

# Lee County Schools



## Athletic Handbook

Last Revised: May 17, 2022

## **General Information Section**

### **ATHLETIC PHILOSOPHY**

The interscholastic athletic programs in Lee County are an integral part of the entire school structure. Athletics should never be thought of as being separate from, above, or beneath the normal operation of our schools. The athletic programs should comply with and reinforce the schools' overall statement of purpose. Our highest goal is to promote athletics by encouraging the physical, emotional, and intellectual growth and development of all participants through their athletic experiences.

Properly done, athletics are a positive learning experience. The athletes learn to refine their skills and improve their physical fitness. Participants in the program experience the privilege of membership on a team and learn their responsibilities to each other, the coach, the spectators, their school, and their opponents. Being part of the group teaches the important life lesson of placing group goals ahead of personal ones and how to make a personal contribution to the welfare of the team. Athletes are taught how to control their emotions and actions, a valuable skill which carries over into everyday life. Athletes learn sportsmanship. More than mere self-control, sportsmanship is being thoughtful, kind, generous, and courteous even while being intensely competitive. Participants learn self-discipline and the benefits of hard work. Athletes are encouraged to always use and develop their talents to the fullest. School sports teach team members how to both win and lose with grace and dignity.

Interscholastic sports provide opportunity for participants to demonstrate values, such as humility, compassion, and respect, even under the stress of competitive play. Everyone involved – players, coaches, and spectators – can grow and learn from the experiences provided by athletics. The development of such values in our youth and coaches is a high priority of athletics.

Athletics are recreational. Team members are involved in activities that are healthful, developmental, and fulfilling. Participation in sports should provide student-athletes with beneficial outlets for self-expression and physical exercise in addition to the sheer fun of competitive play. Interscholastic sports are not only recreational for the players, but also for the spectators. They provide a means by which a community can come together and support the efforts of "their" team. It is the intent of our athletic programs for everyone involved to enjoy and be respectful, whether as fans or as active contestants.

School sports are an extension of the educational programs at our schools. Athletic education programs are an appropriate and necessary part of a complete, well-rounded school. While those teams and athletes with exceptional skills may receive most of the publicity, the benefits of participation in our programs are not limited to those few. Our hope is that ***all*** who participate will be better people as a result of their involvement in athletics. With this in mind, athletics should be encouraged and must remain an essential part of the total school program.

## ROLE OF THE PARENTS

Parents need to set the standard of exemplary sportsmanship while attending games/matches and when discussing athletics with others. Because of the nature of athletic competition, parents can be detrimental to a student-athlete's development when they become too involved as aggressive spectators and/or when they act as self-appointed player "agents" or "bleacher coaches" who choose to publicly second-guess coaches' decisions. Also, parents can also be susceptible to the temptation to blame the coach for poor play or lack of performance by their student-athlete or the team. When these types of behaviors occur, the child of these parents may feel excused for his/her effort, or lack thereof, and poor attitudes toward the coach and the team may develop as a result. Parents need to trust the school and coach as partners in the education and development of their child. Coaches are certainly fallible people who will make mistakes at times. However, there must be a trust that the coach is doing everything that he/she can to help their child in their growth as athletes and as young adults. Mutual trust, respect, and encouragement among coaches, players, and parents will result in a top quality athletic program.

This is not to say that parents of a student-athlete should remain silent if a problem arises. Like relationships with teachers, parents should feel free to have open, constructive discussions with the coach on issues pertaining to their child. Parents should expect that the coach will respond with honesty, respect, and a mutual concern for the well-being of their child. Parents are advised not to discuss concerns with the coach "in the heat of the moment," but, rather, should wait (at least overnight as suggested in the following "Communication Procedure") until emotions have cooled. In addition, parents should use discretion and restraint when determining whether to bring a concern forward to a coach. In all such cases, the Communication Procedure that follows should be employed.

Parents (and grandparents, aunts, uncles, cousins, classmates, neighbors and friends) in their roles as spectators should understand their responsibilities to be encouragers of the team, supporters of the school, and, most importantly, respectful. Spectators should remember that school athletics are learning experiences for the students and that mistakes are sometimes made. Athletes from all sports should be praised in their attempts to improve themselves as athletes and as people. In addition, appreciation for outstanding play by either team should be shown.

More specifically, spectators should be aware that it is a privilege to observe the game/match. Respect should be shown to the opposing players, coaches, spectators, and support groups. They should be treated as our guests.

Game officials should be treated with respect. Understand that they are fallible and are doing their best to promote the student-athlete. Admire their willingness to participate in full view of the public and be eager to accept their authority.

## COMMUNICATION PROCEDURES:

Lee County Schools is committed to communicating the goals and objectives of the athletic program, eligibility rules, and expectations of our athletes. If more information is required or should a concern arise during an athletic season, the procedure listed below should be followed:

1. the student athlete should first speak directly with his/her coach,
2. if further clarification is required, a parent should then contact the coach (*it is advised that no contact between parent and coach be made until, at least, the day after the incident/event in question – the so-called “24 hour rule”*) if the issue remains unresolved, the parent should then communicate his/her concerns to the athletic director.

If a problem cannot be resolved to the satisfaction of all parties involved, a written request should be made to the athletic director stating the reasons for dissatisfaction. An eligibility committee consisting of two coaches (appointed by the administration), the athletic directors, and assistant principal will be convened to adjudicate problems according to the following procedure:

1. the written request will first be considered by the committee,
2. the committee may then request a hearing with the involved parties,
3. the committee will make their decision by written ballot with a simple majority vote deciding the matter.
4. if the party or parties involved are still dissatisfied, they may bring the case to the Superintendent or designee

## ELIGIBILITY RULES

In order to participate in interscholastic sports the student-athlete must:

- A. be legally enrolled
- B. have an updated physical examination document on file in the Athletic Office or an electronic file as deemed appropriate by the AHSAA prior to *any* participation (conditioning, including tryouts, practices, and games).
- C. be covered with medical insurance of their own and/or catastrophic insurance offered through the AHSAA.
- D. be academically eligible
- E. be free from misconduct that might cause ineligibility
- F. must complete all AHSAA requirements

## GENERAL ATHLETIC POLICIES

- A. Athletes who try out and are selected for a team commit themselves to the entire season. Any athlete who decides to quit a team after being placed on the eligibility list for that sport should have a conference with the coach. Students who quit without the coach/athletic director/principal approval will not be allowed to participate in other sports until the conclusion of that sport season. The athletic director should be consulted in matters where a conflict between an athlete (or parents) and coach cannot be resolved amiably.
- B. No athlete shall drop a sport in season and join another team in the same season unless the situation meets one or more of the following criteria:
  - 1. It occurs before the final cut.
  - 2. It occurs because of an injury and/or
  - 3. It is by mutual consent of coaches or sponsors.
  - 4. It occurs due to extreme circumstances. "Extreme circumstances" do *not* include the following: Personality clash with the coach, insufficient playing time, or cramped social life. The situation must be serious and must have consequences for the persons involved. The coach must also give consent in cases of this type.
- C. Attendance at practice sessions and contests is mandatory. Coaches will ordinarily provide students with a schedule of both practice and contest dates. Students may be granted permission to miss a practice or contest if an excuse is provided to the coach well in advance. Outside of emergencies, last minute requests to miss a practice or game will be denied. Athletes commit themselves to faithfully attend all practices and games and should plan other activities around them during the season. In the event that two school events coincide (i.e. concert and game), the parents of the athlete/musician involved will decide which event is attended without repercussion from either director or coach.
- D. Athletes are required to be at school on the day of a contest or practice in order to participate, unless properly excused by the administration. Students who leave school early due to illness are not permitted to return to school for practices or games. Once at school, students must attend all classes (including P.E.) on game days.
- E. Athletes who have received disciplinary action by faculty or administration members must satisfy these obligations as assigned before they may attend practice. On contest days the athlete must inform the coach of any pending disciplinary action and make the proper arrangements.
- F. A meeting of all players and their parents will usually be held shortly after the teams have been selected for the purposes of distribution and explanation of school/team policies, collection of pertinent paperwork (emergency care waivers, practice schedules, etc.), discussion of team goals and objectives, etc. Attendance at these meetings is mandatory for all participants and at least one parent/guardian. If a meeting is not held, coaches are expected to provide some kind of booklet/folder with all pertinent information to parents and athletes.

- G. Lee County Schools will provide the necessary transportation to and from away events. All student-athletes are expected to ride the school bus. If a parent or guardian wishes to take their child home from such an event, the parent/adult must personally make arrangements with the coach. The coach should make available a sign-out sheet for this purpose. Under no circumstances will a student-athlete be permitted to ride home with another student.
- H. Athletes are expected to dress appropriately for any contest, either home or away. Coaches will inform team members of specific requirements.
- I. School athletic programs will provide uniforms and, where applicable, warm-up apparel for all teams. School-owned uniforms must be returned at the end of the season in acceptable condition as determined by the coach. Athletes will be held financially responsible for all items not returned or damaged beyond normal wear-and-tear, and awards, honors, and recognition may also be withheld.
- J. Lee County Schools will not schedule games for the day before any semester exam, or during Spring Break (unless pre-approved by the principal) Coaches will be expected to use their discretion when scheduling practices on those days.
- K. Athletes should accept their responsibilities for the cleanliness and maintenance of the all athletic facilities. This includes keeping the gyms, lobby, locker rooms, and grounds clean/litter-free. It also extends to the care for and treatment of the buses, equipment, lockers, and particularly facilities of other venues that are visited.
- L. Coaches have the freedom to also institute their own policies for their teams and players, so long as they do not conflict with these general policies. Further details on policies regarding transportation, practice procedures, dress codes, and expected conduct/behavior, will follow in this handbook.

## CONDUCT POLICY

To be an athlete is an honor. Athletes are regarded by students, fans, and the public as examples of model Lee County students. To be sure, the same can be said for some students who are not athletes, but that does not diminish the appropriate expectation that athletes be committed to exemplary and healthy living. Therefore, the following rules will apply to all those participating in athletic preparation and competition in Lee County Schools. Generally, the season includes the first day of try-outs and extends through the last day of competition. Consequences for second and third offenses refer to offenses within the same academic year.

- A. Student athletes may not use or have in their possession any tobacco product including electronic vaping devices.

Penalty: Immediate school suspension and suspension from athletic participation.

- B. Student athletes may not use or possess alcohol.

Penalty: Immediate suspension from school pending alternative school placement, which would immediately make the student ineligible for athletic participation.

- C. Student athletes may not use or possess any illegal drugs (marijuana, ecstasy, prescription drugs not prescribed for the athlete, steroids, cocaine, etc.) or drug paraphernalia (pipes, rolling papers, clips, etc.).

Penalty: Immediate suspension from school pending alternative school placement, which would immediately make the student ineligible for athletic participation.

If a student athlete violates any of the above rules regarding tobacco, alcohol, or illegal drugs a second time within the same academic year, that student may not participate in any organized athletic activity in Lee County Schools for one calendar year. The administration may impose penalties greater than those prescribed above for offenses it deems necessary.

## ***Coaches' Section***

### **ETHICAL RESPONSIBILITIES**

A coach hired by Lee County Schools is required to understand and adhere to the following. Further clarification may be found in the more complete policy statements that appear later in this handbook.

- A. Conduct yourself in a professional and ethical manner at all times.
- B. Set a good example for players and spectators to follow. There should be no arguments in front of players and spectators, no gestures disrespectful to officials or opposing coaches.
- C. Show modesty in victory and graciousness in defeat. Encourage players to do the same. Limit remarks to the media to game statistics and team performance.
- D. Sportsmanship should not only be taught, but also modeled by the coach. Good sportsmanship by the players must be insisted upon at all times and under every circumstance. Make it a priority.
- E. Never use profanity, obscene language, or improper actions in public or in private with your team.
- F. Winning, though important, is not our sole objective. Teaching athletes the proper skills and attitudes and seeing that they have acquired the proper mental and physical conditioning is more important. Winning is a natural outcome if this teaching and conditioning takes place.
- G. Motivation of athletes is an important function of all coaches. Only positive types of motivation should be used. Under no circumstances should players be publicly or privately ridiculed. When you praise an athlete, do it in front of teammates. If it becomes necessary to criticize the actions of a player, do so in private so as not to humiliate him/her.
- H. Parents should be made to feel free to ask questions and to become involved. All parents' calls should be returned as soon as possible.
- I. Maintain a friendly but professional relationship with your team at all times. Remember, the coach is the adult and in a leadership position.
- J. Be consistent when dealing with athletes. Treat all players in the same positive manner. Enforce all rules uniformly among team members.
- K. Commitment should be clearly evident in coaching. It should be evident in the professional way you represent Lee County Schools.
- L. Coaches, program assistants, and volunteers must uphold the school policy regarding the use of tobacco and alcohol. Coaches may not use tobacco or alcohol in the presence of their team members. They should not consume alcohol before a game or practice.



## GENERAL COACHING DUTIES

- A. Conduct appropriate try-outs for selection of the final team members. Coaches should speak to each athlete individually. Decisions regarding who makes the team or not should be made with consultation by the head coach and appropriate assistants.
- B. Establish and maintain goals and objectives harmonious with those outlined in these general expectations.
- C. Hold a pre-season meeting with parents and athletes to discuss team goals, rules, the athletic code, etc. and to complete necessary paperwork. All information must be made and given to the parents, athletes, and athletic director.
- D. Work with the athletic director in areas of scheduling, record-keeping, awards, and transportation.
- E. Must be willing to submit to background checks and a check of your driving record.
- F. Attend all athletic department conferences and meetings.
- G. Promptly complete and submit paperwork to the athletic director.
- H. Maintain communication with the athletic director on issues such as roster changes, disciplinary actions, outstanding efforts/achievements, etc.
- I. Begin and end daily practice sessions on time. A practice schedule must be given and specific practice plans be used. Also, a copy must be given to the athletic directors as he/she requests.
- J. Provide information related to off-season voluntary workouts, summer camps, or open gyms.
- K. Be available to acquire and maintain a bus certification.
- L. Supervise your athletes in the locker room before and after practices and games.
- M. Control your athletes in school buildings, including away venues.

- N. Take responsibility for your athletes on the bus and at any athletic contest in which they participate.
- O. Secure team valuables at home and away events.
- P. Be responsible for the security and maintenance of facilities used for practice or contests. (i.e. no equipment should be issued to teams without a coach present). Coach needs to be present to help facilitate athletes and set-up.
- Q. Be responsible and accountable for all equipment, uniforms, etc., and submit to the athletic director a complete and accurate inventory at the completion of the respective sport season.
- R. Cooperate with and assist the athletic director in the purchasing of equipment, uniforms, supplies, etc. for the upcoming sport season.
- S. Select, secure, instruct and train responsible student managers whenever possible.
- T. Follow all Lee County Schools procedures for leave requests, and transportation requests.
- U. Be knowledgeable and comply with the standards of the Alabama High School Athletic Association regarding sport specific rules and regulations, eligibility, and coaching ethics. This includes required certifications, attendance, or participation in training/conferences.
- V. Enforce and support the policy which states athletes are not permitted to begin practice or conditioning for another season until the present season is completed.
- W. Submit a written report to the athletic director and school health designee of any injury or accident which occurs during a practice or contest.
- X. Submit a written report to the athletic director of any disciplinary actions taken against a student- athlete.
- Y. Be responsible for public relations and publicity for your sport (newspaper, school announcements, bulletin boards).

## HEAD COACH RESPONSIBILITIES

A head coach hired within Lee County Schools accepts the responsibility to conduct herself/himself with integrity and dignity in harmony with the school mission. Policies of the Lee County Board of Education must be followed in the spirit in which they were written. This practice furthers the coach's ability to extend her/his influence to the sport participants, the student body, the coaching staff, and fellow faculty members.

- A. The varsity head coach has jurisdiction over the tactics, style of coaching, and other decisions occurring at *all* levels of a specific program.
- B. When practical, the head coach will help interview, and provide input on, applicants for assistant coaching positions.
- C. The head coach is directly responsible to the school administration and the athletic director.
- D. The head coach shall assign duties to assistant coaches and assist the athletic director in the evaluation of these assistants.
- E. The head coach is ultimately responsible for whatever happens throughout his/her entire program.

## COACHES' CHECKLISTS

These lists are designed to help at various points of the season. They are not all- inclusive but should prove useful.

### Pre-Season

- 1. Review all eligibility rules established by the AHSAA.
- 2. Establish team rules and expectations and enforce them throughout the season using this document as a guide.
- 3. Establish an emergency procedure which shall include the following: emergency phone numbers, names, address, pertinent medical history.
- 4. Give players advance notice of at least one month's practice schedule.
- 5. Attend state rules meetings and the pre-season coaches meeting.
- 6. Acquire school (and central office approval, if necessary) for any planned fund-raising activities.
- 7. Inform parents of any potential out-of-pocket expense that may become necessary.
- 8. Submit to the athletic director prior to first practice.

### In-season

- 1. Submit to the athletic director a final roster prior to the first contest and make the final eligibility check.
- 2. Communicate with the athletic director regarding facilities, equipment, etc. in need of

repair. Also assign team member set-up and take-down procedures for all home contests.

3. Supervise team members in assisting with event set-up, clean up, and maintenance of facilities for practices and contests.

### Post-season

1. Prepare and submit to the athletic director a complete and accurate equipment inventory. Hold participants responsible for school equipment lost, stolen or otherwise not returned.
2. Communicate with the athletic director approximately a week before the end of the season in regard to ordering awards.
3. Make arrangements for cleaning, collection, and storage of equipment.
4. Make any recommendations or suggestions to the athletic director for changes or revisions to the schedule or program.
5. Prepare and submit to the athletic director a season summary to include the following: total number of contests completed, scores, names and grades of all participants, records tied or broken, team and individual statistics, honor team selections, championships, participation awards, and any additional information specific to the sport.
6. Arrange a post-season conference with the athletic director to review evaluations.

## GENERAL GUIDELINES FOR TEAM SELECTION

- A. It is the responsibility of each coach to set and communicate criteria for selection of players for their teams. Such criteria may include, but are not limited to, the following:
  1. Positive attitudes
  2. Team relationships and sportsmanship
  3. Character
  4. Fundamental skills
  5. Previous experience
  6. Knowledge of the game
  7. Physical fitness level
  8. Enthusiasm and willingness to work hard
  9. Dedication and responsibility to the team
  10. Academic progress
  11. Year in school
- B. All eligible students should have at least three days of try-outs in which to demonstrate their ability. There should be no predetermined outcomes. Coaches are required to have *defendable*, concrete reasons for cutting/choosing a player.
- C. When it becomes necessary to make cuts, the coach shall inform each athlete. Students may request a meeting with the coach to discuss as ways for the athlete to improve his/her performance. No posted "cut lists" should be used. It is strongly recommended that there be two adults in the room when students are informed and, in delicate cases, specific notes should be taken.

## PLAYING TIME

Coaches are encouraged to involve all of their team members in the games as much as possible. This is especially true at the lower levels where one of our main goals is instruction in the skills of the game.

As the player develops and advances through our programs to the varsity level, another of our goals comes into play. Often in a team sport, it becomes necessary to put the individual's needs aside for the greater good of the team. This type of teamwork must be taught and is a valuable skill for life. Therefore, varsity team members may not be guaranteed playing time in every game. The coach should still strive to actively involve all of his team members in the game, but players should be taught to accept their various roles and support their teammates in any way they can – even from the bench, if necessary.

## POLICY re. SCHEDULING CONFLICTS

In the event that a student-athlete has a scheduling conflict between two legitimate school activities (i.e. a band/choir concert and an athletic game/match on the same night), the **parents/guardians** shall decide which event the student will attend. Sponsors of both events are to graciously accept whatever decision is made and no repercussions are to be taken against the student. In addition, no efforts to coerce the student one way or the other beforehand are to be used by the coach, director, etc. The athletic director will make every reasonable attempt to avoid these situations in scheduling athletic events. If the conflict involves the student-athlete missing or arriving late for a practice due to rehearsal, sectionals, etc. or some other school activity, the coach and sponsor of the activity should discuss the situation and try to arrive at an amicable solution. If this is not possible, then the athletic director and/or principal may be brought in to help resolve the issue. The principal will have the final authority on any issue involving school personnel.

## PRACTICE POLICIES

All participants are required to attend all practices and contests unless granted special permission by the coach as per the "General Policies" statement. Practices should be governed by the following standards:

1. Practice sessions should be scheduled to create the minimum amount of daily conflict with normal family activities of the participants. Daily practices should conclude no later than 6:30 on most evenings. Under special circumstances an evening practice session may be scheduled for a varsity team only and with the prior approval of the athletic director or administration. Such evening practices must conclude by 9:30 unless arrangements are made with the athletic directors.
2. Mandatory practices should end by 6:00 on Wednesday nights in deference to church activities.
3. At no time are athletes to practice by themselves. A coach or program assistant must be present at all times. Furthermore, no equipment should be distributed or made available until a coach or other responsible adult is present to supervise its use.
4. Proper practice attire should be worn at all times. Students must wear an appropriate shirt *at all times* when inside the school building. It is the coach's responsibility to see that this policy is communicated to his/her athletes and adhered to.
5. Students may not be excused from class at any time for practice. This includes study halls and P.E.
6. Coaches should supervise their athletes at all times. An adult presence in the locker room during dressing and shower time is a very effective deterrent to improper behavior by the student-athletes. Coaches should make a check of the locker room and other facilities before leaving at the end of a practice session.
7. Practices on vacation days such as over Thanksgiving, Christmas, or Spring Break should be scheduled earlier in the day, and only with written permission from the athletic director and principal.
8. In the event school is cancelled in the middle of the day (i.e. "snow" days), practice will automatically be cancelled unless specific permission is granted by the principal.

## ATHLETIC PROGRAM ASSISTANTS

- A. Programs which qualify for an assistant must:
  - 1. have numbers on their respective teams which don't allow the coach enough time for individual attention
  - 2. have teams which need coaching in specialized areas
  
- B. Qualifications for a program assistant:
  - 1. He/she must be a college graduate with excellent relational skills (exceptions to college graduate provision granted by Director of Human Resources).
  - 2. He/she must be certified and employed by the Lee County Board of Education.
  
- C. Job description for a program assistant:
  - 1. Work under the direct supervision of the head coach.
  - 2. Assist with all levels of practice on a rotating basis, utilizing your talents for the benefit of the program at all age levels.
  - 3. Subject yourself to evaluations at the conclusion of a season in order to provide feedback for improvement.

## ATHLETIC INJURIES

The following procedures are to be used as guidelines for the prevention and treatment of injuries to Lee County athletes:

1. Encourage off- and, especially, pre-season conditioning.
2. Make certain beforehand that all equipment and facilities to be used by students are safe.
3. Have consideration for the individual athlete's size and ability (avoid obvious mismatches, take into account his/her physical and mental condition, etc.) before assigning activities.
4. Take weather conditions into consideration during tryouts, practices, or games (temperatures and humidity, storms, etc.).
5. Analyze your coaching methods and procedures, assuring safety in all drills and competition.
6. Provide *complete* supervision - in practice, in games, in the locker room, on the bus, etc.
7. **If an injury occurs** at a home game or practice, immediately contact the trainer/nurse at school. If the injury occurs at another school, use their trainer, if available.
8. After consulting with the trainer, contact the parents, if necessary, to provide transportation home (or elsewhere, at the parents discretion).
9. If the injury is serious enough, and parental permission is obtained, call the local EMT's.
10. If the injury is extreme or life-threatening, call 9-1-1 and get help without hesitation.
11. Do not attempt to diagnose an injury.
12. As soon as reasonably possible, contact the athletic director and fill out the appropriate forms to report the incident for school records.
13. Do not let an injured player return to practice or a game without a written release from his/her doctor or our in-house trainer.

## UNIFORM POLICY

School athletic programs will provide complete uniforms and, where applicable, warm-up attire for the student-athlete. Occasionally, equipment and/or apparel may be purchased for and kept by the team members. Guidelines apply as follows:

1. All school-owned uniforms, warm-ups, and equipment must be returned in acceptable condition at the end of the season. Coaches will inventory and store all school property. The student-athlete will be held financially responsible for any items not returned or damaged beyond normal wear-and-tear. Awards, honors, and recognition may be withheld if the equipment is not returned or is returned damaged. Uniforms must be stored at school, not at coach's homes.
2. Any equipment or apparel purchased by the student which he/she pays keeps must be cleared by the athletic director first.



3. Under no circumstances should a coach coerce the purchase of additional equipment such as shoes, warm-ups, etc. For some families, this type of added expense may simply be more than they can afford. We want no Lee County Schools student-athlete to feel compelled to spend extra money just to “keep up” with his/her teammates.
4. Coaches will maintain an inventory list of all school-owned uniforms, warm-ups, and other equipment and provide a copy of that list to the athletic director at the end of each season. Included with the inventory should be a note informing the athletic director as to where the team’s uniforms and equipment are stored.
5. Uniforms will be replaced on a rotating scale about once every four years.

### DEALING WITH COMPLAINTS

- A. Because complaints can generally be handled most effectively closest to the source, the coach is encouraged to address concerns directly with the party bringing the complaint, be it a player or a parent.
- B. Remember to pay attention and listen; maintain a professional attitude; write or record everything; do not react or defend immediately; always end the session with a plan, which is understood by all parties involved. Always express your appreciation for the input and concern. Always act and react with respect and professionalism.
- C. Keep in mind that non-verbal communication is very important and can affect the result of the conversation.
- D. In the event that a complaint cannot be resolved at the first level, it may be necessary to refer the concern to the athletic director. The athletic director may ask for your continued participation in further attempts to resolve the matter.
- E. Do not get involved in third party complaints (“so-and-so told me about what happened with his son and I don’t think it was handled very well”). Facts can become altered through the conversation process and lead to have no means of bringing closure. Simply ask the third party to have the complainant contact you.

## TRANSPORTATION POLICIES

- A. Travel to all athletic events shall be made by school bus or charter bus with an approved adult (coach, teacher, or hired) driving at all times. All student-athletes will be expected to ride the school-provided transportation. Students are not allowed to transport themselves in a private vehicle to away events.
- B. When charter buses are used, the following should be observed:
  - 1. Coaches will travel to and from all away events on the school-provided transportation. Coaches should not drive their own vehicles to any event unless adequate supervision (another coach/adult) is provided for the bus also going.
  - 2. Coaches may be required to drive the school bus to their away events. Coaches should make sure they have any necessary phone numbers (opposing school, emergency personnel, etc.) before they leave. All Lee County Schools Transportation Department procedures should be followed for each trip.

## FACILITY RESPONSIBILITIES

- A. All coaches are expected to assist, along with their team members, in the preparation and care of the athletic facilities and equipment. Normal setup requirements should be arranged with the custodians, if practical, or should be handled by the coaching staff. Special setup needs (that would be difficult or impossible for the coach) should be discussed with the athletic director so arrangements can be made for those items. Coaches should not miss class time or assigned teaching responsibilities to address facility setup duties.
- B. Many of the athletic facilities serve also as teaching facilities for physical education classes. Consult with, and be considerate of, the physical education teachers in the use of the facilities and equipment. This includes the equipment storage rooms and gyms. Please leave these rooms in such a condition that they do not create additional work for the P.E. teachers or other coaches.
- C. When facilities are used by a number of teams during the same season (i.e. spring sports), the athletic director will develop a "facilities use schedule" with the input of varsity coaches. Be considerate and cooperative in situations of high demand.

## COACHING EVALUATIONS

- A. Coaching evaluations will be done near the conclusion of each season by the athletic director with input from the head coach and student-athletes. Evaluations may be used as partial basis for retaining or releasing of coaches.
- B. All coaches under evaluation must arrange for a time to meet with the athletic director to review the evaluation results. Results will be kept on file in the athletic office.

- C. New coaches will be evaluated during their first three years, or as necessary.
- D. Tenured staff member coaches will be evaluated once every three years.
- E. All evaluations may be subject to review by the administration or school board.

### HIRING POLICIES FOR COACHES

- A. The Lee County Schools System is an equal-opportunity employer and will not discriminate against any potential employee due to race or ethnicity.
- B. The Lee County Schools System expects that all of their coaches will be certified in CPR and have a thorough knowledge of first-aid. Even though we often have an on-site trainer, coaches are in situations where they need to know basic first-aid techniques.
- C. Non-faculty coaches will be issued annual contracts which are renewable by agreement of both the coach and Lee County Schools. The Superintendent must approve any non-faculty coach annually.
- D. Faculty coaches will operate under their school contracts, either annual or continuing, unless a situation arises in which the coaching position is terminated by either the coach or the school.
- E. Volunteers must follow procedures established by the Lee County Board of Education through the Director of Human Resources.

### WEATHER POLICIES

- A. When adverse weather occurs, the following procedures should be observed:
  - 1. If school is closed due to inclement weather (snow days), it is the athletic director's responsibility to notify the coaches. On such days, practices will not be allowed.
  - 2. If a home game must be cancelled due to inclement weather, it is the athletic director's responsibility to communicate the cancellation to all parties. The head coach must communicate with the athletic director and principal. The coach will also be responsible for notifying his/her team of the cancellation.
  - 3. If an away game is in question because of weather, the coach should contact the host school before leaving to see if a decision has been made. In the case of a cancellation, the coach is again responsible for notifying his team members.

- B. For outdoor sports, when inclement weather is forecast, but school is not cancelled, the following guidelines should be used:
1. All weather related issues are subject to AHSAA guidelines.
  2. If officials are present to make the call, they have the final authority.

### POLICY REGARDING PURCHASES IN THE ATHLETIC DEPARTMENT

- A. Coaches wishing to purchase something for their team must have it approved by the 1) athletic director, 2) principal, and 3) when necessary the CSFO/Superintendent.
- C. Notify the appropriate book keeper of any items purchased by the school. Keep records of your budgets, balances, and expenditures.
- D. Coaches may not require athletes to buy any equipment/uniforms without approval of the athletic director and principal.
- E. No fundraising activity may take place without proper documentation and administrative approval.

### POLICY REGARDING FUNDRAISING AND DONATIONS

- A. Lee County Schools will provide the funds necessary for all teams within the athletic program as available. Local school programs should be self-sustaining whenever possible.
- B. Athletic teams and/or coaches may not hold fundraising activities or solicit parents or other constituents for money for their particular teams' needs or wants without written consent from the school principal. If a parent or someone else approaches a coach wishing to make a donation, the coach should discuss the matter with the athletic director **before** accepting anything.
- C. When donations are received (**unsolicited**), donations made to the athletic department will be used for the team/item specified by the donor as much as possible, unless the gift is determined to be excessive or unnecessary by the administration. In that case, the donation may be used for other needs within the designated program or assigned to the general athletic fund, **but only with the approval of the donor.**

## TICKETING

- A. Lee County Schools will charge consistent prices for admission to athletic contests. Athletic Directors from each attendance zone shall meet annually to establish admission prices for each event. Recommended for 2022-2023
  - a. Varsity Football \$10 (may include parking)
  - b. All other Varsity Contests \$7
  - c. All JV or Junior High Contests \$5
- B. All Lee County Schools may use Go Fan or other acceptable alternative as approved by the superintendent and CSFO as an acceptable medium for admission. Any fees included should be disclosed to the purchaser.
- C. All Lee County Schools will offer a cash/purchase at the gate option for admission to any contest. Prices will be the same.