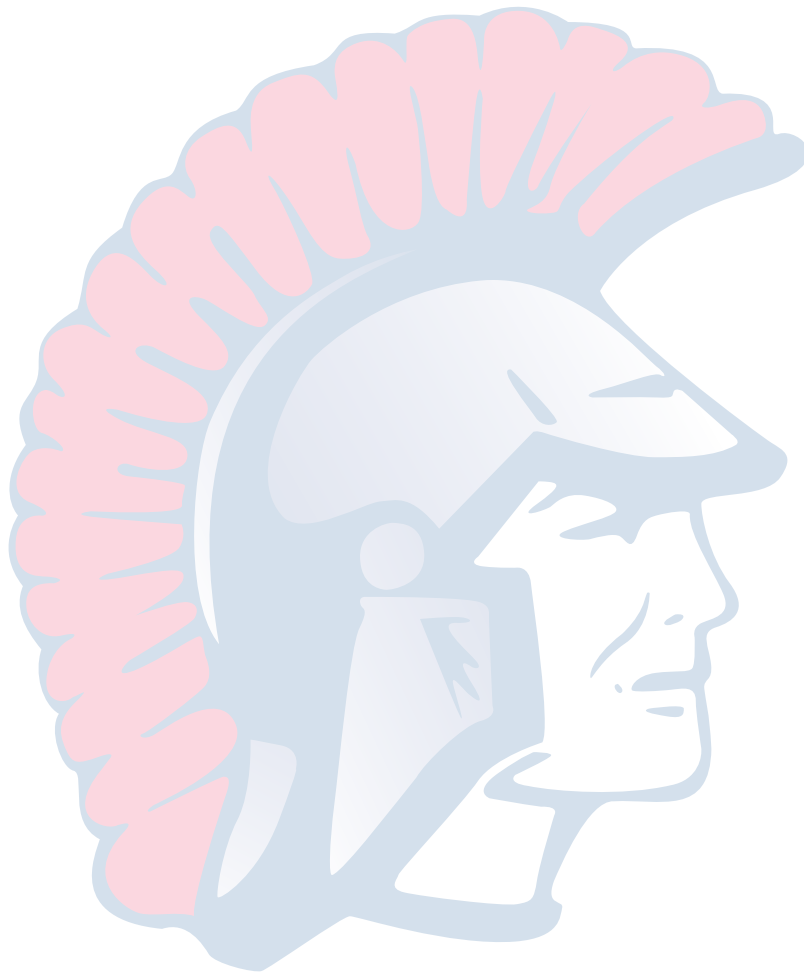


South Knox Middle-High School



2018-19 Coaches Handbook

PHILOSOPHY OF SOUTH KNOX ATHLETICS

The philosophy of the South Knox Athletic Department is to provide the best opportunities for its student-athletes to excel in teamwork, sportsmanship, self-discipline and moral character.

PURPOSE OF SOUTH KNOX ATHLETICS (STUDENT ATHLETE HANDBOOK)

The primary purpose of athletics is to help young adults grow into respectable citizens. By following the guidelines set forth in this handbook, the ideals you exemplify in athletics will become a part of your personality and character and will be a model to those who watch you perform.

You assume many responsibilities when you wear the colors of South Knox Middle-High School. Most athletes are responsible people and succeed because of this characteristic. Those who fail to meet their responsibilities, as an individual and team member, may be a detriment to themselves, the team and the school.

Interscholastic athletics, historically a significant part of the total educational program, contributes effectively to the lives of the participants by providing competitive opportunities, fostering initiative to succeed, providing leadership experience, and numerous opportunities for self-discipline. You have inherited a great athletic tradition built by many coaches and athletes over a period of years. One of your challenges is to contribute to that tradition with your best efforts and enjoy a very satisfying experience.

The "success" tradition of the South Knox Athletic Program involves responsibilities for all prospective and participating athletes. Those entering the program should have an idea of these responsibilities and have the willingness to accept and maintain them.

Taking advantage of the opportunities presented by the South Knox Athletic Program can contribute to the successes that will be yours as you participate in the future.

STUDENT ATHLETE DEFINED

A student athlete is defined as all young men and women who represent a team that engages in interscholastic competition and further includes cheerleaders, Spartanettes, student managers, statisticians and all other students who may assist a team.

COACH DEFINED

A coach is defined as a person that has signed a contract with the South Knox School Corporation to coach a specific sanctioned sport.

VOLUNTEER COACH DEFINED

A volunteer coach is defined as a person that has agreed, with the approval of the school corporation, athletic department and the principal, but with no signed contract, to assist a specific team during a season.

SELECTION CRITERIA FOR VOLUNTEER COACHES

Volunteer coaches recommended for their respective positions, are subject to background investigations and must be approved by the athletic director, principal and school corporation.

ATHLETIC ADMINISTRATION/COACHING STAFF AND RESPONSIBILITIES

The **Principal** is responsible for the entire athletic program. These responsibilities may be delegated to the athletic director.

The **Athletic Director** is responsible for the effective direction, administration and decision making of the interscholastic athletic program and reports directly to the Principal. The athletic director will support the coaching staff, assist the principal in the recommendations on the hiring and termination of coaches, supervise head coaches, schedule contests and officials, develop and maintain a budget, oversee facilities and equipment, maintain accurate athletic records, develop and administer programs and policies, communicate effectively with the school, coaching staff and community, and other duties assigned by the principal.

The **Head Coach** The high school head coach shall coach the varsity team, maintain and coordinate a total program, keep records, and be fully aware of legal responsibilities. The head coach will also operate their program within the philosophy of the South Knox School Corporation Philosophy, act in an advisory capacity to the athletic director on matters pertaining to the athletic department, set the pattern for public relations that project the goals of their program and any other responsibilities as assigned by the athletic director.

The **Assistant Coaches** are charged with the basic responsibilities of being loyal to their head coach, committed to the athletic program and its philosophy and direction, and those duties as assigned by their head coach.

The **Volunteer Coaches** are charged with the same responsibilities as the assistant coaches but carry no authority in decisions related to team personnel or school and athletic policy.

ATHLETIC DEPARTMENT TERMINOLOGY

Summer Camp/Activities Whether summer athletic activities are sponsored by a member school or a non-school organization, students may participate so long as:

- a. Participation is **voluntary**;
- b. Merchandise and awards, other than those of symbolic value, may NOT be accepted for athletic proficiency. Students must remain an amateur.

Open Facility is defined as an open facility program in which the gymnasium, playing field or other school facilities are open to all students for participation *on a voluntary basis*. Specific equipment related to a particular sport, i.e. balls, goals, nets, etc., may be used.

- a. Open facility sessions for a particular sport may be conducted three times per week. However, they may be held more frequently within a month of the date of the official first practice in that sport.
- b. Member school coaches may supervise the program, communicate with students and offer correction provided that:

- they do not organize teams or assign individuals to teams;
- the program is open to all students of the member school;
- attendance and participation is voluntary and not required by the member school coach for membership on a team.
- the coaching staff may offer instruction and work directly with a maximum of two athletes at a time.

The **Pre-season Conditioning** is defined as a program designed for and limited to activities which promote physical fitness and exclude game drills.

Examples of permissible activities are weight lifting, running and aerobic exercising. Specific equipment related to a particular sport, i.e. balls, goals, nets etc. shall not be used.

- a. Students may participate in a conditioning program at the member school.
- b. Member schools may operate a conditioning program.
- c. Member school coaches may supervise the program provided:
 - the program is open to all students of that member school;
 - attendance and participation are voluntary and not required by the member school coaches for membership on a team;
 - specific equipment related to a particular sport, i.e. balls, goals, nets, etc. shall not be used.

The **Pre-season** is defined as the **two week period** of official practice prior to the first date that regular season contest can take place (**See Future Important Dates Document: ATTACHMENT #1**).

The **Athletic Season** is defined as that period of time that commences from the first legal day of practice, as defined by the IHSAA and concludes with the athletic department award program.

The **Athletic Schedule** is that schedule beginning with a scrimmage, if applicable, or the first contest of the season, and ending with the final contest of the season.

Drug Testing All South Knox Middle-High School athletes are subject to random or reasonable suspicion drug test. Tests are administered by school administrators.

Coaches Pass Passes for coaches to gain admission to all South Knox Middle-High school Athletic Events. Head coaches receive two Coaches Passes and assistant coaches receive one Coaches Pass. All Coaches Passes must be returned when a coach leaves the staff.

SANCTIONED SPORTS BY SEASON

Fall Sport Teams: HS & MS Volleyball, Coed MS & HS Cross Country, Coed MS Soccer, HS Boys & Girls Soccer, Coed MS Golf, Girls HS Golf, Boys HS Tennis

Winter Sports Teams: HS & MS Cheerleading, Spartanettes, MS Boys & Girls Basketball, HS Girls Varsity & JV Basketball, HS Boys Varsity, JV & Freshman Basketball

Spring Sports Teams: HS Girls Tennis, HS Boys & Girls Track, Coed MS Track, HS Girls Varsity & JV Softball, HS Boys Varsity & JV Baseball, Boys HS Golf, Boys HS Tennis

COACHES CHECKLIST OF RESPONSIBILITIES

1. **Accidents/Injuries:** All accidents or injuries incurred in practice or a contest in the IHSAA sanctioned sports, cheerleading and Spartanettes are to be reported to the trainer and/or coach immediately. This will allow for the appropriate sports medicine support from our sports medicine staff
2. **Athletic Awards:** The coaching staff will be responsible for a variety of awards. The athletic department will provide the paperwork and guidelines to the coaches in order to determine the appropriate awards.

- Varsity Letters, Certificates and Letter Jackets as described in this Handbook. The athletic department will provide these awards.
- Awards program trophies will be ordered and paid for by the athletic department. The coach, through their club account, will pay for awards above those provided by the athletic department.
- A student athlete must complete their season in good standing in order to receive their award.
- Student athletes earn their awards based upon criteria established by the head coach and athletic department.

AWARDS LIST

The following information indicates the types of awards that can be earned by a student athlete. All high school student athletes are eligible for varsity competition. All like sports (boys/girls) give the same athletic awards. The awards are described below along with the requirements for earning such awards.

- **Varsity Baseball/Softball**
Varsity Letter– Participate in 21 innings
Batting Award – 30 at bats minimum
Defensive Award
Pitching Award
Mental Attitude
- **JV Baseball/Softball**
Batting Award
Defensive Award
Pitching Award
- **Varsity Boys/Girls Basketball**
Varsity Letter - Participate in 20 quarters
Free throw Award – 40 attempts minimum
Edison C. Catt Mental Attitude Award (boys)
Carolyn Pieper Mental Attitude Award (girls)
Rebound Award
Assist Award
Defensive Award
- **JV Boys/Girls Basketball**
Free Throw Award - 20 attempts minimum
Rebound Award
Assist Award
- **Freshman Basketball**
Free Throw award
Rebound Award
Jacob N. Siebel Mental Attitude Award
Junk Yard Dog Award (purchased by team)
- **Boys/Girls Varsity Golf**
Varsity Letter - Participate in 35% of varsity matches
Medalist Trophy
Most Improved
- **Boys/Girls Varsity Track**
Varsity Letter - Score 10 varsity points
Mental Attitude Award
Most Outstanding Runner – Highest Point Total In Running Events
Most Improved Award
Most Outstanding Track Athlete – High Total Points Scored
Most Outstanding Freshman Runner

- **Varsity Volleyball**
 Varsity Letter - Participate in 20 games
 Mental Attitude Award
 Most Valuable Player Award
 Most Improved Award
 Serving Award
 Defensive Award
 Attacks Certificate – Coach Designs
 Assist Certificate – Coach Designs
 Serve Reception Certificate – Coach Designs
 Most Blocks Certificate – Coach Designs
- **JV Volleyball**
 Most Improved Award
 Serving Award
 Attacks Certificate – Coach Designs
 Setter Certificate – Coach Designs
 Serve Reception Award – Coach Designs
- **Boys & Girls Varsity Soccer**
 Varsity Letter –Participate in 70% of varsity matches
 Goals Scored Award
 Assist Award
 Defensive Award
 Mental Attitude Award
- **Boys & Girls Varsity Cross-Country**
 Varsity Letter –Finish faster than the 7th runner in 60% of teams you compete against
 Mental Attitude
 Outstanding Runner Award
 Most Improve Award
 Outstanding Freshman Runner
- **Varsity Cheerleading**
 Varsity Letter - Cheer during boys and/or girls varsity basketball games
 Most Outstanding Cheerleader
 Mental Attitude Award
- **JV Cheerleading**
 Certificate of Participation
- **Spartanettes**
 Varsity Letter – Perform during boys varsity basketball games
 Most Outstanding Spartanette
- **Girls Varsity Tennis**
 Varsity Letter – Play in top 7 in 50% of varsity matches
 Most Valuable Player Award
 Mental Attitude Award
- **Boys & Girls Middle School Basketball**
 8th Grade Offense Award
 7th Grade Offense Award
 8th Grade Rebound Award
 7th Grade Rebound Award
 8th Grade Mental Attitude Award
 7th Grade Mental Attitude Award
 8th Grade Defense Award
 7th Grade Defense Award

- **Boys & Girls Middle School Cross-Country**
 Outstanding 8th Grade Runner
 Outstanding 7th Grade Runner
 Outstanding Elementary Runner
 Rex Jones Mental Attitude Award (Boys Only – Coach Purchases)
 - **Boys & Girls Middle School Track**
 Outstanding 8th Grade Runner
 Outstanding 7th Grade Runner
 Outstanding Elementary Runner
 - **Boys & Girls Middle School Golf**
 Boys 8th Grade Medalist
 Boys 7th Grade Medalist
 Girls Medalist Award
 Mark Gray Mental Attitude Award
 - **Middle School Volleyball**
 8th Grade Serving Award
 8th Grade Defensive Award
 8th Grade Mental Attitude Award
 7th Grade Serving Award
 7th Grade Defensive Award
 7th Grade Mental Attitude Award
 - **Middle School Soccer**
 Boys Offensive Award
 Girls Offensive Award
 Boys Defensive Award
 Girls Defensive Award
 Boys Mental Attitude Award
 Girls Mental Attitude Award
 - **Middle School Cheerleaders**
 Most Spirited Cheerleader
 Mental Attitude Award
 - **Middle School Dance Team (Stars)**
 Most Outstanding Dancer
 - **Letter Jacket Eligibility Requirements**
 Earn 1 Varsity Basketball Letter
 Earn 2 Varsity Athletic Letters of any combination (**MUST** be Varsity Athletic Letters)
 Athletic department pays \$70.00 towards jacket when eligibility requirements are met
 *Athletes who purchase their jackets before meeting one of the above requirements will NOT be reimbursed the \$70.00 once eligibility requirements are met.
3. **School Day Attendance:** Coaches are responsible for informing their student athletes that they must be in attendance no later than the start of the second period of the school day to be eligible to participate in practice or a contest. Doctor appointments, funerals, etc. are exempt from this rule. Any questioned should be answered through the athletic office before the absence.
 4. **Athletic Insurance:** Head coaches are to inform their athletes and their parents that the South Knox School Corporation does **NOT** provide insurance to student athletes. The family of the student-athlete is responsible for the payment of medical bills accumulated from injuries sustained during athletic participation. For those interested, information on a low cost insurance policy that covers athletics is available in the South Knox School Corporation office or by calling (812) 726-4440.
 5. **Bodily Fluids:** Each coach also has the responsibility of knowing the rules concerning body fluids and continued competition by a student athlete in their sport.

6. **Changing a Sport:** All head coaches are to inform the athletic department of any athlete who wants to transfer from one sport to another during a given sport season. Approval must be given by the athletic director and principal. Each instance will be handled on a case by case basis.
7. **Clinic Attendance:** All South Knox coaches are encouraged to attend professional clinics to enhance their coaching skills. The athletic department will generally, if funds are available, pay for the costs associated with the attendance of head coaches.
8. **Coaches Conduct:** It is imperative that coaches are continually aware of their appearance, language, body language, and 'sideline' behavior. Each of us is a representative of our school philosophy and rules of the game. We live in a fishbowl and therefore are charged with the responsibility of being seen and judged by our actions. We are to be a positive role model for our student athletes, school and community. If a coach is ejected from a contest, the coach will miss the next games automatically and if there are subsequent removals, additional penalties can be imposed by the South Knox School Administration.
9. **Collegiate Recruiting:** The head coach is responsible for advising and assisting their student athletes with college athletic opportunities. Information regarding NCAA standards and the NCAA Clearinghouse is available in the Guidance Office.
10. **College-Bound Athletes and Recruiting:** College recruiters are welcome to visit South Knox to talk about their school with our student athletes. These visits should be arranged between the school, the family and the coach. Student athletes will not be dismissed from class(s) to meet with a college recruiter. These appointments should be made during study halls, lunchtime or after dismissal from school. The head coach is responsible for scheduling, through the main office, any such meetings.
11. **Conflicts Between Events:** When an athletic contest, practice or function is scheduled against a school activity, the head coach is to inform the student-athlete that it is their responsibility to resolve the conflict.
12. **Dress:** As representatives of South Knox athletics, when competing in a contest or taking part in any kind of award program or team function, coaches and student athletes are expected to dress and wear their clothing in an appropriate manner.
13. **Emergency Medical Forms:** All coaches are to have their Rank One Roster up to date. All Emergency information is in Rank One
- 14. Emergency Medical Plan:** Each head coach must prepare, in writing, an emergency medical plan that will allow a coaching staff to deal with an injury to a student athlete. This plan will dictate what each coach is to do during the emergency. The entire coaching staff should review the plan. In the event that only one coach is available, a plan should be in place to seek assistance from a parent or, if at an away contest and no help is available, stop the contest and proceed with the bus to the hospital. **No student athlete is ever to be at the hospital alone. The athletic Director or Principal should be made aware of a serious injury situation ASAP. (See Emergency Plan Flow Chart: Attachment #8)**
15. **Eligibility:** The head coach is responsible for the checking of the eligibility status of all members of teams within their sport. You can do so by emailing your roster to South Knox Guidance Counselor Sara Hutchens (shutchens@sknox.k12.in.us) at least one week before your first contest. The athletic department will supply eligibility ("F" List) information to all head coaches at the end of each grading periods. Under IHSAA eligibility standards, all team members are required to be enrolled in 5 classes and abide by the South Knox School Corporation's No "F" Policy (this includes both quarter and semester grades). Grades at the end of the school year, determine eligibility for the following school year.
16. **Facility/Equipment Responsibility:** All coaches are responsible for the care and general up keep of their facilities. The corporation completes most work, but the coaching staff can assist in many different ways. It is important that you oversee your facility both in and out of season. Facilities and equipment should be checked on a regular basis and concerns should be addressed to the athletic department. Please check scoreboards and facility lighting at least two weeks before your sport season begins. Contact the athletic director with any work orders that need to be submitted. At the end of your sport season, all equipment, flags and banners should be taken down and placed in your storage.
17. **Fund Raising:** Fundraising is optional for each team. All fundraising must be approved by the Principal. **(See Fundraising Approval Form: Attachment #2)**
18. **Hazing/Initiations:** All coaches are to watch for and discuss hazing. Hazing or an initiation of any team member by other team members is prohibited.
19. **Inventory:** The head coach is responsible for all present equipment and for completing an inventory of all items related to their team at the beginning and end of the season. That inventory list should be submitted to the athletic department one week before your first contest and no more than two weeks after your season ends. **(See Inventory Sheet: Attachment #3)**
20. **IHSAA Physical Form:** Every South Knox student athlete is required by the IHSAA and the South Knox Athletic Department to have a valid IHSAA physical examination form completed and on file with the athletic office before participating in **ANY** summer activity, conditioning, practice or contest. Physical exams are the responsibility of the athlete, their parents and must be dated after May 1 of each year. If a coach allows an athlete to participate in

any of the above activities, both the coach and athlete are in violation of IHSAA and South Knox School Corporation rules and regulations.

21. **IHSAA Tournament Entry Form:** The head coach is responsible for the timely submission of their IHSAA Tournament Entry Form for tournament competition. The Forms will be emailed to you from the athletic office. The head coach is responsible for proofing and following directions for sending back to the athletic director for final submission to the IHSAA. Track and field entry must be completed in the athletic director's office.
22. **IHSAA Transfer Form:** The head coach is responsible for informing any high school student athlete who has transferred into South Knox that they must have a completed IHSAA Transfer Form on file before they can begin practice.
23. **IHSAA Participation Rules:** The head coach will review, with all their athletes, the IHSAA participation rules to make certain that all of their student athletes meet all IHSAA participation rules.
(See IHSAA Participation Rules: Attachment #4)
24. **Number of Practices Rule:** The head coach is responsible for keeping track of the number of practices that their athletes complete. With the exception of women's golf, a student athlete must complete ten (10) separate days of organized practice under the supervision of the coaching staff in order to participate in a contest. Individual athletes moving directly (within one week) from one sport season to the next sport season may be eligible to participate in a following season contest after (5) five separate days of organized practice under the direct supervision of the coaching staff in that sport.
25. **Middle School Athletic Programs:** The high school head coach has the responsibility to direct and work with the middle school coaches of their sport. Public relations, teaching fundamentals, terminology, playing time, equipment assistance and other matters are to be worked at cooperatively to insure the best possible experience for our athletes and coaches.
26. **Collegiate National Letter of Intent:** South Knox student-athletes that sign a National Letter of Intent for collegiate athletics will have a media release sent to the local media by the athletic department for this achievement. The head coach is responsible for letting the athletic department know of any collegiate signings.
27. **Officials:** The head coaches are expected to work with the athletic department in the selection of officials. The athletic department will make the final decision in the selection of all officials.
28. **Open Facility/Field:** Coaches may schedule open facility/field as they feel necessary. The scheduling of open facility/fields should be consistent with IHSAA By-laws. The head coach is responsible for scheduling open facility activities through a high school secretary. Preference will be given, in order, to seasonal then out of season sports.
29. **Participation in Two Sports in One Season:** Student athletes may participate in more than one sport during a season. The coaches involved with this athlete will be expected to meet with the prospective student athlete to discuss and agree as to how this will take place.
30. **Parent/Team Meeting:** It is MANDATORY that all head coaches have a pre-season parent/team meeting. As a coach, you are completely responsible for the behavior, safety and welfare of your team during practices and contests. This first team meeting with the parents and student athletes is the most important meeting you will have in terms of legal responsibilities, setting the tone for your season success and reviewing your team's rules and the policies of the athletic department. You may include as much as you feel necessary at this meeting, however, be sure that you stress to the parents and student athletes the following items:
 - Review the IHSAA physical examination police. Collect physicals if available..
 - Specific team rules that are not covered in the Athletic Handbook for Student Athletes.
 - Training room, sportsmedicine trainers and the reporting of injuries.
 - IHSAA eligibility requirements.
 - Review the South Knox academic eligibility requirements.
 - Pass out and review the Student Athletic Handbook and obtain a signature of receipt.
 - Review the varsity lettering policy for your sport.
 - Review the letter jacket policy.
 - Inform parents that the South Knox School Corporation does **NOT** carry insurance on student athletes.
 - Review the risk of injury inherent in athletics and obtain a signature of understanding.
 - Review the policy of riding the team bus to and from a contest and how to go about a student athlete obtaining an excusal from the bus. **(It is the HS Head Coach's decision on athletes riding home with parents – MUST be riding with an adult. MUST be signed out by parent or have note from parent. MS athletes are allowed to ride home with parents atr a contest)**
 - Communication is the key to preventing problems. Provide information and expectations for the season so to avoid possible conflicts and problems.
 - Review policy on when it is appropriate to contact a coach and what is appropriate to discuss. When meeting with a parent or athlete, other student athlete's names should be brought up or discussed.
 - Inform parent about our schedules being on **www.southknoxathletics.com**
 - Review policy on concussion management and returning after a concussion.

- 31. Practice: Regular, Vacation, and School Closings:** All team members are expected to attend all practices. The coach is responsible for setting practice schedules during school vacations. Decisions on practice during school closings will rest with the athletic department, principal and superintendent. **No morning practices on days that school is on a one or two hour delay.**
32. **Public relations:** All coaches are responsible for meeting and working with community and school representatives and officials. This is a critical portion of every coach's responsibility.
33. **Purchasing:** Coaches are expected to work with the athletic director in the purchase of equipment, supplies, and necessary items for their sport. No purchases will be made without the required purchase order and/or approval of the Athletic Director. All purchases must be made by a school purchase order or school credit card. Federal law does not allow schools to reimburse any purchases made by a third party.
34. **Release from Class:** There are few times or reasons why a student athlete should ever miss class. Generally these are associated with county, conference or IHSAA tournament functions. Head coaches are responsible for informing the athletic department and getting an excuse from the main office at least one week in advance of such events. NOTE: such releases are rarely granted.
35. **Reports:** The head coach is responsible for the timely submission of all reports that are required or requested by the athletic department.
36. **Scheduling:** Coaches are encouraged to work with the athletic office to secure the best schedule available for their athletes and teams. Our goal is to play the best available opponents at all times.
37. **Scouting:** The head coach is responsible for setting up the system by which their coaches will be assigned scouting responsibility. Scouting is recommended but not a requirement of the athletic department. The athletic department will pay mileage at a rate set by the athletic department (Different from corporation rate).
38. **Selection of Teams:** Each head coach at South Knox will have their own policy as to how they will choose their team. Some of our sports allow all those who come out to participate while others require a selection process in order to have the appropriate number of student athletes on the teams. At the beginning of the season, if appropriate for that sport, the head coach will review with the student athletes who are trying out for the team what selection criteria will be used for selection to a team.
39. **Sports Information:** After each contest, home or away, the head coach must report score and any special occurrences at the contest, i.e., school records, outstanding performances to the Media and school representatives that are listed to the website via www.pressbox.getvnn.com. All media contacts are already loaded to the website so the info posted to the website is emailed to the media.
- 40. Supervision:** All practice and dressing areas shall be supervised until all athletes leave the area. **All doors are to be locked and secured before leaving the area. All lights are to be turned out if no other team will be using the facility. It is the responsibility of the head coach to see to this supervision, or as a delegated duty of an assistant coach.**
41. **Support Personnel:** The head coach is responsible for all students that serve in the role of managers, statisticians or what ever the positions may be. These students are subject to the same rules that team members would be. The head coach is also responsible for assisting the athletic director in finding adults who are willing to work on a volunteer basis to keep score, scorebook, announce, or whatever paperwork or duties is needed for that sport.
42. **Statistics, Reports and Record Books:** The head coach is responsible for compiling and maintaining all statistics and records that are associated with their sport and the timely submission of this information to the athletic department.
43. **Team and Individual Pictures:** The athletic department will set a date early in each season for the taking of team and individual pictures. The athletic department will select the vendor that will take the pictures and those pictures will be ordered at the expense of the student athlete. The head coach is responsible for informing their team of the date of the picture, time of the picture and making sure that their athletes are ready come time for the picture.
44. **Team Rosters:** The head coach is responsible for the submission to the athletic office of team rosters for all the teams within their sport. These should be submitted immediately upon team selection so the student athletes can be identified in the computer. Changes can be made at any time. Rosters must be sent as a Microsoft Word Document attached to an email. Please inform athletic department of additions or defections ASAP.
45. **IHSAA Rules Interpretation Meetings:** All IHSAA Rules Interpretation Meetings are now done online. The head coach is responsible for watching the online video and completing the questions associated with the video. The athletic director will email you the link associated with your sports rules meeting when it becomes available. Schools that fail to complete the video and questions are assessed a \$50.00 fine. This fine will be paid by the head coach who fails to complete the rules interpretation meeting.
46. **Threatening Weather:** The head coach is responsible for following the athletic departments threatening weather policy. The South Knox Athletic Department has a very strong policy regarding our teams and the potential for threatening weather. The following guidelines must be followed.
- When you arrive at an away location, ask the host head coach or officials what the nearest and safest locations are to evacuate your team to if bad weather does approach.

- The officials and host school shall determine if an event should be cancelled or suspended.
 - If you feel that an official should take action due to threatening weather, relay your message to the official, the host school head coach or athletic director and take action. Your first priority is the safety of your team members, staff and fans.
47. **Transportation:** The head coach is responsible for coordinating with the athletic director all transportation requests for their teams. All student athletes are required to ride on transportation provided by the school corporation unless excused, with a signed note given to you by a parent or a signature of a parent on a sign-out sheet. Teams with lower numbers may be assigned to a white mini bus. All coaches MUST complete paperwork to be certified to drive the white mini bus. The head coach must supervise and control those in their charge to prevent injuries to the athletes and damage to the bus. They should make sure with the bus driver that the driver knows where they are going. The Head Coach should notify the Athletic Director if they do not have confirmation from the Transportation Director verifying that transportation has been scheduled. It is the responsibility of the head coach to notify the members of their team of the time and place to board the bus. The head coach is responsible for making sure that the bus is returned clean.
48. **Training Room:** Head coaches are to make sure that the athletic training room is no left open and that it is occupied by athletes that are seeking medical attention.
49. **Medical Bags:** A rotation system allows for each sports team to have their own medical bag for their entire sport season. **(See Medical Bag Assignment Document: Attachment #5)** Head coach is responsible for picking up their assigned medical bag in the training room before they begin official practice. At the end of the season, the head coach is to return the medical bag back to the training room so that it can be restocked for the team using it during the next sport season. If at some point in time during your season a team's medical bag needs additional supplies, please see the athletic trainer or check the medical supply cabinet in the training room.
50. **Volunteer Coaches:** The head coach is responsible for informing the athletic department of any potential volunteer assistant coaches. Coaches who wish to volunteer their time and expertise to the South Knox athletic program are welcome. Those volunteer coaches must first be approved by the athletic director, principal and school corporation office. Additionally volunteer coach must submit to a background check through the school corporation office and the police department. Volunteer coaches carry no authority within a team other than assisting a coach.
51. **Weight Room Supervision:** The head coach is responsible for monitoring or assigning an assistant coach to monitor the team while they are using the weight room. While using the weight room, student-athletes are to be monitored at all times.
52. **Meeting Attendance:** MANDATORY attendance is required by the head coach at the South Knox Athletic Department Coaches Meeting and any other meeting called by the athletic department. Any absence from an athletic department meeting must be excused by the Athletic Director prior to meeting. Head coaches are also required to attend IHSAA Tournament Meetings and All-Conference Selection Meetings.
53. **Postponing Games:** The head coach is responsible for working with the athletic director on the decision of postponing a contest. The following factors will be considered when making the decision.
- Safety of student athletes and spectators
 - Safe travel of all involved
 - Playing field conditions
 - Damage to playing surface
 - Damage to equipment
 - Factors involving game receipts
54. **Technical Fouls/Disqualifications/Red Cards:** Head coaches are responsible for informing the athletic department of any technical foul (or equivalent) or disqualification of a coach or athlete. Coaches and/or athlete who are disqualified from a contest, will be assessed a one game suspension. The suspension will be served at the next scheduled contest.
55. **Automatic External Defibrillators:** An Automatic External Defibrillator (AED) is available in each concession stand and also in the high school gym.
56. **First Aid/CPR & AED Certification:** **ALL** South Knox Middle High School Coaches are encouraged to be certified in First Aid, CPR and AED.
57. **End of Season Report:** Head coaches are responsible for submitting an End of Season Report within two weeks of their last contest. The report must include season results, any new team or individual records, any individual honors, the end of season inventory sheet and end of season statistics (individual & team).
58. **Mandatory Coach Accreditation:** **Mandatory Coach Accreditation:** Beginning with the 2018-19 school year, all coaches must complete the following Three (3) specific educational courses to be an accredited IHSAA coach:

1. NFHS Concussion in Sports 2. NFHS Heat Illness Prevention 3. NFHS Sudden Cardiac Arrest.
These courses must be repeated every two (2) years OR WHEN THE EDITION OF THE COURSE CHANGES, WHICHEVER COMES FIRST. All courses can be found at www.nfhslearn.com.

- 59. ACCIDENT REPORT:** Any accident that requires an athlete to miss part or all of a practice and/or game will require an accident report be completed and submitted to the athletic department within 24 hours. Accident Reports Ple put the accident information in the body of an email and send it to me. **ACCIDENT REPORT:** Any accident that requires an athlete to miss part or all of a practice and/or game will require an accident report be completed and submitted to the athletic department within 24 hours. Accident Reports Should be completed on Rank One Website.
- 60. WARM-UP/PRACTICE MUSIC:** Any CD that an Athlete wants to be played at practice or as warm-up music, must first be proofed and signed by the coach. Any unsigned CD brought to me by an athlete will be rejected.

LEGAL RESPONSIBILITIES OF A COACH

All coaches need to know and understand their legal responsibilities. The following information will help coaches understand their responsibilities and will help to protect them self, the student athletes, the athletic department and the school corporation

Your duty as a coach is to take reasonable care of the student athlete. This means that you are to act in a way that avoids creating an unreasonable risk of injury to others. Not performing to a standard of care/performance can result in negligence. A standard of care is the conduct expected of an ordinary, reasonable person (coach) under like circumstances.

Legal duties for a coach that have been established by courts through litigation include the following:

- **Properly Instruct:** You should know and teach proper and correct techniques for your sport and position. Attend as many clinics as appropriate for the athletic department to stay current on the latest information. Keep the certificates that demonstrate that you have attended the clinic.
- **Warn of Inherent Dangers of Sport:** Student athletes and their families must be clearly told that there is risk of injury in athletic participation and this risk would involve the potential of serious injury including full paralysis and death. Signatures should be obtained when this is reviewed with the student athletes and their families.
- **Supervise:** Supervise your student athletes from the time they arrive until the time they depart.
- **Provide Safe Environment:** Insure that your facilities and equipment are properly maintained, properly fitted, worn in a proper manner and not abused or misused.
- **Provide Health Care:** You must insure that your student athletes have their IHSAA physical exam. You must insure that you are prepared to deal with emergency care. You must insure that you have access to immediate and reasonable medical assistance and you that work with our trainers and doctors on appropriate rehabilitation of your athletes.
- **Enforce Rules and Regulations:** Know, understand and enforce the IHSAA state rules, game rules, conference rules, school rules and specific sport rules concerning the safety of your sport and discipline guidelines.
- **Classify and Group Participants:** Always be careful of match ups. Your decisions should be based on skill level, age, maturity, sex, size and experience.
- **Safely Transport:** You must use transportation provided by South Knox unless otherwise directed by the athletic department.
- **Follow Due Process:** When you have to deal with a discipline problem, especially if it means the removal from participation or the removal for the team, make sure that due process is followed with the student athlete so they have their opportunity to be heard and can appeal your decision. If the potential for removal from the team exists, make sure that you have included the parents during the season in that process before the removal. Be sure that school administrators are also made aware of the process.
- **Foresee Potentially Dangerous Circumstances and Situations:** Always be looking around and ahead and always be thinking ahead for equipment failure, storms, facility problems, personnel problems, parent problems, etc.
- **Plan:** Maintain and use accurate practice plans that reflect what was taught, the date it was taught and how it was taught. Take attendance EVERYDAY.
- **Keep Records:** Documents every thing that you do in writing. Keep and file your daily attendance records.
- **Evaluate:** Evaluate everything that you do, when you did it, what you found and how you respond to the problem and whom you reported the problem to.

GUIDELINES FOR THE RETURN OF INJURED ATHLETES TO PRACTICE AND COMPETITION

When working with an injured athlete and their return to practice/ competition the following guidelines should apply.

- Any athlete, who misses a portion or complete game/practice and seeks consultation or treatment from a physician, must produce a return to practice/competition document signed by the physician that they receive treatment from.

- In the absence of a physician, the decisions of our trainers are final and not subject to review by the parents or coaches.
- If the family physician, the athlete's parent who is a physician and/or school corporation physician and/or ProRehab, LLC contracted physician are not in agreement on the return to practice/competition, the athlete will be denied participation until the physicians involved have consulted.
- If the event that none of the above criteria apply, the athlete will not participate until reasonable contacts and decisions have been made.

EXPECTED PARTICIPATION STANDARDS OF CONDUCT, SPORTSMANSHIP AND CODE OF CONDUCT FOR SOUTH KNOX STUDENT ATHLETES (Student-Athletes Handbook)

The following Expected Participation Standards of Conduct, Expected Standards of Good Sportsmanship and the Code of Conduct for Student Athletes reflect the standards by which South Knox Middle-High School and its athletic department expect our student athletes to abide. Participation by student athletes is a privilege, not a right. It must be earned through demonstrated commitment, honesty, loyalty and hard work. The coaches of each sport, with the authority of the athletic department and the middle-high school principal, will enforce the specific elements of the Code of Conduct. The policy is in force for 365 day a year for student athletes.

EXPECTED PARTICIPATION STANDARDS OF CONDUCT FOR STUDENT ATHLETES

- The good of the team is first and foremost.
- Good sportsmanship will always be the focal point of the South Knox athletic department. It will be reflected in how we treat our teammates, coaches, officials and opponents.
- Athletes are responsible for their uniforms and equipment. Student athletes will reimburse the athletic department for uniforms and equipment that has been lost or damaged.
- The coaches of individual teams will supplement the South Knox athletic department Student Athletic Handbook with their own additional rules that specific to their sport. These rules carry the same weight as do those of the athletic department.
- South Knox student athletes are expected to be a positive role model to the other students in our school and to the young people of the South Knox Community.
- Student athletes are expected to read, understand and abide by the rules found in this Athletes Handbook and the student handbook.

EXPECTED STANDARDS OF GOOD SPORTSMANSHIP

- Good sportsmanship will always be the focal point of the South Knox athletic department. It will be reflected in how we treat our teammates, coaches, officials and opponents.
- Student athletes at South Knox will place the positive and supportive relationship with their teammates and coaches as their highest priority. Regardless of the sport, individual or team, we are only as strong as how we treat each other.
- After all contests, South Knox athletes are expected to shake hands with the athletes and coaches for the team(s) that we have competed against.
- After all contests, regardless of whether we agree or disagree with their calls, South Knox athletes will thank the officials for their work in officiating the contest.
- After any contest where ribbons, medals or trophies are presented to the opposing team(s), South Knox athletes will stay and watch and applaud the efforts of the athletes and teams(s) involved in that contest. At no time will South Knox athletes ever leave the field or floor while a presentation is being made.
- South Knox athletes will not use inappropriate language while taking part in any contest.
- Though all sports have some level of physical contact, and recognizing that hard physical aggressive contact is a major and important part of all sports, at no time will a South Knox athlete engage in physical play that would result in unsportsmen like conduct that would jeopardize the safety of the opposing athlete or the integrity of the South Knox team.

SOUTH KNOX MIDDLE-HIGH SCHOOL SEXUAL HARASSMENT POLICY

It shall be the policy of the South Knox School Corporation to maintain learning and working environment, which is free from any kind of sexual harassment. It shall be a violation of this policy for any student to harass any employee, other students, or volunteer through conduct or communications of a sexual nature. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by any employee or volunteer to a student, when made by a student to any employee or volunteer, or when made by any student to another student. Conduct of sexual nature is defined as including verbal or physical sexual advances and/or comments

regarding physical or personality characteristics of a sexual nature. Sexual harassment, as defined above, may include but is not limited to the following unwelcome activities:

- Verbal harassment or abuse.
- Repeated remarks with sexual or demeaning implications.
- The display or circulation of graphic or printed materials in which content has sexual or demeaning implications. This includes clothing items.
- Unwelcome touching.
- Pressure to participate in sexual activity.
- Suggesting or demanding sexual involvement accompanied by implied or implicit threats,

Any student or coach who believes that s/he is the victim of any of the above actions or has observed such actions in the school setting should contact either the school guidance counselor or principal by written report or personal visit.

Any student in violation of this policy shall be subject to due process procedures outlined in the South Knox Middle-High School STUDENT handbook.

SOUTH KNOX MIDDLE-HIGH SCHOOL ATHLETIC CODE OF CONDUCT

A student's participation in extra-curricular or co-curricular activities makes that student an ambassador for South Knox Middle-High School and for the entire South Knox community. Therefore, in accordance with IHSAA by-laws, it is necessary to expect a higher level of conduct by our athletes and participants in extra-curricular and co-curricular activities. These students representing South Knox are not only expected to adhere to the basic behavior standards set forth in the student handbook, but are also required to live up to a higher set of expectations outlined in this code.

Scholarship: Students participating in extra-curricular activities are highly encouraged to make academics a matter of high priority. Students at South Knox Middle-High School must be enrolled in at least five classes and must have passing grades in all subjects at the end of each grading period in order to be eligible for participation in extracurricular activities.

The use or possession of alcohol, tobacco, illegal drugs, unlawful use or possession of prescription drugs, and any illegal or criminal activity is incompatible with the goals and standards of the South Knox School Corporation and will be subject to the penalties outlined below.

Under this code there are four circumstances under which a student can be subjected to the penalties established in this code:

1. Notification by a verified police report or court action
2. Determination of a positive result from a saliva, urine, breathalyzer, or blood test
3. Direct observation of a violation by a member of the school staff
4. Any other method of proof deemed reliable by the school administrators

Penalty totals will be expunged at the beginning of the student athlete's 7th and 9th grade years.

First Violation: Suspension from three (3) contest or events and successful completion of a substance abuse program that is approved by school administrators, at the parent's expense. School administrators will determine level of play that suspension is served.

* Second Tobacco offense will result in an additional suspension of four (4) contests.

Second Violation: Suspension from all contest or events for one calendar year from the date of the infraction.

Third Violation: Suspension for the remainder of the middle school or high school athletic eligibility of the student.

Any offense resulting in suspension or expulsion will carry an automatic suspension from extra-curricular and co-curricular activities for at least the duration of the suspension or expulsion.

If an athlete chooses to participate in a sport that they did not participate in the previous school year, while fulfilling a suspension, he/she will be required to complete that sport season in good standing. **If he/she does not finish that sports season in good standing, he/she will be required to serve the suspension in the next sport he/she choose to participate.**

We recognize that each violation of this code has a unique set of circumstances. These administrative guidelines, along with the judgment of the administrative team, will be used to determine the specific consequences in each case. This form must be signed by the student and parent in order to be eligible to participate in any extra-curricular or co-curricular activities. This code, once signed, will remain in effect until graduation.

Rule 1: Student Conduct – IHSAA By-Laws & South Knox Student Handbook

Contestants' conduct, in and out of school, shall be such as (1) not to reflect discredit upon their school or the Association, or (2) not to create a disruptive influence on the discipline, good order, moral and educational environment in the school.

Note: It is recognized that Principals, by the administrative authority invested in them by their school corporation may exclude contestants from representing their school.

Conduct, as described above, includes posts, post likes, post shares, text, pictures, or videos on any and all social media outlets such as Facebook, Twitter, Snap Chat, Instagram, and other public forums

Punishment for such conduct can include, but is not limited to, contest(s) suspension, removal from team, forfeiture of letter, and forfeiture from future eligibility.

**IHSAA RULES THAT WILL RESULT IN A STUDENT ATHLETE BEING DECLARED INELIGIBLE
(Student Athletes Handbook)**

The following are brief guidelines to a variety of rules that might cause a student athlete to be declared ineligible. This is a partial list of minimum requirements. Student athletes and their families are encouraged to contact the South Knox athletic department for further clarification and specific information.

- A student athlete who is or shall be twenty (20) years of age prior to or on the scheduled date of the IHSAA State Finals in a sport shall be ineligible for interschool athletic competition in that sport.
- A student athlete will violate their amateur standing and will be declared ineligible if they play under an assumed name, accept remuneration directly or indirectly, sign a professional contract or participate in athletic activities, tryouts, auditions, practices or games held or sponsored by professional athletic organizations, clubs or their representatives.
- A student athlete will be declared ineligible if they accept commercial awards that advertise any business firm or individual, accept awards, gifts, trips, or honors from colleges of their alumni or accept awards or prize money for contests that they have entered.
- A student athlete will be declared ineligible if undue influence has been used to attract that student athlete at South Knox for athletic purposes.
- A student athlete will be declared ineligible if they have not enrolled in South Knox within the first fifteen days of a semester.
- A student athlete will be declared ineligible if they participate in a sport under an assumed name representing another school.
- A student athlete will be declared ineligible if they participate in sports in excess of eight semesters of high school education beginning with the ninth grade.
- A student athlete that has been absent for five (5) or more days must complete four (4) separate days of practice before they can compete in interscholastic competition.
- Student athletes must be enrolled in South Knox Middle- High School.
- With the exception of women's golf, a student athlete must complete ten (10) separate days of organized practice under the supervision of the coaching staff in order to participate in a contest. Individual athletes moving directly (within one week) from one sport season to the next sport season may be eligible to participate in a following season contest after (5) five separate days of organized practice under the direct supervision of the coaching staff in that sport.

GENERAL INFORMATION FOR STUDENT ATHLETES (Student-Athlete Handbook)

Accidents/Injuries: All accidents or injuries incurred in practice or a contest in the IHSAA sanctioned sports, Spartanettes and cheerleading are to be reported to the trainer and/or coach immediately. All accidents or injuries incurred in practice are to be reported to the coaching staff immediately. This will allow for the appropriate sports medicine support from our sports medicine staff

Changing a Sport: If a student athlete is cut from a team, they may join another team in that sport season. A student athlete who quit one sport to join another sport must first get approval from the athletic director and/or principal. Each instance will be handled on a case by case basis.

Cloth Good Purchase: Student athletes who purchase cloth goods as part of being on a team, i.e. hooded sweatshirts, equipment or shoes etc, are responsible for the cost of those items regardless of whether they remain with the team or quit prior to or during the season.

College-Bound Athletes and Recruiting: College recruiters can visit South Knox to talk about the school with our student athletes. These visits should be arranged between the school, the family and the coach. Student athletes will not be dismissed from class(s) to meet with a college recruiter. These appointments should be made during study halls, lunchtime or after dismissal from school.

Conflicts Between Activities: When an athletic contest, practice or function is scheduled against a school activity, it is the student-athletes responsibility to resolve the conflict.

Dress: As representatives of South Knox Athletics, when competing in a contest or taking part in any kind of award program or team function, student athletes are expected to dress and wear their clothing in an appropriate manner.

Hazing/Initiations: Hazing or an initiation of any team member by other team members is prohibited..Hazing shall be defined as performing any act or coercing another, including the victim, to perform any act of initiation onto the team that causes or creates a risk of causing mental, emotional or physical harm. If anyone suspects this is taking place, it should be reported to the coach, athletic director and/or principal.

Cell Phones & Cameras

Cell phones and cameras may **NOT** be used inside a locker room for any purpose. This means no texting, no calling, no email and obviously no pictures. If you have to use the phone/camera for any reason, you must go outside of the locker room.

Social Networking Sites

Student athletes are responsible for information contained in written or electronic transmission (e.g. email, text) and any information posted on a public domain (e.g. internet, chat rooms, Facebook, MySpace, YouTube). Inappropriate information, embarrassing information or pictures of such should not be posted in any public domain. Any individual identified on a social networking site that depicts illegal or inappropriate behavior, due to the conduct code, will be considered in violation and subject discipline or suspension per policy guidelines.

Athletic Insurance: The South Knox School Corporation does **NOT** provide insurance for student athletes. The family of the student athlete is responsible for payment of medical bills accumulated from injuries incurred while participating on South Knox school sponsored athletic teams. For those interested, information on a low cost insurance policy that covers athletics is available in the South Knox School Corporation. To request information on this policy please call the corporation office at (812) 726-4450.

NCAA Clearinghouse Form: Student athletes who expect to compete on a collegiate level must first enroll with the NCAA Clearinghouse. No college coach will speak with a prospective student athlete until the form has been completed and approved by the NCAA. These forms may be obtained from the guidance office.

Transportation: All student athletes are required to be transported to a contest in the vehicle provide by the school corporation unless prior arrangements are made with the coach. It is the coach's decision as to whether or not student athletes are required to return to school on the bus. Student athletes are only allowed to ride home from a contest with a parent, a family member or a family member of a teammate. Athletes choosing to ride home with adults other than their parent or guardian must provide the coach a permission note signed by their parent or guardian. This note must be given to the coach before the team bus departs South Knox for the opponent's gym/field. The person providing the transportation must sign the athlete out. Blanket notes are not permitted.

Overnight Trip

You represent your school, your team, our community, your family and yourself. The following guidelines, procedures and processes will be in effect at all times. You are expected to conduct yourself in an exemplary manner. The following list is not all inclusive.

- All school rules and school board policies are in force during the entire duration of the trip.
- Your luggage is subject to search by school personnel or school appointed chaperones at any time before, during or after the trip.
- Your room is subject to search by school personnel or school appointed chaperones at any time before, during or after the trip.

- You are expected to report any violation of rules, policies or state/federal law to school personnel or a chaperone.
- You are expected to obey all state and federal laws.

An athlete who is in violation of any of the above is subject to a disciplinary hearing with a potential punishment that may range from a warning to removal from a team. The athlete is also subject to the potential removal from any leadership roles, in addition to any penalties assessed by the school.

Concussion Management: Parents and athletes must complete the concussion management paperwork that is in physical packet. All high school athletes must complete the IMPACT concussion management pretest. Any high school athlete that is diagnosed with a concussion will not be allowed to return until he/she is released by a physician that has been trained in concussion management.

Participation in Two Sports in One Season: Student athletes may participate in more than one sport during a season. The coaches involved with this athlete will be expected to meet with the prospective student athlete to discuss and agree as to how this will take place

Participation after an Injury: A student athlete cannot return to a practice/contest after an injury until released by an appropriate licensed medical authority. A parent(s) cannot grant approval to return to practice/contest that would be against the judgments of licensed medical personal.

Practices: Regular, Vacation and on School Closing Days: Student athletes are expected to attend all practices unless excused by their coach. The coach sets practice schedules during school vacations and only the coach can excuse. If there is a school closing, the coach will contact the individual team members to inform as to what will happen.

School Day Attendance: Student athletes must be in attendance at the start of the 2nd period to be eligible to participate in practice or a contest. With a written excuse, doctor appointments, funerals, etc. are exempt from this rule. Any questioned should be answered before absence.

Selection of Teams: Each Head Coach at South Knox will have their own policy as to how they will choose their team. Some of our sports allow all those who come out to participate while others require a selection process in order to have the appropriate number of student athletes on the teams. At the beginning of the season, if appropriate for that sport, the head coach will review

Training Room: The South Knox Training room is for those seeking medical attention. It is not to be used as a lounge or socialization area.

Drug Testing: All South Knox Middle-High School athletes are subject to random or reasonable suspicion drug test. Tests are administered by the school administrators. Parents of a student-athlete who test positive will be contacted.

Awards Program: For the student athlete the awards program is considered an extension of the athletic season (start of the season until the end of the awards program). All student athletes are expected to attend their sports awards program. A head coach may excuse s student athlete from the awards program. An absence that is not properly excused may result in the forfeiture of any awards.

IHSAA HIGH SCHOOL CONTEST PARTICIPATION RULES, NUMBER OF CONTESTS

Baseball:	28 contest, no tourney/ 26 games, one tourney
Basketball:	22 contest, no tourney/ 20 games, one tourney
Cross Country:	14 events
Golf:	18 events
Soccer:	16 contests, no tourney/ 14 contests, one tourney
Softball:	28 contest, no tourney/ 26 contest, one tourney
Tennis:	22 matches
Track:	16 Events
Volleyball:	23 contest, 2 tournaments

GUIDELINES FOR COACHES TO ADMINISTER SOUTH KNOX INTERSCHOLASTIC ATHLETIC PROGRAMS

The following terms are academic/ athletic guidelines to be accomplished by our middle school and high school athletic programs. These efforts will give our athletes tools to use as they compete and as preparation for advancement to the next level of competition.

Communicate, Communicate Communication between coaches, athletic director, parents and principals is a must to insure success for all involved. Our expectation is for every South Knox coach to adhere to this program that has as its goals of better direction, genuine caring and a strong commitment to developing our athletes.

Each coach can accomplish the following basic expectations as well as following their own individual initiatives. Therefore, school administrators expect coaches to seek to communicate and cooperate with each other. If there are cases where these factors break down a conference will be initiated between the appropriate high and middle school coaches and athletic directors.

- **Coaches Meetings:** The head coach of the high school sport will meet with each middle school and elementary coach prior to the beginning of the season to share information about expectations.
- **Academics:** Grade checks, consistent input by coaches as to eligibility and stressing the importance for academic success in order to gain the chance for athletic success are expected at all levels.
- **Practice:** Coaches are expected to practice daily and all practices should be mandatory for each athlete.
- **Practice Plans:** Written practice plans are needed to insure that a coach is reminded to explain liability, protective measures, fundamentals to be taught and games strategies. Have attendance check on practice plan.
- **Basic High School Team Philosophies:** The head coach of each team at the high school will provide the information. These materials are to be introduced and taught progressively.
- **Terminology:** The same terms, words and appropriate phrases should be used by all levels of teams to insure easier learning and carry-over to the next level. All coaches shall work together to share the intended meaning of this terminology.
- **Consistent Discipline:** Each coach must put the good of the sport and team first in handling discipline. The primary goals are to have the athlete be a good citizen, student, and respectful for the school and home.
- **Communication:** Communications is the key to clarity, growth, and accomplishing expectations. It is assumed that communication is a two-way street in that each coach is encouraged to ask, suggest, and question among all levels to insure maximum benefits for athletes, teams, and direction of the program. Communication, communication, communication. A happy parent is an informed parent.

ACKNOWLEDGEMENT of the RISK of INJURY FOUND in SCHOOL SPORTS

Participation in school athletics carries with it the very real potential for injury. It is reasonable to believe that at least one time during the four-year career of our student athletes that they will face an injury that will result in missing one or more days of practice or contests.

The South Knox Athletic Department provides our athletes with the best sports medicine care that is available. We have three trainers who are associated with Methodist Sportsmedicine. Through Methodist Sportsmedicine, we have additional access to an orthopedic surgeon and a sports medicine doctor to assist our athletes when they are injured.

It must be clearly understood by our student athletes and their families that even with the proper coaching and support of our coaching staff, the use of proper equipment and tremendous facilities, injuries will take place. These injuries can range from, but not limited to, mild soreness, bruises, sprains and strains, dislocations, broken bones and concussions. It should also be clearly understood that some of these athletic injuries might result in catastrophic injuries including partial or full paralysis and in some instances the athlete may die.

We need your help as a student athlete and as a family. Proper rest, nutrition and the adherence to the rules and guidelines established by the South Knox athletic department and the coaches of your sport will go a long way to assure that injuries do not happen.

Chaperone/ Athletic Coach/ Bus Driver Field Trip Expectations Updated Thursday, May 28, 2015

Chaperone/ Athletic Coach Expectations

- Maintain good student behavior on the bus and while at the activity. Ensure students stay seated with feet on the floor while on the road.
- Work with the bus driver to load coolers or other materials for the field trip or athletic event. All materials must be clear of the aisles.
- Have detailed directions about how to get to the field trip or athletic event location and provide a detailed itinerary for the trip to the bus driver prior to the field trip.
- Notify school administration immediately and ask the bus driver to stop if there are safety/ health concerns of the driver.
- Check the bus at the end of the trip for remaining belongings and remove excess trash from the bus.
- ALL coaches and field trip chaperones are expected to ride the bus to and from an activity/ field trip.

- The person listed on the trip sheet must drive the activity bus to and from the event unless permission is given by the Director of Transportation.

Driver Expectations

- Work with the chaperones to maintain good student behavior on the bus.
- Work with the chaperones in loading coolers or other materials needed for the field trip. All materials must be clear of the aisles.
- Be accommodating of the chaperone or coach for unplanned or additional stops during the trip.
- Notify school administration if there are behavior concerns while on the trip or excessive trash left on the bus following the field trip or athletic event.

Additional Items

- Please close windows when returning from activity and pick up any trash left by students/athletes.
- Eating is discouraged on a bus. If eating is necessary, please clean up any messes.
- The rear emergency exit door is to be used ONLY in the case of an emergency. It is not to be used as a student exit. If materials are loaded using the back door, it needs to be done under the supervision of the coach/chaperone. The door latch is designed to hold the door open. Open it all the way to release the latch so the door can be closed without being damaged. Students should NOT use the emergency exit as an entrance/exit unless directed by a coach or bus driver in the event of an emergency.
- Fun (non contest trips): Corporation pays for fuel, and the ECA account of the activity pays for the driver's stipend - currently \$10.46 x #hours from and to school.

Spartan Bus Expectations – New Spartan Bus 2015

- The SKSC spent a large amount of money on the new Spartan Bus. It is the expectation of the Director of Transportation that the bus be returned in the same condition that it leaves SK. We will likely have this bus for 12+ years.
- Eating is strongly discouraged on the Spartan Bus. If it is necessary, please clean up any mess that is made completely.
- Please do not allow athletes to bring the large Zip and Sip or similar cups on the Spartan Bus. These drinks tend to spill and make a sticky mess that is difficult to clean completely under the seats. Water is allowed for all athletes.
- Athletes should not put feet or legs up on the back of the seats. This causes the padding in the top of the seat to deteriorate and need to be replaced more often. The safest riding position for an individual on a school bus is facing forward with feet on the floor.
- If you would rather your teams only travel on yellow school buses, please let the Director of Transportation know.
- If at all possible, the Spartan Bus will travel to tournament games including sectional and after for all varsity sports.
- The Spartan Bus will only be used with JV/ Varsity level athletic teams.