

2019-2020
CMS ATHLETIC
COACHES HANDBOOK



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MISSION STATEMENT

Our mission at Campbellsville Middle 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 middle 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 wellbeing 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. Middle 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.

COACHES RESPONSIBILITIES

Supervising athletes (practices and games)

The entire coaching staff is responsible for his/her athletes anytime they are on campus for an event or practice. A coach must be there to meet them for practice/games and to be the last one to leave. No athletes should be unattended on school property. Coaches are not to leave their athletes in the building alone after practices and/or contests. A coach should be the last person out of the building.

Buildings/Gyms/Locker-rooms

Remember keep locker-rooms, gym and fields clean. Pick up trash/practice gear after practices from the gym, fields, and locker-rooms. No sunflower seeds in the gyms. Turn off lights/scoreboards if you are the last one to use the gym or field. Must make sure ALL doors/fences/etc. are locked. Double check All doors. We have to share locker-rooms so make sure they are cleaned up. Leave the building/fields cleaner than when you entered them. Put things away after ball games, especially at Campbellsville Elementary School and Durham Campus. No athletes should be past the restrooms on the main floor of Campbellsville Elementary School.

Facility Usage by Student-Athletes

Student Athletes are not permitted to use facilities such as gym, weight room, etc. without the direct supervision of a coach.

Budgets

Coaches must fill out purchase order and be approved by Athletic Director and/or Principal prior to purchasing. Reminder that CMS SBDM council must approve all fundraisers.

Transportation

CMS will pay for all conference games and conference tournament games. The individual sports will pay for any out of conference games, tournaments, Lift-a-thons, summer games, etc. out of their fund raising account. Turn in bus requests to Athletic Director/Transportation Director at least two weeks before you need a bus. All bus rules are to be followed by athletes and coaches. No picture taking on the bus. Noise level should be to a normal voice tone. No throwing things out of windows. Also remember that the athletes must ride home on the bus unless parent is there to sign the athlete out to transport home in their vehicle. They can transport their child only

Heat Index

Football, Softball, and Baseball must check heat index every day and record on heat index sheet. Athletic Director must have original sheet at end of season to put on file. If in doubt whether or not to practice error on the side of caution and cancel – it is not worth the risk of an athlete suffering an illness or worse. Do not use your phones to check heat index. The Athletic Department has purchased heat monitors for Football, Softball and Baseball. Heat Index must be checked on site. Always use good judgment when dealing with the weather. Take no chances with lightning. If there is a doubt- cancel.

Parent Meetings

If a parent would like to have a meeting, they must first make an appointment with the Coach, Principal, and/or Athletic Director and must abide by the 24 hour rule. You as a coach will not discuss an athlete's playing time, strategy, or other student-athletes with parents.

Academics

Athletes must pass 5 out of 6 classes to be eligible. Remember they are students first then athletes. Grades will be checked on Friday afternoon. Anyone with 2 or more F's will sit out one week (Saturday to Friday). 2 or more F's at end of 9 weeks ineligible for next 9 weeks.

School Attendance

A student absent from school the day of an athletic event or practice will NOT be permitted to participate in the event or practice for that day. Students must be in attendance for at least 3 periods to be able to participate in practice or contest. Principal may waive this policy for unusual circumstances occurred by the athlete and his/her family.

Physicals

All athletes must have a current physical and parent consent on file before they can participate (including try-outs) Physicals are good for one(1) calendar year.

Drug Consent/Social Media Forms

Students must have drug consent and social media forms on file. Middle School Athletes will have to turn in these two forms and they will remain in place until student-athlete advances to the high school.

Accident Reports

Must be filled out completely and original copy given to Athletic Director/Principal. Reports must be filled out within 24 hours of accident.

Emergency Procedures

- Each sport will complete an emergency action plan and have a copy filed in the athletic director's office.
- 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 their qualifications
- Never leave the child unattended
- Always keep copies of physicals/parent consent with you at all practices and games
- Complete accident-injury report, make a copy for your records, turn original to the athletic director

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

- 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
- 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
- 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.

Coaches Trainings & Requirements

All coaches must have up-to-date CPR training (every 2 years), background check (once), and KHSAA Safety Course training (every 2 years) on file. Volunteer coaches (unpaid) must have back ground check every two years.

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, 64 hours of college credit or take 5 classes offered by NHSCA 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

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. Turn in a copy of the inventory form to the Athletic Director.

Summer Dead Period

June 25 through July 9 there will be no use of school facilities related to the athletic program. That would include gyms, fields (football, baseball, softball, soccer), and weight room. You cannot have any contact with the student-athletes; this includes texting, calling or emailing. In addition, student-athletes cannot participate in any fundraiser activities during the dead period.

VERIFICATION RECEIVING HANDBOOK (Coach's Copy)

This is to verify that I have received the Campbellsville Middle School Coaches handbook and the Athletic Director/Principal has gone over all policies and procedures in the handbook. I have been given the opportunity to ask questions I may have about any of the policies and procedures outlined in the handbook. I understand that I take full responsibility for abiding by the rules and regulations of the Campbellsville Independent School, Campbellsville Middle School and the Campbellsville Middle Athletic Department.

I have read and understand all that has been discussed in the coaches meeting.

Coach's Signature _____

Date _____

VERIFICATION RECEIVING HANDBOOK (Athletic Director's Copy)

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