



YOUTH FOOTBALL & CHEER

ISLAND MADE • ISLAND TOUGH

JL LIL TROJANS **COACHES HANDBOOK**

2026 EDITION

THE LEADERSHIP STANDARD

Protect the athlete. Respect the game. Strengthen the program.

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HOW TO USE THIS HANDBOOK

This handbook establishes standards of conduct for every JI Lil Trojans coach, program leader, Team Parent, and staff volunteer (collectively referred to as “staff”). It applies to all program-related activities, including practices, games, meetings, travel, fundraisers, community events, digital communications, and any other setting in which a person represents the program.

NON-NEGOTIABLE LEADERSHIP RULE

The welfare, dignity, and development of every athlete is always put first before game results, convenience, ego, or personal conflict.

Order of Authority

Staff are required to follow all applicable rules issued by JI Lil Trojans, the City of Charleston Recreation Department, and the Carolina United Football League (CUFL). When requirements differ or the applicability of a standard is unclear, staff must stop and obtain direction from program leadership before taking any action.

Leadership Authority

Coaching and staff positions are completely voluntary. Only individuals approved by JI Lil Trojans program leadership and, when required, the City of Charleston Recreation Department, may participate on the field or serve in an official program role. Continued service is conditioned on compliance with this handbook and all governing-league requirements.

Handbook Effective Date & Version Control

This Coaches Handbook is issued for the 2026 season and finalized on September 6, 2026. It remains in effect until amended or replaced.

Material changes take effect after written notice is provided to staff. A new or stricter athlete-safety requirement may take effect immediately upon written notice when required by law, SCHSL, CUFL, the City of Charleston, a facility, or qualified medical guidance. Coaches may be required to complete a new acknowledgment after a material change. Once written notice is provided, the new or revised requirement is effective immediately, and all coaches and staff are responsible for complying with it.

Contents

Section	Purpose
1. Program Foundation	Mission, pathway, leadership and chain of command
2. Leadership Standard	Roles, conduct, responsibilities and athlete-centered coaching
3. Accountability	Violations, exceptional misconduct, complaints and decisions
4. Team Operations	Parents, attendance, practices, attire, communications and volunteers
5. Safety & Emergency Response	Supervision, injury care, EAP and heat procedures
6. Professional Representation	Officials, social media, privacy, sponsorships and media
7. Acknowledgment	Annual commitment and signatures



01

PROGRAM FOUNDATION

Who we are, where we are going, and how leadership operates.

1 • PROGRAM FOUNDATION

Welcome to JI Lil Trojans

Welcome to the JI Lil Trojans Youth Football & Cheer program. Commitment, collaboration, safety, and sportsmanship are fundamental to our mission. Every adult serving this organization is expected to create an environment where young athletes can learn, compete, grow, and enjoy the experience.

Who We Are

In 2022, three James Island youth football programs connected with the City of Charleston Recreation Department and the JI Trojans football program came together under the James Island Charter High School football umbrella to form one youth feeder program. JI Lil Trojans serves football players and cheerleaders through developmental and competitive opportunities while promoting skill development, teamwork, sportsmanship, community pride, and fun.

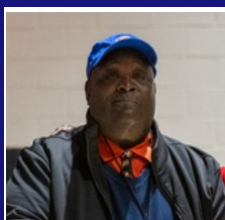
Vision

To nurture the talent and potential of young athletes on James Island through a safe, competitive, and supportive environment that develops football and cheer skills while instilling discipline, respect, teamwork, confidence, and community pride.

Mission

To build the culture of football and cheer while prioritizing athlete safety, age-appropriate development, fair play, exceptional coaching, personal growth, teamwork, and a lifelong appreciation for sport.

MENTORS BEHIND THE MISSION



COACH JOSEPH "LABOY" MATTHEWS

ATHLETIC DIRECTOR • YOUTH SPORTS MENTOR

With over 45 years of coaching experience (1980–present), Coach Joseph "Laboy" Matthews is a dedicated athletic director and coach, well-known for his commitment to youth sports and community engagement. After playing semi-pro football for 2 years, Coach Matthews dedicated his life to the youth in the community, giving his time to teach kids the games of sports at the local community park, Thomas Johnson Park (Westchester). Currently, he serves as the Athletic Director for the JI Lil Trojans, where he oversees the youth athletic football programs and plays a vital role in developing young athletes.

After successfully leading the Westchester Bengals Youth Sports Organization for more than 40 years, Coach Matthews partnered with JI Rec and Coach McKoy in 2022 to establish the first youth feeder program for football, now known as the JI Lil Trojans. Alongside his responsibilities as athletic director, Coach Matthews is actively involved in coaching, emphasizing skill development and fostering sportsmanship. His mentorship has been instrumental in creating a nurturing environment for young athletes.

In recognition of his contributions, former Mayor of Charleston John Tecklenburg declared November 19 as "Coach Joseph 'Laboy' Matthews Day," honoring him for his impactful role in the community.

Coach Matthews' unwavering dedication to youth sports continues to inspire and positively influence the Charleston community.



COACH JAMAR MCKOY

PROGRAM MENTOR • JIHS HEAD FOOTBALL COACH

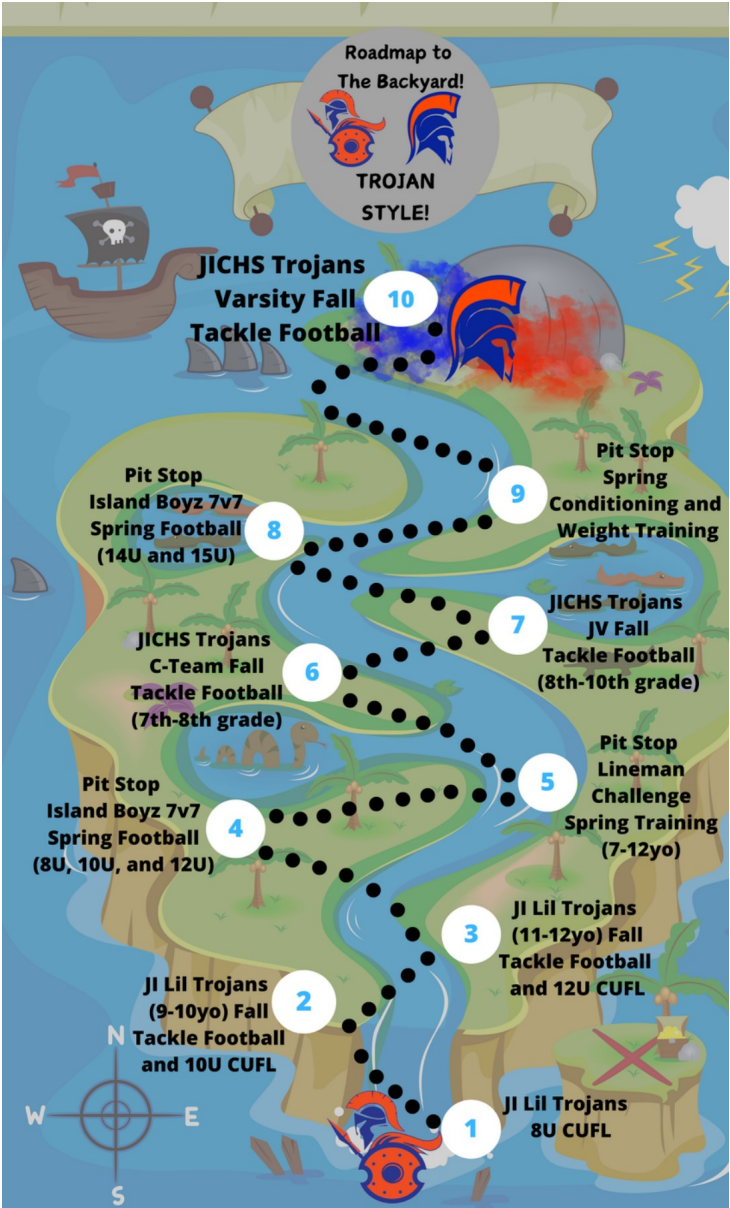
Coach Jamar McKoy is a prominent figure in high school football coaching, celebrated for his leadership and dedication to athlete development. Hailing from Gastonia, North Carolina, he attended Hunter Huss High School before pursuing higher education at North Carolina Central University.

During his time at Hunter Huss High School, McKoy held the position of head football coach for 6 years from 2014–2019, achieving an impressive 40–13 record over six amazing seasons. His outstanding contributions earned him the 2016 Gazette Coach of the Year award from the Gaston Gazette.

In February 2020, McKoy made a significant move to James Island Charter High School in South Carolina, becoming the first African-American head football coach in the school's history. He made an immediate impact, guiding the Trojans to success in the highly competitive Class 4A and 5A regular season, achieving an overall record of 42–16 from 2020 to 2024, with a regional record of 19–6 that led the Trojans to the state playoffs.

Beyond his coaching successes, McKoy is also recognized for his unwavering dedication to his players and the surrounding community. His leadership inspires young athletes, promoting both personal development and athletic excellence. He takes immense pride in providing guidance not only to JIHS but also to the JI Lil Trojans Youth Sports Organization.

ROADMAP TO THE BACKYARD



The Jl Lil Trojans athlete-development pathway—from youth football to Friday night lights.

Program Leadership & Chain of Command

Role	Name
Athletic Director	Coach Joseph “Laboy” Matthews
Program Mentor	Coach Jamar McKoy
Program Directors	Suni McKelvey and Shemika Champion
Coaches Coordinator	Coach Matt Long
Assistant Coaches Coordinator	Coach Jovaque Breland
Program Admin / Secretary	Krystal Porter
Program Admin / Treasurer	Niki Grimball

Operational Chain of Communication

1. Routine team matter: athlete or parent communicates with the team’s head coach.
2. Unresolved team matter: the Head Coach elevates the issue to the Coaches Coordinator, then to either the Athletic Director or Program Mentor.
3. League or facility matter: authorized program leadership communicates with the City of Charleston Recreation Department or CUFL.
4. Emergency or immediate safety matter: activate the Emergency Action Plan first; notify program leadership as soon as safely possible.

NO FREELANCE DECISION-MAKING

Team parents, assistant coaches, and volunteers may not speak for the organization, promise outcomes, change schedules, issue discipline, contact league officials on the program’s behalf, or release internal information unless specifically authorized.



02

THE LEADERSHIP STANDARD

Athlete-first coaching, professional conduct, and clear responsibilities.

2 • THE LEADERSHIP STANDARD

The Role of a Coach

A youth coach is first a guardian of the athlete experience. Coaches teach sport, shape culture, manage risk, communicate expectations, and model the behavior they expect from players.

“Your culture doesn’t rise to the level of the standards you set. It falls to the level of the standards you enforce.” -Coach Lisle

Coach as Facilitator

- Create organized, age-appropriate conditions for learning.
- Use clear instruction, encouragement, and constructive feedback; sarcasm, humiliation, and persistent negativity are prohibited.
- Make practices purposeful, safe, and enjoyable.
- Teach sportsmanship and development while competing to the best of the team’s ability.

Coach as Role Model

- Treat athletes fairly and with dignity, including the coach’s own child.
- Demonstrate respect toward opponents, officials, parents, spectators, coaches, and league representatives.
- Present a professional appearance and demeanor whenever representing JI Lil Trojans.
- Promote academic success and healthy, substance-free choices.

Understand the Athlete

- Children mature physically, mentally, socially, and emotionally at different rates.
- Every activity must be appropriate for the athlete’s age, readiness, and ability.
- Athletes participate for different reasons. Coaches must learn what motivates each athlete without lowering the program’s standards.

PLAYING TIME AND POSITIONS

Playing time, positions, lineups, and play calling are coaching decisions. Coaches must apply team standards consistently, avoid favoritism, recognize effort, and never promise a position or amount of playing time.

Coach Responsibilities

- Know and follow current JI Lil Trojans, City of Charleston Recreation, and CUFL rules.
- Arrive prepared. Head coaches must maintain a written practice plan and ensure assistants understand their assignments.
- Maintain accurate attendance and promptly report ongoing absences, roster concerns, and participant withdrawals.
- Inspect the field before activity for holes, glass, debris, unsafe equipment, or other hazards.
- Ensure athletes have proper uniforms, protective equipment, and required documentation.
- Maintain possession of the official roster and required emergency/medical-release information.
- Provide continuous, appropriate supervision. No athlete may be left unattended before, during, or after an activity.
- Use positive discipline and teach emotional control, focus, accountability, and team responsibility.
- Report safety concerns, injuries, conflicts, policy violations, and operational problems promptly.
- Support approved fundraisers, program events, parent orientation, required meetings, and organization-wide initiatives.

Strictly Prohibited Conduct

- Profanity, vulgarity, abusive language, threats, harassment, or offensive conduct at a program activity.
- Corporal punishment, forceful grabbing, degrading treatment, public embarrassment, or excessive conditioning as punishment.
- Disagreements or arguments conducted in front of athletes or families.
- Encouraging athletes, parents, or spectators to confront or disrespect officials.

- Transporting a participant without parent/guardian approval or taking a child anywhere alone.
- Dismissing an athlete or assistant coach from the team without the required program review and due process.
- Allowing an unapproved adult to coach, enter restricted areas, or function as staff.

Equipment and Facilities

All equipment and facilities must be used responsibly. Teams must leave practice and game areas clean. Loss, intentional damage, vandalism, or misuse must be reported immediately; responsible individuals may be held financially accountable when permitted by applicable program or facility rules.

Safe Environment & Athlete Protection Policy

JI Lil Trojans maintains zero tolerance for child sexual abuse, sexual misconduct, grooming, exploitation, or boundary violations. Protecting children takes priority over a coach's position, a team's schedule, competitive results, the program's reputation, or personal relationships. These requirements apply to every coach, program leader, Team Parent, volunteer, contractor, guest, and other adult acting for or through the program.

Conduct Covered by This Policy

Child sexual abuse or misconduct includes contact and noncontact conduct, attempted conduct, sexual exploitation, sexual harassment, indecent exposure, voyeurism, showing sexual material to a child, requesting or sharing sexual images, sexualized communications, and any conduct used to prepare, pressure, manipulate, or groom a child for sexual activity. A child cannot consent to prohibited conduct with an adult.

Universal Adult-Minor Boundary Rule

- Adult-minor interactions must be observable and interruptible. Doors must remain open when practical, and meetings must occur where another responsible adult can see or readily enter the interaction.
- No adult may isolate a participant in a closed or locked room, vehicle, restroom, locker or changing area, storage space, hotel room, private residence, or other location hidden from view.
- At least two approved adults should be present whenever practical. If a brief one-on-one interaction cannot be avoided, the adult must immediately move it to an open, observable location and promptly notify the Head Coach and the child's parent or guardian.
- An adult may not enter a restroom, locker room, or changing area used by minors except for an immediate safety emergency or a necessary program function. The adult must announce the entry, remain observable, and, unless an emergency makes it impossible, be accompanied by another approved adult.
- Adults may not shower, change clothes, or undress in the presence of participants and may not share a bed or sleeping room with a participant who is not their own child.

- Physical contact must be public, sport-related, developmentally appropriate, limited to what instruction, safety, first aid, or ordinary encouragement requires, and stopped immediately when a child expresses discomfort. Sexual contact, sexualized touching, lap sitting, tickling, massages in an isolated setting, and contact with breasts, buttocks, or groin are prohibited except for necessary emergency care.
- No adult may create a secret relationship with a participant, ask a child to hide communications or conduct, use gifts or special privileges to gain private access, show favoritism that creates dependency, or test a child's willingness to accept escalating boundary violations.

Electronic Communications & Social Media

- Communications with participants must be professional, program-related, and sent through an approved channel. A parent or guardian must be included in any direct electronic communication with a minor. Group communications should include another approved adult.
- Adults may not use disappearing-message features, secret accounts, private one-to-one chats, or personal social-media accounts to communicate privately with a participant.
- Sexual comments, jokes, images, videos, emojis, requests for photographs, discussions of sexual activity, or comments about a child's body or sexual development are prohibited.
- Adults may not request, possess, save, forward, post, or distribute an intimate or sexual image of a participant. Any suspected sexual image involving a minor must be reported immediately and must not be copied, screenshotted, or circulated except as directed by law enforcement.

Transportation, Travel & Overnight Activities

- No adult may transport a participant alone unless the adult is the child's parent or legal guardian or an immediate emergency requires transportation to protect life or safety. Any emergency exception must be reported to the parent or guardian and program leadership as soon as safely possible.
- Program transportation requires advance parent or guardian authorization and either two approved adults or multiple participants whenever practical. Pickups, drop-offs, route changes, and unexpected delays must be communicated to the parent or guardian.

- During overnight travel, an adult may not share a sleeping room with a participant who is not the adult's own child. Room checks must be performed by two approved adults and remain observable and interruptible.

Responding to a Disclosure, Suspicion, or Boundary Violation

Every staff member must act immediately upon a disclosure, allegation, observation, reasonable suspicion, or credible concern involving child sexual abuse, grooming, exploitation, or a serious adult-minor boundary violation.

1. Ensure immediate safety. Separate the child from the alleged offender without conducting a confrontation. Call 911 when a child is in immediate danger or needs emergency assistance.
2. Listen calmly. Do not interrogate the child, ask leading questions, demand details, blame the child, or promise secrecy. Tell the child that speaking up was the right thing to do and that the concern must be shared with people who can help keep the child safe.
3. Make the external report immediately. Report suspected child abuse to the appropriate South Carolina Department of Social Services county office or law-enforcement agency as required by applicable law. A report to a Head Coach, supervisor, Athletic Director, Program Mentor, Program Director, or Program Admin does not replace an individual's legal reporting duty and must not delay an external report.
4. Notify program leadership after the external report, unless a leadership member is implicated or authorities direct otherwise. Notify either the Athletic Director or Program Mentor and provide only the information necessary to protect the child and coordinate the program response.
5. Preserve facts and evidence. As soon as practical, document the date, time, location, persons present, the child's exact words when remembered, the actions taken, and the agency contacted. Do not edit messages, delete communications, circulate images, interview witnesses, investigate the allegation, or contact the alleged offender about the report.
6. Protect confidentiality. Information may be shared only with authorities, the child's parent or guardian when safe and appropriate, and program leaders who need it to protect the child or carry out required action. Coaches may not discuss the matter with players, families, spectators, or on social media.

No Internal Delay, Suppression, or Retaliation

No person may discourage a report, require permission before reporting, substitute an internal review for an external report, pressure a child or witness to change a statement, retaliate against a reporter, conceal evidence, or allow concerns about publicity, relationships, staffing, or competition to interfere with child protection. Resignation, removal, or the end of a season does not cancel reporting, preservation, or cooperation obligations.

Immediate Protective Action & Consequences

Program leadership may immediately remove an accused or concerning adult from all access to participants, facilities, communications, practices, games, travel, records, and program platforms while authorities or the program review the matter. This protective action is not, by itself, a final finding of misconduct.

Sexual conduct with a participant, grooming, sexual exploitation, soliciting sexual images, deliberate isolation for an improper purpose, retaliation, interference with a report, concealment of evidence, or knowing failure to report a credible concern is Exceptional Misconduct. Substantiated conduct may result in immediate and permanent termination and referral to law enforcement, child-protection authorities, a governing league, a facility, or another appropriate entity. No warning, prior incident, or completed season is required before action. Other boundary violations may result in restrictions, suspension, or termination based on the verified risk and circumstances.

Program Response Duties

Program leadership will prioritize the child's safety, restrict access as needed, preserve available records, cooperate with lawful investigations, prevent retaliation, and avoid actions that could compromise an external investigation. The program will not promise confidentiality, a particular disciplinary outcome, or control over decisions made by law enforcement or child-protection authorities.

Good Sportsmanship & Athlete Discipline

Teach and reinforce

Handshake and respectful postgame conduct

Never tolerate

Trash talking, taunting, or humiliation

Teach and reinforce	Never tolerate
Helping an opponent and showing concern for injuries	Intentional injury or dangerous retaliation
Accepting officials' decisions	Cheating or encouraging rule violations
Encouraging teammates at every skill level	Blaming losses on children, officials, or others
Recognizing excellent effort by either team	Running up the score to embarrass an opponent

Approved Corrective Coaching

1. Give clear instructions or reminders.
2. Pull the athlete aside and explain the behavior and expected correction privately.
3. Temporarily remove the athlete from the drill until the athlete can participate safely and positively.
4. Use reasonable, age-appropriate activity only to refocus or safely redirect energy—not to degrade, injure, retaliate, or punish excessively.
5. If behavior remains unsafe or disruptive, remove the athlete from practice and contact the parent/guardian.

Discipline May Never Include

- Degrading language, ridicule, threats, intimidation, or public embarrassment.
- Physical force, corporal punishment, or forceful grabbing.
- Exercise that is excessive, unsafe, retaliatory, or unrelated to a legitimate coaching purpose.
- Withholding water, medically necessary rest, safety equipment, or injury evaluation.

ATHLETE REMOVAL

A coach may remove an athlete from a drill, practice, or game when immediate safety or behavior requires it. Permanent dismissal from the team requires program review and may not be imposed unilaterally by an individual coach.



03

ACCOUNTABILITY & FAIR PROCESS

Consistent standards. Verified facts. Documented decisions.

3 • ACCOUNTABILITY & FAIR PROCESS

Coach Accountability & Consequences

All JI Lil Trojans staff members are held to a high standard as role models responsible for athlete safety, development, and trust. This handbook establishes two separate accountability pathways: Standard Coach Violations and Exceptional Misconduct. They are not steps in one progressive discipline system. Leadership must classify the conduct under the pathway supported by the verified facts and apply that pathway directly.

Policy Definitions

Definitions provided below apply throughout the entire handbook.

- **Coach** — Includes any head coach, assistant coach, volunteer coach, or other person who has been approved and qualified by JI Lil Trojans to perform coaching duties.
- **Credible Report** — A report of an action, incident, or event containing specific facts that, if true, could constitute a violation and that has a reasonable basis in direct observation, reliable witness information, video, messages, records, or other identifiable evidence.
- **Current Season** — The period beginning with the coach's first authorized preseason activity and ending after the team's final scheduled or postseason activity for that program year. This includes fall tackle, spring 7v7, summer conditioning, and any other authorized JI Lil Trojans seasonal activity.
- **Disruption** — Conduct that interrupts, delays, distracts from, or requires intervention in the normal course or continuation of an activity.
- **Program Leadership** — For accountability matters, the chain begins with the applicable Head Coach for immediate team operations; the Coaches Coordinator, or Assistant Coaches Coordinator when assigned, for the initial review; and the Athletic Director and Program Mentor for final decisions. When those two authorities cannot reach a unified decision, the conflict process stated in this handbook controls. Program Leadership includes every person listed in the Program Leadership & Chain of Command section.

- **Program-Related Event** — Any practice, game, meeting, team activity, travel activity, fundraiser, facility use, digital team activity, or other function connected to JI Lil Trojans.
- **Substantiated Information** — The available credible evidence supports a finding that the reported conduct more likely than not occurred and violated this handbook.
- **Temporary Protective Restriction** — An immediate, non-final restriction imposed to protect athletes, preserve order, prevent interference, or allow time for a fair review while information is collected. It is not, by itself, a disciplinary finding; it pauses the staff member's participation until a further determination is made.
- **Warning** — A verbal or written warning is a formal, documented notice that a coach's conduct is unacceptable and must be corrected. Because every coach must review and acknowledge this handbook annually and after applicable amendments, a warning is never guaranteed or required before action under either accountability pathway. A Head Coach who gives an assistant coach a warning must promptly report the warning and the conduct that caused it to the Coaches Coordinator. A verbal warning must be reduced to writing and submitted to the designated Program Leadership recordkeeper with the date, individuals involved, conduct addressed, required correction, and any follow-up terms.
- **Written Decision** — A dated decision issued under the Final Decision Authority provisions of this handbook. It identifies the findings, consequences, effective period, restrictions, whether the coach may attend any program-related event during a suspension, return conditions, and any other information necessary to resolve a Credible Report.

Accountability Pathway One • Standard Coach Violations

This pathway applies to conduct that violates a coaching, operational, communication, supervision, facility, or leadership expectation but does not meet the Exceptional Misconduct standard. There is no automatic sequence of verbal warning, written warning, suspension, or termination. An immediate Temporary Protective Restriction may be imposed while the matter is reviewed. Time served under that restriction is not automatically the final consequence and does not prevent additional suspension or another consequence in the Written Decision. For example, sitting out a game under a Temporary Protective Restriction does not prevent the Written Decision from imposing additional time away from coaching for the substantiated violation.

Violation Category	When it applies	Required minimum consequence(s)
One-Time Standard (minor) Violation	The verified conduct created low risk, caused limited impact, was not an act of dishonesty or insubordination, and can be corrected immediately.	One documented corrective directive, required correction, and any assigned education or retraining. A coach may only receive this type of violation once during a season.
Second Standard Violation or First Material Violation	Any additional substantiated Standard Violation during the season, or a Material Violation that has a real, significant, and tangible impact on athlete welfare, supervision, operations, facility access, trust, program reputation, or compliance with leadership direction.	At least one full-practice suspension or one-half-game suspension, plus written return conditions. Leadership may impose a full-game or multi-event suspension, probation, reassignment, or role removal when supported by the facts.
Serious Non-Exceptional Violation or Post-Suspension Violation	Serious misuse of authority, refusal to comply, violation of suspension restrictions or return conditions, dishonesty during review, retaliation, or further misconduct after formal suspension.	At least one full-game or multi-event suspension. The final decision may include probation, removal from a head or assistant coaching role, reassignment, or permanent termination.

NO ENTITLEMENT TO A WARNING

A coach is not entitled to a verbal warning, written warning, corrective action, or prior offense before suspension, role removal, or termination. Program Leadership may start above the stated minimum when the verified seriousness, risk, impact, prior history, intent, cooperation, or response to correction supports a stronger consequence.

Accountability Pathway Two • Exceptional Misconduct

Exceptional Misconduct is governed only by the standard set forth below. It is not a higher level of the Standard Coach Violations pathway and does not require a prior warning, corrective action, repeat offense, or use of Pathway One.

CLASSIFICATION RULE • EXCEPTIONAL FIRST

Every reported incident must first be evaluated against the Exceptional Misconduct standard. If the verified conduct meets that standard, the Standard Coach Violations table does not apply and may not be used to reduce, delay, or replace the required Exceptional Misconduct response.

Exceptional Misconduct

A SEPARATE DISCIPLINE PATHWAY

Exceptional Misconduct is not a higher level of the Standard Coach Violations process and shall not be considered progressive discipline. No verbal warning, written warning, corrective directive, or previous offense is required before immediate protective action or formal discipline may be warranted.

Exceptional Misconduct is serious behavior that threatens safety, dignity, order, trust, or the program environment. It is evaluated from the verified conduct, context, risk, and disruption—not merely the name given to the incident or whether criminal charges were filed.

Conduct Covered by This Standard

- Illegal use, possession, distribution, or impairment involving prescription medication, controlled substances, or illegal drugs, whether or not the conduct occurs at a program-related event.
- Possessing or consuming alcohol, arriving impaired, or becoming impaired during a practice, game, meeting, travel activity, or other sanctioned program-related event.

- Theft or buying or selling stolen property.
- Vulgar language or conduct that is severe, targeted, threatening, abusive, or materially disruptive.
- Physical altercation or attempted physical altercation, including but not limited to fighting, shoving, striking, unwanted aggressive contact, chest bumping, physical intimidation, threatening advance, or conduct that reasonably creates an immediate risk of physical confrontation, whether or not it occurs at a program-related event.
- Verbal altercation that becomes loud, hostile, threatening, profane, abusive, intimidating, prolonged, personally degrading, or continues after a clear direction to disengage, whether or not it occurs at a program-related event.
- Any qualifying physical or verbal altercation involving a coach may be classified as Exceptional Misconduct whether or not it occurs at a program-related event, is witnessed by a player or parent, or interrupts a program activity.
- Vandalism.
- Criminal conduct that may affect athlete safety, program trust, facility access, league eligibility, or the individual's fitness or moral capacity to serve.
- Fighting with or physically threatening a game official, whether or not a warning was issued.
- A deliberate, reckless, or repeated violation of mandatory heat, acclimatization, hydration, cooling, emergency-response, or other athlete-safety requirements, including directing others to disregard a restriction, denying required water or recovery time, or continuing activity after a stop directive.

Altercations • How the Standard Is Applied

- An altercation does not have to involve an injury, completed physical contact, arrest, police report, profanity, ejection, or cancellation of a practice or game to qualify.
- Disruption includes, but is not limited to, conduct requiring separation or intervention; players or parents stopping to watch; a drill, meeting, warmup, practice, or game being delayed or interrupted; participants leaving an area; or staff being redirected from program duties to manage the conflict.

- A coach who did not start the disagreement still violates this standard by engaging, escalating, retaliating, threatening, advancing, refusing to disengage, reengaging after separation, or continuing the dispute in person, by phone, by message, online, or through another person.
- Self-protection, emergency intervention, or reasonable action taken solely to prevent immediate harm will be evaluated based on the full verified circumstances and available substantiated information. It will not be treated as misconduct merely because physical contact occurred.

Required Immediate Response

- The head coach or on-site program leader must stop the conduct, separate those involved, protect athletes and spectators, preserve available evidence, and remove the coach from the team or activity area for the remainder of the event when needed to restore order.
- A Credible Report supported by specific facts, as determined by either the Athletic Director or Program Mentor, will result in immediate temporary suspension from all coaching activity pending preliminary review. A Head Coach or on-site program leader may remove a coach for the remainder of the current event, but a restriction continuing beyond that event must be authorized in writing by either the Athletic Director or Program Mentor. Temporary action is not, by itself, a final finding; it pauses the staff member's participation while additional information is obtained.

Required Consequences When Substantiated

- A substantiated qualifying verbal altercation carries a minimum one full-game suspension and written return conditions. The minimum applies regardless of whether the conduct occurred at a program-related event, was witnessed by a player or parent, or interrupted a program activity.
- A physical altercation, attempted fight, aggressive physical contact, or credible physical threat carries removal from coaching for the remainder of the current season, at minimum. If fewer than three scheduled program events remain, the restriction shall continue through the first three program events of the next season in which the coach seeks to participate. Permanent termination may be imposed.
- A second substantiated, qualifying altercation, either verbal or physical, after a coach has been permitted to return will result in permanent termination of all JI Lil Trojans coaching and volunteer privileges.

- Program Leadership may impose stronger consequences than any stated minimum, including immediate role removal or permanent termination, when supported by the verified facts.

Other Exceptional Misconduct

- For other substantiated Exceptional Misconduct, the final decision may impose practice or game suspension, written return conditions, probation, reassignment, role removal, or permanent termination of all coaching and volunteer privileges.
- City of Charleston Recreation or CUFL leadership may be consulted when the matter falls within their authority or rules.

NARROW EXCEPTION • CALM DISAGREEMENT ONLY

A calm, brief, non-threatening disagreement or respectful criticism is not automatically Exceptional Misconduct. However, any act, confrontation, argument, or exchange that causes a disruption in front of, within view of, or within reasonable hearing of a player or parent is Exceptional Misconduct. A qualifying physical or verbal altercation may be Exceptional Misconduct even when it occurs elsewhere, is not witnessed by a player or parent, and does not interrupt a program-related event.

Suspension Means No Coaching

A practice or game suspension removes the coach's authority to coach in every capacity for the full period stated in the Written Decision, except for a specific activity expressly authorized in that decision. Any exception must identify the exact activity, location, dates, and conditions permitted; every restriction not expressly modified remains in effect. If the coach is permitted to observe a program-related event, that permission and all applicable restrictions must be stated in the Written Decision. Silence does not constitute permission to attend or participate.

During a Practice Suspension

- The suspended coach may not enter the practice or game field, team area, drill area, coaches' area, or any other restricted participant space, and may not assist with drills, warmups, conditioning, instruction, corrections, play installation, equipment decisions, athlete discipline, staff direction, or practice operations. A specific exception applies only when the Written Decision identifies the exact permitted activity, location, dates, and conditions.
- If observation is permitted, the coach must remain in a designated spectator area and may not communicate coaching instructions to players, coaches, Team Parents, or staff.
- The coach may not make negative, disruptive, intimidating, or undermining comments to or about players, coaches, staff, parents, or practice spectators.
- If the coach violates any suspension restriction, the suspension may be extended, and additional discipline may be imposed.

During a Game Suspension

- The suspended coach may not coach in any capacity during the designated period. This includes warmups, pregame preparation, sideline conversations, play calling, substitutions, huddles, halftime activities, injury discussions, postgame activities, or instructions sent through another person or device. A specific exception applies only when the Written Decision identifies the exact permitted activity, location, dates, and conditions.
- The coach may not enter the game field, sideline, bench or team box, locker room, coaches' area, press box, skybox, or another restricted area.

Observation is allowed only from the spectator stands unless the written decision is stricter.

- While observing, the coach may not communicate with the team or coaching staff about game strategy or decisions and may not make negative, disruptive, intimidating, or undermining comments to or about players, coaches, staff, parents, officials, opponents, or game spectators.

VIOLATION OF SUSPENSION

Failure to follow any suspension restriction is a separate act of insubordination. The coach may be removed from the facility immediately and may receive an escalated consequence, up to and including permanent termination from JI Lil Trojans.

Mandatory Review & Decision Chain

1. Head Coach — Stop unsafe or disruptive conduct, protect athletes, preserve available information, and document the concern. A Head Coach may remove an assistant coach from the remainder of the current activity as a Temporary Protective Restriction, then must promptly forward the matter to the Coaches Coordinator. If the Head Coach is involved, the on-site Coaches Coordinator, Athletic Director, Program Mentor, or designated program leader may order the temporary removal.
2. Coaches Coordinator — Conduct the initial fact-finding review, identify the handbook provision(s) involved, obtain the coach's response, and submit written findings with a recommended pathway and consequence(s) to the Athletic Director and Program Mentor.
3. Athletic Director and Program Mentor — Whenever both are available, they review the evidence and findings together; determine whether the matter is substantiated; select the Standard Coach Violations or Exceptional Misconduct pathway; and establish the consequence(s), observation privileges or restrictions, and return conditions.
4. Final Decision Authority — The Athletic Director and Program Mentor make and authorize the final internal decision, including the written outcome, effective dates, restrictions, return conditions, role removal, reinstatement, or permanent termination. Neither position outranks the other, and neither may unilaterally override a joint decision. If they cannot reach a unified decision, final decision authority transfers to the

six remaining members of Program Leadership under the Equal Authority and Conflict Rule.

EQUAL AUTHORITY AND CONFLICT RULE

Before a final decision is issued, the Athletic Director and Program Mentor must discuss the findings and attempt to reach a unified decision. A unified decision remains in effect unless modified under the Written Decision Controls below. If one authority is unavailable within the required timeline, the available authority may issue the decision individually. An individually issued decision remains subject to the same reconsideration and modification rules as any other Written Decision.

If the Athletic Director and Program Mentor reach conflicting determinations, the final decision—including a decision on reconsideration—must be issued by a neutral committee composed of the six remaining members of Program Leadership. Neither the Athletic Director nor Program Mentor may participate in that committee's determination or override its decision.

Fair Review Requirements

1. Document the concern, including available dates, locations, witnesses, messages, video, or other relevant information.
2. Determine whether immediate temporary restrictions are needed to protect athletes, preserve a safe environment, or allow a fair review. A temporary restriction is not a final disciplinary finding.
3. Inform the coach of the conduct being reviewed and the handbook provision that may apply.
4. Give the coach written notice and a reasonable opportunity to provide their account and relevant information within the timelines below, unless emergency action must occur first.
5. Document the findings, applicable accountability pathway, consequence, decision authority, effective period, and all conditions for return.

Required Review Timeline

1. Written Notice — Provide the coach with the conduct under review, applicable handbook provision(s), and any temporary restriction as soon as practical and no later than 24 hours after a restriction which may extend beyond the current event.

2. Preliminary Review — The Coaches Coordinator begins the fact-finding review within two business days after notice.
3. Coach Response — The coach or staff member has two business days after written notice to submit their account and relevant information, unless a reasonable written extension is granted.
4. Final Decision — The Athletic Director and Program Mentor, or the authority designated by the Equal Authority and Conflict Rule, will issue the Written Decision within seven calendar days after notice unless additional information, evidence, or time is needed for a fair and informed decision.
5. Written Extension and Missed Deadline — One written extension of up to seven additional calendar days may be issued for witness availability, new evidence, safety needs, or another documented reason. Any further extension must be written, fact-specific, and time-limited. A missed deadline does not dismiss the matter or invalidate the Written Decision. A temporary suspension continuing beyond seven calendar days must be reauthorized in writing every seven calendar days by the Athletic Director and Program Mentor, or by the authority designated under the Equal Authority and Conflict Rule, with the reason for continued restriction stated.

Finality & Limited Reconsideration

A coach may submit one written request for reconsideration to the Coaches Coordinator within three calendar days after issuance of the Written Decision. The request must identify newly discovered evidence that could not reasonably have been provided earlier, a material factual error, or a material omission of evidence. Reconsideration is not an opportunity to reargue a position that has already been decided.

The original decision remains fully in effect during reconsideration. The Coaches Coordinator will forward the request to both the Athletic Director and Program Mentor. A request that does not state an authorized basis may be denied without further review. Any modification or reversal requires the written agreement of both authorities or, if they disagree, a decision by the authority designated under the Equal Authority and Conflict Rule. The reconsideration outcome is final.

CONSISTENCY RULE

A good-faith disagreement, respectfully raised and handled through the proper chain of communication, is not misconduct. Disrespectful, disruptive, threatening, abusive, or escalating behavior may be treated as misconduct based on the verified facts.

WRITTEN DECISION CONTROLS

The Written Decision controls the consequence(s), effective dates, restricted locations and activities, expressly authorized exceptions, return conditions, and reinstatement requirements. No Head Coach, assistant coach, coordinator, team representative, or other person may reduce, waive, reinterpret, or create an exception to the decision. Only the authority that issued the decision may clarify it in writing. Any modification or reversal must follow the reconsideration and conflict rules in this handbook and must be approved in writing by the authority empowered to decide the matter.

After a final determination or reconsideration decision is issued, a coach may not continue arguing the matter with coaches, coordinators, parents, staff, or others in a way that causes disruption or distracts from athletes, practices, games, or program operations. Such conduct is a separate violation and may result in additional consequences. The coach must cease further advocacy on the decided matter except for communications required by law or expressly authorized in writing by Program Leadership.

Complaints About Coaches

Complaints will be handled as fact-based reviews—not public debates, sideline arguments, or group-chat trials.

- Collect relevant information and eyewitness accounts from coaches, officials, parents, athletes, and other witnesses when appropriate.
- Document the complaint, the coach's response, the applicable policy, and the decision.
- Use the Coach Accountability & Consequences and Exceptional Misconduct standards in this handbook.
- Protect confidentiality to the extent practical; information will be shared only with those who need it to address the matter.

Complaints About Officials or League Staff

- Raise the concern after the game through the Coaches Coordinator or Athletic Director—not through an on-field confrontation.
- JI Lil Trojans will forward an appropriate complaint to the City of Charleston Recreation Department or CUFL.
- JI Lil Trojans does not discipline officials employed or assigned by another league. The responsible league determines whether its rules were violated and what action is appropriate.

No Retaliation

No coach, program leader, staff member, Team Parent, athlete, or family may be punished, threatened, isolated, or targeted for raising a good-faith safety or conduct concern through the proper process. Knowingly false, malicious, or retaliatory allegations may themselves violate program standards.

Recordkeeping

Leadership shall retain documentation of all formal complaints, findings, corrective actions, suspensions, probation conditions, role removals, and terminations in a secure location accessible only to those responsible for program governance.



04

TEAM & FAMILY OPERATIONS

One program. One message. One professional standard.

4 • TEAM & FAMILY OPERATIONS

Parent-Coach Partnership

Parents and coaches share responsibility for creating a positive experience. Parents should receive clear information about coaching philosophy, team expectations, practice and game schedules, injury procedures, rules, and conduct standards.

Appropriate Parent-Coach Topics

- The athlete's mental and physical treatment and/or concerns.
- What the athlete can do to improve.
- Concerns about the athlete's behavior.
- How parents and coaches can support the athlete together.

Coaching Decisions Will Not Be Debated With Parents

- Playing time and positions.
- Team strategy and play calling.
- Another athlete's performance, discipline, medical information, or family situation.

48-Hour Cooling-Off Procedure

1. Do not confront a coach before, during, or immediately after a practice or game.
2. Except for urgent safety concerns, wait 48 hours before requesting a discussion.
3. Contact the head coach to schedule a meeting outside of practice and state the concern(s) factually.
4. If the matter is not resolved at the meeting, follow the football and coaching-related chain of command: Team Head Coach, Coaches Coordinator, then Athletic Director.

IMMEDIATE SAFETY EXCEPTION

A current threat to a child's safety, suspected abuse, a medical emergency, or other urgent risk should be reported immediately. The 48-hour cooling-off period does not apply to urgent safety matters.

Parent Orientation

Annual parent orientation is mandatory for parents and coaches. It establishes program philosophy, health and safety expectations, age-appropriate activities, team rules, communication procedures, volunteer needs, the importance of fun, and technique development. Coaches unable to attend must notify program leadership and complete the approved make-up process.

Attendance & Participation

Consistent practice attendance supports athletic readiness, team development, and injury prevention. Coaches must take attendance at every practice and apply team standards consistently.

Attendance issue	Current handbook consequence
Excused absence or tardy	No automatic disciplinary consequence. Participation may be limited only for documented safety or readiness reasons—not as punishment.
First unexcused tardy or missed practice	Documented coach-parent discussion and a clear attendance expectation. Exercise may not be assigned as punishment.
Second unexcused attendance violation during the season	The athlete/cheerleader does not participate in the first quarter or comparable opening portion of the next event. The parent must be notified before the event.
Third or later unexcused attendance violation during the season	The athlete/cheerleader does not participate for one-half of the next event. The matter is referred to the Coaches Coordinator for a written participation plan.

Reporting an Absence or Tardy

- Call or text the team’s Head Coach or designated program leader. An absence that is not reported will automatically be recorded as unexcused.
- Email jililtrojansbooster@gmail.com.
- Send a direct Telegram message to the child’s head coach or designated program leader.

An excused absence includes illness or injury, a medical appointment, family emergency, religious observance, required school activity, or another conflict approved by the head coach after timely notice. Denial of excused status must be based on an objective participation expectation and explained to the parent. A disputed or inconsistent decision must be referred to the Coaches Coordinator. No coach may use running, conditioning, or other exercise as an attendance punishment.

Required Attire

Practice	Game Day
Football: athletic shorts, T-shirt or practice jersey, athletic socks, cleats, mouth guard, and required protective equipment for the scheduled practice. Cheer: required practice clothing and closed-toe athletic shoes.	Football: shoulder pads, helmet, padded pants, cleats, mouth guard, and game jersey. Cheer: pom-poms, hair bow, cheer uniform, and cheer shoes.

NO EXCEPTIONS FOR MISSING REQUIRED GEAR

An athlete or cheerleader who is not in required game-day gear or attire before the event may not participate that day.

Practice Regulations

- Practice availability is Monday through Thursday between 5:00 and 9:00 p.m.; special Saturday sessions require approval from program leadership.
- There is no Sunday practice. Friday practice is not scheduled during tackle season so the program can support JI Trojans Varsity game days.
- The standard practice window is generally 5:30-7:30 p.m. Any requested change must be approved and communicated by program leadership.
- Practice may occur only at the assigned field unless the responsible facility authority and JI Lil Trojans leadership approve a change.
- Head coaches must promptly report requested changes in day, time, or location. Only approved information should be shared with families through the designated channels for consistency in communication.
- Equipment practices may not begin before the official start date established by the applicable league.
- City of Charleston Recreation teams are limited to six practice hours per week; CUFL teams are limited to eight hours per week.
- Recreation practices are limited to two hours per day; CUFL practices are limited to 2.5 hours per day. Practices should generally be spread across three days.
- No child may be left waiting alone. A coach must remain until the athlete is released to an authorized adult.

JICHS Facility & HUDL Access Privileges

Access to James Island Charter High School property, facilities, equipment, and digital systems is a privilege—not a right. All access for JI Lil Trojans practices, game days, meetings, film review, and other approved activities remains subject to the discretion, rules, scheduling needs, and direction of James Island Charter High School. The school may limit, relocate, suspend, or revoke access at any time.

JICHS ATHLETICS HAVE FIRST PRIORITY

James Island Charter High School athletic programs have first access rights to school facilities. JI Lil Trojans access is secondary and must yield whenever a JICHS team, event, practice, game, or school need conflicts with the program's scheduled use. Program leadership will attempt to find alternative sites whenever possible.

Currently Authorized Access

- JICHS backfield located behind the tennis courts.
- JICHS Football Stadium.
- JICHS concession stands.
- JICHS football coaches' conference room.
- HUDL access for authorized game-film review and approved team purposes.
- Any additional JICHS space, equipment, storage area, network, or digital resource may be available only when specifically authorized by the school and JI Lil Trojans leadership.

Coach Access Standards

- Use each facility or resource respectfully and responsibly, only on approved dates, during approved times, and for an authorized JI Lil Trojans purpose.
- When JICHS requires a facility, coaches must promptly follow the approved relocation, delay, schedule change, or cancellation communicated by the school or JI Lil Trojans leadership.
- Do not enter locked, restricted, or unassigned areas or allow athletes, parents, guests, or unauthorized volunteers to do so.

- Do not copy or share keys, entry codes, alarm information, passwords, HUDL credentials, film, or other access information.
- Maintain active supervision, protect school property, leave every area clean and secured, and promptly report damage, hazards, missing property, or access problems.
- Follow all directions from JIHS school leadership, coaches, staff, security personnel, and facility representatives. If directed to leave, relocate, or discontinue use, comply immediately and notify JI Lil Trojans leadership.
- Only authorized JI Lil Trojans leadership may request, confirm, expand, or secure access on behalf of the program.

ACCESS MAY BE WITHDRAWN

JIHS may withdraw access to a facility or resource privilege at any time. JI Lil Trojans may also remove an individual's authorization. Misuse, unauthorized entry, credential sharing, failure to secure or clean an area, or refusal to follow school direction may result in immediate loss of access and additional discipline contained in this handbook, up to and including permanent removal from the program.

Required Training & Certification

- Annual in-person JI Lil Trojans Coaches Clinic.
- Preseason Coaches Meeting.
- Required free NFHS Learn modules identified by program leadership, including Concussion in Sports, Preventing Abuse in Kids, Heat Illness Prevention, and Sudden Cardiac Arrest.
- Submission of completion certificates before the season begins.
- Midseason Coaches Meeting.
- End-of-season evaluation and postseason Coaches Meeting.

ELIGIBILITY TO COACH

Required background checks, approvals, training, and certifications must be completed before a coach assumes on-field duties. A missed requirement must be reported immediately to the Athletic Director, Program Mentor, and Program Leadership.

Team Parent Standard

Team Parents provide communication and organizational support between program leadership, coaches, and families. They do not coach, supervise coaches, make program decisions, or speak for JI Lil Trojans unless specifically authorized.

Team Parents do	Team Parents do not
Share approved information accurately and promptly.	Question or challenge coaching decisions on behalf of other parents.
Support approved team activities and volunteer needs.	Discuss playing time, positions, game plans, discipline, or athlete evaluations.
Create a welcoming, organized environment.	Make promises or commitments for coaches or the organization.
Bring concerns through the proper chain of communication.	Use group chats or social media to organize opposition or undermine staff.
Maintain confidentiality and protect minors.	Screenshot, forward, post, or share private information without authorization.

Volunteer Responsibilities

JI Lil Trojans depends on volunteers to help with gate admission and ticketing at CUFL home games, concessions, skybox operations, charity events, and approved water/snack support. Program leadership distributes volunteer schedules through SignUpGenius. Families should not be scheduled to volunteer while their child is actively playing or cheering whenever practicable.

Sponsorships

JI Lil Trojans is a 501(c)(3) nonprofit organization and seeks approved sponsorships and donations to support football and cheer. Coaches and volunteers may invite support but may not promise benefits, use the organization’s name in an agreement, collect funds, or create sponsorship

terms without authorization. Official sponsorship information is available at www.jliltrojans.com.



05

SAFETY & EMERGENCY RESPONSE

Preparation before pressure. The athlete always comes first.

5 • SAFETY & EMERGENCY RESPONSE

The Safety Standard

Every coach shares responsibility for the care, custody, and control of children. Safety decisions must be conservative, prompt, and athlete-centered.

Required Safety Practices

- Maintain active supervision; never leave athletes unattended.
- Know athlete limitations and do not require a child to perform beyond their readiness or ability.
- Inspect fields, facilities, protective equipment, and practice plans for foreseeable hazards.
- Require proper equipment and prohibit jewelry during participation.
- Provide adequate water, rest, shade, and recovery breaks.
- Take every report of pain, injury, dizziness, illness, or emotional distress seriously.
- Do not pressure an athlete to continue or return before it is safe.
- Complete an accident report for every minor or major injury and submit it to the appropriate JI Lil Trojans or league representative.

When an Injury Occurs

1. Stop activity and secure the scene.
2. Notify the Athletic Director, Program Mentor, or appropriate league staff member.
3. Stay calm, reassure the child, and assess within the responder's level of training.
4. Do not move a child who cannot move independently unless an immediate environmental danger requires it.
5. Activate EMS for a serious injury, altered mental status, collapse, suspected spine injury, severe pain, breathing difficulty, uncontrolled bleeding, or other emergency.
6. Notify the parent/guardian. If the parent is absent, assign another adult to make contact.

7. If transport is required and the parent is not present, an approved coach or program leader accompanies the child; no adult should be alone with a participant when another responsible adult can accompany them.
8. Document the incident and preserve relevant facts.

RETURN TO PLAY

A coach does not diagnose an injury or override medical restrictions. An athlete who may be injured must be withheld from further activity when safety is uncertain and may return only in accordance with applicable medical directive and league requirements.

ILLNESS & RETURN TO PARTICIPATION

JI Lil Trojans follows the current Charleston County School District illness and return-to-school guidance as the minimum standard for returning to practices, games, meetings, and team activities. Families must keep an athlete home when the athlete has a fever greater than 100.5°F, vomiting, persistent diarrhea, or a persistent cough or sneezing unrelated to seasonal allergies.

An athlete may return when symptoms have resolved for at least 24 hours and the athlete has been fever-free for at least 24 hours without fever-reducing medication such as acetaminophen or ibuprofen. A healthcare provider's instructions, a disease-specific exclusion requirement, or a stricter public-health, school, league, or program directive controls when it requires a longer absence or written clearance.

Parent Responsibilities

- Notify the head coach as soon as possible when illness will affect attendance.
- Do not use medication to mask fever or symptoms so an athlete can participate.
- Tell the head coach about any temporary medical or activity restriction before the athlete returns.
- Contact a healthcare provider when symptoms are severe, worsening, prolonged, or raise concern about safe return.
- Understand that a coach may stop participation and require pickup when an athlete appears ill, injured, dehydrated, contagious, or unable to participate safely.

RETURN AFTER INJURY

JI Lil Trojans follows the current South Carolina High School League health-and-safety guidance as the program's return-to-participation baseline. A player who experiences a significant injury—including a broken bone, dislocation, surgery, concussion, or another injury requiring medical treatment—may not return to unrestricted practice or competition solely because the player or parent believes the injury has healed.

Broken Bones, Dislocations, Surgery & Other Significant Injuries

- The parent or guardian must notify the head coach of the injury and all activity restrictions.
- The athlete must complete the treatment and healing period directed by the treating licensed healthcare provider. JI Lil Trojans does not establish a universal number of days or weeks for a broken bone or surgical recovery.
- Written medical clearance must be provided before returning to unrestricted practice or competition. The clearance should identify the injury, return date, remaining restrictions, required brace or protection, and any staged return instructions.
- A cast, splint, brace, pad, or other protective device must also satisfy current league, facility, sport, and equipment rules. Medical clearance does not alone make prohibited equipment legal for practice or competition.
- When directed, the athlete must complete a controlled progression through conditioning, individual work, non-contact practice, contact practice, and competition.
- Pain, swelling, weakness, loss of motion, altered movement, new symptoms, or inability to perform safely requires the athlete to stop and be reevaluated.

CONCUSSION RETURN CRITERIA

- Any athlete with signs or symptoms consistent with concussion is removed immediately and may not return to practice, conditioning, or competition on the same day.
- The athlete must be evaluated and receive the written medical clearance required by South Carolina law and the current SCHSL concussion-management process.
- Before beginning the sports progression, the athlete must be back to regular activities, such as school, and cleared to begin returning to physical activity.
- Return proceeds step-by-step to avoid further injury: light aerobic activity; moderate activity; non-contact sport-specific training; controlled full-contact practice when appropriate; then competition.
- The athlete advances no more quickly than permitted by the current SCHSL guidance and healthcare instructions. If symptoms return, activity stops immediately and the athlete must follow the healthcare provider's direction before resuming.

CLEARANCE IS A MINIMUM—NOT A GUARANTEE

Written clearance allows the return process to begin or continue. It does not guarantee immediate full participation, a starting role, or game eligibility. Coaches may still limit activity for observable safety, conditioning, readiness, equipment, or rule-compliance concerns and must communicate the reason to the parent or guardian.

Emergency Action Plan • JICHS Stadium

1000 Fort Johnson Road, Charleston, SC 29412

Emergency contact	Number
911	Emergency Medical Services
Athletic Director Joseph Matthews	843-568-5216
Program Mentor Jamar McKoy	980-329-0707
Shemika Champion	843-343-9967
Suni McKelvey	843-303-5559

Directions for EMS

Practice fields are behind the school and east of the stadium. Follow the road on the west side of the school and turn right between the school and stadium. Ambulances can access the field through the gates on the south end next to the maintenance shed.

Emergency Resources

- Communication: cell phones.
- Emergency equipment: athletic training room or with designated JI Lil Trojans safety leadership.
- AED location identified in the current plan: athletic training room or wrestling room.

First-Responder Assignments

1. Assess the scene and provide immediate care within current training.
2. Direct a designated person to call 911 and provide the caller's name and number, exact address, number and age of injured persons, condition, care provided, and access directions.
3. Send an assistant coach or senior adult to the Fort Johnson Road entrance to direct EMS.
4. Send an assistant coach or senior adult to open the south-end field gate.
5. Assign an adult to control bystanders and preserve EMS access.

6. Assign a liaison to coordinate among EMS, the parent/guardian, coaches, and program leadership.

ANNUAL VERIFICATION REQUIRED

Before the first activity at JJCHS each season, leadership must verify that access routes, gate procedures, emergency-equipment locations, AED locations, and contact numbers remain accurate.

Wet Bulb Globe Temperature Procedures

JI Lil Trojans uses the South Carolina High School League (SCHSL) heat and acclimatization guidance as its operating baseline. WBGT measures the combined effects of temperature, humidity, and solar radiation. Venue-specific readings—not a phone weather app—control outdoor activity decisions.

- Use a scientifically approved WBGT thermometer at the playing surface.
- Take the first reading 30 minutes before activity and repeat every 30 minutes.
- Recalibrate the device every two years or sooner if required by the manufacturer.
- When a reading remains in a higher restriction category for 15 minutes, the higher restriction applies and may not be reduced during that activity period merely because a later reading falls.
- No outdoor activity is permitted at WBGT 92.1°F or above.
- When WBGT is 82°F or higher, have immediate access to a cold-water immersion tub or another effective water-based whole-body cooling method and maintain a venue-specific Emergency Action Plan.

SCHSL Competition Rules

- During football warmups, athletes remove helmets and shoulder pads when WBGT exceeds 87°F.
- If WBGT is above 87°F and below 92.1°F at kickoff, provide a three-minute hydration break halfway through each quarter; players remove helmets and have unlimited access to water.
- At WBGT 92.1°F or above, postpone competition until the reading falls below 92.1°F.

2026 SCHSL Football Preseason Acclimatization

Days	SCHSL football upper limit and equipment progression
1-2	Up to 3 hours of practice in helmets and shorts.
3-4	Up to 3 hours in helmets and shoulder pads; contact with shields, dummies, and sleds permitted. Shoulder pads may not begin before the SCHSL-authorized date.

Days	SCHSL football upper limit and equipment progression
5	Up to 3 hours; full-contact practice in full gear permitted after the athlete has completed Days 1-4.
6-14	Full gear and full contact permitted. Alternate Long and Short Days. Long Day: up to 5 total practice hours divided into sessions separated by at least 2 continuous hours of rest. Short Day: up to 3 hours.
15+	SCHSL acclimatization-day restrictions end; all other SCHSL, league, WBGT, medical, and local safety limits remain in force.

JI LIL TROJANS YOUTH STANDARD

The SCHSL schedule above is an upper-limit reference, not a minimum workload. JI Lil Trojans youth practices remain limited to the shorter duration approved on the program schedule—normally no more than two hours—and the stricter WBGT, league, facility, age-appropriate, or medical restriction always controls. Practices during Days 1–14 must be documented; each football athlete must complete Days 1–4 before full pads; and a rest day is required after six consecutive practice days. No coach may add a second practice or extend a session without written program approval.

SCHSL WBGT Activity-Modification Matrix

WBGT	Required practice modification
Below 82.0°F	Normal activities. At least 3 separate rest breaks each hour, each lasting at least 3 minutes.
82.0-86.9°F	Use discretion for intense or prolonged exercise and closely watch at-risk athletes. At least 3 separate rest breaks each hour, each lasting at least 4 minutes.
87.0-89.9°F	Maximum practice: 2 hours. Football equipment limited to helmets, shoulder pads, and shorts. Remove all protective equipment for conditioning. At least 4 separate rest breaks each hour, each lasting at least 4 minutes.
90.0-92.0°F	Maximum practice: 1 hour. No protective equipment and no conditioning. Provide 20 total minutes of rest during the practice hour.
92.1°F or above	No outdoor workout or competition. Cancel, postpone, move indoors to an air-conditioned non-activity setting, or delay until a compliant on-site WBGT reading occurs.

Hydration & Recovery

- During every required rest break, provide unrestricted access to cold water or electrolyte beverages, remove helmets, and use a shaded rest area.
- Provide unlimited drinking opportunities during hot practices. Water may never be withheld from an athlete.
- Encourage hydration before, during, and after activity and throughout the day.
- Keep shade, ice, cooling towels, and the approved water-based cooling method immediately available.
- Avoid the hottest part of the day when possible, progress intensity gradually, and never use exercise as punishment.
- Immediately remove any athlete showing signs of heat-related stress.

Heat Emergency Response

- Confusion, altered behavior, loss of consciousness, collapse, severe weakness, ataxia, or disorientation after exertion in the heat must be treated as possible exertional heat stroke and requires immediate Emergency Action Plan activation.
- Remove equipment and excess clothing and begin aggressive whole-body cooling immediately. Use cold-water immersion when available; if immersion is unavailable, use the approved water-based alternative such as tarp-assisted cooling or continuous cold-water dousing.
- Follow the SCHSL principle: Cool First, Transport Second. Begin cooling immediately and have a designated person call 911; do not delay cooling while waiting for EMS.
- Coaches do not use oral, ear, forehead, or armpit temperatures to rule out exertional heat stroke. A certified athletic trainer or qualified healthcare professional, when present, directs clinical assessment and cooling; otherwise trained program personnel continue approved cooling until EMS arrives.

Mandatory Compliance & Coach Consequences

The heat and acclimatization requirements in this handbook are mandatory conditions of coaching with JI Lil Trojans. No coach may waive, reduce, delay, or override a safety restriction because of the practice plan, game schedule, score, staffing, parent request, or competitive concern.

- When noncompliance is observed or suspected, the activity must be stopped or modified immediately to protect athletes. The coach must notify program leadership immediately and follow all stop, modification, cooling, and emergency-response directions.
- A verified heat or acclimatization violation is not subject to multiple warnings. Any violation that changes, ignores, or interferes with required safety controls may begin with suspension, probation, role removal, or termination under the Standard Coach Violations pathway.
- A deliberate, reckless, repeated, concealed, or high-risk violation may be treated as Exceptional Misconduct. Leadership may impose immediate temporary suspension while the matter is reviewed and, when substantiated, permanent termination of all coaching and volunteer privileges within the JI Lil Trojans program without first using the Standard Coach Violations pathway.

- Retaliation against any athlete, parent, coach, volunteer, or staff member who reports a heat-safety concern in good faith is prohibited and is independently subject to discipline.

Critical Policy Control

CURRENT SOURCE AND STRICTER-RULE CONTROL

This section is aligned to the SCHSL Heat and Acclimatization Guidelines published July 15, 2024 and updated August 29, 2024, and the 2026 SCHSL Football Pre-Season Practice Plan posted June 1, 2026. Program Leadership must review SCHSL guidance before each season and after any announced update. If SCHSL, CUFL, City of Charleston, facility, medical, or JI Lil Trojans requirements differ, follow the current rule that provides greater athlete protection and document the decision.



06

PROFESSIONAL REPRESENTATION

How we communicate is part of how we lead.

6 • PROFESSIONAL REPRESENTATION

Communication With Officials

- Speak calmly and respectfully. Do not yell at, berate, threaten, or insult an official.
- Ask the appropriate sideline official politely for clarification and allow time for an answer.
- Know the rules. Do not argue judgment calls or encourage athletes or spectators to challenge officials.
- If a rule may have been misapplied, the head coach may request the league-authorized conference while recognizing any timeout or penalty consequence.
- Direct postgame complaints through JI Lil Trojans leadership so the responsible league can review them.

Social Media & Digital Conduct

Coaches, program leaders, Team Parents, and staff must use good judgment on personal and program-connected accounts. Once content is posted, it may be copied, shared, and associated with JI Lil Trojans.

All Staff Must:

- Maintain a respectful and professional presence.
- Protect the privacy, dignity, and safety of minors.
- Avoid discussing internal disputes, discipline, playing time, athlete performance, medical information, or parent concerns online.
- Avoid posts, comments, likes, memes, reposts, or videos that could reasonably embarrass or negatively portray athletes, families, opponents, officials, leagues, staff, or the program.
- Send questionable or harmful online content to program leadership without publicly engaging.

Do Not Engage in Online Conflict

Do not argue, defend, insult, threaten, or participate in back-and-forth online exchanges involving the program. This applies to disputes involving coaches,

teams, program leaders, parents, athletes, officials, league representatives, game results, playing time, or program criticism.

BEFORE YOU POST

Could this be viewed negatively if seen by an athlete, parent, coach, school leader, official, opponent, league representative, sponsor, or community member? If yes—or possibly yes—do not post it.

Privacy, Photos, Film & Confidentiality

- Do not share private athlete, family, staff, medical, disciplinary, or organizational information without authorization.
- Do not screenshot, forward, post, or redistribute private conversations or internal team information except when providing it to authorized leadership to address a legitimate concern.
- Use athlete images and video only through approved program practices and applicable parent/guardian permissions.
- Game film and internal coaching clips are for authorized football-development purposes and may not be selectively distributed to parents or posted without program approval.

Media and Public Statements

Only authorized representatives may issue statements on behalf of JI Lil Trojans, respond to media inquiries, announce discipline, confirm organizational positions, or commit the program to a partnership. Staff should refer public or media inquiries to program leadership.

Professional Conduct Beyond the Field

Program standards apply whenever a staff member's conduct is connected to JI Lil Trojans or could reasonably affect athlete safety, family trust, partner relationships, or the organization's reputation. Staff should choose professionalism over reaction, leadership over emotion, and unity over conflict.

The Standard

PROTECT THE PROGRAM. PROTECT THE ATHLETES. PROTECT EACH OTHER.

Our reputation is built through thousands of small decisions: how we speak, how we respond under pressure, how we care for children, and whether we follow the same standards we ask athletes to follow.



07

ANNUAL ACKNOWLEDGMENT

Read it. Understand it. Lead by it.

7 • ANNUAL ACKNOWLEDGMENT

Coach / Leadership / Staff Commitment

By signing below, I acknowledge that:

- I received access to the 2026 JI Lil Trojans Coaches Handbook and am responsible for reading and following it.
- I understand that my role is voluntary and conditioned on required approvals, background checks, training, certifications, and compliance with program and league rules.
- I will place athlete welfare, safety, dignity, and development above winning or personal interests.
- I will follow the chain of communication, maintain confidentiality, and avoid public or online conflict.
- I understand that Standard Coach Violations and Exceptional Misconduct are separate accountability pathways, that I am not entitled to a warning or prior offense before discipline, and that the response will be based on the verified seriousness, risk, impact, circumstances, and my prior history.
- I understand that any act, confrontation, argument, or exchange that causes a disruption in front of, within view of, or within reasonable hearing of any player or parent is Exceptional Misconduct, and that the stated minimum consequences and any required carryover into a later season apply.
- I understand the required notice and review timelines, the limited grounds for reconsideration, and that the original decision remains effective unless properly modified in writing.
- I understand that exercise may not be used as punishment for an attendance violation and that excused absences do not receive an automatic disciplinary consequence.
- I understand that material handbook changes apply prospectively after written notice, except that new or stricter athlete-safety requirements may take effect immediately upon written notice, and I am responsible for reviewing material updates and implementing new standards immediately.
- I understand that a practice or game suspension prohibits me from coaching in any capacity during the stated period and limits me to any

spectator location and conduct specifically permitted by the written decision.

- I understand that the Athletic Director and Program Mentor issue the final decision when they reach agreement; neither position outranks the other or may unilaterally override a joint decision. If they disagree, the matter will be decided by the six remaining members of Program Leadership under the Equal Authority and Conflict Rule.
- I understand that compliance with all heat and acclimatization requirements is a condition of coaching and that violations may result in discipline up to and including permanent termination from the Jl Lil Trojans program.
- I understand that temporary protective action during a review is not, by itself, a final finding of misconduct.
- I understand and will follow the Safe Environment & Athlete Protection Policy, maintain observable and interruptible interactions, report concerns immediately to the proper external authority, and never delay, suppress, investigate, or retaliate against a good-faith report.
- I will report injuries, hazards, suspected misconduct, and urgent safety concerns promptly.
- I will ask program leadership for clarification when a rule is unclear rather than acting outside my authority.

Name: _____

Role / Team: _____

Signature: _____ Date: _____

Leadership witness: _____ Date: _____

Contact & Connection

Resource	Information
Website	www.jililtrojans.com
Email	jililtrojansbooster@gmail.com
Social media	Facebook, TikTok and YouTube: @JILILTROJANS

WELCOME TO THE JI LIL TROJANS FAMILY

*Let’s make the season safe, organized, competitive, and unforgettable
—for the right reasons.*