

HONOR CHARTER ATHLETICS LEAGUE

MANUAL



TABLE OF CONTENTS

Mission/Vision/Core Values	3
Membership/Districts	4
Compliance (Coaches & Student Athletes) Eligibility	4-5
HCAL Expectations/Infractions	6
Professionalism	7-8
Spectator Support	9-10
Administration Expectations & Game Day Logistics	11
Health & Safety Guidelines	12-15



STATEMENT OF PURPOSE

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

MISSION

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

CORE VALUES

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

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

LEAGUE GOVERNANCE**Governing Structure***Executive Director*

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

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

- *Liaison Between HCAL and designated organization and provides feedback for improvements*
- Attends Meetings regarding compliance/infractions and ensures all campuses are in compliance
- Supports with the oversight of Financial Obligations



MEMBERSHIP AND SPORT FEES

Membership and Sports Fees will be paid annually per member school – it will vary by sport and include official's fees for district games & playoffs only.

CLASSIFICATIONS AND DISTRICTS

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

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

- 9th-10th grade campus = Varsity will be recommended but campus may register for JV
- 11th grade – Once a campus offers 11th grade, Varsity registration is required
- A school must register a Varsity Team before entering a JV Team
- JV Division will Not offer a playoff opportunity

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

INTERSCHOLASTIC ATHLETICS

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

COACHING REQUIREMENTS

Includes Athletic Administrators

General Requirements for Athletic Administrators and Coaches

Honor Charter Athletics League Manual Acknowledgement

- The manual can be viewed at <https://www.teamsideline.com/sites/hcal/downloads>
- Be sure to read through the manual in its entirety.
- Sign and Date.
- Must be completed annually.

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

Concussion in Sports - NFHS

- [Concussion in Sports Course \(nfhslearn.com\)](http://nfhslearn.com)
- Must be completed annually

CPR, First-AID, AED

- Ensure the training covers all three – you must be certified in all three!



- The training must meet OSHA requirements
- Blended courses that feature both an online portion and skills session are acceptable
- Courses that are completed 100% online are **NOT acceptable** and will not fulfill this requirement
- Must be completed every two years

Safety Training

- Review the [HCAL Safety Training and Verification document \(see website\)](#)
- Complete and Sign the [HCAL Safety Training Verification document \(end of training\)](#)

National Federation of High Schools (NFHS) Sportsmanship Course

- <https://nfhslearn.com/courses/37000/sportsmanship>
- This is a one-time certification

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

- <https://nfhslearn.com/courses/61113/fundamentals-of-coaching>
- This is a one-time certification

Cheerleading Coaches

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

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

Failure to complete the courses will result in team disqualification.

STUDENT-ATHLETE PRE-PARTICIPATION PAPERWORK

(all documents can be found [here](#))

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

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

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

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



STUDENT-ATHLETE ELIGIBILITY

General Requirements

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

No Pass, No Play

Student-athletes must be passing all courses with a grade of 70 or above, with the exception of district-identified honors courses which are exempt from *No Pass, No Play*.

Texas – Title IX Expectations:

- Females may be able to participate on a boys' team - only if a girls' program is not offered at the campus
- However – if both a boys/girls' program is offered at the campus, then neither a girl could participate in the boys team, nor a boy be part of the girls program

Academic Eligibility Rosters

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

Ineligible Athletes

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



Incomplete Grades

If a student receives an incomplete grade ("I") at the close of the grading cycle, the student has the 7-day grace period to complete all work and receive a passing grade to be deemed eligible. If a student does NOT complete the work and still has an incomplete grade at the end of the 7-day grace period, the student will be deemed ineligible.

Special Education Students

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

504 Students

Per district policy.

International/Exchange Students

Are eligible, so long as they meet all the general requirements.

Daily Attendance

TEA does not specifically address a student-athletes ability to participate in an athletic contest if he/she is absent from school for part or all of the school day. **Per HCAL, all student-athletes must be in school at least 50% of the day and marked present (or excused) according to ADA.**

Overall Attendance

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

School Suspension

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

TEAM COMPLIANCE

Each team is required to submit the HCAL Compliance Verification Form to the Executive Director and submit an initial team roster on Teamsideline that verifies all stakeholders have met the compliance requirements:

- HCAL Compliance Verification Form
 - These items will be required to be submitted by the deadline set by the Director.
 - Failure to meet this deadline will be an infraction.
 - **After this infraction, if any of these requirements are not submitted to the Commissioner, team will receive a forfeit for their scheduled game.**

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

- **Any player who is not listed on the roster at this compliance check will result in an infraction and the team forfeiting all previous games played.**

Accountability Protocol (per team, per school year)

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

- Failure to have admin on duty for home games (coach, staff member or school admin)
- Missing deadlines (score reporting, compliance)
- Playing Ineligible players
- Coach ejection or misconduct
- Game Forfeitures



- Professionalism (including sportsmanship and dress)

1st Infraction – Documented Warning

2nd Infraction – \$150 Fine

3rd Infraction – \$250 Fine

4th Infraction – \$350 Fine and the member school's team will be ineligible for post-season participation

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

Outstanding fees must be paid prior to registration. Failure to register will inhibit participation.

Red Infractions

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

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

- Forfeiture of first game

Forfeiture of Playoff Game

- \$500 fine

Forfeiture of Season

- \$500 fine

Team plays an ineligible player

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

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

- Automatic one-game suspension (and possibly more depending on the severity of the action)
- Completion of the *NFHS Teaching and Modeling Course* (must be completed prior reinstatement)
- \$500 fine

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

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

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

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

Overall infractions will reset each school year.

Appeals Process

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



Protest Process

The only eligible protest is that of protesting an ineligible player. To do so, you are required to complete the [HCAL Incident Appeal Protest Form](#)

PROFESSIONAL CONDUCT

The staff of all member schools of *HCAL* are expected to behave in a professional manner that sets an example for all student-athletes. All member schools staff must adhere to the *Code of Ethics and Standard Practices for Texas Educators*.

- Staff are expected to exercise sound judgment in their conversations and dealings with students and parents.
- Staff should not engage in inappropriate or sustained physical contact with students.
- Staff should command respect by being respectful and by correcting students who behave in a disrespectful manner.

Member School Standard of Conduct

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

The rules discussed below are published for your information and to guide your conduct on a day-to-day basis. The list is not meant to be all-inclusive. Various circumstances may arise requiring the discipline and/or immediate removal from HCAL. HCAL recognizes that each problem, which may arise, will present a unique set of circumstances.

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

Coach Ejection from a Contest

If a coach is ejected from a contest by an official or governing authority, the coach will receive an automatic one-game suspension (and possibly more depending on the severity of the action).

- The member school will also receive an infraction. In addition, the below action steps are required and must be completed before the coach may resume coaching during an athletic contest.
 - Formal written statement via an Incident Report



- Completion of the [Teaching and Modeling Behavior Course \(nfhslearn.com\)](https://nfhslearn.com)
- A second ejection will deem the coach ineligible to continue to coach in HCAL for the remainder of the season.
- Additional ejections in the current and subsequent years could result in a ban from coaching in HCAL.

Professional Dress

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

- All member schools' staff are required to wear school polos and/or other related apparel that is professional
- Represents your school in a positive and professional manner
- Professional khaki-type shorts are acceptable for outdoor sports.
- Jeans, t-shirts, cargo pants/shorts, sweats, warm-up suits, flip-flops, slides are NOT acceptable.
- Hats can be utilized for outdoor sports only, unless otherwise approved.
- Infractions will be assessed to schools who do not comply.

Spectator Conduct Expectations

- Remember that you are at the contest to show support for your team and to enjoy the skill and competition - not to intimidate or ridicule the other team or its fans.
- Do NOT bring in outside food into any indoor playing arena. Snacks will be provided by the home team's concession stand. (unless allowed by the venue)
- Remember that school athletics is a learning experience for students and that mistakes are sometimes made. Praise student-athletes in their attempt to improve themselves as students, as athletes, and as people, just as you would praise a student working in the classroom.
- A ticket is a privilege to observe the contest; you should not verbally assault others or be generally obnoxious.
- Animals present a risk to the health and safety of our student athletes. As such, animals are not permitted at athletic contests.
- Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
- Show respect for the opposing players, coaches, spectators and support groups.
- Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student-athlete and admire their willingness to participate in full view of the public.
- Recognize and show appreciation for an outstanding play by either team.
- Refrain from the use of any controlled substances (alcohol, drugs, etc.) before, during, and after the game on or near the site of the event (i.e. tailgating).
- Use only cheers that support and uplift the teams involved.
- Be a positive role model at events through your own actions and by censuring those around you whose behavior is unbecoming.
- Parents and spectators should be aware that the school can (and should) remove them from the premises and can prohibit them from attending future contests due to undesirable behaviors.
- Game officials can ask that school administrators/admin on duty have unruly fans removed from a contest facility. School administrators/admin on duty can also remove unruly fans on their own accord.
- There is no such thing as a "right" to attend interscholastic athletics. Interscholastic athletics are considered a "privilege" and the spectator who avails themselves of it is expected to conduct herself or himself accordingly.
- Keep in mind that you are a guest of the school, and that while winning is certainly an admirable goal; it is shallow if it comes at the expense of morals and ethics.
- The teams are responsible for the behavior of their spectators.



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

Offense	Action Taken by Athletic Department
1 st Offense	Verbal warning from Athletic Director or Game Administrator during event. Spectator will be allowed to remain at the event if they continue to demonstrate appropriate, positive behavior, but can be removed at the discretion of the Game Administrator.
2 nd Offense	Second offense may occur during the same event or at a subsequent event. After a second offense, the spectator will be removed from the event and possibly future events.
3 rd Offense	Following a second offense and removal from event, if a spectator continues to exhibit inappropriate behavior, they will no longer be allowed to attend any school athletic events for the remainder of the school year (and possibly longer).

****Failure to enforce these consequences could result in forfeiture of contest and possible infractions****

Student-Athlete Expectations

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

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

Athlete Ejection from a Contest

If an athlete is ejected or suspended from a contest, the athlete will receive an automatic one game suspension and must complete the *National Federation of High School Associations (NFHS) Sportsmanship Course* before they are deemed eligible for participation. A second ejection may lead to possible suspension or additional disciplinary action. Member schools need to complete an *Incident Report*.

Use of Illegal Drugs, Alcohol, and Steroids

HCAL strictly prohibits the use of illegal drugs, alcohol, and steroids by all participants. Use of these items during prior, during or after and *HCAL* event/contests or any other activity in which the member school is representing *HCAL* will face possible sanctions. A full investigation will be conducted. Member schools need to complete an *Incident Report*.

Hazing

Hazing is any action or activity that causes or intends to cause: physical harm, mental harm, anxiety, or disgrace to a person for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. Hazing is an illegal activity. Hazing will not be tolerated in *HCAL*. Students found to be in violation may be immediately suspended or dismissed from participating in *HCAL* events/contests. Member schools need to complete an *Incident Report*.

Sexual Harassment

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

Bullying

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

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



CONTEST ADMINISTRATION

Contest and Practices will be in accordance with Texas Administrative Code (TAC)

- One contest per school week: School districts shall adopt policies limiting extra-curricular activities from the beginning of the school week through the end of the school week (excluding holidays) by scheduling no more than one contest or performance per activity per student. Exception: Tournaments and post-season competition, as well as district varsity contests postponed by weather or public disaster, may also be scheduled during the school week.
- Eight-hour practice rule: School districts shall adopt policies limiting extra-curricular activities from the beginning of the school week through the end of the school week (excluding holidays) by limiting practice outside the school day to a maximum of eight hours per school week per activity

Scheduling District Contests

HCAL will be responsible for scheduling all Varsity, Sub-Varsity, and Middle School district games only.

- **Once schedules are finalized, there will be no flexibility in changing any games.**
- **In case of inclement weather or school closures, games will be dealt with on a case by case basis.**
- Game time changes may be requested but must be approved by the Executive Director.
- Non-district games are the responsibility of the member school.
- Playoffs will be the responsibility of *HCAL*.

Forfeiture of Contests

See *Accountability Protocol*

Officials

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

Certified Athletic Trainer

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

Campus Security / Police Officer

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

Game Administrator

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

- Meet with the officials prior to game time (preferably on the playing field or court).
- Direct officials to their dressing room (if needed).
- Inform officials where game administrators will be seated.
- Assist officials if needed to discourage unsportsmanlike conduct of a fan, player, or coach (such as removal from stadium or gym).
- Check with officials after the athletic contest for any misconduct that needs to be reported.
- Offer to provide an escort for officials to their cars.
- Report incidents to the appropriate school administrator (home team or visitor)
- Report severe verbal abuse or physical contact of the official and any ejections of coaches and fans to the *HCAL* Director.
- For playoff games/matches, both schools shall provide a game administrator.



Facilities

Member schools are responsible to provide a facility for play. Member schools are responsible for the general care and maintenance of their facility. This includes ensuring all facilities are ready for athletic contests, including but not limited to, field linings, court dimensions and lines. As a member of *HCAL*, each organization needs to ensure they are in compliance with *NFHS* regulations for athletic contests, even if the schools playing are not directly related to their organization – the facility should be ready. Through participation in *HCAL*, each member school gives permission for all member schools to have access to their facilities for an athletic contest and are not permitted to charge additional funds.

Concession

To help generate revenue and provide an enjoyable experience, all campuses can operate concessions when hosting an athletic contest. Logistics involved in operating concessions is the responsibility of the Campus Athletic Director of the host school. Only host schools are permitted to operate the concession, unless otherwise coordinated/approved by the host school. The cost of concession items is at the discretion of the host facility. Profit from the sale of concessions will go directly to the host school (or organization operating the concession). Please ensure all concession/cooking procedures are in accordance with all state health/safety standards.

Ticket Sales

To help generate revenue, all campuses are encouraged to charge for athletic contests according to the ***Athletic Contest Entrance Fees (listed below)*** when hosting an *HCAL* sanctioned athletic contest. Logistics involved in operating ticket sales is the responsibility of the Campus Athletic Director of the host school only. Only host schools are permitted to sell tickets, unless otherwise coordinated/approved by the host school. Profit from the sale of tickets will go directly to the host school (or the organization selling the tickets). Profits from playoffs will go to *HCAL*.

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

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

Announcer

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

Score Submission

Scores must be submitted for all contests via the *HCAL* website by 12pm of the next business day by the home team. Failure to meet the deadline will incur an infraction. It is the responsibility of the visiting team to verify scores within 48 hours. Scores will not be changed after this time period.

Music

Pre-game music will be at the discretion of the host school and there will be no music during play of a contest except by performing groups. Music is allowed to be played during time-outs and half-time.

ATHLETIC CONTEST RULES AND REGULATIONS

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

LEAGUE HONORS

HCAL Values the hard-work, dedication, and time-commitment all student-athletes exhibit in order to excel academically, athletically, and as a better person overall. Concurring long school days and a rigorous academic curriculum proves your strength of character and commitment towards excellence. At the end of each season, sports committees/coaches will



determine accolades for athletes and coaches at the end of season meeting. It will be mandatory for a campus representative be present in order to nominate and vote for each accolade.

HEALTH AND SAFETY GUIDELINES

Heat and Hydration

Practice or competition in hot and humid environmental conditions poses special problems for student-athletes. Heat illness is a primary concern in these conditions. Although deaths from heat illness are rare, constant surveillance and education are necessary to prevent heat-related problems. The following practices should be observed.

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

Lightning

While the probability of being struck by lightning is extremely low, the odds are significantly greater when a storm is in the area and proper safety precautions are not followed. Prevention and education are the keys to lightning safety. The administrator on duty and/or officials will monitor the weather conditions and make weather-related judgements for game play by utilizing one of the following methods:

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

Evacuation Procedures

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

Resume Practice and Competition

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

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



Although the home team is responsible for each contest, it should be noted that the athletic trainer, head coach and/or administrator is wholly responsible for the safety and well-being of adults and students, of whom they are in charge of.

Cold Weather

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

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

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

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

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

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

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

Management

- Remove the athlete from the cold environment
- Remove wet clothing and replace with dry clothing and/or blankets
- Refer all moderate cases to the emergency room once safe to transport
- Treat severe hypothermia as a medical emergency! Wrap the athlete in an insulated blanket and seek emergency medical care

The Best Method of Management is Prevention

- Dress in layers
- Cover the head to prevent excessive heat loss from the head and neck
- Stay dry by wearing a wicking fabric next to the body and a breathable, water repellent outer layer
- Stay adequately hydrated
- Eat regular meals
- Avoid alcohol, caffeine and nicotine
- Educate participants, coaches, officials and administrators in recognition of cold-related illnesses

Specific Heat Guidelines:

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

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

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

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

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

