



Athletic Handbook

**Student-Athletes, Parents/Guardians,
Coaches, and Athletic Directors Guide**



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I. Athletic Leadership Handbook Team

- A. Below are the members who had a role in creating the athletic leadership handbook:
1. Rachele Bramlage-Schomburg; Director of Secondary Education
 2. Susan Bibelhauser; Title IX Coordinator
 3. Sarah Smith; District Safe School Coordinator
 4. Troy Barr; Athletic Director at Bullitt East High School
 5. Joe Droski; Athletic Director at Bullitt Central High School
 6. Chris Kelly; Athletic Director at North Bullitt High School
 7. Lee Barger; Principal/Athletic Director at Bullitt Lick Middle School
 8. Jennifer Harrison; Assistant Principal/Athletic Director at Bernheim Middle School
 9. Dwight Hoskins; Interim Assistant Principal/Interim Athletic Director at Zoneton Middle School
 10. Kelland Garland; Principal/Athletic Director at Hebron Middle School
 11. Kyle Buege; Assistant Principal/Athletic Director at Eastside Middle School
 12. Shawn Pickett; Assistant Principal/Athletic Director at Mt. Washington Middle School.

II. Philosophy

- A. The Bullitt County Board of Education believes that a comprehensive athletic program is a vital part of the total Bullitt County Public Schools (BCPS) system, and it is the intention of the Board of Education to provide the personnel and facilities to establish and maintain an athletic program as herewith described:
- B. This Board of Education believes:
1. The athletic program is an extension of the school curriculum, and should not be set apart as a separate entity.
 2. The athletic program should be conducted in a manner so that the individual welfare of each participant is the primary concern and in accordance with general safety guidelines.
 3. The pupil should have a complete freedom of choice as to the sport, or sports, in which he/she participates.
 4. The athletic program should provide an opportunity for each pupil to develop fully his/her athletic potentials through practice, embedding skill development.
 5. No student should be denied opportunity to participate due to financial circumstances and principals and coaches should strive to keep expenses low and provide means for financial assistance for students who need it.
- C. The policy statements included in this guide are intended to supplement, and not conflict with the policies of the KSHAA or state law. Should such a conflict arise, the more restrictive policy shall apply.

III. Purpose of Athletic Program

- A. Bullitt County Public Schools personnel recognize the value of the comprehensive athletic program that will accomplish the specific objectives as herein listed.
1. Provide an athletic program that will encourage pupils to become active participants.
 2. Provide an athletic program that will enable pupils to develop a high level of physical skills.
 3. Provide an athletic program that will enable the participants to develop and appreciate the elements of competition.

4. Provide an athletic program that will enable its participants to develop more fully their potential for leadership and responsible group membership.
5. Provide an athletic program that will demonstrate to the participants the value of self-discipline.
6. Provide an athletic program that will require the participants to function as an integral part of a larger group.
7. Provide a wholesome recreational program for participants and spectators alike.
8. Provide an athletic program that is consistent with the growth and development characteristics of the participants.

IV. Nondiscrimination Statement

A. Students, their parents, and employees of the Bullitt County Public Schools are hereby notified that this school district does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment, educational programs, or activities as set forth in Title IX, Title VI and Section 504.

1. Those with questions or concerns are directed to contact those who have been designated by the Bullitt County Public Schools to coordinate the district's efforts to comply with Title IX, Title IV, and Section 504.

Susan Bibelhauser, Title IX Coordinator

Troy Kolb, Director of Special Education

1040 Highway 44 East, Shepherdsville, Kentucky 40165

(502) 869-8000

I. **Athletic Leadership Opportunities**

A. High School

1. FALL	WINTER	SPRING
Cross Country	Boy's Basketball	Baseball
Football	Girl's Basketball	Softball
Golf	Swimming	Tennis
Boy's Soccer	Wrestling	Track/Field
Girl's Soccer		
Volleyball		

SPORTING ACTIVITIES

- Archery
- Bass Fishing
- Competitive Cheerleading
- Bowling

B. Middle School

1. FALL	WINTER	SPRING
	(Boys)	
	Archery	Baseball (if available)
	Cheerleading	Track & Field
	Basketball	

2. FALL	WINTER	SPRING
	(Girls)	
	Archery	Softball (if available)
	Cheerleading	Track & Field
Basketball	Volleyball	



I. Kentucky High School Athletic Association

A. General Guidelines

1. All interscholastic and intramural athletic competition shall be in compliance with the constitution, bylaws, and tournament rules of the Kentucky High School Athletic Association (KHSAA) and all local and Title IX requirements.
2. As a condition to KHSAA membership, each member school and Superintendent shall annually submit a written certification of compliance with 20 USC Section 1681 (Title IX).

B. KHSAA Handbook

1. See attached KHSAA linked above.

II. Middle School Participation Guidelines

- A. A committee of middle school principals or their designee will meet annually to review procedures of operation and scheduling, and to make recommendations to the Superintendent.
- B. Consistent KRS 156.0670, District policy and SBDM policy, middle school students may participate in sports offered at the high school level. Coaches should coordinate with their Athletic Director prior to permitting middle school students participate on high school teams. If the season for a middle school sport overlaps with the high school, middle school student-athlete may try-out for the high school team during high school try out. However, the student-athlete may not play for the high school until the middle school season is over, whether the student plays for the middle school season or not. Middle school season concludes at the finalization of the district's tournament. For example, middle school boy's basketball season concludes when the district trophy has been presented.
- C. If the schedule of a middle school sport overlaps with a high school sport, but is not the same sport, it is expected both coaches, with the guidance of the Athletic Director, will find a solution keeping the best interest of the student-athlete in mind. For example, high school volleyball and middle school girls' basketball.

III. Eligibility

A. General:

1. Determination of athletic eligibility shall be made in compliance with applicable administrative regulations and Kentucky High School Athletic Association requirements.
2. Students may be required to meet additional requirements as established by the appropriate school authority.

B. Physical

1. Participants in all sports shall have a physical examination by a medical professional who is approved by KHSAA prior to conditioning, tryouts, and practice for that particular sport. Student-athletes participating in more than one sport will be required to have only one physical examination per school year.
 - a) The results of the examination shall be turned in and kept on file in the Athletic Director's office prior to a student participating in any athletic activity.

C. KHSAA Athletic Participation Form

1. The Athletic Participation Form will be signed by the parent / guardian and student for each student participating in a sport.
 - a) The Athletic Participation Form shall be notarized and kept on file in the Athletic Director's office prior to a student participating in any athletic activity.

D. Consent for Student Athlete ImPACT Testing

1. The Consent for Student Athlete Impact shall be signed by the parent/guardian and the student for each student wanting to try-out.
 - a) The ImPACT Testing form will be kept on file in the Athletic Director's office prior to a student participating in any athletic activity.
2. Participants in all sports shall have the baseline assessment completed through ImPACT testing prior to conditioning, tryouts, and practice for that particular sport. Students participating in more than one sport will be required to have only one baseline assessment completed every two years.

E. Grades

1. Interscholastic athletic participation is secondary to the student's academic responsibilities. See KHSAA policy attached and incorporated herein for mandated academic responsibilities. (Bylaw 5 - Minimum Grade Requirements)
2. Middle school and high school Athletic Directors and Coaches will strive to maintain an open line of communication. The Athletic Director or the Athletic Director's designee shall contact their feeder middle school's Athletic Director for weekly academic progress checks for every middle school student playing at the high school level.
 - a) Each school may have more challenging grade requirements per their SBDM approval. However, the attachment listed above are the minimum KHSAA requirements.

F. Attendance

1. In general, the student-athlete is absent on the day of an athletic event, he/she needs ONE of the following in order for him/her to participate in their athletic event, practice or game:
 - a) A doctor's note explaining the reason for absence as well as for the doctor to state he/she is capable of participating in an athletic event that day.
 - b) Note from a funeral home or visitation.
 - c) Without a valid excuse note, the student-athlete must be at school before lunch begins in order to participate in the athletic event.
 - d) A student may not leave until after lunch ends in order to participate in an athletic event.
2. Nothing in the handbook is intended to prohibit a SBDM from approving a stricter attendance policy for student-athletes.

G. Transfer

1. See KHSAA policy attached and incorporated herein (Bylaw 6 - Transfer Rule).

H. Recruitment

1. High School coaches may only communicate with their feeder middle schools relating to the recruitment of players.
 - a) See KHSAA policy attached and incorporated herein (Bylaw 16 - Recruitment/Undue Influence).

I. Drug Testing

1. This program is created to provide the appropriate action plan to address and foster a drug-free environment for the entire school community. Therefore, all middle and high school students choosing to participate in any athletic team, competitive extracurricular activity, or park on school property are required to participate in the student drug testing program. If a student competing on an athletic team, competitive extracurricular activity, or parking on school property is determined to have a positive result, the Principal/Athletic Director and sponsor/coach shall meet with the student participant and the student's parent/guardian, if the student is under the age of 18, to discuss the test results. At this meeting, the student shall be advised, as per policy, of the sanctions to be imposed (See [Policy 09.423](#)). Any student in the volunteer pool who tests positive shall also meet with his/her parents if under the age of 18 along with the Principal and the Safe and Drug Free Schools Coordinator to discuss the results and intervention options.

Students shall attend one educational program on alcohol and drug abuse. This is a school sponsored program and conducted by appropriate instructional staff. This program shall be accessible to all county middle and high school students but shall be required for all student-athletes. Each coach, sponsor, or director of an athletic team or competitive extracurricular activity shall administer an educational training session for his/her respective teams.

2. Substances Tested:
 - a) Amphetamines
 - b) Marijuana (THC)
 - c) Cocaine and its derivatives
 - d) Opiates
 - e) Phencyclidine (PCP)
 - f) Benzodiazepine
 - g) Propoxyphene
 - h) Anabolic steroids
 - i) Synthetic Compounds/Substances
 - j) Other abused, illegal, or controlled substances, including alcohol, as determined by the Committee.
3. Bullitt County Public Schools partners with MC Consultants. For a discounted rate of \$18.00, any BCPS student, with their parent/guardian may make an appointment or walk-in for an eleven panel drug screening.
 - a) MC Consultants - 8005 Blue Lick Road; 40219
 - o 502-966-2332

J. Behavior

1. Student-athletes will conduct themselves in accordance with all the policies, rules, and regulations of the KHSAA and BCPS system.
2. If a school Principal determines that a student-athlete's conduct warrants a review of the student's eligibility to participate in athletic events, the Principal shall hold a meeting to determine whether an athletic-related sanctions should be imposed against the student-athlete. The school Principal, Athletic Director, the student-athlete in question and student-athlete's parent/guardian shall be present for the meeting. The

meeting should occur as soon as practicable after infraction(s) occurs and before the next athletic event. The school Principal in her/his sole discretion, shall determine whether athletic-related sanctions, if any, shall be imposed.

3. Nothing in this handbook related to student discipline shall supersede District policy or is intended to restrict SBDM from approving a stricter behavior policy for student-athletes.
- K. [Insurance](#)
1. Each participant in the athletic program shall be required to have sufficient medical insurance to cover the \$ 25,000 deductible required under KHSAA insurance coverage. See attached KHSAA policy.
 2. Insurance may be obtained through the coverage available for purchase under the school insurance option open to all students of the parent or legal guardian.

**BULLITT COUNTY BOARD OF EDUCATION
PROTOCOL FOR MANAGEMENT
OF SPORTS-RELATED CONCUSSION**

Bullitt County Public Schools (BCPS) has collaborated with Baptist Health Sports Medicine, the provider of the district's athletic training services, to provide education about concussions to athletic department staff and other school personnel. This protocol outlines procedures, as recommended by Baptist Health, for managing head injuries and outlines school practice as it pertains to "return to play" issues after a concussion.

BCPS wants to ensure a safe return to activity for all student-athletes after injury, particularly after concussion. In order to effectively and consistently manage these injuries, procedures have been developed to aid athletes in being identified, treated and referred appropriately while receiving appropriate follow-up medical care and safely returning to athletic activity.

ImPACT™ (Immediate Post-Concussion Assessment and Cognitive Testing) is a research-based software tool utilized to evaluate recovery after concussion. ImPACT™ evaluates multiple aspects of neurocognitive function, including memory, attention, brain processing speed, reaction time and post-concussion symptoms. All athletes at Bullitt County high schools are required to take a baseline ImPACT™ test prior to participation in athletics. Baptist Health has recommended that BCPS utilize ImPACT.

This protocol will be reviewed on an as needed basis by BCPS upon the advice and expertise of the Baptist Health Sports Medicine staff. Changes or modifications will be reviewed and given to athletic department staff and appropriate school personnel in writing.

Nothing contained in this Protocol shall supersede the provisions and requirements contained in KRS 160.445 and Board Policy 09.311 or imposed by the Kentucky High School Athletic Association. This Protocol is intended to supplement existing law and requirements in order to better protect the health and safety of student-athletes.

I. Consent for Student-Athlete for ImPACT Testing

A. Prior to try-outs:

1. A student-athlete must fill out the consent form called Consent for Student-Athlete for ImPACT Testing.
2. Student-Athlete must complete ImPACT testing.

II. Recognition of Concussion

A. Common signs and symptoms of sports-related concussion:

1. Signs (observed by others):
 - a) Athlete appears dazed or stunned
 - b) Confusion (about assignment, plays, etc.)
 - c) Forgets plays
 - d) Unsure about game, score, opponent
 - e) Moves clumsily (altered coordination)

- f) Balance problems
 - g) Personality change
 - h) Responds slowly to questions
 - i) Forgets events prior to hit
 - j) Forgets events after the hit
 - k) Loss of consciousness (any duration)
2. Symptoms (reported by athletes):
 - a) Headache
 - b) Fatigue
 - c) Nausea or vomiting
 - d) Double vision, blurry vision
 - e) Sensitive to light or noise
 - f) Feels sluggish
 - g) Feels “foggy”
 - h) Problems concentrating
 - i) Problems remembering
 3. These signs and symptoms are indicative of probable concussion. Other causes for symptoms should also be considered.
- B. Cognitive Impairment (altered or diminished cognitive function)
1. General cognitive status can be determined by simple sideline cognitive testing.
 - a) Athletic Trainer may utilize SCAT (Sports Concussion Assessment Tool)³, SAC or other standard tool for sideline cognitive testing.
 - b) Coaches may utilize the basic UPMC cognitive testing form.

III. Management and Referral Guidelines for All Staff

- A. Suggested Guidelines for Management of Sports-Related Concussion
1. Emergency Medical Services (EMS) should be called immediately for any athlete with a witnessed loss of consciousness (LOC) of any duration for EMS evaluation and transport to the nearest hospital emergency department.
 2. EMS, a physician or licensed professional should be called immediately for any athlete suspected of sustaining a concussion, and who is not stable (i.e., condition is changing or deteriorating), to be evaluated and transported to the nearest hospital emergency department.
 3. An athlete who exhibits any of the following symptoms should be evaluated by EMS, a physician or licensed professional immediately for evaluation and transport to the nearest hospital emergency department.
 - a) Deterioration of neurological function
 - b) Decreasing level of consciousness
 - c) Decrease or irregularity in respirations
 - d) Decrease or irregularity in pulse
 - e) Unequal, dilated or unreactive pupils
 - f) Any signs or symptoms of associated injuries, spine or skull fracture or bleeding
 - g) Mental status changes: lethargy, difficulty maintaining arousal, confusion or

- agitation
 - h) Seizure activity
 - i) Cranial nerve deficits
4. An athlete who is symptomatic but stable, may be released to the care of his or her parents. The parents should be advised to contact the athlete's primary care physician or seek care at the nearest emergency department, on the day of the injury[KW1] . The athlete may not return to practice or play until the athlete has obtained written clearance from a primary care physician or specialist.
 5. **ALWAYS** give parents the option of calling EMS, even if you do not feel it is necessary.

IV. Protocol for the Certified Athletic Trainer (AT)

- A. The AT will assess the injury or provide guidance to the coach if unable to personally attend to the athlete.
 1. Immediate referral to the athlete's primary care physician or to the hospital will be made when medically appropriate (see section I).
 - a) When available, the AT will perform serial assessments following recommendations in the NATA Statement, and utilize the Assessment of Concussion or SCAT (Sport Concussion Assessment Tool), as recommended by the Prague Statement.
 - b) The AT will notify the athlete's parents and give follow-up care instructions.
- B. The AT is responsible for administering post-concussion ImPACT™ testing.
 1. The initial post-concussion test will be administered whenever possible.
 2. Repeat post-concussion tests will be given at appropriate intervals, as determined by the AT.
 3. The AT will review post-concussion test data with the athlete and the athlete's parent.
 4. The AT is responsible for monitoring recovery and coordinating the appropriate return to play activity progression.
 5. The AT will maintain documentation regarding assessment and management of the injury.

V. Guidelines and Protocol for Coaches: "RECOGNIZE, REMOVE, REFER"

- A. **Recognize** Concussion:
 1. All coaches should become familiar with the signs and symptoms of concussion described in section I.
 2. Administering very basic cognitive testing is recommended to look for cognitive deficits.
- B. **Remove** from Activity:
 1. If a coach suspects the athlete has sustained a concussion, the athlete should be removed from activity until evaluated medically.
 2. If the coach observes an athlete exhibiting signs or symptoms of a concussion, the athlete should be removed immediately, assessed, and **SHOULD NOT** be allowed to return to activity that day.
- C. **Refer** the Athlete for Medical Evaluation:
 1. Coaches should report all head injuries to the high school Athletic Trainer (AT), as soon

as possible, for medical assessment and management, and for coordination of home instructions and follow-up care. If the AT is not available, EMS, a physician or licensed professional should be contacted immediately.

2. If the high school AT is unavailable, or the athlete is injured at an “away” event, the coach or his or her designee is responsible for notifying the athlete’s parents of the injury. The coach (or his or her designee) should:
 - a) Contact the parents to inform them of the injury and make arrangements for them to pick the athlete up.
 - b) Contact the AT with the athlete’s name and home phone number, so that follow-up can be initiated.
 - c) Contact EMS, a physician or licensed professional immediately.
 - d) Remind the athlete to report to the AT on the day her or she returns to school after the injury.
3. In the event that an athlete’s parents cannot be reached, and the coach or AT reasonably believe that the athlete is able to be sent home (rather than directly for medical care) the coach or AT should arrange for the athlete to be with a responsible individual, who is able to monitor the athlete and understand the home care instructions, before allowing the athlete to go home.
 - a) The Coach or AT should continue efforts to reach the parent.
 - b) If there is any question about the status of the athlete, or if the athlete is not able to be monitored appropriately, the athlete should be referred to the emergency department for evaluation. A coach or AT should accompany the athlete and remain with the athlete until the parents arrive.
 - c) Athletes with suspected head injuries should not be permitted to drive.

VI. RETURN TO PLAY (RTP) PROTOCOL AFTER CONCUSSION

A. Returning to Participate on the Same Day of Injury

1. If the coach is aware or has reason to know that an athlete is exhibiting signs or symptoms of concussion, or has abnormal cognitive testing, the coach **SHALL NOT** allow the athlete to return to play on the day of the injury. Any athlete who denies symptoms but has abnormal sideline cognitive testing given by the AT or coach shall be held out of activity.
2. **“When in doubt, hold them out.”**

B. Return to Play After Concussion

1. The athlete must meet **all of the following criteria** in order to progress to activity:
 - a) Asymptomatic at rest and with exertion
 - b) Within normal range of baseline on post-concussion ImpACT™ testing **AND**:
 - c) Have written clearance from primary care physician or specialist (athlete must be cleared for progression to activity by a physician other than an Emergency Room physician).
2. Once the above criteria are met, the athlete will progress toward full activity following a stepwise process, (as recommended by both the Prague and NATA Statements), under the supervision of the AT.

3. Progression is individualized, and will be determined on a case by case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the athlete, and sport/activity in which the athlete participates. An athlete with a prior history of concussion, one who had had an extended duration of symptoms, or one who is participating in a collision or contact sport should be progress more slowly than others.
 4. Stepwise Progression as described in the Prague Statement:
 - a) No activity – do not progress to step 2 until asymptomatic
 - b) Light aerobic exercise – walking, stationary bike
 - c) Sport-specific training (e.g., skating in hockey, running in soccer)
 - d) Non-contact training drills
 - e) Full-contact training after medical clearance
 - f) Game play
- C. **Note:** If the athlete experiences post-concussion symptoms during any phase, the athlete should drop back to the previous asymptomatic level and resume the progression after 24 hours.
1. The athlete should see the AT daily for re-assessment and instructions until he or she has progressed to unrestricted activity.
 2. The AT and athlete will discuss appropriate activities for the day. The athlete will be given instructions regarding permitted activities.

¹McCrary P, et al. Summary and Agreement Statement of the 2nd International Conference on Concussion in Sport, Prague 2004. *Clin J Sports Med.* 2005; 15(2):48-55.

²Guskiewicz KM, et al. National Athletic Trainers' Association Position Statement: Management of Sport-Related Concussion. *J Athl Train.* 2004;39(3):280-297.

³McCrary P, et al

⁴Guskiewicz KM, et al

[KW1]Athlete may not resume practice or play until written permission has been documented by his/her primary care physician.



I. Coaching Personnel

A. Staffing - Personnel for the athletic programs shall be provided based on the programs actually operated and available funds.

1. Persons eligible to become a coach

- a) Certified teacher who is already hired by BCPS to teach
- b) Hired as a certified substitute teacher within BCPS
 - 64 or more college hours with a minimum GPA 2.45
- c) Paid Paraprofessional Coaches – less than 64 college hours
 - Paraprofessional Coach Hiring Requirements:
 - You will need to call to make an appointment with Human Resource Secretary @ 502-869-8070 to start the hiring process:
 - (i) Be fingerprinted for a criminal background check / State & FBI (cost \$32.00)
 - (ii) Pick up pre-employment physical paperwork
 - (iii) Provide proof of age – must be at least 21 years of age
 - (iv) Provide proof of high school graduation status
 - You will need to contact the Athletic Director at the High School to complete CPR/AED classes and the following training courses on the NFHS website <http://www.nfhslearn.com>.
 - (i) Fundamentals of Coaching
 - (ii) Sports Safety Training
 - (iii) CPR/AED
 - (iv) First Aid Training
 - Submit proof of completion of training courses to the Human Resource (HR) Office.
 - Athletic Director will submit waiver form bearing Principal signature to the Human Resource Department.
 - Once all requirements have been met and a satisfactory background check is received, the HR Director will approve a request waiver of KHSAA Bylaw 27.
 - Once the waiver is approved, HR Director will seek Superintendent's' approval to hire.
 - After hire has been approved, the applicant will be notified to come by the Human Resource office to sign his/her contract and to get a BCPS employee ID badge.
 - Volunteer Coaches

- Volunteer coaches may be used after completion of a criminal records check upon the recommendation of the Principal and Athletic Director and approval of the Superintendent.
- Each school shall have no more than a total of twenty-five (25) volunteer coaches that can be utilized for **all sports**, if so desired.
 - Athletic Director's will keep track of all volunteer coaches participating at their respective school.

2. Number of Coaching Staff:

- a) The number of support staff individuals on the sidelines/bench shall be the decision of the Athletic Director and/or Principal.

II. Coach's Evaluation

- A. All head coaches and assistant coaches shall be reviewed annually. The building Principal or designee shall conduct the review in accordance with the Bullitt County Public Schools Coaches Guidelines.
 - 1. All Head Coaches will be evaluated by the Athletic Director.
 - 2. Assistant Coaches will be evaluated by the Head Coach. Athletic Director will become involved when necessary.
- B. A copy of the review shall be maintained in the Principal and/or Athletic Director's office within the coach's file.

III. Chain of Command

- A. Assistant/Volunteer - Coach Head Coach - Athletic Director - Principal - Director of Secondary Education - Superintendent
 - 1. The Director of Human Resources, Assistant Superintendent for Student Services, Assistant Superintendent for Student Learning may become involved. This is will be a case by case situation.

Bullitt County Public School Coaches Guidelines

I. Coach's Responsibility

A. Professionalism

1. Coaches are representatives of the school they coach at and the school district. Coaches are viewed by the general public as ambassadors and leaders of their school and BCPS and their behavior, actions, and communication must reflect the same. This is expected year-round. Conduct detrimental to school culture, embarrassing to the school district or unbecoming of a coach, will not be tolerated and may result in disciplinary actions, including termination.

B. Behavior Standards - [Civility Policy 10.21](#)

1. Persons coming onto District property shall be under the jurisdiction of the site administrator or designee.
2. District employees shall be courteous and helpful in interacting and responding to parents, visitors, and members of the public. In turn, individuals who come onto District property or contact employees on school or District business are expected to behave accordingly. Specifically, actions that are discouraged and may warrant further action include, but are not limited to:
 - a) Cursing and use of obscenities,
 - b) Disrupting or threatening to disrupt school or office operations,
 - c) Acting in an unsafe manner that could threaten the health or safety of others,
 - d) Verbal or written statements or gestures indicating intent to harm an individual or property, and
 - e) Physical attacks intended to harm an individual or substantially damage property.
3. Employees who fail to observe these standards in their own behavior shall be subject to appropriate disciplinary measures, up to and including dismissal.

C. Communication

1. Open Lines of Communication
 - a) Parent Meetings
 - Minimum of one (1) parent/athlete meeting prior to the season starting.
 - General topics include the following. However, each school may address more specific items pertaining to their season and sport.
 - Academic Expectations
 - Behavior Expectations
 - What to expect from the Coaches
 - Playing Time
 - Financial Expectations, when applicable
 - b) Student-Athletes
 - c) Athletic Director/Administration Team
 - d) Twenty-Four Hour Rule
 - Please wait twenty-four hours prior to contacting desired person. This may include coach, Athletic Director, Administration, etc.
 - e) Social Media

- At least one outlet of social media must be used in order to communicate to student-athletes and their parents/guardians. This may include Infinite Campus, Remind that maintains a record of communication.
- Coaches shall observe the BCPS social media policy and not use social media sites that include SnapChat ©.

D. Required Trainings

1. Required yearly trainings per [Bullitt County Public Schools](#) and State Regulations
2. See KHSAA policy attached and incorporated herein (p. x).
3. Rules Clinic every year provided by KHSAA
4. Sports Safety Course every two years
5. CPR/AED Certification
6. First Aid recertified every two years
7. Attend required school athletic director meetings. The number varies per school.
 - a) The Athletic Director is responsible for providing training on this handbook to all coaches prior to their season starting. The Athletic Director will maintain documentation of such trainings through the use of [sign-in sheets](#). These should be maintained for five years.

II. Coach's Need to Know's

A. Dead Period

1. The last week of June through the first week of July.
 - a) NO CONTACT including practices, games, scrimmages with student-athletes, facility usage, school funds, etc.

B. Limitation of Season

1. High school will comply with Limitation of Season, KHSAA Bylaw 23.
 - a) See KHSAA policy attached and incorporated herein (p. x).
2. Middle School will follow:
 - a) Volleyball tryouts will begin no earlier than December 1st.
 - b) Girl's Basketball tryout will begin no earlier than the first day of school.
 - c) Boy's Basketball can begin the Tuesday after Labor Day weekend.
 - d) Baseball will follow the KHSAA, Bylaw 23, and begin on February 15th.

C. Cancellation of Athletic Events:

1. In the event of school cancellation or threat of inclement weather, all athletic events will be cancelled.
 - a) The BCPS Director of Secondary Education will, however, communicate with school administration in regard to any specific athletic event, and possible exception after consulting with the Superintendent.
 - b) A school's administrator may opt to cancel an athletic event, including practices, games, or tryouts, even if the Director of Secondary Education permits "play."

D. Scheduling

1. The athletic schedule should be formulated so that all conference, district or regional requirements are fulfilled
2. Games should be scheduled with schools so that travel distances will be minimal; however, we recognize the value of a team taking a trip outside of their immediate area.
3. If a team or athlete is going to miss instructional time for non-postseason events, the team must secure Superintendent approval prior to scheduling the event. Academic

learning time should only be disrupted in very rare case and this should not be sought in most cases.

4. All schedules must be approved by the Director of Athletics and/or Principal.
5. The Kentucky High School Athletic Association rules regulating the number of regular season games shall prevail for all sports.
6. No game or meet shall be scheduled prior to the first eligible date designated by KHSAA for each sport
7. Games scheduled on nights preceding a school day should be with schools so that travel will be minimal.
8. The athletic seasons include both practice sessions and regular season games. A practice session is a period of time that is spent in preparation for the competitive athletic events, and they will normally be comprised of the following elements: a majority of the participants will be present, attendance of participants is expected, the activities will be organized, and the activities shall be supervised by a coach.
9. The definition of athletic seasons shall be regulated by the rules of KHSAA for each sport.
10. It is required that each sport play the other high schools within the district at least one time per season.

E. Preparation

1. During "Season"

- a) It is essential that practice sessions for athletic teams are conducted within a framework that is in keeping with the educational objectives of interscholastic athletics. Practices sessions are to be conducted within the philosophy of the following guidelines:
 - Practice sessions should be scheduled so as to create the minimum amount of daily conflict with the normal family activities of the participants. Therefore, no practice shall end later than 8:30pm on a school night.
 - All practice times, dates, and desired locations must be approved by the Athletic Director.
 - A Sunday practice session shall be permitted as long as the team is provided one full day of rest.
 - Each coach who is responsible for practice for each sport shall be responsible for maintaining daily written practice plans starting with the first day of conditioning and/or practice.
 - A written practice plan shall be available upon request by the Athletic Director. It must contain the following elements:
 - (i) Dates – Times (Beginning and Ending)
 - (ii) Place (i.e., gym, track, football practice field, etc.)
 - (iii) Coach's name (list all coaches to be present)
 - (iv) Safety Instruction and/or Activities
 - (v) Activity Description / Listing

2. Out of "Season"

- a) Training programs for athletics that are conducted out-of-season are designed primarily for those students who are not participating in a sport that is in season.

Before any student is allowed to participate, a physical examination completed within the current calendar year and completed baseline from ImPACT™ must be on file with the coach and athletic director. Students who are not participating in an in-season sport are encouraged to participate in an out-of-season training program; however, these programs are voluntary and shall not be a prerequisite for participation.

- b) In the establishment of the out-of-season training or conditioning programs, careful consideration should be given to such factors as: the time required per day, the days required per week, the number of weeks required per year; transportation problems that individuals may encounter, and other obligations that student have acquired. In view of these considerations, out-of-season programs should be organized and conducted in such a way that participants will not encounter unreasonable demands or conflicts with other interests or obligations.
- c) A synopsis of any out-of-season training program during the school year shall be submitted and approved by the athletic director and principal prior to its implementation. Any training program conducted at a time other than during the school year must be approved by the principal and athletic director.
- d) No high school activity shall prevent a middle school student from participating in an activity in season at the middle school.

F. Transportation

1. All student-athletes will complete an In-State School Related Student Trip Permission Slip/Medical Release Form ([09.36 AP.211](#))
 - a) This form will be kept by Head Coach for the duration of the season.
2. The parent/guardian of the student-athlete will complete Travel Release Form ([09.36 AP.2](#)) prior to the season beginning.
 - a) Parents have the following options:
 - **ONLY** parents/guardians of the student to transport the student from the activity/event.
 - My student to sign himself/herself out, if student is eighteen (18) years old, and drive **ONLY** himself/herself to or from the activity/event.
 - Identified individuals to transport my child from the activity/event.
 - b) The coach will keep the Travel Release Form and any notes provided from the parent/guardian until the end of the season.
 - Students shall not ride with other students and will face appropriate disciplinary action if they do, such as but not limited to sitting out athletic events or being dismissed from the team.
3. The Principal, Athletic Director, and Coaches are responsible for the transportation arrangements for each sport and all student-athletes. This responsibility includes all provisions of the Board of Education Policies related to transportation and student behavior and welfare.
4. When a group of students from BCPS use BCPS buses to transport them to an activity outside Bullitt County, the bus(es) shall stay with the group, in the event the students need to return to Bullitt County or if there is an emergency. *
 - a) *For in-county activities the Coach or Athletic Director has the authority to dismiss the bus after the students have been dropped off at the activity **if all**

student-athletes have a ride home with their parents/guardians or have filled out the Travel Release Form allowing other parents/guardians to sign and transport their student-athlete home. Drivers are guaranteed one hour to take the students to the activity. If the driver is dismissed but asked to return to take students back to school, the driver is guaranteed another hour. The school will have to pay the actual mileage and driver time to return to the bus compound if the driver is dismissed.

5. When multiple buses leave the county for a school sports activity, the Athletic Director may, in his/her discretion, determine if one or all buses are needed for the return trip. The Athletic Director may request on the field trip request that the first bus do a drop-off and leave when the second bus arrives. **(One bus must be present at all times)**
6. Students may be transported by their own parent/guardian or by another parent/guardian in which the student-athlete's parent/guardian has given written permission to Head Coach to transport the student.
7. At the conclusion of ALL away sporting events, whether at the sporting event or back at school from round trip transportation, every student-athlete must be signed out by the identified parents/guardians listed on the Travel Release Form (09.36 AP .2).
 - a) Head Coach and their coaching staff will be responsible for getting signatures from assigned parents/guardians.
 - b) Coaches will store the sign-out sheets. At the completion of the season, the Head Coach will turn in all sign-out sheets into the Athletic Director.
 - o Coaches will use ["Student-Athlete Sign-Out Form"](#) for each event.
8. The Superintendent or Superintendent Designee shall have the authority to suspend the procedure for unique situations.

G. Side-line Crew

1. Only Students who are currently enrolled in the school and serving in an official capacity (i.e. statistician, ball person, student manager, etc.) shall be on the sidelines and/or court during an athletic event.
2. These students shall be approved by the Head Coach and the Principal and/or Athletic Directory prior to serving in any capacity.

III. Coach's Finance

A. Fund Raising

1. Spirit Packs
 - a) Each sport will be expected to raise funds in conjunction with the school for their budget. These funds shall be sufficient to operate their particular program. Fund raising shall be done in accordance with Board policy and district administrative guidelines for such activities.
2. Purchasing
 - a) All equipment and supplies to be ordered will follow the district purchasing guidelines in order to be approved by the athletic director and/or principal.

IV. Equipment

A. Maintenance

1. The maintenance and storage of equipment and supplies is the responsibility of the coach of that particular sport.

B. Inventory

1. An inventory of athletic equipment and supplies shall be taken annually, and copies of the inventory are to be submitted to the Athletic Director.

C. Required

1. The school will furnish the needed athletic equipment and supplies to each participant, with the exception of personal items such as socks, athletic supporters, mouthpiece, towels, shoes, and etc., which will only be provided subject to available funds as determined by the Athletic Director and/or Principal.

V. Coach's Emergency Procedures

- A. For the purpose of assuring that medical coverage is provided and that necessary precautions are taken relative to the physical welfare of each participant, the following procedures are outlined:

1. Physician present at Football Games
 - a) A physician should be present or every attempt should be made to have one present at all home football games. If a physician cannot be present at home football games, a certified EMT should be.
 - b) The physician should assess on the student-athlete's readiness to participate following an injury that interrupts participation.
2. All other home sporting events and practices, arrangements should be made for contacting a physician or EMT in case of an emergency.

B. Injuries

1. An Athletic Injury Report Form (Attached) shall be completed for serious injuries (e.g. concussion, head, neck, internal, knee, fractures, dislocations, etc.) and all injuries which require a referral to a physician or hospital
2. When a player has sustained serious injury that may be aggravated by continued participation in the game or practice, the coach shall receive permission from a physician before the player re-enters the game or participates in practice.

C. Documentation:

1. The Athletic Director and coach are responsible for informing and maintaining the following documentation from a potential participant:
 - a) [KHSAA Athletic Participation Form.](#)
 - b) [KHSAA Physical.](#)
 - c) [Insurance requirements.](#)
 - d) [Consent for Student-Athlete ImPACT™ testing.](#)
 - e) Verification from the Athletic Director of completion of baseline assessment with ImPACT™ testing, and
 - f) [KHSAA Heat Documentation Form.](#)
 - g) [Athletic Report](#) - Injury

VI. General Safety Guidelines

1. Student-athlete safety is paramount. Coaches must adhere to all state law, KHSAA regulations, District policies and procedures and SBDM policies. Coaches should be familiar with all safety-related rules and guidelines contained therein.
2. Coaches shall complete an [Athletic Injury Report Form](#) for serious injuries (i.e. head, neck, internal, knee, fractures, dislocations), and all physical conditions which require a referral to a physical or hospital. This will be completed by trainer or head coach and kept on file with the coach and at each high school.

3. Coaches shall refrain at all times of the day from using any and all tobacco products when in performance of any and all coaching duties. Coaches shall also prohibit student-athlete's use of tobacco products.
4. All bullying, hazing, and harassment incidents shall be reported immediately to the Principal or to the District Title IX Coordinator at Central Office.
5. Coach must follow KHSAA protocol regarding [heat index documentation](#) for both practice and games.

Athletic Directors will review the expectations and guidelines throughout the Athletic Handbook with every head coach prior to their season starting. Athletic Directors will maintain documentation of the coach's meeting for five years. The documentation will be stored in the Athletic Director's office.