



Jefferson County Public Schools COACHES HANDBOOK

"TOGETHER WE WIN!"

Table of Contents

VISION STATEMENT.....	3
PHILOSOPHY.....	3
GOALS AND OBJECTIVES.....	3
THE MISSION OF JCPS ATHLETICS.....	4
REQUIREMENTS FOR ALL COACHES OF ATHLETICS:.....	4
GENERAL COACHING OR SPONSOR GUIDELINES:.....	5
FINANCE/PURCHASING:.....	6
TRANSPORTATION:.....	7
SUPERVISION:.....	7
GRADES AND STUDENT PAPERWORK:.....	8
STUDENT-ATHLETE ELIGIBILITY:.....	8
PRACTICE SESSIONS/GAMES:.....	9
KHSAA POLICY- TRANSGENDER PARTICIPATION:.....	9
KHSAA POLICY- CROSS-GENDER PARTICIPATION POLICY:..	9
SOCIAL MEDIA:.....	9
COACHES/SPONSORS CODE OF CONDUCT.....	10
JCPS ALL Sports: Deadlines & Dates.....	12
Coaches' Handbook Signature Page.....	13

VISION STATEMENT

At JCPS, we aim to provide diverse, inclusive, and equitable opportunities for all students to enjoy the privilege of participating in school athletics and activities. The Athletic Office will support schools to ensure athletics and activities are part of the educational experience and hone essential skills that prepare students for life beyond extra-curricular activities. We will support schools to provide a student experience that will foster positivity and strengthen core values:

School Culture

Sportsmanship

Achievement

Community

School Engagement

Resilience

PHILOSOPHY

The Activities/Athletics Program in JCPS seeks to provide organizations, clubs, and athletic teams to all students who wish to participate under the guidelines set forth by the KHSAA and JCBE. It is our philosophy that all athletes shall enjoy as many sports/activities as they wish without being influenced to specialize in one sport.

The JCPS Office of Activities and Athletics believes that all personnel affiliated with school activities should strive to teach the basic principles of leadership, competitiveness, fair play, self-discipline, and responsibility for adult living.

GOALS AND OBJECTIVES

The goals of the Office of Activities and Athletics are to help all students and school staff:

- Increase their knowledge of skills in a particular area by being an active participant of the school activity, contest, or program.
- Develop a realistic, positive attitude toward themselves and the local school and a feeling of belonging and community.

- Have a positive attitude toward the value of extracurricular activities.
- Be aware of the rules and regulations that govern athletic programs.
- Involve as many students in extracurricular activities as possible.

THE MISSION OF JCPS ATHLETICS

Student athletes will learn to balance academics with athletics and maintain good work habits and excel at both. Student athletes will perfect sportsmanship skills through practices and competitions where they are expected to demonstrate understanding of the core values. Coaches will be trained in the core values and will demonstrate and teach students important components of sportsmanship through community engagement activities and a positive team/school culture.

REQUIREMENTS FOR ALL COACHES OF ATHLETICS:

- A. You must be at least 21 years of age and have completed 64 college credit hours. A college transcript is required.
- B. You must get a Background Check at the JCPS Board of Education in the VanHoose building. You must pay \$51.25 debit/credit.
- C. You must be either a JCPS employee or hired by the district to coach.
- D. You must complete the JCPS online application process.
- E. You must attend the Character First Seminar each year.
- F. You must watch the JCPS Health and Sports Safety Course.
- G. You must be CPR/AED Certified. First year coaches must complete the hands on, in person course. The cost will vary. We cannot reimburse.
- H. You must complete the KHSAA Sports Safety Course online and present a certificate of completion.
- I. You must complete the NFHS Fundamentals of Coaching Course online and present a certificate of completion. You must pay \$75 for this course. Unfortunately, JCPS can no longer reimburse for the course.
- J. You must complete the NFHS Covid-19 online Course
- K. You must attend the JCPS rules and informational meeting for your sport or activity. (COACHES CLINIC)
- L. You must sign and return the signature page stating you have read and understand this Coaches Memo.

- M. If you do not have 64 hours of college you must also do the following courses at nfhsllearn.com. You will have to pay for these courses, and JCPS cannot reimburse.
- a. Engaging Effectively with Parents (Free)
 - b. Teaching and Modeling Behavior (\$20)
 - c. Teaching Sports Skills or your Sport Specific Course (Amount Varies by Sport)
- N. You must complete the Child Abuse and Neglect (C.A.N.) Check required by all Kentucky school districts. This check is done online (<https://ssointernal.chfs.ky.gov>) at a cost of \$10. Again, we cannot reimburse.

GENERAL COACHING OR SPONSOR GUIDELINES:

- A. Before allowing a student to try out for your sport, they must have completed all the following items.
- B. They must have a completed ten page **MIDDLE SCHOOL** Physical Packet on the KHSAA/JCPS approved forms. They may participate until the doctor's portion of the packet expires 365 days from the examination date.
- C. **JCPS has a policy for "playing up"**. Any student-athlete that wishes to participate in a sport for their **HOME HIGH SCHOOL** team must agree to these guidelines. The middle school team has priority over the home high school team. If a parent asks you about "playing up" please have them contact your Athletic Director in order to view and sign the new required documentation.
- D. Promote your tryout dates and requirements for participation well in advance so all students will have an equal opportunity to tryout.
- E. Provide students and parents information prior to tryouts that explain basic details of your program, such as the below items.
- F. General rules about your team and how you will select your team.
- G. General practice days and times.
- H. Expected expenditures – any participation fee must be cleared.
- I. Academic requirements for eligibility to participate.
- J. When your tryouts occur, keep detailed information with the criteria you used to choose your team. This information may be needed later to show that you did use a scoring criterion in selecting your team.
- K. If your sport has limits on the amount of participants, you may have cuts. When you make cuts after tryouts it is best to face the students you cut in person so you are able to explain to them why they did not make the team.
- L. As soon as your team is selected, schedule a **MANDATORY** parent meeting. Be very clear in covering all your team rules and policies. Discuss your expectations for students and players. Be very detailed when discussing fees,

finances and fundraising for your sport. Please give this information to parents in writing.

- M. After selecting your team a roster must be turned into the AD (An electronic copy would be best.)
- N. You must submit a written or electronic practice and game schedule . **Please keep these up to date.** Any changes to the schedule should be emailed and texted to your AD.
- O. You must have a set way of communicating with parents about any practice or game changes or cancellations in place.
- P. KDE and District guidelines must be followed for snacks after school.
Students do not have access to the snack or drink machines in the Teacher's Lounge. Adults may not purchase items for the student athletes out of the machines in the Lounge either.

FINANCE/PURCHASING:

- A. Any purchases **MUST** be approved through your AD and they will be sent to the school bookkeeper. This must be done in advance with a purchase request form in the bookkeeper's office.
- B. If you are collecting money from students or parents, you **MUST** do so on a **Multiple Receipt Form** and turn it in daily. This is a Redbook State Law. Forms are available from the bookkeeper.
- C. Before purchasing any equipment, uniforms, trophies or awards please see your AD and Bookkeeper to ensure you are going through the proper channels for purchasing. Do **NOT** buy anything on your own and expect to be reimbursed.
- D. If you are running concessions for your sport or event or purchasing items for a concession stand. All inventory and collection of money must be documented on JCPS accounting forms.
- E. If you are charging admission for your sporting event please see your school bookkeeper for tickets and paperwork.
- F. All Fundraisers must be approved at the beginning of the year by the school principal..

REDBOOK

Redbook for Athletics

Bid Tabulations

TRANSPORTATION:

- A. If you must transport a student-athlete it is always best to make sure that someone else is with you in the car.
- B. Parents may transport their own child and other students if they make the arrangements on their own. A student-athlete must never be allowed to leave a game, practice or team function with someone other than their own parent/guardian unless arrangements have been made previously. You must have written permission for this to happen.
- C. If you are traveling by bus, a **CERTIFIED STAFF MEMBER MUST BE ON THE BUS** and remain with students until they have a ride home.
- D. Student-athletes who travel one way on the bus and one way with a parent must notify the coach/sponsor in person about this arrangement.

SUPERVISION:

- A. The coach/sponsor is responsible for their students from the time the student/athlete arrives for the practice/game until they leave the activity to go home. Be sure your participants all wait in the same predetermined area so you know where they are. **If the student-athletes are waiting for rides, the coach/sponsor should be in the same area. The coach/sponsor MUST check that all student-athletes on their team have left before he/she leaves.**
- B. Inform your student-athlete they need to make arrangements regarding practices or games before school. They should not need to use the phone at school to make arrangements unless a practice or game has been canceled.
- C. For teams which meet immediately after school, student-athletes should be in their designated location no later than 2:30 and remain in that location. Students who do not get to their location by 2:30 or remain there may lose the privilege to participate.
- D. If your team wears cleats, make sure the **CLEATS ARE REMOVED EVERY TIME, BEFORE THE STUDENT/ATHLETE ENTERS THE BUILDING.**
- E. Teams that play/practice outside should not enter the building when their activity is completed.
- F. Be sure the area that you played/practiced in is clear of trash and is neat before you leave.

- G. **NO PRACTICES/GAMES ARE TO BE HELD UNLESS A CERTIFIED COACH/CERTIFIED STAFF MEMBER IS PRESENT.**

GRADES AND STUDENT PAPERWORK:

- A. All sports teams require monitoring for grades weekly.
- B. Grades will be monitored from the time you pick your team until the season is over.
- C. All Grade Sheets must be submitted 24 hours before the event to determine eligibility.
- D. Please be sure to enforce the rules fairly and equitably.

STUDENT-ATHLETE ELIGIBILITY:

- A. Students must be on grade level the first day of school to participate that school year.
- B. A student must have attended school at least three hours to be eligible to participate in a game or practice unless permission is given by the principal.
- C. A student-athlete must be passing **FIVE** hours of instruction to be eligible to participate each week.
- D. Grades will be checked on Tuesday each week for eligibility through the following Monday.
- E. Any student-athlete that receives a **Disciplinary Referral at school may be suspended from participation in their sport or activity at the discretion of Administration, the Athletic Director, or coach.**
- F. **A suspension resulting from a Disciplinary Referral may lead to a dismissal from the sport or activity at the discretion of Administration, the Athletic Director, or coach.**
- G. Do **NOT** allow students that have not been cleared by the Athletic Director due to grades, transfer rules or disciplinary reasons to participate in any practice/games/activities.

PRACTICE SESSIONS/GAMES:

- A. No regular season practices or games are permitted on **Sundays** or **legal holidays (Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, Independence Day, Dr. Martin Luther King Jr. Day, and**

Juneteenth) without prior approval from the District Director of Activities/Athletics.

- B. No outside practices or games are permitted when the **HEAT INDEX** reaches **105 DEGREES**.
- C. Players will not be penalized for missing practice/game during a family vacation if he or she has cleared his or absence in advance with the coach of their sport.

KHSAA POLICY- TRANSGENDER PARTICIPATION:

Sec. 3- This policy is specific to eligibility to participate in the privilege of interscholastic athletics:

- a) Each student-athlete shall participate according to the gender as listed on their birth certificate, unless they were legally reassigned.
- b) Reassignment may be demonstrated through the use of a birth certificate, driver's license, passport or other certified medical record as verified to the member school.

KHSAA POLICY- CROSS-GENDER PARTICIPATION **POLICY:**

https://khsaa.org/common_documents/handbook/policies/policies-crossgenderpolicy.pdf

SOCIAL MEDIA:

All coaches are asked to use discretion when participating in social networking. You are always representing JCPS and your programs. Assume anything you post on your personal account could be read by JCPS' staff, opposing teams, parents or other family members, media members, a current employer, future employers or coaches, and even local police.

Best Practices

- A. Remember that the Internet is permanent.

- B. Avoid posting offensive or inappropriate language, pictures, videos or comments.
- C. Ensure content posted on these sites does not depict inappropriate or illegal activities.
- D. Do not post anything you wouldn't say in a public forum when representing JCPS.
- E. Be in the right state of mind when you make a post. Do not post when you're angry, upset, or if your judgment is impaired in any way.
- F. Check your privacy settings. It is recommended that the strongest security settings be used for Facebook, and that student-athletes/coaches have "protected tweets" on Twitter, wherein only approved followers will be able to view tweets.
- G. Understand that anything posted online is available to anyone in the world - any content placed online becomes the property of the site(s) and is completely out of your control the moment it is placed online, even if you limit access to your page.
- H. Do not comment on athlete injuries, rosters, playbooks, officiating or any other team information that should be kept confidential.
- I. **Coaches could face discipline and even dismissal for violations of Athletic Department and school policies.**

COACHES/SPONSORS CODE OF CONDUCT

- A. Coaches/sponsors will dress and act in a professional manner.
- B. Coaches/sponsors will treat all students, parents, officials and fans with respect.
- C. Coaches/sponsors will use appropriate language when dealing with students, parents, officials and fans at all times. **Profanity or degrading language WILL NEVER BE TOLERATED.**
- D. Coaches/sponsors will display integrity at all times & stress sportsmanship & fair play.
- E. Coaches/sponsors will abide by the laws that govern their sport as dictated by JCPS and KHSAA.
- F. Coaches/sponsors will follow all academic and discipline policies set forth by JCPS, KHSAA and each individual school. Academics should be placed above the sport that the student is involved in.
- G. Coaches/sponsors will take an active role in preventing drug, alcohol, and tobacco use of the student/athletes on their team.

- H. Coaches/sponsors will use positive motivational strategies in dealing with students. Negative reinforcement, name-calling, cursing, threatening or other methods that are demeaning to student/athletes must be avoided.

Coaches' Handbook Signature Page

I have read, understand and agree to follow all aspects of the JCPS Coaches' Handbook. I have discussed any questions I have with the Athletic Director.

----- SCHOOL:	----- SPORT:	----- SCHOOL YEAR:
----- (Coach or Sponsor Signature)	----- (Date)	
----- (Athletic Director Signature)	----- (Date)	

After reviewing the following information pertaining to athletics carefully. If you have any more questions, please contact Dr. April Brooks, Executive Director of Activities & Athletics (502-485-3331) Ms. Leslie Lintleman, Middle School Athletic Specialist leslie.lintleman2@jefferson.kyschools.us