

Columbia School District

Athletic Handbook

1. INTRODUCTION

The Athletic Handbook provides coaches and student athletes with a comprehensive guide of the requirements & procedures for participating in athletics in the Columbia School District (CSD). In addition to the requirements of this handbook the athletic program is governed by and complies with the CSD policies and the rules and regulations established by the Mississippi High School Activities Association (MHSAA) and the Mississippi Department of Education (MDE).

2. MISSION STATEMENT

The mission and goal of the CSD athletic program is to provide opportunities for students to participate in a variety of competitive sports and to develop good sportsmanship and other attributes of a well-rounded student.

CSD believes it is necessary to have a comprehensive, well-organized athletic program to benefit those who wish to participate. The major objective of the athletic program is to provide a wholesome environment in which participation in athletics will help students develop positive attitudes toward teammates, coaches and competition. Through the CSD athletic program, each student will be given the opportunity to participate in any sport if he/she meets the requirements the sport demands.

The athletic program will be conducted in a manner that will not discriminate against students on the basis of gender, race, or ethnicity.

3. CODE OF ETHICS

All CSD athletes and coaches will abide by that which is moral, right, fair and honorable. Coaches must recognize that they are role models for their athletes and must conduct themselves in a manner that will maintain the dignity and decency expected of the profession. CSD strives to build character in its student athletes and encourages good sportsmanship and fair play at all times. Misconduct, unfair play, cheating or unsportsmanlike conduct will not be tolerated.

4. ORGANIZATIONAL CHART



5. COACHING ASSIGNMENTS

It is the duty and responsibility of the athletic director and the principal to assign coaches to the sports offered by CSD.

6. SPORTS OFFERED

The program of interscholastic athletics is an extension of the educational program. The competitive sports program for Jefferson Middle School and Columbia High School is as follows:

<u>CHS</u>	<u>JMS</u>
Archery (boys, girls)	Baseball *
Baseball	Basketball *
Basketball (boys, girls)	Football (8 th grade only) **
Cross Country (boys, girls)	Golf-CHS *
Football	Softball-CHS *
Golf (boys, girls)	Tennis-CHS *
Power Lifting (boys, girls)	Track (boys, girls) *
Volleyball (girls)	Volleyball (girls)*
Fast Pitch Softball	
Tennis (boys, girls)	
Track (boys, girls)	

* JMS students will not be allowed to participate on CHS athletic teams without the approval of the Athletic Director and the principals of both schools.

** Any 7th or 8th grader that is academically eligible will be allowed to participate in the football program at Jefferson Middle School.

7. EXPECTATIONS AND RESPONSIBILITIES OF COACHES

All CSD coaches are expected to present themselves as professionals whether on or off duty. Since coaches are in an extremely high profile profession, they should conduct themselves in an appropriate manner that will reflect positively on the school district. Failure to abide by these expectations may result in any consequence deemed appropriate, including but not limited to the coach being sanctioned, fined, reprimanded, suspended without pay, and/or and possibly terminated from his/her position. Any fine incurred by a coach for violating a misconduct rule of the MHSAA will be the personal responsibility of that coach. The Columbia School District will not be responsible for a fine imposed by the MHSAA upon a coach or a CSD athletic team.

All coaches are responsible for ensuring that programs under their supervision and/or with which they are associated as members of the athletic department are in compliance with the CSD, MHSAA and MDE policies.

All coaches must know that participants are student athletes and that success in the classroom is just as important as success on the playing field. Therefore, it is important that coaches give full cooperation to other teaching staff members so that the student athlete will be successful in both co-curricular and extracurricular activities.

8. JOB DESCRIPTIONS

TITLE: Director of Athletics (Exempt)

QUALIFICATIONS:

The Director of Athletics shall meet all requirements for teacher and administrator certification by the State Department of Education.

REPORTS TO: Superintendent

SUPERVISES: All athletic coaches and activities

JOB GOAL:

To provide students in grades 7-12 an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of fair play.

PERFORMANCE RESPONSIBILITIES:

1. Organizes and administers the overall program of extracurricular athletics
2. Provides leadership in the selection, assignment, and evaluation of athletic coaches and staff members
3. Fosters good school-community relations by keeping the community aware of and responsive to the athletic program
4. Assumes responsibility for the organization and scheduling of all interscholastic athletic events and submits all athletic schedules to the proper administrative unit for approval
5. Hires officials, team physicians, and police officers as required and assumes general responsibility for the proper supervision of home games
6. Arranges transportation for athletic contest participants
7. Arranges provision for meals for athletes and coaches when opponent is 60 miles or more from district boundary line
8. Develops and places into operation appropriate rules and regulations governing athletic activities
9. Verifies and monitors athletes' eligibility according to established physical and academic requirements of eligibility for participation in each sport and submits eligibility forms to MHSAA as required
10. Prepares and administers athletic program budget
11. Prepares purchase orders for program supplies and equipment
12. Supervises ticket sales of the athletic program and assumes responsibility for proper handling of funds
13. Makes arrangements for non-school use of playing fields and facilities
14. Arranges field and gym practice schedules
15. Provides for physical examinations of high school athletes prior to the beginning of the season
16. Administers the insurance program covering school athletes and assumes responsibility for processing of reports and claims

17. Keeps records of the results of all junior and senior high school athletic contests, and maintains a file of all award winners, stating the date and type of award, including athletic scholarships
18. Plans and supervises an annual recognition program for school athletes
19. Coordinates the drug testing of athletes in accordance with district policy
20. Sees that all facilities are kept clean and safe; submits requests for repair or improvement of facilities
21. Coordinates the selling of season tickets and individual tickets for each game
22. Serves as the liaison between the school and the booster clubs
23. Establishes and oversees the varsity lettering program
24. Has knowledge of and adheres to all policies/guidelines of the district and the MHSAA
25. Exhibits exemplary personal conduct and good sportsmanship at all times
26. Encourages coaches to attend clinics, keeps staff informed, attends MHSAA clinics, meetings, etc.
27. Other job related items as established by the Superintendent

The foregoing statements described the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

TERMS OF EMPLOYMENT:

12-month employment. Salary and work year shall be established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation.

TITLE: Head Coach

QUALIFICATIONS:

The teacher/head coach shall meet all requirements for certification by the Mississippi Department of Education.

REPORTS TO: Athletic Director and Principal

SUPERVISES: Assistant Coaches and Student Athletes

JOB Goal:

To provide athletic opportunities for students, to teach and train them in the skills of the sport, to foster a sense of worth, competence, knowledge and understanding of the pleasures of sport and competition, and to exhibit and encourage the principles of fair play and good sportsmanship

PERFORMANCE RESPONSIBILITIES:

1. Coordinates the overall athletic program of the particular sport
2. Coaches and trains athletes in the appropriate skills of the sport
3. Has thorough knowledge of and adheres to all policies and guidelines of the district and the MHSAA
4. Establishes and maintains appropriate training and safety rules: advises athletic director of any work and/or improvement necessary for the facilities
5. Prepares practice and game schedules and submits them to the Athletic Director for approval prior to the start of the season
6. Submits requisitions for equipment, uniforms, etc.
7. Supervises and cares for equipment and locker room during season
8. Ensures that all required forms are completed prior to the start of practice, including physical forms, insurance forms, parental consent forms, eligibility forms, drug testing forms, etc.
9. Determines and monitors student eligibility prior to and during the season
10. Selects and trains student managers
11. Provides leadership in directing assistants; encouraging professional growth by attending and encouraging attendance at MHSAA meetings, clinics
12. Stays current with athletic trends and techniques
13. Oversees arrangements for travel, lodging and meals
14. Attends to accommodations for visiting team
15. Provides supervision at all practices, games, on trips, in locker rooms and elsewhere
16. Provides first aid to all injured athletes; completes all required reports pertaining to injuries; contacts parents in the event of injury
17. Supervises conduct and appearance of all athletes during all times associated with the sport
18. Develops and oversees lettering requirements(in conjunction with the athletic director)
19. Arranges and publicizes try-outs, prepares and posts "cut policies"
20. Enables and encourages athletes to participate in other sports and activities
21. Provides leadership in promoting positive attitudes and good relationship between the program and the community
22. Ensures statistics and promotional information is provided to local and state media
23. Cooperates with and provides information to college coaches and recruiters relative to student athletes; assists athletes in securing information concerning scholarships/aid
24. Maintains a current bus license and ensures that assistant coaches do same
25. Maintains discipline and works to increase moral and self esteem
26. Reports problems/incidents to Athletic Director/Principal
27. Refrains from profanity and the use of tobacco while coaching
28. Supervises athletic events for other sports as required
29. Additional responsibilities established by the administration

The foregoing statements described the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

TERMS OF EMPLOYMENT:

Terms of employment are 10-12 month employment. Salary and work year shall be established by the Board.

EVALUATION:

Performance in this position will be evaluated in accordance with the School Board's Policy on Evaluation.

TITLE: Assistant Coach

QUALIFICATIONS:

The teacher/coach shall meet all requirements for certification by the Mississippi Department of Education.

REPORTS TO: Head Coach and Principal

SUPERVISES: Student Athletes

JOB GOAL:

To assist the head coach in providing athletic opportunities for students, to teach and train them in the skills of the sport, to foster a sense of worth, competence, knowledge and understanding of the pleasures of sport and competition, and to exhibit and encourage the principles of fair play and good sportsmanship

PERFORMANCE RESPONSIBILITIES:

1. Carries out the responsibilities assigned by the head coach
2. Assists with scheduling, practices, and maintaining current paperwork/forms
3. Seeks to improve his/her coaching methods by attending clinics/staff development
4. Supervises his/her athletes
5. Administers the rules and regulations of MHSAA and district policies
6. Supports all athletic events
7. Promotes safety
8. Maintains a current bus license
9. Supervises athletic events for other sports as requested
10. Fulfills other duties as assigned

The foregoing statements described the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

TERMS OF EMPLOYMENT:

10-month employment. Salary and work shall be established by the Board.

EVALUATION:

Performance in this position will be evaluated in accordance with the School Board's Policy on Evaluation.

HIGH SCHOOL-MIDDLE SCHOOL COACH RELATIONSHIP: The relationship between the high school and the middle school coach must be one of understanding and mutual respect. It is the responsibility of the middle school coach to teach the same fundamentals and techniques as those of the high school staff. In turn, it is the responsibility of the high school staff to share their professional knowledge with the middle school staff.

Athletic Trainer: The athletic trainer is an employee of the Hattiesburg Clinic provided to assist with the proper medical care of all student athletes. This includes practices and game preparation, monitoring student athletes during contests, consulting with doctors and head coaches regarding injuries, recommending removal from practice and/or games due to injury, being available to all coaches for help and consultation, and contacting doctors and ambulance service for athletic events as necessary.

9. INTERSCHOLASTIC ATHLETIC POLICIES:

It is the responsibility of the athletic director and the head coach of each sport to see that the participants meet the requirements of the MHSAA, CSD, and MDE. It is also the responsibility of the head coach to monitor student athlete grades and class performance on a regular basis. Failure to abide by these rules may result in a coach being sanctioned, fined, and possibly terminated from his/her position.

ACADEMICS: CSD promotes the relationship between academics and athletics. The coaches are responsible for monitoring student grades and class performance. Games are not to be played during district testing unless approved in advance by the Principal and Athletic Director. Games are strictly prohibited before and during state testing.

ALCOHOL AND DRUG ABUSE POLICY: The athletic department will not tolerate the use or abuse of alcohol, drugs or tobacco by coaches or student athletes. *School Board Policies: JCBJ, GAX, GAXA*

ATHLETIC DRUG SCREENING POLICY: All student athletes will be subject to random screening in accordance with CSD Random Drug Testing Policy. *School Board Policy JCB JA*

ATHLETIC EQUIPMENT: When purchasing athletic equipment, the coach and athletic director must follow the guidelines of the purchasing department. A fine will be assessed to any student for the misuse or loss of athletic equipment. In addition, at the end of the season, each head coach must provide an inventory to the athletic director.

ATHLETIC INSURANCE: The CSD provides insurance for all student athletes of all sports. Head coaches are to inform participants and their parents/guardian that if they have insurance through another provider, CSD coverage is secondary. If a student athlete has other insurance, the CSD policy becomes affective after the other insurance has been filed. The parent/guardian is responsible for all bills not paid by the insurance company. It is the head coach's responsibility to report all injuries to the Principal and Athletic Director and complete an injury report no later than the next school day to the Athletic Director's office.

AWARDS: At the end of the school year, the CSD Athletic Department will establish an awards program for all sports.

BOOSTER CLUBS AND SUPPORT GROUPS: Booster clubs are essential components of successful athletic teams and provide necessary financial support to athletes. However, booster clubs should limit their roles to lending financial support and not to help coach, schedule or administer the team. Any money raised by a booster club is solely for the benefit of the team. Booster clubs must adhere to the CSD Booster Club Policy. Monies raised by support groups shall be spent in consultation with the head coach of that sport. *School Board Policy LEC*

DISCIPLINE PROCEDURES: All student athletes are expected to conduct themselves as responsible young men and women. This applies to the classroom as well as the athletic arenas and social events. If a student athlete shows a lack of self-discipline, has an uncooperative attitude, or is not fulfilling his/her commitments to the athletic program, he/she may be suspended from that sport. If any student athlete boycotts the team or coach for any reason, that student athlete shall be suspended from participation in that sport and any other sport for the remainder of the school year. An athlete must comply with all written and oral directions given by the coach(es) of that sport.

1. Disciplinary action for minor offenses, such as inappropriate classroom behavior, tardiness to class, missed practices and/or meetings without proper excuse, disrespect, inappropriate dress, may include verbal reprimand, suspension from a game or games, conference with parents, and/ or other action deemed appropriate by the coaches, Athletic Director and/or Principal.
2. Disciplinary action for major offenses such as defacing or destroying school property, fighting, stealing, committing forgery, defying a coach or school authority, causing a disruption in school or on a school bus, leaving school grounds without permission, abusive language, threatening another student, using alcohol, tobacco and/or drugs, exhibiting a poor attitude, lack of self-discipline, boycotting the team for any reason, etc. may include a parent conference, game(s) suspension, dismissal from the program for a specific time, permanent dismissal from the program, and/or any other action deemed appropriate by the coaches, Athletic Director and/or Principal. An athlete who commits a major offense may also be subject to loss of privileges, and suspension or expulsion from school.

EJECTION OF ATHLETES/COACHES AND/OR PENALTIES: CSD follows all MHSAA rules relative to the ejection of an athlete or coach. If an athlete or coach is penalized, he/she must comply with the penalty. CSD encourages all coaches to conduct themselves in such a manner that neither a fine, penalty nor ejection from a game will be warranted. Any fine incurred by a coach for violating a misconduct rule of the MHSAA will be the personal responsibility of that coach. The Columbia School District will not be responsible for a fine imposed by the MHSAA upon a coach or a CSD athletic team.

ELIGIBILITY: All coaches must be knowledgeable of and comply with the MHSAA, MDE and CSD rules and state law governing eligibility of student athletes. The MHSAA Handbook contains answers to questions regarding eligibility. It is the responsibility of each head coach to verify the eligibility of his/her athletes. NOTE: State law requires student athletes to maintain a minimum grade point average of 2.0 on a 4.0 scale for each semester. (*Children First Act of 2009*)

GAME AND PRACTICE SECURITY: All head coaches must ensure that proper security, game officials, and fan supervision are in place prior to beginning a home athletic contest/event. Furthermore, no game or practice may be held without a coach present.

HEAT POLICY REGULATIONS:

HEAT INDEX:

RECOMMENDATIONS:

95-100

No Uniform/Equipment Restrictions
WATER BREAKS every 10 minutes
10 minute REST BREAK every hour
Practice limited to 120 total minutes

101-105

Shorts, Shoulder Pads and helmets ONLY
WATER BREAKS every ten minutes
10 minute REST BREAKS every hour
Practice limited to 120 total minutes

106-110

Shorts, T-Shirts and Helmets only
WATER BREAKS every ten minutes
10 minute REST BREAKS every hour
Practice limited to 90 total minutes

111+

PRACTICE SUSPENDED until later in the day or held indoors
When practice is "RED-FLAGGED", no outdoor practice may begin until the AD or ATHLETIC TRAINER communicates to Head Coach that conditions are acceptable and the HEAT INDEX IS BELOW 111

- Athletes are to be monitored closely during each of these ranges for signs of heat distress.
- Athletes are allowed to drink water at any time.
- Players are allowed to remove helmets when not participating.
- Rest breaks are describes as a time allowed athletes to cool down. Water is to be consumed, pads are to be removed, and shade should be sought. Cold towels and/or mist sprays may be utilized. Rest breaks are separate from water breaks.
- Water breaks are described as a time during in which the entire team is allowed to drink water. Helmets are to be removed. Pads may be removed.
- More breaks are recommended for teams with fewer players.
- Rest breaks and water breaks are included in total practice time.

** If the heat index increases during practice, the team may be allowed to continue in the equipment they began practice.*

LETTERING: Each head coach is responsible for establishing the criteria for determining eligibility for lettering and submitting it to the Athletic Director for approval. The following conditions should be considered by coaches in selecting letter recipients:

1. Extent of game participation during the season
2. Number of years of participation in the sport
3. Growth in team spirit
4. Dependability
5. Attitude
6. Sportsmanship
7. Classroom behavior
8. Injuries (If a player is injured during the season, the coach will determine eligibility for an athletic letter.)
9. To be eligible for a letter, a player must be a member of the team at the end of the sport season.

MULTIPLE SPORTS PARTICIPATION: CSD acknowledges that there are sports whose seasons overlap and that some student athletes may have conflicts in scheduling. If a student participates in multiple sports and scheduling conflicts arise, the two coaches must meet to arrive at a solution. If no agreement can be reached, a play-off game will take first priority, followed by a district game, followed by a non-district game, and then a practice. Student athletes are encouraged to participate in as many sports as they choose and are to be able to do so without pressure from any coach to limit participation to one sport. Any coach who discourages an athlete from participating in more than one sport is subject to discipline action.

A student athlete who quits one sport to participate in a second sport will not be allowed to play in the second sport until the season of sport that he/she quit is over. (Example: A student quits basketball late in the season to play baseball. He/she will not be able to play baseball until basketball season is over).

PHYSICAL EXAMINATION: All student athletes are required to complete a parental permission form, an insurance form, drug testing consent form, and a physical examination form prior to participating in a practice or game. The physical examination must be conducted by a licensed physician or a nurse practitioner under the guidance of a licensed physician. All students who choose to tryout for an athletic team must have a physical examination on file.

SPORTS PRACTICE CALENDAR: The following schedules will be in effect for all competitive sports:

Fall Sports: CHS: MHSAA starting date

JMS FOOTBALL: Begins four weeks prior to the first game

Winter Sports: CHS: MHSAA starting date

JMS BASKETBALL: Begins the week following the close of JMS football season

Spring Sports: MHSAA starting date

PROFESSIONAL DEVELOPMENT FOR CSD COACHES: CSD coaching staff is encouraged to remain current with the latest techniques and mechanics being used to teach their respective sports. CSD will reimburse each coach for the cost of attending one in-state coaching clinic per year upon prior approval.

SCHOOL ATTENDANCE: In order to be eligible to participate in a competition or practice on a school day, a student athlete must attend school at least sixty percent (60%) on the day of competition or practice. A school-related absence will not affect this rule.

SCHEDULING: All sports will follow MHSAA rules for scheduling. All sports schedules must be approved by the Athletic Director and the supervising Principal.

SQUAD SELECTION: Each head coach is expected to have a procedure on how athletes are selected for a team ("selection policy"). This procedure shall be approved by the athletic director and posted in a visible place prior to the tryouts. Each selection procedure will be on file in the athletic director's office.

TRAINING REGULATIONS: All participants are to be informed of training rules and regulations by each head coach. All coaches will be responsible for the implementation of said rules. Each head coach is responsible for each participant's appearance and behavior. The head coach is expected to see that his/her team is in the best possible physical condition before entering competition.

TRAVEL: The athletic director and head coach are responsible for transporting the athletes to games/contests in an approved state vehicle. Transportation will be furnished by CSD. Coaches are not to allow students to drive, nor should students be told to meet at the place of the contest for out of town contests. Alternative travel may be arranged only in accordance with CSD Board policy. Players must return with the team unless they have a note (turned in before the trip) from their parents to return with their parents. Coaches are required to obtain a CDL to alleviate the problems of securing qualified drivers. Team travel is approved when schedules are approved. It is the responsibility of the head coach to turn in a request for all team travel one week before the season begins. Only members of the team and school officials are allowed to ride team buses.

USE OF ATHLETIC FACILITIES: Athletic facilities are not to be left open for outside use. It is the responsibility of the head coach to make sure his/her facility is locked. Outside groups may request to use athletic facilities by submitting a Use of Facilities form and adhering to CSD policy. *School Board Policy EBH*

DISTRICT FORMS:

Parental Permission Form

Drug Testing Consent Form

Physical Examination Form

Student Athlete Notification of Injury Form

