

## **Athletics Program Procedures**

### **GENERAL PROVISIONS**

All middle schools' and high schools' athletic competition shall be governed by the constitution, by-laws and rules of the Kentucky High School Athletic Association, (KHSAA) and the Board.

All coaches, to include cheer, archery, bass fishing, and dance, shall annually provide written rules, regulations and consequences for their team/squad to their Principal and athletic director.

All participants in athletics must have student accident insurance or other sufficient medical coverage as verified by the Principal to protect said student in case of injury.

All participants, both high and middle school must have on file in the school's office, a copy of a valid physical exam which indicates they are physically able and cleared to participate in the various athletic programs offered by the school. The exam must be completed annually. Parents/students must sign all parts of the KHSAA parental permission form in order to participate.

The number of coaches, paid or non-paid, shall be set by the Board. All persons who work with students in any capacity are to be either certified or para-professional personnel. Certified personnel are encouraged to assist the Principal in filling coaching vacancies that exist anywhere throughout the sports program prior to seeking a para-professional. Coaches are classified as follows:

Level 1 (KHSAA defined)

Level 2 (KHSAA defined)

### **ATHLETIC COACHES EMPLOYMENT AND SALARY**

The head, as well as all assistant coaches in all sports operated under the KHSAA shall be duly employed by the Board and their entire salaries shall be paid by the Board (KHSAA By-law 27).

The head coach in any sport is responsible to the athletic director for the total operation of that sport to include supervision and direction of assistant coaches. The head coach should recommend the re-employment of an assistant and shall evaluate the performance of coaching duties. The Principal of the school shall have the final authority to recommend all coaches for employment/re-employment.

No sport shall be added to any school's athletic program except by authorization of the Board. Failure to do so will result in elimination of a program.

A full-time administrator or an athletic director may hold an active coaching position with written approval from the Superintendent.

Funds generated by any type of concession activity operated by a school group related to any program or event or activity conducted, sponsored or endorsed by the Board or any of its agencies, shall be under the control and supervision of the Principal and said funds shall be accounted for and reported to the Principal by the agency concerned with the generation of said funds, with records being kept according to the Department of Education Uniform Program of Accounting.

**Athletics Program Procedures****ATHLETIC COACHES EMPLOYMENT AND SALARY (CONTINUED)**

The admission price for all athletic events in each school shall be subject to prior approval of the Board.

Admission prices for tournaments which involve schools outside the District shall be determined by the Principals of the participating schools.

**SENIOR HIGH SCHOOL PROGRAMS**

The high school athletic program shall consist of the following approved KHSAA sports and staffing:

	Head	Assistants (Board)	Assistants (Boosters)	Assistants (Volunteer)
Football	1	7	2	3
Basketball (Boys and Girls)	1	3	2	2
Soccer (Boys and Girls)	1	2	2	2
Baseball/Softball	1	3	2	2
Track (Boys and Girls)	1	2	1	1
Tennis (Boys and Girls)	1	0	1	1
Golf (Boys and Girls)	1	0	1	1
Swimming/Diving (Boys and Girls)	1	2	1	1
Cross Country (Boys and Girls)	1	1	1	1
Volleyball	1	3	2	2

**PROGRAMS APPROVED BY THE BOARD**

	Head	Assistants (Board)	Assistants (Boosters)	Assistants (Volunteer)
Powerlifting	1	3	1	1
Cheerleading	1	2	1	1
Dance	1	1	1	1
Archery	1	1	1	2
Bass Fishing	1	0	0	0

No alterations to coaching increments are to be made. Coaching increments are set by the Board and included on the salary schedule. All teams must be fully funded by the school. Boosters may be used to fund part of the cost of the athletic program.

**Scheduling**

Varsity, J.V., and freshmen schedules will be in accordance with KHSAA rules.

All practices shall take place on approved courses or on the school grounds. No practices, either team or individual, shall be conducted on public streets or roadways.

Refer to Policy 9.3 for scheduling on Wednesdays and Sundays as well as inclement weather days.

**Athletics Program Procedures****CHECKOUT AFTER BALL GAMES/EVENTS**

The following guidelines are to be followed as the checkout procedure for all athletes in the District after away games/events.

1. Athletes/participants will be allowed to have four (4) persons on his/her checkout list. This would include the two (2) parents/legal guardians and up to two (2) additional persons.
2. All persons checking out a student must be twenty-five (25) years of age or older.
3. The parents/legal guardians of the student must come to the high school and complete their list of designees prior to the beginning of a sports or activity season.
4. Once the names are submitted to the school and are on file, the names on the checkout list cannot be changed until a new year/season begins.
5. If a coach requires all student participants to ride the bus home from an activity, he/she must give the parents/legal guardians adequate notice. This notice must be given prior to the day of the activity.
6. If a player is NOT signed out properly, they will be required to ride the bus back to the school for the remainder of the season.

**ATHLETIC DIRECTOR**

The District has employed an athletic director at each high school to administer various athletic programs according to the rules and regulations of KHSAA and the Hopkins County Board policies. The athletic director shall have the management of the athletic programs and perform such other duties pertaining to athletics as assigned by the Principal. The director shall:

1. Advise the head coach in recommending the coaching staff.
2. Be the purchasing agent and account for all athletic equipment and supplies for the high school and responsible for maintaining a balanced budget.
3. Complete athletic schedule to ensure that all athletes comply with six (6) hour school day. [Travel time to regular season athletic contests shall be outside six (6) hour day.]
4. Schedule athletic events and arrange for necessary transportation.
5. Help supervise the events.

**Attendance at Tournaments or Clinics**

Head coaches of basketball will be eligible to attend the KHSAA State Basketball Tournament. Each of these head coaches may attend only his/her respective tournament. Funding for this will be borne by the School "Athletic Fund" with the exception of the substitute teacher, if required.

One assistant basketball coach may attend one (1) day of the KHSAA State Tournament with the Board paying for the substitute that day. Funding is the same as for the head coach through the school "Athletic Fund."

**Athletics Program Procedures****ATHLETIC DIRECTOR (CONTINUED)****Attendance at Tournaments or Clinics (continued)**

The head coach of football and one (1) of his assistants may attend one (1) day clinic or play-offs with the Board paying a substitute for that day. Funding for this will be borne by the school's "Athletic Fund" with the exception of the substitute teacher, if required. Attendance at clinics by any other head coaches must be coordinated through the Superintendent/ designee.

**Funding**

Funding of athletic programs is the responsibility of the school concerned. All athletic programs shall be operated so they are self sufficient and annual cost not to exceed revenues available. Transportation for athletic programs shall be in accordance with the same policies that apply to field trips. Payment shall be paid monthly.

The following conditions shall be met by each high school's athletic department and the director shall present, by August 1<sup>st</sup> of each year, the following:

1. A detailed list by sport of all outstanding debts and obligations.
2. A detailed list of all estimated revenue and all estimated expenditures for athletic revenue producing activities for the entire school year.
3. A detailed inventory of all equipment on hand shall be made and presented to the Board during the month of August. This inventory is to show data acquired life expectancy, replacement schedule, and individual responsible for the security of each item of equipment. Additional equipment items purchased are to be added to the inventory as equipment is bought. A second inventory is to be made at the close of the year and differences in the two (2) inventories must be reconciled. The athletic director must appear before the Board to explaining major differences.
4. Budget allocations must cover all basic operational requirements for each sport. For example: officials, travel, scorers, gatekeepers, etc. The Principal/designee of each high school shall prepare a budget of his/her athletic programs for approval by the Board. When funds are available within a school's athletic account, the Principal may, when circumstances justify, make purchases in excess of the yearly budget, upon prior approval of the Superintendent. Any receipts in excess of those projected for the year must be carried over and reflected as a balance in the following year's budget.

**MIDDLE SCHOOL AND HIGH SCHOOL TEAMS****High School Teams**

- Follow KHSAA Bylaws
- No 6th Grade students

**Athletics Program Procedures****MIDDLE SCHOOL AND HIGH SCHOOL TEAMS (CONTINUED)**

Middle School Teams- (Excluding Dance, Cheer, Basketball, Football, and Archery which will fall under the District's established middle schools)

- No 5th Grade Students
- No 6th ~~or 7th~~ Grade Students playing up for High School Teams
- 7<sup>th</sup> and 8th Grade follow Athletics Program Procedures listed below (Middle School Participation in High School Athletics)
- Each Principal or designee shall determine each year which athletic teams will have a middle school team and submit in writing before official KHSAA season starting dates (Examples: July 15, October 15, February 15) to the Facilities Director.
- Each Middle School Team will be funded by its designated attendance area High School
- Transportation will be funded by the designated attendance area High School
- Coaches must be used from allotted coaching allocations for each sport.

The Board Shall:

- Establish Middle School Teams for all sports that are established at District high schools that have not previously been established.
- Approve team: Madisonville North Middle School Teams (excluding Dance, Cheer, Basketball, Football, and Archery which will fall under the District's established middle schools).
- Approve team: Hopkins County Central Middle School Team (excluding Dance, Cheer, Basketball, Football, and Archery which will fall under the District's established middle schools).
- Approve District's attendance area High School Principal and AD to govern the middle school athletic teams in their attendance area (excluding Dance, Cheer, Basketball, Football, and Archery which will fall under the District's established middle schools).
- Establish Each Middle School Teams Limitation of Seasons.
- Establish Eligibility

**Athletics Program Procedures****MIDDLE SCHOOL PARTICIPATION IN HIGH SCHOOL ATHLETICS**

Students at the middle and elementary level may participate at the high school level using the following guidelines:

1. Students must play for the high school in their designated attendance areas.
2. If a student wishes to participate for a high school outside their designated attendance area, they must be attending the middle school that directly feeds that high school only - James Madison + MNHHS, South Middle = HCCHS; since BSMS and West have students that feed to both high schools, their participation will go back to guideline #1.
3. Students below the 7<sup>th</sup> and 8<sup>th</sup> grade may not participate on high school teams if their middle school has a team in that sport/activity.
4. All pupils in grades 7-8 in the feeder pattern of a KHSAA member school may play on the high school varsity team if that participation is not in conflict with ineligibility for repeating students, and the time so played shall not be counted on the four (4) year (eight (8) semester) limit. Students enrolled below grade seven (7) may not play on a high school team at any level. EXCEPTION: A student below grade nine (9) may not participate on the varsity team in contests in the sports of football or soccer.
5. 7<sup>th</sup> and 8<sup>th</sup> grade students who “play up” on a high school team will not be allowed to continue participating on the middle school team in that sport/activity during the same season.
6. Any elementary or middle school student who plays/participates at the varsity level will have to sit out for one (1) year if he/she transfers to another high school without a bona-fide change in attendance district residence and KHSAA eligibility approval.
7. Students in middle and elementary schools may participate in high school athletics if the student shows the mental and physical maturity needed to participate at this level. Such request must be made in writing to the high school and middle/elementary school Principals. The determination will be made by the coaches, athletic directors, and Principals from the middle and high school and approved by the Superintendent or designee.
8. They must also maintain the eligibility requirements of middle school to participate at both high school and middle school levels.
9. Middle school athletes who participate at the high school level would also be under the authority of the KHSAA and all rules and regulations shall apply.

**Athletics Program Procedures****COACHES**

Coaches are not to visit or call the homes of elementary and middle school students regardless of high school attendance area, who they believe are potential athletes. Coaches will only visit schools on the designated date determined by the high school athletic directors and the middle school administrators. At that meeting, coaches may meet with potential athletes from their attendance area only. The Principal or designee of the middle schools, high school coaches, and athletic directors must be present at this annual informational meeting. Coaches are not to make comments to students about “coming to my school,” “playing for my team,” “providing transportation,” etc., whether it is said in a serious manner or made in jest. Head coaches are accountable for their assistant coaches, volunteers, etc.

Booster parents and parents of other students are not to influence potential athletes or their parents by talking with them, calling them, or visiting their home for the purpose of recruitment.

If a Principal, athletic director or coach has the knowledge of any recruiting violation; she/he must notify the Superintendent’s designee responsible for athletics immediately.

No middle school coaches at Browning Springs or West Hopkins Middle Schools may coach in the same sport at the high school level.

**CHEERLEADERS/DANCE**

1. Selection of cheerleaders/dancers shall be made on the basis of ability and in accordance with published guidelines adopted by the school.
2. Tryouts must be announced and publicized at least two (2) weeks in advance to all students, including feeder schools, and must be open to both boys and girls. Students will be required to try out in the spring at the school location to which they are assigned for the next school year.
3. Eligibility standards will be determined by the KHSAA eligibility regulations for high school. Middle school cheerleaders/dancers shall follow eligibility requirements for middle school basketball.
4. A coach shall be employed by the Hopkins County Board and attend all events which involve cheerleaders/dancers.
5. The number of cheerleaders/dancers will be determined by the individual needs of the school prior to tryouts.
6. Each school will provide a clinic prior to tryouts for all students interested in cheerleading/dancing.
7. Cheerleader/Dance squads shall abide by all rules and regulations set forth by KHSAA and Kentucky Association of Pep Organization Sponsors (KAPOS).

**Athletics Program Procedures****CHEERLEADERS/DANCE (CONTINUED)**

8. Local school responsibilities:
  - a. Mode of transportation used for athletic teams shall also be used for cheerleaders/dancers.
  - b. It is recommended that cheerleader/dance coaches be provided a Kentucky Coaching Association pass.
  - c. Each school is to go over the selection process with the Superintendent or his/her designee prior to selection of cheerleaders/dancers.
  - d. The cheerleader coach may select a competition team from the cheerleaders who demonstrate the highest skills, cooperative spirit and positive attitude.
  - e. Elementary school, K-5 are not authorized a cheerleading squad.

**CHEERLEADING/DANCING CAMPS - HIGH/MIDDLE SCHOOL**

1. Attendance of school squad shall be at the discretion of the school Principal and shall be school sponsored and funded at no expense to the Board. Any attendance at a camp will be paid for by a booster club or the individual concerned, and attended in accordance with KHSAA regulations. No team or squad member shall be required to raise funds as a condition of going to camp. A squad may conduct a maximum of twenty (20) hours practice prior to attendance to camp. These twenty (20) hours must be scheduled within the two (2) week period immediately prior to the first day of camp.
2. Cheerleader/Dancer competitions shall be limited to those competitions sponsored by KAPO, YMCA, and KHSAA and any contest which might be a part of camp activities. The squad may advance to National.
3. Squad will be disbanded at the end of the final game.

**MIDDLE SCHOOL INTERSCHOLASTIC ATHLETICS****General Provisions**

1. The Principals of the middle schools are responsible for all athletic programs including adequate supervision of all events. They shall meet annually in the spring prior to the close of school to do the following:
  - a. Schedule games
  - b. Recommend the price of admission and official's fees for all games
2. Each student, prior to trying for a place on a middle school athletic team, shall provide an annual medical examination performed and signed by a physician, physician assistant, advanced practice registered nurse, or chiropractor (if performed within the professional's scope of practice), for each student seeking eligibility to participate in any school athletic activity or sport using the form approved for use at the high school level.



**Athletics Program Procedures****CHEER AND DANCE**

All competitions and practices must end on or before February 15 each year unless the team qualifies for state competition in which case they may participate through February 28. A one (1) week clinic and tryout period may be designated during the spring of each year. A student is only allowed to tryout out at the middle school he or she attends. Practices not in accordance to camp rule, must not begin before two (2) weeks prior to the start of the school year.

**SUMMER CAMPS**

Each middle school team/squad may attend one (1) team (summer) camp. A squad/team may conduct a maximum of twenty (20) hours practice prior to attendance to camp.

**Student Eligibility Regulations**

To be eligible, a student:

1. Must be enrolled in the school for a period of one (1) week prior to the athletic contest.
2. Must be passing all classes with a grade of D or better to participate weekly.
3. Must not be on disciplinary probation.
4. No student enrolled initially in grade (5) through grade (8) who is repeating a grade for any reason be eligible to compete in interscholastic competition involving students enrolled in grades six (6) through eight (8) while repeating a grade.
5. A student who turns:
  - a) Fifteen (15) years of age prior to August 1 of the current school year shall not be eligible for interscholastic athletics in Kentucky in competition against students exclusively enrolled in grades eight (8) and below
  - b) Fourteen (14) years of age prior to August 1 of the current school year shall not be eligible for interscholastic athletics in Kentucky in competition against students exclusively enrolled in grades seven (7) and below
  - c) Thirteen (13) years of age prior to August 1 of the current school year shall not be eligible for interscholastic athletics in Kentucky in competition against students exclusively enrolled in grades six (6) and below.
6. Must have on file a medical examination report certifying the pupil is physically able to take part in athletic contests before practicing.
7. Alternative School Students shall not be allowed to participate.

**Athletics Program Procedures****INSURANCE**

All students shall furnish the school with signed parental/guardian forms to participate and also evidence of insurance coverage or waiver.

**MIDDLE SCHOOL INTERSCHOLASTIC FOOTBALL****General Provisions**

1. The Principals of James Madison Middle School, Browning Springs Middle School and South Hopkins Middle School are responsible for the football program.
2. The teams may begin practice two (2) weeks prior to the first day of the school year. Players must practice a minimum of ten (10) times before playing their first game. Players are not to practice in pads until after three (3) days of practice, but may use helmets for safety reasons.
3. The teams play no more than eight (8) regular season games.
4. The schedule will not conflict with the varsity football games.
5. The regular season must end on or before October 14 unless the team qualifies for state competition in which case they may participate through October 31.
6. All equipment must meet the standards set by the National Federation.
7. Each team will be authorized to have one (1) head coach and two (2) assistants.
8. Middle school responsible for conducting a middle school football program is authorized to have one (1) school-wide fundraiser for the purpose of funding the football program.

**MIDDLE SCHOOL INTERSCHOLASTIC BASKETBALL****General Provisions**

1. The Principals of James Madison Middle School, Browning Springs Middle School, South Hopkins Middle School, and West Hopkins Middle School are responsible for the basketball program.
2. All games and practices must end on or before February 15 each year unless the team qualifies for state competition in which case they may participate through February 28. Practice may not begin before Labor Day except for a one (1) week tryout period that may be held prior to that date. Middle school athletes playing in a Fall sport shall have an opportunity to try out for basketball after the Fall sport is concluded.
3. The teams may play no more than twenty (20) games excluding WKAC Tournament and (1) one Invitational Tournament.
4. The schedule will not conflict with the varsity basketball games between HCCHS-MNHHS.

**Athletics Program Procedures**

**General Provisions (continued)**

5. Each team will be authorized to have one (1) head coach, one (1) assistant coach, and one (1) head 6<sup>th</sup> grade coach.
6. Middle school responsible for conducting a middle school basketball program is authorized to have one (1) school-wide fundraiser for the purpose of funding the basketball program.