

**ALEXANDER CENTRAL
HIGH SCHOOL
ATHLETIC
DEPARTMENT**

HANDBOOK



**Alexander Central High School
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TABLE OF CONTENTS

Table of Contents	2-3	
Mission Statement	4	
Core Values	5	
Introduction	5	
Philosophy	6	
Job Descriptions		
Athletic Director		7
Assistant Athletic Director		8
Head Coach		9
Assistant Coach		10
Student Eligibility	11	
Budget Responsibilities	12-13	
Purchasing Policies	14	
Policy on Hazing	15	
North Carolina Hazing Laws	16	
Risk Management Strategies for Coaches	17	
Suggested Factors for Fellowship	18	
Rules Governing Coaches and Athletes		
Coaches		19-20
Athletic Facilities	20	
Scheduling	21	
Canceling or Rescheduling	21	
Accountability for Equipment and Supplies		
Coaches Clinic	21	
Coaches and Student-Athletes		
School Day Disruptions	22	
Quitting a Team		22
School Issued Equipment		22
Stealing		22
Tattoos, Scarves, Bandannas, etc.		23
Admission Prices		23
Transportation		23
Informed Consent		23

Athletic Equipment	23
Athletic Seasons	24
Alcohol and Drugs	24
Tobacco	24
Sportsmanship	
Ejection Policy	

Athletic Banquets and Awards

Trophies and Plaques

Insurance Compliance Information

Safety

Emergency Action Plan

Northwestern 3-A/4-A By-Laws

Forms for Student-Athletes and Parents

Parent/Student-Athlete Permission Form

Concussion

Miscellaneous Forms

Fundraising Request Form

ACHS ATHLETIC DEPARTMENT VISION / MISSION STATEMENT

Vision

To guide ALL athletes to become the best versions of themselves, at ACHS and beyond.

Mission Statement

Our mission is to provide ALL athletes and coaches opportunities to grow athletically, personally, and professionally. Through our core values and service to others, members of this athletic community will embody the life skills necessary to become productive students and citizens.

Motto

Blue Collar Gold Standards

Core Values

Blue Collar

Hard work
Grit
Team Before Self

Gold Standards

Accountability
Integrity
Attitude & Effort

INTRODUCTION

This handbook is a compilation of the rules and regulations of Alexander Central High School, the Alexander County Board of Education, and the North Carolina High School Athletic Association.

This handbook is a reference resource for the administrators, coaches, and other school personnel that are associated with Alexander Central High School. It does not cover all of the rules and regulations of all the groups mentioned in the first paragraph. The intention of this handbook is for all of us to be on the same page. It is hoped that this manual will unify our athletic department by giving us one set of guidelines and answer any problems or situations that we might encounter in the day to day process of running a high school athletic department and interscholastic athletic events at Alexander Central High School.

In order for this handbook to serve its purpose, we must all understand and adhere to these rules and regulations in an honest and professional manner. We must help each other and our student-athletes know what is expected of them and lead by example.

We cannot compromise any rule or regulation. We must show student-athletes of Alexander Central High School that we are an athletic department of integrity and character. We must be what we expect our student-athletes to be. If we jeopardize our character and integrity in order to “win” then we lose the true intent of our job. We must show our student-athletes that we take great pride in what we do and we understand the responsibility and privilege of being called a “COACH”.

ACHS ATHLETIC DEPARTMENT PHILOSOPHY

The Athletic Department at ACHS aspires to be great in every sport that it offers. We want to win every time we compete. We are also realistic and will not sacrifice the integrity of the sport being played nor jeopardize the well-being of the student-athletes participating in order to “win at all costs”. We understand the importance of team sports and the profound impact on the lives of young people. The ACHS Athletic Department believes in building winning athletic programs by preparing young people to be “winners” in the game of life.

The cornerstone of the philosophy of the ACHS Athletic Department is to build a strong tradition of excellence in the teams that represent our school and community. We believe that participation in athletics is an integral part of the educational process. Athletics provides young people with a foundation of teamwork, self-discipline, commitment and developing self confidence, as well as dealing with success and overcoming adversity. These are lessons that will last a lifetime.

Our coaches believe in the philosophy and see themselves as being pivotal in making the philosophy work. They understand that the developing and nurturing of the student-athlete is not only “sport-specific” but “life-specific” and will be unified in that pursuit. As coaches at ACHS, we believe we make a difference in the development of the student-athletes but also better people who we expect to represent our institution with dignity, class and honor. As a coaching family, we will strive to build a sense of unity by supporting all of our student-athletes and each other.

We expect excellence in the young people we teach and coach by creating an atmosphere where they can reach their academic and athletic potential. We will strive to create a balance physically, mentally, socially and emotionally for all of our student-athletes to succeed. The ACHS Athletic Department will provide instruction and encourage participation in a wide variety of

activities within a well-balanced program. In facilitating this athletic program, we will strive to meet the needs and interests of our students, to provide quality coaching and the best possible facilities. Our primary concern will be the health and welfare of our student-athletes.

Every student wishing to be involved in sports at ACHS should make certain to know and understand the rules and obligations that they are assuming before they become a team member. We will expect the same from our parents of student-athletes in becoming familiar with the rules, obligations and expectations.

Each student should realize that participation in athletics at ACHS is a privilege and not a right. The student is allowed this privilege of representing our school as long as he/she upholds the standards and expectations of the athletic department and is willing to accept the responsibility of adhering to all of the rules and regulations.

As an athletic department, we hope that each student will take advantage of every opportunity to be part of the sports that are offered at ACHS. We believe that being a part of athletics at ACHS will enable each participant to make new friends, to learn valuable life lessons, and to create lasting memories.

JOB DESCRIPTION FOR ATHLETIC DIRECTOR

ACHS Athletic Director (AD) duties encompass those duties and responsibilities as assigned by the Principal. It is the responsibility of the AD to advise the Principal in regards to changes that should be made in the athletic program. It is expected that the AD may be called upon to evaluate the quality of the coaching staff and to make recommendations that are necessary and appropriate. The Athletic Director should be a certified teacher and member of the ACHS faculty.

Skills:

- To assist the Principal
- Ability to serve/make the coaches job easier
- Ability to be loyal to ACHS
- Ability to write well
- Ability to speak well in public
- Ability to organize small and large groups for instructional purposes

- Ability to provide effective and controlled leadership in the particular disciplines involved
- Ability to make decisions affecting those for whom the AD is responsible
- Ability to evaluate programs

Specific Duties:

- To assist the Principal in carrying out the policy and rules of the NCDPI, NCHSAA, and the Alexander County Board of Education
- Will be the spokesperson for the school in all athletic matters
- Will be responsible for:
 - Athletic scheduling
 - Administering athletic contest admissions
 - Eligibility reports
 - Purchasing, inventorying and accounting for all athletic equipment, supplies and facilities

The AD will be limited to coaching one sport

JOB DESCRIPTION FOR ASSISTANT ATHLETIC DIRECTOR

ACHS Assistant Athletic Director duties and responsibilities are assigned by the Athletic Director. It is the responsibility of the Assistant AD to assist the AD in the day-to-day schedule of events within the athletic department, to make recommendations that are both necessary and appropriate in order to help maintain the overall excellence of the athletic program. The Assistant Athletic Director should be a member of the ACHS faculty.

Skills:

- Ability to serve/make the coaches' job easier
- Ability to be loyal to ACHS
- Ability to write well
- Ability to speak well in public
- Ability to organize small and large groups for instructional purposes
- Ability to provide effective and controlled leadership
- Ability to help make with decision making
- Ability to evaluate athletic programs

Duties:

- To assist the AD in carrying out policy rules of the NCDPI, NCHSAA, and the the Alexander County Board of Education
- Will be a spokesperson of the school
- Will aid in the following:
 - Athletic spending
 - Administering athletic contest admissions
 - Eligibility reports
 - Purchasing, inventorying and accounting for all athletic equipment, supplies and facilities

JOB DESCRIPTION FOR HEAD COACH

The position of Head Coach at ACHS involved administrative ability and the ability to exercise a good skills program. A major portion of this responsibility is administrative because it involves the organization of the program for which the head coach is responsible and the direction the sport takes.

Summaries of Responsibilities:

- Organization: This responsibility involves the determination and the structuring of the sports program for which the head coach is responsible, beginning with the first day of practice and ending with its last legally permissible day of activity. It especially involves the assignment of coaching responsibilities to members of the coaching staff assigned to him/her.
- Administrative: This responsibility involves the day-to-day supervision of the program, particularly the exercise of coaching responsibilities by all coaches on his/her staff. The head coach is to maintain total inventories of all equipment, maintain order and cleanliness in his/her athletic facilities, and administer the use of these materials and equipment on a daily basis.
- Purchasing: The head coach is responsible for determining equipment and materials needed for his/her program, for consulting with the AD in assessing these needs and for cooperation with the AD in developing the budget.
- Staff Evaluations: The head coach and AD will assist the principal in evaluating coaching performances.
- Public Relations: The head coach will be expected to appear at public functions as appropriate, in order to communicate the characteristics of his/her program to interested people and organizations. The head coach may be assigned public relations responsibilities by the AD and the principal.
- Supervision: The head coach is responsible for seeing that the members of their staff are assigned specific responsibilities (at all times) during coaching activity and that these assignments are carried out without exception. Inadequate supervision will be regarded as neglect of duty.
- Skills needed: The ability to write well, ability to speak well in public, organization ability, ability to teach athletic skills, ability to lead and inspire students to take pride in their performance.

TO BE LOYAL!

JOB DESCRIPTION FOR ASSISTANT COACH

The position of assistant coach in a sport activity at ACHS involves a minimal amount of administrative responsibilities and a substantial amount of responsibilities in skill development. This is primarily an active coaching position which pursues the activity on a daily basis for the duration of the athletic activity, beginning the first day of practice and ending the last day of activity.

Summaries of Responsibilities:

- **Organization and Administration:** The assistant coach participates with the head coach in the development of the total organization and administration of the athletic activity. The primary responsibility here is to execute assigned duties during the times indicated using the system and procedures by the head coach.
- **Purchasing:** The assistant coach may make equipment and material recommendations for the head coach.
- **Supervision:** The assistant coach will execute assigned supervisory responsibilities for the duration of the athletic activity as assigned by the head coach and approved by the AD.
- **Public Relations:** The assistant coach will be expected to participate in events that involve themselves in public relations upon assignments by the head coach, the AD or the principal in order to communicate the characteristics of the program to organizations of individuals who may be interested in the sports program. It is the expectation of all assistant coaches that no matter their personal feelings, they will be loyal to the ACHS Athletic Department and the ideals set forth by that department.

TO BE LOYAL!

STUDENT ELIGIBILITY

- It is the students responsibility as an ACHS student-athlete to:
 - Maintain academic eligibility (pass 3 of 4 subjects the semester prior to athletic season).
 - Maintain attendance eligibility (85% attendance).
 - Acquire proper physical, insurance information, etc...
 - Follow all rules and regulations as determined by his/her coach, ACHS, Alexander County Board of Education, the NCHSAA, and the state of North Carolina.
 - Any student convicted of a felony will lose his/her eligibility forever (NCHSAA ruling).

BUDGET RESPONSIBILITIES

➤ ATHLETIC DIRECTOR

○ ____ The Athletic Director shall prepare an annual budget during the month of April and submit it to his/her principal by May 1st of each school year. The responsibilities of the Athletic Director in formulating the budget are:

1. **Projected Revenues:** Project the total gate receipts and other athletic department revenues in order to determine the amount of money that will be available for the next school year. To do this, he/she must obtain a balance sheet from the school bookkeeper and add all revenues. Insurance revenues should not be counted, as these must be applied to insurance premiums only.

2. ____ **Non-Coaching Facets:** Analyze and project the non-coaching facets of the athletic department operation (“fixed unavoidable”). In most cases this would include:

- Officials\
- ____ Security/Police
- ____ Gate workers and Game Personnel
- ____ Transportation
- ____ Awards
- ____ Medical Supplies
- ____ Field Maintenance supplies
- ____ Laundry supplies
- ____ Clinics and professional organization fees
- ____ Major equipment repair

- Miscellaneous
- Capital outlay (recommended percentage placed here each year)

3. **Sports Operating Budget Requests:** Analyze/total the coaches' requests by sport to determine the amount to be budgeted for each respective sport within the limits of the total budget.

4. Subtract the Total of "Non-Coaching Facets" ("fixed unavoidable") from "Projected Revenues".

The result of step four will give you the amount of "operating" funds you will have for each sports team's allocations or "Operating Budget Requests". The school Athletic Director will then determine how he/she will allocate the funds to each team's requests from their respective head coach.

BUDGET RESPONSIBILITIES

➤ HEAD COACHES

- Responsible for making the "sport operating budget requests" to the Athletic Director for the entire program in the areas of uniforms, equipment, transportation, awards, entry fees, books, clinics, booster club, and fundraisers.
- Assistant coaches in each program will make their budget requests through the head coach.
- Head coaches will submit budget requests for the next year two weeks after the end of their season or at post-season evaluation conferences with the athletic administrator.
- Budget requests shall be on the appropriate forms and be accompanied by the end-of-season inventories.
- The following criteria should be used for developing a budget:
 - Present inventory of uniforms and equipment
 - Condition and age of existing equipment
 - Uniform rotation plan (submitted and/or agreed upon with athletic director at a previous date)**
 - Number of teams and athletes in the program
 - Equipment rule changes (that impact requests/equipment)
 - Projected long range needs of the program
 - Projected gate revenues
 - Projected assistance from the booster clubs or fundraisers

****Note**** A uniform rotation plan for each sport team is a must. Such a plan ensures that no budget year will need to be unusually higher than others. This plan should be a collaborative effort of the athletic

director and coaches. Because some uniforms are made from more durable materials than others and some teams' sports require varying degrees of "wear and tear", this uniform rotation plan should be formulated to fit the needs of the individual sport based upon these factors. Some uniforms may require replacement every two years where others can be extended for five years.

PURCHASING POLICIES

- The purchase of all athletic equipment and supplies must be cleared through the athletic director. Purchasing procedures should be as follows:
 - The coach of each sport should determine all equipment and supplier needs for his/her program for the upcoming year.
 - Equipment and supply purchases shall not exceed athletic budget limitations.
 - The athletic director will seek prices for your potential purchases if you so desire or you may purchase them yourself provided it is cleared with the athletic director and your purchases are within your budget.
 - As supplies and equipment come to the school it is the job of each coach to put identifying descriptions on these purchases and to include them into his/her inventory. It is also the job of each coach to keep the athletic director aware of equipment as it arrives in order for payment to be insured.
 - All vouchers dealing with athletic payments for purchases must be signed by the athletic director before payments are issued.
 - Any thought of a purchase should follow this standard:
 - If the needed equipment is standard equipment (i.e. balls, bats, hurdles, nets, stopwatches, etc...) its needs to be discussed in your annual report.
 - Exception: The head football coach should be ready to discuss needs between December 1st and January 15th. This is always necessary because of the bulk of equipment to be ordered and sporting goods companies run specials at this time.
- Before a purchase can be made the following must occur:
 1. The Head coach needs to discuss the purchase with the Athletic Director prior to ordering anything.
 2. After discussion, the Athletic Director and coach will make a decision on whether the purchase is valid or not and whether or not there are sufficient funds in the budget to cover the expense.
 3. If the purchase is deemed valid and there are funds available the Athletic Director will give the coach a P.O. # for ordering purposes.
 4. Head coach needs to make sure all bills are sent to the Athletic Director.

ALEXANDER CENTRAL ATHLETIC DEPARTMENT POLICY ON HAZING

➤ **Definition of Hazing:**

- Any intentional, knowing, or reckless act meant to deprive a person of his or her rights or anything that may induce physical pain, embarrassment, or humiliation and is directed at a student-athlete or group of student-athletes for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any athletic team sponsored or supported by the Alexander Central High School Athletic Department.

➤ **Disciplinary Actions:**

- Any student-athlete engaged in any hazing or hazing type behavior that is in any way connected to any activity sponsored or supported by the ACHS Athletic Department will be subject to one or more of the following disciplinary actions:
 - Removal from participation in the extracurricular activity
 - Conference with parent or guardian
 - Suspension for up to 10 days
 - Referral to the school resource officer and/or any appropriate law enforcement agency.

This policy will be included in all rules and regulations handouts and/or speeches that will be given to the student-athlete and parents by each individual head coach of each individual sport. Each student-athlete will receive a copy of the hazing policy from the ACHS Athletic Department prior to their first game. The responsibility of reviewing and answering any questions from the student-athlete will be that of the head coach. The Athletic Director and Assistant Athletic Directors will speak to each individual head coach.

NORTH CAROLINA HAZING LAWS

14.35 Hazing: Definition and Punishment

- It shall be unlawful for any student in any college or school in the state of North Carolina to engage in what is known as hazing or to aid or abet in any other student in the commission of this offense.
- Hazing is defined as the following:
 - “To annoy any student by playing abusive or ridiculous tricks upon them, to frighten, scold, beat or harass them, or subject them to personal indignity.”
- Any violation of this section shall constitute a misdemeanor punishable by a fine not to exceed \$500.00, imprisonment for not more than six months, or both.

14.36 Expulsion from School

- Upon conviction of hazing in North Carolina, it is the duty of the faculty and administration to expel any student that is convicted of hazing from the college or school that they are attending, or of aiding and abetting in the commission of this offense. This shall be done in addition to any punishment imposed by the courts. The faculty or governing board of any college or school charged with the duty of expulsion of students for proper cause shall, upon such a conviction at once shall expel the offender. FAILURE TO DO SO WILL BE A MISDEMEANOR.

14.38 Witnesses in Hazing Trials

- No indictment to be founded on self-incriminating testimony. In all trials for the offense of hazing any student or other person subpoenaed as a witness on behalf of the State shall be required to testify if called upon to do so. Provided, however, that no student or other person so testifying shall be amenable or subject to indictment on account of, or by reason of, such testimony.

RISK MANAGEMENT STRATEGIES FOR COACHES

- Do not issue equipment or allow an athlete to practice until the following items are complete:
 - Physicals
 - Eligibility
- Inform your athletes of the inherent risk of the sport and the ways they can protect themselves
- Rely on qualified medical personnel to decide on reentry into a game or practice session following serious injury to an athlete
- Develop a policy for athletes with disabilities
- Be very careful when it comes to male/female relationships. Be smart!
- Inspect equipment and facilities when appropriate, and then report any damage or repairs needed to the AD.
- Post signs regarding safety, behavioral expectations in locker rooms, meetings, fields, field trips, gymnasiums, and other related situations.
- Check your insurance coverage including coverage for your travel and liability.
- Supervise all activities. Never leave participants alone!
- Avoid terminology such as suicide drills, death runs, gut busters, etc. These terms will come back to haunt you in a court of law.
- In the event of an injury, always follow up with a call or visit to check on the athlete's condition. However, never, never, never admit fault.
- In the event of a serious injury which could lead to potential litigation, alert your AD, Assistant AD, or principal. Follow up with calls to your insurance company and your attorney.
- Isolate and keep under lock and key equipment involved in serious injury (i.e. helmet, protective pads, etc...)

SUGGESTED FACTORS FOR FELLOWSHIP

- Do the right thing!
- Treat people as you would want to be treated!
- Be LOYAL even if it hurts!
- Communicate! With each other- with your players-with your parents!
- Be passionate about your sport but remember this is about US!
- Remember that we share athletes- Do not put them in a position where they will have to choose!

GENERAL RULES GOVERNING COACHES AND ATHLETES

➤ COACHES

- At the beginning of the season, carefully collect all necessary information regarding your team's eligibility. This includes:
 - NCHSAA eligibility forms
 - information for eligibility must be collected before the first game- See Nathan Robinso or Stacy Davis
 - Participation forms
 - Gfeller-Waller Concussion forms
 - MRSA forms
 - Physicals
 - This information should be compiled and given to the athletic trainer and in return should be readily available for all practices and games
- Coaches should develop team rules and penalties (not covered by the department policy) regarding their student-athletes behavior. These rules and penalties should be published and given to the athletes and their parents at each annual parent-athlete meeting.
- Coaches should develop lettering requirements and present at the pre-season required meeting.
- Coaches are responsible for all their team members and should never leave any students on campus unsupervised. This includes during and after practices and during and after games.
- All coaches are expected and encouraged to get their CDL license. ACHS will reimburse each coach for these.

- All coaches are expected to monitor, clean, prepare, and lock-up dressing rooms, practice facilities and game facilities. (This includes mowing and marking)
- Coaches are expected to clean activity buses after each time his/her team uses them.
- Regarding early release for athletic events:
 - Protect the school day at all costs.
 - When calculating what time to leave or release, our longest trips take “about” 1 ½ hours in travel time. Allowing 30 minutes for warm-up time, a 2 hour early release is very adequate. If you think you need more time, discuss it with the Athletic Director. Early release for meals prior to games must be approved by the principal. (We do not leave early for home events)

Remember you are representing ACHS in a public fashion. Please conduct yourself in a manner that is appropriate. Penalties, flags, and ejections are not expected of our coaches. Also encourage and demand your athletes act accordingly.

- Athletes at Alexander Central High School are encouraged to participate in as many sports as he/she can. Student-athletes may participate in more than one sport during a season with the approval of the coaches and the Athletic Director. Once an athlete begins the in-season training period of a sport, he/she can not quit while that sport is in season. If an athlete quits a sport, they will be withheld from participation until that season is over (includes playoffs). Athletes may be allowed to transfer from one sport to another during a season with mutual consent of both coaches and the Athletic Director.
- Each coach has his/her own policy on how he/she selects the team. Coaches will explain their policy to candidates before the season/practice begins.
- Skill development sessions and open facilities (open to all, required for none) are allowed, but shall not be held during any tryout period of an in-season sport (August 1st- August 21st, October 30th - November 19th, February 12th- March 3rd, the last five days of first semester, and last ten days of second semester). All skill development sessions must be voluntary and open to all athletically eligible students.
- There should be no athletic practice during the school day or on Sunday. Practice may begin after 3:05pm during the regular school day and on workdays. The duration of practice should not exceed two hours.

ATHLETIC FACILITIES

- The use of the athletic facilities is primarily for the coaches and athletes of Alexander Central High School. Keeping this in mind, certain guidelines must be adhered to:
 - The coach is responsible for the maintenance and care for his/her coaching area.
 - The coach is responsible for the maintenance and care for his/her dressing area.
 - The coach is responsible for keeping the AD informed of the needs of his/her coaching area.
 - The coach is responsible for the clean-up and lock-up of the school facilities (gym, fields, and/or stadium) unless previous arrangements are made by the school administration.

- In the event that more than one team needs to use the same area, it will be expected that an arrangement will be made through the communication between all coaches involved to come to a decision on who uses said area taking into consideration seasonal needs and priorities.

SCHEDULING

- The scheduling of athletic events will be the duty of the coach and each coach will consult with the AD and Assistant AD's. Schedules should be developed at least one sport season in advance. Schedules should avoid weekends and holidays as much as possible. This responsibility is a dual role between the AD and the coach. Regular season games where extensive travel and overnight lodging are involved are basically not allowed. Exceptions should be allowed only by the principal and the AD and would have to be exceptional in nature with no loss of school time.

CANCELING OR RESCHEDULING

- The cancellation or rescheduling of any athletic event will be the responsibility of the AD, who in most cases will rely on the judgment of those coaches who are involved at the time of the cancellation and the assistant AD's.

ACCOUNTABILITY FOR ATHLETIC EQUIPMENT AND SUPPLIES

- The responsibility for the housing of athletic equipment rest in the hands of the principal. The principal has the ultimate responsibility for the accountability for all athletic equipment and supplies. Specific responsibilities are delegated to the AD and coaches. The housing of athletic equipment in a safe and secure facility is the paramount responsibility of the principal. Making sure the equipment room is secured is the responsibility of the AD and coach.
- Each head coach is accountable to the principal and the AD for the athletic equipment in his/her charge. Equipment and supplies purchased by ACHS are the property of the administration unit and in case of loss, intentional damage, theft, misappropriation, or destruction, the accountability for the equipment should be determined by the principal and AD.
- Coaches are not authorized to give school property, such as jerseys (game or practice), jackets, or other equipment to students, staff members, or anyone else. Equipment and supplies may be discarded only by the authorization of the principal and AD.
- All students to whom equipment is loaned or issued should be held accountable. Records and procedures should be developed for the distribution and return of all equipment and supplies. Students should be aware of the policy and sign for the equipment issued to them.
- All equipment and supplies should be made identifiable by name and number for the purpose of management and inventory. Each coach will be held responsible to the principal and AD for an accurate inventory of equipment and supplies in his/her sports activity. A copy should be kept on file in the AD's office.
- Persons to whom equipment is loaned or issued may use the equipment for its original intention only. Jackets, jerseys, and other equipment are to be worn for the athletic event and not during the school day as part of the student's street apparel or PE class. The AD may make exceptions to this rule.
- Coaches should complete and end of season inventory of equipment and supplies in addition to a seasonal summary of the outcome of all contests.

COACHES CLINIC

- All coaches are encouraged to attend the North Carolina Coaches Clinic held in Greensboro in July. ACHS will pay each coach's registration. If you plan to stay overnight, inform the AD so that adequate reservations can be made.

STUDENT-ATHLETES

SCHOOL DAY DISRUPTIONS

- Student athletes are expected to behave and not disrupt classroom activities. It is never the teacher's fault for a students-athletes' misbehaving or disrupting class. Participating in athletics is a privilege and not a right. Misbehaving in class will not be tolerated. Coaches will work with the athletes' teachers to encourage and hopefully eliminate disruptive behavior.
- Students referred to their coaches, the athletic department or to the office as disruptive will be:
 - 1st offense: Student-athlete will be counseled and encouraged to improve their class conduct
 - 2nd offense: Student-athlete will be disciplined thru team actions (running, clean-up, etc...)
 - 3rd offense: Student-athlete will be suspended from team activities
 - 4th offense: Student-athlete will be removed from the team
- Students given OSS are automatically suspended from participation for the length of time the student-athlete is suspended from school in addition to the next event once returning from the suspension. Students in ISS are suspended while he/she is serving the ISS time.

THE ATHLETIC DEPARTMENT WILL NOT TOLERATE DISRUPTIVE BEHAVIOR!

QUITTING A TEAM

- We hope that student-athletes never quit a team before its season concludes. When this does occur, students that do quit may not participate or begin practice for another team until the existing team completes its season, including playoff games. Special circumstances may waive this rule.

SCHOOL ISSUED EQUIPMENT

- Students are responsible for any equipment or uniforms issued to them by the school. Lost or stolen items must be replaced by the student.

STEALING

- Stealing is never an acceptable behavior. Athletes clearly found guilty of stealing from the locker room, from teammates, from other athletes, or from the ACHS athletic department will be immediately dismissed from his/her team and suspended from participating as an ACHS athlete for the remainder of the school year.

TATTOOS, SCARVES, BANDANNAS, etc.

- Students may not openly display tattoos or other body markings. These types of adornment should be covered while participating in game situations. Likewise, while participating in games, students may not display scarves, bandannas, “do-rags”, etc... that do not conform to the uniform. Failure to adhere to these rules will forfeit participation in that game and continued non-compliance could result in suspension or expulsion from the team.

ADMISSION PRICES

- School Age and Up
 - Varsity Football \$8.00
 - All Varsity Doubleheaders \$7.00

- o Varsity/ Jr. Varsity Doubleheader \$7.00
- o Varsity Game \$7.00
- o Junior Varsity Game \$7.00
- o Basketball – 4 games \$8.00

TRANSPORTATION

- The athletic department will provide transportation to and from athletic events. If an emergency occurs parents may transport the athlete home from an away game with permission of the head coach. All athletes are expected to travel to and from away games with their teams unless the head coach permits an athlete to ride with a parent. In that case the coach must have a sign out sheet prepared for the parents to sign. Under **no circumstances** will athletes be allowed to travel with teammates or other parents to or from contests.

INFORMED CONSENT

- By its nature, participation in interscholastic athletics includes risks of injury, which may range in severity. Although serious injuries are not common in supervised school athletic programs, it is impossible to eliminate all risk. Participants have the responsibility to help reduce the chance of injury. Players must obey all safety rules and warnings, report physical problems to their coaches, follow proper conditioning program, and inspect their own equipment daily.

ATHLETIC EQUIPMENT

- The athletic department will provide a certified athletic trainer, assistant trainer, and student trainers to provide the best possible care for our athletes. Athletes are offered a wide variety of services (prevention and treatment) to help meet the demands of athletic competition. The following are guidelines to follow when using the training room:
 1. Do not enter without a trainer or coach.
 2. Only athletes being treated are allowed in the training room.
 3. Do not attempt to treat yourself.
 4. Wear appropriate clothing to and from the training room.

5. Do not use or remove any supplies without permission.

ATHLETIC SEASONS

➤ **Fall Season**

- Practice begins for Football the week of July 31st
- Practice usually begins for all others the following Monday.

➤ **Winter Season**

- October 30th

➤ **Spring Season**

- February 14th

ALCOHOL AND DRUGS

- Students may not knowingly use, possess, sale or distribute any alcoholic product, drugs, or any legally controlled substance. Sale of legal substances is still a violation. This policy is in effect 24 hours per day, 7 days per week and 365 days per year regardless of an athlete being in season or out of season and regardless of the quantity.

If as a consequence of a drug or alcohol related issue an athlete is arrested, charged with a citation, or is directly observed using alcohol or drugs by any Alexander County School employee the following consequences will be followed:

- Penalties: 1st offense – automatic 20% suspension from regular season games (all fraction of games rounded up). A violation of this rule well into the season will also apply to post season games and/or carry into the athlete's next season if necessary. A student may practice but not participate in games during the suspension.
- 2nd offense – suspension from the team for the remainder of the season.
- 3rd offense – suspension of the athlete for one calendar year from the day of the offense.
- Students found in violation during the off-season of his/her sport or during the summer are still subject to the penalties beginning the first day of the next season. ANY confirmed knowledge of alcohol/drug use as a result of a thorough investigation not covered by the policy written above will be handled by the coach in a manner agreed upon with the Athletic Director and Principal. Examples of consequences at this level could be from the following list: additional conditioning, parent/athlete/coach meeting, suspension, community service projects, etc.

TOBACCO

ACHS and the Alexander County Board of Education have a tobacco policy in place. This policy will be the policy of the Athletic Department.

- Athletes may not use or possess tobacco or tobacco products. Consequences for tobacco:
 - 1st offense – 3 days of ISS
 - 2nd offense – 1-3 days of OSS

Remember you are representing ACHS in a public fashion. Please conduct yourself in a manner that is appropriate. Penalties, flags, and ejections are not expected of our coaches. Also encourage and demand your athletes act accordingly.

SPORTSMANSHIP

- Although we compete hard, we will also compete with class by competing fairly and being respectful of our opponents.
- All coaches, athletes, students, and spectators must recognize their conduct plays a very important role in establishing a reputation of our school. Everyone involved must understand that positive actions and showing good sportsmanship can contribute directly to the success of our teams.

- During home contests we serve as hosts to the visiting team, its students, and its spectators. They are our guests and they should be treated accordingly. Conversely, as visitors we are expected to act as invited guests. We will act accordingly and treat the home schools facilities with care and respect.
- Each year our goal as an athletic department will be to receive recognition from the NCHSAA as an ejection free team for the year.
- This honor is something that is very important to our whole athletic department and should be a priority to every coach. This award signifies the ideals that we are trying to express to our student-athletes. It is a validation of what we should be communicating to them on a daily basis. Make this a priority! Our student athletes must be held to a certain level or expectation of sportsmanship. If this becomes a problem with the player, we will suspend them from participation for a period of time.
- Qualified officials are assigned to every contest. Every coach at the beginning of the year is given the opportunity to “mark off” any official that they feel is not qualified.
- It is our responsibility as coaches to lead by example in how we approach these officials. We will not use the officials as an excuse for the reason why we lost a game. We understand that there will be times when these officials will make mistakes and we will handle these situations with grace and dignity. They are the proper authorities to make decisions regarding the rules and interpretations. These decisions should be accepted. Officials should be treated with respect at all times on or off the court or playing field.
- If there is a problem with the officiating during a game, there is a proper method of getting it solved and losing your temper and composure is not the image we want to personify. Nor is it the example we want to give to our players or the image we want to portray.
- Athletes are expected to:
 - Exemplify high morals, good character, and fellowship
 - Respect the integrity of others
 - Abide by the rules and the spirit and intent
 - Demonstrate a continuing interest in personal improvement
 - Respect the rights and possessions of teammates, coaches, administrators and officials.

EJECTION POLICY

- **Anyone ejected from a contest or observed:**
 - Fighting
 - Biting
 - Taunting, baiting, or spitting toward an opponent

- Use of profanity
- Use of obscene gestures
- Disrespectfully addressing or contacting an official
- **Shall be suspended by NCHSAA and may be subject to administrative discipline and must complete the “STAR” Sportsmanship program online prior to competing in another contest.**

***IT IS OUR PURPOSE AND GOAL TO BE
“EJECTION FREE” EVERY YEAR!***

NORTH CAROLINA HIGH SCHOOL ATHLETIC ASSOCIATION HANDBOOKS

- Each year the state of North Carolina publishes a handbook which lists the rules and regulations of the state regarding all interscholastic contests. All head coaches at Alexander Central will receive a copy of this handbook. It is the duty of each coach to know all the general rules and all the pertinent rules that apply to his/her sport.

ATHLETIC BANQUETS AND AWARDS

- Every sport at ACHS will host an Athletic Award event or banquet at the conclusion of the season. It is the duty of the coach to meet with the AD prior to the event to discuss the following:
 - Date and times
 - Location
 - Number of awards, certificates, letters, bars, trophies/plaques, and number of participants that could be attending.

- The presentation of awards is a meaningful tool to be used to properly congratulate athletes for outstanding contributions and achievements. The awards that are allowed are as follows:
 - **Letters**: Athletes will receive an athletic letter for meeting all the requirements that have been set aside for that sport, but will receive only one letter regardless of the number of times lettering. Each coach should have on file with the AD his/her policy regarding lettering policies for each sport and a list of each athlete that has lettered. Coaches should use a great deal of thought as he/she determines lettering requirements. Lettering should be an earned honor, not a gift.
 - **Bars**: Athletes will receive a bar for meeting all requirements that accompany a school letter when lettering in subsequent years.

TROPHIES AND AWARDS

➤ **The ACHS Athletic Booster Club will furnish awards as follows:**

○ Varsity Volleyball	4 Big
○ JV Volleyball	4 Big
○ M/W Tennis	4 Big
○ M/W Cross Country	4 Big
○ M/W Varsity Soccer	6 Big
○ M/W JV Soccer	6 Big
○ Varsity Football	8 Big
(+ Gold Helmet Award)	
○ JV Football	6 Big
○ M/W Varsity Basketball	6 Big
○ M/W JV Basketball	4 Big
○ Freshman Basketball	4 Big
○ M/W Swimming	4 Big
○ Wrestling	6 Big
○ Varsity Baseball	6 Big
○ JV Baseball	6 Big
○ Varsity Softball	6 Big
○ JV Softball	6 Big
○ M/W Track	8 Big

- o M/W Golf 4 Big
- o Varsity/JV Cheerleading 5 Big

➤ Awards are based on numbers and participants in each sport. If numbers go up in any given sport then it is the responsibility of that coach to notify the Athletic Director so proper equity may be maintained.

Coached may name the awards whatever that deem appropriate. Coaches may also give more awards if they so desire but these additional awards will have to be provided at the expense of the individual sport. In order to help with the time of the Awards Banquet, these additional awards may not be presented at the ACHS Athletic Booster Club sponsored banquet.

*ALEXANDER CENTRAL HIGH SCHOOL
ATHLETIC DEPARTMENT POLICIES/RULES/PROCEDURES
2023-2024*

ACHS ATHLETIC DEPARTMENT MISSION STATEMENT:

To create and maintain a positive atmosphere where student-athletes, coaches, parents and the community are passionately unified in the pursuit of good sportsmanship and character, exemplifying this unity through desire, pride, class and courage.

This invincible unit is known as the “Cougars of Alexander Central”.

ACHS ATHLETIC DEPARTMENT PHILOSOPHY:

The Athletic Department at ACHS aspires to be great in every sport that it offers. We want to win every time we compete. We are also realistic and will not sacrifice the integrity of the sport being played nor jeopardize the well-being of student-athletes participating in order to “win at all costs”. We understand the importance of team sports and the profound impact on the lives of young people. The ACHS Athletic Department believes in building winning athletic programs by preparing young people to be “winners” in the game of life.

Every student wishing to be involved in sports at ACHS should make certain to know and understand the rules and obligations that they are assuming before they become a team member. We will expect the same from our parents of student-athletes in becoming familiar with the rules, obligations and expectations.

Each student should realize that participation in athletics at ACHS is a privilege and not a right. The student is allowed this privilege of representing our school as long as he/she upholds the standards and expectations of the athletic department and is willing to accept the responsibility of adhering to all of the rules and regulations.

As an athletic department, we hope that each student will take advantage of every opportunity to be part of the sports that are offered here at ACHS. We believe that

being a part of athletics at ACHS will enable each participant to make new friends, to learn valuable life lessons and to create lasting memories.

ACHS ATHLETIC DEPARTMENT DEFINITION OF ROLES:

AC COACH'S ROLE:

Instructor, positive role model, motivator, communicator, organizer, exemplify high morals, good character and fellowship

AC PARENT'S ROLE:

Supporter, positive role model, good sportsperson, exemplify high morals, good character and fellowship

AC STUDENT-ATHLETE'S ROLE:

Participate within the rules and always to the best of his/her ability, respect the rights and possessions of teammates, coaches, administrators and officials, and exemplify high morals, good character and fellowship

ACHS CHAIN OF COMMAND DEALING WITH ATHLETIC ISSUES:

- Athlete speak directly to Coach
- Athlete and Parent meet with Coach
- Athlete, Parent and Coach meet with Athletic Director
- Athlete, Parent, Coach and AD meet with Principal

GENERAL ATHLETIC DEPARTMENT RULES/REGULATIONS/POLICIES FOR ATHLETES:

- Meet all eligibility requirements set forth by the NCHSAA
- Meet medical examination policy set forth by the NCHSAA
- Adhere to the NCHSAA student-athlete pledge
- Meet ACHS athlete attendance policy of being in attendance for at least 85% of the previous semester.
- Athletes may not use or possess tobacco or tobacco products. Consequences for tobacco:
 - 1st offense – 3 days of ISS
 - 2nd offense – 1-3 days of OSS
- Consent to ACS random drug testing policy and understand the consequences of a positive test, possession, use, sale or distribution of alcohol or illegal drugs.
- Students may not knowingly use, possess, sale or distribute any alcoholic product, drugs, or any legally controlled substance. Sale of legal substances is still a violation.

This policy is in effect 24 hours per day, 7 days per week and 365 days per year regardless of an athlete being in season or out of season and regardless of the quantity.

If as a consequence of a drug or alcohol related issue an athlete is arrested, charged with a citation, or is directly observed using alcohol or drugs by any Alexander County School employee the following consequences will be followed:

- o Penalties: 1st offense – automatic 20% suspension from regular season games (all fraction of games rounded up). A violation of this rule well into the season will also apply to post season games and/or carry into the athlete's next season if necessary. A student may practice but not participate in games during the suspension.
- o 2nd offense – suspension from the team for the remainder of the season.
- o 3rd offense – suspension of the athlete for one calendar year from the day of the offense.
- o Students found in violation during the off-season of his/her sport or during the summer are still subject to the penalties beginning the first day of the next season.
ANY confirmed knowledge of alcohol/drug use as a result of a thorough investigation not covered by the policy written above will be handled by the coach in a manner agreed upon with the Athletic Director and Principal. Examples of consequences at this level could be from the following list:
additional conditioning, parent/athlete/coach meeting, suspension, community service projects, etc.
- Adhere to ACHS athletic department policy on hazing (any intentional, knowing or reckless act meant to deprive a person of his/her rights or anything that is meant to induce physical pain, embarrassment, or humiliation and is directed at a student-athlete or group of athletes for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any athletic team.)
- Athletes should refrain from using profanity at all times and learn to communicate with respect to opposing players, officials, coaches, and teammates.
- ACHS athletic policy on social media – everything you post is public information. We will not tolerate disrespectful comments and behavior online such as derogatory or defamatory language, comments that create a serious danger to the safety of another person or constitute a credible threat of serious physical or emotional injury to another person, comments or photos that describe or depict anything unlawful. Disciplinary actions related to social media may include, but not be limited to, notice to remove the posting or photo, suspension from practice/games, to dismissal from the team.
- Be advised that our coaching staff will use communication tools such as texts, email, twitter, etc. to communicate with athletes. We follow ACS Board Policy # 3220 regarding Technology in the Educational Program.
- Athletes may be removed from an athletic team for any attitude that is detrimental to the team. The athletic department will not tolerate disruptive behavior.
- Athletes found guilty of stealing from the locker room, from teammates, from other athletes or from the ACHS athletic department will be immediately dismissed from the team and suspended from participating as an ACHS athlete for the remainder of the school year.
- We hope that an athlete would never quit a team prior to the season concluding for that sport. When this does occur, students that do quit may not participate or begin practice for another team until the existing team completes its season, including playoff games. Athletes also forfeit their right to any AC letter, award or Conference honors.

- Any rule of ACS and Alexander Central High School is a rule of the ACHS athletic department.
- Individual sport coaches are encourage to add sport specific rules/guidelines and procedures.

A copy of this document will be provided for your reference. Parents and student-athletes must sign below and return this form indicating a thorough understanding of the general ACHS Athletic Department policies and acknowledge an understanding that the entire ACHS Athletic Handbook is posted online on the athletic portion of the Alexander Central High School webpage.

SAFETY
ALEXANDER CENTRAL HIGH SCHOOL
ATHLETIC EMERGENCY ACTION PLAN
(UPDATED JULY, 2022)

Emergency situations may occur during athletic events / practice. When they do occur the following steps will be taken to provide care for the person/persons involved. The most qualified individual on the scene should assess the situation and provide care. If this qualified person decides that EMS is needed, then the following steps should be followed.

1. A call to 911 from a cell phone or nearest land line should be done immediately.
2. Make sure the following information is given when calling 911:
 - a. Your name/title
 - b. The location of the emergency
 - c. The situation and number of people injured
 - d. The treatment that has been provided.
3. Designate someone to meet & direct the ambulance to the location

**Every head coach should have access to a cell phone during practice and games in the event of an emergency.

**If the athlete can be driven and needs to be driven to the emergency room, the following people should drive him / her in this available order

- a. The athletes parent
- b. The designated coach with parental consent
- c. The athletic trainer with parental consent

The athlete's parents should be notified as soon as possible in the event of an emergency or serious injury. If unavailable, contact the person listed as the emergency contact. **A coach or the athletic trainer should remain with the athlete until parents arrive.

The athletic trainer (if not on site) and the athletic director should also be notified as soon as possible. They will be responsible for contacting the principal. The principal will then be in charge of contacting the superintendent or associate superintendent.

*** Athletic Trainer, Caroline Sawyer (1-252-722-3475) will be mobile with an AED at all athletic venues. AED devices are also located at Central Park (upstairs in the PA booth) and in the main office of ACHS in the hallway outside of the Principals office.

[EAP FOLDER 2022](#)

THE AUTOMATED EXTERNAL DEFIBRILLATOR

The AED is located in the training room in the cabinet to the left as you enter the room. This device travels with our athletic trainer to all home and away games

ALEXANDER CENTRAL HIGH SCHOOL

ATHLETIC SEVERE WEATHER PLAN

TORNADO

In the event a tornado warning is issued both teams and game officials should seek shelter in the nearest available building. The ideal location is the dressing room areas in the gym.

GUIDELINES FOR LIGHTENING

- If the athletic trainer has a thunderbolt lightning detector, then this apparatus will be in use during possible storm activity. With the information gathered from the data given by the detector, teams will be notified of possible approaching storms and evacuated when a storm is detected within 10 to 12 miles.
- Be aware of how close lightening is occurring. The flash-to-bang method is the easiest method for determining how far lightening is away from you. To use this method, count the seconds from the time lightening is sighted to when the clap of thunder is heard. Divide this number by five to obtain how far away (in miles) the lightening has occurred.
- As a minimum, National Severe Storms Laboratory (NSSL) and the NCAA recommend that at the time the observer obtains a flash-to-bang count of 30 seconds or less; all individuals should leave the athletic site and go to a safe structure or location. We recommend 40 seconds due to the distance some of our fields are from a safe structure.
- If no safe structure or location is within a reasonable distance, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of the feet touching the ground, wrap your arms around your knees and lower your head. Minimize your body's surface area, and minimize contact with the ground. Do not lie flat.
- If the team is unable to reach safe shelter, stay away from the tallest trees or objects (such as light poles or flagpoles), metal objects (such as fences or bleachers), individual trees, standing pools of water and open fields. Avoid being the highest object in a field. Do not take shelter under a single, tall tree.
- When considering resumption of an athletics activity, the NCHSAA sets forth that everyone wait 30 minutes after the last flash of lightning or sound of thunder before returning to the field or activity.
- In the case of lightening strike, observe the following basic first aid procedures for managing any victim:
 - a. Survey the scene for safety.
 - b. Activate local EMS
 - c. Assess the victim (Lightening victims do not carry a 'charge' and are safe to touch). Evaluate airway, breathing, circulation, and begin CPR if necessary.
 - d. Evaluate and treat for hypothermia, shock, fractures and/or burns.
 - e. If necessary, move the victim with care to a safe location.
- All individuals have the right to leave an athletic site in order to seek a safe structure if the person feels they are in danger of impending lightening activity, without fear of repercussions or penalty.

The head coach or his designee should be watchful if the threat of lightening is in the area. If lightening occurs the teams should seek shelter as follows:

Football Stadium: Home team and game officials will go to the field house. Visitors will return to their bus or to the dressing rooms in the school.

Baseball Field: Home team and game officials will go to the indoor batting facility. Visitors will return to their bus.

Central Park (Softball and Soccer Field): Home team and game officials will go to dressing rooms. Visitors will return to their bus.

Tennis: Home team will go to BOE building and visiting team will return to their bus.

EMERGENCY PLAN FOR SPECTATORS AND EVENT STAFF

Emergency situations may arise during athletic events / practice. When they occur the following steps will be taken to provide care for the person/persons involved. The most qualified individual on the scene should assess the situation and provide care. If it is determined that EMS is required the following steps should be followed.

Events that are staffed by Taylorsville Police Department: Notify the nearest officer and ask them to contact EMS.

In all other events, notify the administrator, athletic director or his designee who is charge of the event to contact EMS and to assist EMS in attending to the emergency. 2-way radio devices(walkie talkies) will be utilized at all events to speed communication.

GYM EVACUATION

Exits are located on each end of the gym. Spectators should leave through the nearest exit and follow the instructions of law enforcement or school administration.

SEVERE WEATHER PLAN FOR ATHLETIC EVENT IN PROGRESS

In the event that severe weather forces the postponement of an athletic contest that is in progress, all spectators should return to their vehicle. Spectators who do not have a vehicle will go to the nearest shelter depending on the athletic event.

Football: Main or auxiliary gym

Baseball: Main or auxiliary gym

Softball or Soccer: Taylorsville Elementary

Tennis: Board of Education Building

Northwestern Athletic Conference

Alexander Central Ashe County Freedom Hibriten
Cougars Huskies Patriots Panthers
South Caldwell Watauga
Spartans Pioneers

Conference By-Laws

A simple majority of members is needed to change the By-Laws

GENERAL PROCEDURES

- A. A copy of the minutes of each meeting are to be sent to each member school
- A. The visiting team will wear dark jerseys in basketball and light in football:
except in cases where mutually agreed upon
- D. Reporting game results will be the host school's responsibility

Game Times and Admission Prices

Varsity Football	7:30pm
JV Football	7:00
*Basketball	4:00 No JV Girls – start JV Boys 4:30
Cross Country	5:00
Wrestling	Tri-match: 5:30pm / Single Duals: 5:30pm / Weigh-ins begin 1 hour prior to the start of the match
*Baseball	4:00 / 6:30
Softball	Home team will choose a varsity start time from either 4:30pm or 6:00pm / If the home team has varsity only, the start time of the varsity game will be 5:00pm.
Track	4:30
Tennis	4:00
Men's Golf	Non Conf. matches 3:00pm (9 holes) / Conf. matches 3:00pm (18 holes)
Women's Golf	1 st 4 matches 4pm (9 holes) / Last 2 matches 2pm (18 holes)
*Volleyball	4:30 Varsity match will begin exactly 20 minutes following the conclusion of the JV match (adopted 02-07-18)
*Soccer	4:30 & 6:00
Swimming	TBA (to be determined by the facility)
*JV starting times with Varsity to follow	

Price of admission: Admission price for all regular season conference games is \$6.00. Varsity Football admission will be \$7.00. All conference tournament admission is \$6.00 with the exception of the wrestling tournament which is \$7.00.

Start times can be adjusted when mutually agreed upon by Athletic Directors.

- A. The members will determine at the last regular meeting of the year the booking agents for the following year.
- A. All Conference Teams shall be selected in all sports in which championships are determined. The number of selections for each sport are:
Cross Country Top 12 runners in the conference championship meet – in

addition to the Runner of the Year. A total of 13.
Runners must compete in two regular season conference meets in order to compete in the championship meet.
Only NWC schools are allowed to compete in NWC regular season meets and championship meet.

Track 1st and 2nd place finishers in each event in the NWAC Championship Meet.

PAGE 2

Swimming 1st and 2nd place finishers in each event in the conference championship meet

Golf: For the purpose of determining the all conference teams and the player of the year: One score may be dropped if the student athlete plays in all COMPLETED conference matches. Additionally, in order to be considered for all conference and player of the year a student-athlete may not miss more than one COMPLETED conference match. Events deemed non-conference have no bearing on all conference or player of the year. APPROVED 7-0 vote

Wrestling 1st and 2nd place finishers in each weight class @ the conference tournament. In addition, four additional at large wrestlers will be selected. These four additional must have competed in five conference matches. The four with the highest overall winning percentages will be named All Conference. (20 overall match minimum)

An Injured Wrestler unable to wrestle in the tournament can be named to the all-conference team if the coaches deem legit.

Wrestling Tournament Seeding:

- A. Conference record winning percentage with five match minimum. Wrestlers with a greater number of matches will be seed over another wrestler with less wins. (ex: 7-0 wrestler seeded over 6-0)
- B. Head-to-head competition at any point in the season
- C. Overall record winning percentage
- D. Coin flip

The top four wrestlers will be seeded at the seed meeting, byes will be drawn, and remaining wrestlers will be filled in accordance to record. Byes will be balanced to ensure even distribution.

If the conference tournament is cancelled due to bad weather, the top two wrestlers seeded in each weight class for the conference tournament will be named All Conference, as well as the aforementioned at large wrestlers.

Wrestlers of the Year: WOY will be selected at the conference seeding meeting prior to the conference wrestling tournament. The voting process will be the same used in all Northwestern Conference Player of the Year selections. (See

All Conference voting notes, section H)

All Conference selections (continued)

Golf 12 selections based on aggregate score (6/7 matches)
A total of 13 including the medalist

*Football 51 AC selections/12 HM

*Basketball 10 AC selections/6 HM

PAGE 3

*Baseball 26 AC selections/12 HM

*Softball 26 selections/12 HM

*Tennis 13 AC selections/12 HM selections

*Volleyball 14 AC selections/12 HM selection

*Soccer 26 AC selections/12 HM selections

These numbers do not include athletes selected as “Player of the Year” award recipients

There will be *Honorable Mention All-Conference. All Conference team members and Honorable Mention team members will receive certificates.

*All Conference Teams will be named from a specified number of selections given to teams based on their position in the final conference standings. Each team, based on their individual final finish in the conference standings will receive a specified number of selections. (See Next Page)

A tie in the final conference standings would result in all teams involved in the tie receiving the same number of selections as the highest placed tied team. This situation would result in an increase in the total number of All Conference selections.

ALL CONFERENCE SELECTIONS PER SPORT:

<u>Football</u>	<u>Sel.</u>	<u>Soccer</u>	<u>Sel.</u>
1 st Place	13	1 st Place	8
2 nd	11	2 nd	7
3 rd	9	3 rd	5
4 th	8	4 th	3
5 th	6	5 th	2
6 th	4	6 th	1
	51 AC / 12 HM		26 AC / 12 HM

<u>Baseball</u>	<u>Sel.</u>	<u>Basketball</u>	<u>Sel.</u>
1 st Place	8	1 st Place	3
2 nd	7	2 nd	2
3 rd	5	3 rd	2
4 th	3	4 th	1
5 th	2	5 th	1
6 th	1	6 th	1
	26 AC / 12 HM		10 AC / 6 HM

<u>Tennis</u>	<u>Sel.</u>	<u>Softball</u>	<u>Sel.</u>
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1 st Place	4
2 nd	3
3 rd	2
4 th	2
5 th	1
6 th	1
13 AC / 12 HM	

1 st Place	8
2 nd	7
3 rd	5
4 th	3
5 th	2
6 th	1
26 AC / 12 HM	

PAGE 4

<u>Volleyball</u>	<u>Sel.</u>
1 st Place	4
2 nd	3
3 rd	2
4 th	2
5 th	2
6 th	1
14 AC / 12 HM	

At the All Conference meetings, have coaches list their all conference selections as well as their conference and overall records on the board. Coaches should list their last name to aide in coach of the year voting.

NOTES IN REGARDS TO ALL CONFERENCE VOTING

1. All schools must have their head coach, or their designee present at an All Conference selections meeting to have a voice in the selection process. Other than the Executive Secretary or assistant coaches, no other persons will be allowed into the meeting to protect the integrity of the proceedings. Schools not represented at this meeting will be assessed a \$100.00 fine.
1. All Conference teams will be announced at the end of the selection meeting and will be released to the media after the season has concluded for all teams, including the play-offs. Schools can choose to release only their members of the All Conference team prior to the season ending for other conference schools.

A. **Coach of the Year:** A Coach of the Year / Player of the Year shall be voted upon in each sport where a majority of the member schools participate. Each coach shall vote on a 3-2-1 basis. He / She shall not vote for himself/herself. A plaque will be awarded to the winner. A tie shall result in Co-Coaches / Co-Players of the Year. A coach nominating a player for Player of the Year honors, must disclose to the other voting conference coaches (prior to the vote) if their nominee has been ejected from conference game. When conducting the vote for Conference Coach of the Year, the Executive Secretary will likewise disclose to the voting conference coaches (prior to the vote) the names of any coaches that were ejected from a conference game. With knowledge of this information, conference coaches shall vote and their selection shall be named conference Player of the Year / Coach of the Year.

B. **Player of the Year Awards:** (waiting to receive input from coaches)

Men's & Women's Golf Player of the Year (lowest avg. score of the year)

Volleyball Offensive Player of the Year; Defensive Player of the Year Player

Men's & Women's Tennis of the Year (adopted 02-07-18) (by coaches' vote)
 Men's & Women's CC Player of the Year (by coaches' vote)
 Runner of the Year (1st place finish in conference
 championship meet)

PAGE 5

Men's & Women's Soccer Offensive Player of the Year; Defensive Player of the Year; Player
 of the Year (by coaches' vote)
 M & W Swimming Swimmer of the Year (coaches' vote)
 Wrestling Wrestlers (upper & lower weight division) of the Year (by
 coaches' vote)
 M & W Basketball Player of the Year (by coaches' vote)
 Men's & Women's Track Runner of the Year, Field Event of the Year, Track Athlete
 of the Year (by coaches' vote)
 Softball Player of the Year & Pitcher of the Year (by coaches'
 vote)
 Baseball Player of the Year & Pitcher of the Year (by coaches'
 vote)
 Football Offensive Player of the Year; Defensive Player of the Year; Special
 Teams Player of the Year; Overall Player of the Year (by coaches'
 vote)

No one athlete may receive more than one "Player of the Year" type of recognition in the same sport. A tie in voting shall result in Co-Players of the Year. "Player of the Year" award winners are considered members of the All Conference Team and do not count against the total number of selections their school receives.

- A. **Senior Scholar Athlete Award:** This award will recognize the academic accomplishments of one male and one female senior athlete per school (total of 12) that has attain at least a 3.75 cumulative weighted GPA at the end of the third 9-weeks grading period. To be considered, these athletes must have competed in at least two sports during their senior year. These athletes are to be chosen by each member school's coaching staff. These senior athletes will receive 5x7 plaques from the conference recognizing them as Senior Scholar Athletes.
- A. **Admission:** Admission for varsity football is \$7.00 and basketball is \$6.00. All other regular season conference admissions are \$6.00. Wrestling tournament admission is \$7.00. All other tournament admission is \$6.00.
 No NWC regular season passes will be accepted for NWC tournament admission. This applies to track and swimming championship meets also. Tar Heel passes are not accepted at NWC regular season events and NWC tournaments.
- A. **Signs at Athletic Events:** Signs must represent your school. No signs will be allowed that mention the opposing school, or players from the opposing school.

CONSTITUTION OF THE NORTHWESTERN 3A/4A ATHLETIC CONFERENCE

ARTICLE I Name and Objectives

Section 1. The name of the organization shall be the Northwestern 3A/4A Athletic Conference.

Section 2. The objectives of the conference shall be:

- A. To promote wholesome athletic relationships among member schools.
- B. To uphold the regulations of the State Board of Education and the North Carolina High School Athletic Association in regards to athletics.
- C. To enact policies that will make for general understanding in regards to athletics and academic excellence.
- D. To further a spirit of fellowship among member schools.
- E. To obtain adequate publicity for each sport.

ARTICLE II Membership

Section 1. The membership shall consist of the following schools assigned by the North Carolina High School Athletic Association:

Alexander Central High School
223 School Drive, Taylorsville, NC 28681

Ashe County High School
PO Box 450, 184 Campus Drive, West Jefferson, NC 28694

Freedom High School
511 Independence Blvd. Morganton, NC 28655

Hibriten High School
1350 Panther Trail, Lenoir, NC 28645

South Caldwell High School

7035 Spartan Drive, Hudson, NC 28638

Watauga High School
300 Go Pioneers Dr., Boone, NC 28607

Northwestern 3A/4A Constitution PAGE 2

Section 2. Competition among all member schools is recommended in the following sports:

- Football Varsity & JV
 - Cross Country Men & Women
 - Tennis Men & Women
 - Wrestling Varsity
 - Men’s Basketball Varsity & JV
 - Women’s Basketball Varsity & JV
 - Baseball Varsity & JV
 - Golf Men & Women
 - Softball Varsity & JV
 - Track Men & Women
 - Men’s Soccer Varsity & JV
 - Women’s Soccer Varsity & JV
 - Volleyball Varsity & JV
 - Swimming Men & Women
 - Indoor Track Men & Women (If four schools have teams)
- Team tournaments shall be held in: Basketball; Baseball; Softball; Wrestling
Individual tournament shall be held in: Tennis

Section 3. Any school desiring membership shall be accredited by the NCDPI and must be eligible for membership in the conference under the rules and regulations by the NCHSAA.

Section 4. Superintendents, Principals, Athletics Directors and Coaches of all member schools are automatically designated as being individual members of the conference. The principal and athletic director shall represent their schools at conference meetings with one vote per school.

Section 5. Grievance Committee:

- A. The grievance committee shall consist of one member from each school except those schools involved in the grievance.
- A. The grievance committee will handle problems before they are taken to the NCHSAA.
- C. Any protest or question must be reported to the executive secretary within 24 hours and submitted in writing to the conference president within five days and signed by the principal and coach before the protest is considered.
- D. If a request is made for the eligibility records of a team to be checked, a fee of \$25.00 must be paid to the conference. The Executive Secretary has the responsibility of verifying eligibility. The \$25.00 will be returned if the protest is upheld.

ARTICLE III DUES

Section 1. The conference shall be financed by an assessment fee to be determined at the last general meeting based on the balance of the conference bank account, along with proceeds from all conference tournaments. Dues are assessed as needed for operation

Section 2. Payment of assessment is to be made on or before November 1.

Section 3. Failure to make payment shall constitute a loss of voting privileges and participation in the conference tournaments until payment is made.

ARTICLE IV OFFICERS

Section 1. The officers of the conference shall be President and Executive Secretary

Section 2. The office of President will change annually. President terms:

2021-22 Alexander Central

2022-23 Ashe County

2023-24 Freedom

2024-25 Hibriten

Each member school shall have a President serve a one year term before any school serves a second term.

Section 3. It shall be the duty of the President to preside at meetings. In the absence of the president, the Executive Secretary will preside.

Section 4. It shall be the duty of the President to appoint any necessary committee chairmen.

Section 5. It shall be the duty of the President and the Executive Secretary to jointly report final conference standings at the conclusion of each sports season to the NCHSAA.

Section 6. The Executive Secretary shall:

Attend all meetings

Attend to the general correspondence of members

Keep meeting minutes

Be responsible for developing and disbursing all conference schedules

Be responsible for communicating to each sport

Order awards

Attend to the conference's financial matters

A. The Executive Secretary shall be paid a salary of \$4,500.00 plus mileage, set by a 2/3 vote of conference members.

Page 4

ARTICLE V MEETINGS

Section 1. The conference athletic directors will meet on the first Tuesday of each month at 9am from August through May. The site will be set by the Athletics Directors.

Section 2. The first Tuesday in August will be designated as Principals/ADs meeting.

Section 3. A constitutional revision meeting will be held in the first year of a new realignment.

Section 4. Each member school shall have one vote in the conducting of business of the conference.

Section 5. Presence of two thirds (4of 6) of the members shall consist of a quorum.

Section 6. A simple majority vote of the members shall constitute the basis for determining matters of business.

Section 7. Tie votes shall be broken by the executive secretary.

ARTICLE VI CONFERENCE POLICIES AND BYLAWS

Section 1. The conference will sponsor competition and championships in activities where two thirds of member schools have teams, and that sport or activity is approved and acknowledged as a conference championship sport by the Athletic Directors. There will be no conference recognized JV championships. There will be no conference recognized divisional (3A & 4A) championships.

Section 2. Requirements:

- a. Participate in NCHSAA sponsored playoffs.
- a. Conduct special conference meets as the membership desires
- a. Set common standards of operation of programs
- b. Conduct of business

Section 3. Championship awards will be given to teams meeting requirements:

BEST REGULAR SEASON CONFERENCE RECORD:

(vs. all member schools)

Football	Basketball	Wrestling
Baseball	Tennis	Softball
Soccer	Volleyball	

WINNER OF THE CONFERENCE MEET:

PAGE 5

- b. All locales for tournaments and championships meets will be determined by the Athletic Directors based on:
- a. Proximity
 - b. Facilities
 - c. Finances
- c. Championships of any sport not mentioned above shall be determined by regular season conference record.
- d. Awards will be presented to championship teams, Players and Coaches of The Year, and Most Valuable tournament performers. (plaques or trophies) All Conference and All Tournament selections will receive certificates. A tie for the conference championship will result in all schools involved in the tie being recognized as conference champions and all tied schools receiving championship awards. A tie in the voting of Player or Coach of The Year will result in all tied parties receiving the award. The Executive Secretary will be responsible for the purchase and delivery of awards.
- e. Tournament awards: 1 Team championship trophy (no runner-up trophy) / 1 MVP plaque. The MVP will come from the championship team and will be selected by the head coach of the championship team. There will be an All Tournament team selected with the members receiving certificates.

Basketball All Tournament: From the championship team - MVP & two selections; 2nd place- 2 selections; 3rd & 4th place teams will receive 1 selection each. A total of 7 All Tournament selections.

Baseball & Softball All Tournament: From the championship team - MVP & 3 selections; 2nd place – 3 selections; 3rd & 4th place team will receive 2 selections each. A total of 11 All Tournament selections.

No All Tournament team will be selected in tennis nor wrestling.

f. The Wells Fargo Cup will be awarded to the school having the most outstanding all around athletic program. Points will be awarded based on the standings of each varsity conference sport. The points will be awarded in the following manner:

First Place	6 Points
Second	5
Third	4
Fourth	3
Fifth	2
Sixth	1

Section 4. Teams failing attend scheduled contest will be fined using the following formula:

Football - \$5,000.00	Basketball - \$2,000.00
JV Football - \$1,000.00	All Others - \$250.00

All Northwestern Conference athletic contests that are postponed will be rescheduled on the first available playing date per the NCHSAA Handbook. Rescheduling decisions must be made with the involvement of each school’s Athletic Director. Northwestern Conference games will take precedent over any scheduled non-conference contest.

Junior Varsity sports – extenuating circumstances may arise. Decisions will be made with the involvement of each school’s athletic director.

Play-Off Play-In Games: The conference Executive Secretary and President must be informed immediately of the play-in game, and involved in the decision-making process. The contest must be played at the tournament site, if there is a conference tournament held. This game would be played before any championship games on the day of the finals. If there is no conference tournament, the game must be played at a neutral site, preferably at the conference President’s home school, unless mutually agreed upon by competing schools. Supervision during the game is the responsibility of the host school. The host school can recoup monies for ticket takers, security, and officials. Any remaining gate proceeds must be sent to the conference treasurer.

ARTICLE VII FINANCES

Section 1. All scheduling among conference schools will be on an annual home and home or a two-year home and home basis. Conference schedules in any sport shall be considered legal and binding. Cancellation may be done by mutual agreement after communication between both schools’ Athletic Directors due to unusual circumstances.

Section 2. The conference agrees for common understanding among the members regarding regular admission.

Section 3. Championship Playoff Admissions-NCHSAA Handbook

Section 4. Complimentary Tickets:

- a. Each school shall be issued 80 conference passes
- a. All certified press passes will be honored
- a. All NCHSAA & NCCA passes will be honored
- a. Senior Tar heel passes: Will not be accepted for NWC Regular Season and NWC Tournament.

Section 4. (Continued)

One pass allows one person ONLY to be admitted. Pass colors will change annually. The color of the passes will be determined by the President’s school’s colors. If a pass list is needed, ADs will communicate during the week prior to the contest being played. Passes issued by the conference for admission to regular season athletic events will NOT be accepted at conference tournaments.

ARTICLE VIII Broadcast Rights to Games

Section 1.

Live internet video streaming of regular season contests is permitted, with the exception of the NCHSAA Game of The Week, which requires prior written approval.

Northwestern Conference teams shall be supported with enthusiasm and dedication, for strong support is a vital part of the experience of high school competition. We expect good sportsmanship from players and coaches and they have a right to expect the same from spectators. Therefore, we urge Northwestern Conference students, alumni, and friends to cheer their teams to victory while upholding the ideals and standards set by the North Carolina High School Athletic Association. Our spectators should be courteous and judicious in choice of expression and should exhibit good manners and kindness to all others. The scoreboard will reflect the quality of the teams in competition; the kind of support given by the spectators will reveal the character of the Northwestern Conference fans.

*HANDBOOK OF THE NORTHWESTERN
3A/4A
ATHLETIC CONFERENCE*

SECTION I SPORTS:

BASEBALL:

Booking Agent: Seth Keener

JV games are to be seven innings or two-hour length, whichever comes first. If tied after the two-hour limit, the game goes into the record books as a tie.

Following the JV game, there is a maximum of 45 minutes allowed before the varsity game must begin.

BASKETBALL:

Booking Agent: David Brown

JV Times: 5:00 JV boys warm-up; 7:00 quarters; 5:00 halftime; 3:00 overtime; 2nd overtime is sudden death /

Varsity Times: 10:00 warmup / 10:00 between games

CROSS COUNTRY; SWIMMING; TRACK; GOLF

The conference coaches in swimming, track and cross country will meet and comprise the schedule for the conference. Randy McDonough of Watauga will organize the meeting for the cross country and track coaches. Brent Tomberlin of South Caldwell will organize the swim coaches' meeting. The Athletic Directors must approve each schedule and adopt it as the official conference schedule. The conference will set the date for the conference championship meet in track, cross country & swimming.

CHEERLEADING:

FOOTBALL:

Booking Agent: Jim Coleman

Football: Filming: Please show game clock after each score and on each change of possession.

Schools are asked to film so that players' numbers are easily recognizable.

GOLF:

Men's Golf start time: 1st two matches (before day-light saving time begins) will begin at 3:00pm / the remaining matches (after the start of day-light saving time) will begin at 3:00pm All matches will be 18 hole matches.

Women's Golf start time: 3:00pm. All Women's matches except the final two are nine hole matches. The final two are 18 hole matches.

Tie breaking for regional representative:

1st Option: Break the tie by competition on the course. It is strongly recommended the every effort be made to break the tie using head-to-head competition on the course. Unless inclement weather or darkness prohibits, this option is to be used.

SECTION I SPORTS: (continued)

GOLF: (continued)

2nd Option: Draw a random conference match and use the head-to-head competition from that particular match to break the tie. Continue this process until the tie is broken. Men's Golf:

For the purpose of determining the all conference teams and the player of the year: One score may be dropped if the student athlete plays in all COMPLETED conference matches. Additionally, in order to be considered for all conference and player of the year a student-athlete may not miss more than one COMPLETED conference match. Events deemed non-conference have no bearing on all conference or player of the year. APPROVED 7-0 vote

NCHSAA regional qualifiers are established by the NCHJSAA as half of the completing teams from each division of a conference without rounding up. Currently the Northwestern 3A/4A has 6 teams at the 3A level and 2 teams at the 4A level. Thusly 3 team are eligible to participate at the 3A level and 1 team at the 4A level. Additionally, each division of the conference (3A and 4A) is required by the NCHSAA to send 4 individual qualifiers to the regional tournament to compete as individuals only. The end of season conference standings shall be used to determine these teams and individuals from each division - with the exception that any division of the conference with only two teams, can send individuals to regional play that have missed no more than 2 COMPLETED conference matches. APPROVED 7-0 vote

SOCCER:

Booking Agent: David Whitman

Start time: 4:30 & 6:00pm; two officials for JV; three officials for varsity / Overtime procedure: If the match is tied at the end of regulation, two five minute overtime periods are played. If the score remains tied at the of the two five minute periods – then move on to penalty kicks to break the tie. No conference matches are to end in a tie. / The soccer All Conference meeting will be held at Hickory High School each year. The regional meeting always follows the All Conference meeting and is held at Hickory High School.

SOFTBALL:

Booking Agent: Seth Keener

All member schools have lighted fields. JV Softball games are to be 7 innings in length or 1.5 hours, whichever comes first. If tied after the 7th inning, the games is recorded as a tie. Home team will choose a varsity start time from either 4:30 or 6:00pm.

TENNIS:

There will be a ten match conference schedule. In the Fall, Friday will not be used as the next available date when scheduling make-up matches due to Football games. Friday will be used in the Spring as the next available playing date to make up matches.

VOLLEYBALL:

Booking Agent: Scott Faglier JV matches that need a third set - the third set will be played to the final score of 15 and NOT 25. Warmup: 5/5/2/2

WRESTLING:

Booking Agent: Kyle Dunn 828-499-1265 Tony Madren

Northwestern 3A/4A Handbookpage 3

SECTION II TOURNAMENTS:

AWARDS:

(For all conference tournaments) 1 Team championship trophy / no runner-up trophy / 1 MVP plaque The tournament MVP will come from the championship team and be picked by the championship head coach. An All Tournament team will be selected in basketball; softball and baseball. Certificates will be provided for All Tournament selections.

Basketball All Tournament: From the championship team - MVP & two selections; 2nd two selections; 3rd & 4th place team will receive 1 selection each (7 total selections)

Baseball & Softball All Tournament: From the championship team - MVP & 3 selections; 2nd three selections; 3rd & 4th place team will receive 2 selections each (11 total selections)

No All Tournament team will be selected in tennis or wrestling.

Wrestling: The conference will provide medals for the conference wrestling tournament for 1st, 2nd, 3rd places.

Track: The conference will provide ribbons for the conference championship meet for 1st thru 8th places

ADMISSION COST:

Admission price for all Northwestern Athletic Conference tournaments except the wrestling tournament is \$6.00. Wrestling tournament admission is \$7.00.

PASSES:

Northwestern Conference issued regular season passes will not be accepted at Northwestern Conference tournaments. This applies to swimming and track championship meets as well. Eight (8) tournament passes will be distributed to each school prior to each conference tournament. Other passes accepted: No Tar Heel Passes (based on Article VII Finances, Section 4; NCHSAA; NCCA; Press Passes

HOSPITALITY ROOM:

Hospitality rooms will be at the expense of the host school.

TRAINERS:

The conference will not supply paid trainers for any conference tournaments. Each school's trainer should travel with their respective teams.

BASKETBALL:

The Northwestern Athletic Conference Basketball Tournaments (Men's & Women's Semi Finals and Finals) will be held on a rotating basis at: 2021-22 Alexander Central 2023-24 TBA
2022-23 TBA 2024-25 TBA

Basketball Tournament Inclement Weather Plan: (If one school cannot play, it is permissible for other conference tournament games to be played if weather permits.)

Girls' basketball tournament championship trophy, MVP and all tournament team, will be presented immediately following the girls' championship game. Boys' presentation follows their game.

No championship teams other than the basketball tournament champions will be recognized at the conference basketball tournament.

Northwestern 3A/4A Handbookpage 4

SECTION II TOURNAMENTS: (continued)

Basketball Tournament Format:

1st Round @ higher seed Tuesday of conference tournament week Girls & Boys
Double header games: 1st game starts at 6:30 with the second game to follow
Single game: Starts at 7:00pm

Semi Finals will be held on Thursday (2 girls games followed by 2 boys games) First girls' game begins at 4pm

Championships will be held on Friday Girls' Championship @ 6:30 / Boys' Championship to follow

An administrator must be present from the schools participating in the semi-finals and finals.

Tournament format & seeding meeting to be held at the coaches' all conference meetings on the Saturday, prior to the week of the conference tournament @ the conference president's school.

BASEBALL:

Baseball Tournament Format:

Visiting team is to bring six baseball to every round in which they play.

1st Round @ higher seed @ 7pm Tuesday of conference tournament week (Rain date for Tuesday is Wednesday)

Semi-finals @ M.S. Deal Stadium / 4:30 & 7:00 on Thursday

Championship @ M.S. Deal Stadium – 7:00 on Friday (if a play-in game is needed, that game will be played at 4:30 preceding the championship game)

Saturday, – rain date for Friday

Tournament Inclement Weather Plan: First round games are to be played, regardless of postponement of another game at a different site due to weather conditions.

Executive Secretary will be responsible for acquiring umpires for all conference tournament games. Officials are to be paid on site from gate receipts.

SOFTBALL:

Softball Tournament Format:

Visiting team is to bring two softballs to every round in which they play.

1st Round @ higher seed @ 6pm Tuesday of conference tournament week (Rain date for Tuesday is Wednesday)

Semi-finals and finals will rotate between Alexander Central, McDowell and South Caldwell. Alexander will host in 2021-22, McDowell in 2022-23 and South Caldwell in 2023-24.

Semi-finals @ 4:30 & 6:30 on Thursday

Championship @ 6:00 on Friday (if a play-in game is needed, that game will be played at 4:00 preceding the championship game)

Saturday, – rain date for Friday

Tournament Inclement Weather Plan: First round games are to be played, regardless of postponement of another game at a different site due to weather conditions.

Executive Secretary will be responsible for acquiring umpires for all conference tournament games. Booking agent is to bill the conference for officials.

CONCESSIONS:

The host school for a tournament will be allowed to keep proceeds from concessions.

Northwestern 3A/4A Handbookpage 5

SECTION II TOURNAMENTS: (continued)

SITES TO BE USED:

Softball: Rotation between Alexander Central (2021-22) Hibriten (2022-23) South Caldwell (2023-24)

Baseball: MS Deal Stadium (permanently)

Basketball: The Northwestern Athletic Conference Basketball Tournaments (Men's & Women's Semi Finals and Finals) will be held on a rotating basis at: 2021-22 Alexander Central

Wrestling: The tournament site will rotate on an alphabetical basis. A minimum of three mats is a requirement for hosting the tournament. (Schools not wishing to host the tournament will have the option of passing on their opportunity) 2021-22 Ashe; 2022-23 Alexander; 2023-24 Freedom

Track: The championship meet site will be hosted by NWC Member Schools on a rotating basis. Timing system will be determined.

Host schools: 2021-22 Watauga
2022-23 Ashe County
2023-24 Freedom
2024-25 Watauga

Tennis: 3A Individual tournament will rotate among the 3A schools (Freedom 2021-22) / 4A will rotate between South Caldwell and Watauga, beginning with Watauga in 2021-22.

Swimming: 2021-22 Hibriten-Lenoir Aquatic; 2022-23 Watauga

TOURNAMENT MISCELLANEOUS INFORMATION :

Tournament Directors: The conference will pay for operational cost for tournament championships (ie: electronic scoring, computer set-up, etc.) There will be no pay from the conference for ADs that act as tournament director.

SECTION III MISCELLANEOUS:

PLAY-IN GAMES:

Play-Off Play-In Games: The conference Executive Secretary and conference President must be informed immediately of the play-in game, and involved in the decision making process. The game must be played at a neutral site, preferably at the conference President’s home school, unless mutually agreed upon by competing schools. The host school is responsible for supervision during the play-in game. The host school should recoup monies for ticket takers, security, and officials. Any remaining gate monies must return to the conference. The conference financial form should be used to report expenses and finances.

Northwestern 3A/4A Handbookpage 6

PLAYING DAYS:

Conference games/matches are to be scheduled on the following days:

Men’s Tennis:	Tuesday & Thursday	Track:	Wednesday
Women’s Tennis:	Monday & Wednesday	Volleyball:	Monday & Wednesday
Men’s Soccer:	Monday & Wednesday	M/W Golf:	Monday
Cross Country:	Wednesday	Baseball:	Tuesday & Friday
Softball:	Tuesday & Friday	W Soccer:	Tuesday & Friday
M/W Basketball:	Tuesday & Friday	V Football:	Friday
JV Football:	Thursday		

START TIMES & ADMISSION PRICES:

Varsity Football 7:30pm

JV Football 6:30
***Basketball** 4:00
Cross Country 5:00
Wrestling Tri-match: 5:30pm / Single Duals: 5:30pm / Weigh-ins begin 1 hour prior to the start of the match
***Baseball** 4:00 Varsity 6:30
#Softball 4:30 JV / No JV – Varsity start 6:00
Track 4:00
Tennis 4:00
Men’s Golf 1st 2 matches 3:00pm (18 holes) / Remaining matches 3:00pm (18 holes)
Women’s Golf 1st 4 matches 3:00pm (9 holes) / Last 2 matches 2pm (18 holes)
***Volleyball** 4:30 (adopted 02-07-18)
***Soccer** 4:30 Varsity 6:00 / No JV, Varsity @ 6:00pm
Swimming TBA (to be determined by the facility)
 *JV starting times with Varsity to follow
 #Varsity games begin first
Price of admission: Admission for all conference athletic events is \$6.00, regular season and tournaments, Varsity Football is \$7:00, and \$7.00 admission price for the wrestling tournament.

Northwestern Athletic Conference Inc.

*Alexander Central Ashe County Freedom
 Hibriten South Caldwell Watauga*

Athletic Event Financial Report

Men’s ___ Women’s ___ (check one) Sport _____ Date _____

Host Site _____ High School _____

Site Supervisor _____

Competing Teams _____ vs. _____

A) Total Tickets Sold _____ (A)

B) Total Gate Receipts (A x \$6.00) _____ (B)

C) Other Receipts _____ (C)

D) Total Gross Receipts (B+C) _____ (D)

E) Game Expenses:

Officials \$ _____
Security \$ _____
Ticket Takers \$ _____
Scorer, Timer, PA \$ _____
Site Manager \$ _____
Miscellaneous \$ _____

Total Game Expenses \$ _____(E)

F) Net Gate (D-E) \$ _____(F)

Please make the check for the amount listed on line "F" payable to:
 Northwestern Athletic Conference and forward the check to the Executive Secretary.
Marc Payne / Executive Secretary, NWC / PO Box 606 / West Jefferson, NC 28694
336-977-1861 / marc.payne@ashe.k12.nc.us

Signature Site Supervisor

Northwestern Athletic Conference Inc.

Alexander Central Ashe County Freedom
Hibriten South Caldwell Watauga

Athletic Event Ticket Accountability

Men's ___ Women's ___ (check one) Sport _____ Date _____

Host Site _____ High School _____

Site Supervisor _____

Competing Teams _____ vs. _____

Gate Sale Tickets

Beginning	thru	Ending	+1=	Total Tickets	@	Sale	=	\$Value
Number		Number		Sold		Price		
						Each		

_____ thru _____ +1= _____ @ _____ = _____

_____	thru	_____	+1=	_____	@	_____	=	_____
_____	thru	_____	+1=	_____	@	_____	=	_____
_____	thru	_____	+1=	_____	@	_____	=	_____

Total _____ @ _____ = _____

Total Ticket Revenue \$ _____

Total Tickets Sold _____

**Please make the check for the total ticket revenue amount payable to:
Northwestern Athletic Conference and forward the check, this form, and the Financial Report to the
Executive Secretary.**

**Marc Payne / Executive Secretary, NWC / PO Box 606 / West Jefferson, NC 28694
336-977-1861 / marc.payne@ashe.k12.nc.us**

Supervisor's Signature

FUNDRAISING REQUEST FORM

Please complete this form when requesting permission to carry out any school fundraiser that was not part of your school's board approved projects/efforts during the previous school year.

1. **Name of project** _____

2. **Sponsoring school organization** _____

3. **Date of activity** _____

4. **Anticipated profit** _____

5. **Plan for use of profit** _____

6. **Does this "new" project replace another fundraiser from last year?** _____

If yes, please list _____

7. **The net amount raised by this school organization last year from all efforts was** _____.

School Organization Sponsor

School Principal