

# ATHLETIC COACH HANDBOOK



# **APPENDIX A – ATHLETIC COACH HANDBOOK**

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## **KHSAA Coaching Requirements**

Level 1 Coach – Certified teacher and member of the regular school system faculty employed a minimum of three (3) regular periods for teaching classes, supervision of study halls, or exercising responsibilities in other activity assignments within the school schedule.

Level 2 Coach “Paraprofessional” – An individual seeking a coaching position who does not meet the qualifications of Level 1.

- 1) Shall be at least 21 years of age.
- 2) Have graduated from a public or accredited high school program.
- 3) Shall not be a violent offender or convicted of a sex crime that is classified as a felony.
- 4) Shall submit to a criminal record check.
- 5) Shall meet one of the following additional qualifications:
  - a. Hold a provisional or standard teaching certificate
  - b. Have completed sixty-four semester hours of college credit from an accredited college or university as documented by an official transcript
  - c. Be in compliance with the local district standards for serving as an approved substitute teacher as approved by the Education Professional Standards Board
  - d. Complete a Coaching Certification Program approved by NFHS as well as completing prescribed electives as detailed by the KHSAA Board of Control prior to coaching in the first interscholastic contest
- 6) Successful completion of a C.P.R. course including the use of an Automatic External Defibrillator and the requisite First Aid Training.
- 7) Successful Completion of KHSAA/NFHS Coaches Education Program within one year of the initial assignment to coaching duties.
- 8) Complete the KHSAA Sports Safety Course/Medical Symposium prior to assuming coaching duties and re-certify by taking the course not less than once every two (2) years.
- 9) Coaches shall annually complete at least one online rules interpretation clinic conducted by representatives of the KHSAA in the sport in which they coach.

*“Volunteer Assistants”* – Only those individuals who meet the requirements of Level 1 and Level 2 (whether paid or unpaid) are “coaches.” The use of other individuals for assistance within the program shall comply with all state and local laws set forth by the school district regarding involvement by non-school personnel in school activities. Persons serving in this capacity as assistants within the program shall have limited responsibilities upon approval of such assignment by the proper school authorities and in compliance with all adopted regulations. No person other than those employed as a

Level 1 or 2 Coach shall be allowed to participate in any supervisory capacity with interscholastic athletic teams or perform any other “coaching duty” as prescribed by the playing rules within a sport.

## **Employment**

Any person seeking employment as a Head or Assistant Coach must receive a recommendation by the Athletic Director to the Principal and SBDM Council. A formal interview may be conducted to determine if a recommendation will be granted. If accepted by the Principal/SBDM the recommendation will be submitted to the Superintendent for final approval. Upon approval, the Superintendent will report the hiring of personnel to the School Board. Level 2 Coaches “paraprofessional” & “volunteer” must submit to a background check on a yearly basis to renew their employment or role as a coach in the school district. Level 2 Coaches receive a lump-sum payment at the completion of their respective sport season. Level 1 Coaches may receive their stipend in lump-sum form or have it integrated into their salary and spread out over twelve months arranged through the district payroll clerk.

## **Chain of Command**

In accordance with Board Policy and in order to maintain effective communication among the many adults who have varying degrees of interest in and/or authority over the athletic program, a chain of command is set forth. Work duplication, misunderstandings, progress delays, disappointment, and overall ineffectiveness are too often the result of people who bypass the chain of command in order to pursue perceived unmet needs.

|   |                                     |                      |
|---|-------------------------------------|----------------------|
| <b><i>Start</i></b>   | <b><u>Line of Communication</u></b> | <b><i>Finish</i></b> |
| <b>Asst. Coach – Head Coach – Athletic Director – Principal – Superintendent – School Board</b> |                                     |                      |

Coaches are to approach others with needs that relate only to their roles. For example, coaches should approach the athletic secretary for clerical needs and approach the athletic director with administrative needs. Likewise, assistant coaches should approach their respective head coaches, not the principal, with issues that pertain to their respective athletic program’s needs.

## **Roles of School Personnel in Relation to Athletics**

**Board of Education** – Approves recommendations of the Superintendent of Schools regarding policy, budget, and staffing of the athletic program. It also directs the Superintendent of Schools to review policies and practices of the athletic program.

**Superintendent of Schools** - Is the employee who is ultimately responsible for all phases of the district’s athletic program. Delegates his/her authority for the administration of the interscholastic athletic program through the school principal to the athletic director.

**School Principal** – Is responsible for all activities affecting students in his/her building. Is ultimately responsible for school compliance with Kentucky High School Athletic Association Bylaws. Delegates his/her authority to direct the interscholastic athletic program through the athletic director.

**Athletic Director** – Is responsible for direct implementation and interpretation of the policies of the KHSAA, the Board of Education, Fulton County SBDM Councils, and sport specific Conferences as outlined in the respective manuals, handbooks, by-laws, and sport regulations of these entities. Also maintains schedules of facility usage and contests, files of contest contracts, officials’ schedules, student eligibility, and coordination of visiting teams.

School Secretary – Fulfills the clerical needs of the athletic department. Serves as the primary contact for initiating communication between the athletic director/principal and various stakeholders. Handles all monetary in/out-flow including athletic purchasing, fundraising, injury/insurance claims, handling of cash boxes, payment of officials, workers, and others as needed. May serve as Event Manager and assist in the organization and operation of tournaments, invitationals, and special events as directed by the athletic director.

Event Supervisor – Certified staff member who supervises activity/athletic events in regards to safety, security, and sportsmanship as assigned by the Principal or Athletic Director.

Head Coach – Is entirely responsible for the guidance of students in their charge. He/She instructs athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. Models and instructs in a way that will foster leadership, self-discipline, academic improvement, and a positive self-concept within each student-athlete. Works within the framework of the goals of the school system, the policies and procedures of the KHSAA, the Board of Education, Fulton County SBDM Councils, and sport specific Conferences, as outlined in the respective manuals, handbooks, by-laws, and sport regulations of these entities.

Assistant Coaches – Fulfill the aims and objectives of the sport program as outlined by the head coach and school administration. They assist head coaches in instructing athletes in individual and team fundamentals, strategy and physical training necessary to realize a degree of individual and team success. They support the head coach in modeling and instructing in a way that will foster leadership, self-discipline, academic improvement, and a positive self-concept within each student-athlete. They also support the head coach in working within the framework of the goals of the team, athletic program, and the school system.

Athletic Booster Club President – Provides leadership for the functions of the Fulton County Athletic Booster Club. He/She is not an employee of the school district, yet works with the athletic director in a partnership to help communicate and meet the needs of the athletic program.

Pilots Booster Club Parent Liaison – Prior to the start of a season, head coaches will need to choose a parent volunteer to act as a liaison between the Booster Club and the head coach. Liaison's may include but are not limited to: coordinate parent volunteers to work the concession stands, coordinate parent volunteers for Booster Club events, disperse Booster Club information/materials to head coaches, make suggestions to Booster Club for enlarging/expanding fundraising activities, etc...

## **Coach Evaluations**

Head Coaches will complete an evaluation form on their Assistant Coaches within 2 Weeks of the completion of their season and turn this report in to the Athletic Director for review in considering recommendation for employment for the coming year. Head Coaches will be evaluated by the Athletic Director within 30days of the completion of the season using an evaluation form that will be reviewed by the Principal in considering recommendation for employment for the coming year. Athletic Directors will be evaluated formally by the Principals and Superintendent, and informally by Head Coaches at the discretion of the Principal.

## **Affiliations**

Fulton County High School is a member in good standing of the Kentucky High School Athletic Association (KHSAA), which serves as the authorized representative of the Department of Education in

the supervision and control of the interscholastic athletic activities of high schools. The purpose of the KHSAA is to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools, and communities throughout the state. As a member of the KHSAA, Fulton County High School agrees to abide by all of the KHSAA by-laws, rules and regulations with special emphasis placed on those governing eligibility, age limitation, enrollment and attendance, scholarship, residence, transfers, recruiting, amateurism, and conduct character and discipline of athletes. The official publications of the KHSAA can be accessed at [www.khsaa.org](http://www.khsaa.org); these publications shall serve as the instrument for periodic communication between the state association and its member schools.

Fulton County High & Middle Schools are members of various Athletic Conferences. These conferences are established to encourage member schools to improve their extra-curricular programs. The value of conference membership is derived from arranging of schedules, equalizing competition, conducting league championships, and general up-grading the activities program by adhering to conference standards and goals. Membership implies abiding by conference schedules, by-laws, rules and regulations. The high school principal or designee shall represent Fulton County Schools at all conference meetings where official business is conducted. The athletic director will serve as the school representative in the day-to-day operations of the conference. Head coaches will be expected to attend all conference meetings that pertain to their sport.

### **Middle School Coaching**

The philosophy and rules for participation in athletics by Middle School Students is outlined in the Student/Parent Handbook. Middle school athletics serve as a developmental program, intended as a “feeder system” for the high school teams, focusing on introducing and perfecting the fundamental skills and strategies of sport. Coaches should work in coordination with the high school coaching staff to implement similar, age-appropriate versions, of the JV & Varsity systems with like schemes and terminology in order to create a smooth transition for students to each level through possessing familiar elements. It should be emphasized that the focus of Middle School athletics is more on opportunity to participate and learning fundamentals than on winning. As such, it should include a limited use of “cuts” and a value of affording opportunity for all team members to experience game play in each contest.

### **High School Coaching**

Athletic participation at the Varsity level is more competitive than the Middle School program, and the Junior Varsity (JV) program functions as a transition between the two. Varsity competition is based on ability, and “playing time” including starting lineups and in-game substitutions are made at the discretion of the coach based on a combination of skill, effort, and attitude along with game strategy against a particular opponent. While athletes may participate at the both the Varsity & JV levels, it should be understood by Head & Assistant Coaches that JV games and practices have the purpose of preparing athletes for the rigors of varsity play and efforts should be made to involve all sub-varsity athletes. Junior Varsity contests are generally reserved for athletes below grade 12, but senior athletes not receiving substantial varsity playing time and with skills on par with that of underclassmen, may participate at the JV level with prior notification and agreement of opposing coaches to aid in skill development.

### **Holding Tryouts & Making Cuts**

Coaches may have tryouts for their teams due to established roster limits or limited number of available uniforms. Coaches shall notify the Athletic Director and Principal of whether or not there will be a need

for cuts and provide them with a system of team selection for approved use. Upon approval, the head coach will notify students of tryout dates/times and number of available spots on the team. Squad selection is made at the discretion of the coach based on ability, effort, and attitude during the established tryout period using a rubric with criteria made known to students prior to tryouts. Upon completion of tryouts, students will be informed individually and in private as to whether they have made the team or not and why. Coaches will be prepared to communicate with parents if required. All score sheets or evaluations are to be confidential and immediately turned in to the Athletic Director after tryouts have been completed. These are to be viewed by coaches & administration only and will be destroyed promptly at the completion of the season. Coaches are NOT to discuss an athlete with anyone other than that athlete's own parent or guardian. It is best practice to be both truthful and sensitive to the feelings of the student/parent when responding. Parents shall NOT be required to purchase expensive clothing or equipment until they are informed that their son or daughter has officially made the team. A player cut from a squad or team is eligible for other sports immediately.

### **Multiple Sport/Activity Athletes**

It is the position of the Fulton County School District that it is both necessary and beneficial to the success of the students and the overall athletic program to allow participation in multiple sports/extra-curricular activities during the same season by a student athlete. Coaches will work together with colleagues, students & parents in coming up with a written agreement designating "primary activity," coordinating practices and game attendance schedules, and effectively communicating in an effort to help prevent students from overextending themselves.

### **Eligibility**

No student shall be kept from participation in athletics at Fulton County due to his or her race, religious beliefs, gender or socioeconomic status.

- ☐ Physical Examination, Parental Consent – The original physician signed KHSAA Form GE04 for each student athlete/manager on the team shall be turned in to the Athletic Director prior to the first contest. A copy of this shall be kept with the head coach during all travel, practices & competitions to be used in case of an emergency. These copies shall be turned in at the conclusion of the season to be passed on to subsequent sport season.
- ☐ Academic Eligibility – A weekly check of grades shall be conducted on each Monday by the Athletic Director. Principals and Coaches will be notified of any athlete who is academically ineligible to practice & play. The student will be notified by the Athletic Director, Principal, and Head Coach to ensure that this is understood. A list of team members that have grades lower than a C will also be provided so that coaches can address potential problems with students, parents, and teachers before a student's eligibility is in jeopardy.
- ☐ Domestic & Non-Domestic Transfer  
Students transferring to Fulton County from another school district after starting 9<sup>th</sup> grade must request a Domestic Transfer of Eligibility ruling from the KHSAA prior to participating in athletics. A Non-Domestic Transfer of Eligibility ruling is required for participation by Foreign Exchange Students. This process can be initiated through the Athletic Director and should be

done as soon as possible upon enrollment as the process can take anywhere from 3 days to 3 months to complete.

## **Recruiting**

Coaches are encouraged to actively recruit students within our school system to participate in sports, especially those who are uninvolved. In doing so, coaches should be careful as not to recruit in such a way that intentionally coerces a student athlete to quit one sport in order to pursue involvement in another. Coaches are also prohibited from promoting “specialization” in one sport by telling students they should quit all other sports/activities but theirs in order to succeed. Coaches found to be employing such unethical tactics which, undermine the overall success of the athletic program, will face discipline by the administration.

A pupil at any grade level from outside of the Fulton County School District shall not be recruited for the purpose of participating in athletics. Recruiting is defined as an act, on behalf of or for the benefit of, a school, which attempts to influence a student to transfer to a KHSAA member school for the purpose of participating in athletics. An athletic coach or any other member of the school staff shall not influence a student even if the student, his or her parents or any intermediary from another school makes the initial contact. In this situation, a coach or staff member (paid or unpaid) should immediately refer the person(s) to the school principal. Influencing a student shall include the promise or instilling the expectation of an athletic advantage, playing time, employment of the student or the student’s parents or relatives, housing for the student or the student’s parents, or promise of scholarships.

## **Attendance Policy Enforcement**

Fulton County has established the attendance policy for interscholastic athletics listed in the Student/Parent Athletic Handbook in order to promote common expectations across the program. All Coaches are expected to keep an attendance log for practices and contests to verify that these procedures are being followed. An athlete is not placed on the active roster and may not compete in a contest until he or she has completed a minimum of 10 Practices. Athletes are required to participate in all in-season practices/contests unless excused by the coach. Excessive unexcused absences will result in disciplinary action. Excused absences must be approved in advance between the student, parent and head coach. Student athletes who repeatedly arrive late to or leave early from practice are subject to these penalties at the recommendation of the Head Coach. An active roster is to be submitted to the Athletic Director and the KHSAA database prior to the first contest and again prior to the start of the post-season.

## **Coach’s Code of Conduct**

It is the duty of all coaches involved in middle school and high school athletics to adhere to the following:

1. Uphold the honor and dignity of the profession. In all personal contact with student athletes, officials, other coaches, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
2. Emphasize the proper ideals of sportsmanship, ethical conduct and fair play. Eliminate all negative behaviors which detract from the values of the competition (i.e. no foul or profane language; do not allow oneself to reach a state of anger). Remember that an athletic contest is only an event, and should be put in the proper perspective.



3. Believe that the primary purpose of athletics is to support the educational goals of the school system (not the reverse).
4. Know, understand, and accept the rules of the sport. Adhere to all KHSAA rules, Code of Ethics, and School District policies.
5. Develop leadership in students and motivate through positive incentives and recognition. Never belittle or demean a player, recognize that all players on the team have value, both as players and as a people.
6. Maintain an appropriate, professional coach/athlete relationship at all times to promote the physical, mental, moral, social, and emotional well-being of the individual players in a safe and supportive environment. Do not be alone with students of the opposite sex.
7. Maintain a well-kept appearance and dress and present yourself in a professional manner.
8. Teach student athletes safe and healthy fitness techniques. It is not the place of a coach to prescribe or promote the use of any nutritional supplement. Maintain a standard of zero tolerance for performance enhancing drugs.
9. Put the physical, mental, and emotional safety of the students before winning.
10. Adhere to FERPA and HIPPA laws of non-disclosure & confidentiality.

Fulton County Athletic Coaches are to represent the school by conducting themselves in such a way that the image of Fulton County would not be tarnished in any manner. Any participant whose conduct is judged to reflect a discredit upon him/her, the team, or the school will be subject to disciplinary action or relief of coaching duties as determined by the Administration and/or School Board. It does not matter whether the conduct in question takes place during or outside school hours and sessions of sport seasons.

### **Communication & Conflict Resolution**

Participating in athletics can be an emotional and time consuming experience. From time to time, conflicts between student athletes/parents and coaches may arise. The following process is in place to resolve conflicts and/or issues between coaches and athletes.

#### **Step 1: Individual Student - Coach Contact**

The student involved is to speak to the coach about the problem as soon as possible.

#### **Step 2: Parent/Student - Coach Contact**

The parent/student should set a time to meet individually with the coach. Meetings will not be scheduled:

- 24 hours prior to or immediately following a contest,
- during an active practice session, or
- during a time when other coaches, parents or athletes are present.

#### **Step 3: Parent/Student - Athletic Director Contact**

If satisfactory resolution is not reached through direct contact with the coach, the parent/student athlete should contact the athletic director. The athletic director will schedule a meeting involving all concerned parties in an attempt to reach a satisfactory resolution. While there can be no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of different perspectives and experiences can lead to more productive relationships and clearer understanding in the future.

#### **Step 4: Parent/Student Athlete- Administrator/AD/Coach Contact**

If after Step 3, satisfactory resolution has not been reached, the parent and student athlete should contact the building principal to schedule a meeting with all concerned parties.

#### **Step 5: Parent/Student Athlete – Board of Education Contact**

If there is no resolution at Step 4, the parent/student athlete must ask the Superintendent to be put on the board agenda to address the School Board in executive session in an effort to resolve the issues.

## **Use of Tobacco, Alcohol or Drugs**

Use of tobacco products in any form on school grounds or at school events by students or employees is prohibited. Students found in violation of this policy should be reported to administration for disciplinary action. Coaches found in violation of this policy will be reported to school administration and subject to disciplinary action. Students found to be in possession or under the influence of alcohol or drugs on school grounds or at a school function should be reported immediately to the Athletic Director or Administration who will then notify the proper authorities. Coaches found to be in possession or under the influence of alcohol or drugs on school grounds or in the presence of students will be reported to administration, proper authorities, and immediately dismissed from their position as coach.

## **Theft**

Report all incidents of theft between students to the Principal, if of significant value authorities may be called. Report all theft of school property to the Athletic Director for submission of proper insurance forms to the Board Office. Coaches should not take home school property for personal use. Employees found to be in violation of this will be reported to administration and the authorities for recovery of items and disciplinary action. Know that any giveaways obtained at school-funded clinics are the property of the school district and should remain with the program.

## **Hazing/Bullying**

Maintain a standard of zero tolerance for harassment, discrimination, bullying, intimidation, hazing, initiation, and report any incidents of such to the administration.

Under law, schools MUST take action to prevent hazing or acts of bullying. Failure to take action in preventing hazing may result in criminal sanctions against those in supervisory positions where hazing or bullying is being permitted to occur. Coaches cannot afford to look the other way when students attempt acts of force or intimidation upon each other or develop “initiation” practices for teammates. Coaches should stop any act or potential circumstance related to hazing immediately upon recognition. The incident is to be reported and documented for use by Guidance Counselor or authorities if necessary. Coaches should refrain from telling stories that embellish or glorify the acts of hazing that they may have encountered or been involved with in their own life so as not to plant such seeds in the minds of students. Child advocacy: all school employees are federally mandated to report suspected child abuse. Refer special student concerns to appropriate school officials or law enforcement.

## **Transportation**

Coaches are to enforce the transportation rules outlined in the Student/Parent Handbook. Coaches will arrange for bus travel through the district Transportation Director. Bus requests should be filled out for ALL Athletic contests and submitted prior to the start of the season. Cancellations or changes in contest dates, times, or locations should be communicated to the Athletic Director and Transportation Director in a timely manner. Plan for and request to the Principal/Superintendent by email any necessary early releases from school/class for students to participate in a contest. Early releases may be requested only for contests that require significant travel and early start times that can't be rescheduled. Include the name and location of the event, the participants' names, and release time to be communicated to teachers and attendance clerk. When determining the release time, work backwards thirty minutes from the contest's start time, subtract time for travel to the contest, and subtract ten minutes for students to get from their classes to the bus. As needed and prior to traveling, submit a request for funding of additional travel expenditures. Additional travel expenses may be paid by the district, school athletic fund, or booster club as follows: meals/lodging for a regular season tournament (if sufficient funding is

provided to our school as a result of attending the tournament); meals/lodging for KHSAA state-finals contests. Meal and lodging expenses for other trips will not be paid from district funds. Overnight trips may be approved by the School Board for contests in which over 200 miles of travel is required and where the event begins at 10:00 a.m. or before. Coaches will need to have a roster and sign-in/sign-out sheet for students who ride with parents to or from contests. A coach must ride the bus with players, and during bus travel male and female students are not to sit together. Coaches are to be spread out on the bus in the front, middle & back to supervise. Coaches are not to leave campus until the last student athlete is picked up, and coaches should not give students rides home in their personal vehicles.

### **Handling Injuries**

If a student is injured while under your supervision and must receive any type of treatment (band aid, tape, ice, etc.) it must be recorded on an injury report form (???) and submitted to the office for documentation or insurance purposes if the student is treated by a physician. If an injured student requires transportation to the hospital and a parent/guardian is not present, he/she is to be accompanied to the hospital by a coach with the athlete's physical form. In a life threatening situation a coach is expected to implement proper CPR/AED & First Aid Training procedures and follow the emergency plan for the given facility.

In the event that an athlete sustains an injury (fracture, sprain, concussion, laceration, bruise), serious enough to require a physician's examination and treatment, the athlete must obtain written permission from a physician and his/her parent/guardian before being allowed to resume practice/competition. All doctors' notes regarding the injury and the athlete's fitness regarding ability to resume participation including rehabilitation steps and physical restrictions must be submitted to the office/athletic director to be noted and kept on file in the student's health record.

### **Fundraising Procedures**

All fundraisers will be approved by the building administration through the Site Based Council and School Board. Prior to beginning a fundraiser:

- ☐ At least one day in advance of your event, request a cash box/bag from the office manager (if necessary) with a list of desired amounts and currency and make arrangements with the office manager to pick up the cash box/bag.
- ☐ At the conclusion of the fundraiser count and log the money and return the cash box to the office manager or an administrator immediately.
- ☐ If you have an event that covers more than one day, the money should be dropped off at the Bank's Night Deposit each night with a Note Stating "Do Not Deposit, Will Pick Up on (date)".
- ☐ All bills need to be turned into the office immediately following the event for payment by the office manager. Bills are not to be paid out of the cash box.
- ☐ The office manager will provide upon request an accounting of the fundraiser.

### **Purchasing Procedures**

In order to purchase items that will be paid for by the school, you **MUST** request a

Purchase Order Form SA7. If you do not obtain a purchase order, the school WILL NOT be obligated to pay the invoice and you will be held personally responsible for the invoice. Fill out a requisition with the following information:

- ☐ Name and address of company
- ☐ Phone/Fax Number
- ☐ Quantity
- ☐ Item description and number
- ☐ Total price, including Shipping

Obtain approval from the Principal for the order by his/her signature on the requisition and give it to the office manager. You may request the PO be faxed to the company, or you may obtain the PO number and phone in your order.

### **Student Payments**

Advisors and coaches will not collect money unless previously approved by the administration or SBDM Council. All payments by students are to be made to the office by the student or parent. The student will be given a receipt to show the advisor as proof of payment. Items should not be distributed to students until they have provided proof of payment.

### **Booster Club**

The Fulton County Booster Club is composed of parents of students and other members of the community who wish to support all levels of athletics at Fulton County Schools. Coaches are expected to take an active role in the booster club by attending meetings, fundraisers, securing a booster parent representative for their team, and aid in acquiring parent workers for help with concessions and other activities. In order to request funds from the booster club, a coach must be present at a meeting to make the request with related paperwork regarding the purchase and a plan to assist in raising the funds for the item.

### **Uniforms & Warm-ups**

Both game and practice uniforms/warm-ups should be regularly washed and properly cared for by the athlete or coaches if taken up after games. An inventory of uniforms must be maintained by coaches indicating Number, Size & Condition before and after each season. A day must be designated within 2 weeks of the completion of the season for athletes to return all uniforms and equipment. A list of students failing to do so is to be turned in to the AD at the end of the two weeks so they can be contacted or held from student privileges such as Prom, Graduation, Project Graduation, other Sports etc. if not returned. The purchasing of Uniforms and Warm-ups with school funds, and not to be kept by athletes, must be approved by the Site Based Council in regard to style & color and should be in the scope of the school colors of Columbia Blue, Vegas Gold & White. Any garment paid for by the athletes to be kept at the end of the season may vary from this color scheme within reason or with athletic director

approval. Coaches have the authority to make decisions regarding policies for game day appearance such as wearing jerseys or dressing up to school. Players are expected to dress according to a coach's specifications and should dress in a way that reflects the unity of the team. Each athlete is responsible to dress and groom appropriately while attending away competitions. During contests players' uniforms are to be worn as specified by the coaches according to what is appropriate for that sport and that uniform. For example: jerseys tucked in or matching undergarments. These determinations are expressed by the coach at the beginning of the season, and will be included in a coach's team rules and regulations. Coaches may make rules and establish consequences for those athletes who do not bring their practice clothes. Players are not to take shirts off during practice (no "shirts vs. skins") and female athletes must wear appropriate tops over sports bras. While shirts and shorts do not have to adhere to the policies specified in the student dress code for school, a degree of modesty is expected and clothing shall not be excessively revealing or worn inappropriately. Please take pride in your appearance and your team.

## **Facilities & Equipment**

Coaches must regularly inspect equipment for wear & tear and check facilities for safety concerns (holes in fields, ruts, loose or broken equipment etc.). Keep locker rooms, gymnasiums, and offices clean report areas that need attention or repair to the Athletic Director and Director of Maintenance. Maintain locker room, gym, field house, and facility security by locking all doors/gates turning off all lights to each facility after its use. Do not leave lights on and doors unlocked; assuming that another team will be arriving soon.

## **Scheduling**

Scheduling of games and practices will be coordinated with the Athletic Director. Contests less than 50 miles away must be approved by the Superintendent. Contests outside of 50 miles or out-of-state must be approved by the School Board. Game contracts may only be signed by the Athletic Director or Principal. Always be concerned about length of practices, late travel nights on weekdays, and distances traveled when scheduling so as not to affect student academics. Scheduling games and practices over vacations is permitted and students are held to the same expectations as during school, but the opportunity for family time and the purpose of "breaks" should be considered in scheduling these. The following is the limitation of seasons for each sport set by the Fulton County Board of Education:

| <u>HIGH SCHOOL</u>      | <u># Contests</u>      |
|-------------------------|------------------------|
| Baseball/Softball       | 20 games (10 away)     |
| Boys & Girls Basketball | 18 games (9 away)      |
| Cross Country (B/G)     | 8 meets (4 away)       |
| Football                | 8 games (4 away)       |
| Golf (B/G)              | 8 matches (4 away)     |
| Spirit (Cheerleading)   | 1 competition (1 away) |
| Track & Field (B/G)     | 8 meets (8 away)       |
| Volleyball              | 16 matches (8 away)    |

| <u>MIDDLE SCHOOL</u>    | <u># Contests</u> |
|-------------------------|-------------------|
| Boys & Girls Basketball | 12 games (6 away) |

|                       |                        |
|-----------------------|------------------------|
| Football              | 6 games (3 away)       |
| Spirit (Cheerleading) | 1 competition (1 away) |
| Track & Field (B/G)   | 3 meets (3 away)       |

## **Athlete Recognition**

Reporting results, statistics, and team/individual achievements to staff, administration, board members, and local media should be done regularly by the head coach of each team to promote student, team, and program success. Coaches should also keep accurate statistics, playing time logs, and lists of honors both for historical accuracy and determining varsity letter-winners, school records, scholarship opportunities, and hall of fame nomination purposes. Coaches will determine which end-of-season awards are given and methods whereby recipients are elected within their respective sports. Fulton County's Title IX Gender Equity Policy has established the following policy for the purchasing of post-season awards: Each team is allotted \$4.00 per athlete on their end-of-season roster from the general athletic fund for the purpose of purchasing awards for student athletes. Any cost above or beyond this must be paid through the individual sport's account or out-of-pocket by the coach.

## **Media**

Coaches must report contest results and statistics to local media personnel/conference personnel as soon as possible after each event:

|                             |  |
|-----------------------------|--|
| KHSAA / Riherd's Scoreboard | 1-800-453-6882   |
| The Hickman Courier         | <a href="mailto:hickmancourier@bellsouth.net">hickmancourier@bellsouth.net</a>   |
| The Paducah Sun             | <a href="mailto:smillizer@paducahsun.com">smillizer@paducahsun.com</a>           |
| The Fulton Leader           | <a href="mailto:darleneeastermood@hotmail.com">darleneeastermood@hotmail.com</a> |
| Union City Radio            | <a href="mailto:newsroom@unioncityradio.com">newsroom@unioncityradio.com</a>     |
| WENK Radio                  | <a href="mailto:davidrobey@wenkwtp.com">davidrobey@wenkwtp.com</a>               |

## **Pre-season Checklist for Head Coaches**

1. Attend preseason coaches meetings (or have sufficient representation) and necessary trainings.
2. Be knowledgeable of School District Student, Athletic, and Coaches Handbooks.
3. Collaborate with other coaches who are in-season to determine facility space for practices. Arrange a schedule of tentative practice times for season. Confirm that the program's published schedule corresponds to the program's contracted events. Notify the athletic director of any inconsistencies.
4. Meet with potential student/athletes to gather and give pertinent information including written team rules. Submit all written team rules to Athletic Director.
5. Determine whether any participants are involved in other activities during the season. If so, meet with the other coach or sponsor to determine at which practice sessions and contests/events the student will attend
6. Clear all fund raising activities through building principal and handle all money in accordance with District procedures.
7. Know the budget and work within it.

8. Establish the requirements to earn a varsity letter (varsity only).
9. Check out keys to assistant coaches as needed.
10. Adhere to the standard that all paid and volunteer coaches are authorized through the Principal and are required to pass a background check and provide documentation of specified coaching certifications prior to participation.
11. Evaluate practice areas for usage, availability and safety (schedule space with Athletic Director).
12. Submit work orders in a timely manner to Athletic Director for any maintenance necessary to in-door/out-door facilities.
13. Ensure that all equipment is safe and ready for start of the season.
14. Ensure that all assistant coaches have a clear understanding of their duties and know the amount which they are to be paid upon completion of the season.
15. Submit bus requests for all away games or contests requiring transportation.
16. Restock the medical kit as needed.
17. Develop criteria for selecting student athletes (if a cut sport) and a selection rubric form.
19. Ensure that all athletes participating have valid physicals prior to the first practice.
20. Ensure that all athletes and parents have signed parental consent forms, attached athletic contract, and other required paperwork.

### **In-Season Checklist for Head Coaches**

1. Develop and maintain a current team roster (online through KHSAA and hard copy) inclusive of all pertinent information regarding the team for media and PA Announcers.
2. Conduct a parent meeting to review academic expectations, training rules, travel plans/procedures and the code of conduct.
3. Review athletic academic expectations, rules, code of conduct, the criteria and process for team selection, and all other expectations with student/athletes.
4. Plan and hold a captain's meeting (recommended). Invite captains and assistant coaches to discuss expectations, roles, and goals.
5. Make duplicate copies of physical forms and turn originals in to athletic director.
6. Prepare organized daily practice schedules (be organized).
7. Maintain a record of wins and losses of all competitions and provide stats and contest results to KHSAA and media as needed.
8. Know the facility and report to Athletic Director any problems and maintenance issues that may arise.
9. Keep Athletic Director informed of any student-athlete disciplinary problems or parent issues.

## **Post-Season Checklist for Head Coaches**

1. Complete an end of the season report which includes a record of varsity letter recipients as well as the supporting documentation.
2. Complete the records upgrade for the sport (overall record, individual records, etc.).
3. Designate post-season awards for athletes and submit to athletic director.
4. Recover all student athlete uniforms and equipment or replacement fees. Turn in list of students who owe equipment or fees to Athletic Director.
5. Prepare a uniform and equipment inventory and store all equipment and uniforms; submit inventories to administration, and submit any items for repair to Athletic Director before scheduled evaluation.
6. Submit to Athletic Director a requisition for all items needed for the next season along with a proposed budget.
7. Recommend to Athletic Director any program improvements such as, scheduling, field work and staff needs.
8. Complete written evaluations of assistant coaches and submit to Athletic Director no more than two weeks following the end of the season.
9. Meet with Athletic Director to review program goals, expectations, and evaluations within 30 days of completion of season.
10. Collect keys from assistant coaches and submit to Athletic Director.
11. Make sure all donations of time and money are appropriately acknowledged and that coaches have filled out necessary paperwork to receive coaching stipends.



### **Coaches Commitment Form**

As a coach, I understand my responsibilities for coaching in the Fulton County School District athletic programs. I have received, read, and understand the coach's handbook.

Failure to comply with the guidelines outlined in this Coaches Handbook will result in probation, suspension, or termination.

I, \_\_\_\_\_, will follow the guidelines outlined in this Athletic Student/Parent and Coaches Handbook.

\_\_\_\_\_  
Coaches Signature

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date