

PEARL PUBLIC SCHOOLS



Department of Athletics Handbook

PEARL PUBLIC SCHOOLS

DEPARTMENT OF ATHLETICS HANDBOOK

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PEARL DEPARTMENT OF ATHLETICS STATEMENT OF PHILOSOPHY

The primary purpose of our competitive sports program is to provide experiences that will enable our students to progress toward established educational objectives. These objectives include the following qualities: physical strength, endurance, vitality, neuromuscular skills, courage, alertness, resourcefulness, good sportsmanship, character, high moral standards, loyalty, and a healthy self concept. Our coaching staff is dedicated to helping the student athlete reach these goals. Both the physical and psychological growth of each student is conscientiously considered when planning and implementing our athletic program.

Our coaches are aware of the individual needs of our youth as well as the social implications of being able to work as a member of a team. Students will be given the opportunity through extensive training, excellent equipment and facilities, and the best of coaching to reach their maximum potential, athletically, if they dedicate themselves to our program.

Our district's goals are to also produce young men and women who have the capacity to be successful citizens in our highly competitive society. We are committed to achieving these goals. We want our student athletes to leave Pearl and be able to say that they are proud to have been a part of "Pirate Athletics".

CODE OF ETHICS

When one becomes a member of the coaching profession, he or she assumes certain obligations and responsibilities to the sport, to players, and to fellow coaches. It is essential that every member of the profession be consistently aware of these obligations and responsibilities, to the end that coaching remains an honorable calling, and that each member conduct himself or herself in such a manner as to maintain the dignity and decency of the profession.

In relationships with players under his or her care, the coach should always be aware of the influence he or she wields for good or bad. Parents entrust their children to the coach and through his or her example; these young people should emerge as fine and decent people. The coach should never place the value of winning above that of instilling the highest ideals and character traits in his or her players. The safety and welfare of the players should be uppermost in the mind of the coach.

In teaching a sport, the coach must realize that there are certain rules designed to protect the player and provide common standards for determining a winner or loser. Any attempts to beat these rules, to take unfair advantage of an opponent, or to teach deliberate unsportsmanlike conduct have no place in athletics. The coach should set the example for winning without boasting and for losing without bitterness.

Coaches who conduct themselves using these principles as guidelines will be successful in terms of the respect they have gained from their players as well as from their opponents.

The essential qualities desired in coaches are **HONESTY** and **INTEGRITY**. Coaches whose conduct reflects these characteristics will bring credit to the coaching profession and to themselves. It is through such conduct that the profession will earn and maintain its rightful place in the educational program and make its full contribution to the American way of life.

COACHING ETHICS

The Pearl Public Schools Department of Athletics not only expects but also demands that our coaches be of the highest moral character and act in such a way as to be a positive role model to all our young people. The following are a few of these expectations:

- The use of tobacco on the school facilities or in the presence of student athletes will not be tolerated.
- Coaches and their student athletes shall use proper language and behavior in all situations.
- **Conduct on the Field**: Coaches often become over excited during the heat of competition. Our coaches must display the example of good sportsmanship that we are trying to teach. Defend the rights of yourself and your team at all times, but do not over do your differences with the officials. Never engage in an exchange of words with spectators during a contest. Remember the eyes of all students, spectators, and your team are always on you. Be discreet when reprimanding an athlete in front of his or her peers or spectators.
- **Faculty Relations**: Coaches and fellow teacher relationships should be positive at all times. Coaches should not isolate themselves from the other members of the staff. Our coaches should join courtesy committees, attend school functions, & etc. Always remember that the classroom teacher is as eager as our coaches are to see individuals succeed.
- **Press Relations**: News reporters will contact our coaches from time to time. Coaches should always be sure to say what they mean. Reporters will quote you! Coaches should never make a statement that could embarrass their players, team, or school.
- Coaches shall not co-hearse student athletes into individualizing into the coaches' sport. **We're here for the kids, not the coaches!**
- Coaches of all athletic teams are to conform in all ways to the general education program as laid down by the school board and administration, including such matter as schedules, financial expenditures, relationships with other schools, and health and safety regulations.
- Coaches shall not remove teams from the playing area until the contest is completed. Once a contest is started, it is in control of the officials.

DEPARTMENT OF ATHLETICS CARDINAL RULES

1. A student athlete shall not be permitted to practice or compete in interscholastic athletics for the junior high or high school until he or she has the parental consent and emergency medical consent forms completed and signed by a parent or legal guardian. These forms must be on file in the office of the coach or Director of Athletics.
2. All athletic participants must have a physical examination before he or she practices or plays in a game. The physical exam record must be on file in the office of the coach or Director of Athletics. A physical exam record is good for only one year from the date of the examination.

3. A student athlete must be academically eligible and entered in the school's MHSAA Eligibility Database before he or she may participate in an athletic contest.
4. It is the responsibility of the school principal, director of athletics, and the head coach of each sport to determine the eligibility of each student athlete participating in that sport, as governed by the regulations set forth by the MHSAA. If any coach has any questions or concerns about a student-athlete's eligibility (residency requirements, legal guardianship, etc.) it is his or her responsibility to contact the principal or director of athletics immediately!
5. Student athletes must be in school for two periods on the day of a contest in order to participate. If the contest is on Saturday, student athletes must be in school for 2 periods on Friday. The principal or director of athletics must approve any exception to this rule in advance.
6. If an athlete shows a lack of self-discipline, poor attitude, or is not fulfilling his or her commitment to the athletic program, he or she may be suspended from athletic participation in all sports for the remainder of that school year.
7. If an athlete boycotts the team for any reason, he or she may be suspended from athletic participation in that particular sport or any other for the remainder of that season.
8. Athletes who display inappropriate behavior of campus which in any way is a negative reflection on the team or school shall face disciplinary actions or suspension. The coach and athletic director will make the decision concerning the discipline to be enforced.
9. Coaches in charge of a sport will see that the sport is conducted on the highest professional level possible at all times. This applies to all levels of competition.
10. Every coach is expected to have a complete knowledge and understanding of the Mississippi High School Activities Association Handbook of Rules and Regulations as well as the regulations and policies of the Pearl Public School District.
11. Each coach will make every possible effort to assure that all student athletes exhibit behavior beyond reproach in the classrooms and on the school campus. The coach should work closely and cooperate with the principal and classroom teachers to promote in the student athlete the best kind of leadership and attitudes.
12. If a student athlete quits a sport at anytime during the season, he or she is not eligible to participate in another sport until the season of the sport dropped is over unless there is a mutual agreement between the two coaches that are involved.
13. Seventh, eighth, and ninth grade student athletes are required to compete in basketball, football, and track on their grade level. The director of athletics must grant any exception to this requirement after a meeting with the athlete, parent(s), and principals and head coaches involved.
14. Coaches should be very careful with their keys and should never duplicate keys or allow the use of their keys to non-school personnel without approval from the director of athletics!
15. Student athletes should never be left alone waiting for rides after a practice or contest. A coach shall stay until all student athletes have been picked up.
16. The director of athletics must approve all written team rules or handbooks.

INTERSCHOLASTIC ATHLETICS

Interscholastic athletics shall be administered as a part of the regular school program and shall be under the same administrative control as all other parts of the educational program. Only students enrolled in grades 7 - 12 shall engage in interscholastic athletic contests. The Pearl Public School District shall provide qualified personnel for coaching and supervising all individual sports.

All interscholastic athletic events in which the Pearl Public School District participates shall be conducted under the rules and regulations of the Mississippi High School Activities Association.

All students participating in athletics will be required to have on file: (1) a current year physical, (2) copy of birth certificate, (3) athletic participation clearance form which includes proof of medical/health insurance signed by the parent, and (4) medical consent form signed by the parent. It is the explicit responsibility of the head coach of the athletic activity involved to ensure that all these requirements are completed and documentation is properly on file prior to any practice or events associated with the activity.

The Pearl Public Schools Interscholastic Program shall:

- Open all sports to all eligible students in the district.
- Give every eligible student an opportunity to be a member of a squad; however, membership on a squad does not necessarily guarantee participation in contests.
- Teach the proper fundamentals to each participant.
- Encourage participation by as many students as possible.
- Have the best interest of the participants as the first consideration.

It is recognized that a well-organized and well-conducted athletic program is a potent factor in the morale of our student bodies and an important phase of good community-school relations. Too great of an emphasis on winning at all costs or a too consistent record of losing contests are both harmful to the development of good attitudes among our students and the public.

Adding an Interscholastic Sport: The following criteria shall be considered prior to the addition of any interscholastic sport:

- There should be an indication of strong student interest.
- The sport must be a MHSAA sanctioned sport.
- Adequate facilities must exist. It must be possible to coordinate the use of facilities so as not to conflict with existing programs.
- It must be possible to secure competent coaches.
- Adequate funding must be available without diverting funding from existing programs.
- Priority will be given to those sports that best equalize the opportunities for boys and girls.

All requests to add a sport must be made through the office of the director of athletics.

SPORTS OFFERINGS

The Pearl Public Schools Department of Athletics offers the following interscholastic sports to the boys and girls in our district:

High School

<u>Sport</u>	<u>Boys</u>	<u>Girls</u>	<u>Co-Ed</u>	<u>Season</u>
Cross Country – Varsity / JV	x	x		Fall
Football – Varsity / JV / 9th	x			Fall
Slow Pitch Softball – Varsity / JV		x		Fall
Swimming – Varsity / JV	x	x		Fall
Volleyball – Varsity / JV		x		Fall
Basketball – Varsity / JV / 9th	x	x		Winter
Bowling	x	x		Winter
Power Lifting	x	x		Winter
Soccer – Varsity / JV	x	x		Winter
Indoor Track & Field	x	x		Winter
Archery			x	Spring
Baseball – Varsity / JV	x			Spring
Golf – Varsity / JV	x	x		Spring
Fast Pitch Softball – Varsity / JV		x		Spring
Tennis – Varsity / JV			x	Spring
Track & Field – Varsity / 9th	x	x		Spring

Boys Sports Offered – 11

Girls Sports Offered – 12

Co-Ed Sports Offered - 2

Teams Fielded – 43

Junior High

<u>Sport</u>	<u>Boys</u>	<u>Girls</u>	<u>Co-Ed</u>	<u>Season</u>
Football – 8 th / 7 th	x			Fall
Cross County	x	x		Fall
Volleyball		x		Fall
Basketball – 8 th / 7 th	x	x		Winter
Soccer	x			Winter
Baseball	x			Spring
Track & Field – 8 th / 7 th	x	x		Spring

Boys Sports Offered – 6

Girls Sports Offered – 4

Teams Fielded – 14

STUDENT ATHLETE ELIGIBILITY

To be eligible to participate in practice and athletic competitions a student athlete must have the following items on file ready to forward to the Director of Athletics' Office:

1. Current year physical
2. Copy of birth certificate
3. Athletic Participation Clearance Form completed and signed by the parent or guardian
NOTE: Parents **MUST** indicate that their child or ward has insurance coverage or purchase an insurance policy provided through the school!!!
4. Emergency Medical Consent form completed and signed by the parent or guardian
5. PPSD Extracurricular Drug and Alcohol Testing Policy Consent Form signed by parent or guardian and student athlete.

It will be the responsibility of the head coach of each sport to see that all of the above items are secured from each student athlete before he or she is permitted to participate in practice. Be sure to check that **ALL** forms are thoroughly completed and have all the required signatures. **These items with an *Athlete Eligibility Checklist* are due in the office of the Director of Athletics two weeks prior to the first contest.**

The Director of Athletics will check eligibility for each student athlete and see that all student athletes are presently on or are placed in our school's MHSAA Eligibility Database.

It is the responsibility of the school principal, director of athletics, and the head coach of each sport to determine the eligibility of each student athlete participating in that sport, as governed by the regulations set forth by the MHSAA. If any coach has any questions or concerns about a student-athlete's eligibility (academic requirements, residency requirements, legal guardianship, etc.) it is his or her responsibility to contact the principal or director of athletics immediately!!!

FOR AN ATHLETE TO BE ELIGIBLE TO PARTICIPATE IN A COMPETITION, HE OR SHE MUST BE ON AN ELIGIBILITY CONFIRMATION FORM SIGNED BY THE COACH AND DIRECTOR OF ATHLETICS.

MEDICAL AND INSURANCE WAIVERS

Insurance: The Pearl Public School Department of Athletics does not carry insurance on the student athletes. All student athletes must have insurance coverage to practice or participate in interscholastic athletics (grades 7 – 12). It is the responsibility of the parents (guardians) to have or obtain insurance coverage for their child (ward). The Pearl Public Schools offers a supplemental policy through Jerry Lyons Insurance Agency for purchase to all athletic participants.

Every student athlete must have an insurance waiver signed by the parent or guardian before practicing or participating in interscholastic athletics.

Parents are responsible for filing all insurance claims for athletic injuries. Parents purchasing insurance through the school may pick up claim forms in the office of the director of athletics.

All student athletes are covered by a catastrophic insurance policy secured by the Mississippi High School Activities Association for all member schools.

Physicals: All athletic participants must have a physical examination before he or she practices or plays in a game. The physical exam record must be on file in the office of the coach or Director of Athletics. A physical exam record is good for only one year from the date of the examination.

Emergency Medical Consent Form: Every student athlete must have an emergency medical consent form signed by the parent or guardian to participate in interscholastic athletics. These forms should always be carried to or kept very near the practice location and to all competitions. In case of a medical emergency these forms contain the following information: student athlete's parent's (guardian's) home and work telephone numbers, other contact persons, preferred physician, preferred hospital, and medical information.

EXTRACURRICULAR DRUG AND ALCOHOL TESTING POLICY

The Pearl Public School District (PPSD) aims to provide each child the educational opportunities for intellectual stimulation, self-realization, and physical and emotional growth in an effort to prepare him/her within the limits of his/her potential, to function effectively as a member of an ever-changing society. The PPSD recognizes that the educational environment it provides is appreciably disrupted by the use of drugs and alcohol. The district also recognizes that drug and alcohol use by students participating in extracurricular activities presents special concerns about the dangerous combination of drugs and/or alcohol and extracurricular activities. While the misuse or abuse of alcohol, illegal drugs, prescription and even non-prescription drugs is unsafe for any student, the physical demands placed upon activity students in practice and competitions make such misuse or abuse dangerous.

In response to the serious health risks and other risks posed by activity student drug and/or alcohol use, PPSD has approved an extracurricular drug and alcohol testing policy designed to provide early detection of drug use and to eradicate or reduce significantly the use and influence of prohibited drugs, alcohol, and other chemicals by students participating in PPSD extracurricular activities.

Beginning in the fall of 2005, all students enrolled in the PPSD who are 7th grade or higher and who participate in athletics, band, cheerleading, and/or dance shall be subject to the related to the aforementioned extracurricular drug and alcohol testing policy. Copies of said policy are available from the department of athletics.

ATHLETIC CONTESTS

Contests

- Head coaches shall complete a MHSAA Game Officials' Evaluation Form on line (misshaa.com) within **three days** following each contest.
- The director of athletics will send out schedule confirmations and contest information to all scheduled opponents.
- Any coach that is ejected from a contest for unsportsmanlike conduct will be personally responsible for all fines levied by the MHSAA and will be reprimanded by the school district. For a second ejection the coach could face possible suspension.

Scheduling Contests

- Athletic contests shall not be scheduled during state testing dates.
- Athletic contests shall not be scheduled on Wednesdays or Sundays, though it may be necessary to reschedule a contest on Wednesday, this shall be a last resort.
- The director of athletics must approve all athletic schedules and rescheduled contests.
- The amount of missed academic time should be heavily considered when scheduling contests and opponents.
- Head coaches should confirm schedules with the director of athletics.
- Number and length of time of contests shall be taken into consideration when scheduling contests during exams.

Postponing Contests

If a game must be postponed due to weather or any other factor not conducive to good game conditions, the following procedure should be followed:

- The coach should contact the director of athletics or principal.
- Factors to be considered:
 - Weather conditions
 - Playing conditions of field
 - Safe travel for team, opponents, and officials
 - Damage to equipment
 - Safety of teams, officials, and spectators
 - Unforeseen circumstances

After considering these factors, it will then be left to the discretion of the director of athletics and the head coach to play or postpone the game. It will be the responsibility of the head coach to **work** with the director of athletics to reschedule the contest.

FACILITY PREPARATION

It shall be the responsibility of the coaches involved to work with the director of athletics to have facilities ready for all athletic contests. All restrooms, dressing rooms, press boxes, dugouts, etc. shall be clean. Coaches will be responsible for marking game fields for their contests. All coaches shall share the responsibilities of prepping the gym and post game equipment pickup.

CONTEST SUPERVISION

The director of athletics, principal, or their designee shall serve as the game administrator and is responsible for the supervision at athletic contests. The MHSAA will require that the game administrator conduct a meeting prior to the start of all varsity contests in football, softball, basketball, volleyball, soccer, and baseball. This meeting must include the coaches, officials, and security personnel. The game shall not start until this meeting is held. Items to be covered by the game administrator:

- Welcome/Introduction
- Officials – Enforce the rules
- Coaches – Display the highest level of conduct at all times
- Players – Expected to conduct themselves in a sportsmanlike manner at all times
- Security, Game Administrator, & administration identified
- Notify officials and security as to where you, the game administrator, will be located during contest

Head coaches and cheerleader sponsors are responsible for their squad members, including managers, trainers, etc. during athletic contests.

DUTY FOR ATHLETIC CONTESTS

During the school year members of our coaching staff will be assigned duties for athletic contests. Coaches will be sent a duty roster at the beginning of the fall, winter and spring sports seasons. Duty rosters for special events (tournaments, play-offs, etc.) will be sent to coaches as soon as possible.

Always be on time and report to your assigned duty area. If a coach has a conflict with an assignment it will be his or her responsibility to switch assignments with another coach and then contact the director of athletics with the change.

SAFETY PROCEDURES FOR ATHLETICS

It is the responsibility of each coach to take every measure necessary to minimize the number and degree of seriousness of athletic injuries.

It is important that the following safety procedures be strictly adhered to:

- Ascertain that the physical facilities are safe and free of hazards. Report any unsafe facilities or equipment to the director of athletics.
- Establish an emergency plan of action for practice and home and away games.
- See that each participant is well fitted with the proper gear and all equipment is in good condition and properly maintained.
- Provide immediate first aid care or medical care to all injuries regardless of how minor they may appear to be.
- Ascertain that participants are in adequate physical condition for the activity in which they are involved.
- Provide the participants with the fundamentals needed for the sport in which they are participating.

- In football, neither the teaching of nor the use of spear tackling nor head blocking will be permitted. All participants should be informed of the dangers involved in these techniques.
- Take frequent water breaks.
- Postpone or cancel practice or athletic contests whenever practicing or playing conditions are unsafe. When this occurs always contact the director of athletics.
- Football players are required to wear a mouthpiece during all practices and games.

EMERGENCY EVACUATION PROCEDURE FOR INJURED

- Call the ambulance and direct them to evacuate the injured player to the hospital designated on the emergency medical consent form.
- Send a coach to the hospital with the injured player.
- The **COACH** shall call and inform the parents of the injury and action that has been taken. Use discretion in this matter; try not to alarm the parents, be optimistic and thorough in giving correct information.
- Several days following the injury, a telephone call or personal visit to the home of the injured student athlete is a MUST. Never permit a player to feel he or she is forgotten due to an injury.

ATHLETIC BUDGETS & PURCHASING

Each sport will receive an equipment budget. This will be used to purchase equipment and supplies, replace uniforms, etc. All officials, security, travel, special purchases, and facility and field maintenance will be paid out of other accounts.

The purchasing of athletic equipment and supplies will go through the office of the director of athletics. The following procedure shall be used:

1. The coach shall turn in a request listing the items to be purchased, price of items to be purchased, total amount of purchase, and vendor items are to be purchased from. For purchases over \$4,999 two written quotes **signed** by vendor must accompany the request. Purchases over \$49,999 must go through the bid process.
2. The purchase order will be typed by the athletic secretary and will then be routed to school and district personnel for the proper signatures.
3. The signed purchase order will be returned to the coach in two to three days.
4. **All purchases must be made with a signed purchase order. The district will not be responsible for any orders made with out a P.O.**

TRAVEL

Transportation: The director of athletics will make all travel arrangements for each sport after consulting with the head coach.

The head coach of each sport will complete a travel plan for his or her season and submit to the director of athletics two weeks prior to his or her first contest. Once submitted the director of athletics will schedule all buses for the entire season with the transportation director. Trip tickets will be sent to all coaches a few days in advance. It will be the responsibility of the head coach to check trip tickets for accuracy. Contact the director of athletics immediately of any errors or changes in the travel plan. Bus keys will be issued from and returned to the office of the director of athletics.

All out of state trips must be approved in advance by the superintendent and school board. The coach must submit a letter requesting approval to the director of athletics a minimum of five weeks in advance of the trip.

The coaches of each sport will be responsible for driving buses to their athletic contests. For trips over 100 miles one way the athletic department will attempt to provide a driver or will pay a total sum of \$30.00 to the coach or coaches that drive, if requested by the coach.

All teams must travel to and from contests on school-sanctioned vehicles. Any exceptions must be made in advance with the director of athletics.

During the transport of athletes to or from an athletic contest, a coach must be on the bus or van (driving or riding) with the team. It is the coaches' responsibility to supervise his or her team and provides discipline at times needed.

All athletes must travel to and from contests on school-sanctioned vehicles. Any exceptions will be made in advance with the head coach. Athletes may be released only to their parents after a contest.

The department of athletics is not responsible for the transportation of any student athletes to events or contests sponsored by outside organizations (AAU, American Legion, USATF, etc.).

Coaches must have a trip ticket on the bus during a trip. The coach should turn in the completed trip ticket and bus keys to the athletic, school secretary, or designee on the following day.

It is the head coaches' responsibility to leave all buses clean following trips.

Meals: Time, distance, and duration of a contest are factors that will be considered in providing meals for a team. The director of athletics will make meal arrangements after conferring with the coach involved. Request for meals shall be made **one week** in advance.

BUS DRIVER CERTIFICATION

All coaches are required to have a current CDL and successfully complete bus training school, which includes driving, testing, and drug screening. The coaches of each sport will be responsible for driving buses to their athletic contests. A coach will be exempt if he or she has any physical impairment that prevents him or her from receiving a CDL. Coaches that cannot be issued a bus card due to an unsatisfactory driving record must be continuously working toward obtaining a CDL and bus card for employment.

To drive a school bus in Mississippi the following procedures are required. After the qualifications are met and the applicant is ready to drive a bus the Pearl Public School District will reimburse the driver \$102.00.

1. Apply for a CDL License and procure a CDL Handbook from the Mississippi Highway Patrol Commercial License Examining Station on Highway 468, Brandon, MS.
2. Take and pass the commercial license permit test (\$65.00) at the above location. A passing grade of 80% is required to be issued a permit
3. Contact the Pearl Public School Transportation Department to arrange for third-party test training.
4. Attend a bus school and pass the road test to receive a Mississippi State Department of Education bus card.
5. Go to the MEA Clinic on Airport Road, Pearl, for physical and drug test (paid for by the PPSD). You will receive a MDOT Medical Card after passing the physical and drug test.
6. Take your permit, bus card and medical card to MHP location above to receive a commercial license (\$37.00)
7. Before driving a school bus an applicant must:
 - View a drug film
 - Sign a drug free contract
 - Have the Motor Vehicle Registration run a check on the applicants driving record
8. Having met the above requirements the applicant is ready to drive a school bus.

Drivers must attend bus-driving school every two years for license renewal.

MHSAA RULES INTERPRETATION CLINICS

All head coaches are required to attend a MHSAA State Rules Interpretation Clinic for the sport in which he or she coaches each year. It is the responsibility of each head coach to contact the Director of Athletics to find out times and sites of their respective clinics. Coaches that do not attend will be personally responsible for the MHSAA \$50.00 fine.

COACHING CLINICS

Coaches are encouraged to attend coaching clinics. To attend a clinic a coach has to receive prior permission from the principal and director of athletics. If a coach is to miss any school he or she has to complete a **Profession Day Request Form**. For any

reimbursements for registration fees, mileage, meals, lodging, etc. the following procedures must be followed:

Overnight Trip

- Complete a Travel Request Form 2 weeks in advance of clinic.
- Receive from superintendent your approved **Travel Request Form**.
- Return to the director of athletics your hotel/motel receipt attached to your approved Travel Request Form.

Day Trip

- Return to the director of athletics all receipts (fees, odometer statement, etc.).

Money for meals can't be reimbursed except for overnight stays!!!

FUND RAISERS

All **school** related fund raising activities (monies being placed into a school account) must have the prior approval of the principal and superintendent. Any coach wishing to have a fundraiser must complete a fund raising form and secure the required signatures to begin the project.

All **athletic booster club** fund raising activities must have the prior approval of the director of athletics. **It shall be the ultimate responsibility of the head coach of the sport involved to see that approval has been granted.**

Fund raising activities shall not be permitted during school hours on school property.

It is not recommended for students to distribute fund raising materials in the school during school hours.

SQUAD SELECTION AND TRYOUTS

Coaches are encouraged to keep as many student athletes on an athletic team as possible without unbalancing the integrity of their sport. Obviously, time, space, facilities, equipment, and other factors will place limitations on the size of the squad.

Choosing members of athletic squads shall be the sole responsibility of the coaches of those squads. Prior to tryouts, the coach shall provide the following information to all candidates for the team:

- Dates and times of tryout period.
- Criteria that will be used in selecting the team.
- Number to be selected for the team.
- Practice and game commitments for those selected for the team.

In accordance with the Mississippi High School Activity Association rules, tryout periods shall be as follows:

Sport	# of Days	Time of Tryouts
Basketball	5	May*
All other sports	2	May*

*Tryouts may not conflict with a spring sport.

Coaches must schedule tryouts with the director of athletics and complete a MHSAA Request Tryout Form.

WEIGHT ROOM

The strength coach or the coach in charge of a sport shall control the weight room after a meeting with the strength coach. Athletes may not use the weight room without authorized supervision.

Weight room rules:

- Shirts and shoes are required.
- No one allowed in the weight room without authorized supervision.
- Return all weights to the racks immediately following use.
- All student-athletes must work under the supervision of a coach.
- Student-Athletes should always warm up prior to working out. Proper stretching is of utmost importance.
- Student-Athletes should know their limits. They should work with their coach to determine their limits.
- Rough housing and horseplay will not be tolerated in the weight room.
- The strength coach and the director of athletics must approve the use of the weight room facilities by outside groups or other school personnel.

ATHLETIC AWARDS

Letterman: Letterman Certificate and Chenille Varsity Letter

After receiving their first Varsity Letter Award, the student-athlete shall then be awarded a letterman certificate each time they letter in a sport. He or she will also receive a metal insignia to attach to the letter previously received. An athlete shall receive only one chenille varsity letter throughout his or her career.

Booster clubs or the individual receiving a letter may purchase letter jackets. Pearl Public Schools do not purchase letterman jackets. To receive a jacket an athlete must meet the following three requirements:

- Lettered in a sport
- Completed their 10th grade year
- Be a current member of the sport that the student athlete lettered in

All letterman jackets must be purchased through the director of athletics' office.

Participants: Certificates of Participation

All student athletes participating on a junior high athletic team and are a member at the end of the season shall be awarded a certificate of participation. All members of a team winning a Little Six-Conference Championship shall be awarded championship T-shirts by the department of athletics.

ATHLETIC CAMPS

Youth Sports Camps: Coaches wishing to conduct a youth sports camp must submit a letter of request to the director of athletics. This letter should include type of camp, age of participants, dates, and tuition fee (if any). The director of athletics will secure camp insurance for camp participants. Ten percent (10%) of the camp profits will go to the department of athletics with the remainder going to the camp director to pay for camp expenses and the camp staff and workers.

Team Camps: Coaches must receive permission from the director of athletics to take members of their team to an athletic camp. The department of athletics will not pay for student athlete's tuition, but may pay up to \$250.00 for team transportation.

SUMMER LEAGUES & CONTESTS

Coaches wishing to participate in a summer league approved by the MHSAA or use any athletic facilities for contest must receive permission from the director of athletics. The department of athletics will not be responsible for the transportation of any student athletes to events or contests sponsored by outside organizations (AAU, American Legion, USATF, etc.).

PUBLICITY AND PROMOTION

Good publicity and promotion are necessary to maintain a highly successful athletic program. The director of athletics is responsible for any promotions and/or publicity that originate from within the department of athletics. Coaches are to work closely with and keep the director of athletics informed of any special promotions for their sport.

Head coaches and their staff is responsible for publicity regarding their team. This shall include distribution of schedules, reporting news items and contest results, meeting with booster clubs and parents to discuss their season. **ALL COACHES SHALL CALL IN RESULTS TO THE CLARION-LEDGER IMMEDIATELY FOLLOWING A CONTEST, UNLESS THE COACH IS ASSURED THAT THE OPPOSING TEAM WILL CALL IN THE RESULTS.**

Clarion-Ledger: 961-7370 or 1-800-222-8015 ext. 7370

To insure your sport adequate publicity among the student body, the coach should use the morning announcements. All announcements should be turned in to the principal's office by 8:00 a.m.

BOOSTER CLUBS

The Pearl Public School District recognizes the value of community booster clubs in relation to the interscholastic sports programs of the Pearl Public Schools and encourages the participation of interested individuals in any of these organizations recognized by the district. The purpose of these organizations are to support student activities through fund-raising, increasing attendance, promoting greater community awareness of specific programs, and developing ways in which to recognize outstanding student achievement.

Realizing that there are potential areas of disagreement between booster clubs and the professional staff member(s) responsible for specific activities, the school district clearly places full responsibility for the development and implementation of student activities upon the staff member(s), the principal of the school, and the director of athletics. The Pearl School Board expressly denies to any booster club any delegation of authority for the operation and direction of any student activity and limits such support assistance to these areas:

- Fund-raising to support approved activities of a team
- Programs designed to promote awareness of and attendance at student activities
- Projects centered in the recognition of individual and team achievements
- Programs designed to inform members of upcoming events and activities of the team

In order to develop a harmonious and constructive relationship between booster clubs and the school administration and staff, booster clubs shall work with and coordinate all activities with the head coach or the director of athletics, which includes discussing tentative plans and activities prior to consideration by the general membership. The director of athletics must grant prior written approval for all of the following:

- Fund raisers
- Programs involving contributions to students, schools, or the school district
- Use of school facilities
- Building project fund raisers (requires board permission)

All booster clubs must conform to all of the following policies and procedures as established by the Pearl Public School District:

- Have its own checking and/or saving accounts for the deposit of its funds and expenditures.
- Have a copy of their constitution and by-laws on file in the director of athletics office.
- Shall submit the following to the director of athletics:
 - A copy of the minutes of each meeting
 - A financial report two times a year; beginning of the club's sport's season and at the conclusion of the sport's season
 - A written inventory of equipment owned by the organization, giving a description of the equipment with serial numbers or other identification, location, and name of custodian at the end of each school year.
- Exist as an organization of parents and community persons dedicated to supporting, encouraging, and advancing the sport programs at Pearl, thereby

- cultivating clean, wholesome school spirit, promoting good sportsmanship, and developing high ideals of character.
- Shall not seek to influence or direct the policies of the school administration or the school officials who are charged with the responsibility of conducting the athletic program at Pearl.
 - Shall in no way violate the rules of the Mississippi High School Activities Association (MHSAA).

Coaches shall work with the booster club in their projects during the school year.

NINE LEGAL DUTIES OF A COACH

1. Properly plan the activity.
2. Provide proper instruction.
3. Provide a safe physical environment.
4. Provide adequate and proper equipment.
5. Match your athletes.
6. Evaluate athletes for injury or incapacity.
7. Supervise the activity closely.
8. Warn of inherent risks.
9. Provide appropriate emergency assistance.

HAZING

The **National Federation of High Schools** defines hazing as “Any humiliating or dangerous activity expected of a student to belong to a group, regardless of their willingness to participate.” Hazing includes acts that carelessly or intentionally endanger the physical or mental health or the safety of another person for the purpose of initiation or as a condition for membership or affiliation with a school organization or promotion to a grade level.

- Examples of hazing include, but are not limited to the following:
- Forced consumption of any drink, drug, or controlled substance
- Forced prolonged isolation
- Forced exposure to the elements
- Forced participation in pranks or unlawful acts
- Other forced activity
- Sleep deprivation
- Carrying physically heavy items
- Other activities that cause humiliation, physical, or mental harm

Mississippi has a strong Anti-Hazing Law that provides for punishment in the form of fines and/or imprisonment to person or persons found guilty of hazing. The Pearl Public School District has a zero tolerance policy toward hazing. Student athletes are not to participate in any form of hazing activities. Student athletes should report any acts of hazing to a coach, a principal, or the director of athletics.

THE ATHLETE'S PLEDGE

Individual and team success in sports results from commitment. The extent to which young student athletes are able to make such commitments reflects their maturity as well as their dedication to family, friends, school, and team. Your coach already has made a similar kind of commitment. A copy is located on the next page. For these reasons, we ask you to read and agree to the following pledge:

As a student athlete in my school, I promise:

1. To be a worthy representative of my teammates and coaches, abiding by school and community expectations and reflecting my team's values of commitment and hard work.
2. To maintain my health and fitness levels by following the training rules as prescribed by my coach and the Pearl Athletic Department.
3. To reflect the knowledge that a commitment to victory is nothing without the commitment to work hard in practice.
4. To attend every practice unless excused by my coach in advance.
5. To understand that my future as a responsible adult relates more to my academic than my athletic activities.
6. To find the time to satisfy my family relationships and responsibilities.
7. To accept the responsibilities of team membership: cooperation, support of my teammates, shared responsibilities, positive interaction, and mutual respect.
8. To reflect good breeding by expressing my feeling and ideas intelligently and appropriately.
9. To reflect my belief that true strength involves gentleness and that even the toughest athlete is sensitive to others.

I have read the above statements and promise to live up to them:

Student Athlete's Signature _____

Date _____

THE COACH'S PLEDGE

The Coach's Pledge extends beyond knowledge of athletics and reaches into the life of each of his or her student athletes. It is one of the most important responsibilities in the school and involves at least the same level commitment that coaches expect of their student athletes. Mutual respect and team membership are to be expected equally of student athlete and coach and, for the coach, involve the following promises:

As a coach in my school, I promise:

1. To be a model of appropriate language and behavior.
2. To respect and dignify each of my student athletes as an individual.
3. To promote the safety of each student athlete and to ask no more in practice or competition than each is capable of delivering.
4. To promote the conditions and circumstances that encourage each athlete to realize his or her full potential.
5. To impose time demands that acknowledges the primary importance of each student athlete's academic and family responsibilities.
6. To promote among all student athletes and coaches a solid sense of team membership.
7. To reflect in my coaching the best and most recent thinking / strategy in my sport.
8. To assist, whenever appropriate and mutually convenient, with the post-high school planning of my student athletes as it relates to athletics.
9. To be available to parents at times that is mutually convenient.
10. To work, whenever appropriate, with other school personnel to guarantee the best interest of each of my student athletes.

I have read the above statements and promise to live up to them:

Coach's Signature _____

Date _____

THE PARENTS' PLEDGE

Cooperation among coaches, student athletes, parents, and school personnel is essential if students are to realize the values of athletic participation. Like coaches and student athletes, parents must make commitments to the athletic program to assure

such cooperation. We ask that you read the following Pledge and, as needed, discuss your reactions with your child's coach or the school district's Director of Athletics. Thanks for your help!

As the parent of a student athlete in this school, I promise:

1. To attend as many athletic contest and athletic school functions, as my schedule will permit, that involves my child. Also to join and participate in my child's sport booster club, as my schedule will permit.
2. To work closely with all school personnel to assure an appropriate academic as well as athletic experience for my child while he or she is in school.
3. To assure that my child will attend all scheduled practices and athletic contests.
4. To require my child to abide by the athletic department's student athlete handbook and training rules.
5. To acknowledge the ultimate authority of the coach to determine strategy and player selection.
6. To promote mature behavior from students and parents during athletic contest
7. To work cooperatively with other parents and school personnel to assure a wholesome and successful athletic program for our school.
8. To work closely with coaches and other school personnel to identify a reasonable and realistic future for my child as a student athlete, both in school and college.

Adopted by Pearl Athletics - 2002

DIRECTOR OF ATHLETICS JOB DESCRIPTION

- Qualifications:**
- 1- Valid Mississippi Department of Education AA Teaching Certificate
 - 2- Master's Degree
 - 3- Five years coaching experience
 - 4- Such alternatives to the above qualifications as the Superintendent and/or the School Board may find appropriate and acceptable.
- Reports To:** Superintendent
- Job Goal:** To provide leadership to the overall athletic program, as well as to manage the details necessary for successful day to day operation.
- Supervises:** High School and Junior High Athletic Coaches and Staff
- Responsibilities:** Duties include but are not limited to the following:
- Sees that all coaches adhere to all Mississippi High School Activities Association rules and regulations.
 - Organizes and administers the overall program of extracurricular athletics, both intramural and interscholastic for the district.
 - Provides leadership in the selection, assignment, and evaluation of athletic coaches and staff members.
 - Fosters good school-community relations by keeping the community aware of and responsive to the athletic program.
 - Establishes an atmosphere that ensures open lines of communications through coaches' meetings and meetings with selected school and community groups.
 - Assumes responsibility for the organization and along with head coaches the scheduling of all interscholastic athletic events.
 - Be responsible for securing adequate personnel for the operation and contest management of all sports such as ticket sellers, ticket takers, security, and game officials.
 - Oversees the upkeep and improvement of all athletic facilities and arranges for cleanup after athletic contest.
 - Assumes responsibility for payment of officials, workers, game guarantees, and any other expenditure related to the department of athletics.
 - Prepares an overall athletic budget each year, which includes budgets for all athletic teams and submits it to the superintendent and school board for approval.
 - Prepares purchase orders and bids for the purchase of all equipment and supplies.
 - Coordinates the use of all athletic facilities.
 - Arranges for transportation to all athletic contests.
 - Attends M.H.S.A.A. district meetings on a regular basis.
 - Possesses a current membership in the Mississippi Association of Coaches.
 - Keeps abreast of new knowledge, innovative ideas, and techniques by attending clinic, workshops, and reading.
 - Provides leadership for all athletic coaches and staff members.
 - Assumes responsibility for the distribution and sale of tickets for all athletic contests to which admission is charged.
 - Releases information regarding athletic contest, schedules, ticket sales, etc.

- Receipts and keeps accurate records of all monies coming through the department of athletics.
- Submits financial reports as required by the central office to insure proper accounting and auditing of athletic funds.
- Grants permission for broadcasts of athletic contest.
- Compiles athletic handbooks for coaches and student athletes to set up expectations, procedures, rules, and regulations.
- Plans and organizes physicals for all athletes.
- Sees that all coaches instruct his or her student/athletes of the inherent dangers involved in his or her sport.
- Works with and communicates effectively with all booster clubs.
- Procure insurance plans for all student athletes requiring such coverage.
- Assumes responsibility along with the head coaches for providing parents with forms and information on athletic insurance claims.
- Make proposals and recommendations concerning the department of athletics as needed.
- Coordinates the inventories of athletic equipment and advises coaches on requisitioning of new equipment and supplies.

**Terms of
Employment
and Salary:**

Twelve-month year. Salary to be established by the Superintendent with school board approval.

Evaluation:

The Superintendent will evaluate performance of this job annually.

HEAD COACH JOB DESCRIPTION

Qualifications: 1- Valid Mississippi Department of Education Teaching Certificate
2- Understanding knowledge of the rules and disciplines of the specific sport

Reports To: Principal of School & Director of Athletics

Job Goal: To provide each participant 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 good sportsmanship and fair play.

Supervises: Assistant Coaches and students participating in his or her specific sport

Responsibilities: Duties include but are not limited to the following:

General

- Adheres to all Mississippi High School Activities Association rules and regulations.
- Attends M.H.S.A.A. district meetings on a regular basis.
- Possesses a current membership in the Mississippi Association of Coaches.
- Keeps abreast of new knowledge, innovative ideas, and techniques by attending clinic, workshops, and reading in his or her field.
- Follows carefully the procedures for initiating purchase orders and stays within his or her sport budget.
- Provides leadership for all assistant coaches.
- Establishes the fundamental philosophy, skills, and techniques to be taught by the staff.
- Delegates specific duties, supervises implementation, analyses staff effectiveness, and evaluates assistants.
- Refrains from the use of profanity.
- Provides instruction and guidance to student/athletes that will lead to positive values, acceptable behavior, and self-discipline.
- Exhibits responsible conduct both in and out of the competitive arena.
- Establishes team rules and regulations for his or her sport and oversees penalties for breach of such standards by individual student/athletes.
- Enforces discipline and sportsmanlike behavior at all times.
- Monitors the academic progress and school behavior of all student/athletes.
- Assumes supervisory control over student/athletes and teams assigned him or her during all times associated with his or her sport and assumes supervisory control over any athletes in our school system when such control is needed.
- Assumes responsibility for keeping dressing rooms, weight rooms, areas around athletic facilities' clean and litter free.
- Supports other coaches and athletic programs and encourages his or her student/athletes to participate in other sports.
- Plans and administers staff training and responsibilities, seasonal plans, and scouting duties when applicable.
- Works closely with the junior high coaches in his or her sport to co-ordinate programs and ensure uniformity in grades 7 – 12.
- Instructs his or her student/athletes of the inherent dangers involved in his or her sport.
- Accepts willingly additional duties as established by the administration.

- Establishes and maintains favorable press relations by providing the news media with schedules, individual and team performances, statistics, etc.
- Possesses a current CDL and successfully completes bus training school, which includes driving, testing, and drug screening.
- Sees that all building and facility lights are turned off and that all doors, windows, and gates are secured before leaving.

Pre-Season

- Works closely with the director of athletics in scheduling athletic contests.
- Provides the director of athletics with the following for each participant prior to participating in any practice or game:
 1. Current year physical
 2. Insurance form
 3. Parental consent form
 4. Insurance waiver
 5. Team roster
- Works with the school principal and director of athletics to verify the eligibility of each student/athlete participating in his or her sport.

During the Season

- Plans, organizes, and oversees effective practice sessions on a regular basis with the idea of developing the student/athlete's greatest potential.
- Emphasizes safety precautions and is aware of the best training and injury procedures.
- Attends all practice sessions and contests.
- Conducts himself or herself and his or her teams in an ethical manner during practice and contests.
- Assumes responsibility for constant care of equipment and facilities being used.
- Assumes responsibility for driving and/or assigning assistant coaches to drive the team bus or van to athletic contests.

End of the Season

- Devises a system for the return of all issued equipment and holds the athlete responsible for all equipment not returned.
- Provides the director of athletics with an inventory within three weeks of the close of the season.

Off Season

- Plans and organizes an off-season conditioning program.

Terms of Employment and Salary:

Ten, eleven, or twelve-month year. Salary and work year to be established by the Superintendent with school board approval.

Evaluation: The Director of Athletics will evaluate performance of this job annually.

ASSISTANT COACH JOB DESCRIPTION

Qualifications: 1- Valid Mississippi Department of Education Teaching Certificate
2- Understanding knowledge of the rules and disciplines of the specific sport

Reports To: Principal of School, Head Coach, & Director of Athletics

Job Goal: To provide each participant 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 good sportsmanship and fair play.

Supervises: Students participating in his or her specific sport

Responsibilities: Duties include but are not limited to the following:

- Adheres to all Mississippi High School Activities Association rules and regulations.
- Possesses a current membership in the Mississippi Association of Coaches.
- Keeps abreast of new knowledge, innovative ideas, and techniques by attending clinics, workshops, and reading in his or her field.
- Carries out all duties and responsibilities as assigned by the head coach.
- Refrains from the use of profanity.
- Provides instruction and guidance to student/athletes that will lead to positive values, acceptable behavior, and self-discipline.
- Exhibits responsible conduct both in and out of the competitive arena.
- Enforces discipline and sportsmanlike behavior at all times.
- Assumes supervisory control over student/athletes and teams assigned him or her during all times associated with his or her sport and assumes supervisory control over any athletes in our school system when such control is needed.
- Shares in the responsibility for keeping dressing rooms, weight rooms, areas around athletic facilities clean and litter free.
- Supports other coaches and athletic programs and encourages his or her student/athletes to participate in other sports.
- Accepts willingly additional duties as established by the administration.
- Emphasizes safety precautions and is aware of the best training and injury procedures.
- Attends all practice sessions and contests.
- Conducts himself or herself and his or her assigned athletes in an ethical manner during practice and contests.
- Possesses a current CDL and successfully completes bus training school, which includes driving, testing, and drug screening.
- Drives the team bus or van to athletic contests when assigned.

**Terms of
Employment
and Salary:**

Ten or eleven-month year. Salary and work year to be established by the Superintendent with school board approval.

Evaluation: The Head Coach will evaluate performance of this job annually.

Pearl Public Schools Department of Athletics Handbook Verification Form

By signing below I acknowledge that I agree to read/review and abide by all policies and procedures outlined in the **Pearl Public Schools Department of Athletics Handbook**. I also acknowledge that I will read and follow by my job description(s) as outlined in this manual!

The Pearl Public Schools Department of Athletics Handbook can be located on the Pearl Public Schools Website!

Coaches Name (please print): _____

Coaching Assignments: _____

Coaches Signature: _____

Date: _____

This form must be returned to Mrs. Rast by September 2, 2014!!!