



**POWELL COUNTY ATHLETIC DEPARTMENT**

**2022-23**

**COACHES HANDBOOK AND PROCEDURE GUIDE**

# POWELL COUNTY ATHLETIC HANDBOOK

## 2022-23

### Introduction

The Powell County Athletic Department conducts an extensive interscholastic athletic program. Participation on an athletic team is encouraged for all students. Sports participation develops student skills in teamwork and goal setting, and assists in physical and mental development. The spirit of cooperation and sportsmanship add immeasurably to the personal development of student athletes. The Athletic Director, Principals, and Coaches provide the leadership and direction of the athletic program. The KHSAA Handbook Rules and Regulations is the guiding policy maker for all athletes and sport programs.

### Athletic Department – Goals

1. To demonstrate to student athletes that real, lasting satisfaction comes not so much from “winning” per se’ as from doing the job to the best of your abilities.
2. To demonstrate to student athletes that as individuals they are capable of achieving more than they think they are capable of achieving.
3. To provide student athletes with the opportunity to experience a feeling of self worth and to develop self-confidence.
4. To provide student athletes with the opportunity to gain experience in problem solving and decision-making.
5. To provide student athletes with the opportunity to engage in organized activities with other students whose background may be dissimilar.
6. To demonstrate to student athletes the opportunity to experience both winning and losing. Students should come to the understanding that losing provides opportunities to learn, setting the stage for future winning.
7. To provide student athletes with the opportunity to experience working as a member of a team in order to achieve a goal, and in the process, learn that cooperation and competition are not mutually exclusive concepts.
8. To provide student athletes with the opportunity to exemplify good sportsmanship as a means for learning good citizenship.
9. To provide student athletes the opportunity to experience self-discipline, sacrifice, and dedication as means of achieving goals.
10. To provide student athletes the opportunity to engage in competitive experiences, across different sports, in an acceptable manner.

### Powell County Athletic Policy

The philosophy of Powell County Athletics is to promote student commitment to activities which develop self discipline, good citizenship, team membership, the search for personal excellence, self worth, improved decision making, and a commitment to the principals of good health and fitness.

## Sports Offered at Powell County High School

Football – Baseball – Cheerleading – Softball – Basketball (Boys & Girls)  
Girls Volleyball – Golf (Boys & Girls) – Cross Country (Boys & Girls)  
Track & Field (Boys & Girls) – Soccer (Boys & Girls)

### **Bylaw 1 – Substance Abuse**

Any athlete caught under the influence or in possession of a controlled substance or alcohol (including performance enhancing drugs) will be dismissed from athletics a minimum of two weeks, if at school or a school sponsored activity, he or she will follow guidelines of the Powell County High School Student Handbook. The athlete and his or her parent/guardian may request a conference with the Head Coach, Athletic Director and the Principal at which time the reinstatement process will be discussed. To be considered for reinstatement, a student athlete must complete a program as prescribed by the Athletic Director and Principal.

Athletics play an important in our society and athletes should be responsible for their own actions on and off the playing fields/courts. The Powell County Athletic Department will not tolerate, under any circumstances, the use of alcohol, non-prescribed drugs or performance enhancing drugs by any athlete.

### **Bylaw 2 – Equipment** (Includes: practice gear, uniforms, warm ups, and any issued equipment)

Immediately after the season, each athlete is responsible for returning his or her equipment to the head or assistant coach. The athlete will not be allowed to participate with any other team until the equipment is returned or paid in full. The coach will give the player and parent/guardian a form to sign, stating that the student and parent/guardian are responsible for the return of equipment. If equipment is not returned, the student and parent/guardian will be responsible for the cost of replacing the equipment.

### **Bylaw 3 – Quitting a Team**

1. Only the A.D. or Head Coach (of the sport the player quit) may reinstate an athlete who quits an athletic team.
2. Any athlete who quits a sport is responsible for returning any and all equipment assigned to him or her.
3. After two weeks of the first official practice period, a player who quits a team may not practice with another team without obtaining release from the A. D. or head coach of the sport he or she has departed.
4. The player may participate with another team, but only after the season has been completed in the sport in which they have departed.

## Bylaw 4 – Athlete Academic Requirements

All Powell County Coaches will require their student athletes to give their best effort to perform to the best of their ability in the classroom. Student athletes who are at risk of failing or doing poorly academically need close monitoring by the head coach. The head coach will give direction and guidance to these athletes.

1. All athletes must meet all KHSAA minimum academic requirements. (KHSAA Bylaw 5 - Normal progress requirement):

Grade 9 – All are academically eligible

Grade 10 – Must have passed 20% (5 credits)

Grade 11 – Must have passed 45% (11 credits)

Grade 12 – Must have passed 70% (17 credits)

\*For a player to maintain weekly eligibility, the athlete must be passing 66% of classes at PCHS each week. (5 out of 7)

2. During the season, any athlete who receives an “F” at the end of the six-week grading period in any class will be suspended from athletic participation for one week. Athletes who are suspended must be monitored weekly and have a passing grade in that class before eligibility is reinstated for game participation.
3. Student athletes must keep their accumulative grade point average at or above 1.5 for game eligibility.
4. Any student athlete whose accumulative GPA drops below 2.0 will be required to:
  - (a) Have grades for all classes monitored weekly under the close supervision of his or her coach until his or her accumulative GPA is 2.0 or above.
  - (b) Attend after school tutoring, when available (coaches will release players from practice with grades below a C)
5. Coaches shall monitor player’s grades throughout the school year and report any eligibility problems to the Athletic Director or Principal.
6. An athlete that is academically ineligible based on credit requirements outlined in subsection 1 of this bylaw may be reinstated after sitting out one year.

\*M.S. Requirement – refer to PCMS student handbook

## **Bylaw 5 – Attendance Policy**

Athletes must be present the entire day on game days to participate. The only exceptions are Principal or Athletic Director's note, excusing the absence or tardy. Athletes must be present at least ½ day to participate in practice and participation must be approved by the principal or AD, unless a Dr. note is presented. Absences are to be checked by the coach and reported to the A. D. on game days. The athlete cannot use one of his or her event notes on game days. The head coach must give a team roster to the attendance clerk and check athlete's attendance each day.

## **Bylaw 6 – Athletic Eligibility Policies**

To represent the school in any sport the athlete must:

1. Be eligible according to KHSAA and Powell County Athletic Bylaws.
2. Have a physical examination and parent consent before participating.
3. Attend classes the entire day on game day, if school is in session, unless Principal or A.D. has excused the student athlete.
4. All student athletes must abide by the student code of conduct adopted by the school their enrolled. Student athletes who are sent to The Powell County Academy will not be allowed to participate in athletic competition until the student athlete is allowed to return to his or her school, pending approval of the Head Coach.
5. A student or student athlete, suspended from school, may not participate in any extra curricular activities or attend any extra curricular activities.
6. An athlete that is in ISD on game day will not be allowed to attend the game that night, however, he or she is allowed to practice. If no game is scheduled on the day the athlete is in ISD, he or she will sit out the first game following placement in ISD.
7. Players playing up – middle school to high school.

### **Two Situations for Kids Playing Up:**

1. True move up.... Where a kid would move up, because he/she needs to be challenged at a higher level. Of course, with player/parent permission and found to be in the best interest of the kid and with A.D. approval as this is a fair opportunity for any kid. This would be a permanent move up for very few situations. However, if we don't provide that sport at the middle school the coach could ask all kids that are interested to try out for the high school team via public address announcement.
2. Gain more experience.... Where a kid or group of kids would move up to gain experience, but still playing on middle school team. This would be given that there is limited interruption to middle school season. If the middle school season has been completed, the high school coach may invite all players to try out for their team. Again, with player/parent permission and found to be in the best interest of the player, with A.D. approval of this is a fair opportunity for any kid.

## Playing Up - Procedures for High School Coach:

1. A meeting with the A.D. to explain the reasons they think the move up for the player(s) to the high school level would be in the best interest of the player. A statement including: player's grades, attendance, player's skill level, maturity level, and opportunity to play at the high school level shall be in hand at the meeting.
2. High school coach and middle school coach (if they play middle school) would meet with the A.D. to discuss reasons why a player has been requested to move up and the impact of that request.
3. If found that this is in the best interest of the player(s) and is a fair opportunity, the coach(s) would meet with the player and parents to get their permission (in writing) to participate.
4. A.D. would notify the Principal that the player(s) will play up in competition at the high school given A or B (above) as the reason.

\*Factors such as: KHSAA restrictions, grades, attendance, behavior and practice load would be considered in granting a move up. High school coaches need a good feeder program and these moves should be limited in its effect on the middle school program. However, if it is in the best interest of the student athlete, requests can be granted for participation.

## Bylaw 7 – Injuries

Athletes under a doctor's care cannot participate in practice or competition until released by the doctor. The coach will be responsible for keeping documentation of the written release. All injuries that occur during practice or competition that requires a hospital or doctors visit must be reported to the Athletic Director. The coach must follow procedures for filling out injury forms and getting them back to the front office secretary.

## Bylaw 8 – Transportation to Athletic Events

All team members will travel to and from out of town contests by means of the transportation provided or organized by the school system. The only exception to this rule would be a written release of the athlete to the parent/guardian, and the parent should be discouraged from making this request.

## Bylaw 9 – Team Rules

Each coach may have additional rules for minor infractions, such as inattention to directions, horseplay, tardiness to practice, social media, etc. These rules shall be put in writing and approved by the athletic director. These written rules are to be given to the athlete and parents and posted in dressing area. The coach is to document that each athlete has received his/her team rules. Team rules cannot conflict with athletic handbook bylaws and school rules.

## **Bylaw 10 – Appeals Process**

Any athlete who feels he or she has been unjustly dismissed from a team or feel tryouts were not conducted fairly is entitled to a hearing by the appeals committee. The appeals process begins when the athlete submits in writing (within one week of the incident) to the athletic director or principal his or her request for an appeal. The committee will consist of the principal, SBDM member, and athletic director. If the athlete is not satisfied with the appeals committee's ruling, the athlete may pursue the matter by appealing to the SBDM council, in writing, within one week of the appeals committee ruling.

## **Bylaw 11 – Coaches**

Coaches are to follow all athletic policies and procedures as stated in the KHSAA Handbook and the Powell County Athletic Handbook. Coaches must give a copy of the athletic handbook to athletes and review the contents with them at the beginning of each season.

### **Athletic Signature Sheet**

My coach has reviewed and given me a copy of the Powell County Athletic Handbook and any additional team rules. I have read the handbook and will abide by the bylaws and regulations contained therein.

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Sport \_\_\_\_\_

Date \_\_\_\_\_

## Powell County Coaching Certification Requirements

### High School Coaches

#### Head and Assistant Coaches: Level I & Level II

1. KHSAA Required: CPR/AED/First Aid – most are certified for two years
2. KHSAA Required: Coaches Education Course – one time event for those newly hired in district after 1995-96
3. KDE Seclusion and Restraint Training
4. KHSAA Coaching Rules Clinic – Every year
5. KHSAA Safety Course – Every two years
6. District Medication Training – Every year
7. District Athletic Training/Meeting – Every year

#### Other

There is a KHSAA one-year waiver that can be submitted by the school for someone that doesn't meet these qualifications. The district would need to show they don't have qualified applicants to hire and would resort to find the best qualified applicant.

Paraprofessional – Waiver of 64 hour requirement. Must meet same requirements as above.

### High School Volunteer Coaches

1. Must be at least 21
2. Completed Background Check
3. High School Graduate
4. Approval of the coach, principal, A.D. /Superintendent to work with players
5. Under the direct supervision of the Head Coach, restricted coaching duties
6. Meeting certification training numbers (1,3,4,5,6,7) above



## Powell County Coaching Certification Requirements

### Middle School Coaches

Head or Assistant Coach – Preferred KHSAA Level I & Level II Coaches

District Approval for coaches other than Level I or II

1. KHSAA Required: CPR/AED/First Aid – most are certified for two years
2. KHSAA Required: Coaches M. S. Education Course – one time event for those newly hired in district after 1995-96
3. KDE Seclusion and Restraint Training
4. KHSAA Safety Course – Every two years
5. District Medication Training – Every year
6. District Athletic Training/Meeting – Every year

### Middle School Volunteer Coaches

1. Must be at least 21
2. Completed Background Check
3. High School Graduate
4. Approval of the coach, principal, A.D. /Superintendent to work with players
5. Under the direct supervision of the Head Coach, restricted coaching duties
6. Meeting certification training numbers (1,3,4,5,6,) above

## Powell County Coaching Certification Requirements

### Elementary Coaches

Head or Assistant Coach – Preferred KHSAA Level I & Level II Coaches

District Approval for coaches other than Level I or II

1. KHSAA Required: CPR/AED/First Aid – most are certified for two years
2. KDE Seclusion and Restraint Training
3. KHSAA Safety Course – Every two years
4. District Medication Training – Every year
5. District Athletic Training/Meeting – Every year

### Elementary School Volunteer Coaches

1. Must be at least 21
2. Completed Background Check
3. High School Graduate
4. Approval of the coach, principal, A.D. /Superintendent to work with players
5. Under the direct supervision of the Head Coach, restricted coaching duties
6. Meeting certification training numbers (1,3,4,5,) above

# Athlete Injury Form and Procedure

Coaches must report all injuries that require a doctor visit and /or hospital treatment to the athletic director. It is important that the coach report injuries as soon as possible due to insurance coverage and legalities. When an injury does occur please follow proper procedures.

\*\*\*\*Make Copies of Insurance Claim Forms

## Injury Procedure

1. The coach must report player injury to the principal, A. D. and front desk secretary ASAP (no later than the following morning). Email works best.
2. The coach must fill out the Insurance Claim Form and give to parent to complete their section.
3. You must get forms back from parent/legal guardian and give to front office to be processed.
4. Notify principal and A. D. that forms have been given to front office secretary and a report of the status of the player, if that information is available.
5. Make copies of all documents relating to injuries to players and keep on file.

# Bus Request Procedure

1. Fill out online bus request forms as soon as possible; include all seasonal games and playoff games. Bus requests should be submitted at least one month prior to the scheduled trip. If an away game is cancelled, it's the head coach's responsibility to cancel the bus. Failure to cancel will result in a \$25.00 "show up" fee paid to the driver out of your account.
2. All overnight trip requests must be submitted to the principal in writing and approved by the Powell County Board of Education.
3. All bus requests are now online – directions for completing the online requests are located on the Powell Co. Schools website.



## **Head Coaching Expectations and Responsibilities**

### **A. Coaches Professional and Personal Relationships and Expectations**

The need for precise job description specifications is becoming obvious with the stronger emphasis on credibility and accountability in coaching. There is a definite need for precise criteria to measure coaching accomplishments within the framework of the Powell County School District objectives for their activity programs. These major performance areas stand out above others:

#### **Rapport**

A coach must be able to develop good rapport with numerous individuals and community groups; team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole; spectators, officials, fellow coaches in the conference, media representatives and the parents of his or her players. Good rapport and demonstrated competency are invaluable for the coach.

#### **Cooperation**

The district expects the highest level of cooperation by all coaches and athletic staff members in the execution of their duties. Coaches must work cooperatively with their school athletic director, administration, other staff, team and parents.

#### **Leadership and Public Relations**

Diligence, enthusiasm, integrity, honesty and a love for the game are all part of the professional pride that should be exhibited by any coach. Personal appearance, dress, physical condition – all should be exemplary. Public demeanor and decorum should always reflect positively on the school, district and athletic department. Special attention must be paid to how coaches use social media. Social media can be an excellent form of communication and team promotion. Coaches in the Powell County School District are expected to use professional judgement when posting on any form of social media. Inappropriate language, pictures, videos, etc. is not acceptable and will not be tolerated.

#### **Discipline**

Every Powell County athletic team requires a high level of discipline among coaches, players and support. In this regard, the implementation of discipline and the attitude with which it's implemented is the coach's responsibility. Individually, the coach becomes a model of all that the program represents – observation of school codes, training rules, rules of the game, and ideals of good sportsmanship, behavior of participants throughout the season and especially where the student body is concerned. Desire to do well, to win gracefully, to lose with poise, and a positive attitude should be emphasized.

## **Improvement**

All coaches must constantly take advantage of opportunities presented for self-improvement. Regular attendance of district meetings, rules clinics, special workshops and training opportunities in specific fields is imperative. Membership should be maintained in professional organizations, coaches associations, and similar groups whose programs are geared toward greater achievement and improved performance.

## **B. Coaching Techniques**

- Use sound and acceptable teaching practices.
- Run well organized practice sessions.
- Complete pre-season planning well in advance of starting date.
- Adhere to a highly efficient and technically sound program of injury prevention. When injuries occurs, follow a prescribed routine and maintain good communications with player, parents, and administration.
- Construct a well-organized game plan.
- Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning and replacement.
- Keep assistant coaches, student managers and statisticians well informed as to what is expected. Cooperate fully with maintenance staff, transportation people and others similarly involved in the overall program.

## **C. Coaches Responsibilities**

### **To the Players on the Team**

The main reason for having athletic teams within the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent.

Development of positive attitudes is an important means to accomplishing this aim. We must promote and teach ethical, aggressive and fair play, while stressing good sportsmanship at all times. The coach must be the leader and set the example.

Players have a right to expect coaches to possess current knowledge and skill to instruct players competently and to masses their progress. In addition, coaches should be able to use strategies and conditioning methods appropriate for the level of completion and maturity of players.

The coach's primary responsibility is to ensure maximum growth of each team member. In this regard, the safety and welfare of players should always be uppermost in the coach's minds.

### **To the School District**

As a coach, you have high level visibility throughout the community, the workplace, and especially during games. Your profession, as well as your reputation as a coach, is constantly under scrutiny. Your actions and public communications should always reflect professionalism and respect for the Powell County School District. Much can be done by the coach in public

contacts to build and maintain a high level of confidence in the athletic program and a school district.

### **To the School**

A coach owes his or her school maximum effort and loyalty at all times. He or she must constantly strive for excellence in all areas of his or her school.

To be effective, a coach must be respected. In this regard, good personal habits and neat appearance are important; but most important are the examples set by the coach. Being respected is much more important than being well liked. Treat the faculty, players, and student body with the same respect that you would like extended to you.

The coach should give support to all endorsed activities of the school and encourage his or her players to be involved in as many activities/teams as reasonably possible.

The head coach is responsible for supervision of players at all times, while involved in competitions, practices, post game, etc.

All coaches should take ownership of their facilities and teach their players to respect the areas they play and practice. Treat your facility like it's your own by maintaining cleanliness and order. Promote and require adequate care and respect of facilities with your team and assistant coaches.

### **To the Profession**

A coach in the Powell County School District should continue professional growth in both the academic teaching area and the athletic coaching area. To accomplish this, a coach should participate in professional growth opportunities whenever possible.

### **To Fellow Coaches**

Although the head coach must assume leadership responsibilities, independent thought should be encouraged by all staff members. An important factor is human relation skills which provide for an open exchange of ideas in a courteous, thoughtful manner. An effective head coach will praise the assistants and award recognition whenever possible. Disagreements between coaches should be discussed privately and as soon as possible.

Head coaches are expected to describe expectations for assistant coaches and volunteers well in advance of the upcoming season. The success of the team depends on quality input and work by the assistant coaches. Assistant coaches and volunteers are expected to abide by the same guidelines set forth in this section, however, the head coach may delegate duties to the assistant coach as he or she deems necessary.

### **Athletic Purchase Request Procedure**

1. The Head Coach must fill out a Purchase Request Form and return it to the bookkeeper.
2. The P.O. Request Form must receive an approval signature from the Athletic Director and Principal.
3. After approval is granted by the principal and A. D., the coach can ask for a P.O. Number from the bookkeeper (This procedure usually takes 1-2 days). The P.O. number must be on the invoice bill in order for the school to be responsible for payment.
4. After receiving your order, check with the bookkeeper about the invoice bill to see if your order is correct. If your order is correct, sign the invoice for payment.
5. You're now required to get a minimum of three bids on any purchase above \$249.99. Bids must be formal and attached to your P.O. request. Three bids aren't required if you're purchasing from a vendor on the state approved vendor list or if the item(s) you're purchasing are only available from a limited or sole source.
6. Only Head Coaches can make purchases for their team.
7. If you don't follow procedures, you will be personally responsible for your bill.
8. Emergency orders must get a verbal approval from A.D. or Principal, then proper P.O. request procedures are used immediately following.

**Note:** Make copies of purchase order forms for your convenience.



## **Uniform Plan**

The head coach will save money each year to prepare for uniform replacement year. The principal and athletic director will help with additional money, if the head coach has made a good faith effort to save money each year for replacing uniforms. The coach can earmark a percentage (10% recommended) of the budgeted money each year as well as fundraising activities to accumulate for uniform replacement year.

### **5 Year Plan for Replacing Uniforms**

2022-23	Softball & Baseball
2023-24	Football & Volleyball
2024-25	Soccer, Cheer & Golf
2025-26	Track & Cross Country
2026-27	Boys & Girls Basketball