



2017-2018 Adair
County Middle School
Athletic Handbook

BASEBALL
BASKETBALL
(GIRLS)
BASKETBALL
(BOYS)
CHEERLEADING
FASTPITCH
SOFTBALL
FOOTBALL
VOLLEYBALL
WRESTLING

STUDENT PHYSICAL FORMS

Each athlete before participation of any type, must have a completed current physical on file (student data, insurance info., parent consent, doctor release, etc.). Each coach is responsible for making sure this requirement is met. A copy of the current physical is to be turned in to the Athletic Director before the first official day of tryouts/practice. Physicals will be checked according to the roster submitted by each coach.

ELIGIBILITY

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

1. **Academics:** Student athlete grades will be checked each Monday morning. Student athletes must maintain all passing grades. No failures. No zeroes. A student declared ineligible because of grades CANNOT PRACTICE OR PLAY until declared eligible.
2. **Attendance:** Athletes must maintain a 93% attendance rate to be eligible to participate.
3. **Physical and Parental Consent:** Any Adair County student participating in an Adair County High School athletic program is required to turn in a current and completed KHSAA Physical Form to the head coach of the sport in which they are participating in order to obtain eligibility to participate in the program.
4. **Drug Consent Form:** Students must have on file a drug consent form for the current season. Turn this form in to the athletic director/Principal. The current drug policy is listed on the school website (www.adair.k12.kyschools.us).
5. **Suspensions/Out of School Incidents:** The principal, AD, head coach, and parents can meet to discuss the incident. Decisions will be made at the discretion of the principal/AD/head coach.

ATTENDING SCHOOL

Athletes must attend school the entire day to practice or participate in an athletic event. Permission may be granted by the Principal/Athletic Director in special circumstances. They should also be in attendance the entire school day following an athletic event unless prior permission has been granted by the Principal. The athlete may be suspended from the next contest if this occurs. Misconduct at school may cause suspension from the next athletic event. When an athlete is suspended from school, he/she is also suspended from any participation in athletics during the suspension (including practice). The athlete must return to school before the suspension is lifted.

LEAVING EARLY FOR ATHLETIC EVENTS

Athletic teams may not leave school early to attend an athletic event unless:

- (1) the event involved is part of a conference, regional, or state tournament.

VACATIONS POLICY

Vacations by athletic team members during a sports season are discouraged. In the event of an absence due to a vacation is unavoidable, an athlete must:

- (1) be accompanied by his/her parents while on vacation
- (2) contact the head coach prior to the vacation
- (3) make up missed practices in some way (Coaches will decide) before becoming eligible for competition
- (4) be willing to accept the consequences related to their status on the team

OUT-OF-SEASON-TRAINING

Training programs for athletes conducted out-of-season are designed primarily for those students not participating in an in-season sport. Athletes are encouraged to participate; however, these programs are voluntary and shall not be a prerequisite for participation.

The out-of-season training programs are definitely considered to be secondary in nature to any sport that is in season. It is the objective of the ACMS athletic program to permit students to participate in the sport or sports of their choice with minimum amount of conflict.

PRACTICE SESSIONS AND SCHOOL EVENTS

Athletes will be subject to the rules of the student handbook during practice sessions and/or school events. Coaches reserve the right to impose additional punishment when team rules and regulations have been violated.

Suspensions or removal from a team should be reported immediately by the coach, in writing, to the Principal or Athletic Director.

REASONS FOR REMOVAL FROM A TEAM

The following situations are listed (but not limited to) as reason for being removed from an athletic team:

- (1) using tobacco, alcohol, or drugs of illegal possession of a drug not prescribed for the individual by a physician
- (2) continued violations of the ACMS code of conduct and discipline (located in student handbook)
- (3) repeated violations of school or athletic team policies or rules
- (4) personal misconduct that involves police action or court action either during or outside school hours and sessions of that sport
- (5) verbal or physical attack upon an opponent, contest official, fan, teacher, coach, or any other person.
- (6) continued acts of unsportsmanlike conduct

- (7) suspension from school
- (8) possession of a gun or deadly weapon at school, practice, or event
- (9) any other warranted offense that is in violation to the Adair County School District Code of Conduct

APPEALING REMOVAL FROM A SQUAD

The student athlete may appeal the decision of removal to an executive committee. The committee shall be made up of the Principal, Athletic Director, and two neutral coaches. The appeal will require the following:

- (1) a written appeal must be presented to the Principal within five (5) days of the suspension
- (2) the student shall have the privilege of representation even though it is not a legal process
- (3) the appeals committee shall render a decision within five (5) days, in writing to the student and his/her parents or guardians.

SUPERVISION POLICY

The entire coaching staff is responsible for his/her athletes anytime they are on campus (or another school 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.

VOLUNTEER COACHES

All volunteer coaches (paid or unpaid) must follow the guidelines for a Level II Coach, which includes CPR/First Aid Training, sports safety modules, high school diploma, 64 credit hours (may get waiver), and complete requirements set by the Adair County Board of Education. This includes completing the Volunteer Application Form and Criminal Record Check (\$10 paid by coach) and turning in to

the Principal or Athletic Director. Any para-professional coach must complete the required paperwork before receiving any stipend. These requirements must be met before a coach can work and instruct athletes.

PARTICIPATION TERMINATION POLICY

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

Example: Boy practices football for three weeks and quits before the first game, he is allowed to start with basketball in October. If he quits after the games have started, he would have to wait until football is over to start basketball practice. The principal or athletic director will intervene if necessary.

SUMMER DEAD PERIOD

No coach-player contact is allowed beginning June 25 of each year and running through July 9. During this time, coaches should not initiate any contact with student athletes. This includes going to events to watch athletes play.

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, or 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.

TRANSPORTATION

Turn in all bus departure times to the Transportation Director for approval. Busing will be provided to any and all teams who properly request transportation. Transportation for out-of-state trips must be board approved. School transportation is an option. Charter buses are another option if costs are met by the booster club.

EQUIPMENT OR UNIFORM ROTATION POLICY

Rotation Schedule- \$2000.00 given on rotation

2015-16: Cheerleading

2016-17: Girls' Basketball

2017-18: Boys' Basketball

2018-19: Football

2019-20: Softball

2020-21: Baseball

2021-22: Wrestling

2022-23: Volleyball

SCHEDULING OF CONTESTS

Each coach will be responsible for scheduling his/her own contests for the sports season. Conference games are assigned and take priority over non-conference competitions. Non-conference games may be added to complete the schedule, not to exceed to allowed games/competitions per program. If a teams qualifies to participate in a state or national competition and the competition exceeds the allowed games/competition permission may be requested and determined by administration. A complete schedule must be submitted to the

Athletic Director when complete. Each coach will be responsible for entering his/her schedule on the school website.

Baseball—16 games

Basketball—16 games

Football—8 games

Softball—16 games

Volleyball—14 matches

Cheer—3 competitions

Wrestling 8-10 competitions

CONTEST OFFICIALS

The Athletic Director is responsible for securing contest officials in all high school athletic contests. In case of cancellation due to inclement weather, the Athletic Director will notify the contest officials and re-schedule if allowable.

EMERGENCY PROCEDURES

Emergency personnel will handle all emergency situations. If emergency personnel is not present, all head coaches and staff should follow the following guidelines:

1. Always have a cell phone close or access to a phone.
2. Use first response training.
3. Don't let others treat a child even if you feel uncomfortable in the situation unless you know of their qualifications.
4. If any doubt, call 911 and don't try to move the athlete unless he or she is in danger. Contact parents.
5. Never leave the child unattended.
6. Always keep copies of physicals and parental consent with you at all practices and games.

Complete accident-injury report, make a copy for your records, and turn in original to the athletic director, Principal, or bookkeeper.

TRYOUTS/CHOOSING TEAM MEMBERS

Students may try out for sports teams within the school. They must meet all criteria set for the KHSAA and ACMS. Students must have a current physical on file, documentation of insurance carrier, passing all classes with no zeros in class and written consent from the parents or guardians. He/She must abide by all requirements stated in the ACMS student handbook.

Coaches may reserve the right to choose team members from their respective tryouts. A student not making the squad in current year may tryout the following year if they desire.

PURCHASING

All purchasing must be approved prior to placing the order. The following steps must be followed when placing an order:

- (1) complete a purchase requisition for the items being purchased (form given from bookkeeper)(Must have 3 quotes prior to purchase)
- (2) Principal approval for purchase
- (3) Purchase order is issued to coach
- (4) Order can be placed

ACMS Athletics **will not** be responsible for payment if procedure is not followed.

Each coach should submit at the end of the year a projected budget for the following year. The Principal and/or Athletic Director will decide what item(s) will be permissible and affordable.

BOOSTER CLUB POLICY

Booster clubs are necessary in many cases to help with funding of a particular sport. It must be clearly understood with all involved that the booster club in an entity of ACMS 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. Officers for the current year must also submit a budget report along with a yearly report to the athletic director/bookkeeper.

BOOSTER EXPENDITURE FORMS

According to Title IX regulations, all booster spending must be monitored to remain in compliance. To fulfill this requirement, all booster organizations are required to submit a copy of the monthly bank statement (cancelled checks included) and booster expenditure form to the Athletic Director on or before the 10th of each month. Booster organizations that fall behind on submitting the reports (two months or more), will place upon their sports team a zero spending stipulation from ACMS Athletic fund until Title IX reporting is once again current.

FUNDRAISERS

All fundraisers must be approved by ACMS Site Based Decision Making Council (SBDM). Please submit your fundraiser request forms in a timely manner.

Banquet Awards

Banquet awards are defined as those specific awards given by a specific sport for individual accomplishments through a specific season. Each athletic team must have an awards program for its team. Individual teams must provide their own food for award banquets through fundraising and provide their own awards.

