid according to the teachers' contract.

1. All uniforms and equipment must be collected.
2. An inventory must be completed.
3. A sport season report in which provides a summary of the season must be completed.
4. Head coaches must meet with the Athletic Director to evaluate the season and assistant coaches. At this time, an evaluation of the head coach will be completed and recommendation for reappointment may be made.
5. All keys received prior to the season should be tagged and returned.
6. All coaches are expected to start their duties on or before the first day or practice announced by the NHIAA and continues until all obligations are fulfilled as requested by the Athletic Director.

### **Re-Appointment**

The Athletic Director recommends to the Principal and Superintendent the names of the coaches for re-appointment. All coaching appointments are made on an annual basis. This process must feature open lines of communication, mutual respect and due process for all coaches.

Informal evaluations should be ongoing. Any developing issues must be noted, the coach given an opportunity to respond and time and assistance provided to remediate the problem. Coaches not to be re-appointed must be notified in a timely fashion.

### **Professional Development**

All coaches and volunteer coaches must have:

1. A current certification in CPR.
2. Successfully completed a course in First Aid in one of the following programs: Red Cross First Aid, Red Cross Sports Safety Training, American Sports Education Program Sports First Aid, or First Responder Workshop
3. Completed an American Sport Education Program Coaches' Education Course.
4. Attend a yearly sports specific NHIAA seasonal interpretation meeting.

### **Letter Requirements & Awards**

Requirements for earning a letter have been established in each sport. Athletes should be informed of these requirements prior to the season. New coaches should discuss letter requirements with the Athletic Director. The coach will determine the members of the squad who have met the requirements for a letter. Any coach who is unfamiliar with the award system should check with the Athletic Director. A form must be filled out before receiving awards from the athletic office. Any student-athlete receiving a school award must be in good standing within the school community.

The school has established a system of awards:

Certificate	Participation at the Freshman and JV level
Letter	Varsity Service
Sport Pin	Each year of varsity service
School Trophies	MVP
Scholar Athlete	Specific criteria as dictated by the school
Tri-Athlete	Athletes who have participated in three sports during a school year

### **Guidelines for Portsmouth High Booster Clubs**

Booster clubs are support groups to our athletic programs. The head coach will act as liaison between the school and booster clubs.

1. Booster clubs should call athletic office a minimum of one week in advance to schedule meeting in high school classrooms.
2. End of season banquet dates should not be finalized until athletic office checks for conflicts within the schools master calendar. Please consider closing dates for marks for scholar athlete awards. A booster officer should call the athletic office to have dates finalized. The coach and Athletic Director determine banquet agenda. The Athletic Office encourages invitations to administration and school board members.
3. Coaches must get prior approval from their respective booster club before expending their money.
4. Tag day procedures should be as follows:
  - a. The Athletic Director must clear tagging in advance.
  - b. A tagging permit must be obtained at City Hall for the dates of tagging.
  - c. All athletes must pass out tags to the public
  - d. Uniform parts must be worn to identify the school.
  - e. Athletes should be informed of why they are tagging.
5. Any booster club utilizing the snack shack must be responsible for picking up debris from the track and field areas, especially under all bleachers.
6. All booster clubs using snack bar must attend a fall or spring meeting with the Athletic Director.
7. All fund raising activities by coaches or booster clubs must have prior approval from the Athletic Director. Students' time, quality of the product, profit margin, etc. should be taken into consideration in fund raising activities. Fund raising money should be expended within current sports seasons. Students should be raising money for current items. It is understood that a minimal balance may be carried over to the following year.
8. School uniforms and equipment is considered to be top quality. Booster clubs must have prior approval from the Athletic Director on purchasing any equipment or uniform.
9. The booster clubs generally offer the following support to the athletic department:
  - a. Purchase sandwiches for away trips.
  - b. Booster clubs pays bus bills to jamborees or scrimmages.
  - c. Booster clubs may ask for coach buses for long trips. Booster club is responsible for the difference in cost for a coach bus.

- d. Underwrite all end of season banquet expenses, including meals, some awards, gifts to players, etc.
  - e. Scholaships
10. The school supplies the following for banquets:
    - a. One MVP award for varsity team only
    - b. All certificates, letters and pins.
    - c. Scholar Athlete award certificates,
  11. All booster clubs that offer scholarships must register criteria and selection procedure to the athletic office and guidance office.
  12. All newly organized booster clubs must get the school's Federal ID number from the athletic department for registration with the bank for accounts with booster funds. Booster clubs that are currently in existence should change treasurer's names yearly on club accounts.
  13. All booster clubs must submit to the athletic office a year end report in the following order:
    - a. Beginning balance
    - b. Total income
    - c. Total expenditures
    - d. Ending balance
 The Business Administrator will receive a copy of this report for his yearly audit.
  14. No alcoholic beverages or controlled drugs allowed at any athletic events.

### **Injured Players**

The coach has the initial responsibility for the welfare and safety of athletes participating in athletics. It is inevitable that some accidents will occur resulting in various typed of injuries. The following immediate steps should be taken in caring for an injured athlete:

1. See that the person is breathing properly.
2. Take appropriate steps to control excessive bleeding.
3. Keep the movement of an injured athlete to a minimum.
4. Keep the injured warm and as comfortable as possible.
5. Notify the proper emergency service immediately, if necessary.
6. Notify parent or guardian
7. If parent or guardian cannot be reached, call 911 or the Portsmouth Fire Station.
8. If possible, a member of the coaching staff or other school official should remain with the injured athletes.
9. Problems occur when there is only one coach at an away contest and an athlete is hurt. Use this guideline to assist your planning.
  - a. Stabilize the athlete's condition according to steps 1-7.
  - b. Call for emergency care as needed.
  - c. Consider that the coach has two responsibilities; one to the injured player and one to the athletes in his/her charge.

- d. Once emergency care personnel are in charge of the injured athlete, he/she is assumed to be getting appropriate treatment. If no other adult is available you should return with the bus.
  - e. If the athlete appears to need additional support, see if another responsible adult can assist you either by accompanying the injured athlete until the parent arrives or by returning with the bus. You must assume that an emergency might occur on the return bus trip. If no other adult is around, the bus should remain until a responsible adult is found. Please call the Portsmouth Police to notify them of your late arrival.
10. Do not hesitate to call the Athletic Director, Principal, or local police if you are delayed. Parents waiting for the team's return need to be informed if you are to be delayed.
  11. Notify the school trainer immediately.

### **Schedules**

The Athletic Director will schedule all interscholastic athletic contests. Any schedule changes by the coach will be given consideration. No coach is to schedule or re-schedule athletic contests.

### **Postponements**

If a game must be postponed due to weather or any other factor not conducive to good game conditions, the following practices will be followed:

1. The home team Athletic Director will contact the Athletic Director from the visiting school to determine the time the bus is scheduled to leave. The home school prior to that time will make a decision.
2. The Athletic Director will inform game officials, head coaches, high school administration and the local radio station of a cancellation.
3. The visiting team's Athletic Director will cancel the bus and give notice to the bus company of the re-scheduled date.
4. The Athletic Director will reschedule the contest when appropriate.

Factors considered in the decision are:

- Safety of the players
- Playing conditions of the field
- Safe travel for students and fans