

BEECHWOOD COACHES HANDBOOK



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Introduction and Purpose

It is the fervent intent of Beechwood to abide by all rules and regulations of the KHSAA in the governance of Athletics at Beechwood. Accordingly, the purpose of the handbook is to establish BHS’s policy for institutional controls to assist the relevant constituents at Beechwood and others directly connected with the athletic program or school in preventing any infraction of KHSAA bylaws (attached hereto and made a part of) and internal policies of Beechwood by providing clear and direct guidelines for compliance. Beechwood shall be the sole entity with responsibility for enforcing this policy.

Applicability

These policies and procedures apply to all coaches, parents, students, or others including, but not limited to, boosters or alumni, with a direct connection to the athletic program or the school for the purpose of ensuring compliance with the KHSAA bylaws. Each person referenced above is responsible for his or her own actions and shall become intimately familiar with the policies contained herein and the KHSAA bylaws. Beechwood will provide applicable training and monitoring to ensure that adequate institutional controls are in place to provide compliance with KHSAA rules and regulations.

Athletic Directors

Athletic Director: Ryan Booth

Assistant Athletic Director: Brandon Slusher

Middle School Athletic Director: Ryan Booth and Brandon Slusher

Athlete Participation Philosophy

It is the philosophy of the Beechwood Independent Schools that athletes enjoy as many sport seasons as the student-athlete and their parents wish to participate in without influence from any coach to specialize in one sport. All coaches should encourage participation in other sports. In order to embrace this philosophy, our coaches agree that:

- 1) Students may start (or try-out for) another extracurricular activity if both Head Coaches agree a student should start another extracurricular activity.
- 2) Students who wish to "Play-Up" must abide by the "Playing-Up" procedure stated later in this document.

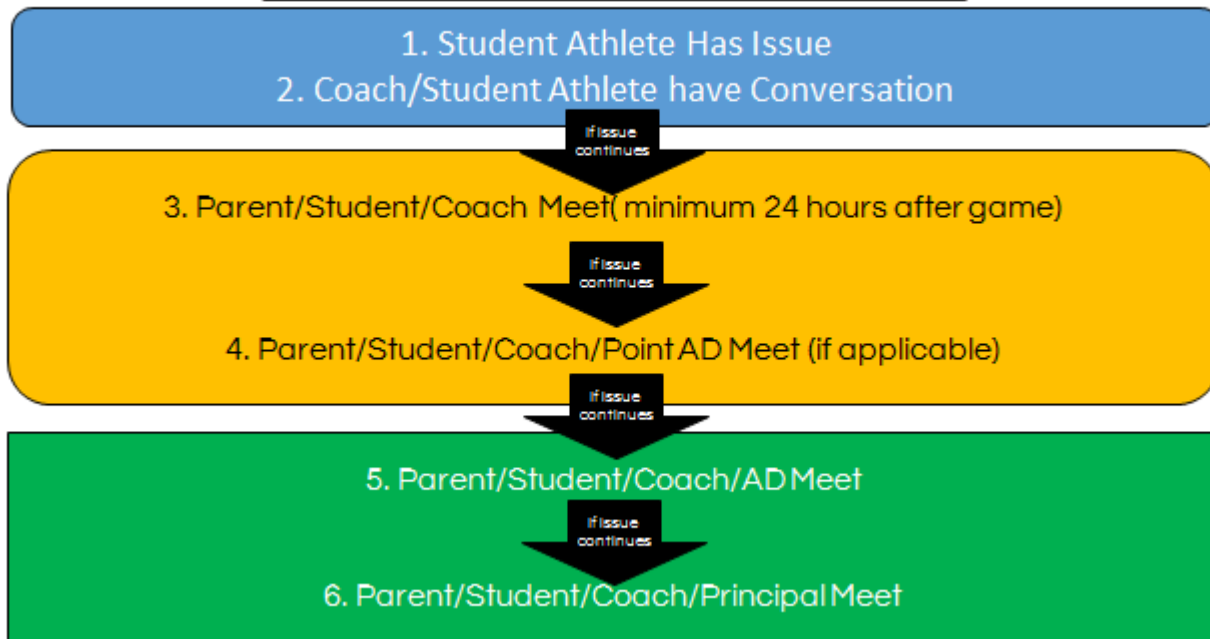
Athletic Facilities Use and Key Control

Moderators of extra-curricular activities are to supervise the use of the facilities after school by the students involved in these activities. The same, of course, applies to the coaches in regard to the athletes in the gym section of the school. Casual use of athletic facilities by non-students who are not in the Beechwood School system shall be prohibited without prior approval from the Athletic Director. Exempted from this prohibition are the paid uses of facilities per contract or agreement or the use of facilities by community groups with the approval of the administration and board of education. Outside groups will be required to purchase a \$1,000,000 liability insurance policy. Coaches will maintain strict accountability of their facility keys and will not allow students, parents, or anyone not authorized access the use of those keys.

Athletic Inquiries

Inquiries by parents on behalf of a student athlete are welcomed and encouraged by the school and coaching staff. Parents shall contact the coaching staff prior to bringing an issue to the appropriate athletic director. When the need arises to contact the Athletic Director, parents must identify themselves. Anonymous communications will be forwarded to the coach in question by the AD, with no further action to be taken. At no time will school staff discuss another student athlete. Below is the Chain of Command concerning extracurricular and co-curricular activity issues.

Communication of Issues



Athletic Physical

All students must complete a physical annually. Students shall not participate in activity (including practice) until the AD gives approval. Parents will submit using this Google Form:

<https://forms.gle/KE6Yu6kfHCF3JnHz7>

Student Athlete Handbook

Coaches will distribute the Student-Athlete Handbook to all players on the roster. **Students and parents will need to sign the Acknowledgement Form in the back of the handbook and return using this google form.** <https://forms.gle/pmDoCLPR5cSGYkoL7>

Coaches will need to turn in the completed forms to the Athletic Director no later than 2 WEEKS PRIOR to the first contest of the season (game or scrimmage).

Student Athlete Contract

Coaches will distribute the Student-Athlete Contract to all players on the roster. Students and parents will need to sign the Player Contract in the back of the Student-Athlete handbook using this Google Form:

<https://forms.gle/KE6Yu6kfHCF3JnHz7>

Coaches will need to turn in the completed forms to the Athletic Director no later than 2 WEEKS PRIOR to the first contest of the season (game or scrimmage).

Athletic Related Press Conferences/College Signings

College scholarship signings are a special event in the life of our student-athletes, their families and our Beechwood teams. All signings will occur in the Cafeteria. The list below outlines specific responsibilities.

- 1) Student-Athlete/family - notify the athletic department of the desired date - coordinate the signing date

with the college coach, notify the AD if different than the original date - all college memorabilia to be used at the signing will be provided by the family - any reception following the signing is up to the family. The student-athlete will provide the Athletic Director any career highlights that will be used in a press release/invitation to the signing.

- 2) Athletic Department - reserve the Cafeteria after confirming the date with the student-athlete and prepare an email notification of the signing for all Beechwood employees, coach, local media and school administration.

Banquets / Awards / Team Recognitions

Team Banners, Records, and Other Displays

Upper Field: Team Championship Display (By Year only)

- Team KHSAA District Championship
- Team KHSAA Regional Championship
- Team KHSAA state Championship or Runners-up
- Class "A" Regional Championship
- Class "A" State Championship

Lower Field: Team Championship Display by Year

- Team KHSAA State Championship

Varsity Gym: Team Championship Display (By Year only)

- Team KHSAA District Runners-up or Championship
- Team KHSAA Regional Championship or Runners-up
- Team KHSAA state Championship or Runners-up
- Class "A" Regional Championship
- Class "A" State Championship

Varsity Gym: Team Championship Display (Players, Coaches, Team Personnel Listed

- Team KHSAA Regional Championship
- Team KHSAA state Championship
- Class "A" Regional Championship
- Class "A" State Championship

Varsity Gym Hallway: Championship Display by Year, Sport, Event, and Individual Name

- KHSAA State Championship

Varsity Gym Hallway: Records Board/Hall of Fame Board/1,000 Point Board (Basketball)

- Broke a school record in a KHSAA sponsored event in Track and Field, Swimming, or Diving
- Inducted into the Beechwood Athletics Hall of Fame (criteria listed below)
- Scored at least 1,000 career points in boys and girls basketball

Retired Jerseys

- Beechwood High School has 1 retired jersey that was retired in 2009
- The criteria for jersey retirement is as follows:
- The athlete must hold a significant statistical record for the sport that they played
- The athlete must have had a successful collegiate (4 years) and/or professional career upon graduation from Beechwood HS
- The athlete must have played entire High School career at Beechwood HS
- The athlete must have been named to an All-State Team during his/her career
- The Board of Education gives final approval for all jerseys that are retired from Beechwood HS

Post-Season Awards and Banquets

All coaches are responsible for organizing a team banquet for their team. Criteria for team banquet is as follows:

- All teams will present individual awards to players. These awards must not exceed more than 15.00\$ each
- All teams will present the following to all players: a Beechwood "B" (1 Beechwood "B" is presented to a student athlete after their first completed varsity season) and a Sport Specific Bar to all players after completion of a high school season
- All teams have the option to either use school facilities or another off campus visit that is accessible by all members of the team and free of charge. School Facilities must be available to reserve and are scheduled with the Athletic Director.
- All teams have the option to serve food and beverages (non-alcoholic) as long as the cost does not exceed 15.00\$ per person.

Athletic Booster Meetings

Head Coaches are encouraged to attend all Athletic Booster Meetings. If a Head Coach is unable to attend, a member of the coaching staff may be present.

Checks

Please turn in all money in a timely manner. Cash & checks should be turned in by the next business day to the bookkeeper Stefanie Ruhland. Please submit monies by 1pm daily.

Coach Disqualification

Any coach who is disqualified from a contest will be suspended per KHSAA guidelines.

Head Coaches Meeting

There will be two mandatory Head Coaches meetings during the year. All head coaches are expected to attend regarding policy, procedure, Redbook, and KHSAA.

Coaching Requirements

ALL coaches must attend and complete medical symposiums and rules clinics as required by KHSAA Bylaw 27. All coaches, including assistant coaches, must be CPR certified. All varsity head coaches are required to complete, communicate, and evaluate their goals and objectives for their program grades 6th-12th (if applicable). Each head coach is responsible for ensuring that all feeder coaches are teaching the required skills, philosophies, and techniques that are listed in their Program's Goals and Objectives form.

CPR Certification

All coaches are required to be CPR certified. CPR certification class will be held at Season Sports All Coaches Meetings. If a coach is unable to make that class then they must present their updated CPR certification card to the Athletic Department before the start of the season.

Coaches' Meetings

The AD shall host a compliance seminar for all coaches of Beechwood Athletic programs (paid and volunteer) advising them of the requirement of strict compliance with KHSAA policy and this manual. In accordance with Bylaw 27, each coach will be CPR certified. Additionally, coaches will complete their respective rules clinic yearly and a medical symposium every two years.

Compliance

Head Coaches are expected to run a compliant program, maintain discipline, and resolve problems to the best of their ability relating to the situation. When appropriate, coaches needing assistance shall contact the Athletic Director. Any suspected violations of KHSAA Bylaws should be reported in writing through the chain of command. If any member of the chain of command is involved in the allegation, the report should go to the next person in the chain of command. The Principal/Assistant Principal will conduct an internal investigation in conjunction with the Athletic Director. Results of the investigation may be reported to the KHSAA.

All staff members associated with the athletic program are expected to know, understand, and comply with all KHSAA bylaws relating to their responsibilities. There will be no tolerance for any deviation from these bylaws by anyone associated with the athletic program. If the investigation reveals that the staff member(s) did violate one or more bylaws, the staff member will be subject to appropriate disciplinary action, up to and including separation from the athletic program. Beechwood will self-report all violations to the KHSAA.

Head coaches are expected to read and sign the District Athletic Program Handbook.

Contracts

All contracts must be in compliance with KHSAA bylaws. When receiving a contract from a school, look over and decide if terms are acceptable. Next, have the Athletic Director or designee sign if terms are acceptable. Then record and file (make copies for yourself and for the AD). Lastly, send original requesting contract back to school after completion.

Dead Period

Students may not receive coaching or training from school personnel (either salaried or non-salaried) and school facilities, uniforms, nicknames, transportation or equipment shall not be used each year in any KHSAA sanctioned sport or sport-activity from June 25 - July 9. School funds may not be expended in support of interscholastic athletics in any KHSAA sanctioned sport during this period.

Donation of Beechwood Property/Uniforms and Apparel

Before a coach or an entire extra-curricular program decides to donate new or used uniforms, practice gear, warm-ups, sweat suits, hats, shirts, jackets, pants, shorts, etc., or any athletic equipment, approval must be approved by the AD. See Donation Form. Failure to follow this procedure could result in a violation of KHSAA Bylaw 10.

District Tournament Schedule

Below is a list of host teams for our district tournament. Coaches are asked to coordinate district tournaments with the Athletic Director Team. It is the coach's responsibility to know when Beechwood High School is hosting their team's district tournament.

School Year	B. Soccer	G. Soccer	Volleyball	B. Basketball	G. Basketball	Baseball	Fastpitch	
2021-2022	Holmes	Holy Cross	Beechwood	Holy Cross	Beechwood	Cov. Cath	Holmes	
2022-2023	Holy Cross	Beechwood	Holmes	Cov. Cath	Notre Dame	Holmes	Holy Cross	
2023-2024	Cov. Cath	Notre	Holy Cross	Holmes	Holmes	Holy Cross	Beechwood	

		Dame						
2024-2025	Beechwood	Holmes	Notre Dame	Beechwood	Holy Cross	Beechwood	NDA	
2025-2026	Holmes	Holy Cross	Beechwood	Holy Cross	Beechwood	Cov. Cath	Holmes	
2026-2027	Holy Cross	Beechwood	Holmes	Cov Cath	Notre Dame	Holmes	Holy Cross	
2027-2028	Cov. Cath	Notre Dame	Holy Cross	Holmes	Holmes	Holy Cross	Beechwood	
2028-2029	Beechwood	Holmes	Notre Dame	Beechwood	Holy Cross	Beechwood	NDA	
2029-2030	Holmes	Holy Cross	Beechwood	Holy Cross	Beechwood	Cov. Cath	Holmes	
2030-2031	Holy Cross	Beechwood	Holmes	Cov Cath	Notre Dame	Holmes	Holy Cross	
2031-2032	Cov. Cath	Notre Dame	Holy Cross	Holmes	Holmes	Holy Cross	Beechwood	
2032-33	Beechwood	Holmes	Notre Dame	Beechwood	Holy Cross	Beechwood	NDA	

KHSAA Rolling Calendar Dates

<https://drive.google.com/file/d/1PmVS2JbeV7E1L9fPM5431zuq0d3dElKj/view?usp=sharing>

All A Classic Tournaments

See district tournament procedures above:

9th Region All A Site Rotations									
Year/Sport	Boys Basketball	Girls Basketball	Volleyball	Boys Soccer	Girls Soccer	Boys Golf	Girls Golf	Baseball	Softball
2015-16	Lloyd	Beechwood	St. Henry	St. Henry	NCC	Holy Cross	Holy Cross	NCC	Villa Madonna
2016-17	Ludlow	Bellevue	Villa Madonna	Beechwood	St. Henry	NCC	NCC	St. Henry	Holy Cross
2017-18	Newport	Dayton	Beechwood	Holy Cross	Villa Madonna	St. Henry	St. Henry	Villa Madonna	Lloyd
2018-19	NCC	Holy Cross	Bellevue	NCC	Beechwood	Villa Madonna	Villa Madonna	Beechwood	Ludlow
2019-20	St. Henry	Lloyd	Dayton	St. Henry	Holy Cross	Beechwood	Beechwood	COVID-19	COVID-19
2020-21	Villa Madonna	Ludlow	Holy Cross	Villa Madonna	Ludlow	Bellevue	Bellevue	Bellevue	Newport
2021-22	Villa Madonna	Ludlow	Ludlow	Beechwood	NCC	Holy Cross	Holy Cross	Dayton	NCC

2022-23	Beechwood	Newport	Newport	Holy Cross	St. Henry	NCC	NCC	Holy Cross	St. Henry
2023-24	Bellevue	NCC	NCC	NCC	Villa Madonna	St. Henry	St. Henry	Ludlow	Villa Madonna
2024-25	Dayton	St. Henry	Villa Madonna	St. Henry	Beechwood	Villa Madonna	Villa Madonna	Newport	Beechwood
2025-26	Holy Cross	Villa Madonna	Beechwood	Villa Madonna	Holy Cross	Beechwood	Beechwood	NCC	Holy Cross
2026-27	Ludlow	Beechwood	Bellevue	Beechwood	Ludlow	Bellevue	Bellevue	St. Henry	Ludlow
2027-28	Newport	Bellevue	Dayton	Holy Cross	Newport	Holy Cross	Holy Cross	Villa Madonna	Newport
2028-29	NCC	Dayton	Holy Cross	NCC	NCC	NCC	NCC	Beechwood	NCC
2029-30	St. Henry	Holy Cross	Ludlow	St. Henry	St. Henry	St. Henry	St. Henry	Bellevue	St. Henry
2030-31	Villa Madonna	Ludlow	Newport	Villa Madonna	Villa Madonna	Villa Madonna	Villa Madonna	Dayton	Villa Madonna
2031-32	Beechwood	Newport	NCC	Beechwood	Beechwood	Beechwood	Beechwood	Holy Cross	Beechwood
2032-33	Bellevue	NCC	Villa Madonna	Holy Cross	Holy Cross	Bellevue	Bellevue	Ludlow	Holy Cross
2033-34	Dayton	St. Henry	Beechwood	NCC	Ludlow	Holy Cross	Holy Cross	Newport	Ludlow
2034-35	Holy Cross	Villa Madonna	Bellevue	St. Henry		NCC	NCC	NCC	Newport
	Ludlow	Beechwood							

Eligibility Forms/Participation List

Coaches shall submit rosters to the AD. The AD or designee shall ensure each student athlete satisfies the requirements per the KHSAA Certification of Eligibility Form and Participation List prior to any participation in Athletics. Beechwood Administration will conduct weekly academic grade checks (Monday Mornings) to ensure each athlete meets Beechwood academic requirements. Any student failing TWO or more classes will be ineligible for any team related activity for the next week. Students who are ineligible are not allowed to practice or sit on the bench with the team during games. Students who have been ineligible for 3 weeks are subject for dismissal from the team.

Enforcement of Rules and Regulations

The Principal and the Athletic Director will be held strictly responsible for the enforcement of the rules and regulations of the KHSAA and the internal policies and procedures of Beechwood governing Athletics. These individuals shall also ensure that competent persons are in charge of each athletic team, group, program, and/or activity, who are thoroughly knowledgeable of the rules and regulations of the KHSAA and this manual. Non-compliance of any of these rules or policies may result in the termination of any extra duty contract of employment or the non-renewal of said contract of employment for any contract employee found to have violated said manual. In addition, in the event of non-compliance of any rule, regulation, policy, or procedure by any non-employee of Beechwood including, but not limited to, boosters and alumni, the Principal and AD are authorized to advise the offending non-employee in writing of their disassociation with Athletics at Beechwood. Beechwood shall strictly abide by all reporting requirements for all infractions of the rules and regulations of the KHSAA. Since compliance with these institutional controls and KHSAA rules and regulations is of the highest priority for the athletics program at Beechwood, and for Beechwood as an educational

institution generally, any person, either employed by Beechwood or not employed, is encouraged to contact, anonymously or otherwise, the AD regarding any possible rules violation or in the event that person has any question regarding what is permissible under the applicable rules and regulations. The AD will then make a report to the Beechwood Principal of any reported incident or question.

Evaluation of Varsity Head Coaches

The Athletic Director will do an annual evaluation of all Varsity Head Coaches. These will be done throughout the season. The AD and Head Coach will meet at the conclusion of the season to review the evaluation.

Expectations of Beechwood Coaches

Beechwood coaches are educators and leaders of the young men and young women they coach. Parents and student athletes can expect that Beechwood coaches will place the well-being of their athletes ahead of the desire to win. "Athletes first, winning second" and exemplify high standards of moral character at all times.

Heat Index

All KHSAA regulations pertaining to heat indices and inclement weather/lightning must be followed. Each required sport shall maintain a binder containing the Heat index rules, worksheets and logs.

Information for the College Bound Student Athlete

The athletic program at Beechwood counts many student/athletes who complete their competitive athletic participation when they graduate from high school. However, many Beechwood student/athletes do have the talent, desire, and opportunity to continue their participation at institutions of higher learning. To provide the best and most current information to student/athletes and their families, Beechwood recommends the NCAA website. For access, go to www.NCAA.org and click **Rules & Eligibility** in the main menu.

Media Reports

Football, Basketball, Soccer, Baseball, Softball, and Volleyball coaches are responsible for contacting KHSAA Riherd's Scoreboard with results of competition. Make sure that you are aware of deadlines.

Organization	Telephone	Fax	Email Address
Riherd's Scoreboard	1-800-453-6882		

Miscellaneous-Reimbursement Expense Accounts

All coaches should fill out a 500.00\$ miscellaneous accounts to cover unexpected expenses that occur throughout the season. All purchases must be made for use by the student/athletes. Coaches must turn in all receipts for reimbursement.

Sports Safety Course

The medical symposium course is online. All new coaches **must** complete the course before practice starts. It is the responsibility of all coaches to seek renewal as required by KHSAA.

Non-sponsored Events Insurance

Beechwood carries liability insurance for all Beechwood events. For all non-sponsored events, the group shall obtain a \$1,000,000 liability insurance policy through an insurance carrier of their choosing. This money goes directly to the insurance carrier; none of this money goes to the Athletic Department. **Special event insurance**

is required! Failure to properly notify the school/district and secure appropriate coverage jeopardizes our collective risk protection.

Athletic Trips

All field trip requests must meet the guidelines established by the Kentucky High School Athletic Association (KHSAA).

All School Trip Requests must use this form: <https://forms.gle/Xo5A2yCATd4c9HL5A>

No school instructional time may be lost for travel to or from any regular interscholastic athletic contest.

- All athletic-related contests or extracurricular competitions must have the prior approval of the Athletic Director at each school.
- For elementary schools, all athletic-related contests or extracurricular competition must have the prior approval of the Elementary Principal.

Teams may attend one (1) national extracurricular competition per school year with a maximum of two (2) days of non-school attendance. A member of the faculty or administration staff shall accompany students on all school-sponsored and school-endorsed trips, except that a non-faculty coach or non-faculty assistant may accompany students on athletic trips as provided by KHSAA rules and regulations and statutes consistent with the requirements of the trip.

Parents/guardians are to be informed of the nature of all trips, the planned departure and return times, means of transportation, and any other relevant information. Parents must give written approval for students to participate in athletic trips. **09.36**

Hotel and Travel Per Diem (Must be approved by the Athletic Director)

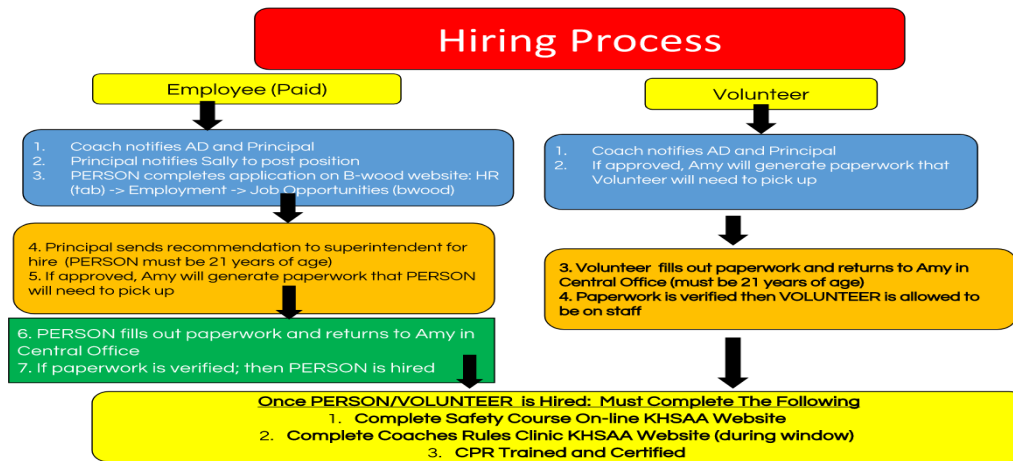
- Cost for hotel rooms for teams must not exceed 100\$ per night and must include a hotel provided breakfast at no additional charge.
- Each team will receive 1 meal per day purchased by the school at a cost of no more than 10.00\$ per meal. All other meals are to be purchased by the players and coaches personally.

The following Hotel Request Form must be submitted at least 1 month before the scheduled trip.

<https://docs.google.com/document/d/1ACQFQlh1yWvsi53LttQRc4haqosbKcvAdX0c9rUXwFc/edit?usp=sharing>

Paraprofessionals

It is the responsibility of the head coach to ensure all paperwork for paraprofessionals is submitted to the school. Please see Amy Padgett for a list of all required paperwork. See Hiring Process Flow Chart.



Parents' Meetings

Prior to the beginning of each season, the Head Coach shall include a compliance information component to advise parents of the requirement of strict compliance with KHSAA policy and this Manual. Coaches may also present team specific rules. **Coaches must have Student Athlete Handbooks and Student/Team/Parent contracts to be signed for participation.**

Private Transportation

In some cases, properly insured private vehicles may be used to transport student-athletes. When using a privately owned vehicle, the following must apply:

- An auto insurance affidavit must be filled out by the driver, verifying required insurance coverage. This form must be notarized and on file with head coach and District office.
- While a student may transport themselves with proper parental approval, under no circumstances may a student transport any other student in connection with a school sponsored event.

Recruiting

KHSAA Bylaw 16 expressly prohibits recruitment activities, which influence any student to attend a particular school for participating in Athletics. Accordingly, any inquiry regarding participation in Athletics at Beechwood and governed by KHSAA shall be directed to the Principal. If any prospective student or family contacts any coach or any other person with a direct connection to the athletic department or school, they must be directed to the Principal. In addition, no staff member shall contact a student athlete outside of the feeder system in accordance **with KHSAA Bylaw 16.**

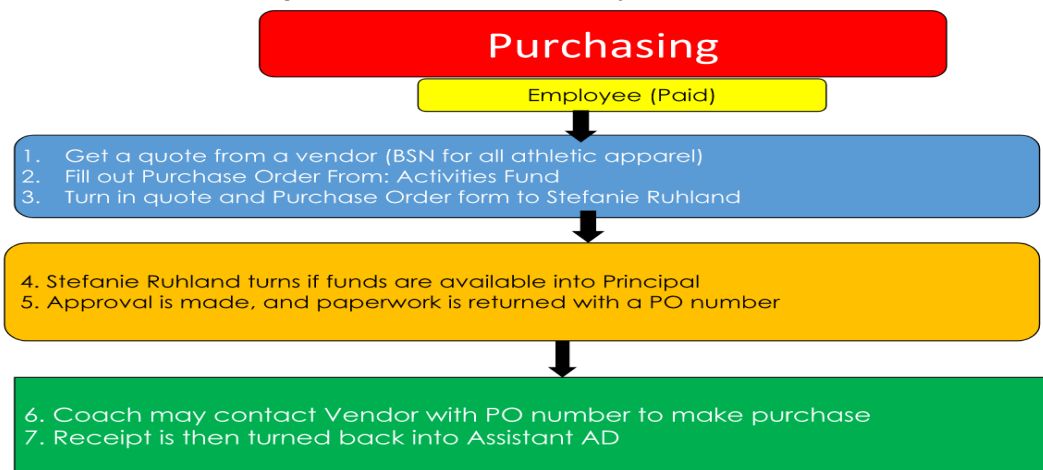
Prohibited Activities

Illegal contact with students not in the Beechwood feeder system shall be prohibited as regulated under Bylaw 10 & relevant case bylaws. No Beechwood coach, or anyone else with a direct connection to the athletic program or school shall provide any special benefit, money, or items of tangible benefit, other than equipment or uniforms as necessary for Athletic participation, to any student athlete including: money, clothing, pay for work not performed or that is in excess of the amount regularly paid for those type of services, regular free transportation by anyone associated with the school, privileges not afforded non-student athletes, or special gifts. **Those with "a direct connection to the school" include: coaches, booster club parents and**

members, school board members & officers, parents of high school players, booster club representatives, and students.

Purchase Orders

Coaches shall submit a purchase order for approval before making purchases. Failure to obtain a signed purchase order before ordering will result in personal payment for items ordered. See Purchasing Flow Chart.



Responsibility

Although each person referenced above shall have responsibility for complying with these procedures and the bylaws of the KHSAA, Beechwood recognizes and assumes the ultimate responsibility as a member of the KHSAA for compliance and thus designates the Principal (pursuant to Bylaw #1) as the party with direct responsibility in all matters in the school that concern compliance, including eligibility and inter-school contests. The principal designates the AD as Beechwood's KHSAA Designated Representative for the purpose of conducting the interscholastic program at Beechwood and implementing all necessary institutional controls for compliance.

Redbook Training

All coaches should attend an annual Redbook training.

Rosters

Keep rosters up-to-date and notify the AD of additions or deletions throughout the season.

Rules Clinic

All head coaches must complete the Rules Clinic. The clinics can be accessed online at <http://schools.khsaa.org>. Clinics are open for certain windows. Fall Sports (Aug -Sept). Winter Sports (Oct - Dec). Spring (Feb - Mar).

Safety and First Aid

Coaches will strive to provide a safe, healthy experience for all participants and will take all appropriate measures to minimize the number and seriousness of athletic injuries. The following measures will form the minimum acceptable level of care for all participants. Coaches are encouraged to add additional, sports specific measures.

- 1) Require players to thoroughly warm up and cool down before and after participating in practice or competition.
- 2) Teach proper techniques and elements of play. - Analyze injuries to determine the cause and attempt to develop ways to prevent future injuries
- 3) Discourage the use of tactics and techniques that lead to injuries.
- 4) Provide adequate, properly fitting protective equipment for every athlete.
- 5) Players and coaches will be thoroughly knowledgeable of the rules.
- 6) Stress to each athlete to not hide injuries from the coaches.
- 7) The coaching staff is responsible for creating an atmosphere that motivates fair play, self-control, respect, and proper conduct in all situations.
- 8) Emergency contact numbers will always be available for immediate use. Call 911 if there is an emergency.
- 9) Participants who are injured will be examined and cleared before returning to practice or competition. Athletes with injuries requiring physician's care must be cleared by the doctor in writing before the athlete may return to practice or competition.

Scheduling of Contests

The head coach will coordinate his or her own scheduling of games with oversight from the AD and in conjunction with Title IX requirements. Always consider other sporting events, school events, holidays, etc. Make reference to the school calendar and community events to avoid scheduling conflicts. **There is to be no scheduling of games on Sundays.** The Principal must approve any exceptions and this includes post-season play. Turn in copies of schedules to the Athletic Director.

State Tournament Attendance

Varsity head coaches and administrators will be permitted to attend 1 sports' KHSAA state tournament each year. Certified employees of Beechwood Independent Schools will also get up to 3 Professional Development days to be used in case the tournament falls during school hours. However, no school funds will be allowed to be used.

Summer Camps

Summer camps will not be conducted during the dead period. Summer camps must be scheduled through the AD. Clean up of all camps is the responsibility of the coach. Student athletes cannot be forced to attend or work summer camps. If you intend on paying workers or additional trainers, please see the bookkeeper, AD, and/or the Principal for specifics.

Student Confidentiality

As per district policy 09.14, Student Records, "all student records will be...maintained with appropriate measures of security and confidentiality." Completed athletic pre-participation physical exam forms will be reviewed by staff, Athletic Trainers and, on occasion, the School Nurse. Information reported on health forms will be shared with coaching staff on a "need to know" basis. **It is a violation of FERPA (Family Educational Rights Protection Act) for anyone other than staff members to review completed student physical exams.**

Supervision of Athletes

Student athletes will be supervised at all times before, during and after practice by members of the coaching staff. At least one member of the coaching staff will remain after practice/games until ALL athletes have departed or been picked up by their own parents. **A minimum of 1 coach is expected to ride each team bus to and from away contests.**

The 24 Hour Rule

Parents are not permitted to discuss athletic concerns with the coach for at least 24 hours after an issue arises at a game, practice, or other instance.

Title IX

All coaches, AD and boosters clubs shall work together to ensure equity among equipment, facilities, scheduling, travel, staffing, and the budget.

Tobacco Use

Coaches are prohibited from using any form of tobacco on school grounds. Suspensions can occur for violation.

Traceable Communications

The Board shall designate a traceable communication system(s) to be the exclusive means for District employees and volunteers to communicate electronically with students. Employees and volunteers that violate this policy will be subject to disciplinary action.

A District employee or volunteer, unless authorized, shall not communicate electronically with a student:

- Outside of the traceable communication system(s) designated by the Board; or
- Through an unauthorized electronic communication program or application.

This shall not restrict any electronic communications between a student and his or her family member who is a District employee or volunteer.

The Beechwood approved traceable communication platforms include:

- Infinite Campus
- Microsoft Suite
- Google Suite
- ClassDojo
- Tabroom
- Remind (soon to be ParentSquare)
- SportsYou
- Canvas for NKU/TMU

Transfer Students

All transfer students shall also complete the **Athlete Participation Form** before they are eligible to tryout, practice, or participate in any manner for any athletic team. One copy of each form is retained by the Athletic Department. The Guidance Officer will identify all transfer students and notify the Athletic Director of their pending enrollment. **No transfer student is eligible to tryout or practice on any team until he or she meet with the AD and complete the appropriate KHSAA Transfer Forms (and until the KHSAA approves the player's eligibility pursuant to KHSAA Bylaw 6.** If the student has repeated any grade, the High School Office will obtain the appropriate documentation and transcripts to provide to the Athletic Director. The Athletic Director will inform the coach that the student has complied with KHSAA eligibility transfer requirements prior to any athletic participation.

Team Apparel

Beechwood High School is proud to partner with Headlines Sports. All apparel and equipment must be purchased through Headlines, unless otherwise authorized by the Athletic/HS Administration. Our contact is Jason Murphy at jason.murphy@makeheadlines.us.

Use of Athletic Facilities Expectations

Our coaches and players are expected to perform proper care methods for all athletic areas at Beechwood Schools. Coaches and players are also expected to leave fields, courts, locker rooms, and other used spaces clean and orderly after each use. This procedure needs to be followed and will be closely monitored.

Below is the required care for each campus facility:

- **Upper Fields**
 - Set up and break down of chairs/water/benches/etc. is to be completed by Coaches and Players
 - Sweep field that team has used before or after each practice/game.
 - Clean up after all practices/games (bottles, trash, etc.)
 - Store all equipment that requires storage
 - NO METAL CLEATS, NO TOBACCO, NO SEEDS (will damage turf)
- **Dugouts**
 - Cleaned after each practice/game
 - Equipment stored in proper location
- **Lower Field**
 - Set up and break down of chairs/water/benches/etc. is to be completed by Coaches and Players
 - Sweep field that team has used before or after each practice/game.
 - Clean up after practices/games (bottles, trash, etc.)
 - Store all equipment that requires storage
 - Equipment that does not require storage should be placed in a designated area that is organized
 - NO METAL CLEATS, NO TOBACCO, NO SEEDS (will damage turf)
- **Tennis Courts**
 - Clean up after practices/games
 - Store all equipment that requires storage
 - Equipment that does not require storage should be placed in a designated area that is organized
- **Varsity Gym**
 - Set up and break down of chairs/water/benches/etc. is to be completed by Coaches and Players
 - Clean up after practices/games
 - The gym floor is to be dust mopped before and after practices/games
 - Store all equipment that requires storage
 - Equipment that does not require storage should be placed in a designated area that is organized
 - Basketball and Volleyball ONLY will utilize the storage area located between gyms
 - Baseball, Archery, and other sports will utilize the storage area in the locker room hallway
 - The gym floor will be wet cleaned once a week by maintenance
 - If a coach would like the floor to be wet cleaned more than once, they may do so themselves (see maintenance for wet clean procedure)

- **Auxiliary Gym**
 - Set up and break down of chairs/water/benches/etc. is to be completed by Coaches and Players
 - Clean up after practices/games
 - The gym floor is to be dust mopped before and after practices/games
 - Store all equipment that requires storage
 - Equipment that does not require storage should be placed in a designated area that is organized
 - Basketball and Volleyball ONLY will utilize the storage area located between gyms
 - Baseball, Archery, and other sports will utilize the storage area in the locker room hallway
 - The gym floor will be wet cleaned once a week by maintenance
 - If a coach would like the floor to be wet mopped more than once, they may do so themselves
- **Commons/Cafeteria**
 - Area must be left clean and organized – tables, chairs, should be stored in appropriate locations
 - **Use of facilities request forms must be submitted and approved prior to use**
 - Floors should be swept post practice/event
 - All trash placed in proper containers
- **Locker Rooms**
 - All locker rooms must be clean and orderly **daily** during the season
 - All equipment, uniforms, gear, etc. should be properly stored **daily** during the season
- **Motorized Equipment**
 - players are not permitted to use motorized equipment, including golf carts, vehicles, etc.

*****It is recommended that coaches develop a setup/breakdown/cleaning schedule for their assistant coaches and players.**

***** Our custodial staff works hard to clean and sanitize during all seasons. Please keep an orderly locker room so they can do their job effectively. Please have a process in place to check locker room area after each practice/game to monitor.**

Uniform Policies and Guidelines

All school purchased uniforms must follow the Beechwood Independent Brand Standards for color scheme and logos. All designs must be approved by the Beechwood Athletic Administration. Any alternate uniforms that fall outside of the Beechwood Brand Standards must be approved by the Beechwood Athletic Administration, and these must be funded through private donations. All sports will adhere to the Uniform Rotation Schedule that is monitored and approved by the Beechwood Athletic Administration. Uniform Inventory_.xlsx.

Weight Room/Conditioning

Out of season conditioning must be non-mandatory, non-sport specific, and open to all in accordance with KHSAA regulations. The weight rooms and training areas are scheduled through the Athletic Department. Priority for scheduling will be given to in-season sports. A staff member must be present at all times if students are using the facilities.

Students “Playing Up”

1. A middle school student (Volleyball or Basketball) OR 9th grader (all sports) may be elevated to a high school athletic team under the following conditions:

a. S/he must be a “starter” or have significant playing time.

- Volleyball – A middle school student may be elevated to the high school team. Principal or designee must receive a “play up” request at least 1 week prior.
- Basketball – A middle school student may be elevated to the high school team. Principal or designee must receive a “play up” request at least 1 week prior.

3. The Athletic Director must notify the principal once the determination is made that the student has qualified to play at the high school level.

4. The principal will determine athletic eligibility.

5. Once eligibility has been determined the following conditions should exist:

- student -athlete may practice with grade level AND “play up” level
- student -athlete may play contests with grade level AND “play up” level
- If there exists a practice time conflict between grade level and “play up” level, then student-athlete will practice with level that Head Coach determines (**Communicate directly to parents**)
- If there exists a game time conflict with grade level and “play up” level, then student-athlete will play with level that Head Coach determines (**Communicate directly to parents**)
- If the coach wants them to only “play up” (and they get significant playing time) then that is allowed based on coach decision. They must stay there for the entirety of the season while getting significant playing time for the entirety of the season.

**If a coach wants a student to play up and play with their grade they are permitted to do so. This exposes them to play up level (getting playing time) and also allows them to play with their grade level for chemistry/friendship purposes. If a coach chooses to do this then they must practice with both teams per team unity, chemistry, etc. That is a decision each coach will have to weigh out*

**In regards to the roster (# of capable players) and allowing athletes to play up. That will be a discussion as to the fairness/need for that level. In these circumstances, a direct conversation will be had with that coach so that the opportunities for play are equitable and fair.*

6. Head Coaches will be responsible to have an organized process and procedure to communicate the playing up of student athletes. This communication MUST involve the parents, affected coaches, and athletic director(s) prior to a practice or game change.

***** Violation of any of the above provisions will be considered as a breach of the Coaches Code of Ethics.**

Middle School Eligibility

The following is related SOLELY to interscholastic play for grades 5-8 students in grades 6 through 8 play.

Through the completion of the 2014-2015 school year, policies regarding the participation of repeating students at the levels of play below high school interscholastic athletics (below grade nine(9)) shall be determined by the school council pursuant to KRS 160.345 (2) (i).

Effective with the 2015-2016 school year, policies regarding the participation of repeating students at the levels of play below high school interscholastic athletics shall be implemented pursuant to 702 KAR 7:065 as follows:

- Beginning with the 2015-2016 school year and thereafter, require that no student enrolled initially in grade (5) through grade (8) during the 2015-2016 school year or thereafter 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;
- Beginning with the 2015-2016 school year, require that a student who turns:
 - 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;
 - 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; and
 - 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;

Cutting of Participants

The coaching staff of each individual sport shall establish the process for deciding whether athletes will be “cut” during a tryout period during which the final composition of a team will be determined. If a coaching staff determines that “cuts” are necessary, they shall discuss with all athletes attending the tryouts the criteria to be used to evaluate the athletes during the tryout period. This procedure shall also describe the notification process that will be used to inform all athletes of their status following the tryout period. The coaching staff must make every effort to ensure that all athletes attending the tryouts clearly understand the criteria to be used to evaluate them.

The notification procedures used by the coaching staff should, if possible, include individual conferences with each athlete that does not make the final team. These conferences shall include feedback to the athletes on the areas where they might improve athletically and always ensure the dignity and growth of the individual student.

Practice Schedules

All Coaches are required to submit a tentative practice schedule to the AD prior to the start of their season. Scheduling and use of facilities will be based upon a priority.

1. Varsity in season, JV in season, Frosh in season, Middle school in season
2. Varsity out of season yet to be played, JV, Frosh, Middle school
3. Varsity postseason, JV, Frosh, Middle school

Varsity Awards Policy

Guidelines:

1. An Athlete can only receive one varsity letter during his or her four years in high school.
2. To receive a varsity letter, an athlete must (a) letter 1 year in a Varsity level sport.
3. Once a varsity letter is earned, then all other varsity lettering would result in a bar for that sport.
4. Letter Qualifications: A candidate must have participated in one fourth of the quarters of all regular season games played in football, soccer (25% of halves), or basketball, qualified for regional

competition in golf, swimming, cross country or track, or played half the varsity games for softball and baseball. Archery and bowling will be determined by head coach. Ultimately, each coach is responsible for verification of requirements.

5. An athlete moving in from another school will fall, at the point of enrollment, under the above guidelines. Previous school participation will have no bearing on his or her awards.

Youth Camps

All coaches are encouraged to host a youth camp during their offseason. This is a great way to fundraise for your team. Coaches and other adults can receive payment for working the camp. In order for payment to be approved then a form that is found in the District Financial Office must be filled out completely and approved by the principal. Coaches payment should not exceed the money that is generated from the camp.

Acknowledgement Form

2025-26 School Year

I, _____, have received a copy of the
Name

Coaches' Handbook and understand and agree that I am to review this handbook in detail and to consult school policies and procedures with my Principal/supervisor if I have any questions concerning its contents.

I understand that as an employee of the District I am required to review and follow the information set forth in this handbook and rules disseminated by the Kentucky High School Athletic Association and other governing bodies specific to the sport/s I coach and I agree to do so.

Employee Name (please print)

Signature of Employee Date

Return this signed form to the Athletic Office