

- 3.1** **ADMINISTRATION/SPORTSMANSHIP** - 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.
- 3.1.1** 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.
- 3.1.2** 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.
- 3.1.3** The principal and his/her designee of the visiting team is responsible for supervising the conduct of his/her coaches, players, support groups, spectators, and school's representatives at the contest.
- 3.1.4** 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. Failure to comply shall result in the school being fined \$500 and may result in the school being declared ineligible for postseason play in all sports.
- 3.1.5** All newly appointed principals and athletic directors shall successfully complete the LHSAA Handbook Certification Course within three months of being named to the position. All new first-time head coaches shall successfully complete the LHSAA Handbook Certification course prior to the first day of practice of the sport in which they have been named head coach. This rule does not apply to someone who has previously served in one of these capacities at a member school.
- 3.1.6** 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. 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.
- 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 Schools and/or individuals judged to be responsible for sportsmanship violations may be penalized under Section 5, "Penalty Code". 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.
- 3.2.7 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. 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 Section 5, "Penalty Code". 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. 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.

3.3 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, dean of students, librarian, or school counselor 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. This individual's name shall be submitted as a school administrator or guidance counselor on its annual school report submitted to the LED for the current school year. Each category of individuals who can serve as a faculty coach is further defined in the following bylaws. Only individuals meeting the requirements specified can serve as a faculty coach at a member school in the sports of football and boys' and girls' basketball.
1. Full-time administrator: 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 principal-ship and meets the applicable administrative 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 LED for the current school year.
 2. 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 a day and is assigned as the 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 and meets the applicable administrative provisions published in Bulletin 741 as adopted by the BESE for public and non-public schools.
 3. Full-time athletic director assigned teaching duties - shall be eligible to coach at the school provided he/she is a full-time, on-site employee of the school or school system and meets the requirements of a full-time teacher.
 4. 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 LED 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. 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 LHSAA Executive Committee.

5. Full time dean of students, librarian, or counselor not assigned to teaching duties - shall be eligible to coach at the school provided he/she has a valid teaching certificate issued by LED. The individual shall hold at a minimum, a bachelor's degree from a regional accredited university or college and meets the applicable administrative provisions published in Bulletin 741 as adopted by the BESE for public and non-public schools. The school shall be limited to one full-time Dean of Students for the boys, and one full-time Dean of Students for the girls.
- 3.3.2 An individual who previously met the requirements of an LHSAA faculty coach 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.
- 3.3.3 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 Bylaw 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 cited in Bylaw 3.7:
1. An individual who serves as a substitute teacher hired on a day-by-day basis.
 2. School system certified teacher's assistant/aide or paraprofessional.
 3. Full-time college students.
 4. A college or university teacher in a school system that also includes an LHSAA laboratory 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 coaches to serve as the head coach in the sports of football 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 coaches as the head coach in the sports of baseball, bowling, cross country, golf, gymnastics, powerlifting, soccer, softball, swimming, tennis, indoor/outdoor track and field, volleyball and wrestling.
- 3.4.5 A school shall be allowed to use certified non-faculty coaches 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 excluding football and limited to five non-faculty coaches in football. A school will be limited to not more than 24 non-faculty coaches per school year unless the school has five non-faculty football coaches and then they will be limited to not more than 25 non-faculty coaches for the 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 Bylaw 3.3.
 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.

3.6 RETIRED COACHES

- 3.6.1** An individual retiring with at least 25 years of high school coaching experience in Louisiana school systems or with a combination of at least 25 years of high school administration and coaching experience in Louisiana school systems 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. This does not include any experience outside of the state of Louisiana.
- 3.6.2** An individual retiring with a combination of at least 25 years of high school and junior high school coaching experience in Louisiana school systems 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 LHSAA/NFHS Online Fundamentals of Coaching course to coach at the school. This does not include any experience outside of the state of Louisiana.
- 3.6.3** A school system certified teacher who retires with at least 25 years of junior high school coaching experience in Louisiana school systems 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/NFHS Online Fundamentals of Coaching course to coach at the school. This does not include any experience outside of the state of Louisiana.
- 3.6.4** Retiring means void of any educational responsibilities at any grade level (K-12). Resigning and/or retiring only coaching duties does not meet this criteria.

3.7 NON-FACULTY CERTIFICATION PROGRAM

- 3.7.1** The Executive Director, or his/her 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.
- 3.7.2** A school shall not allow a non-faculty member to provide coaching services in any capacity until he/she has successfully completes the LHSAA/NFHS Online Fundamentals of Coaching course with the Louisiana component course.
- 3.7.3** 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 with the Louisiana component course issued by the NFHS and a properly completed Meeting Verification form on file at the school in which the individual is providing the coaching service. If requested, the school shall provide a copy of these forms to the LHSAA. The school shall also be responsible for entering the NFHS certificate number on the LHSAA Members' Only website.
- 3.7.4** 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.

- 3.7.5** **SPIRIT COACHES** - Spirit coaches are defined as a cheer and/or dance coach at a member school who does not meet the qualifications of faculty or non-faculty coach. All spirit coaches shall be required to be properly certified through USA Cheer. A school shall not allow a spirit member to provide coaching services in any capacity until he/she has completed the USA Cheer Safety and Risk Management Course which is available on site and online at the USA Cheer and NFHS websites. Any school that utilizes the services of a spirit coach shall keep a copy of the coaches' certificate of completion of the USA Cheer Safety and Risk Management Course and a properly completed Meeting Verification form on File at the school in which the individual is providing the coaching service. If requested, the school shall provide a copy of these forms to the LHSAA. The school shall also be responsible for entering the USA Cheer certificate number on the LHSAA member's only website.
- 3.8** **RULES CLINIC ATTENDANCE** - 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, on-site and/or online, an LHSAA administered state rules clinic in that sport. Coaches arriving late to the on-site rules clinic may not be given credit for attendance. Coaches should confirm their attendance has been recorded before leaving the on-site clinic. A head coach failing to attend the on-site and/or online 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. The LHSAA shall notify the principal of any school whose head coach is in violation of this rule within three working days of the close of the rules clinic. A head coach that meets all other requirements to be a head coach shall not be considered in violation of the coaches' rule for failure to complete the rules clinic prior to verifiable notification by the LHSAA that the rules clinic has not been properly completed by the coach in question.
- 3.9** **FACULTY, NON-FACULTY AND SPIRIT COACHES ROSTER FORMS**
- 3.9.1** 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.
- 3.9.2** Each school that uses the services of certified non-faculty and/or spirit 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.
- 3.9.3** The information for these rosters shall be completed online via the LHSAA Members' Only Website and confirmed by the school principal no later than September 15 each year. During the school year, the principal shall be responsible for updating online any changes and/or additions to the school's faculty, non-faculty and/or spirit coaching staff. If these rosters are not timely filed or updated online with the LHSAA, the school shall be fined \$100.
- 3.9.4** Anytime a coach is relieved of his/her coaching duties, the school principal shall notify the LHSAA/LHSCA who will then deactivate their coach's card.
- 3.10** **SCHOOL SUPERVISION**
- 3.10.1** No team or individual shall be permitted to participate, under any circumstances, in a contest without the presence of a faculty coach, a certified non-faculty coach, or a certified spirit coach from the school he/she represents.
- 3.10.2** 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.
- 3.10.3** 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, powerlifting, and wrestling.

3.11 LHSAA/LHSCA MEMBERSHIP CARDS

- 3.11.1** Membership cards of principals and assistant principals assigned by the local school authorities, superintendents, athletic supervisors, coaches, full-time athletic directors, and trainers who meet requirements of Bylaw 3.3.3 and Regional Coordinator of Officials (RCO) shall be honored by allowing only the cardholder and one guest free admission at all regular season games, playoff games, tournaments, and state championships. This rule applies to an active athletic coach of an LHSAA recognized sport who is employed by the school board, meets the requirements of an LHSAA coach, 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 and/ or spirit coaches who have successfully completed the requirements of the USA Cheer Safety and Risk Management Course shall be honored by allowing free admission for the cardholder only at all regular season games, playoff games, tournaments and state championships. This pass shall be non-transferable.
- 3.11.2** A principal, assistant principal, superintendent, athletic supervisor, coach, full-time athletic director, trainer, spirit coach and Regional Coordinator of Officials (RCO) who misuses his/her card or allows another to use his/her card shall be denied use of his/her card for one calendar year from the date of misuse.
- 3.11.3** A principal, assistant principal or coach, who was a full time employee of a Louisiana school system, becomes eligible for a lifetime card when he/she has met the requirements in Bylaw 3.6 and is no longer active in these positions. To receive this lifetime card, he/she must submit an application through the LHSAA with the proper documentation. The privilege shall be retroactive to the year 1930. Lifetime card holders prior to July 1, 2020 shall be grandfathered in.
- 3.11.4** A Regional Coordinator of Officials (RCO) working with sports that register officials with the LHSAA shall be given a lifetime card after he/she has served 15 years as a Regional Coordinator of Officials (RCO) or a combination of 25 years total, ten as Regional Coordinator of Officials (RCO) and 15 as an official.
- 3.11.5** 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 card.
- 3.11.6** All persons inducted into the LHSAA High School Sports Hall of Fame shall be issued a lifetime card.