

**TALBOT COUNTY
PUBLIC SCHOOLS
EASTON, MD 21601**

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**ADMINISTRATIVE RULES AND REGULATIONS FOR INTERSCHOLASTIC
ATHLETICS - AR**

I. Governing Regulations

- A. The State Superintendent of Schools shall establish Rules and Regulations Governing Athletic Programs in the Public Secondary Schools of Maryland, which shall be supervised by an organization known as the Maryland Public Secondary Schools Athletic Association (MPSSAA).
- B. Talbot County Public High Schools are members of the MPSSAA and the Bayside Conference, and are governed by their rules and regulations. It is the responsibility of Talbot County Public Schools to supplement these regulations as needed.
- C. The Superintendent/designee is responsible for all phases of the school program and will work cooperatively with the high school Principals, the County Athletic Director and School Athletic Directors.
- D. All decisions on Athletic Rules, Regulations and Policy changes shall be subject to the approval of the Superintendent and the Talbot County Board of Education.
- E. An Athletic Committee shall review the policies for governing and administering interscholastic athletics and make recommendations to the Superintendent. Members of the athletic committee should include the County Athletic Director, who shall serve as chairperson, the High Schools Principals, the School Athletic Directors, one female and one male coach, one parent, and one student from each of the high schools. Coaches who serve on the committee shall be recommended by the Principals of Easton High School and St. Michael's High School.

The Athletic Committee will hold a minimum of two meetings annually, one in the fall and one in the spring. The date will be determined by the chairperson. The chairperson of the Athletic Committee may call special meetings.

Proposed amendments shall be submitted in writing to the chairperson of the Athletic Committee at least 30 days prior to the meeting. If possible, a notice of the proposed amendments shall be sent to each school before the meeting. Amendments or exceptions to the athletic policies, which are to be recommended to the Superintendent, must be made by a majority vote of the Athletic Committee in attendance on that date.

Unless otherwise specified, amendments shall be in effect if approved by the Superintendent of Schools and the Board of Education.

- F. The Principals of the high schools shall be held accountable for administering and supervising the athletic program in their schools.
- G. School Athletic Directors are responsible to the principal for organizing, administering, and supervising the operation of the School Athletic Program. These responsibilities will include initiating, organizing, maintaining, developing, and evaluating each athletic activity.
- H. The Coach is responsible to the Athletic Director and the Principal for administering all Rules and Regulations governing the sport that they coach.
- I. Upon notification of an alleged violation of an eligibility rule or county policy, the County Athletic Director shall conduct an investigation and shall give the school against which the allegation has been made an opportunity to respond before rendering an interpretation. The County Athletic Director shall notify the School Superintendent of their decision as soon as possible

II. Budget

- A. The school Athletic Director and County Athletic Director are responsible for assisting the principal of the school in the preparation of the athletic budget for each school year.
- B. Officials for all athletic contests will be paid by the Board of Education financial officer, or as arranged with an official of the conference.
- C. All gate receipts for interscholastic contests, excluding play-offs, are retained by the school. The school building manager or finance secretary has full, total and complete fiduciary responsibility for all gate receipts.

- D. Admission charge for athletic contests will be in conformance with Bayside Conference Athletic Policy.
- E. No admission charge shall be made to faculty members who have proper identification during the regular season.

III. New Sports Programs

All new sport additions to the Interscholastic Athletic Program of Talbot County, including varsity and junior varsity teams, must meet the criteria as stated below:

- A. All new sports can be offered without displacing an existing sport in which student interest is evident.
- B. The requesting school should indicate evidence of interest on the part of a sufficient number of qualified students and faculty.
- C. Plans must be formulated for a gradual and sequential implementation of the sport.
- D. There should be a sufficient number of qualified coaches within the Talbot County Public Schools teaching staff or TCPS certified employees to provide appropriate leadership. Emergency coaches shall not be used to add a new sport.
- E. Certified officials must be available.
- F. A school that chooses to participate in a county approved sport must have access to adequate facilities. These facilities must be available for practice and competition in scheduled contests.
- G. Adequate plans for financing the sport must be developed by the participating school and the County Athletic Director.
- H. All existing and newly proposed sports programs are contingent upon the availability of sufficient funds.
- I. The Athletic Committee, after consideration of the preceding criteria, will submit their recommendation to the Superintendent and the Board of Education.
- J. The addition of a new sport, varsity and junior varsity teams requires approval from the Superintendent and the Board of Education.

IV. Discontinuation of Programs

Should a school choose to discontinue a sport involved in interscholastic competition, it will be discussed with the school's principal, presented for approval to the County Athletic Director, and approved by the Superintendent of Schools and the Board of Education.

V. Discrimination

Talbot County Public Schools does not discriminate on the basis of gender or ethnicity (see Policy Code 1.2, Nondiscrimination).

II. Selection of Coaches

School Principals shall act as the Superintendent's designee and hire/or appoint on an annual basis Sponsors, Advisors and Coaches for all activities. These positions shall include "Extra Duty – Extra Pay" positions as listed in the Comprehensive Agreement between the Board and TCEA and volunteer (unpaid) positions filled by school staff, parents and/or members of the public. In order to provide an equitable administrative procedure for assigning coaches, the following will be in effect:

- A. The number of coaching positions shall be designated by the Superintendent. Assignments and vacancies shall be posted electronically by the TCPS Personnel Department.
- B. All certificated Talbot County Public School employees shall be given the opportunity to apply. Assignments shall be for one year only and there shall be no tenure in the coaching assignment. If an applicant works in another school, there must be a mutual agreement approving the coaching, in writing, between the principals of the schools involved.
- C. To fill the positions posted, candidates may be considered and interviewed in the following order:

STEP 1. Talbot County Public Schools Teachers, Certified Employee or a credentialed coach meeting the standards set by the MPSSAA. (If still vacant, go to STEP 2.)

STEP 2. Any certified substitute teacher expressing an interest in the position.

STEP 3. If a coach is recommended in STEP 1 or STEP 2, then the candidate shall be assigned by the principal and the Personnel Office shall be notified in writing.

STEP 4. Utilization of Emergency coaches as listed in MPSSAA Regulations, Section .04, B, 2, c.

STEP 5. If an acceptable, qualified candidate cannot be found in STEP 1 through STEP 4, then the athletic activity shall be canceled for the school year.

- D. The selection of paid coaches shall be the responsibility of the principal, assisted by the school athletic director. There will be a month-long window designated for each athletic season, during which time applications will be accepted for all coaching positions for the season. At the close of the window, all applications approved through TCPS Human Resources will be reviewed by the athletic director and principal. If there is more than one application for a specific paid coaching position, interviews shall be conducted by a committee designated by the school principal. After interviews, the best candidate will be offered the paid position. If there is only one application for a specific paid coaching position, and the school principal believes the applicant to be a satisfactory candidate, the applicant may be offered the paid position. If there is only one applicant for a specific paid coaching position, and it is an existing coach who has violated any part of the Code of Conduct for coaches in the prior season, or has given the principal cause for concern about continuing in the position, the position will remain open until a satisfactory candidate applies. All applicants for volunteer coaching positions will be reviewed by the school athletic director before presenting them to the school principal for final approval. No recommendations for hire or contracts will be offered or executed until this process is completed.
- E. Any exceptions to the timeline or process listed above may be made by the school principal after consultation with the superintendent or designee.
- F. All coaches shall sign an EXTRA PAY for EXTRA DUTY AGREEMENT or VOLUNTARY (UNPAID) ASSIGNMENT AGREEMENT each year they are hired or appointed. Copies of these AGREEMENTS are included as addenda to this document.
- G. The School Athletic Directors shall provide each coach (paid or unpaid) a Job Description and/or List of Responsibilities for their position. All coaches are

required to attend a county wide annual training conducted by the County and School Athletic Directors.

- H. All coaches must complete assigned Safe Schools training annually and complete a one- credit course in sports medicine during the first year in which they are assigned their first coaching duty and refreshed every five years afterward. A Hepatitis B immunization declination form is required prior to the start of coaching duty.
- I. All paid coaches shall be evaluated annually in writing by the principal/designee. Copies of all such evaluations shall be provided to the parties concerned and the Personnel Department.
- J. All paid coaches must obtain and maintain CPR/AED certification. CPR training will be offered two times each year.

VII. Coaches Code of Conduct

- A. All coaches will adhere to the Coaches Code of Conduct. They will be required to sign the code of conduct annually, attesting to their receipt and understanding of the policy and understanding that there will be progressive discipline for violations of this policy which may result in the sanction or termination of employment.

VIII. Volunteer Coaches

Occasionally, the schools or the Board of Education receive applications from employees or non-employees to become an assistant coach in a sport that has all coaching positions filled as designated by the negotiated agreement or the Superintendent of Schools. When this happens, the following shall apply:

- A. The maximum number of non-paid/voluntary assistant coach positions permitted per sports team will be determined by the Principal/Athletic Director. In determining the number of volunteer coaches, the Principal shall consider the number of participants, the demands of the sports, and supervision needs.
- B. The person must complete a successful interview with the Principal or Athletic Director.
- C. Duty hours shall not be missed for practice or away contests.
- D. The work shall be on a voluntary, non-paid basis and there shall be no tenure in the coaching assignment.

- E. The unpaid volunteer/ Assistant Coach shall meet the same requirements as paid staff.
- F. The unpaid volunteer Assistant coach must comply with all related Talbot County Public Schools policies and procedures, MPSSAA, and Bayside Conference.

IX. Eligibility of Students

A. Defining Eligibility: A student in the public schools of Talbot County is eligible to participate in interscholastic sports when:

1. They are a resident of Talbot County or is otherwise approved by the Superintendent to be eligible as defined and determined by Policy Code 10.6, Admission of Resident Students Policy Code 10.7, Admission of Nonresident Students and Policy Code 10.8, Admission of Exchange Students.
2. To be eligible to participate in interscholastic athletics: “Students must be officially registered and attending a member MPSSAA school. They may represent only the school in which they are registered and at which it is anticipated that they will complete their graduation requirements.” (Annotated Code of Maryland 13A.06.03/02 Eligibility.) Registration is official on the date that all mandatory documentation has been reviewed and approved by the office of Student Services.
3. A student domiciled in one secondary bus zone, who requests an in-county voluntary transfer is ineligible for athletics for 45 calendar days from the date of transfer approval by the Superintendent. Exceptions are limited to the following: (a). Students who transfer prior to attending the first school day in grade nine, (b). Students who transfer to participate in a sport not offered at the school of domicile.
4. Non-Resident tuition students are ineligible for athletics for 45 calendar days from the date the Superintendent approves their request to attend as a tuition student.
5. Medical examination forms and permission forms signed by a parent or legal guardian and licensed medical provider have been properly completed yearly and submitted to the athletic trainer or athletic director.
6. Every candidate for, and participant on, an interscholastic team must be insured against possible accident or injury in school-sponsored games, practice sessions, or during travel to and from athletic contests. Such coverage may be provided for the purchase of scholastic accident insurance; otherwise, proof of

similar or superior coverage must be presented prior to student participation in tryout or practice sessions.

7. The student and parent/ guardian have viewed the Talbot County Athletics Rules and Regulations video at least once each year and acknowledged it electronically. The student and parent/guardian have acknowledged electronically that they have viewed and agreed to abide by the Talbot County Athlete Code of Conduct.
8. Student athletes will be given the opportunity to participate in two interscholastic sports during the same sports season. Student athletes wishing to participate in dual sports will need to obtain a request form from the athletic director and follow the guidelines established by the Bayside Conference. They must attend their primary sport tryout period first then their secondary. A student playing another sport may also participate in the District and State golf tournaments provided they follow the guidelines set forth by the Bayside Conference. Participation in a sport will be determined by the date the coach submits the team roster to the athletic director.
9. The student has participated in all tryouts sessions established for that sport. Exceptions for dual sport athletes or circumstances beyond the student's/ parent's/guardian's control, unrelated to the student's behavior or personal choices, may be granted by the County Athletic Director.
10. The student must actively participate in practice for a period not less than five (5) practice days prior to participation in an actual interscholastic athletic contest.
11. Students must be in attendance A FULL DAY in order to practice or participate in extra curricular activities as referenced in the Student Attendance Policy 10-.2-AR. The principal may make an exception in the case of extenuating circumstances.
12. To be eligible to participate in interscholastic athletics, a 2.0 GPA must be maintained at each quarter grade check.

90 – 100 – A = 4 pts

80 – 89 – B = 3 pts

70 - 79 - C = 2 pts

60 - 69 - D = 1 pt

59 or below F = 0 pts

Any student earning more than one (1) failing grade (F/I) will be declared ineligible to participate in athletics. When grades are submitted an INC=F, If failing grades and/or incomplete grades are satisfactorily made up in agreement with County make-up policy, the student would then become eligible to participate in extracurricular activities. This change must occur prior to the distribution of interim or reports cards in order for this not to reflect an F on the report. Any student receiving less than a 2.0 GPA for a quarter grade check shall become ineligible to participate.

Academically ineligible students may be allowed to try out for and practice with the team provided that no cuts are made. This option is in effect so long as the ineligible student attends mandatory and structured correctives and interventions, which have been mutually developed and agreed upon by their teachers, head coach, counselor, and or administrator. Students who do not attend the established correctives and interventions will not be allowed to practice during their period of ineligibility. If the athlete does not gain eligibility at the interim they can no longer participate and practice with the team.

Academically ineligible students may not: participate in an interscholastic contest; dress for an interscholastic contest; sit on the team bench for an interscholastic contest; travel on the team bus for an interscholastic contest.

Academically ineligible students, who are already on an athletic team, may be allowed to practice with the team. This option is in effect so long as the ineligible student attends mandatory and structured correctives and interventions, which have been mutually developed and agreed upon by their teachers, head coach, counselor, and/or administrator. Students who do not attend the established correctives and interventions will not be allowed to practice during their period of ineligibility.

The student will have the opportunity to raise their grades by the mid-point /interim end date of the next marking period and regain eligibility status. It is the student's responsibility to request this reevaluation.

Students on Dual Enrollment are bound by this requirement. College course(s) are considered part of the course load. Therefore, college grades impact eligibility the same way high school grades do.

The 4th quarter marking period grades shall determine high school eligibility for the fall sports season. This does not pertain to the 4th quarter grades of the incoming 9th graders. Alternative Education courses including educational options and computer assisted courses are not factored into athletic eligibility.

B. Regaining Eligibility

1. It is the responsibility of the academically ineligible student to request a grade point check at the midpoint of the marking period/interim end date.

2. Previously ineligible students who meet the 2.0 GPA at the interim end date will become eligible for participation.

a) If they were members of a specific team or group earlier in the season, they may be reinstated to that specific team or group by general consensus of the coach, athletic director and principal.

b) If they were ineligible during the beginning of the season and provided no cuts were made to the team, the student may be granted an opportunity to try out by general consensus of the coach, athletic director, and principal. A request to try out must be made to the coach or athletic director within three (3) days of becoming eligible.

c) The student must actively participate in practice for a period not less than five (5) practice days prior to participation in an actual interscholastic athletic contest.

X. Athlete Code of Conduct

A. All student-athletes will adhere to the athlete Code of Conduct. They will be required to sign the code of conduct annually, attesting to their receipt and understanding of the policy and understanding that there will be progressive discipline for violations of this policy which may result in dismissal from the team or removal from the sporting event(s).

XI. Athletic Team Suspensions by the Principal/designee

A. For a first violation of Policy Code 10.17, Alcohol, and/or Drug Use by Students, a student will be ineligible for athletics (extracurricular and after school activities) for 90 school days.

The period of ineligibility will be reduced to 45 school days if the student voluntarily attends an approved drug and alcohol program and if the Talbot County Public Schools is notified by the program that the student has gone through intake and is following the recommendations of the program. Should such a program engage in drug testing of a student, the test results shall not be released to the Talbot County Public Schools. A second violation will result in the student being ineligible to participate in athletics (extracurricular and after school activities) for 180 school days. Any student assigned to a school or alternative program for all other disciplinary infractions that would otherwise result in extended suspension or expulsion will be ineligible for athletics for 90 school days beginning with the date of the assignment.

- B. Any student in violation of Talbot County Public Schools Tobacco Policy Code 11.3 on school property or during school sponsored activities will be suspended from sports for a minimum of 15 days from sports, school-sponsored activities, any non-academic related activities, and any other activities held outside of the school day on any property owned by Talbot County Public Schools.
- C. The Principal may suspend a student for conduct that occurs off school property if such conduct adversely impacts the health, safety, good order, or discipline of the team and/or school.
- D. The administration shall suspend an athlete for failure to maintain academic requirements (see VIII. (A11)).
- E. The administration shall suspend an athlete if the student is at risk for academic reasons or if the student is at risk of failing to meet graduation requirements. The initial period of suspension shall be for a minimum of five school days, with the option of additional days as the administration may determine. (See X).
- F. The provisions of IX.A shall continue into the following school year and be applied against the next athletic season the athlete is involved in if necessary to impose the minimum period of this section.
- G. The athlete may appeal a determination of eligibility and period of suspension under this section pursuant to the “Appeals Process” of this policy (See X).
- H. Any student suspended from school for any reason will be suspended from participating in athletics, including tryouts, practices, games, contests, meets, and team travel for the length of the school suspension. Students who regain eligibility status may be afforded the opportunity to participate in athletics as set forth in Bayside Conference rules and regulations.
- I. A school suspension shall include In-School Removal, In-School Suspension, Short Term Suspension, Long Term Suspension, Checkmate, Extended Suspension and Expulsion.

- J. A coach, Athletic Director or School Administrator may immediately suspend a student athlete from participating in athletics for behavior as a participant or as a spectator which is disruptive and/or detrimental to the operation of the school.
- K. A suspension by a coach from participation in athletics for more than five (5) days requires the following procedures to be followed:
 - 1. A written statement of specific violation(s) presented by the coach to the student, parent or guardian, School Athletic Director, and Assistant Principal.
 - 2. A scheduled conference within five (5) days involving the parents or guardian, student, coach, School Athletic Director, and Assistant Principal.
 - 3. A recommendation concerning the length of suspension will be made by the coach and School Athletic Director to the principal.

XII. Appeals Process

- A. The parent/guardian may appeal the decision of the Administration for any suspension over five (5) days. The appeal process is as follows:
 - 1. A written appeal must be presented to the principal within five (5) days of the date of the principal's decision.
 - 2. The student may have representation at an informal hearing. If representation includes an attorney, the student must give 72 hours notice that an attorney will be present.
 - 3. An informal hearing shall be convened within five school days of receipt of notice of appeal.
 - 4. An appeals committee, consisting of a different School Athletic Director, Assistant Principal, School Counselor, and a teacher selected by the principal shall hear the appeal, call witnesses, conduct fact finding and make a written recommendation to the County Athletic Director. The County Athletic Director shall review the recommendation, may conduct fact-finding, and then make a decision relative to the student's eligibility and/or suspension within ten (10) calendar days.
 - 5. The student is not eligible to participate in athletics during the appeals process.
 - 6. All eligibility appeals will be forwarded to the County Athletic Director.

XIII. Scheduling

A. MPSSAA Rules and Regulations Governing Interscholastic Athletics apply only to the County Public Schools of Maryland. Principals, Athletic Directors, and Coaches who schedule nonmember schools should be thoroughly familiar with differences in Rules and Regulations and potential problems attendant thereto.

B. A minimum of three consecutive weeks of organized practice shall precede the first inter school contest in all sports. All organized practice must be limited to the season in which that particular sport is played. In the fall season, teams may practice prior to the first day of school as established by the MPSSAA standardized calendar. The sports season, exclusive of all approved play-off games, shall be as follows:

1. FALL = August date set by MPSSAA calendar to December 1.
2. WINTER = November 15 to April 1.
3. SPRING = March 1 to June 1.

C. The following will apply to scrimmages:

1. There will be no admission charge.
2. The purpose is primarily for practice.
3. Time-outs may be called at any time by the coaches.
4. Teams are limited to no more than two (2) away scrimmage days. Scrimmages include single school play, and multiple school "play days." Away scrimmages may not require teams to be excused prior to 12:00 noon.
5. Only high school teams may participate.

D. Practice and afternoon contests must not be scheduled before 3:30 p.m. on a teacher duty day, unless authorized by the principal.

E. The closing or early dismissal of schools because of inclement weather will automatically cancel all athletic contests and practice sessions that were scheduled for that day.

F. Before accepting an invitation to participate in a tournament a School Athletic Director must first approve of the tournament.

G. Athletic events, such as tournaments, scrimmages and games, are not to be scheduled in Talbot County Public Schools facilities during long holiday breaks without the approval of the Principal, school athletic director and building manager.

Tournaments, games, scrimmages, and practices approved to be scheduled at home during the holidays must comply with the following:

1. Must be approved by the Principal, School Athletic Director and building manager.
2. Must be financially self-supporting. Expenses for visiting teams shall not be paid by the local schools.
3. Must be sanctioned by MPSSAA.
4. Coaches and athletic directors are personally responsible for the security and well being of the facility and equipment being used since Plant Operations Staff is not on duty. That includes set-up and clean up of facilities and/or grounds and the resetting of all security alarms and locking doors. Costs associated with emergency responses caused by the lack of appropriate oversight will be charged back to the school's athletic program.
5. Temperature settings will remain on "stand-by" settings. That means interior winter temperatures in the 50 -degree ranges and no air conditioning in the spring. All student participants (and their parents) should be made aware of this fact.
6. When practicing during holidays, or participating in tournaments, student and family desires, work schedules, etc. shall be considered when requesting student attendance. Coaches should use discretion and realistic scheduling procedures during the holidays.

H. Practice will not be permitted after the last scheduled contest in any sport unless a team is preparing for County, Regional, or State Play-offs.

I. The following are approved county interscholastic sports: Baseball, Basketball, Cross Country, Field Hockey, Football, Golf, Lacrosse, Soccer, Softball, Tennis, Volleyball, Wrestling, Track and Field, Indoor Track and Field, Swimming and Ice Hockey.

J. Schools shall make every effort to use the services of competent and impartial officials for all interscholastic contests. Rated officials shall be used, whenever reasonably possible, for the following interscholastic contests: Baseball, Football, Softball, Soccer, Basketball, Volleyball, Field Hockey, Lacrosse, Wrestling, Ice Hockey, and Swimming.

XIV. Coaching Responsibilities

It is the responsibility of coaches to:

- A. Remain at the school until the last player has departed or joined another school activity, unless the coach has arranged for a faculty member to assume responsibility in their absence.
- B. Know and understand the rules as set forth in the MPSSAA handbook, the Bayside Conference, the “Rules and Regulations For Interscholastic Athletics In The Talbot County Public Schools,” and the procedures set forth by each individual school.
- C. Provide a written copy of the team Rules and Regulations to the School Athletic Director and/or school administrator for approval prior to the first practice.
- D. Provide communication concerning the specific rules governing each sport to the athletes and provide an opportunity for discussion of such rules with students and parents before or during the season on an individual or group basis.
- E. Administer appropriate forms of discipline for infractions of athletic policies, rules, or regulations.
- F. The coach will maintain a tool kit that may be made available for student use in the repair and maintenance of their sports equipment when appropriate for a particular sport. Use of tools by students must be under the supervision of each coach.

XV. Awards and Recognition

- A. Each county school should determine its own standards for awards as long as it does not violate those established by the MPSSAA and/or Bayside Athletic Conference.
- B. Individual students may participate in two All-Star games per sport upon completion of their eligibility in that sport. Talbot County Public Schools accepts no liability for any student or employee participating in an All-Star game, including, but not limited to, transportation, practicing, and game competition. Any expenses are the sole responsibility of the participants.

XVI. Rules and Regulations Relating to the Transportation of Athletic Teams.

- A. The school Athletic Director is responsible for arranging and providing transportation to all athletic contests. The coach or the Athletic Director shall give the bus driver directions to the site of the contest prior to departure.
- B. County transportation policies governing student conduct on a school bus will be in effect while athletic teams are being transported.
- C. All participants must travel with the team and coaches to and from the site of an interscholastic contest. Participants may not board/exit the bus along the route of travel. The Principal or Athletic Director may grant an exception to this policy provided a parental waiver is on file prior to a team trip.
- D. A teacher(s) or/ coach (es) shall ride on each bus and shall be in charge of the students. At least one teacher/coach is to be seated behind all students for the entirety of the trip. The bus trip will not proceed if any students are seated behind the coaching staff. A coach must always accompany the teams unless an emergency requires supervision by other approved personnel.
- E. Under no circumstances should an unauthorized individual be allowed to stop or board a school bus. The bus driver will radio the Transportation Department immediately if any person, other than a school or law enforcement official, attempts to stop or board a bus. The driver will provide the vehicle tag number and continue on their scheduled run. The Transportation Department will contact the police authority for assistance in handling the situation.
- F. Buses will be provided primarily to transport members of athletic teams. If, however, proper supervision is provided and space is available, cheerleaders may ride on the bus.
- G. The Transportation Department must be notified promptly whenever a game is postponed or canceled. Failure to provide proper notice will result in a charge to the school.

XVII. Guidelines for quoting, Bidding, and Purchasing of Athletic Supplies, Equipment and Services.

- A. The process used for purchases made by Talbot County Public School employees for any school-related function including interscholastic athletics and related activities shall conform with existing Board policies and procedures.
- B. All purchases of goods and services with Board of Education funds must be made on properly executed purchase orders. The Board will not be responsible for any purchases not made on these forms. Emergency purchases are exceptions if the circumstances are fully documented within three (3) workdays and approved by finance.

- C. The building manager has the authority and is responsible for the selection of appropriate vendors in conformance with all of the policies and procedures noted above.

XVIII. Student Experience

At the conclusion of each season, all athletes and their parents/guardians will be surveyed by the athletic supervisor regarding their experience. The survey will be done electronically, and anonymously, so as to garner the most honest response. The survey results will be considered when completing the evaluation of paid coaches, and should be used as an opportunity to improve programming and the students' experience.

-End-