

# **HONOR CHARTER ATHLETICS LEAGUE**

## **MANUAL**



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## **STATEMENT OF PURPOSE**

To provide equitable athletic competition for student-athletes enrolled in public charter schools, which have a like-minded rigorous academic focus and access to comparable athletic funding, resources, and facilities.

## **Vision**

To improve and rebrand charter school athletics through the establishment of policies and procedures that enforce high standards and accountability measures among Athletic Administrators, coaches, student-athletes, and other stakeholders within the member school's organization in order to promote athletic opportunities for all student athletes.

## **CORE VALUES**

The values learned through *HCAL* will promote character growth to prepare students to become more productive leaders of the community. *HCAL* student athletes will learn certain intangible characteristics and values such as:

- Commitment
- Discipline
- Humility
- Teamwork
- Respect
- Sportsmanship
- Perseverance
- Grit

## **LEAGUE GOVERNANCE**

### **Governing Structure**

#### ***Executive Director***

- Governance and Compliance
- Membership
- Communication
- Marketing and Development
- Website and Social Media
- Game Scheduling and Officials
- Coach Development
- Event Planning
- Final Decision-Making Power in all league affairs

*Designated Organization liaison (each organization is required to have a designated person for communication and accountability)*

- *This person will be the liaison between HCAL and the designated organization who will provide feedback on improvements.*
- Attends Meetings regarding compliance/infractions and ensures all campuses are in compliance.
- Supports with the oversight of Financial Obligations

## **MEMBERSHIP AND SPORT FEES**

Membership and Sports Fees will be paid annually per member school and it will vary by sport and include official's fees for district games & playoffs only. Fees will need to be paid by the designated deadlines to continue participation in the league.

## **CLASSIFICATIONS AND DISTRICTS**

There will be three classifications in HCAL - High School Varsity, High School Junior Varsity, and Middle School.

**To provide a competitive experience with high caliber opportunities, we want to emphasize the level of participation in our Varsity Division. HCAL will ensure this expectation is met through applying the following guidelines:**

- **9<sup>th</sup> and 10<sup>th</sup> grade campus- Varsity will be recommended but campus may register for JV**
- **11<sup>th</sup> grade - Once a campus offers 11<sup>th</sup> grade, Varsity registration is required.**
- **A school must register a Varsity Team before entering a JV Team.**
- **JV Divisions will not offer a playoff opportunity**

Districts and the number of teams in each district will be determined by the *Executive Director* and may vary per sport. District alignments can be viewed on the HCAL website - see the sport specific plan for the governing rules/regulations, playoff format, player/coach honors selection process, and all other key information.

## **Current Sport Offerings**

| <i>Fall</i>                                                               | <i>Winter</i>           | <i>Spring</i>                                                |
|---------------------------------------------------------------------------|-------------------------|--------------------------------------------------------------|
| Cross-Country<br>(Girls/Boys) Volleyball<br>(Girls/Boys) Flag<br>Football | Basketball (Girls/Boys) | Track and Field (Girls/Boys)<br>Soccer (Girls/Boys)<br>Cheer |

## **COACHING REQUIREMENTS**

*Includes Athletic Administrators*

***(all resources can be found on the website under downloads-compliance tabs)***

### General Requirements for Athletic Administrators and Coaches

#### *Honor Charter Athletics League Manual/Sport Plan Acknowledgement*

- The manual can be viewed at [here](#).
- Be sure to read through the manual and sport plan in its entirety.
- Complete this [form](#) and submit it to the HCAL Director.
- Must be completed annually.

NOTE - The signing of the *Honor Charter Athletics League Acknowledgement/ Compliance form* verifies that your organization has developed an *Emergency Action Plan* and ensures that each team conducts a safety drill with all coaches and student-athletes at the beginning of each season, prior to any physical activity-ensuring student-athletes and coaches are prepared for an emergency.

#### *Concussion in Sports - NFHS*

- [NFHS Concussion in Sports Course](#)
- Must be completed annually

#### *CPR, First-AID, AED*

- Ensure the training covers all three-you must be certified in all three!
- The training must meet OSHA requirements.
- Blended courses that feature both an online portion and skills session are acceptable.
- Courses that are completed 100% online are **NOT acceptable** and will not fulfill this requirement.
- Must be completed every two years.

#### *Safety Training*

- Review the [HCAL Safety Training](#)
- Complete and Sign the [HCAL Safety Training Verification Document](#) (pg. 54)

#### *National Federation of High Schools (NFHS) Sportsmanship Course*

- [Sportsmanship Course Link](#)
- This is a one-time certification.

#### *National Federation of High Schools (NFHS) Fundamentals of Coaching Course*

- [Fundamentals of Coaching Link](#)
- This is a one-time certification.

#### *Cheerleading Coaches*

In addition to the *General Requirements*, all cheerleading coaches must complete:

- [Cheer and Dance Safety Certification Course Link](#)
- [Coaching Cheer and Dance](#)
- These are one-time certifications.

Failure to complete the courses will result in team disqualification.

### **STUDENT-ATHLETE PRE-PARTICIPATION PAPERWORK** (all documents can be found [here](#))

- **Medical History and Physical Examination**
- **Sudden Cardiac Arrest**
- **Concussion Acknowledgement**
- **Steroid Agreement**
- **NFHS Leadership Course Certifications** (one time certification for High School Only) - [Student Leadership: Leading Others Course](#). [Student Leadership: Becoming a Leader Course](#)
  - ▶ These courses can be conducted in a group setting led by either the Campus Athletic Director or the Head Coach. It can also be completed on an individual basis.
  - ▶ If conducted on an individual basis, the student-athletes' certificate of completion must be submitted to coach or campus athletic director.

If conducted in a group setting, the Campus Athletic Director, Athletic Head Coach, and all the student-athletes attending must sign the [Student Leadership Form](#)

- Student-athletes must complete all required paperwork prior to any interscholastic athletic participation.
  - This includes tryouts, practices, games, and any other required physical activity.
  - It is also the responsibility of the member school to document health conditions that may prove hazardous to the student athletes' safety (i.e. asthma, diabetes)
  - ADs or coaches should communicate safety protocols to all stakeholders.
  - [Student-Athlete Pre-Participation Paperwork](#) must be completed on an annual basis.

[HCAL Acknow/Compliance Form](#) must be filled out and signed and submitted by the deadline for each team by the campus athletic director or head coach indicating that all compliance requirements have been met by all stakeholders. Failure to do so could result in forfeiture of games or suspensions.

## **STUDENT-ATHLETE ELIGIBILITY**

### **General Requirements**

- For high school - are less than 19 years old on or before September 1 preceding the contest or have been granted eligibility based on a disability that delayed their education by at least one year.
- For middle school - are less than 15 years of age on or before September 1 preceding the contest or have been granted eligibility based on a disability that delayed their education by at least one year.
- Have not graduated from high school.
- Are full-time students in the school and have been in regular attendance at the school since the 6th class day of the present school year or have been in regular attendance for 15 or more calendar days before the contest or competition.
  - Must be enrolled in the current campus of athletic participation.
- Follow state law and rules of the *Commissioner of Education*.
- Are enrolled in a four-year normal program of high school courses and initially enrolled in the 9th grade not more than 4 years ago nor in the 10th grade not more than 3 years ago.
- Once a student has entered the 9th grade, he/she has eight semesters to compete in varsity athletics.
  - If a student transfers, does not compete, or fails a grade, the eight-semester rule is still in effect. This applies to any athletic participation at any school.
- 6<sup>th</sup> grade students may participate at the middle school level (*Eligibility rules for 6<sup>th</sup> grade participation may vary by school district*)
  - **(students who are in grades K-5<sup>th</sup> will not be allowed to participate in any HCAL events)**
- 8<sup>th</sup> grade students may participate at the high school level. (*this would not impact their eight-semester HS eligibility*)
  - 8<sup>th</sup> graders who are placed on a high-school roster for HCAL must remain on the High School roster for the remainder of the season – Must submit the [MS Request for HS Eligibility](#)
  - 7<sup>th</sup> graders may not play up at the high-school level unless they are over age to compete at the middle school level.
- Meet the specific eligibility requirements for academic and/or athletic competition at the respective campus.
- Have not moved or changed schools for athletic purposes.
- Have not violated the athletic amateur rule.
- Are eligible according to the fifteen-day rule and the residence rule prior to final HCAL roster certification.
- JV Players may be moved up to the Varsity Team, but players must be entered into the TeamSideline Official Roster prior to any game they participate in at that level
  - Failure to properly manage the Team Sideline Rosters is grounds for possible forfeiture of game/s
- Per TEA Guidelines – athletes are only allowed to play 1 game per day, with a total of 2 games per week (except for tournaments)
- Players will not be allowed to play in both a JV and Varsity Game on the same day.
  - Failure to adhere to this expectation will result in potential forfeiture of games. (Varsity game will be forfeited)
- Any protest regarding failures to adhere to the Player Eligibility Expectations must be submitted to the HCAL Executive Director within 24 hours

### **No Pass, No Play**

Student athletes must be passing all courses with a grade of 70 or above, except for district identified honors courses which are handled by district policies.

### **Texas - Title IX Expectations:**

- Females may be able to participate on a boys' team - only if a girls' program is not offered at the campus.
- However - if both a boys/girls' program is offered at the campus, then neither a girl could participate on the boys' team, nor a boy be part of the girls' program.
- Student athletes must participate in sports teams that match the sex listed on their birth certificate, as issued at the time of birth.

#### Academic Eligibility Rosters

Per the Texas Education Code, official grade checks should be performed according to the member schools' eligibility calendars.

#### Ineligible Athletes

Ineligible athletes cannot participate in HCAL athletic competitions but may practice with the team. Ineligible athletes **CANNOT** travel with the team or be on the sidelines during competition. Ineligible athletes ARE NOT eligible to participate in HCAL sanctioned events that fall during *Thanksgiving Break*, *Winter Holiday Break*, and *Spring Break*

#### Incomplete Grades

When a student is assigned an incomplete grade ("I") at the end of the grading cycle, they are granted a seven-day grace period to submit all required work and earn a passing grade in order to maintain eligibility. Students who have an incomplete grade after the 7-day grace period will be ineligible.

#### Special Education Students

If a student-athlete receives services based on an *IEP (Individual Education Plan)*, you should follow your district policy for athletic eligibility.

#### 504 Students

Per district policy.

#### International/Exchange Students

Are eligible, if they meet all the general requirements.

#### Daily Attendance

TEA does not address whether student-athletes may participate in athletic contests if they are absent from school for any part of the day. Per *HCAL*, all student-athletes must be in school at least 50% of the day and marked present (or excused) according to *ADA*.

#### Overall Attendance

Per *TEA* and *HCAL*, a student's attendance record has no bearing on eligibility. This is a member school's decision.

#### School Suspension

Student-athletes who are currently serving a suspension are ineligible to participate in any HCAL events.

#### TEAM COMPLIANCE

Each team must submit the HCAL Compliance Verification Form to the HCAL Director and provide an initial roster on Teamsideline confirming all stakeholders meet compliance requirements.

- HCAL Compliance Verification Form
  - o This form will be required to be submitted to the HCAL Director by the set deadline.
  - o Failure to meet this deadline will be an infraction.
    - After this infraction, if any of this form is not submitted to the HCAL Director, the team will receive a forfeit for their next scheduled game.

It is the priority of HCAL that safety is at the forefront for all stakeholders and HCAL, if deemed necessary, will request an audit to verify compliance at any time.

- Any player who is not listed on the roster at the compliance check will result in an infraction and the team forfeiting all previous games played.
- [How to submit rosters-click here](#)

#### Accountability Protocol (per team, per school year)

Infractions can be issued by *HCAL* for a variety of reasons including, but not limited to:

- Failure to have admin on duty for home games (coach, staff member or school admin)
- Missing deadlines (score reporting, compliance)
- Playing Ineligible Players
- Coach ejection or misconduct.
- Game Forfeitures
- Professionalism (including sportsmanship and dress)

1<sup>st</sup> Infraction – Documented Warning

2<sup>nd</sup> Infraction - \$150 Fine

3<sup>rd</sup> Infraction - \$250 Fine

4<sup>th</sup> Infraction - \$350 Fine and the member school's team will be ineligible for post-season participation.

5<sup>th</sup> Infraction - \$500 Fine and the member school's team will be immediately dismissed from *HCAL* for the remainder of the season. The following school year the team will be under a probationary term.

**Outstanding fees must be paid by the deadline set. Failure to pay outstanding fees will prevent participation.**

#### Red Infractions

The infractions below are deemed *Red Infractions* and will receive additional discipline measures (in addition to the *Normal Accountability Protocol*):

*Did not submit Compliance Verification form 1 day prior to district play (after initial missed deadline)*

- Forfeiture of first game

*Forfeiture of Playoff Game*

- \$500 fine

*Forfeiture of Season*

- \$500 fine

*Team plays an ineligible player.*

- Forfeiture of all games in which the ineligible player participated.
- \$500 fine

*Coach Ejection from Contest* (Review *Coach Ejection from Contest* Section for further details)

- Automatic one-game suspension (and more depending on the severity of the action)
- Complete the *NFHS Teaching and Modeling Course* before reinstatement.
- \$500 fine

*Athlete Ejection from Contest* (Review *Athlete Ejection from Contest* Section)

- Automatic one-game suspension (and more depending on the severity of the action)
- Completion of the *NFHS Sportsmanship Course*

*Physical Altercation* (based on ejection from contest or pre/post contest and pending a full investigation - applies to coaches and athletes)

- Individuals involved could face possible suspension from post-season play.
- Individuals involved could face additional sanctions (as needed)

**Overall infractions will reset each school year.**

#### Appeals Process

All member schools will have the opportunity to appeal an infraction. If they choose to do so, you are required to complete the [HCAL Incident Appeal Protest Form](#).



### Protest Process

The only eligible protest is that of protesting an ineligible player. To do so, you are required to complete the [HCAL Incident Appeal Protest Form](#). The protest must be submitted within 48 hours of the incident. Failure to do so will result in the protest not being reviewed.

### Professional Conduct

All staff members at HCAL member schools are required to maintain professional conduct that serves as a model for student-athletes. All member schools' staff must adhere to the *Code of Ethics and Standard Practices for Texas Educators*.

- Staff members are required to demonstrate sound judgment in all interactions and communications with students and parents.
- Staff should not engage in inappropriate or sustained physical contact with students.
- Staff should command respect by being respectful and by correcting students who behave in a disrespectful manner.

### Member School Standard of Conduct

Staff should be aware that violation of any of the following HCAL standards of conduct may result in disciplinary action, up to and including, removal from HCAL. This is inclusive of insubordination and/or being in disregard of, or inattentive to, instructions received from the HCAL Director.

*The following rules are provided to inform and guide your daily conduct. The list is not meant to be all-inclusive. Various circumstances may arise requiring discipline and/or immediate removal from HCAL. HCAL recognizes that each problem that may arise will present a unique set of circumstances.*

- Willful violation of HCAL or governing rules, regulations, or state or federal laws.
- Dishonesty of any kind in relations with HCAL, such as theft or pilferage of HCAL property, the property of other members, or property of others entrusted to HCAL, as well as any action constituting a criminal offense, whether committed on duty or off duty.
- Unsatisfactory professional conduct expected of all member schools' staff.
- Misrepresentation of facts or falsification of records.
- Failure or refusal to provide a safe and positive environment.
- Engaging in any acts of violence, fighting, threats of violence, or otherwise engaging in disorderly conduct, horseplay, intimidating conduct.
- Bringing liquor, drugs, or any controlled substances to HCAL events; consuming liquor or using drugs or any controlled substances at HCAL events; entering HCAL events under the influence thereof; or consuming liquor or using drugs or any controlled substances while on the job.
- Sexual, verbal, physical, or visual forms of harassment directed at any person associated with HCAL, or discriminatory treatment of other member schools' staff, where such discrimination or harassment is based on race, color, religion, national origin, sex, age, disability, or any other protected status. This prohibition also covers any form of sexual harassment, including unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature.
- Engaging in any activity, which conflicts with or gives the appearance of conflicting with the interests of HCAL - without first having obtained the written consent to such activity by the HCAL Director.
- Behavior that is not consistent with the HCAL core beliefs, values, and operating norms.

### Coach Ejection from a Contest

A coach removed from a contest faces an automatic one-game suspension, with further suspension possible based on the severity of the incident.

- The member school will also receive an infraction. The following steps must be completed before the coach can coach again in an athletic contest.
  - Submit a formal written statement via an Incident Report
  - Completion of the [Teaching and Modeling Behavior Course](#)
- A second ejection will deem the coach ineligible to continue to coach in HCAL for the remainder of the season.
- Additional ejections in the current and subsequent years could result in a ban from coaching in HCAL.

### Professional Dress

When coaching and/or administering an athletic contest, the minimum dress is business casual:

- Business casual attire consists of a school polo shirt paired with khaki/dress pants or skirts. Required for all coaches and athletic staff, including assistants, managers, and other personnel.
- Professional khaki-type shorts are acceptable for outdoor sports.
- Jeans, T-shirts, cargo pants/shorts, tights, hoodies, sweats, warm-up suits, flip-flops, slides are NOT acceptable.
- Hats may be worn for outdoor sports unless prior approval is obtained for other circumstances.
- Infractions will be given to schools who do not comply.

### Spectator Conduct Expectations (there is a zero tolerance policy)

- Spectators are at the contest to show support for their team and to enjoy the skill and competition, not to intimidate or ridicule the other team or its fans.
- Spectators are not allowed to bring outside food into venue. Concessions will be available by the home team's concession stand. (unless allowed by the venue)
- School athletics is a learning experience for students and mistakes are sometimes made. Praise student athletes in their attempt to improve themselves as students, as athletes, and as people, just as you would praise a student working in the classroom.
- A ticket is a privilege to observe the contest; spectators should not verbally assault others or create a unsafe environment.
- Spectators should learn the rules of the game, so that they can understand and appreciate why certain situations take place.
- Show respect for the opposing players, coaches, spectators and support groups.
- Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student-athlete and admire their willingness to participate in full view of the public.
- Recognize and show appreciation for an outstanding play by either team.
- Refrain from the use of any controlled substances (alcohol, drugs, etc.) before, during, and after the game on or near the site of the event.
- Use only cheers that support and uplift the teams involved.
- Spectators should be positive role models at events through their actions and by censuring those around whose behavior is unbecoming.
- Parents and spectators should be aware that the school can remove them from the premises and can prohibit them from attending future contests due to undesirable behaviors.
- Game officials can ask that school administrators/admin on duty to have unruly fans removed from a contest facility. School administrators/admin on duty can also remove unruly fans on their own accord.
- There is no such thing as the "right" to attend an HCAL event. HCAL events are considered a "privilege," and spectators who participate are expected to conduct themselves appropriately.
- The teams are responsible for the behavior of their spectators.
- Noise makers of any kind are prohibited at all indoor events unless approved by HCAL.

### Spectators who do not adhere to expectations may be subject to the following action:

| Offense                 | Action Taken by Athletics/HCAL                                                                                                                                                                                                                               |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 <sup>st</sup> Offense | Verbal warning from Game Administrator during event.<br>Spectators may continue to attend the event provided they exhibit appropriate and positive conduct; however, the Game Administrator reserves the right to remove any individual at their discretion. |
| 2 <sup>nd</sup> Offense | Second offense may occur during the same event or at a subsequent event. After a second violation, the spectator will be removed from the event and may be banned from future events.                                                                        |
| 3 <sup>rd</sup> Offense | Spectators who persist in inappropriate behavior will be banned from all HCAL events for the rest of the school year, and potentially longer.                                                                                                                |

***\*Failure to enforce these consequences could result in forfeiture of games and infractions\****

### Student-Athlete Expectations

Student-athletes who do not live up to the *HCAL Core Values* and expectations may lose the privilege of participating in the Honor Charter Athletics League. Appropriate consequences consistent with the *HCAL Code of Conduct* are inclusive of, but not limited to:

- Athletic oversight for a portion or the remainder of the season
- Suspension from participation for a portion or the remainder of the season (or multiple seasons)
- Disqualification for consideration for HCAL accolades

### Athlete Ejection from a Contest

Should an athlete be ejected from a contest, they will be subject to an automatic one-game suspension and must successfully complete the [National Federation of High School Associations \(NFHS\) Sportsmanship Course](#) to regain eligibility for participation. Additional ejections of the same athlete could lead to additional suspensions and removal from the HCAL. Member schools need to complete an [Incident Report](#).

### Use of Illegal Drugs, Alcohol, and Steroids

HCAL prohibits the use of illegal drugs, alcohol, and steroids by all participants. The use of these items during prior, during or after and HCAL event/contests or any other activity in which the member school is representing HCAL will face sanctions.

### Hazing

Hazing refers to actions meant to cause harm, anxiety, or humiliation to someone as a condition of joining or staying in an organization. Hazing is an illegal activity. Hazing is not permitted in HCAL. Students found to be in violation may be immediately suspended or dismissed from participating in HCAL events/contests. Member schools and HCAL will conduct investigations if needed.

### Sexual Harassment

Sexual Harassment is any unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or member school staff member. This type of behavior will result in dismissal from HCAL.

### Bullying

Bullying, which may include repeated teasing, taunting, threatening, hitting, stealing, intentional exclusion, and rumors that create an ongoing pattern of harassment and abuse; including through the use of an electronic device or data while on school grounds, on a member school affiliated bus, or through a regional-accessed computer.

- Cyberbullying and cyberstalking are prohibited.
- An incident of alleged bullying may occur off campus and entail threats or acts that occur outside school hours.
- If a student's ability to receive an education or the school environment is disrupted, as determined by HCAL, disciplinary actions may be imposed for off-campus bullying that substantially disrupts the athletic environment or HCAL.

## Contest Administration

### Scheduling District Contests

HCAL will be responsible for scheduling all HCAL district games.

- Once schedules are finalized, there will be no flexibility in changing any games.
- In the event of inclement weather or school closures, games will be evaluated and addressed individually on a case-by-case basis.
- Game time changes may be requested but must be approved by the Executive Director.
  - **Game Change Request Protocol- [click here](#)**
- Game requests submitted within 24 hours of the scheduled game time will not be accepted, and failure to play the game will result in a forfeit.
- Playoffs will be the responsibility of HCAL.

### Forfeiture of Contests/Season

Once schedules have been finalized, teams that forfeit the season will not be eligible for refunds and will be ineligible to register at the same level for the subsequent season. All individual game forfeitures will follow the accountability protocol.

### Officials

HCAL will be responsible for scheduling officials for all Varsity, Sub-Varsity, and Middle School district games only. Officials for non-district games are the responsibility of the member school. Assigning officials for playoffs will also be the responsibility of HCAL. Issues with officials should be addressed with the HCAL Director and reported on Teamsideline.

### Certified Athletic Trainer

HCAL recommends that a Certified Athletic Trainer is present at all games for all levels. This is the responsibility of the member school (home team). HCAL will have Certified Athletic Trainers present during all playoff/championship games.

### Campus Security/ Police Officer

HCAL recommends that security is present at all HCAL games. This is the responsibility of the member school (home team). HCAL will have security present during all HCAL playoffs/championship games.

### Game Administrator

For all athletic team contests, the home team shall appoint a game administrator. That person may be a coach (other than the game coach), teacher, staff member or campus administrator. The responsibilities of the home team game administrator are as follows:

- Meet with the officials prior to game time (preferably on the playing field or court).
- Make an announcement pre-game about fan expectations and the zero tolerance policy.
- Circulate the venue to be a presence during the game.
- Refrain from cheering and act in a professional at all times.
- Direct officials to their dressing room (if needed).
- Inform officials where game administrators will be located.
- Assist officials if needed to discourage unsportsmanlike conduct of a fan, player, or coach (such as removal from a field or gym).
- Check with officials after the athletic contest for any misconduct that needs to be reported.
- Offer to provide an escort for officials to their cars.
- Report incidents to the appropriate school administrator (home team or visitor)
- Report severe verbal abuse or physical contact of an official and any ejections of coaches and fans to the HCAL Director.
- For playoff games, both schools should provide a game administrator.

### Facilities

Member schools are responsible for providing a facility for play. Member schools are responsible for the general care and maintenance of their facility. This involves verifying that all facilities are fully prepared for athletic events, including, but not limited to, appropriate field markings and correct court dimensions and lines. As a member of HCAL, each organization needs to ensure they are following NFHS regulations for athletic contests. If a school does not have a home venue, it is their responsibility to secure one for their home games. Failure to do so could result in a forfeit.

### Concessions

To help generate revenue and provide an enjoyable experience, all campuses can operate concessions when hosting an athletic contest. Only host schools are permitted to operate the concessions, unless otherwise coordinated/approved by the host school. The cost of concession items is at the discretion of the host facility. Please ensure all concessions/cooking procedures are in accordance with all state health/safety standards.

### Ticket Sales

To help generate revenue, all campuses are encouraged to charge for athletic contests according to the **Athletic Contest Entrance Fees (listed below)** when hosting an HCAL sanctioned athletic contest.

| Sport                      | Parent/<br>Spectator | Student*  |
|----------------------------|----------------------|-----------|
| General Event/Playoff Fees | Up to \$5            | Up to \$3 |
| HCAL Championship Events   | Up to \$10           | Up to \$5 |

*\*Kids 6-years old and under are free to all athletic contests*

### Announcer

HCAL recommends that a Game Announcer be present for all varsity contests. This is the responsibility of the home team. HCAL will provide an announcer for all varsity championship games.

### Score Submission

All contest scores must be submitted through the HCAL website by the home team no later than 12:00 p.m. on the following business day. Failure to meet the deadline will incur an infraction. It is the responsibility of the visiting team to verify scores within 48 hours. Scores will remain final after this period.

### Music

Pre-game music will be at the discretion of the host school and there will be no music during play of a contest except by performing groups. Music may be played during time-outs and half-time. Music should refrain from inappropriate language and subject matter.

### Athletic Contest Rules and Regulations

All athletic contests follow National Federation of High Schools (NFHS) rules unless HCAL sports plans specify otherwise. Official rules are inclusive of players, game play, athletic facilities, uniforms, equipment, balls, and all other items that impact the authenticity of the game. See specific sports plans for further details.

### League Honors

HCAL values the hard-work, dedication, and time commitment all student athletes exhibit in order to excel academically and athletically. At the conclusion of each season, varsity athletes and coaches will receive recognition for their activities both within and outside athletic settings. These accolades will be awarded:

- All District
- All Region
- All State
- All Academic
- Coach of the Year

### Health and Safety Guidelines

#### Heat and Hydration

The following practices should be observed.

- *General Considerations for Risk Reductions*
  - Encourage proper education regarding heat illnesses (for athletes, coaches, parents, medical staff, etc.) about risk factors which should focus on hydration needs, acclimatization, work/rest ratio, signs and symptoms of exertion related heat illnesses, treatment, dietary supplements, nutritional issues and fitness status.
  - Assure that onsite medical staff has authority to alter work/rest ratios, practice schedules, amount of equipment and withdrawal of individual's from participation based on environment and/or the athlete's medical condition.
- *General Guidelines*
  - An initial complete medical history and physical exam must be on file
  - Gradual acclimatization of the athlete to hot/humid conditions is a must. We advise that student-athletes should gradually increase exposure to hot and/or humid environmental conditions over a period of seven to 10 days to achieve acclimatization.
  - Clothing and protective gear can increase heat stress. Dark colors absorb solar radiation, clothing and protective gear interfere with the evaporation of sweat and other avenues of heat loss. During acclimatization process, student athlete should practice in T-shirts, shorts, socks and shoes. Rubberized suits should never be worn
  - To identify heat stress conditions, regular measurements of environmental conditions will be taken daily. HCAL will utilize weather reporting phone applications.

#### Specific Heat Guidelines:

**Heat index of less than 100:** Mandatory water breaks every 20 minutes, unlimited access to water at all times.

**Heat index of 100-105:** Mandatory water breaks every 20 minutes, unlimited access to water at all times.

**Heat index of 106-110:** Mandatory water breaks every 20 minutes, unlimited access to water at all times, outside practice not to exceed 2 hours.

**Heat index of 111-117:** Mandatory water breaks every 20 minutes, unlimited access to water at all times, outside practice not to exceed 1.5 hours.

**Heat index of 118 and above:** No outside practice (games will be dealt with on a case by case basis)

### Lightning

The administrator on duty and/or officials will monitor the weather conditions and make weather-related judgements for game play by utilizing one of the following methods:

- *WeatherBug or other similar app* - These smart phone based weather reporting applications utilizes GPS to record active lightning strikes. **The field should be evacuated if the lightning strike occurs within 8 miles away from the game site.**
- *"Flash to Bang" method*- This method estimates the distance of lightning. Upon seeing the flash of lightning, start counting the seconds until thunder is heard. Divide the time in seconds by five to measure distance. Evacuate the field when the flash bang count is 30 seconds or less.

### Evacuation Procedures

The students are to be moved to a designated safe shelter. Staying away from tall or individual trees, lone objects (light or flag poles), metal objects, and open fields. Examples of safe shelter are a bus or dressing room. A dug out or awning are not considered a safe shelter. Administrators should evacuate spectators from the venue.

### Resume Practice and Competition

Once a game or practice has been suspended the storm should continue to be monitored. No contest or practice should be resumed until:

- No lightning strike has been detected within an 8-mile range for 30 consecutive minutes using *Weather Bug*
- No lightning strike has been detected within an 8-mile range for 30 consecutive minutes using the "Flash to Bang" method.
- An additional 30-minute delay is added with each lightning strike.
- The ref may call the game due to lightning delays. (After the second lightning delay, the game will be rescheduled)

### Cold Weather

Wintry weather is defined as any temperature that can negatively affect the body's regulatory system. These do not have to be freezing temperatures. The following temperature guidelines have been established for *HCAL* athletic contests.

*Cold Weather Caution: When temperature or wind-chill (which is lower than actual temperature) is from 40°F - 30° F.*

- No modification of practice, but a warning will be given to coaches and athletes
- Coaches and athletic trainers emphasize the importance of moving and staying warm with proper clothing.
- Watching "high risk" athletes

*Cold Weather Warning: When temperature or wind chill is from 30°F - 20° F, there may be a modified outside participation of 45 minutes.*

- Warm-up should be done indoors (stretching, etc.)
- Conduct a practice that keeps individuals moving, try to avoid working up a big sweat in the first 20 minutes, having them be wet, and then sit around watching.
- Wearing a hat that covers the ears, and some sort of gloves to cover the hands are required.
- Keeping a close eye on those "high risk" athletes
- If available, cool down indoors.

*Cold Weather Termination: When temperature or wind chill reaches 19° F and below, there may be a termination of outside practices and games.*

- Hypothermia: Hypothermia is a decrease in core body temperature.
- Mild Hypothermia - shivering, cold sensation, goose bumps, numb hands.
- Moderate Hypothermia - intense shivering, muscle incoordination, slow and labored movements, mild confusion, difficulty speaking, signs of depression, withdrawn.
- Severe Hypothermia - shivering stops, exposed skin is bluish and puffy, inability to walk, poor muscle coordination, muscle rigidity, decrease in pulse and respiration rate, unconsciousness.