



Bethlehem High School

Athletic Handbook

**FOR COACHES, PARENTS,
AND STUDENT-ATHLETES.**

Dear Coaches, Parents and Athletes

Let me take this opportunity to welcome everyone to the Bethlehem Athletic Family. It is very important that we all understand the rules and regulations of the Kentucky High School Athletic Association and Bethlehem High School that governs our athletic teams. It is our hope that this Handbook helps everyone in our efforts to follow these rules and regulations.

While it is the school's responsibility to ensure compliance with these rules, we need everyone to understand and help support our efforts to meet the intent of these rules. Bethlehem High School is the type of institution that prides itself in its integrity; we do not in any way want to put that in danger.

Bethlehem takes pride in the many athletic offerings made available to its students. More than 75% of our total enrollment participates in athletics. We compete in Cross Country (B & G), Golf (B & G), Football, Soccer (B & G), Basketball (B & G), Baseball, Softball, Volleyball, Tennis (B &G), Track (B & G), Swimming (B & G), dance, and cheerleading. We believe that participation in athletics helps students in their total development.

Bethlehem affirms the right of every student to have the opportunity to participate in the interscholastic athletic program without regard to gender, race or creed. We support the regulations and spirit of the Kentucky High School Athletic Association and its member schools. Student Athletes and their parents are required to accept and to follow these policies and procedures detailed in this Handbook and by those of the KHSAA.

Forms are extremely important. The Eligibility/Consent/Emergency Treatment form must be completed and returned to the Bethlehem Athletic Office before any student will be permitted to participate in any aspect of the athletic program. Also, all students must have a completed and doctor signed physical examination form to participate. KHSAA rules and insurance requirements dictate that there are no exceptions to this policy. A \$35 insurance fee is to be paid.

We understand that reading this Handbook will require some commitment of time, but we feel that it is important for the safety and well-being of our athletes. Please feel free to contact us if you have any questions or concerns.

Sincerely,

Tom Brown
Athletic Director

Patty Nevitt
Assistant Athletic Director

Bethlehem High School Athletic Department

Name	Position	Phone Numbers
Tom Brown	Athletic Director	348-8594

Patty Nevitt	Assistant AD	348-8594 ext. 215
Christi Medley	Director of Advancement- Boys/Girls Golf	348-8594 ext. 217
Ron Koontz	Football	348-8594
Dan Rossoll	Girls Soccer	348-0263
Tim Hurst	Boys Soccer	348-9594
Fran Spaulding	Boys/Girls Swim	348-8594 (ext 206)
Eddie Masterson	Boys/Girls Cross Country	348-6908
Bill Smith	Volleyball	502-424-6836
Chris Cassady	Boys/ Girls Track	348-8594 (ext 235)
Artie Braden	Boys Basketball	348-8594
Chris Taylor	Girls Basketball	502-286-0089
Janelle Kulsveen	Dance Team	270-303-1130
Lynn Hamilton	Boys/Girls Tennis	348-8594 (ext 239)
Tracy Downs	Cheer	502-827-1219
Shaun Smith	Softball	502-500-3532
Roger Robinson	Baseball	502-510-6363
Tom Hamilton	Principal	348-8594 (ext 203)
Barbara Greenwell	Director of Finance	348-8594 (ext 202)

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Philosophy:

The Administration, Athletic Department, and coaching staff of Bethlehem High School believe that athletics have a significant influence on American culture and society and enjoy unique status in the American value system. We believe that participation on an interscholastic athletic team is a worthwhile experience, which all students should have the opportunity to pursue. Bethlehem's mission is to allow each student to discover and appreciate their own talents, and to celebrate the talents of their peers, but most of all, to discover that each one of us was created by God for a unique purpose. Students who choose to participate in our athletic program will be expected to conform to basic standards of conduct and to demonstrate a degree of self-discipline and self-sacrifice for the welfare of their team. Athletes will also be expected to demonstrate respect for the dignity and rights of those they compete against, good sportsmanship, and respect for authority.

In order to more fully realize the educational value of athletics, the athletic program will emphasize the following principles:

- That a sound program of athletics makes an important contribution to the sense of community that exists within the school and among its various stakeholders.
- That participation in athletics enhances the personal and social maturation of Student-Athletes.
- That participation in athletics often provides Student-Athletes with opportunities to experience the world beyond the school boundaries and, consequently, contributes to their growth and development.
- That, while respecting individual achievement, there is inherent value in the pursuit of team accomplishments.
- That, coaches can, and often do, serve as primary counselors or adult mentors to Student-Athletes.

Objectives of Participation:

1. To promote athletics as an integral component of the educational experience at Bethlehem High School.
2. To teach Student-Athletes to strive for excellence.
3. To promote growth and development of the Bethlehem Athletic Program that will increase participation, encourage spectator attendance at contests, and provide impetus to support facility improvement and ongoing maintenance.
4. To create an environment which provides adequate and natural opportunities for:
 - a. Physical, mental, and emotional growth of Student-Athletes.
 - b. Identification and enhancement of the skills required for individual and team success.
 - c. Promotion of team play and its inherent ability to develop personal characteristics such as loyalty, cooperation, and fair play.
 - d. Setting personal and team goals.
 - e. Educating Student-Athletes with regard to the values of lifelong fitness.
5. To promote participation by providing a wide range of athletic opportunities.
6. To promote the self-discipline and emotional maturity required to make decisions under pressure.
7. To develop an understanding of the value of athletics within the context of the entire educational experience.

We believe that a sound program of athletics serves as an important learning experience for each participant, allowing us to see ourselves beyond our own school boundaries.

STUDENT & PARENT INFORMATION:

Athletic Department Rules and Expectation:

1. Student-Athletes must abide by all school rules.
2. Student-Athletes must show good sportsmanship, social behavior, care of school equipment, and care of public & private property at all times.
3. Student-Athletes must abide by guidelines of the Drug, Tobacco & Alcohol Policy of Bethlehem High School.
4. Student-Athletes must be on time for all practices, meetings and games.
5. To avoid miscommunication and unrealistic expectations, parents and students must understand that:
 - a. Practices/contests are often scheduled on Saturdays and during vacation periods.
 - b. Athletes are required to participate in all practices/contests unless excused by the coach.
 - c. Excessive unexcused absences will result in disciplinary action, which might include dismissal from the team,
 - d. Squad selection is based on ability---“cuts”, playing time and substitutions are made at the discretion of the coach
6. Student-Athletes must obey dress code, curfew and other rules as provided by each individual coach.

KHSAA ELIGIBILITY GUIDELINES:

In order to participate, the KHSAA requires the following from Student-Athletes.

- a. Physical Examination attesting that the Student-Athlete is physically fit to engage in exercise without undue risk
- b. Student-Athlete and Parent agree to abide by KHSAA guidelines.
- c. Signed parental consent for participation in athletic activities.
- d. Passing Grades in a minimum of six (6) full credit courses (see Bethlehem Academic Policy).

GOALS AND OBJECTIVES:

Every athletic activity should be an opportunity for players and coaches:

1. To be responsible and contributing members of the school community.
2. To work with others to reach common goals.
3. To overcome obstacles through hard work and determination.
4. To play and live by the rules of the game.
5. To show appreciation and respect for the efforts of others.
6. To keep athletics in the proper perspective.

Statement of Hazards in Participation in Athletics:

Playing, practicing to play, helping with, or participating in any manner in any sport can be a dangerous activity involving many risks of injury. The **dangers and risks** of playing, practicing to play, helping with, or participating in sports include, but are not limited to the following: death, serious neck, head, and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular skeletal system, and serious injury or impairment to other aspects of the body, general health, and well-being.

Medical Insurance:

Bethlehem provides insurance for all athletes while practicing for, competing in, or traveling to and from contests as representatives of the Bethlehem Athletic Program. This school policy is designed as supplemental insurance and is subject to specific limitations and exclusions. This policy satisfies the KHSAA requirement for insurance of participants. In the event of injury, Student-Athletes report directly to their coach. The Bethlehem Athletic Department will complete an accident report form and file it with the Bethlehem Business Office and inform student and direct parents on the filing of the claim. We will help contact the insurance carrier. All future communication is between you and the insurance carrier. The school's insurance is a supplemental insurance to your personal insurance. There is a \$35 per year charge for this supplemental policy. All coaches should inform athletes of this charge and collect the fee, attaching it to the KHSAA eligibility forms.

Responsibility for Equipment:

Student-Athletes are expected to take reasonable care of all equipment supplied to them. Replacement cost for equipment that is lost or damaged due to carelessness or other misuse will be assessed to the Student-Athletes.

Bethlehem Academic Policy:

All Bethlehem students who choose to participate in the athletic program are subject to the following Academic Standards:

1. When weekly eligibility checks are published on Monday mornings throughout the school year, any Student-Athlete with more than one course average below 70% will be declared immediately ineligible for further participation. **This period of ineligibility will continue until the Student-Athlete is passing a minimum of six (6) full credit courses. Extending our policy above the KHSAA eligibility, we will have a quarterly report distributed by the Athletic Director on all students who have not maintained a 2.0 grade average. All students on this list will be on probation the first time and ineligible for the entire quarter that it appears for a second time**
2. Any Student-Athlete who is declared ineligible will be notified by the Athletic Director, who will also inform the parents of the ineligibility. The Athletic Director will notify all parties when reinstatement occurs.

Drugs, Alcohol, and Tobacco Policy:

Bethlehem High School is committed to the education and personal growth of its students. This commitment acknowledges the need to provide a school environment that is safe and free from drugs. In this regard, Bethlehem has adopted a very specific drug policy for all students. This policy is detailed in the school's Student/Parent Handbook. In addition to this school policy, it is the policy of the Bethlehem Athletic Department that all students who participate in the school athletic programs will refrain from the possession, use, or distribution of tobacco, alcohol, and/or drugs at all times. This policy applies on and off campus, including evenings, weekends, and holidays, and during periods of the year when their activity is "out of season." Student-Athletes who possess, use, or distribute drugs, alcohol, or tobacco products at any time are in violation of this policy and will be disciplined by their coach and/or the Athletic Department. Sanction can include, but is not limited to, suspension, dismissal from teams, and permanent ineligibility. The following statements of policy are in effect for all Student-Athletes at Bethlehem High School. Individual coaches may add to these sanctions, but may not reduce them. All offenses are cumulative. School Administration and parents will be notified of all sanctions or penalties.

ALCOHOL:

- 1st Offense:** Immediate suspension. The suspension begins with the next scheduled contest and concludes when the number of contests is equivalent to 10% of the regular season schedule. If the regular season concludes prior to the completion of the suspension period, the suspension will remain in effect for post-season contests. **A written probation agreement is required.** In each case, Student-Athletes may continue to practice with the team subject to approval of the individual coach.
- 2nd Offense:** Suspension from all participation for the remainder of the season in which the violation occurs; mandatory assessment is required prior to any future participation in Bethlehem athletics.
- 3rd Offense:** Student-Athlete is suspended from participation in Bethlehem athletics for 1 calendar year from the date of the offense; mandatory assessment is required prior to any future participation in Bethlehem athletics.

DRUGS:

Bethlehem High School has a drug policy. The Athletic Department policy is not designed to supersede the school policy. Its application is restricted to all situations not directly covered by the school policy.

- 1st Offense:** Student-Athlete is suspended from participation in Bethlehem athletics for 50% of games scheduled (to include games of a second sport if applicable) from the date of the offense; mandatory assessment is required prior to any future participation in Bethlehem athletics.
- 2nd Offense:** Student-Athlete is suspended from participation in Bethlehem athletics for the remainder of his high school career. **School policy:** "When a student is found in possession of, under the influence of, and/or using alcohol and/or unauthorized chemicals, on the way to or from school, at school or

before, during or after a school sponsored event, the unauthorized substance will be taken away from the student, and the parents will be notified to take the student home. The student will be suspended for one to three days depending upon the severity of the situation. During this suspension, the student will not be able to practice or participate in any athletic event. A conference with the student, parents, and school administration will follow the incident. The student will be evaluated by independent school-approved specialists. The results of the assessment will be used to design a helping program for that student. The helping program may include, but not limited to: professional counseling (either inpatient or outpatient), appropriate discipline, behavioral guidelines, academic expectations and approved aftercare. Families who choose not to agree to the above will be required to withdraw their son or daughter from Bethlehem High School”.

Trafficking:

If a student is caught trafficking in alcohol and/or unauthorized or illegal chemicals, on the way to or from school, at school or before, during or after a school sponsored event, the unauthorized substance will be taken away from the student and the parents will be notified to take the student home. The student will be reported to the appropriate legal authorities in accordance with Kentucky Law. A conference with the student, parents, and school administration will follow the incident. The student will be required to have a professional assessment for chemical dependency. In situations where the student is found to have been trafficking, the student will be asked to withdraw from school.

Drug Testing Program:

A mandatory drug-testing program for athletes was implemented prior to the 2004-2005 school year. This program is a joint effort by Bardstown High School, Bethlehem High School, and Nelson Co. High School. The drug-testing program was approved by all three school boards. The policy is the same for all three schools. The program is supported by the Bardstown City Council and the Nelson County Fiscal Court. A copy of the drug-testing program will be given to each athlete prior to the season.

Sportsmanship:

Sportsmanship – The quality of one who abides by the rules of a contest and graciously accepts both victory and defeat.

The ideals of good sportsmanship, ethical behavior, and integrity must permeate every aspect of interscholastic athletics in our school community. The ethic of fair play must be present in both perception and practice. The fields of interscholastic athletic competition have been firmly established as training grounds for the promotion of good citizenship and high behavioral standards. Further, Student-Athletes must be aware of the fact that the behaviors and attitudes of each individual have an impact on the behaviors and attitudes of others. The demonstration of sportsmanship by athletes, coaches, and fans is an expectation that is an integral part of the tradition of Bethlehem athletics.

The responsibility for developing sportsmanship involves many different people. The Bethlehem Athletic Department is philosophically and practically committed to demonstrating this quality at all times. In recent years, the ideal of sportsmanship has faced a societal attitude in which winning at all costs has become the norm rather the exception. As a result, interscholastic athletics face the challenge to restore sportsmanship to its appropriate place within the educational experience.

THE FUNDAMENTALS OF SPORTSMANSHIP

- 1. GAIN AN UNDERSTANDING AND APPRECIATION FOR THE RULES OF THE CONTEST.**
- 2. EXERCISE APPROPRIATE BEHAVIOR AT ALL TIMES.**
- 3. RECOGNIZE AND APPRECIATE SKILL AND PERFORMANCE REGARDLESS OF AFFILIATION.**
- 4. EXHIBIT RESPECT FOR THE CONTEST OFFICIALS.**
- 5. RESPECT OPPONENTS AT ALL TIMES.**

PARENT INFORMATION:

Chain of Command

The Bethlehem athletic experience is one that we hope provides satisfaction for all participants and their parents. It is inevitable, however, that individuals may have questions or concerns during the course of the year. When issues or concerns arise during the course of an athletic season, parents and Student-Athletes should always consult with the appropriate coach as the initial step in the clarification process. In the event that the issue cannot be satisfactorily resolved at this stage, it is then appropriate for the athletic director to become involved. If the issue is still unresolved at this point then the principal should be contacted for further disposition.

Little things to Remember as a Parent of an Athlete at Bethlehem:

- There is a reason that student comes first in Student-Athlete.
- Respect the game.
- Encourage your Student-Athlete
- Be a student of the game. Learn the game. Study its history.
- Never verbally abuse an official or opponent.
- You cannot change what you did yesterday, but you can change what you are going to do today.
- Thank God every day for giving you the opportunity to spend these times with your Student-Athlete.

For Student-Athletes:

- There is a reason that student comes first in Student-Athlete.
- Tuck in your shirt.
- It does not take any talent to hustle. Practice hard every day.
- Never argue with an official.
- Maintain grades that are better than the minimum needed to remain eligible.
- Set high standards for yourself and your team.
- Be the first one out for practice.
- Keep your locker room clean.
- Coaches owe you honesty and respect. Be respectful and honest with them.
- Respect your opponents.
- Be enthusiastic.
- Learn to be humble. The spotlight is never too small to share.
- Thank God for your gifts, talents, and opportunities every day.



STUDENT INFORMATION:

Information for the College Bound Student-Athlete

The athletic program at Bethlehem High School counts many student-athletes who complete their competitive athletic participation when they graduate from high school. However, Bethlehem student-athletes do have the talent, desire, and opportunity to continue their participation at institutions of higher learning. To provide the best and most current information to student-athletes and their families, Bethlehem High School recommends the NCAA website. For access, go to **www.NCAA.org** and move your cursor to the **Academics & Athletes** tab. Click on **Eligibility and Recruiting** in the menu. From this screen, you will find access to a great deal of information for the prospective college Student-Athlete. Click on the **Initial Eligibility Clearinghouse** button for registration information.

To contact the NCAA Clearinghouse:

NCAA Clearinghouse

301 ACT Drive

P.O. Box 4043

Iowa City, IA 52243-4043

Fax: 319/337-1556

(Transcripts and test scores may not be sent via fax.)

Clearinghouse customer service representatives are available from 8:00 AM to 5:00 PM, Central time, Mon. through Fri. by calling 877/262-1492.

NCAA

The National Collegiate Athletic Association

700 W. Washington Street

P.O. Box 6222

Indianapolis, Indiana 46206-6222

Phone: 317/917-6222

Fax: 317/917-6888

NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION

Clearinghouse

1755 Telstar Drive, Suite 103, Colorado Springs, CO 80920

PHONE: (719) 590-9788

FAX: (719) 590-7324

Information for Bethlehem Coaches:

Expectations of Bethlehem Coaches

Bethlehem coaches are educators and leaders of the young people they coach. Parents and Student-Athletes can expect that Bethlehem coaches will:

- Place the well being of their athletes ahead of the desire to win. “Athletes first, winning second.”
- Exemplify high standards of moral character at all times.
- Provide appropriate and reasonable supervision of athletes.
- Recognize the inherent individual worth of each athlete.
- Use appropriate language when communicating with athletes.
- Effectively communicate program philosophy and goals to athletes, parents, and the school community.
- Provide a safe environment for practice and participation.
- Respect the integrity and judgment of game officials.
- Encourage and promote a healthy respect for the entire athletic program.
- Establish and enforce training rules that reflect the positive values of abstaining from the use of drugs, alcohol, and tobacco.

Job Descriptions:

Athletic Director ...

- Is the chief administrator of the Athletic Department at Bethlehem High School.
- Serves as the Principal's designee in all matters pertaining to the school's athletic programs.
- Keeps the Principal effectively informed about athletic issues.
- Provides leadership for the Athletic Department and places it in the proper educational perspective.
- In conjunction with the Principal and School Board establish policy for the Athletic Department and are ultimately responsible for its implementation.
- Works with each coach and the school's Director of Finance to establish a budget for each sport. The Athletic Director/Assistant AD, along with the Director of Finance, approves all purchase orders made by the Athletic Department, including booster club purchases, pays all the bills for the department and maintains the necessary financial records for the Athletic Department.
- Works with each coach to establish a schedule for each sport
- Works with Assigning Secretary to secure game officials for each contest
- Works/meets with each coach to insure that all coaches have fulfilled necessary requirements mandated by the KHSAA.
- Works with each coach to insure that all athletes, before beginning to participate, have completed all requirements mandated by the KHSAA.
- Works with each coach to insure full compliance with all KHSAA eligibility requirements
- Evaluates the performance of each coach on an annual basis.
- Maintains permanent records for each sport
- Keep informed of the rules and the regulations of the total athletic program.
- Oversees the academic eligibility of students according the Bethlehem's Academic Policy.
- Other athletic related duties that may be deemed the responsibility of the Athletic Director by the principal of Bethlehem High School.

Assistant Athletic Director – works with the Athletic Director to insure:

- All necessary information is distributed to the coaches
- All coaches have turned in insurance forms/monies/physicals/ and any other necessary paper work in regard to KHSAA rules
- Coaches have their rules/regulations/criteria for lettering/awards submitted to the AD for approval and a copy on file.
- Copies are made for coaches (if needed) to distribute to their teams outlining their rules/regulations/criteria for lettering/awards.
- Participation Handbook copies made for distribution
- All coaches are informed of meetings
- Assist boosters' w/schedules for workers at sports events/ banquets.
- Distribute budget information to coaches and booster clubs
- Assist AD with discretionary reports, budgets and finances
- Assist AD with program and sale of ads.
- Assist AD as requested with any and all items in regards to the Athletic Program.

Head Coach:

1. Is familiar with ALL requirements in this Handbook, and ensures that all assistant coaches are aware of these requirements.
2. Is familiar with the budget of his/her sport. The coach must see that he/she stays within the confines of their budget. Any unsanctioned purchase (without a signed & authorized purchase order) will be the personal responsibility of the head coach.
3. Works with Athletic Director to establish a schedule for his/her sport. If Athletic Director allows coach to do his own schedule, it will be submitted to the Athletic Director for approval
4. Completes all requirements mandated by the KHSAA for coaches.
5. Collects and maintains proper records/forms to insure all athletes meet eligibility requirements mandated by the KHSAA and Bethlehem High School.
6. Collects and maintains proper records to insure all athletes submitted to all requirements mandated by KHSAA. **MAKE SURE THAT ATHLETES DO NOT PARTICIPATE UNTIL ALL FORMS/INSURANCE HAVE BEEN SECURED.**
7. Supervises the athletes entrusted to them at practices, games, in locker rooms, on benches, before and after practice and games.
8. **MAINTAINS PROGRAM DISCIPLINE** by establishing rules and policies for athletes to adhere.
9. Submits a copy of rules/regulations/policies along with your criteria for lettering and earning awards (which should be significant) to the Athletic Director for approval prior to the beginning of the season. After approval, these criteria for lettering and earning awards and rules/regulations/policies need to be communicated to your team and copies distributed to the Student-Athletes at the beginning of the season.
10. Holds a parent meeting in which you communicate practice schedules and important information. Note that you will inform them of any changes on a timely basis. Adhere to practice and game schedules.
11. Provides the Athletic Director with a list of transportation needs.
12. Inspects practice and game areas for unsafe conditions.
13. Insures the field/gym is clear before and after practice.
14. Evaluates equipment and report defective equipment to the Athletic Director. No student is allowed to participate using defective equipment.
15. Implements procedures that secure all team spaces and equipment after each day's activity.
16. Develops a program to distribute, track, and collect all equipment that is provided to the student by the school.
17. Accounts for all equipment issued in your specific sport. Collect the cost of any equipment lost or not returned. Submit an annual inventory and current records concerning equipment.
18. Properly marks and identify all equipment before issuing or storing.
19. Educates and monitors all assistant coaches on the interaction with media.
20. Communicates appropriately with media, parents and Student-Athletes

Assistant Coach:

1. Is familiar with ALL requirements and policies in this Handbook.
2. Understands the proper administrative chain of command and refers all student and parent request through those channels.
3. Assists in preparation of facilities as required for scheduled sporting events and practice. Adheres to practice and game schedules.
4. Assists the head coach in collecting forms that provide the participation documentation required by KHSAA bylaws and Bethlehem High School.
5. Provides supervision of each participant in all practices and contests.
6. Assists the head coach in all equipment duties plus cleaning of field/ gym before and after use.
7. Assists the head coach in carrying out his responsibilities.
8. Performs such other duties that are consistent with the nature of the position and that may be requested by the Head Coach, Athletic Director, and/or the Principal

Coaches Requirements:

All Coaches are required by the Archdiocese of Louisville to have an initial background check and safe environment training. (The Archdiocese of Louisville requires all new coaches to attend a Safe Environment Workshop prior to his(her) first season). All Coaches are required by the KHSAA to be certified in CPR. Coaches are also required to attend a Medical Symposium every other year that is sanctioned by KHSAA. New coaches to the profession or school are also required to complete coach's certification classes that are approved by KHSAA. It is the responsibility of each coach to fulfill these requirements. The Athletic Director will have information at to the dates and times when these requirements can be fulfilled.

Supervision of Athletes:

The coach/ assistant coaches are responsible for supervising the athletes entrusted to them from the time the first student arrives until the last student departs. This includes the practice field, locker room, waiting for practice or games and waiting for rides after practice or games. **A student should NEVER be left unattended.** Coaches should not allow any form of hazing. Proper conduct and dress policies need to be enforced. Overnight stays should have a curfew enforced, proper supervision, sufficient chaperones, and behavior conducive to excellent representation of Bethlehem High School. All coaches and athletes must adhere to the Bethlehem High School Field Trip Guidelines.

Coaches Requirements in budgeting:

Each coach has a discretionary fund (that is funded in the Athletic Budget) and covers equipment, awards, medical supplies, coach's clinics, tickets, entry fees and other discretionary expenditures. The athletic budget covers transportation, officials, medical symposiums, and field maintenance. Booster clubs would be responsible for raising additional funds for enhancement of the sports programs. Booster chairs, the Athletic Director, and coaches will work together to create a budget for the upcoming year and monitor their budget with consideration to long-range goals. Plans and programs needs should be identified and prioritized.

Purchase orders are to be used for any expenditure. These are to be submitted (prior to purchase) to the Athletic Director/Assistant AD for approval, who in turn will submit the request to the school office for processing.

The Athletic Director, Asst. Athletic Director and all coaches' salaries and related costs are derived from the general operational income from the school.

Scheduling:

The coach should meet with the Athletic Director to determine who will make the schedule for that sport. If the coach is making the schedule, the coach should understand the maximum number of games allowed by KHSAA. The coach should understand that the KHSAA does not allow games to be played on four consecutive days. After the schedule is complete, it shall be subject to the approval of Athletic Director. Only the Athletic Director or Principal should sign contracts.

Game Officials:

Game officials are to be assigned by the Assigning Secretary of each given sport. See Athletic Director for assistance.

Transportation of Student-Athletes:

Coaches should work with the Athletic Director to determine how their team will be transported to games (See form). Students are not permitted to transport themselves to away games unless it is a local game (e.g. a game versus Nelson County or Bardstown, plus a game versus Washington Co. for students in Springfield, etc.) Students are never permitted to transport other students to a game. **If a student rides the bus to a game, they must ride the bus home unless they are leaving with their parent, who must have the coach's permission form verifying that student is going with the parent(s).** If the parent requests that the Student-Athlete ride/go with someone else, this must be in writing and/or verified with the parent, in person or over the phone.

Athletic Eligibility/ Coaches' responsibilities

It is the coach's responsibility to make sure all athletes in his/her sport meets the eligibility requirements required by the KHSAA. **Before each student participates in practice, the coach should:**

- a. **Verify the age of each student that is participating in your sport. If the coach or assistant coach is a faculty member then checking, the student's records in the office can do this. If the coach or assistant coach is not on staff, the list of students should be submitted to the Athletic Director, who will then verify the ages. A student cannot participate in sports if they have reached the age of 19 years prior to August 1 of that school year.**
- b. **Verify that each student that is participating in your sport is enrolled at Bethlehem High School and has met eligibility requirements. If you are not sure, submit name to the Athletic Director or principal.**
- c. **Make sure that each student has completed a physical exam and turned in the proper forms.**
- d. **Make sure that each student has turned in the parental permission form (properly signed).**
- e. **Make sure that each student has knowledge and understanding of KHSAA rules and regulations.**
- f. **Make sure that each student has returned Insurance form along with \$35 insurance/testing fee.**

STUDENTS ARE INELIGIBLE FOR PRACTICE UNTIL ALL OF THESE RECORDS AND MONIES HAVE BE TURNED IN.

Coaches/ assistant coaches should turn these records over to the Athletic Director. Records should be retained on all students until they graduate.

Each student's total number of credits should be verified. If the coach or assistant coach is a faculty member then checking the student's records in the office can do this. If the coach or assistant coach is not on staff, the list of students should be submitted to the Athletic Director, who will then verify the list of names submitted to him. A student cannot participate in sports unless they have the following credits:

- **Grade 9 – promoted from the 8th Grade**
- **Grade 10 –5.5 credits**
- **Grade 11 – 12**
- **Grade 12 – 19**

Transfer students must be looked at individually as the total credits needed for graduation may vary because of our requirements for Religion.

At the end of the season, the coach / assistant coaches are required to see that all uniforms have been turned in; equipment is taken up and stored securely.

Spirit Days:

On special occasions teams may request a “team spirit day”. These are limited to two per regular season. One “team spirit day” the entire team must wear the same jersey (color & type), or warm-up shirts or team t-shirts. All other student dress requirements apply on this “team spirit day”. Also, all coaches must have the design of *any* team t-shirt approved for appropriateness by the Athletic Director prior to purchase of said t-shirt.

Awards:

Coaches should develop criteria for their sport regarding how an athlete may receive a varsity letter or an award in that sport. These criteria should be significant to the fact that the Student-Athlete will know that his or her contribution to the team was important. Coaches may determine how individual awards are to be given. Coaches will submit these criteria to the Athletic Director along with other rules and regulations for approval prior to the start of the season. After the criteria have been approved, the criteria should be copied and given to each athlete. Coaches may subjectively determine some awards, yet game statistics and team votes also are fair ways to determine many awards. Make sure all this is communicated to the athlete. Awards are purchased out of the team's discretionary fund.

Recruitment:

Coaches are never to try to influence any athlete to attend Bethlehem High School. Influencing an athlete can include but not limited to the promise of playing time, housing or financial assistance. Even if an athlete or parent approaches you first, you should immediately refer this person to the school principal. Be polite, but be clear that you cannot talk to them about their athletic participation at our school because it could be misconstrued as recruiting.

Dealing with the Media:

In your position as coach, you will be the spokesperson for the school. You will be asked to make comments about your team, opponents, and the way games were played. Never criticize game officials, another school, player or coach publicly to the media. Coaches should also try not to be seen as bragging about their team or players. This may put you and your team in a bad light as well as motivate future opponents. When talking to the media, please understand anything you say could end up in print and once it is there, it cannot be erased.

Open Gym / Fields:

Open gym or open fields mean opening up school facilities for free play by athletes out of season. This is forbidden by KHSAA rules unless this is advertised to all members of the student population. KHSAA rules forbid coaches from playing with athletes in their sport. Coaches are allowed to have Open gym or open fields during the season of that sport as long as the student is supervised. Open gym or open fields is permitted during the summer after school is out (or May 31, whichever comes first) and before school is back in sessions with the exception of the **DEAD PERIOD**.

Any organization other than Bethlehem High School must enter into a rental agreement with School Authorities for use of facilities (meeting insurance requirements).

General Knowledge of KHSAA Rules:

It is the responsibility of each coach/ assistant coach to know general rules mandated by **KHSAA for their sport**. If you do not know these rules the Athletic Director can supply you with a book or you may search the website, www.khsaa.org. The following subjects are areas you should be especially informed:

The **KHSAA** has a start date for practice in each sport. No practice may begin before that date.

The **KHSAA** has a maximum number of games allowed in each sport.

The KHSAA has a dead period in the summer when **NO** athlete can do anything with sports that involve the school. Summer Dead Period: Students may not receive coaching or training from school personnel (either salaried or non salaried) and school facilities, uniforms, nicknames, transportation or equipment shall not be used each year in any KHSAA sanctioned sport or cheerleading squad during the period beginning the last week of June and the first week of July.

The requirements that each student must meet in order to be eligible are listed in this Handbook. **The Coach/Assistant Coach must verify that all of these requirements have been met prior to the student being allowed to practice at the high school level.**

The attached form must be signed and returned to the Athletic Director to be kept on file.

Middle School Athletic Participation Policy: In accordance with the KHSAA guidelines, public and private schools may allow limited participation from Middle School students in non-contact varsity sports designated as swimming, volleyball, basketball, softball, baseball, and track. (Middle School students may participate in soccer at the JV level if there are no juniors/seniors participating). Bethlehem High School addresses this policy for the following reasons:

1. To assure current Bethlehem students priority access to our athletic programs
2. To give our feeder Middle School students the opportunity to interact with the Bethlehem community. We want students to view Bethlehem as THEIR high school.
3. To protect and strengthen the athletic programs of our feeder Middle Schools.

Bethlehem High School allows varsity participation from Middle School students enrolled in our KHSAA designated area when the following circumstances are met:

1. The feeder school does not offer that particular sport OR the feeder school's season has ended for the year.
2. Bethlehem's team does not have enough players to compete on the varsity or junior varsity level.
3. A conference must be held prior to participation between the parents, coach, and athletic director to determine academic eligibility, compliance of all school and team rules, and a review of expectations for future competition.

Information for Boosters:

Bethlehem High School's Booster Club Guidelines

It is acknowledged Bethlehem boosters are the lifeline to the many exceptional successes that we are capable of accomplishing. We appreciate and acknowledge all the boosters accomplish. However, there is a need for some guidelines to insure the Bethlehem's Athletic Program remains free from any infringement of school or KHSAA rules or regulations. Here are Bethlehem Guidelines for our booster clubs:

Booster Chair/s should attend the May meeting with the Head Coach/ Athletic Director

Assign duties to Booster Club with head coaches' input (e.g. stripping fields, providing lunches, scheduling workers, placing/removing equipment from field [before and after games], general clean-up of facilities, etc.)

Each coach has a discretionary fund (that is funded by the athletic budget) and this covers equipment, awards, medical supplies, coaches' clinics, entry fees and other discretionary expenditures. Booster Clubs are for raising additional funds for enhancements of the sports programs. Booster Chairs and coaches should work together. Plans and program needs should be identified and prioritized.

Fund-raising Procedures: All fund-raising proposals shall be submitted to the Athletic Director and Bethlehem's Director of Finance for approval.

20% of all fund-raising will go into the facilities improvement account. (Signage is excluded from the 20%). Major facility improvement may need additional funding from booster clubs.

All expenditures of funds must have a purchase order and be approved through the Athletic Director/Assistant AD prior **to the purchase of items.** Purchase orders are available from the Athletic Office or Assistant AD's office.

Signage request must be approved by the Director of Finance and is exempt from the 20%. Each March/April there will be a meeting of Booster Chairs to review and update the signage prospect list. Sign sales will then begin after the meeting and sales are to be completed by July 1, which is the beginning of the academic fiscal year. This will also let the sports boosters know where they are financially much earlier than in the past.

Any items purchased by booster clubs become the property of Bethlehem High School.



I, the undersigned, have read *Bethlehem's Coaches, Parent, and Student Handbook* and do agree to abide by the rules, regulations and policies set forth within said Handbook.

signature

date

sport