

SECTION 3: ADMINISTRATION/SPORTSMANSHIP/COACHING/SUPERVISION

3.1 ADMINISTRATION/SPORTSMANSHIP

- 3.1.1** Principals, coaches, other faculty members, students, and spectators are expected to exemplify the highest principles of sportsmanship and ethics of competition in all interscholastic athletic relationships.
- 3.1.2** The principal and his/her designee of each school involved in an athletic contest/event shall be responsible for:
1. The conduct of school officials representing his/her school.
 2. The conduct of his/her team personnel competing.
 3. Supervising the conduct of the spectators connected with his/her school attending an athletic contest/event.
 4. The sports medicine aspects of competition as it relates to his/her team.
- 3.1.3** The principal and his/her designee of the home/sponsoring school shall be responsible for the overall management and administration of each athletic contest/event, including:
1. Preparing facilities for play, taking safety precautions and providing security.
 2. Supervising the conduct of his/her coaches, players, support groups, spectators, and school's representatives at the contest.
 3. The security and well-being of the contest/event officials from the time they arrive at the contest/event until they have departed from the contest/event site.
- 3.1.4** The principal and his/her designee of the visiting team is responsible for the supervising the conduct of his/her coaches, players, support groups, spectators, and school's representatives at the contest.
- 3.1.5** A school's athletic director, who is a member in good standing with the Louisiana High School Athletic Directors' Association, shall be allowed to serve as an administrator at all LHSAA interscholastic contests/events.
- 3.1.6** Member schools are required to have an on-site administrator and/or athletic director who has attended and completed an in-service on the transfer and other eligibility rules. Such on-site personnel are required to attend a renewal in-service every three years. Initial compliance with this requirement must be completed by the end of the school year. Failure to comply shall result in the school being fined \$500 and may result in the school being declared ineligible for championship honors in all sports.
- 3.1.7** No alcoholic beverages shall be sold or consumed at any LHSAA athletic event.

3.2 SPORTSMANSHIP VIOLATIONS

- 3.2.1** When an unsportsmanlike incident occurs prior to, during, or after any interscholastic contest, the school principal and head coach of both or all schools involved in the contest shall be responsible for filing a written report to the LHSAA on all sportsmanship problems or misconduct occurring in connection with the contest, including acts of coach and/or player unsportsmanlike conduct, **within 48 school working hours** after the contest. Contest officials involved in the contest shall be charged with the same responsibility.
- 3.2.2** Sportsmanship violations reported to the Executive Director shall be investigated and if necessary, a Sportsmanship Committee shall convene to hear and consider the allegations.
- 3.2.3** If the principal of the school that is charged with the violation and the alleged offender(s) are willing to accept responsibility for the allegations, and the other involved schools and/or parties concur, the violation may be referred to the Executive Director to render a summary sportsmanship ruling. An involved school and/or party who disagree with the Executive Director's ruling may request that the alleged violation be referred to a Sportsmanship Committee.
- 3.2.4** After hearing and evaluating the reports of schools and/or involved parties, the Sportsmanship Committee shall have the power to take such actions as it deems necessary, including suspension of the offending school(s) from membership in the association for one calendar year. Schools involved shall have the right to appeal this ruling to the Executive Committee.
- 3.2.5** In sportsmanship incidents involving spectator criminal misconduct, such as assaults on a school official(s) and/or a contest official, the offended school and/or contest official(s) are advised to consider pressing charges in a court of law against the offender. If charges are not filed by the school, the school(s) shall be responsible for effectively addressing the unsportsmanlike incident.
- 3.2.6** A Sportsmanship Committee shall consist of at least three members appointed by the Executive Director. Its membership shall include Executive Committee member(s), the Executive Director, and/or the Assistant Executive Directors.

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- 3.2.7** Schools and/or individuals judged to be responsible for sportsmanship violations may be penalized under the provisions of the "Penalty Code" contained in Section 6. The Executive Director and/or the Sportsmanship Committee is authorized to warn, place on probation, suspend from competition or participation, for a period of time, a player or coach disqualified for unsportsmanlike conduct.
- 3.2.8** Possession, with or without a permit or other authority, of firearms or other dangerous weapons including, but not limited to, rifles, shotguns, pistols, revolvers, knives, nightsticks, or black-jacks or other such weapons are prohibited at athletic contests in which an LHSAA member school is a participant.
- 3.2.9** Violation of this rule by a contest participant, coach, assistant coach, fan, or other person affiliated with one of the participating schools shall subject the person and the school to disciplinary actions and penalties in the provisions of the "Penalty Code" contained in Section 5.
- 3.2.10** If contest or other school officials discover the violation of this rule, they may suspend the start or the continuation of the contest until the person who is in violation of the rule has removed the firearm or other dangerous weapon from the contest arena.
- 3.2.11** Authorized law enforcement officers attending any athletic contest are exempt from these provisions, provided the uniformed law enforcement officer(s) are not coaches or otherwise participating in the contest.

FACULTY COACHES

- 3.3.1** A faculty coach of an athletic team shall be employed by the school's school board and shall be assigned coaching duties by the board or the school principal. The individual shall hold the position of teacher, administrator, athletic director, or a combination of these responsibilities on a full-time basis by the school system. In all cases, the individual shall be required to be physically present and work at his/her school(s) during the entire school day during the school's normal hours of operation. The normal hours of operation shall be considered the time the school begins classes for the school day until the actual end of the school day for the majority of regularly enrolled students.
- 3.3.2** **Full-time administrator:** Approved in 2007 and effective with the 2011-12 school year, a school administrator shall be defined as a full-time, on-site administrator at a school/school system who has an applicable master's degree or the endorsement of principalship on his/her Louisiana teaching certificate and meets the applicable provisions published in Bulletin 741 as adopted by the BESE for public and non-public schools. This individual's name shall be submitted as a school administrator on its annual school report submitted to the DOE for the current school year.
- 3.3.3** **Full-time teacher:** A teacher shall be defined as a full-time, on-site employee of the school or school system who teaches at least three classes per day and is assigned as a **teacher-in-charge of students** in a class at his/her assigned school. This individual shall hold at a minimum, a bachelor's degree from a regionally accredited university or college **or be listed on the annual school report** as required by the applicable provisions published in Bulletin 741 as adopted by the Louisiana State Board of Elementary and Secondary Education for public and non-public schools. The individual shall be required to be physically present and work at his/her school(s) during the entire school day during the school's normal hours of operation.
- 3.3.4** **Full-time athletic director:** *An athletic director shall be defined as a full-time, on-site employee of the school or school system who shall be required to work at his/her school during its normal hours of operation as required of any other school administrator and who is in good standing with the LHSADA. A member in good standing shall*
- 1. Be a current, registered member of the LHSADA.*
 - 2. Have a minimum of five years high school coaching and/or athletic director experience.*
 - 3. Complete the LHSAA Handbook Certification class as defined in Rule 3.1.6.*
 - 4. In addition to these requirements, it is strongly recommended that every athletic director attend the LHSADA annual conference and work toward completion of the national certification through the National Interscholastic Athletic Administration Association (NIAAA).*
- 3.3.4.1** Full-time athletic directors not assigned teaching duties shall be eligible to coach at the school provided he/she has a valid teaching certificate issued by the DOE *or has an applicable master's degree and meets the applicable administrative provisions published in Bulletin 741 as adopted by BESE for public and non-public schools. This individual's name shall be listed as a school administrator on its annual school report submitted to the DOE for the current school year.* A school shall be limited to one full-time athletic director for boys' sports and one full-time athletic director for girls' sports that may serve as a faculty coach. *Any exceptions to the above criteria must be approved in writing by the LHSADA and the LHSAA Executive Committees.*
- 3.3.5** Only an individual who meets the requirements of Rule 3.3 shall be allowed to serve as a team's head coach in the sports of boys' basketball, girls' basketball, football, and volleyball in all classes.

- 3.3.6 An individual who previously met the provisions of the LHSAA faculty coaches' rule in a school system and who takes a school-system-approved sabbatical leave for professional improvement or maternity/paternity leave shall meet the intent of the faculty coaches' rule provided he/she continues to meet the requirements set forth in the sabbatical program.
- 3.3.7 A coach shall be allowed to participate in coaching spring football practice if he is employed by the school board for the next football season.

3.4 NON-FACULTY COACHES

3.4.1 Non-faculty coaches are defined as any coach at a member school who does not meet the qualifications of faculty coach. All non-faculty coaches shall be required to meet the provisions of the LHSAA Non-Faculty Certification Program in order to serve as an assistant coach in any sport at any level or as a head coach in those sports listed in Rule 3.4.4.

3.4.2 The following individuals do not meet the qualifications of a faculty coach and shall be required to meet the provisions of the LHSAA Non-Faculty Certification Program cite in Rule 3.8:

1. An individual who serves as a substitute teacher hired on a day-by-day basis
2. School system certified teacher's aide
3. Full-time college students
4. A college or university teacher in a school system that also includes an LHSAA school(s) shall not serve as a faculty coach at any LHSAA school in that system unless he/she teaches at least three classes per day on an everyday basis at the college or university.

3.4.3 A school shall **not** allow non-faculty personnel to serve as the **head coach** in the sports of football, volleyball, and boys' and girls' basketball. With written permission from the principal, non-faculty assistant coaches shall be allowed to serve as the head coach and faculty representative of a sub-varsity squad in these sports.

3.4.4 A school shall be allowed to use certified non-faculty personnel as the **head coach** in the sports of baseball, bowling, cross country, golf, gymnastics, soccer, softball, swimming, tennis, indoor/outdoor track and field, and wrestling.

3.4.5 A school shall be allowed to use certified non-faculty personnel to serve as an **assistant coach** in all sports at any level.

3.4.6 A school shall be limited to four non-faculty coaches per sport and not more than **24** non-faculty coaches total per school year.

3.4.7 A coach shall not be allowed to be registered with more than one member school per school year .
Exceptions: 1. A faculty coach assigned by the superintendent to coach at more than one school in the same school system may be registered at more than one member school per year with the Executive Director's approval.
 2. ***A coach shall be allowed to register with more than one member school per school year provided the schools are opposite single gender schools.***

3.4.8 Retired coaches shall be considered non-faculty coaches and shall be included in the number of non-faculty coaches allowed per sport and the total of non-faculty coaches allowed per school year.

3.5 COLLEGE INTERNS/STUDENT TEACHER COACHES

3.5.1 A full-time college or university student enrolled in and attending a four-year school in an education, physical education (Kinesiology), sports administration, or sports management curriculum or enrolled in an approved graduate sports administration or management curriculum and serving as an intern in a practicum in that program for credit in a state college or university shall be allowed to serve as a student assistant coach as part of his/her internship in that approved college/university program at any level in any sport provided:

1. The student shall be required to meet the provisions of the LHSAA Non-Faculty Certification Program to serve as a student assistant coach in any sport at any level of play.
2. The student shall not be allowed to serve as a head coach at any level of play in any sport, and he/she shall always be under the direct supervision of a faculty coach who meets the requirements of the Coaches' Rule.
3. The student shall be identified and approved in writing by the department head of the approved university program.
4. The student shall meet with the school principal to receive his/her approved coaching assignment(s).
5. The student shall be properly registered with the LHSAA.
6. A school shall be limited to two college/university non-faculty student coaches per sport. A school shall be limited to a total of eight college/university non-faculty student coaches per school year.
7. The student shall be eligible to serve as a college intern/student teacher for a maximum of two years.

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3.6 RETIRED COACHES

- 3.6.1** An individual retiring with at least 15 years of high school coaching experience or with a combination of at least 15 years of high school administration and coaching experience shall be allowed to serve as a head coach and/or assistant at any level in any sport. An individual meeting these requirements does not have to complete the LHSAA/NFHS Online Fundamentals of Coaching course to coach at the school.
- 3.6.2** An individual retiring with a combination of at least 15 years of high school and junior high school coaching experience shall be allowed to serve as a head coach and/or assistant coach at any level in any sport provided he/she successfully completes the requirements of the LHSAA's Non-Faculty Certification Program.
- 3.6.3** A school system certified teacher who retires with at least 15 years of junior high school coaching experience and who successfully completes the requirements of the LHSAA's Non-Faculty Certification Program shall be allowed to serve as a head coach and/or assistant coach at any level in any sport.
- 3.6.4** Retiring means void of any educational responsibilities at any grade level (K-12). Resigning and/or retiring coaching duties only does not meet this criteria.

3.7 PENALTY CODE

- 3.7.1 The penalties for a school in violation of the coaches' and/or school supervision rule during the playing of a contest(s):**
1. The school may be placed on administrative probation not to exceed one calendar year.
 2. The school shall be fined not to exceed \$5,000 for the violation of allowing one illegal individual to serve as a coach and an additional \$2,500 for allowing two or more illegal individuals to serve as coaches in a sport.
 3. For subsequent violations during a school year, the school shall be fined not to exceed \$10,000.
 4. For a violation of the school supervision rule in a sport the school shall be fined not to exceed \$5,000 and for subsequent violations during a school year, the school shall be fined not to exceed \$10,000.
 5. The illegal coach(es) shall be prohibited from performing coaching duties at all levels in all LHSAA sports at all LHSAA schools for one calendar year from the date the penalty ruling is issued.
 6. The coach shall be penalized under Rule 5.12.
 7. Other penalties may be imposed on the school and/or individual(s) to a degree in keeping with the severity of the violation.
- 3.7.2 The penalties for a school in violation of the coaches' rule during warm-up and/or practice sessions only:**
1. The school may be placed on administrative probation not to exceed one calendar year.
 2. The school shall be fined not to exceed \$1,000 for allowing one illegal individual to perform coaching duties and not to exceed \$2,000 for allowing two or more illegal individuals to perform coaching duties.
 3. The illegal coach(es) shall be prohibited from performing coaching duties at all levels of play in all LHSAA schools until he/she is in full compliance with the LHSAA Coaching Requirements Rule.
 4. Other penalties may be imposed on the school and/or individual(s) to a degree in keeping with the severity of the violation.
- 3.7.3 Second/subsequent violation of the coaches' rule occurring at the same school during the same school year:**
1. The school may be placed on restrictive probation and ruled ineligible for championship honors in that sport.
 2. The school shall be fined not to exceed \$500.
 3. The school shall be required to forfeit any contest(s) in which the illegal coach served in any coaching capacity.
 4. The school shall be subject to suspension from the association for a third violation that occurs in the same sport.
 5. Other penalties may be imposed on the school and/or individual(s) to a degree in keeping with the severity of the violation.

3.8 NON-FACULTY CERTIFICATION PROGRAM

- 3.8.1** The Executive Director, or his designee, shall organize the certification program and provide the NFHS with all materials to be included in the Louisiana component of the NFHS's Online Fundamentals of Coaching course.
- 3.8.2** A school shall not allow a non-faculty member to provide coaching services in any capacity until he/she has been properly certified through the LHSAA/NFHS Online Fundamentals of Coaching course.
- 3.8.3** Any school that utilizes the services of a non-faculty coach shall keep a copy of the coach's certificate of completion of the LHSAA/NFHS Fundamentals of Coaching course issued by the NFHS on file at the school in which the individual is providing the coaching service. The school shall also be responsible for entering the NFHS certificate number on the LHSAA Members' Only website.

3.8.4 Certified non-faculty coaches shall not be issued an LHSCA coaching card until a copy of the NFHS Certificate of Completion, the LHSAA's Meeting Verification Form, and proper payment for the card has been received by the LHSAA.

3.8.5 Any individual, certified to be a non-faculty coach after July 1, 2008, who ceases to be a non-faculty coach for a period of three years shall be required to complete the non-faculty certification process over in order to be considered a legal coach. Failure to do so shall declare the individual an ineligible coach and subject to all fines and penalties.

3.9 RULES CLINIC ATTENDANCE

3.9.1 If a school participates in the sports of baseball, girls' and/or boys' basketball, football, girls' and/or boys' soccer, softball, girls' and/or boys' outdoor track and field, volleyball and/or wrestling, it shall be mandatory, that the **head coach** shall attend an LHSAA administered state rules clinic in that sport. Coaches shall be required to complete an attendance card at the conclusion of the clinic. A head coach failing to attend the rules clinic shall not be allowed to coach an interscholastic contest until he/she completes the required clinic and shall be assessed a \$50 late charge.

3.10 FACULTY AND NON-FACULTY COACHES ROSTER FORMS

3.10.1 Each school shall be required to enter online via the LHSAA Members' Only website a roster of all faculty coaches serving at the school and the daily teaching schedule and/or administrative assignments of each.

3.10.2 Each school that uses the services of certified non-faculty coaches shall be required to provide the LHSAA with information on each of these coaches and the sport(s) they coach via the LHSAA Members' Only website.

3.10.3 The information for these rosters shall be filed online with LHSAA and confirmed by the school principal no later than October 15 each year. If these rosters are not timely filed online with the LHSAA, the school shall be fined \$100 and shall be ruled ineligible for all championship honors in all LHSAA sports until the fine is paid and the form is filed online with the LHSAA.

3.10.4 During the school year, the principal shall be responsible for updating online **any changes or additions** to the school's faculty and/or non-faculty coaching staff. Failure to update or add any coaches online with the LHSAA shall result in the school being fined \$500 per coach and may result in the school being declared ineligible for all championship honors in all sports.

3.11 SCHOOL SUPERVISION

3.11.1 No team or individual shall be permitted to participate, under any circumstances, in a contest without the presence of a faculty coach, or a certified non-faculty coach from the school he/she represents.

3.11.2 If the faculty coach or non-faculty coach, serving as head coach is ejected from a contest and there are no other faculty or non-faculty coaches at the contest, a faculty member from the school shall be allowed to represent the school in the contest if he/she has written permission from the school principal. This written permission shall be shown to the head contest official before the faculty member can represent the school and coach the team.

3.11.3 By written mutual agreement signed by the principals of the two schools, one with a team and the other with no more than two individuals competing in a contest, at any time during the season, may agree on a faculty member or non-faculty coach from either school to act as the school representative and coach for both schools in the sports of bowling, cross country, golf, track and field (indoor and outdoor), swimming, tennis, gymnastics and wrestling.

3.11.4 Penalties for violation(s) of this rule are found in Section 5, Penalty Code.

3.12 LHSAA/LHSCA PASSES

3.12.1 Membership cards of principals and assistant principals assigned by the local school authorities, superintendents, athletic supervisors, coaches, full-time athletic directors, trainers who meet requirements of the coaches' rule, football and basketball assignment secretaries shall be honored by allowing the holder and one person free admission at all regular season games, playoff games, and tournaments. This rule applies to an active athletic coach of an LHSAA recognized sport who is employed by the school board, meets the requirements of the coaches' rule, and coaches a high school team at an LHSAA school. Membership cards of non-faculty coaches who have successfully completed the requirements of the LHSAA's Non-Faculty Certification Program shall be honored by allowing only the cardholder free admission at all regular season games, playoff games, and tournaments. **This pass shall be non-transferable.**

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- 3.12.2 A principal, assistant principal, superintendent, athletic supervisor, coach, full-time athletic director, or football and basketball assignment secretary who allows his/her card to be used illegally shall be denied use of his/her card for one calendar year from the date of misuse. **Cards are non-transferable.**
- 3.12.3 A coach and/or athletic trainer who was a full time employee of the local school system and a member of the LHSCA retiring with 15 years of high school coaching/athletic training, upon request, shall be issued a lifetime coach's card by the LHSCA, entitling him/her to the same benefits and privileges of active members. A principal or full-time assistant principal, assigned by board action, retiring with 10 or more years or a principal or full-time assistant principal or a high school coach retiring with a combination of 15 years, upon request, shall be issued a lifetime administrator's card by the LHSAA entitling him/her to the same benefits and privileges of active members. This is not retroactive for assistant principals past July 1, 1985.
- 3.12.4 A principal, assistant principal, or coach becomes eligible for a lifetime card when he/she has met the requirements in 3.6.1 and is no longer active in these positions. **One does not have to be officially retired with the retirement board.** To receive this lifetime card, he/she must make application through the LHSAA with the proper documentation. The privilege shall be retroactive to the year 1930.
- 3.12.5 An assignment secretary working with sports that register officials with the LHSAA shall be given a lifetime pass after he/she has served 15 years as an assignment secretary or a combination of 25 years total, 10 as assignment secretary and 15 as an official.
- 3.12.6 A contest official registered and working with the LHSAA for at least 20 years, upon retirement from officiating and written request and verification, shall be issued a lifetime pass.
- 3.12.7 All persons inducted into the LHSAA/LHSCA Hall of Fame shall be issued a lifetime pass.
- 3.12.8 Each year each school's principal shall submit to the LHSAA the requested information necessary to publish the LHSAA/LHSCA Coaches' Directory. This information shall be filed online on the LHSAA's Members' Only website by the established deadline each year. Schools that have not filled all coaching vacancies on their staff shall submit all available coaching information by the designated deadline and submit additional coaching information at a later date without penalty.
- 3.12.9 Schools failing to submit coaches' directory information by the established deadline shall be fined \$100, the school's previous year's information shall be listed in the directory, and all LHSAA/LHSCA pass cards will be held until the information is received and all fines paid.