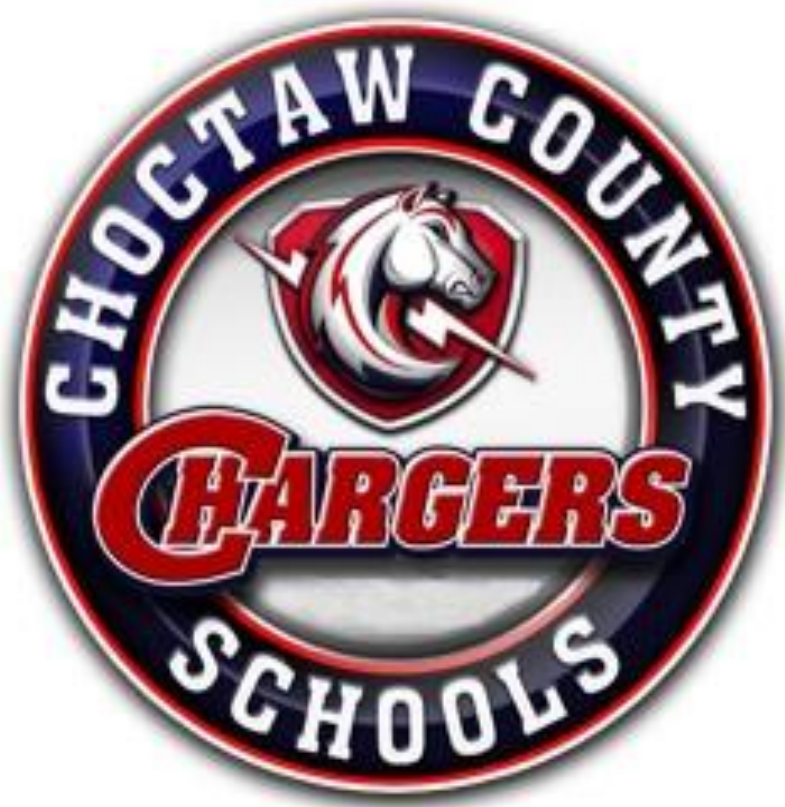


Choctaw County High School



Coaches Handbook

Choctaw County Athletics – Coaches Handbook

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INTRODUCTION

This Athletic Handbook is developed to provide coaches and athletes with a comprehensive guide of the requirements and procedures for participating in athletics in the Choctaw County School District (CCSD).

MISSION STATEMENT

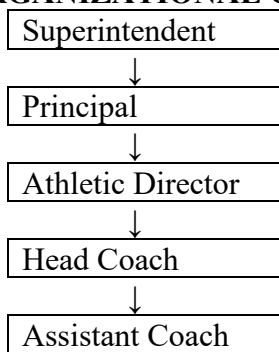
The mission and goal of the CCSD athletics program is to provide opportunities for students to participate in a variety of competitive sports and to develop good sportsmanship and other attributes of a well-rounded student.

CCSD deems it necessary to have a comprehensive and well-organized athletic program to benefit all those who wish to participate. The major objective of the athletic program is to provide a wholesome environment in which participating in athletics will help a student to develop positive attitudes toward himself/herself, teammates, coaches and competition. Through the CCSD athletics program, each student will be afforded the opportunity to participate in any sport if he/she meets the requirements that the sport demands. Interscholastic activities will be conducted in a manner that will not discriminate against a student on the basis of gender, race, color, ethnicity, national origin, sex, or disability.

CODE OF ETHICS

All CCSD 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. CCSD strives to build character in its student athletes and encourages good sportsmanship and fair play at all times. At no time will misconduct, unfair play, cheating or any form of unsportsmanlike conduct be tolerated. All coaches are expected to know and abide by all MHSAA rules and regulations set forth for their sport.

ORGANIZATIONAL CHART



COACHING ASSIGNMENTS

It is the responsibility of the athletic director, principal and superintendent to assign coaches to the various sports offered by CCSD.

SPORTS OFFERED

Currently, CCSD offers competitive teams at Choctaw County High School in the following sports: Baseball, Boys and Girls Golf, Boys and Girls Basketball, Boys and Girls Track, Volleyball, Football, Fast Pitch Softball, Cheerleading, Boys and Girls Powerlifting, Boys and Girls Cross-Country, Co-Ed Archery, Co-Ed Shooting, Co-Ed Bass Fishing, and Co-Ed E-Sports.

CCSD also offers junior high sports in Football, Girls and Boys Basketball, Boys and Girls Track, Baseball, Golf, Cheerleading, and Volleyball.

EXPECTATIONS AND RESPONSIBILITIES OF COACHES

All CCSD coaches are expected to present themselves as public officials 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 do this may result in discipline up to and including termination from employment. Any fine incurred by a coach for violating a misconduct rule of the MHSAA will be the personal responsibility of that coach.

All coaches are expected to be of high moral character. Each coach in the Choctaw County School District is expected to abide by the Mississippi Department of Education Code of Ethics and Standards of Conduct.

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 CCSD, MHSAA and the State Board of Education policies.

For coaches to be considered for coaching activities during a period in the school day, the coach must have a physical education endorsement on the license.

JOB DESCRIPTIONS

Title: Athletic Director

1. Mississippi Educators License
2. BA or BS Degree—Master's Degree with administrative degree preferred
3. Such alternatives to the above qualifications as the CCSD School Board may find appropriate and acceptable.

Reports to Principal and Superintendent

Job Goal: To oversee the entire athletic program and insure that staff are given appropriate opportunities to succeed in their respective programs.

Performance responsibilities:

1. Responsible to the Principal of Choctaw County High School
2. Serves as a liaison between staff members and administration
3. Monitors the school's athletic budget
4. Reviews staff request and makes related recommendations to the administration
5. Assists staff members in professional matters as requested or as the need for such assistance is observed
6. Ensures that equipment is properly inventoried and maintained by staff.
7. Approves departmental purchases
8. Approves athletic schedules developed by staff.
9. Responsible for administering all interscholastic policies and procedures working within the confines of the rules and by-laws of the MHSAA and the Choctaw County School District.
10. Responsible for evaluating all new varsity head coaching candidates for jobs and will be a member of each selection committee.
11. Responsible for recommendations for improvement of facilities, which shall be directed to the principal and/or the superintendent.
12. Coordinates with the head of maintenance on the repair of equipment of athletic fields, track, gymnasium, etc.
13. Resolves conflicts that develop within the athletic department.
14. Gives support to staff and booster clubs in finding ways to support and finance the athletic program.
15. Maintains a current file of student-athlete roster and physical forms.
16. Insures that coaches keep a current file of student-athlete's insurance forms, consent forms, concussion forms, etc.
17. Works with principal for determining initial and continuing eligibility of student athletes.
18. Constantly evaluates the program, presents recommendations for changes in athletic policies from the athletic department to the principal and/or superintendent.
19. Responsible for an annual coaches meeting and review of the coaches' handbook.
20. Performs other duties as the principal and/or superintendent may direct.

Title: Head Coach

1. Mississippi Educators License
2. BA or BS Degree
3. Such alternatives to the above qualifications as the CCSD School Board may find appropriate and acceptable.

Reports to the Athletic Director

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 improvements necessary for the facilities.
5. Prepares game schedules and submits them to the Athletic Director for approval prior to the start of the season.
6. Establish and communicate team rules and procedures with players and parents.
7. Submits requisitions for equipment, uniforms, etc. for approval in a timely manner.
8. Works under the guidelines of the budget given to them for their particular sport.
9. Ensures that all required forms are completed and on file prior to the start of practice, including physical forms, insurance forms, parental consent forms, eligibility forms, concussion forms, team contracts etc.
10. Monitors student eligibility prior to, during and after their particular season.
11. Selects and trains student managers
12. Provides leadership in directing assistants; encourages professional growth by encouraging clinic attendance and staff development.
13. Stays current with athletic trends and techniques.
14. Oversee travel, lodging (if necessary), and meals.
15. Attends to accommodations for visiting teams
16. Provides supervision at all practices, games, on trips, in locker rooms and elsewhere.
17. Provides first aid to all injured athletes; completes all required reports pertaining to injuries; contacts parents in the event of an injury.
18. Supervises conduct and appearance of all athletes during all times associated with the sport or school.
19. Arranges and publicizes try-outs.
20. Enables and encourages athletes to participate in other sports and activities.

21. Provides leadership in promoting positive attitudes and good relationships 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 discipline and works to increase morale and self-esteem.
25. Maintains all game/practice facilities in a clean and presentable fashion.
26. Maintains a year-round training schedule appropriate to the sport/activity.
27. Additional responsibilities established by the administration.

Title: Assistant Coach

The assistant coach reports to the head coach, carries out responsibilities assigned to him/her by the head coach, assist with scheduling, practices, maintaining current paperwork and forms, promotes safety, stays abreast of latest techniques, supervises his/her athletes, builds rapport with other athletes and players, encourages participation in all sports and activities.

EVALUATION PROCEDURE

The athletic director will evaluate all coaches at the end of the season or school year. The high school principal and/or the superintendent will evaluate the athletic director. Should the athletic director also hold a position as a coach, the principal and/or the superintendent will evaluate the athletic director/coach as to each position separately.

The assistant coaches will be evaluated by the head coach of their sport and by the athletic director. The athletic director and the site principal will evaluate junior high coaches if they do not fall into one of the categories listed.

INTERSCHOLASTIC ATHLETICS PROCEDURES

INTRODUCTION

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. Failure to abide by MHSAA rules may result in a coach being suspended, fined and possibly terminated from his/her position.

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.

DRUG TESTING POLICY

CCSD will use a random drug testing screening during the school year. All participants in extracurricular activities will be subject to the random drug testing. The complete drug testing policy with all rules, regulations, and consequences is on file with the athletic director and at the central office. This policy is also explained in the student handbook.

FUNDRAISING

All fundraising events must be submitted in writing to the superintendent for approval. Money raised by athletes in particular sports should be used for the betterment of that sport, whether in equipment or facility upgrades.

ATHLETIC EQUIPMENT

CCSD strives to provide high quality athletic equipment. The athletic director and head coach of each sport shall keep abreast of the latest trends in athletic equipment. Safety is the number one priority when selecting and purchasing athletic equipment. When purchasing athletic equipment, the coach and athletic director must follow the guidelines of the purchasing department. A PURCHASE ORDER NUMBER MUST BE ISSUED BEFORE AN ORDER IS MADE. If a coach checks out any athletic equipment that is not solely for his/her sport, he/she must see that it is returned promptly. A fine will be assessed to any student for the misuse or loss of athletic equipment, which fine must be paid before grading period exams may be taken. In addition, at the end of the season, each head coach must provide an inventory list to the athletic director.

DISCIPLINE PROCEDURES

All athletes are expected to conduct themselves as responsible young men and women. This applies to the classroom as well as the athletic fields and social events. If an athlete shows a lack of self-discipline, has a poor attitude, or is not fulfilling his/her commitments to the athletic program, he/she may be suspended from that sport. An athlete must comply with all written and/or oral directions given by the coaches 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, etc. will be at the coach's discretion including but not limited to verbal correcting, sitting out of a game, and conference with parents.
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, using social media in a way that is demeaning to the team, players on the team or to the school, etc. may include a parental conference, sitting out a game or games, dismissal from the program for a specific time, permanent dismissal from the program, and any other action deemed appropriate by the coaches and athletic director.

These responses shall be cumulative to those disciplinary measures set forth within the student handbook. An athlete who commits a major offense may also be subject to suspension and expulsion.

EJECTION OF ATHLETES/COACHES AND PENALTIES:

CCSD 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. CCSD encourages all coaches to conduct themselves in such a manner that neither a fine, nor penalty nor ejection from a game will be warranted. However, should a financial penalty be imposed on a coach, it is his/her personal responsibility to pay the penalty. CCSD will not be responsible for payment of a coach's fine.

ELIGIBILITY:

All MHSAA rules and governing eligibility of student athletes will be followed by CCSD.

TEAM RULES AND REGULATIONS

The CCSD student handbook is the first set of rules that will be enforced. All policies of the MHSAA are strictly followed. Any team rules, weight room rules, locker room rules are at the discretion of the head coach. Any published rules should be turned in to the athletic director as a source of information. The coach's relationship with the team is vital to its success. Coaches should use common sense in the setting of rules. There will always be an exception to each rule that you set. Be prepared to deal with each.

GAME AND PRACTICE SUPERVISION

All head coaches must ensure that proper security and supervision is in place prior to an athletic practice. The athletic director will ensure proper security and duty personnel for adequate supervision for all athletic contest and events. Further, no athletic game or practice may be held without a coach being present.

SCHEDULING OF ATHLETIC CONTESTS

The head coaches will work in conjunction with the athletic director to schedule all contests between Choctaw County and other MHSAA member schools. Approval for scheduling schools must be granted by the athletic director. All schedules must follow MHSAA guidelines and submitted to the building principal for approval.

TEAM PRACTICES, SCRIMMAGES, AND CONTESTS

There are some general rules regarding the practices and games that are scheduled by head coaches. The following must be considered or followed:

- Athletes may be excused from practices as dictated by their faith
- No practice, game or other activity may be scheduled with schools not belonging to the MHSAA without the consent of the athletic director and MHSAA.
- Any and all games scheduled on a day prior to an exam (nine weeks' test or semester exam) must be approved by the athletic director and building level principal.
- No home games are to be scheduled during a holiday period without approval of the athletic director and principal.
- Great discretion should be used regarding the time and length of each practice.

TEAM TRAVEL

Once schedules have been approved by the athletic director, the head coaches should turn in three (3) copies of the schedule to the building level principal, the office secretary, and the athletic director. The principal must approve all class dismissal times. This should be done prior to the day of the event. These departure times should also be coordinated with the transportation director, who will develop bus permits and assign buses for the activity. Coaches will be given bus tickets for each trip and should be filled out completely and returned in a timely manner. Head coaches are responsible for the cleanliness of the bus upon return to the bus garage. Head coaches should turn in a trip itinerary, bus list, and trip permit to the school secretary the morning of the trip. It is the head coach's responsibility to make sure of all communication with parents and players concerning departure times and return times.

All team members of a sport are to be transported to and from each event in a school vehicle. Any unusual circumstances must be presented to the head coach in a timely manner.

An athlete may be released to his/her parent or legal guardian following a competition. The coach must have the parent sign for their child. At no time will an athlete be allowed to ride home with a minor. If the athlete will be riding home with any adult other than their parent, a written letter from the parent must be given personally to the coach by the parent, or the head coach must have a direct conversation with the parent.

Coaches are to ride the bus with their respective teams to each competition. If extenuating circumstances arise and make it necessary for different means of travel, the coach is responsible for securing adequate and appropriate supervision of athletes and for reporting all team travel to the athletic director.

The head coach is responsible for the behavior of athletes on the bus, at the event and at each stop (stores and restaurants). Boys and girls will ride in separate buses if possible. When this is not possible, boys and girls should be separated and not sit together.

OVERNIGHT TRIPS

- In the event an overnight trip is required, the following will apply:
- Hotel rooms will be covered through the athletic account of the sport. Athletes may be responsible for meals. Players will be assigned to a room by athletic department staff.
- If parents are staying in the same hotel, a player may room with his/her own parents. Players are required to ride the bus to the playing site and back to the hotel before being released to parents if the parents are staying in the same hotel.
- Players are expected to act appropriately at the hotel. Misbehavior at the hotel will be dealt with as a major infraction.

MULTIPLE SPORTS PARTICIPATION:

CCSD acknowledges that there are sports whose seasons overlap and some athletes may have conflicts in scheduling. In the case of an athlete who wishes to participate in multiple sports and scheduling conflicts arise, it is hoped that the two coaches can arrive at a solution. If no agreement can be reached, then a play-off game would take first priority followed by a district game next and a non-district game last. Any game should take precedence over practices. Athletes are encouraged to participate in as many sports as they wish, and should be able to do so without pressure from any coach to limit participation to one sport. CCSD may seek dismissal of any coach who discourages an athlete from participation in more than one sport.

A student athlete who quits one sport to participate in a second sport will not be allowed to play or practice in the second sport until the sport he/she quit is over unless Athletic Director approves a waiver. Coaches are asked to use good judgment if a student quits during the early stages of a sport. In all circumstances, the student's best interest must be considered.

PHYSICAL EXAMINATION WAIVER

All student athletes are required to complete a parental consent form and a physical examination form prior to participation in a practice or game. The physical examination must be conducted by a licensed physician or a nurse practitioner. All students who wish to try out for an athletic team must have a physical examination form on file.

PUBLICITY AND PROMOTION

It is the responsibility of the athletic director and the head coach to promote athletics in the community. See job description.

SAFETY PROCEDURES FOR ATHLETES

The safety of athletes in practice and games is a top priority of the CCSD. The athletic director and the supervising coaches must take all necessary precautions to insure the safety of the athletes.

SCHOOL ATTENDANCE ON GAME DAY

In order to be eligible to participate in a competition on a school day, an athlete must attend school at least sixty-three percent (63%) on the day of the competition. This will not apply to school related absences. Any other absence or partial absence must be approved by the principal in order to participate in any competition on the day in question.

START DATES AND GAME RESTRICTIONS

All coaches are expected to follow all MHSAA guidelines regarding practice and games. Coaches may visit the MHSAA website at www.misshsaa.com to view these guidelines. Any coach found in violation of any of these rules will be subject to the following conditions:

1st Violation: Meeting with the Superintendent, Principal, Athletic Director

2nd Violation: One-day suspension without pay

Other violations will be at the discretion of the Superintendent.

PRESEASON PARENT MEETINGS

It is recommended that each coach have a meeting with the parents of his/her players during the preseason to discuss various topics. The athletic director may request to be present to discuss administrative items during this meeting. If not, a list of items to present will be made available to the coach prior to the meeting. The meeting should include but not be limited to the following:

- Schedules, if completed, should be made available to parents
- Team rules and disciplinary procedures
- Game and practice attendance expectations
- Holiday games and practices, if applicable
- Fundraising for the year
- Transportation policies
- Sportsmanship and MHSAA guidelines regarding player's ejection and fan ejection.
- The implementation of drug testing and the consequences.

TEAM PICTURES AND PUBLICITY

It is the responsibility of the head coach to work with appropriate personnel at Choctaw County to set up team pictures for programs, yearbooks, publications, etc. The head coach is also responsible for contacting newspaper, radio station and television regarding the reporting of scores. Schedule should also be distributed to the media.

END OF SEASON PAPERWORK

At the end of each season, the head coach of each sport must present to the athletic director the following items:

- A complete inventory of all equipment, uniforms, and other items relating to the sport.
- A uniform update (condition of uniforms, age of uniforms, and need of uniforms)
- A facility needs/improvement request list
- The final roster, record and awards for the athletic banquet
- Summer schedule, with dates, for travel approval.
 - This needs to be turned in to the building principal as well.

SUMMER ACTIVITIES AND CAMPS

A schedule of summer activities and camp dates shall be turned into the athletic director and placed on the master calendar. At no time will camps for different sports that cater to the same children be allowed.

All summer activities and contest are an extension of the school year. All summer athletes and coaches must follow all Choctaw County School policies. All summer athletes must follow MHSAA guidelines.

FACILITY USE

All preseason and in-season use of facilities should be coordinated with the athletic director and/or building principals. In-season teams have priority use of facilities. Whenever conflicts arise between teams, the head coaches should work to find a compromise. If no compromise can be reached, the athletic director and/or building principal will assign facility use for each team. Custodial and maintenance staff will aid in preparation of certain facilities, but it is ultimately the responsibility of the head coach to ensure that all facilities are prepared. Preparation should include but not be limited to:

- Playing surface lined off, cut, cleaned, and appropriate for playing conditions
- Home and visitor dressing rooms are clean and presentable
- Game officials are satisfactorily taken care of
 - Athletic director and/or principal will help in this
- Each head coach and assistant coaches are responsible for the daily management of his/her locker rooms, practice and playing venues.
- While using CCSD athletic facilities, athletes **MUST** be supervised by school personnel at all times.
- Use of CCSD facilities, by groups not affiliated with CCSD and the athletic department, is permitted only in exceptional circumstances and must be approved by the superintendent via the athletic director.