

# SECTION I

## MIDDLE SCHOOL ATHLETICS

## SECTION I - MIDDLE SCHOOL ATHLETICS

The general operation of the middle school athletics program shall be under the direction of the Middle School Athletic Council. The Council shall be comprised of one (1) representative from each of the middle school sports, four (4) middle school principals, the middle school athletic coordinator, and the middle school director, and two (2) parent members. The Athletic Council shall be chaired by the Middle School Director or designee.

### 1. ATHLETIC PROGRAMS OFFERED IN THE MIDDLE SCHOOL

#### A. Fall Sports:

##### Girls

Cheerleading and Dance (Boys may also participate)  
Volleyball  
Basketball

##### Boys

Football (Girls may also participate)

#### B. Winter Sports:

##### Girls

Cheerleading and Dance

##### Boys

Basketball

#### C. Spring Sports:

##### Girls

Track and Field

##### Boys

Track and Field

### 2. MIDDLE SCHOOL AUTHORIZED COACHING STAFF – See Appendix O.

### 3. MIDDLE SCHOOL SCHEDULING POLICIES FOR MIDDLE SCHOOL ATHLETIC GAMES AND SCRIMMAGES

- A. Each sports schedule shall be developed by the respective sports representative on the Middle School Athletic Council.
- B. All games and scrimmages shall be played within a ~~100~~ **150** mile radius of the school and must be held with any Kentucky Middle School (K-8).
- C. Scheduled games shall be postponed or canceled whenever school has been dismissed because of inclement weather or other emergencies.
- D. Scheduling of facilities, practice times and game times for both boys and girls shall be in keeping with applicable provisions of Title IX.

- E. Middle School Coaches are permitted to conduct summer clinics open to all interested students (at no charge) stressing fundamentals and conditioning for middle school students at their respective schools. Participation by students shall not be mandatory, or a prerequisite for making the next year's team. Clinics must be approved by building level principal.

#### 4. ADMISSION PRICES FOR SEASON ATHLETIC CONTESTS

- A. The following are admission prices to athletic events of the Fayette County Public Middle Schools:
  - i) Adult ticket - \$4.00
  - ii) Student ticket - \$2.00
  - iii) Children (under 6 accompanied by adult) - No charge
  - iv) Tournament Prices - Same As Regular Season
- B. Athletic events scheduled at facilities not owned or operated by Fayette County Schools will be subject to that facility's admission requirements. Fayette County middle schools may be prohibited from conducting athletic events at non-Fayette County facilities by the Middle School Director or designee if the following is determined:
  - i) Cost is unreasonable
  - ii) Facilities are unsafe
  - iii) Facilities are not properly supervised
  - iv) Travel to facility is hazardous or distance is extreme
  - v) Other valid reasons as determined by Middle School Director or designee
- C. Gold Cards issued to senior citizens by the Fayette County Public Schools are to be honored for free admission to any Fayette County Public middle school athletic function. All Kentucky high school and middle school coaches shall be admitted free but must present a valid KHSAA membership card. Cards may not be valid at non-Fayette County Public School sites.
- D. All Middle School personnel shall be admitted free to all middle school athletic events held at any Fayette County Public School.
- E. Fayette County Public Schools Middle Schools do not allow re-entry to athletic events.

#### 5. EMPLOYMENT OF GAME OFFICIALS

- A. Officials that are employed by the Fayette County Public Middle Schools shall be properly licensed by the Kentucky High School Athletic Association to officiate a regular scheduled contest.
- B. The coach or the principal of the school shall promptly notify the assigned officials whenever a contest is postponed or canceled.
- C. Coaches will formally discuss recommendations for officials for the following year at their postseason meeting. Coach's recommendations for any adjustments will be shared with the district level athletic director.

6. ELIGIBILITY REQUIREMENTS (The eligibility requirements set forth in this section are in accordance with the policies of the Fayette County Board of Education).

- A. Full-time student requirements - A student participating in or helping with the athletic program must be a full-time student enrolled in Fayette County Public Schools.
- B. The athletic participation form which includes: athletic physical examination, acknowledgment of risk, statement of hazard, parental consent and emergency permission form must be completed prior to try outs or any participation. Note: physical must be completed by a licensed physician and the physician has certified that the student is physically fit to try out, practice for, participate in, or help with interscholastic athletic contests. Athletic physicals are valid for one calendar year.
- i) NOTE: See appendix for proper forms to be used by all middle schools. These forms shall be provided to the schools (Appendix A) or may be downloaded from the Kentucky High School Athletic Association (KHSAA) website.
- C. Age Requirement - Any student who reaches the age of 15 prior to August 1<sup>st</sup> cannot participate in middle school athletics. Any student who reaches the age of 15 after August 1<sup>st</sup> shall not be allowed to participate on the B team.
- D. School Attendance District Residence Requirements – A student participant in the athletic program must be a bona fide resident in the school’s assigned attendance district. All students who request transfer to a school out-of-area must be eligible for such a transfer under the policies of the Board of Education and must apply for a transfer under such policies. Students granted an out-of-area transfer are ineligible to try out for, help with, or participate in the athletic program for 36 weeks.
- i) Students whose area assignment is changed by the Board due to redistricting shall be eligible for participation in all sports at the new schools without any period of ineligibility (Board policy 09.313).
- E. Academic Grade Requirements - Students in grades 6, 7 and 8 shall be eligible to participate in extracurricular activities when they have achieved a GPA for the preceding grading period that corresponds with the GPA established by the schools SBDM Council.

SPORT	ELIGIBILITY REQUIREMENTS
Football, Volleyball, <del>Girls Basketball</del> , Cheerleading/Dance	These sports will use the last grading period of the prior school year.
<b>Girls Basketball</b>	<b>This sport will use the 1<sup>st</sup> midterm of the current school year.</b>
Boys Basketball	This sport will use the first grading period of the current school year.
Track	This sport will use the third grading period of the current school year.

- i) Note: For incoming sixth graders for initial eligibility, students must have been promoted from grade five (5) to grade six (6), and be in compliance with all other guidelines and SBDM policies (prior to the first nine (9) weeks' grade report.

- F. Weekly Grade Check - All athletic program participants must have their grades checked weekly. Participants must maintain a GPA commensurate with the academic requirement set forth by the school's SBDM Council.
- G. Conduct Requirement - Satisfactory school conduct is required for participation in or helping with athletics. Requirements established for the middle school students can be found in Appendix M.
- H. Student Attendance – Student athletes must attend school the day of a contest in order to be eligible to participate, practice, or tryout. (Attendance must be at least ½ day. **An exception to this must be approved by the Principal).**
- I. Student in SAFE - Any student who has been **assigned** time in SAFE by an administrator is ineligible for practice or game play that day.
- J. Student Under Suspension - A student who is under suspension from school is ineligible for athletic practice or participation.
- K. Students Who Attend Specialty Schools and Alternative Programs where athletics are not available can participate in athletics at their district school if all requirements for participation are met.
- L. Practice for Ineligible Students - Students ineligible, for any reason, are not permitted to participate in practice sessions or athletic events during the period of ineligibility.
- M. Ejection/Suspension from Games - ***If a player and or coach is ejected from a game by an official, this will result in at least a two game suspension of the following regular scheduled games. If player or coach is ejected during the last game of the season, suspension will carry over into first game of the next season. A schedule will be submitted to the Director of Athletics and sports representative prior to the beginning of the season.***

## 7. CONDUCT OF PARTICIPANTS/HELPERS IN ATHLETIC EVENTS

- A. A student under suspension from the school (See Fayette County Public Schools' Student Code of Conduct) shall not be permitted to attend or participate in practice sessions or athletic events during the suspension period. (Appendix M)
- B. Any student using offensive and/or insulting language to another player or to an official in any athletic contest, or who has been ruled out of such a contest because of foul tactics, will be disqualified from athletic competition for such period as the principal may decide. When an official disqualifies a player, he/she shall report the disqualification to the coach. The coach shall report the disqualification to the principal. The principal must report the offense to the Middle School Director.
- C. A coach shall develop a set of brief written rules and regulations to be applicable to his/her team or activity so long as these rules or regulations are not in conflict with Athletic Guidelines, Board Policies, Regulations or Directives including the try out and selection process. A copy of any such rules and regulations must be approved by the principal and the appropriate sport representative. These rules and regulations shall be kept on file in the principal's office and with Middle School Director's Office. After approval any rules, regulations and penalties shall be distributed to the athletic participants/helpers and their parents. A copy of these team rules must be sent to the Middle School Director or designee along with all athletic team rosters.

- D. In enforcing any rules and regulations which result in disciplinary action, suspension or expulsion from a team, a written statement setting forth the actions and reasons for such action shall be provided to the student and their parents. This statement shall carry the signature of both the coach and principal. A conference with the parents may be held in conjunction with the disciplinary action. Parents requesting a conference must be afforded one.

8. ATHLETIC SEASONS

- A. The beginning and end of the athletic season for each sport is set forth in the specific provisions for each sport in Section II of the Athletic Guidelines.

9. OUT OF SEASON CONDITIONING PROGRAM

- A. Out of season conditioning programs are prohibited in the middle school during the school year.

10. PRACTICE SESSIONS

- A. Organized team practice sessions may only be held during the season for a particular sport. Practice sessions on days that schools are closed for students (including Saturdays, Professional Development and Record Conference Days) must have prior approval of the building level principal. No practice session are permitted in any Fayette County Public School on Sunday and the following holidays: Thanksgiving Day, Christmas Day, New Year's Day, ~~Martin Luther King Jr. Day, and Presidents Day~~. Any exceptions for practice must have prior approval of building level principal and the ~~Middle School Director~~ **school's Director**.
- B. Practice sessions are outlined in specific provisions for various sports and the practice session is defined as a period of time spent in instructing for or trying out and/or preparing for competitive athletic events. Any practice session must include and may only be held when there exists: structured, organized practice activities and the direct supervision of a coach.

11. SCRIMMAGES - see sports specific scrimmage information.

12. PRACTICE FACILITIES - equity and safety should be a priority when allotting practice time for athletic teams.

13. AWARDS POLICIES

- A. The provisions for distributing awards to middle school athletic participants are left to the discretion of the school.
- B. If awards are given, the school shall have a written set of clearly defined criteria that is fair and just for the student athletes and the awards shall have little or no monetary value. A copy of the award criteria must be sent to the ~~Middle School Director~~ **Principal** or designee prior to the end of the applicable athletic regular season.
- C. Awards shall be presented as soon as possible after the completion of each season.
- D. Injuries that occur while the athlete is participating in a school sport shall not necessarily exclude him or her from receiving an award.

- E. Post season 1<sup>st</sup> and 2<sup>nd</sup> place trophies will be ~~provided~~ **presented** for regular season winners and 1<sup>st</sup> and 2<sup>nd</sup> place trophies will be provided for post-season tournament “A” and “B” team winners.
- i) Football, basketball, volleyball, and track
  - ii) Track and field will provide a 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place trophy along with selected ribbons for individual event winners, etc.
  - iii) Dance teams and cheerleaders will receive trophies and awards via Showcase participation

#### 14. SAFETY AND FIRST AID PROCEDURES

- A. School administrators and coaches shall strive to see that athletics provide a safe, healthy experience for participants and helpers and shall take appropriate measures to minimize the number and degree of seriousness of athletic injuries. The following safety procedures are essential: Safety Procedures for Athletics
- i) **It is mandatory that** all coaches must be certified in CPR, **complete** First Aid/ ~~and~~ AED **training, and the online KHSAA Safety Training course**. Contact the Office of Risk Management and Safety to schedule training. ~~All coaches must take complete the online KHSAA Safety Training.~~
  - ii) Always stress safety.
  - iii) Require players to warm up thoroughly before participating, and to cool down thoroughly after participating.
  - iv) Stress safety in teaching techniques and elements of play.
  - v) Analyze injuries to determine their cause and attempt to formulate ways to prevent such injuries in the future.
  - vi) Discourage the use of tactics and techniques that lead to injuries.
  - vii) Structure and plan practice sessions carefully and see that they are neither too long nor too short.
  - viii) Provide adequate protective equipment. Careful attention shall be given to proper fitting and adjustment of equipment.
  - ix) Equipment shall be properly maintained and not altered in any way.
  - x) Players and coaches shall be thoroughly knowledgeable of the rules of the game.
  - xi) Stress that athletes or parents should always inform the coach of any injury.
  - xii) The coach is responsible for creating an atmosphere that motivates fair play, self-control, consideration for others and proper conduct in all situations.
  - xiii) Provide paramedic or athletic trainer coverage at each football and basketball home game to assist coaches/players with training/medical emergency needs.
  - xiv) Emergency numbers shall be available for immediate use. Along with name and addresses of participants along with medical conditions, drugs the student may be allergic to. This can be kept in the first aid kit. Coaches must have a copy at all times.
  - xv) Participants or helpers who have had injuries should be checked very carefully before being allowed to participate, practice or play. Athletes with injuries who have been treated by a physician must have the physician's written permission before being permitted to participate, practice or play.
  - xvi) Student shall not share water or drink after one another when using water bottles.

- xvii) All activity shall be immediately suspended in the event of thunder and/or lightning or threat thereof by the head coach or principal of the home team.
- xviii) Each team shall provide a first aid kit stocked with basic first aid supplies.

**B. First Aid Procedures for Athletics**

- i) The Student Accident Information Form (Appendix B) shall be completed on all athletic connected injuries. One (1) copy shall be kept on file in the school and the other copies shall be sent to the Office of Risk Management and Safety.
- ii) All injuries shall be inspected thoroughly and if there is the slightest question in regard to the degree of injury always treat the injury as serious.
- iii) Precautions shall be taken for excessive heat during practices and games. This is particularly important for summer or hot weather activities. Coaches shall be aware of and take measures to prevent heat exhaustion, heat stroke and other related injuries. (Appendix F and G.)
- iv) First aid treatment and care shall, whenever possible, be administered only by properly trained personnel.

**C. Proper Handling and Disposal of Bloodborne Pathogens**

- i) Know where the red bag location is in your school. Always use gloves when treating someone who is bleeding. Clean the blood with the gloves on then place all of the material in the red bag (including the gloves). Either give the bag to the head custodian or call Risk Management and Safety and they will come and pick it up. It must go to BFI to be incinerated. Try to minimize custodians so as not to put them at risk. Keep plastic bags in the first aid kit to use until you get back to school and then place everything in the red bag. All coaches must be trained in Blood borne Pathogens safety by the Department of Risk Management and Safety.

**D. Procedures/Medical Evacuation Plan for Serious Injury**

- i) Survey the accident scene
- ii) Remain calm
- iii) Check for the following:
  - (1) Breathing
  - (2) Bleeding
  - (3) Choking
  - (4) Check whether victim is conscious or unconscious
- iv) Send for Help
  - (1) Call for ambulance or rescue squad (911)
  - (2) Report injury to administration
  - (3) Administration will call parents
  - (4) A school official/coach should accompany victim to hospital
- v) Render First Aid
  - (1) Keep victim calm and immobile until medical help arrives
  - (2) Try to make victim as comfortable as possible
  - (3) Administer to injury within the boundaries of your knowledge and capabilities.
  - (4) Treat for shock



- vi) Fill out the Student Accident Information Form (Appendix B). Also located in Red Notebook or on Fayette County Public Schools' website. Include detailed information on the Student Accident Information Form and attach additional pages if needed.
  - (1) Documentation of all procedures is very important. File documentation with principal's copy of the Student Accident Information Form (Appendix B).
  - (2) **REMEMBER** you should administer first aid within your capabilities. Treat all injuries as serious.
  - (3) For media inquiries, contact Fayette County Public Schools' Office of Communications.

#### 15. DEPARTMENT OF LAW ENFORCEMENT

- A. Personnel of the Department of Law Enforcement shall be present at all athletic events for which the Board of Education provides security personnel and those other events designated by the principal in order that adequate protection will be available to control and supervise before, during and after such events. (See Appendix C, D & E.)
- B. At the beginning of the school year, the administration of the middle school shall contact appropriate personnel of the Division of Law Enforcement to discuss the duties, responsibilities, and procedures for crowd control when it is anticipated that there will be a large attendance at athletic events. (See Appendix C, D & E.)
- C. The Director of the Department of Law Enforcement will assign appropriate levels of officer coverage at both the high school and middle school athletic events. The assignments will be based on collaboration with School Administration, Athletic Directors, and school law enforcement officers.
- D. Requests are to be received at Department of Law Enforcement Headquarters, Fayette County School's Central Office Building, ten (10) school days in advance of activity date to assure proper scheduling and officer availability.

#### 16. PROCEDURES FOR ATHLETIC COMPLAINTS

- A. All complaints shall be directed to the school principal. When a complaint is filed it must be in writing and signed by the complainant and be relative to any phase of the athletic program, a conference between the complainant and the principal shall be held. The principal shall promptly address the complaint in writing. If the complainant deems the principal's response unsatisfactory, he or she shall be advised that the response can be appealed in accordance with the appeals procedures established in Board of Education policy.

#### 17. RESPONSIBILITIES OF ATHLETIC COACHES

- A. The responsibilities of the head coach are outlined in Appendix I.
- B. The responsibilities of the assistant coach are outlined in Appendix J.

18. RESPONSIBILITIES OF MIDDLE SCHOOL PRINCIPALS FOR ATHLETIC PROGRAMS

- A. The responsibilities of the middle school principal for the athletic program are outlined in Appendix K.

19. NON-PARTICIPATION OF PUPILS IN GRADE 5 OR BELOW ON MIDDLE SCHOOL ATHLETIC TEAMS

- A. Pupils in grade 5 or below cannot participate in middle school or high school athletics programs.

20. PARTICIPATION OF PUPILS IN GRADES 6, 7 AND 8 ON HIGH SCHOOL ATHLETIC TEAMS

- A. Students only in grades 6, 7 and 8 are eligible to try out for a high school team if they meet all Kentucky High School Athletic Association (KHSAA) requirements and provide the following documents to the high school athletic director:
- i) Completed Physical Form
  - ii) Signed Parent Permission Form
  - iii) Grade report from the prior school year, indicating that passing grades were received in eighty percent (80%) of all classes taken.
  - iv) Current grade report indicating, that passing grades meet the middle school or high school Grade Point Average (GPA) requirement (the higher requirement will be used) to be eligible to participate at the high school.
  - v) Middle school game and practice schedule, if applicable.
- B. Athletic Directors shall maintain a file for the school year of the items listed in Item A above for each middle school student participating on a high school team.
- C. Pupils in middle school shall at no time be absent from any part of the school day to participate with a high school team other than district, regional, or state competition or with prior approval of the middle school principal.
- D. Athletic participation for students in grades 6, 7 and 8 is categorized as sports offered at both middle school and high school (Football, Volleyball, Basketball, Track\*), team sports offered only at the high school (Baseball, Softball, Soccer) and individual sports offered only at the high school (Cross Country, Swimming, Golf, Tennis, Track\*).
- i) ~~A student who participates at both the middle school and high school in a sport offered at both schools will only be allowed to participate in one level (freshman, junior varsity or varsity) at the high school in addition to participation in the middle school sport.~~
  - ii) ~~A student who participates in a team sport offered only at the high school will be permitted to participate in two levels (freshman, junior varsity or varsity) at the high school.~~
  - iii) A student's participation in an individual sport offered only at the high school will be determined by that student's ability to exhibit a performance level which will enable the student to compete in a meet and/or match depending on KHSAA's definition of event.

- iv) Track offered at both middle school and high school and having a performance level to participate in a KHSAA sponsored event is an exception allowing middle school students to participate at both middle school and high school.
- E. Initial eligibility and weekly grade checks shall be the responsibility of the high school athletic director for as long as the middle school student participates on the high school team.
  - i) Athletic director shall give a list of middle school students participating at the high school level to the participating middle school students' principals.
  - ii) Middle school principals or designee shall send current weekly grades of each participating athlete to the high school athletic director. The high school athletic director shall use the higher weekly grade requirement (middle school or high school) to determine the eligibility of middle school students participating in high school athletics.
  - iii) Middle school principals or designee shall notify the high school athletic director of any disciplinary action taken against a middle school student participating at the high school. The high school athletic director shall enforce the disciplinary action taken against the middle school student as it pertains to participation at the high school level.
  - iv) High school athletic director shall notify the middle school principal of any disciplinary action taken against a middle school student participating on a high school athletic team.
- F. Athletic Directors of Fayette County encourage all middle school participants to first honor middle school athletics.
- G. High School Athletic Directors cannot deny participation to 7<sup>th</sup> and 8<sup>th</sup> graders on high school teams pursuant to KRS.156.070 (subsection 2.c).

## 21. CANCELLATIONS AND POSTPONEMENT OF GAMES

- A. When schools are closed because of inclement weather, or other emergencies, all regular scheduled and/or play-off games are postponed and/or canceled.
- B. All regular scheduled and/or play-off games scheduled on high school fields may be canceled, postponed, or relocated due to weather, scheduling conflicts or other valid reasons. When changes are made, the affected schools shall be notified by the Fayette County Public Schools sports representative.

## 22. PENALTY FOR VIOLATIONS OF ATHLETIC GUIDELINES

- A. Any violation of these athletic guidelines by any principal, coach, or player shall result in disciplinary action. The disciplinary action shall be determined by the severity of the violation(s). Any report of violation(s) shall be in writing. The report shall be investigated by the appropriate sport representative, Athletic Council and the Middle School Director.
- B. All recommended penalties and sanctions for schools, coaches, and other staff personnel for violations of the athletic guidelines, competitive rules, exhibiting unprofessional or unsportsmanlike behavior will be ultimately determined by the Middle School Director. The Director may ask the Middle School Athletic Council to review violations, etc., in an effort to determine the facts or severity of a violation.

- C. Penalties may include but will not be limited to the following:
  - i) Letter of warning or reprimand
  - ii) Forfeiture of game
  - iii) Suspension of team from one or more regular season games
  - iv) Suspension of coaching privileges
  - v) Termination of coaching privileges

## 23. TEAM SELECTION

- A. Each team shall devise a team selection plan that shall be filed with each school principal and the Middle School director. Each coach is accountable for carrying out the school selection plan.

## 24. COACHES CODE OF ETHICS

- A. Guidelines have been developed to enhance the image of the coach in performing his/her duties with the athletic program. Each coach shall sign the code of ethics and place on file with and with the sport specific representative (Appendix P).

## 25. TEAM ROSTERS

- A. Each team must send player rosters after team selection to the school's principal, and the sport specific representative. Team rosters must be submitted one week prior to the first regular season contest in order for teams to be eligible for play. Sports specific representatives will collect all rosters, then distribute to all coaches. The sports specific representative will submit a list of all schools/teams not meeting the specified deadline for submission of rosters to the district level Athletic Director. Rosters will be sent to all coaches before the beginning of the tournament.
- B. **See Section II for specific roster requirements**

## 26. ATHLETIC REIMBURSEMENT TIMELINE

- A. Requests for reimbursement of expenses pertaining to athletics and incurred during the 1<sup>st</sup> semester of school must be submitted to the District Athletic Director's office not later than the last attendance date for the first semester.
- B. Requests for reimbursement of expenses pertaining to athletics and incurred during the 2<sup>nd</sup> semester of school must be submitted to the District Athletic Director's office not later than the first Monday in May.
- C. All reimbursements to schools and individuals for athletic related expenditures must be submitted to the Middle School Director. Reimbursement requests will be reviewed and approved in accord with Fayette County Board of Education policies governing disbursement of district funds.
- D. Reimbursements will be made once per semester or before the district's June cutoff date for disbursing funds out of the current school year budget.

27. TRAVEL

- A. See FCPS Trip Policy for specific guidelines and expectations —~~will be posted online August 2014~~
- B. **Coaches shall be knowledgeable of Fayette County Public Schools' Board of Education Policies (09.36)**