

2019-2020
ATHLETIC DEPARTMENT
COACHES HANDBOOK



COMMITMENT.INTEGRITY.LOYALTY



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MISSION STATEMENT

Our mission at Campbellsville High School in athletics is to extend and enhance the total educational experience for students. We believe that participation in our competitive programs will prepare students physically, mentally, and emotionally to become positive, contributing members of society.

OBJECTIVE OF THE ATHLETIC PROGRAM

1. To provide, promote, extend, manage and administer a program of athletic activities for students in high school
2. To promote participation in athletic activities
3. To team sportsmanship and encourage responsible citizenship among the students.
4. To recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well being of the individual players.

CODE OF CONDUCT/SPORTSMANSHIP

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship. It is the responsibility of all those involved in sport contests, including players, coaches, fans, parents, administrators, and officials to emulate this value. Good sportsmen demonstrate this by taking a loss without complaint, handle victory without gloating, and treat his/her teammates/opponents with fairness, courtesy, and respect.

POSITIVE MOTIVATION AND CHARACTER FIRST

Coaches should always use positive motivational strategies in dealing with student-athletes. Moreover, using negative reinforcement, name-calling, threatening or other tactics that are demeaning to students should be avoided and may result in disciplinary tactics. High school athletics are an educational experience and should always be treated as such. Always consider Character First! Live Character First, Teach Character First, Leave a Character First Legacy.

EXPECTATIONS: PLAYERS/PARTICIPANTS

We expect players to serve as positive examples for spectators by exercising self-control and good sportsmanship and by accepting both victory and defeat with pride and compassion.

CHS ATHLETIC PROGRAM

The following athletic programs are offered at CHS:

Female Athletic Teams

- Volleyball
- Cross Country
- Golf
- Basketball
- Swimming
- Softball
- Track
- Tennis

Male Athletic Teams

- Football
- Cross Country
- Soccer
- Golf
- Basketball
- Swimming
- Baseball
- Track
- Tennis

Sport Activities

- Bowling
- Cheerleading
- Bass Fishing
- Archery

ATHLETIC DIRECTOR

Administrative Responsibilities

- 1) Oversee the care and inventory of all equipment and supplies
- 2) Coordinate and administer budget of athletic activity funds at CHS
- 3) Compile school schedule of games during all seasons and send out contracts
- 4) Coordinate with assistant athletic director, principal and assistant principal in supervision of all home contests
- 5) Collect and coordinate all required forms for participation in athletics at CHS according to KHSAA rules and CHS SBDM policies
- 6) Ensure that all coaches are aware of all regulations concerning the safe and legal participation of all student athletes
- 7) Attend all meetings and complete all requirements to remain certified according to KHSAA standards
- 8) Perform all duties or responsibilities related to the position as needed or directed by the superintendent and/or principal
- 9) Coordinate equitable use and security of facilities
- 10) Coordinate drug testing of athletic participants for the middle school and high school athletes
- 11) Responsible for insurance claims
- 12) Responsible for the financial reports and all accounting from all revenue for the athletic program at CHS

Interpersonal Relationships

- 1) Aide coaching staff as they need to prepare for competition
- 2) Work cooperatively with staff to build support for the program
- 3) Demonstrate knowledge of college entrance exams
- 4) Promote CHS athletics to all students
- 5) Develop a chemistry/moral that supports coaches in all sports
- 6) Meet individually with coaches to discuss needs
- 7) Deal with athletes and parents in a fair, positive, frank and tactful manner especially in conflict situations

Professional Relationships

- 1) Notify all coaches of all policies, rules procedures and requirements
- 2) Take responsibilities for the conduct of all coaches
- 3) Maintain a cooperative, workable relationship with all administrators and coaches
- 4) Maintain professional, workable relationships with the news media by reporting all accomplishments and special events
- 5) Promote school and community interest in CHS Athletics
- 6) Coordinate with coaches ideas on increasing fan/community support
- 7) Develop and promote sportsmanship
- 8) Show respect for all persons involved in both athletic contests and the entire athletic program
- 9) Promote athletes and coaches for local, state and national awards
- 10) Work effectively with medical personnel
- 11) Use appropriate language, behavior and manners with athletes, parents and officials
- 12) Attend clinics/conferences to acquire new strategies to improve the athletic program
- 13) Insure safe playing conditions/facilities for all participants and fans
- 14) Maintain professional supervision of all coaching staffs

ASSISTANT ATHLETIC DIRECTOR

- 1) Demonstrate loyalty to the athletic director, the athletic program and the school system
- 2) Assist in the coordination and supervision of all home sporting events at CHS
- 3) Will assist with meeting gate workers, getting proper signatures on ticket reports and taking care of officials
- 4) Assist and coordinate collecting all physicals, parent consents and drug testing forms and maintaining expiration dates
- 5) Promote CHS Athletic program
- 6) Work cooperatively with coaches to help prepare their facility for competitive events
- 7) Will be able to attend any required meetings that the athletic director is unable to attend

- 8) During any absence of the athletic director the assistant athletic director will be responsible for all decision making as it relates to the CHS athletic program
- 9) Maintain appropriate rapport between coaches, parents and administration
- 10) Develop and maintain a good working relationship with all coaches and administration
- 11) Accept duties as outlined by the superintendent, principal or athletic director

HEAD COACH

Administrative Responsibilities

Pre-Season

- **Paper Work:** Collect all physicals, parent consent and drug consent forms before allowing athletes to participate. Turn forms in to assistant athletic director
- **Schedules & Rosters:** Complete scheduling of games in a timely manner and notify athletic director of contracts to be sent. Turn in completed schedule for all levels to the athletic director. Enter schedule, roster and team picture on the KHSAA website before state mandated deadline
- **Hiring of Coaches:** Head coach will interview and make recommendations for hiring assistant coaches. Paraprofessional coaches must complete necessary paperwork (Volunteer Application Form), which will include driver's license, social security number, finger printing/background check and college transcript (if appropriate). Paraprofessional coaches must complete a contract with Athletic Director. This must be completed and approved before any pay will be issued
- **Informational Meeting:** Each head coach is responsible for advertising and announcing to the high school and middle school, if applicable, concerning try-outs, informational meetings or other activities that involve your sport.
- **Inventory:** Coordinate and distribute the proper equipment and supplies.
- **Purchase Requests:** It is the responsibility of the head coach to submit to the Athletic Director any and all equipment and supply needs. Luxury items for each team must be financed through fundraising. The CHS Athletic Department will not pay for any items that have been ordered without completing a purchase order request first.
- **Required Meetings:** All head coaches must attend the following meetings. You will be responsible for paying any late fees if you miss the designated dates and times.
 - KHSAA required Rules Clinic (yearly); Check KHSAA website for dates that your clinic will be available online
 - Complete, if applicable, Coaches Education Program Classes – check KHSAA website for online class. Coach must pay the cost upfront and then school will reimburse you when you have completed the course.
 - Complete the KHSAA SPORTS SAFETY COURSE (online) (once every 2 yrs)
 - CPR/AED Training (every other year); provided by CHS
 - Clinics (optional): Attend instructional clinics to learn more about your sport and improve as a coach
- **Parent Meeting:** All head coaches must hold an annual parent meeting to discuss rules and policies so that these are clear before problems arise. (see parent meeting policy)

In-Season

- **Facilities/Game Set-up:** Ensure that field/facility is prepared for competitive events, assist with set-up and clean-up of your facility for athletic events. Secure facility after games and practices; make sure lights are turned off and doors locked.
- **Bus Requests:** All transportation requests must be submitted to the athletic director prior to the start of your season. If you need to cancel a bus or change the time please inform the athletic director and/or transportation director. Smaller groups may be transported by personnel vehicles **but must be approved in advance** by superintendent. Under no circumstances, may a student transport another student. State law prohibits transporting in vans which carry more than 9 passengers, including the driver.
- **Media:** It is the responsibility of the head coach to accommodate the media with statistical and score information. Our goal is to promote our student athletes and our school. After each contest report scores to the appropriate media, including the KHSAA – Rihards Scoreboard; **Also enter results in PRESSBOX**

- **Academic Progress/Eligibility:** It is recommended that the head coach track each athlete in regards to grades. The athletic director will do a weekly grade check of all athletes during the season. If you have an athlete that is ineligible for one week, he/she is not permitted to play in any contest during the week that he/she is ineligible. (KHSAA Bylaw 5; Section 3; Page 8)
- **Incident Weather:** All outdoor activities must stop practicing or playing when thunder or lightening is notices (must have a 30 minute wait period). Also play must be stopped if heat index reaches 104. Snow Days: Game decision will be paid by noon by athletic director, principal and superintendent.
- **Locker Rooms:** It is the responsibility of the head coach to make sure that they help custodial staff with keeping locker room clean. You are encouraged to provide the best possible locker room for our student-athletes.

Post-Season

- **Inventory:** Secure all inventory, equipment and supplies within one week of your final contest. Record inventory, record any lost equipment and lock equipment in a secure location.
- **Banquet:** Head coach is responsible for coordinating banquet/awards program. All awards and meals must be purchased with booster club funds. CHS will purchase any letters, bars for each deserving player. (see award policy). Banquet must be completed within one(1) month of last contest.
- **Schedule for Next Season:** Begin working on the next season's schedule and securing contracts.
- **Summer Dead Period:** Students may not receive coaching or training from school personnel and school facilities, uniforms, transportation or equipment shall not be used during the dead period, which begins on June 25 and end on July 9. School funds may not be used during this time period. This also includes going to events to watch students play or having any communication with the athletes including texting, Facebook, Twitter or any other type of social media.

HEAD COACH (continued)

Interpersonal Relationships

- 1) Involve the entire coaching staff in the team's preparation for competition.
- 2) Work cooperatively and effectively with teachers in order to maintain eligibility
- 3) Demonstrate knowledge of college entrance requirements to aid athletes and actively seek post secondary opportunities for qualified athletes
- 4) Encourage representation on the team from the entire student body and provide an opportunity for athletes in all stages of development
- 5) Develop team chemistry/morale that supports team members and provides a positive environment
- 6) Provides clear and consistent direction to all team members to set and achieve meaningful goals
- 7) Meet individually with athletes to discuss strengths and weaknesses, and provide instruction to effectively overcome weaknesses
- 8) Deal with athletes and parents in a fair, positive, frank and tactful manner, especially in conflict situations
- 9) Involve athletes in developing and maintaining reasonable standards of conduct
- 10) Understand individual sport and its relationship to the total school program and work with all school staff for the benefit of the total school program

Professional Relationships

- 1) Notify all members of the team and parents of all policies, rules, procedures and requirements as they pertain to the team
- 2) Take responsibility for the conduct of athletes, assistant coaches, and other team members at all times – practices, games, bus rides, etc
- 3) Promote school and community interest in the sport by appearing at school pep rallies, attending booster club meetings, visiting feeder schools/programs and appearing at community league events
- 4) Coordinate with athletic director ideas on increasing fan/community support for your program
- 5) Develop and promote sportsmanship among all athletes and assistant coaches
- 6) Show respect for officials, press, opposing coaches, visiting teams, parents, fans, students, teachers and administrators
- 7) Promote athletes for local, state and national awards
- 8) Work effectively with medical personnel
- 9) Maintain a professional sideline conduct, especially toward officials, visiting athletes and opposing coaches

- 10) Notify athletic director and or maintenance department of facility concerns or problems in a timely manner to insure safe playing conditions
- 11) Maintain professional supervision of assistant coaches

ASSISTANT COACH

Requirements

- Complete, if applicable, Coaches Education Program Classes – check KHSAA website for online class. Coach will be reimbursed fee after completing course
- Complete the KHSAA Safety Course (online) (every two years)
- KHSAA required Rules Clinic (yearly); Check KHSAA website for dates that your clinic will be available online
- CPR/AED Training (every other year); provided by CHS

Responsibilities

- 1) Demonstrate loyalty to the head coach, the program and this school system. Attend all meetings, trainings, etc. to remain certified to KHSAA standards
- 2) Assist head coach in the proper distribution, care and collection of equipment
- 3) Demonstrate knowledge of the sport and a willingness to continue to learn
- 4) Demonstrate a teaching ability and a passion for teaching your sport
- 5) Work cooperatively with the head coach to motivate the student athlete
- 6) Maintain appropriate rapport between coaches, players and parents
- 7) Maintain a controlled intensity in coaching your sport. Remember your actions and reactions represent your head coach, team, administration and school
- 8) Assist in the supervision of players in locker rooms and other areas
- 9) Develop and maintain a good working relationship with the head coach and the rest of the coaching staff in your sport, as well as, all the coaches in the school system
- 10) Accept duties assigned by head coach

POLICIES

ELIGIBILITY

For a student-athlete to be eligible to participate in athletics at CHS they must adhere to the academic as well as physical requirements as outlined in the school policy. This includes the following:

1. **Academics:** Athletes must pass 4 out of 6 classes each week to be eligible the following week. Athletic Director will send out grade reports each Friday. Students must also be making progress towards graduation by meeting the following guidelines: 20% of credit requirements for grade 10; 45% for grade 11 and 70% for grade 12.
2. **Attendance:** Athletes must maintain a 93% attendance rate to be eligible to participate.
3. **Physical and Parent Consent:** Students must have on file a current physical form and parent consent before they can participate (this includes practice). Head coach should make a copy of physical and parent consent for his/her files and turn in original copy to the athletic director.
4. **Drug Consent Form:** Students must have on file a drug consent form for the current season. Athletes will just have to turn in this form one time; remains in place until he/she graduates.
5. **Social Media Policy:** Students must have on file a signed social media policy. Athletes will just have to turn this form in one time; remains in place until he/she graduates.

Purchasing

All purchase orders must be approved by athletic director or principal before purchasing any items. You must have a PO number before ordering.

Para-Professionals/Volunteer Coaches

All para-professional and volunteer coaches (paid or unpaid) must follow the guidelines for a Level II Coach, which includes: Age 21; CPR/First Aid Training; high school diploma; coaching certification class and complete requirements set by the CISD Board of Education. This includes completing the Volunteer Application Form and turning in to athletic director. Any para-professional coach must complete a contract before receiving any stipend. These requirements must be met before a coach can work and instruct athletes

Supervision Policy

The entire coaching staff is responsible for his/her athletes anytime they are on campus for an event or practice. Make sure that you are not leaving students unattended. Coaches must remain with their student-athletes until all have left school grounds. No Exceptions! Be responsible for all of your students

Travel/Food/Hotel Policy

The Gender Equity Committee determined in order to insure equity in spending when traveling that all sports have a limit in what is spent per athlete per meal. That amount was set at \$7.00. The only exception to this cap is in the event that a team has advanced to a regional or state tournament. Hotel Policy – amount set for hotels is set at a minimum of \$75.00 and a maximum of \$125.00 per night. The hotel must have inside access to all rooms. Each sport will be responsible for paying for hotel/motel rooms through their booster club accounts. School will be responsible for paying for rooms for teams or individuals that advance in All A State Competition and also post season play.

Modes of Transportation

School Vans: The school district has vans that are available to transport teams if this is the most economical way to transport their team to an athletic event. Each van will have a maximum capacity of six (6) student-athletes plus the driver.

School Buses: The school district will provide bus transportation for all teams for athletic events.

Charter Buses: CHS Athletic Teams may charter a bus to an athletic event if the contest is over 200 mile round trip. Athletic teams will be responsible for paying the extra cost over using the school bus(es) for the charter bus thru their booster club account.

Policies: Turn in all bus departure times to the athletic director for approval and send a copy of requested times to Transportation Director. Also check with Transportation Director to see which mode of transportation is the most cost effective for the trip (vans or buses). Due to rising cost of fuel and travel please limit travel to less than 175 miles per round trip (exception: required district opponents or state playoffs). Any travel over 175 miles the expense will be charged to your account or booster club. Any travel for contests, camps, etc out of season will have to be paid by individual booster clubs

School Insurance

The CISD Board of Education provides our student-athletes a secondary insurance coverage, which gives them the opportunity to participate regardless of their insurance situation. A few guidelines should be followed

- 1) Make sure that parents know that if a child is injured which requires a visit to the doctor or hospital that they give their insurance information
- 2) Once their insurance has been billed and paid the coverage amount the parents should receive an EOB (explanation of benefits) then they contact the athletic director who can complete the claim
- 3) Coaches remember that any and every injury should be recorded on the school's accident/injury report. One copy should be given to the school secretary, one copy to the athletic director and coach should keep a copy

POLICIES

Parent Meeting Policy

We appreciate the time and efforts that parents put into the involvement of their student-athlete. It is important to have guidelines concerning the communication between parents and coaches. All head coaches should review this policy with their parents during their pre-season meeting.

- 1) A parent has the right to request a meeting with a coach or coaches to discuss their child, but they must make an appointment with the coach, athletic director or principal.
- 2) Do not ask to see or meet with a coach before or after a game
- 3) The following items will not be discussed: Your child's playing time; strategy, other student-athletes
- 4) Stay with the facts and when the meeting is complete we may agree to disagree
- 5) Say what you mean without being mean
- 6) Profanity of any kind will not be tolerated

Participation Termination Policy

If any athlete quits a sport or is terminated from a sport because of violation of rules or some other circumstances that athlete may not begin working out with another sport until the completion of the season of the sport in which he/she quit or was terminated. The timeline begins with the first game of the season.

Booster Club Policy

Booster clubs are necessary in many cases to help with funding of a particular sport. It must be clearly understood that all involved that the booster club is an entity of CHS and the school can exercise ultimate control. The head coach is ultimately responsible for all booster club activity regardless of his/her involvement in that organization. Each booster club must submit Booster Club Agreement Form, officers for the current year and also submit a monthly budget report along with a yearly report to the athletic director. A copy will be sent to central office.

Fundraisers

Principal must approve all fundraisers. Submit fundraiser request forms in a timely manner. All monies generated through raffles, 50-50 pots, etc will be run through our CHS Gaming Account. Turn in all deposits and raffle forms to athletic director. After raffle is complete we will write a check for profit back to your sport account or booster club.

Transfers

If any student or family approaches you about transferring to CHS you must inform the student and or parents to contact the athletic director or principal. Do not discuss this with the student or family. Athletic Director will complete the necessary transfer forms and start the process with the sending school and KHSAA

Emergency Procedures

All head coaches and staff will complete an emergency action plan and have a copy filed in the athletic director's office. Each Head Coach will receive a copy of the school's Emergency Action Plan Manual. Coaches should follow the following guidelines:

- Always have a cell phone close or access to a phone
- Use first response training
- Don't let others treat a child even if you feel uncomfortable in the situation unless you know of their qualification.
- If any doubt call 911 and don't try to move the athlete unless he or she is in danger. Contact parents
- Never leave the child unattended
- Always keep copies of physicals and parent consent with you at all practices and games.
- Complete accident-injury report; make a copy for your records;; turn in original to the athletic director

POLICIES

Awards and Recognition Policy

Campbellsville High School Athletic Department will have policies in these areas: Letter Awards, Banquet Awards, Senior Awards, Special Individual or team Recognition.

1) Varsity Letter requirements

The varsity letter award shall be presented to an athlete who satisfied the participation requirements as listed below, completes all team obligations and receives the recommendation of the coach. (The coach may recommend a waiver of these requirements under an unusual circumstance.)

A) Specific sport requirements

- (1) Baseball/Softball:
 - (a) Play in one-fourth of all innings played
 - (b) Pinch hit or pinch run in three fourths of games played
 - (c) Pitch in four starts or six game appearances
- (2) Basketball: (B&G) participate in 50% of regular season games
- (3) Cheerleaders: meet 90% of contest and practice requirements
- (4) Football: participate in 50% of quarters played or play a specialist position.
- (5) Golf: (B&G) participate in at least 50% of the matches
- (6) Soccer: (B&G) participate in at least 50% of the periods played in the regular season schedule.
- (7) Swimming/Bowling: (B&G) participate in 2 meets and participate in regionals
- (8) Tennis: (B&G) participate as one of the point matches in at least 50% of total matches in either singles or doubles competition.
- (9) Track: (B&G) Participate in at least four meets and earn 20 points.
- (10) Volleyball participates in 50% of scheduled games.

B) Season is defined as that period of time from the first practice to the awards program.

C) Athletes that do not letter will receive a Participation Certificate.

D) Manager's awards will parallel the regular awards system if they manage for the entire season.

E) Statistician's award: satisfactorily compile statistics for the entire season.

F) Letter award procedure:

- (1) First year – Letter with sport chevron and bar
- (2) Second, third year, fourth etc. – add bar

G) Letter Jackets: Student-Athletes must purchase their own school letter jackets. Athletic Director will provide athletes with information on where they can purchase jackets, styles and approximate costs (anywhere from \$80 to \$180.00)

H) Students in grades 7 and 8 that letter varsity will receive a Participation Certificate. After the student letters varsity in their first year of participating in grades 9-12 he or she will receive a bar to represent lettering for the years they were in middle school and played on the high school team.

2) Banquet Awards

Banquet awards are defined as those specific awards given by a specific sport for individual accomplishments through a specific season. Banquet Awards/Trophies and meal shall be funded by your booster club.

Amount set for individual plaques/trophies shall not exceed \$15.00 per award. ***Banquet must be held within one (1) month of last contest. The date for banquet and list of awards should be given to the athletic director no less than two weeks prior to the date of the banquet.***

3) Senior Awards

Senior awards shall be funded from booster clubs and again in those sports that have both a boys and girls program these awards should be equitable. They do not necessarily have to be the same award but should be of equal value.

4) **Special Individual and team Recognition:**

Individual:

- A) An individual who achieves special recognition for specific achievements may be displayed in a picture or plaque in their respective sport facility. Example: All – Time scorer basketball for the school (Boy and Girl) will be in picture in frame as you enter the gymnasium. Any individual that wins an All A state championship or KHSAA state championship may have their banner displayed.
- B) Any individual recognition that will be honored with a banner or picture to be displayed in any athletic facility must first be cleared through the Campbellsville High School Gender Equity Committee.

Team:

- a) Only those teams who have achieved District Runner – up, District Champion, Regional runner-up, Regional Champion or State runner-up, or State champion may be represented by a banner or posting of this achievement in the respective athletic facility. Any other type of team recognition to be honored should first be approved through the Campbellsville High School Gender Equity Committee.
- b) Those teams who win a district, regional or state championship will receive a chenille emblem of that sport which will indicate the championship.

5) **Award Criteria That Pertain to All Sports:**

- A) An athlete who moves from one level of competition to another will letter at the level of the highest competition provided the athlete has met combined requirements.
- B) A coach will have the prerogative to letter a senior who has not met the seasonal requirements for lettering.
- C) Injury rule: Any athlete who is a starter or plays regularly and was thereafter injured may be awarded a letter, if in the coach’s judgment, he/she would have met the lettering requirements.
- D) In a sport where state tournament play is sponsored, athletes may letter if they have become a starter and play 75% of the quarters, innings, matches, or score team points in individual competition in tournament play regardless of other lettering criteria.
- E) Complete the season in good standing with the school and coach.
- F) Any other type of award not already mentioned in this policy must be cleared through the Principal, Athletic Director and possibly through the Campbellsville High School Gender Equity Committee before the purchase and presenting or displaying of the award.

6) **Hall of Fame (5th Region Athletic Director’s Association)**

- A) The 5th Region Athletic Director’s Association established a Hall of Fame in the year 2000. The purpose of the this hall of fame was to allow each school in the region to be able to recognize any former athlete, coach, administrator or a contributor to their local high school athletic department on a rotating basis. Each school will display a banner with the respective school’s inductees. CHS will have a committee consisting of the Principal, Athletic Director and other members of the coaching staff to help choose their inductee.

Forms

The following forms can be accessed through the school’s website. Athletic Website: www.cvilleathletics.com

- Handbook
- Heat Index Form
- Accident Report Form
- Physical and Parent Consent Form
- Drug Consent Form
- Social Media Policy Form
- Volunteer Application