

Central High School



Athletic Coaches' Handbook

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Stewardship, Scholarship, Sportsmanship

INTRODUCTION

This handbook has been developed to assist the coaching staff of Central High School in serving the students that elect to take part in our interscholastic athletic program. The handbook contains athletic department procedures, regulations, and other information that will be helpful to coaches in administering, maintaining, and supervising their athletic program(s).

In addition to the materials presented in this handbook, all members of the coaching staff must familiarize themselves with the rules of the sports they coach, as well as the rules and regulations found in the constitution and by-laws of the Georgia High School Association (GHSA)

This manual will not answer every possible question that coaches may have. It is only a reference guide to athletic policies. Hopefully, it will be a resource for the athletic department to work more efficiently.

Coaches who have questions about policies and procedures should direct comments to the Athletic Director.

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MISSION STATEMENT

The mission statement of the Central High School Athletic Department is to support the student-athletes to ensure their success in the academic setting, as well as the athletic arena. We strive to ensure that each student-athlete has a positive experience during his or her participation in Central High School Athletics.

PHILOSOPHY

*“Person First, Student Second, & Athlete Third”
Stewardship, Scholarship, Sportsmanship*

Central High School’s Athletic Department believes that athletics and the associated activities have a direct impact on the school’s ability to reach its academic and athletic goals. Through athletics, students are guided by coaches who are committed to developing the student athlete’s physical, emotional, and mental maturity through physical conditioning, skill development, and competition. The coaching staff further believes that reaching one’s potential means very little without performance, as the basis of athletic preparation has a direct link for living and working in a competitive society.

Participation in all extracurricular activities at the school-level is a privilege, not a right, that carries with it responsibilities to the student athlete’s respective team, the school, and the community. CHS student athletes are ambassadors of this community, and their conduct should reflect the highest standards of effort, self-discipline, sportsmanship, academic prowess, and school pride. The coaches who lead the athletic teams of CHS have a responsibility to the student athlete and the citizens of Bibb County, as their goal is to have a positive impact and to build a sense of school pride throughout the community. Not only are the coaches of athletic programs committed to competing; they are equally driven to be positive role models, to teach self-discipline, and to prepare our student athletes to be successful beyond the athletic arena.

Additionally, we believe in the value of athletic participation in all its forms. Such participation fosters the qualities of team membership, individual commitment, and personal excellence. Because every sport offers opportunities to develop these qualities, we are philosophically committed to a range of sports activities for every athlete who has time and the desire to play them, and we are opposed to “recommendations that athletes restrict participation to a single sport.”

Central High School’s Athletic program consists of levels of play which gives student-athletes the opportunity to learn and grow.

At the high school level of interscholastic competition, Freshman and JV teams exist to provide those athletes unable to participate on the varsity level an opportunity to

develop skills and gain experience. Only 9th graders are eligible to play for Freshman teams; however, 9th through 12th graders are eligible to play on high school JV and Varsity teams and will be selected purely on ability/performance levels. While the athlete's age, size, or skill level may be a limiting factor in not making the Varsity team, participation on a Freshman/JV team may enhance the athlete's potential to make the Varsity team in the future. It should be noted that being a member of a Freshman/JV team does not guarantee that an athlete will automatically make a team or move up the following year to the next team level.

Striving to win is important in athletics; however, the development of student-athletes is paramount to winning on the high school Freshman/JV levels. Freshman/JV programs should acknowledge the value of winning, the importance of learning, and the enjoyment in being a member of a team. While high school Varsity teams will uphold the value of our student-athletes' learning and growing in their sport, the teams will be selected and coached with a focus on winning but shall not place the value of winning above the value of instilling the highest ideals of character.

Welcome to CHS Athletics and to the Charger Winning Tradition!
OBJECTIVES AND STRATEGIES

1. DEVELOP CHARACTER

Group Meetings	Goal Setting
One on One Meetings	Discipline
Role Model	Physical & Mental Preparation

2. MEET ENTERTAINMENT NEEDS OF FANS

Quality Coaches and Athletes	Sustainability
Number of Coaches and Athletes	Scheduling Games
Facilities	Educate Coaches (Professional Dev.)

3. IMPROVE THE IMAGE OF THE ATHLETIC PROGRAM

Winning	Playoffs
Positive Attitudes (coaches, athletes)	Scholarship Opportunities
Academic Programs	Good Sportsmanship
Media Coverage	Build Capacity

4. BEING A LEADER IN ATHLETICS

Be First With New Ideas	Research and Develop New Ideas
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5. BUILD CAPACITY TO SUSTAIN A SUCCESSFUL ATHLETIC PROGRAM

Keep Financial Reserves	Participation Rate
Booster Organizations	Publicity
Involve/Nurture the Community	Middle School Connection

RESPONSIBILITIES OF COACHES

Coaches are responsible for developing and maintaining a quality team in accordance with the CHS Athletic Department's philosophy and GHSA policies. They are charged with and given the authority to develop team rules and expectations, to set practice times, to encourage and discipline student athletes and select members of their teams.

Coaches reserve the right to determine appropriate times to talk with parents concerning their child's effort, his/her work ethic, and performance. Conversations specifically centered around "playing time" are not appropriate, however, the aforementioned topics are open for discussion and thorough conversations may provide insight. The coach should handle all communication with parents in a professional and courteous manner and make decisions on behalf of the team and not necessarily on behalf of the individual athlete. Never meet alone.

COACH AS ROLE MODEL

A coach will consistently display a high personal standard and project a favorable image of the district, sport, and of coaching by adhering to the following:

- **Tobacco, Drugs, Alcohol & Performance Enhancing Supplements:** School district policies regarding tobacco, drugs, alcohol and performance enhancing supplements apply equally to coaches and student-athletes at all district sponsored activities. **Coaches are not to use tobacco products or to consume alcohol while supervising students.** Coaches will discourage the use of the above products by student-athletes.

Language: Coaches are expected to refrain from belittling athletes, from using sexual innuendos, using intimidation ploys, and from using profane and/or otherwise distasteful, harassing language.

- **Respect:** Coaches will model respect and fairness toward his/her student-athletes, coaches, opposing coaches and student-athletes, officials, parents/guardians, and spectators at all times. A coach will expect the same respect and fairness from his/her student-athletes. Games/matches/athletic contests should be competitive, fair and respect the dignity of the opposing players, coach, and school. Coaches should model respectful, competitive play.
- **Scholastics:** Coaches will be aware of the academic pressures placed on student-athletes and conduct practices and games in a manner so as to encourage academic success.

COACH AS SUPERVISOR

Concern regarding liability of school districts and those persons hired by school districts to coach and supervise students in extra-curricular activities has increased the accountability of supervision. **Coaches must know where their student-athletes are and what they are doing at all times.** Rules of behavior are to be developed and presented to the student-athletes so there is no question of the coaches' expectations. These rules are to include, but not be limited to, pre- and post-practice activities, locker room and showers behavior, proper etiquette while traveling to and from activities, off campus training routines and appropriate behavior during competition.

- Coach as a supervisor makes sure facilities being used by the team are locked and that students are denied access when a competent staff member cannot be physically present to supervise. At times supervision may not be direct but rather the coach is in close proximity. Bathroom breaks are expected exceptions.
- Coaches must not isolate themselves from their teams prior to or following practice and game situations until student-athletes in the building or at the pickup/drop-off point have left the premises.

Locker Room Supervision: Student-athletes **MUST** be supervised at all times. Supervision includes proximity to locker room facilities and areas where student-athletes wait for ride as well as practice and competition areas. **All coaches are responsible for supervision.** Coaches should make themselves visible in all areas as much as possible. Coaches should be last to leave the facility after a practice or competition.

- **Coaches are not to give their school and/or athletic keys to student-athletes at any time. Lost keys must be reported to the athletic office immediately.**
- **Weather:** Weather conditions must be considered when practicing and competing. The district monitors dangerous weather conditions and responds. When the district closes schools due to inclement weather, no practices may occur. **In the event of a severe weather alert or severe weather conditions during practice, coaches will either be advised by the AD or charged to make a decision themselves whether to continue practice and about the safety procedures to be followed. When severe weather alerts or conditions affect a contest situation, GHSA officials will make the decision as to whether or not to continue.**
- **Emergencies:** At CHS, the Athletic Director in conjunction with the Athletic Trainer will design sport and site-specific plans for managing uninjured team members while emergency care is being administered to an injured student-athlete (See Athletic Emergency Plan). All coaches will utilize these plans during emergencies.

- Coaches of all sports must have stocked first aid kits for road games. Coaches are expected keep first aid supplies readily available and replenish when necessary. Coaches are encouraged to use professional judgment and call 911 as needed.
- Note: Coaches who do not have their own access to a cell phone should notify the Athletic Director (AD) so other arrangements may be made to communicate emergency situations.

COACHES' RESPONSIBILITIES FOR STUDENT SAFETY

Coaches will strive for student-athlete safety at all times. It is imperative that a coach informs the AD/Administration immediately when a student safety incident occurs on or off site.

The following are a few specific areas of student safety that require coaches' attention. It is not, however, an 'all-inclusive' list.

ALL FORMS OF HARASSMENT

The Bibb County School District strives to provide a safe, positive learning climate for students and employees. Therefore, harassment in any form is not tolerated (See Bibb Co. Handbook)

ELECTRONIC COMMUNICATION & SOCIAL MEDIA (See Bibb Co. Handbook)

Staff members are expected to maintain a high degree of professionalism in all communications. Given the potentially broad reach of electronic communications and the propensity for reaching unintended recipients, staff members must be particularly cognizant of the need for professionalism regarding their electronic communications.

- Coaches should not use any means of two-way personal electronic communications (e.g., Twitter, Facebook, student personal email, text messaging, etc.). Coaches may use their own BCSD email or a team BCSD email and the students' Office 365 email accounts. Coaches should encourage athletes to set up their phones to receive messages from their BCSD student email accounts.
- All apps and online sites used to communicate with student-athletes should be those approved by BCSD.
- Coaches will not text message or call students' cell phones.
- Coaches are asked to use a district provided means of communication (e.g. district email, district phone) when contacting students. However, in the event of emergency circumstances, a coach may communicate with a student via a non-district provided method of communication.

HAZING (See District Handbook)

The Bibb County School District believes that students must be protected from hazing and/or initiation ceremonies. All verbal, written, or physical conduct, which harasses, humiliates, persecutes students, or disrupts or interferes with any student's curricular or extracurricular experiences shall not be tolerated. Coaches must enforce all district policies on Hazing.

TRANSPORTATION

The expectation of the Bibb County School District is that student-athletes ride school bus transportation to and from athletic practices and competitions. At no time will student-athletes be permitted to drive on their own or ride to or from away contests with a friend. Situations may occur where, through no attempt to circumvent this rule, a parent must drive a student-athlete. This is acceptable only through advance notice to the Athletic Director. Our coaches are instructed to deny participation to any athlete, who does not ride school transportation, unless the coach and athletic director approve the plan in advance. If a circumstance arrives where parents need to transport the athlete home after a contest an email requesting permission is required at least 24 hours prior to the date of the contest. The email must be sent to the coach and athletic director. The parental email should specifically explain the hardship or reason for not traveling home with the team. This explanation may be needed in order for the athletic director to make an informed decision consistent with previous requests. Prior to leaving the contest, the coach must actually speak with the parent to confirm that he/she, and not another student or friend, is driving. Parents must sign document when driving student-athlete from a contest. Remember student safety is paramount.

There must be a certified coach on the bus during all trips. Coaches should NEVER follow a bus in their own personal car. Coaches are responsible for student behavior and safety.

Bus request forms must be submitted along with the game schedule to the Athletic Director and Bibb County's Athletic Director's Secretary.

CDL's

It is the expectation of the Bibb County School District that ALL coaches obtain a CDL. Coaches who do not possess a CDL will be responsible for travel expenses to and from competitions. To get a district driver the cost is \$10 per hour within the district. Any trip outside of Bibb County the cost will be \$10 per hour with an additional \$2 per mile. All driver expenses will be paid from the head and assistant coaches supplements. All coaches are given one year to obtain their CDL or show proof of working towards getting their CDL to continue to coach. (ex. Training with Transportation) Coaches with medical reasons for not obtaining their CDL will need to provide documentation.

ACADEMIC SUPPORT PROGRAM

OBJECTIVE: To establish a resource whereby athletes can go for academic support. It may be used as an optional academic resource center or a required study hall. This will be determined by the varsity head coach or Athletic Director. All coaches are responsible for ensuring that their athletes are on track, are performing in the classroom, are in the correct classes, are working to prepare for college, and most importantly, remain eligible.

DUTIES:

1. Help guide, advise and follow the progress of high academic risk student/athletes throughout their academic high school career.
2. Work with teachers of student/athletes in difficult subjects (check homework assignments, daily assignments, practice tests, study guides).
3. Keep parents informed as to the progress of the student with academic problems.
4. Keep academic records of the student/athletes throughout the high school career.
5. Manage and supervise study hall sessions.
6. Assist college-bound student/athletes with NCAA academic requirements (SAT, ACT, core course requirements).
7. Assist the Athletic Director with eligibility reports.
8. Maintain confidentiality in dealing with student grades.
9. Handle any and all assignments given by the Principal or Athletic Director.

GOALS:

- Gradual increase in athletes' GPA.
- All teams 3.0 GPA or better.
- No student-athletes ineligible.
- All college bound student/athletes meet NCAA requirements.

All Central High School student/athletes must meet all Georgia High School Association requirements for credits earned and any other rules or regulations set by the GHSA or the Bibb County School Board.

COMPLIANCE WITH GHSA

All coaches are to abide by the Georgia High School Association (GHSA) rules and regulations. These are published each year in the GHSA Constitution and By-Laws book (white book). Coaches are required to attend an annual GHSA sponsored rules clinic. It is the responsibility of each head coach to ensure that all coaches associated with his/her sport attends this clinic. Failure to attend a rules meeting will result in a \$100.00 fine (paid for by the individual coach). The Athletic Director will ensure that all coaches are updated annually.

Any blatant disregard of rules could bring a reprimand, fine, or dismissal of the head coach or assistant coaches.

BEGINNING DATES FOR PRACTICE

The beginning dates for practice are set by the GHSA. These dates can change from year to year, so check first in the GHSA manual and then with the Athletic Director.

BOOSTER CLUBS

At this time CHS does not have a booster club. Anyone interested in forming a booster club must send a proposal to the athletic director and principal for approval.

COMMUNITY COACHES

The Georgia High School Association allows for community or lay coaches to serve as assistant coaches. These are individuals who are not certified employees of the system but who assist in coaching of one or more sports. The following guidelines must be adhered to.

- Community coaches must be under contract with the Bibb County Board of Education. Upon recommendation of the A.D. & the Principal to the Superintendent the personnel department will request Board approval and issue a contract. The contract must list the amount payment, if any, to be made by the system.
- A community coach cannot be under contract to more than one Board of Education.
- Community coaches cannot under any circumstance serve as a head coach.
- Community coaches must be under the immediate supervision of a certified coach at all times.
- Community coaches must complete the NFICEP Training and Testing Program in “First Aid” and “Coaching Principles” prior to their first year. Prior to coaching in subsequent years they must attend an annual GHSA sponsored rules clinic.
- Community coaches cannot do any coaching until the NFICEP course has been successfully completed.

It is the responsibility of each head coach to solicit community coaches (if they desire) and to ensure compliance with all the above regulations.

Upon selecting a community coach candidate, the head coach should make a recommendation (in writing) to the A.D. & high school Principal who will then forward to the Superintendent a recommendation. The Bibb Co. Board of Education will have to approve the Superintendent’s recommendation; only then can a contract be issued. Until the Board of Education has formally taken action, no announcements can be made; this provision applies to all personnel recommendations.

BUDGETING

The gate receipts of any revenue producing sports fund all the athletic department budgets. The Bibb County Board of Education pays for coaching supplements and team travel. Each head coach must submit a spending plan by the end of post-planning each year. A tentative budget will be developed from these plans and an approval of that sport's spending plan will be issued to the head coach. The funding of this spending plan will hinge on the revenues generated during the school year and may have to be adjusted accordingly. Projected revenues are based on the previous year's revenues.

Individual sports may have needs that cannot be met through this budget; and therefore, additional fundraising activities may have to be used. The use of player contributions and other fund-raising activities may have to be used. All fund-raising activities must follow board policy and have the prior approval of the Athletic Director and the school's Principal. Additionally, all funds generated by a sport must be turned in to the bookkeeper no later than the next business day. All funds must be maintained by the bookkeeper Ms. Valarie Adams.

The sport's budget should fund supplies (including uniforms), team meals (if head coach desires), etc. for the regular season including any region playoffs.

PURCHASING

All athletic purchasing is done through the AD and Bookkeeper's office using the approved athletic request forms and purchase order. All purchasing requires the approval of the sport's head coach, Athletic Director, and Principal. The following procedures should be followed:

- Secure prices on needed merchandise. Competitive shopping should be conducted (Ensure company is an approved vendor with the County) and at least one BSN quote should be secured.
- Different sports requiring common articles and/or equipment shall coordinate purchasing to take full advantage of volume buying.
- Complete a purchase order requisition that can be found in the bookkeepers office and forward to the Athletic Director for approval.
- The AD will approve (or deny and return to the head coach) and give to an at bookkeeper to finalize with the principal's signature. Appropriate funding must exist before a purchase order can be created. Under no circumstances can orders be placed without sufficient funds in account.
- The purchase order will be faxed or emailed to the vendor by the business department unless other instructions are on the purchase order requisition form
- Inspect merchandise upon arrival for any damage.
- Send any packing slips and/or invoices to the AD, who will take them to the school's bookkeeper.

PURCHASING PROCEDURES FOR CENTRAL HIGH SCHOOL ATHLETIC DEPARTMENT

The approved procedures for purchasing items to be paid by CHS Athletic Department are as follows:

- A. A quote with all items listed/attached should be given to AD for approval **BEFORE** items are ordered
- B. After purchase order is approved, the original will be sent by email or fax to vendor or call order in to vendor with purchase order number
- C. All invoices must have purchase order number included on the form.
- D. After receiving equip, supplies, etc. invoice should be attached to copy of purchase order and given to the AD who will make a copy and provide original to the Bookkeeper to secure in the main office
- E. Appropriate funding must exist before a purchase order can be created. Under no circumstances can orders be placed without sufficient funds in account.
- F. Any purchases made without a purchase order is the responsibility of the coach who placed the order. Athletic funds will not cover this purchase.

Items such as team meals, travel expenses, etc. must have appropriate paperwork and check authorization documentation signed before a check is issued.

It is recommended that items that are to be given to players be funded through team dues or fund raising when possible. All personalized items should be pre-paid by students before order is made.

Purchases funded with school athletic funds should be ordered and invoiced separately from items ordered for personal use. Only athletic department funded purchases can be charged and invoiced to the system.

Officials: Officials are paid through Bibb County Athletics at the board level. Playoff official costs will be paid at the school level from the specific sports funds.

Team Meals: Checks for team meals are to be requested by the head coach of each sport using the athletic department's request form. Meals will only be paid for games that are 60+ miles away (one-way). Allowances for team meals are; breakfast \$4.00, Lunch \$5.00; and Dinner \$7.00. Efforts should be made to secure a restaurant before leaving and have the check made payable to the restaurant. Upon approval of the Athletic Director the check may be made payable to the coach for the allowable amounts. Unless otherwise approved receipts should be obtained and returned, along with any unspent funds, to the bookkeeper's office.

Hotel/Motel: Checks for motel/hotel accommodations are to be requested by the head coach of each sport using the athletic department's request form. The check

must be payable to the motel and a copy of the confirmation from the motel must be included with the request form. It is the head coach responsibility to obtain all the necessary documentation. Tax-exempt forms will be provided by the school's bookkeeper and must be presented to the motel upon check-in.

Overnight Trips: If teams plan on staying overnight the head coach must complete a fieldtrip packet. Prior to submitting the packet, the coach must complete a bus request form for the trip and submit it to Remisha Hill who will provide a trip tracker number. Once the trip tracker number is obtained, this number should be included in the fieldtrip packet before being submitted to Ben Bridges. Costs of stay will be subtracted from team budget and must be planned for accordingly.

The head coach of each sport is responsible to ensure these procedures are followed.

BANQUET & AWARDS

There is an all-sport awards ceremony that will be held at the end of each year. Student-athletes should be rewarded based on their accomplishments throughout their season(s). Parents and community members are invited to take part in this ceremony. It is highly recommended that the building administrators, Superintendent, and Board of Education members be invited as guests.

Awards should be given to athletes for their outstanding performance(s) throughout their seasons. The Athletic Director will give each head coach their trophy limit.

Athletes may receive only one school jacket during their four years of high school eligibility (see Athlete HB). Additionally, no athlete is to receive more than \$350.00 worth of awards annually.

Athletic chords will be awarded to senior athletes who participated in a particular sport for four years. Students who missed a year because of injury or medical reasons can be awarded that year with proof and approval from the head coach and athletic director.

SCHEDULING

The head coach is responsible for scheduling varsity and junior varsity games. Tentative schedules are to be approved by the building Principal and Athletic Director before being finalized and signing contracts. It is a GHSA rule that all football, basketball and baseball contests have written contracts signed by both schools. This is strongly recommended in all other contests.

All schedules should be made with the overall school schedule in mind. Contests during semester exams and other testing periods should be avoided. Additionally, strong consideration should be given to holidays as athletes as well as coaches need to spend time with their families, especially Christmas and Spring Break. Coaches

should share tentative schedules to avoid (if possible) home date conflicts between sports.

Sunday competition is prohibited.

DRUG TESTING PROGRAM

The Bibb County Board of Education does not have any random drug testing policy but does have a student drug policy. Each head coach is required to follow the procedures outlined in the district's policy and ensure that an annual update is given to each athlete, which includes parent and student signatures noting their understanding of this policy.

ELIGIBILITY

Eligibility reports are due into the GHSA office on assigned dates listed in the GHSA

Calendar. These dates change each year. It is the head coaches' responsibility to get the team rosters to the athletic director one week prior to the GHSA due date.

Eligibility criteria can be found in the GHSA handbook.

FACILITIES

The athletic facilities are under the control of the Bibb County School Board. They are managed by the Principal and the Athletic Director. These facilities are for the use of the student body, faculty, and staff. No other individuals or groups are allowed to use the facilities without written permission of the Bibb County School Board.

All scheduling of the athletic facilities is done through the Athletic Director, with Principal's approval. Upon approval athletic events will be placed in the county's Facilitron platform. Priority will be given to the sports that are in season. If there remains a conflict, the Athletic Director will determine the schedule.

High School athletic facilities are as follows: the gym, the field house, the football stadium, the baseball field, the softball field, the tennis courts, the soccer fields, the weight room, the track, and the practice fields. Because all facilities used by our sports program are owned by the Board of Education, it is even more imperative that we all work together to ensure clear communication, cooperation, and appreciation to those other entities who help make opportunities available for our youth.

KEYS

All coaches will receive keys to the areas that are needed for games, practice, storage, and weight room. These keys are the coaches' responsibility. Keys are not

to be given to anyone for use who is not associated with Central High School athletics. All outside groups must go through the Athletic Director, Principal and school board in order to use the athletic facilities.

Keys must be returned to the Athletic Director when a coach gives up their coaching assignments.

DRESS CODE

When representing Central High School all coaches are expected to dress in a manner that is professional and uniform. We must ensure that our athletes follow the same code. At events and awards ceremonies, we should dress professionally. At contest we should dress appropriately and in some form uniformity.

PARTICIPATION REQUIREMENTS

In order for student/athletes to participate in a sport, they must upload all required paperwork to Dragonfly. These requirements are as follows.

1. Parental consent forms that include medical release, concussion sign-off form, and insurance information.
2. All student/athletes must have a physical signed by a doctor. By Georgia law, this must be on the GHSA physical form. Physicals must be uploaded to Dragonfly. The head coach should keep a copy of this form and the original is kept in the athletic trainer's office. A physical is good for ONLY one calendar year.
3. Reports of all students trying out for your sport should be turned in to the Athletic Director at least two weeks before tryouts.
4. All participation requirements are to be uploaded in Dragonfly or in the head coaches' possession before try-outs begin.

HIGH SCHOOL ORGANIZATIONAL MEETING

Each head coach will conduct a pre-season "interest" organizational meeting with student-athletes and/or parents. The meeting is to serve as a time to inform student-athletes of the school district athletic philosophy, athletic department procedures and individual coaching rules that will govern them throughout the season. Additionally, coaches should schedule a meeting with parents once the season has begun to discuss with them the same items covered with the students and to review student-athlete handbook. Coaches must discuss their criteria, objective and subjective, used to select the team. Overall procedures to be used in team selection are to be discussed at this time. Handouts will be distributed to inform students and parents of season expectations, rules against hazing, proper use of social media, practice schedules, training rules, awards criteria and other general information.

POST SEASON SUMMARY REPORT

At the end of each season a post-season report along with the Civil Rights Form is to be given to the Athletic Director for the school records. The post season summary report is due no later than a week after the team's final contest. This information must be presented in the post season meeting between the head coach and athletic director.

These records will be important to the school's athletic program for many reasons.

- It will help keep school athletic records from year to year.
- It will help in the transitions between coaches.
- It will help to track participation numbers for each sport.
- It can be used to reunite past teams.
- It gives the Athletic Director a look at the inventory and upcoming needs of each sport.

The post-season summary report will include the following information:

1. Team roster
2. Letter winners and year
3. Win/loss record
4. Individual and team post season honors
5. Outstanding individual statistics
6. Team captain
7. Inventory
8. Major equipment needs for next season

PUBLICITY

Announcements of scores must be given to the local media outlets immediately after the game/contest.

Each coach has the responsibility to send these media outlets sports related information. Be sure to invite all media to games.

PUBLIC / MEDIA RELATIONS

- Coaches should never speak to the media without approval from Bibb County's Communications Department.
- Assistant coaches should refrain from giving quotes to the newspaper unless directed to do so by the head coach. All information given to media outlets should be cleared through the head coach.
- All comments to the newspaper regarding individual athletes should be positive in nature.

- When meetings with parents, coaches should refrain from discussions regarding other team members unless they and their parents are present.

TEAM MANAGEMENT AND RULES

Team rules and expectations should be given to each player at the beginning of team tryouts. This should include the requirements for lettering in that sport.

The team rules need to specify the number of practices, excused and unexcused, that a player can miss. The rules for being late to practice or a game will also be covered in the team rules. School discipline should be covered.

The procedure for contacting the coach in case of an emergency needs to be listed. Any special practice days players need to be aware of before trying out will need to be mentioned in writing. This would include basketball practice during Christmas holidays, football camp during summer vacations, and baseball practice throughout the spring break vacations.

Before coaches can add players to their team second semester that were ineligible first semester, they must provide the AD & Principal with clear evidence that all courses were passed and that eligibility requirements, including being on-track, have been met.

Any player that has been dismissed from a team for any reason (academics, discipline or quits) will not be allowed to try out or participate in any way with another team until the first team's season is completely over.

It is possible to be a part of two teams at the same time **in the SPRING**. The player must choose a primary sport and a secondary sport. The two head coaches are to work out the player's practice schedule and games. If at any time there is a conflict between the two sports, the player will be forced to choose one. Team sports must always be the primary sport. It is only fair that all team players practice together.

When all the team rules and regulations are written and signed by each player, there is a clear understanding of the head coach's expectations. The head coach will keep the signed copies on file and send a copy to the Athletic Director.

EVALUATIONS OF ATHLETIC DIRECTOR AND COACHES

All head coaches will be evaluated by the Athletic Director. The evaluation is a procedure to help head coaches stay within the philosophy of the athletic program. It identifies a coach's strengths and gives feedback on improving weaknesses. These evaluations are completely subjective and are not a part of the coach's teaching evaluation file.

Evaluations are kept in the Athletic Director's office for only the Principal and the Athletic Director to see. They will be made available to the Superintendent upon request.

All head coaches will be given an opportunity evaluate their assistant coaches. These too are subjective in nature and given to the Athletic Director. These are made available to the Superintendent upon request.

Coaching recommendation for renewal and acceptance for the next year's positions are found in the evaluations. An acknowledgment of the evaluation process is also found at the end of the form.

SUPPLEMENTS

Separate contracts will be signed for coaching supplements, apart from teaching contracts. Coaching contracts can be signed at any time during the school year. The coaching supplement is a year-to-year contract. There is no tenure or continuing contracts for coaching.

Coaches who work under a 190-day contract will receive supplement after their season. This is contingent upon coaches following the requirements of this handbook along with the completion of all end-of-season documentation is completed. Coaches who hold a work contract over 190 days will have their supplements included within their monthly checks.

DUTIES & RESPONSIBILITIES Athletic Director

1. Administers athletic policies and procedures working within rules of the Georgia High School Association.
2. Recommends coaching assignments to the Principal & Superintendent.
3. Recommends facility improvement to the Principal & Superintendent.
4. Develops, along with head coaches, athletic schedules and contracts when needed.
5. Develops contracts with head coaches for game officials.
6. Finds ways to support and finance the athletic programs.
7. Approves all spending to be paid by the athletic budget.
8. Attends most home games and /or has another administrator scheduled for the event.
9. Makes decisions along with the administrator present, after consulting with head coach, to postpone or cancel a contracted event due to poor playing conditions.
10. Supervises and is responsible for all feeder programs along with head coach.
11. Supervises the academic/athletic program.
12. Works with the Principal and business manager in developing a yearly athletic budget.

13. Coordinates the use of all athletic facilities after school hours and by outside groups.
14. Assumes responsibility for the game management of all home athletic events and when admission is charged, the safe keeping and deposit of gate receipts with the ticket coordinator.
15. Represents the school at all region meetings.
16. Keeps records of team's win/loss records and lettering systems.
17. Responsible for all other assigned duties by the Principal and Superintendent.

Head Coaches and Assistant Coaches

1. Sets a good example for others to follow. This includes being a good role model for athletes to follow.
2. Teaches the value of honest effort in conforming to the spirit as well as the letter of the rules.
3. Instruct the players in their sportsmanship responsibilities.
4. Disciplines those students who display unsportsmanlike behavior and when necessary, deny them the privilege of representing the school in interscholastic competition.
5. Respects the officials' judgment and interpretation of the rules. Public protests can only lead to similar behavior by players and spectators.
6. Instruct the players on the schools' athletic policies, objectives, and team rules. This includes the lettering system and the academic/athletic program.
7. Involves him/herself with the leadership of booster clubs. Keeps booster clubs moving in a supportive and not critical direction.
8. Prepares the team participation documentation and end of season check list for the Athletic Director.
9. Distinguishes between competition and over-emphasis on winning. Learning to do one's best is a worthwhile educational goal. However, an obsession with winning, which causes loss of sight of the educational and recreational values of competition, is detrimental to the athletic program.
10. Assists the Principal and Athletic Director in the hiring and firing of assistant coaches.
11. Prepares and manages practice sessions.
12. Stays within the budget assigned.
13. Schedules games and assists Athletic Director with needed contracts.
14. Turns bus requests in at assigned time for team travel.
15. Strives to achieve the athletic objectives while staying within the athletic philosophy.
16. Develops fund raising methods to ease stress of athletic budget.
17. Strives to improve as a coach and improve his assistants by learning new strategies and techniques in their sport. This can be done through books, articles, clinics, and visiting other campuses.

18. Teaches players the basic and advanced techniques of their sport. This includes rules, etiquette, and sportsmanship.
19. Prepares and keeps records for post-season summary and organizes post season banquets.
20. Helps to develop feeder program in the middle school and recreation programs.
21. Helps senior athletes, who are capable to participate at the college level and achieve college scholarships.
22. Submits eligibility reports to the Athletic Director at appropriate times.
23. Supports student involvement in all extracurricular activities and other school activities.
24. Upholds the rules, regulations, and policies set by the Bibb County School Board and the Georgia High School Association.
25. Files a full report and a corrective action plan for all unsportsmanlike conduct (technical fouls, yellow/red cards, ejections, etc.) by players, coaches, and fans to the AD no later than 8:30 am the day after the infraction occurs. This includes home and away events for all levels of athletics.
26. Understands that being a CHS coach is that of a positive role model and therefore, refrains from the use of alcohol and tobacco while in a direct supervision role on or off campus.
27. Assumes and ensures that music played prior to, during, or after athletic contests is appropriate and in harmony with the mission of CHS. This policy includes all athletic facilities during athletic at no time is it acceptable to play music with profane lyrics.
28. Agrees that any work created while he/she is employed by BCSD is property of CHS. This relates directly to play books, game plans, handbooks, video, etc. Coaches who wish to take this material at the end of their tenure can make such a request in writing to the Athletic Department 30 days prior to their final day. This relates directly to play books and other items which could be "helpful" to our opponents.
29. Completes all other duties assigned by the school Principal and/or the Athletic Director.

SPORTSMANSHIP

Coaches are expected to:

1. Exemplify behavior that is representative of the educational staff of the school and that which credits the teaching profession.
2. Demonstrate high ideals, good habits, and desirable attitudes in personal behavior and demand the same standards for players.
3. Employ accepted educational methods in coaching that give all players opportunities to develop initiative, positive leadership, sound judgment, and enduring work habits.

4. Properly supervise athletes at all practices and events and insist on consistent displays of sportsmanlike behavior.
5. Cooperate with the school administration, faculty, and staff in planning scheduling, and conducting school activities.
6. Be courteous to opponents and officials. Refrain from directing disparaging remarks toward opponents, officials, spectators, or other persons associated with an interscholastic activity.
7. Encourage and teach their players to play hard and to the limits of their abilities, regardless of the game score
8. Maintains self-control at all times. Accept adverse decisions without public displays that indicate dissatisfaction with officiating or the general course of events in a game
9. Understand and observe the rules of the game and the standards of eligibility
10. Respect the facilities of the opponents and take care of them appropriately
11. Be modest in victory and be gracious in defeat
12. Remain on the bench if an altercation occurs on the playing area.

Additionally, teach players to remain on the bench if an altercation occurs.

The penalty for leaving the bench is severe and those who violate the rule are subject but not limited to the following:

- An automatic ejection from the game and/or
- Minimum of a two-game suspension and/or
- Removal from the team
- Loss of eligibility for the remainder of high school career in all sports
- Additional action taken against the school could result in fines, forfeiture of games, and possible disbarment from post-season play-off games
- Additional disciplinary action by the CHS administration

13. Model to parents, spectators, and athletes:

- That the primary purpose of interscholastic activities is to promote physical, mental, moral, social, and emotional well-being in the participants through the struggles of competition
- That we all represent the school just as definitely as members of the team
- That participants (including cheerleaders) have the right to compete in an atmosphere without boos and derisive comments
- To respect the judgment and integrity of officials, realizing that their decisions are based upon game conditions as they see them
- That good sportsmanship is more important than victory, and demonstrate that by applauding the good play of all involved
- To be modest in victory and gracious in defeat

LANGUAGE

The first time the use of profanity directed toward a student athlete in a public setting is brought to our attention a Verbal Warning will be issued. Conference with individuals involved.

The second time the use of profanity directed toward a student athlete in a public setting is brought to our attention—A fine of \$250 from said coaches own pocket.

The third time the use of profanity directed toward a student athlete in a public setting is brought to our attention -Suspending the athletic personnel for a period of time and/or termination of athletic employment.

This will be addressed on an annual basis only. Incidents will not carry over from year to year.

INJURIES

The new HIPPA law prohibits discussion of an injury without written consent from the legal parent or guardian of the athlete. This restriction includes but is not limited to the media.

ATHLETIC CAMPS, SUMMER LEAGUES, ETC.

All camps & leagues must be cleared through the AD & Principal and have official approval by the Superintendent/ Board of Education. If fees are collected, then all school accounting procedures must be followed.

Addenda to this document:

1. [GHSA Website](#)
2. [NCAA Clearinghouse information](#)
3. Bibb County Code of Student Conduct
4. Central High School Faculty Handbook
5. Code of Ethics, State of Georgia

Acknowledgement: This document is a compilation of several sources of information and in no way is it to be portrayed as an original document. Other schools & colleges (as well as internet sources) athletic procedures, budgeting procedures, administrative procedures, Board of Education policies as well as individual philosophies have shaped this document into its final form.