

Coaches' Handbook



Home of the Fighting Camels



CAMPBELL COUNTY PUBLIC SCHOOLS

CAMPBELL COUNTY SCHOOLS

Coaches' Handbook - District Athletic Program

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Introduction

Handbook Purpose

The purpose of the handbook is to acquaint you with general policies and procedures of the Campbell County Schools that govern and affect your responsibilities as a coach.

Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as, a contract. It is **not** an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern.

Some policies refer to specific forms that are available as part of the District's administrative procedures. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Complete copies of those documents are available at the Central Office and in the Principal's office. Policies and procedures also are available on line via the District's web site or through this Internet address: <http://policy.ksba.org/C03/>. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities. Employees and students who fail to comply with Board policies may be subject to disciplinary action. **01.5**

School council policies, which are also available from the Principal, may also apply in some instances. **02.4241**

In this handbook, **bolded policy codes** indicate related Board of Education policies. If an employee has questions, s/he should contact his/her immediate supervisor or any Central Office administrator.

This handbook is intended to be a tool to help implement local policies and procedures and guidelines established by the Kentucky High School Athletic Association (KHSAA) and other sport-specific governing bodies in the administration of student-athletics. For more detailed information about the KHSAA and the bylaws referenced in this handbook, please visit the following website:

www.khsaa.org.

District Mission

The mission of the Campbell County School District, in partnership with students, staff, parents, and community, is to do "whatever it takes" to ensure our students' success in college, career, and life.

Athletic Program/Sport Activity Philosophy

A comprehensive and balanced athletic and sport activity program is an essential complement to the basic program of instruction. The athletic and sport activity program should provide opportunities for students to further develop interests and talents in athletic and sport activities. Participation in these activities should provide many students with a lifetime basis for personal values, for work and leisure activities.

The athletic and sport activity program should be available to all students who demonstrate an interest in participating, regardless of their individual abilities. Accordingly, appropriate skill levels should be established within activities, when feasible, so that students may participate as fully as possible regardless of ability levels.

Every effort should be made to support the athletic and sport activity programs with the best facilities, equipment and with the most qualified staff available. Insofar as possible, knowledge and skills gained in the classroom should be applied and further developed in the athletic and sport activity program. Coaches, directors, and sponsors should also teach the specific skills necessary for improvement in athletics and sport activities and provide guidance in the development of self-realization, good sportsmanship, cooperation, leadership, ethical behavior, and an appreciation for the importance of practice.

Goals and Objectives

1. To provide a positive image of school athletics and sport activities in Campbell County Schools.
2. To strive always for playing excellence that will produce winning teams within the bounds of good sportsmanship while enhancing the mental health of student athletes.
3. To ensure growth and development that will increase the number of participants; that will give impetus to increased contest attendance; that will enhance a program of maintenance and improvement of athletic and sport activity facilities.
4. To provide a superior program of student activities that includes appropriate activities for every participant.
5. To provide an opportunity for students to experience success in those activities he or she selects.
6. To provide sufficient activities which offer the greatest benefits for the greatest number of students.
7. To create a desire to exceed and excel.
8. To practice self-discipline and emotional maturity in learning to make decisions under pressure.

9. To be socially competent and operate within a set of guidelines and rules, thus gaining a respect for the rights of others.
10. To develop an understanding of the value of activities in a balanced educational process.
11. To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. To include but not be limited to the following:
 - a. Physical, spiritual, mental and emotional growth and development.
 - b. Development of commitments such as loyalty, cooperation, fair play and other desirable social traits.
 - c. Directed leadership and supervision that stresses self-discipline, self-motivation, and excellence.
 - d. Create a focus of interests on athletic programs for students, faculty, and community that will generate a feeling of school spirit and unity.

Athletic and Sport Activity Programs Offered

The High School athletic and sport activity programs sponsored and approved by the Board for each year as follows:

<u>Girls</u>	<u>Boys</u>
Cross – Country	Cross – Country
Soccer	Soccer
Volleyball	Football
Golf	Golf
Cheerleading*	Wrestling
Basketball	Basketball
Bowling	Bowling
Swimming	Swimming
Track & Field	Track & Field
Softball-Fast Pitch	Baseball
Tennis	Tennis
Archery	Archery

The Middle School athletic and sport activity programs sponsored and approved by the Board for each year as follows:

<u>Girls</u>	<u>Boys</u>
Cross – Country	Cross – Country
Volleyball	Wrestling
Cheerleading*	Football
Basketball	Basketball
Swimming	Swimming
Track & Field	Track & Field
Archery	Archery

*While recognizing the benefits of athletic competition and sport activities, the primary function of a cheerleading program in the Campbell County Athletic Department is to support interscholastic athletics and to uphold, reflect, and project the goals of the school community. Therefore, cheerleading squads will be a major part of the athletic and sport activities program and will not only support their athletic teams but also promote school spirit and sportsmanship at contests and in the school as well.

Cutting of Participants

The coaching staff of each individual sport shall establish the process for deciding whether athletes will be “cut” during a tryout period during which the final composition of a team will be determined. If a coaching staff determines that “cuts” are necessary, they shall discuss with all athletes attending the tryouts the criteria to be used to evaluate the athletes during the tryout period. This procedure shall also describe the notification process that will be used to inform all athletes of their status following the tryout period. The coaching staff must make every effort to ensure that all athletes attending the tryouts clearly understand the criteria to be used to evaluate them.

The notification procedures used by the coaching staff should, if feasible, include individual conferences with each athlete that does not make the final team. These conferences shall include feedback to the athletes on the areas where they might improve athletically and always ensure the dignity and growth of the individual student.

Conduct of Program

All interscholastic and intramural athletic competition shall be in compliance with the constitution, bylaws, and competition rules of the Kentucky High School Athletic Association (KHSAA) and Title IX requirements. As a condition to KHSAA membership, each member school and Superintendent shall annually submit a written certification of compliance with 20 USC Section 1681 (Title IX).

Coaches shall abide by:

- Policies adopted by the school council relating to evaluation of the athletic program that address program equity for both male and female athletics.
- Program implementation requirements developed by Superintendent/designee to promote compliance with Title IX requirements.
- Rules and limitations established by 702 KAR 7:065 and the local Board for students participating in middle school sports and sport activities. **09.31**

STUDENTS FIRST, ATHLETES SECOND

KHSAA Imposition of Penalties

If KHSAA rules and regulations are violated, penalties may be imposed on the school or individual within the defined parameters of Bylaw 27, the KHSAA Due Process Procedures. The Principal shall be responsible for oversight of the school's athletic program to see that it remains compliant with KHSAA rules.

<p>Please refer to KHSAA Bylaw 27.</p>

Middle School Applicability

Per 702 KAR 7:065, the KHSAA has responsibility for the regulation of athletics at the Middle School level. An Advisory Committee will set any statewide regulations, with approval from the Kentucky Board of Education and the Kentucky General Assembly through 702 KAR 7:065. This regulation sets very few statewide rules, but requires the establishment of many rules at the local level. Though there is not "membership" for middle schools in KHSAA at this time, the governance model requires local Boards of Education to ensure enforcement of a variety of restrictions, most of which are related solely to the health and safety of the student-athlete and to maintain the proper perspective for interscholastic athletics within the education model.

Future Changes

Although every effort will be made to update the handbook on a timely basis, the Campbell county Schools reserve the right, and have the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

Current Board Members

Janis Winbigler, Chairperson
 Dr. Ted Williams, Vice-Chairperson
 Kimber Fender
 Tina Kammerer
 Rich Mason

Central Office Personnel and School Administrators

Person/Address	Telephone/E-mail	Fax
Superintendent Dr. David A. Rust	859-635-2173 david.rust@campbell.kyschools.us	859-448-2439
High School Athletic Director Steve Hensley	859-448-4896 stephen.hensley@campbell.kyschools.us	859-448-4895
Middle School Athletic Director Aaron Caudill	859-635-6077 aaron.caudill@campbell.kyschools.us	859-448-4863
Athletic Trainer Angie Lambert	859-635-4161 angie.lambert@campbell.kyschools.us	859-448-4895
Athletic Department Secretary Mary Ellen Allender	859-448-4896 maryellen.allender@campbell.kyschools.us	859-448-4895
Facilities Sharon Alexander	859-635-2173 sharon.alexander@campbell.kyschools.us	859-448-2431
Title IX/Equity Coordinator Mark Krummen	859-635-2173 mark.krummen@campbell.kyschools.us	859-448-2428
Director of Special Education Marinell Kephart	859-635-2173 marinell.kephart@campbell.kyschools.us	859-448-2428
Campbell Ridge Elementary School Principal -Anthony Mazzei 3500 Grandview Rd. Alexandria, Ky. 41001	859-448-4780 anthony.mazzei@campbell.kyschools.us	859-448-4788
Campbell Co. High School Principal -Adam Ritter 909 Camel Crossing Alexandria, Ky. 41001	859-635-4161 adam.ritter@campbell.kyschools.us	859-448-4886

Person/Address	Telephone/E-mail	Fax
Campbell Co. Middle School Principal- Matt Moore 8000 Alexandria Pk. Alexandria, Ky. 41001	859-635-6077 matt.moore@campbell.kyschools.us	859-448-4863
Grant's Lick Elementary School Principal- David Enzweiler 170 W. Clay Ridge Rd. Alexandria, Ky. 41001	859-635-2129 david.enzweiler@campbell.kyschools.us	859-448-4871
Crossroads Elementary School Principal- Dr. Kim Visse 475 Crossroads Blvd. Cold Spring, Ky. 41076	859-441-9174 kim.visse@campbell.kyschools.us	859-442-3581
Reiley Elementary School Principal- Susan Rath 10631 Alexandria Pike Alexandria, Ky. 41001	859-635-2118 susan.rath@campbell.kyschools.us	859-448-4852

Section

1

Program Guidelines

Equal Educational and Employment Opportunities

Employment

Campbell County Schools is an Equal Opportunity Employer. The District does not discriminate on the basis of age, color, disability, race, national origin, religion, sex or genetic information, as required by law.

Reasonable accommodations for individuals with disabilities will be made as required by law.

If considerations of sex, age or disability have a bona fide relationship to the unique requirements of a particular job or if there are federal or state legal requirements that apply, then sex, age or disability may be taken into account as a bona fide occupational qualification, provided such consideration is consistent with governing law. **03.113/03.212**

Education

No pupil shall be discriminated against because of age, color, disability, race, national origin, religion, sex, or veteran status.

Parents of students who have a temporary or permanent disability may request that the Principal or other District administrator to provide appropriate accommodations necessary for them to have an equal opportunity to participate in instructional and extracurricular activities, as required by law. Students who are at least eighteen (18) years of age may submit their own requests. **09.13**

If you have questions concerning District compliance with state and federal equal educational and employment opportunity laws, contact the Human Resources Supervisor at the Board of Education's Central Office.

Harassment/Discrimination

Campbell County Schools intend that employees and students have a safe and orderly work and learning environment. Therefore, the Board does not condone and will not tolerate harassment of or discrimination against employees, students, or visitors to the school or District, or any act prohibited by Board policy that disrupts the work place or the educational process and/or interferes with an employee’s job responsibilities or student learning.

Employees or students who believe that they, or any other employee, student, or visitor to the school or District, is being or has been subjected to harassment or discrimination shall bring the matter to the attention of the Principal/immediate supervisor or the District’s Title IX/Equity Coordinator as required by Board policy. The District will investigate any such concerns promptly and confidentially.

No employee or student will be subject to any form of reprisal or retaliation for having made a good-faith complaint under Board policy. For complete information concerning the District’s position prohibiting harassment/discrimination, assistance in reporting and responding to alleged incidents, and examples of prohibited behaviors, employees should refer to the District’s policies and related procedures. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report. **03.162/03.262/09.42811**

The following have been designated to handle inquiries regarding nondiscrimination under Title IX and Section 504 of the Rehabilitation Act of 1973:

<i>Title IX Coordinator Name:</i>	Mark Krummen
<i>Telephone:</i>	859-635-2173
<i>Address</i>	101 Orchard Lane, Alexandria, Ky.
<i>Section 504 Coordinator Name</i>	Marinell Kephart
<i>Telephone</i>	859-635-2173
<i>Address</i>	101 Orchard Lane, Alexandria, Ky.

01.1

Employees wishing to initiate a complaint concerning discrimination in the delivery of benefits or services in the District’s school nutrition program should go to the link below or mail a written complaint to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, or email, program.intake@usda.gov.

http://www.ascr.usda.gov/complaint_filing_cust.html

07.1

Confidentiality

In certain circumstances employees will receive confidential information regarding students' or employees' medical, educational or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual. Employees with whom juvenile court information is shared as permitted by law shall be asked to sign a statement indicating they understand the information is to be held in strictest confidence.

Access to be Limited

Employees may only access student record information in which they have a legitimate educational interest. **03.111/03.211/09.14/09.213/09.43**

Both federal law and Board policy prohibit employees from making unauthorized disclosure, use or dissemination of personal information regarding minors over the Internet.

Coaches wishing to utilize a social networking site for instructional, administrative or other work-related communication purposes shall comply with the District's acceptable use policy, procedures and other applicable guidelines. **08.2323**

Information Security Breach

Information security breaches shall be handled in accordance with KRS 61.931, KRS 61.932, and KRS 61.933 including, but not limited to, investigations and notifications.

Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner. **01.61**

Compensation

For employees who are assigned coaching responsibilities, compensation shall be made according to a schedule approved annually by the Board. Compensation for all services rendered as an employee of the District shall be processed through standard payroll procedures. **03.121/03.221**

No coach shall receive from any other source a salary supplement for coaching school-sponsored athletics. All coach compensation must be made through standard payroll, including applicable taxable benefits, to ensure compliance with state and federal law.

Please refer to KHSAA Bylaw 25.
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Reduction in Salary and Responsibilities

Salaries for certified personnel shall not be less than the preceding year unless such reduction is part of a uniform plan affecting all teachers in the entire District or unless there is a reduction of responsibilities. Reduction of coaching responsibilities for teachers may be accompanied by a corresponding reduction in salary. Written notice that states the specific reason(s) for the reduction shall be furnished to teachers no later than ninety (90) days before the first student attendance day of the school year, or May 15, whichever is earlier. **03.1212**

Assignment of supplemental coaching duty to a certified employee is on a year-by-year basis only and does not give rise to any expectation of a continued right to hold and receive compensation for such duties.

Section

2

Staff Responsibilities

Supervision of Coaches

Every employee is assigned an immediate supervisor. All employees receive a copy of their job description and responsibilities for review. Immediate supervisors may assign other duties as needed. Employees should ask their supervisor if they have questions regarding their assigned duties and/or responsibilities. **03.11/03.21, 03.132/03.232**

Please refer to KHSAA Bylaw 1.

All employees are expected to use sound judgment in the performance of their duties and take reasonable and commonly accepted measures to protect the health, safety, and well-being of others, as well as District property. In addition, employees shall cooperate fully with all investigations conducted by the District as authorized by policy or law. **03.133/03.233**

Certified Employees: All coaches in the District shall review records of assigned students to determine whether an IEP or 504 plan is in place.

Dress and Appearance

Each coach is to represent Campbell County Schools in a professional manner at all times including during practices and competitions. Coaches shall wear clean, up-to-date coaching apparel. Shirts shall be worn while assuming coaching responsibilities.

For complete information, please refer to District policy. **03.1326/03.2326**

Professional Development

All coaches shall abide by the requirements of KHSAA Bylaw 25: Requirement for Coaches and Others Working with High School Teams regarding qualifications and continuous improvement training. This continuous improvement shall include, but not be limited to, C.P.R. and AED training along with participation in the Coaches Education Program, Sports Safety Training course, Medical Symposium Updates, and KHSAA Rules clinics.

All coaches are encouraged to grow professionally in their knowledge and understanding of their respective sport through participation in voluntary and required continuous improvement and membership in local, state, and national organizations.

Athletic Program/Sport Activity Volunteers

Athletic program/sport activity volunteers are persons who do not receive compensation for assisting in program activities and who are not directly involved with coaching or instruction of student athletes. All volunteers shall work only under the direction and supervision of the coach, Principal or other designated member of the professional administrative and teaching staff. **03.6**

Age Restriction/Criminal Background Check and Testing

All coaches, assistant coaches and athletic program volunteers shall be at least twenty-one (21) years of age and must undergo a criminal history background check(s) as required by Board policy and by KRS 160.380 and KRS 161.185. **03.11/03.21, 03.6/09.31**

As employees, newly hired coaches and assistant coaches must have both a state and a federal criminal history background check and a letter from the Cabinet for Health and Family Services documenting the individual does not have a substantiated finding of child abuse or neglect. **03.11/03.21**

The District shall conduct, at District expense, a state criminal records check on all athletic program volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips. The Superintendent may also require such a volunteer to provide a letter from the Cabinet for Health and Family Services stating that there are no findings of substantiated child abuse or neglect on record.

Pursuant to KRS 160.380, the Superintendent/designee also may require any other athletic program volunteers to submit to a state and national criminal history background check and to submit the letter from the Cabinet. With prior approval of the Superintendent/designee, the background checks will be conducted at District expense. Otherwise, except as stated previously, the volunteer must pay for the background checks.

No athletic program volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Principal and approved by the Superintendent/designee, and the volunteer has undergone the required records check. **03.6**

Link to DPP-156 Central Registry check and more information on the required Cabinet letter:

<http://manuals.sp.chfs.ky.gov/chapter30/33/Pages/3013RequestfromthePublicforCANChecksandCentralRegistryChecks.aspx>

Physical Examinations

Coaches

All newly employed personnel, including coaches, shall present documentation of a medical examination performed by a licensed physician, physician assistant (PA), or advanced practice registered nurse or by a licensed medical practitioner of the employee's choice. **03.111/03.211**

Students

Each student seeking eligibility to participate in any school athletic or sport activity at the middle or high school level must pass an annual medical examination performed and signed by a medical practitioner as required by law. Consistent with guidelines issued by KHSAA or the Kentucky Board of Education (KBE), the required physical examination and parental authorization shall include acknowledgement of receipt of information on the nature and risk of concussion and head injury, including the continuance of playing after concussion or head injury. **09.311**

Please refer to KHSAA Bylaw 12.

Fund-Raising Activities

Prior approval of the Board is required for all school-wide fund-raising activities. Requests must be channeled through the Principal and Superintendent. All athletic booster group fund-raising activities shall be approved in advance by the Principal.

No student shall be compelled to participate in or meet any kind of quota in a fund-raising activity, nor be required to do door-to-door selling as part of a fund-raising event.

All booster groups wishing to be recognized by and/or affiliated with the District shall adhere to applicable state and federal laws, including taxable income reporting requirements, when conducting fund-raising activities to benefit the school or District.

All funds raised for a specific purpose by athletic program booster clubs shall comply with the requirements established by the Board and shall be used for that purpose. **04.312, 09.33**

When fund-raising, appropriate forms must be used, Forms may be found by clicking the link below and scrolling to the form you are looking for.

<http://education.ky.gov/districts/legal/Documents/Redbook%20Accounting%20Procedures%20for%20Kentucky%20School%20Activity%20Funds%20FINAL%20clean%20version.doc>

Safe Working Environment

It is the intent of the Board to provide a safe and healthful working and learning environment for all employees and students. Employees should report any security hazard or conditions they believe to be unsafe to their immediate supervisor.

In addition, employees are required to notify their supervisor immediately after sustaining a work-related injury or accident. A report should be made within 24-48 hours of the occurrence and prior to leaving the work premises, UNLESS the injury is a medical emergency, in which case the report can be filed following receipt of emergency medical care.

In order to eliminate or minimize occupational exposure to bloodborne pathogens, employees must comply with the District's Bloodborne Pathogen Control Plan. When bodily fluid spills occur, employees shall follow procedures posted in each school building or worksite. Disposable gloves and plastic bags are available in elementary classrooms and, in each school, the Principal's office, food service office, or the custodian's storage area.

For information on the District's plans for Hazard Communication, Bloodborne Pathogen Control, Lockout/Tagout, Personal Protective Equipment (PPE), and Asbestos Management, contact the Principal or see the District's *Policy Manual* and related procedures.

Employees should use their school/worksite two-way communication system to notify the Principal, supervisor or other administrator of an existing emergency. **03.14/03.24, 05.4**

Disrupting the Educational Process

Any employee who participates in or encourages activities that disrupt the educational process may be subject to disciplinary action, including termination.

Behavior that disrupts the educational process includes, but is not limited to:

- conduct that threatens the health, safety or welfare of others;
 - conduct that may damage public or private property (including the property of students or staff);
 - illegal activity;
 - conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
 - conduct that disrupts delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.
- 03.1325/03.2325**

Drug-Free/Alcohol-Free Schools

Employees must not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to obtain, sell or transfer any of the following in the workplace or in the performance of duties:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal regulation.

3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the employee's intent to pass off the item as a controlled substance.

In addition, employees shall not possess prescription drugs for the purpose of sale or distribution.

Any employee who violates the terms of the District's drug-free/alcohol-free policies may be suspended, nonrenewed or terminated. Violations may result in notification of appropriate legal officials.

Any employee convicted of violation of criminal drug statutes shall, within five (5) working days, provide notification of the charge or conviction to the Superintendent. Teachers are subject to random or periodic drug testing following reprimand or discipline for misconduct involving illegal use of controlled substances.

Employees who know or believe that students or other employees have violated the District's alcohol-free/drug-free policies have been violated must promptly make a report to the local police department, sheriff, or Kentucky State Police. **03.13251/03.23251/09.423**

Weapons

Except where expressly and specifically permitted by Kentucky Revised Statute, carrying, bringing, using or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for authorized law enforcement officials, including peace officers and police as provided in KRS 527.070 and KRS 527.020, the Board prohibits carrying concealed weapons on school property. Staff members who violate this policy are subject to disciplinary action, including termination.

Employees who know or believe that this policy has been violated must promptly make a report to the local police department, sheriff, or Kentucky State Police. **05.48**

Assaults and Threats of Violence

Employees should immediately report any threats they receive (oral, written or electronic) to their immediate supervisor. A "threat" shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods. **09.425**

Tobacco Products

The use of any tobacco product is prohibited in any building owned or operated by the Board. The use of any tobacco product is prohibited in the presence of students during school hours or in the presence of students while performing services for the District. Adult employees may smoke in outside areas designated and supervised by the Superintendent or Principal. **03.1327/03.2327**

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on property owned or operated by the Board, inside Board-owned vehicles, on the way to and from school, or during school-sponsored trips and activities. **09.4232**

Use of School Property

Employees are responsible for school equipment, supplies, books, furniture, and apparatus under their care and use. Employees shall immediately report to their immediate supervisor any property that is damaged, lost, stolen, or vandalized.

No employee shall perform personal services for themselves or for others for pay or profit during work time and/or using District property or facilities.

An employee shall not use any District facility, vehicle, electronic communication system, equipment or materials in performing outside work unless otherwise approved by the Superintendent. These items (including security codes and electronic records, such as E-mail) are property of the District and shall be used solely for job-related purposes.

Employees may not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy of the information in their e-mail accounts. Authorized District personnel may monitor the use of electronic equipment from time to time.

Employees who drive any Board-owned vehicle and/or transport students must annually provide the Superintendent/designee with a copy of their driving record. Employees who receive a traffic citation during the year must report the citation to the Superintendent/designee before driving a Board-owned vehicle or transporting students. **03.1321/03.2321**

The Athletic Director at each school shall issue all keys for access to facilities needed for teams. In the event a security code is needed for the coach's practice and game facility, that code can be issued and cleared for use through the Building Athletic Director. Additionally, a list of all key holders shall be maintained by the Building Athletic Director and provided to the District Facilities Director. Keys must remain in the coach's possession at all times.

The Superintendent may assign cell phones to select employees based on a usage plan deemed appropriate for each position. Only persons employed by the Board shall use District cell phones and phones shall be used primarily for District business. **03.1321/03.2321**

It is the responsibility of each school's Athletic Director/administrator to oversee the use of lights, sound and other utilities used for games or practices. The school Athletic Director/designee (preferably a member of the school's athletic department or coaching staff) shall assume the responsibility for switching on the field lights and/or other needed utilities. Arrangements shall be made to ensure all utilities are turned off at the conclusion of the event or an appropriate time.

Coaches shall advise individuals with disabilities who request accommodations at District athletic activities to contact the District ADA/504 Coordinator for assistance and guidance. **10.5**

Use of Personal Cell Phones/Telecommunication Devices

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the Principal/designee or immediate supervisor. Such devices include, but are not limited to, personal cell phones and tablets.

For exceptions, see Board Policies **03.13214/03.23214**.

Athletic Camps and Competitions

Coaches in all sports may organize and operate youth sports camps in their respective sports if approved by their immediate supervisor. All camps must be operated as a school-sponsored activity and comply with all relevant policies and procedures as described in other sections of this handbook or in District policy and procedures. All personnel serving as camp instructors shall be:

1. Currently employed coaches of the school,
2. Volunteers as described in previous handbook sections, or
3. Student-athlete members of the respective athletic team offering the camps.

All revenues and expenditures for athletic camps shall comply with school and District financial policies as described in this handbook or in the complete District policy and procedure manual.

Interscholastic athletic contests involving more than half of a normal team (i.e. six [6] or more football players, three [3] or more basketball players) may not be held in school-owned facilities outside the determined limitation of seasons.

All athletic camps should be scheduled so they do not conflict with the regular academic calendar of the Campbell County Schools nor the District's regular academic programming. No athletic camp will be permitted to be scheduled during the KHSAA-designated "Dead Period," June 25 to July 9.

Please refer to KHSAA Bylaws 23 and 24.

Inventory of Athletic Equipment

Athletic equipment shall be subject to policies and procedures concerning the District's inventory process and related reporting requirements. **04.7**

Solicitations

Salesmen, representatives, or agents shall not solicit or contact pupils, teachers, or other employees in the school during the school day without notice to and express prior approval of the Principal.

District employees shall not use the advantage of their position for personal gain through soliciting school patrons, pupils or fellow employees.

Unless required or allowed by the Open Records Law or other laws and regulations, no school employee shall provide to any outside group or individual a list of parents, students, teachers or other employees for solicitation or other purposes without the prior approval of the Board or the Superintendent. **03.1323/03.2323**

Alteration of School Property

Any change or modification to be made in the landscape of school grounds, construction of driveways or roads across such grounds; renovation of the school buildings or the alteration of any part thereof; or the construction of buildings, playing fields, tennis courts, or the erection of lighting systems for such fields or courts shall be done only after the approval of the project by the Board and appropriate state agencies. **05.11**

Signs that indicate only the school's name, school's colors, and nickname or mascot are authorized at athletic or sport activity events. The Principal or representative must approve any sign that is different but still supports Campbell County Athletics. Noisemakers such as megaphones and bells are authorized for outdoor athletic contests. However, whistles, horns or musical instruments other than the pep band or marching band are not authorized at athletic or sport activity events. At no time will fireworks be permitted at any athletic or sport activity event in the Campbell County school system.

Advertising

No advertising shall be allowed in the facilities or on the grounds of school property, except as expressly approved by the Superintendent. However, this requirement does not prevent advertising in publications which are published by booster clubs. **10.4**

Media Relations

It is the responsibility of every head coach to report to the media the scores of each game whether played at home or away. The results are to be reported as soon as possible after each game. Be prepared to share with the reporter the score at the end of each period, pertinent stats, and any other information which will help publicize Campbell County Athletic teams. The results of all games should be phoned, e-mailed, or texted to the Athletic Director at the conclusion of the game.

District Representation

Use of the school mascot, school logos, and/or school and District imagery is restricted and, as such, cannot be altered. No one shall use these logos or images without the express permission of the school or District administration. All logos and images that are to be used shall be approved by the Superintendent/designee and shall comply with the style guide adopted by the District.

Only District approved athletic or sport activity logos may be used on uniforms, equipment, and apparel paid for using athletic or fund-raising monies. All designs must be pre-approved through the Athletic Office. The following colors are to be used when ordering apparel or printed materials:

Athletic Gold	Color #-PMS 123
Purple	Color #-PMS 266

Political Activities

Employees shall not promote, organize, or engage in political activities while performing their duties or during the work day. Promoting or engaging in political activities shall include, but not be limited to, the following:

- Encouraging students to adopt or support a particular political position, party, or candidate; or
- Using school property or materials to advance the support of a particular political position, party, or candidate. **03.1324/03.2324**

In addition, KRS 161.164 prohibits employees from taking part in the management of any political campaign for school board.

Copyrighted Materials

The use and duplication of copyrighted material for educational purposes shall be within the generally accepted uses delineated by applicable law and procedures developed by the Superintendent. In reference to copyrighted electronic materials, employees shall use such materials only in accordance with the license agreement under which the materials were purchased or otherwise procured. Employees shall comply with all electronic materials licensing agreements. **08.2321**

All public address announcements or music played before, during, or after a contest must be approved by the Athletic Director/designee prior to being used at any game/contest.

Search and Seizure

All searches of students must be conducted in compliance with Board Policy **09.436**.

Searches of a pupil's person or his or her personal effects shall only be conducted by a certified person directly responsible for the conduct of the pupil or the Principal/designee of the school which the student attends. Before a student's outer clothing, pockets, or personal effects (e.g., handbags, backpacks, etc.) are searched, there must be reasonable grounds to believe the search will reveal evidence that the student has violated or is violating either a school rule or the law or possesses an item harmful to the school and its students. Search of a pupil's person shall be conducted only with the express authority of the Principal.

However, when an immediate threat to the health or safety of others occurs off site with no certified employee reasonably available, coaches that are responsible for the student are authorized to conduct the search of a student or his/her personal effects. Examples of immediate threats would include reasonable suspicion of the presence of illegal drugs or a weapon.

No search of a pupil shall be conducted in the presence of other students, except for situations involving an imminent threat to students or staff where immediate action is required to prevent harm to health and safety. No strip searches of students shall be permitted. **09.436**

Child Abuse

Per KRS 620.030, any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking shall immediately make a report to a local law enforcement agency, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney.

Coaches shall complete Board selected training on child abuse and neglect prevention, recognition and reporting by January 31, 2017 and every two (2) years thereafter. Coaches hired after January 31, 2017, shall complete the training within ninety (90) days of being hired, and every two (2) years thereafter. **09.227**

Reporting telephone numbers:

Social Services	859-292-6550
Local Police	859-292-3622
Kentucky State Police	859-428-1212
County Attorney	859-491-7700

Corporal Punishment

Employees shall not utilize corporal punishment as a penalty or punishment for student misbehavior. Corporal punishment shall refer to the deliberate infliction of physical pain on a student by any means. **09.433**

Use of Physical Restraint and Seclusion

Use of physical restraint and seclusion shall be in accordance with Board policy and procedure. **09.2212**

Civility

Employees should be polite and helpful while interacting with parents, visitors and members of the public. Individuals who come onto District property or contact employees on school business are expected to behave accordingly. Employees who fail to observe appropriate standards of behavior are subject to disciplinary measures, including dismissal.

In cases involving physical attack of an employee or immediate threat of harm, employees should take immediate action to protect themselves and others. In the absence of an immediate threat, employees should attempt to calmly and politely inform the individual of the provisions of Policy **10.21** or provide him/her with a copy. If the individual continues to be discourteous, the employee may respond as needed, including, but not limited to: hanging up on the caller; ending a meeting; asking the individual to leave the school; calling the site administrator/ designee for assistance; and/or calling the police.

As soon as possible after any such incident, employees should submit a written incident report to their immediate supervisor. **10.21**

Required Reports

Although you may be directed to make additional reports, the following reports are required by law and/or Board policy:

- Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner. **01.61**
- An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal. **03.11/03.21**
- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property or if District property has been used for unauthorized purposes. **03.1321/03.2321**

STAFF RESPONSIBILITIES

- If you know or believe that the District's alcohol-free/drug-free policies have been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required if you know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **03.13251/03.23251/09.423**
- Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse. **03.13253/03.23253/09.425**
- Report potential safety or security hazards to the Principal and notify your supervisor immediately after sustaining a work-related injury or accident. **03.14/03.24/05.4**
- Report to the Principal/immediate supervisor or the District's Title IX Coordinator if you, another employee, a student, or a visitor to the school or District is being or has been subjected to harassment or discrimination. **03.162/03.262/09.42811**
- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to Principal or the Superintendent. If the Superintendent is the alleged party, employees should address the complaint to the Board chairperson. **04.41**
- Report to the Principal any student who is missing during or after a fire/tornado/bomb threat drill or evacuation. **05.41 AP.1/05.42 AP.1/05.43 AP.1**
- When notified of a bomb threat, scan the area noting any items that appear to be out of place, and report same to Principal/designee. **05.43 AP.1**
- If you know or believe that the District's weapon policy has been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required when you know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **05.48**
- District bus drivers taking medication either by prescription or without prescription shall report to their immediate supervisor and shall not drive if that medication may affect the driver's ability to safely drive a school bus or perform other driver responsibilities. **06.221**
- District employees who know or have reasonable cause to believe that a student has been the victim of a violation of any felony offense specified in KRS Chapter 508 (assault and related offenses) committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim.

STAFF RESPONSIBILITIES

The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in such an incident.

Within forty-eight (48) hours of the original report of the incident, the Principal also shall file with the Board and the local law enforcement agency or the Department of Kentucky State Police or the County Attorney a written report containing the statutorily required information. **09.2211**

- Notify the Principal as soon as possible when you use seclusion or physical restraint with a student, but no later than the end of the school day on which it occurs, and document in writing the incident by the end of the next school day. **09.2212**
- If you know or have reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking, **immediately** make a report to a local law enforcement agency, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney, and to the Principal (who shall also make a report to the proper authorities) and Superintendent. (See **Child Abuse** section.) **09.227**
- District employees shall report to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victims' Principal as directed by Board Policy **09.42811**.

In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by Policy **09.2211**; and
 2. Investigate and complete documentation as required by Policy 09.42811 covering federally protected areas. **09.422**
- Report to the Principal any threats you receive (oral, written or electronic). **09.425**

Please refer to KHSAA Bylaw 18.

Section

3

Pre-Season Planning

Notifications to Students/Parents

Each coach of an athletic or sport activity is responsible for distributing the forms required by KHSAA to each prospective student athlete, as well as forms required by the Board of Education.

Coach-Parent Communications

To demonstrate the District's commitment to productive school-home communications, coaches are expected to communicate with parents using a variety of methods to provide information or respond to requests. Coaches will create a list showing which method of communication works best for each parent/player including phone calls, emails, text messages, websites, and traditional mail. When using electronic communications such as email and/or text, group messages will be utilized. Coaches should refrain from one-on-one electronic conversations with players by including the player's parent/guardian on any electronic communication. (see District policy 08.2323) Communications made as part of the position should be professional in nature. User names, email addresses, twitter handles, etc. should not be suggestive in nature or reference drugs, alcohol, or tobacco products.

It is recommended that coaches use "remind101.com" for text messages. This free service sends a text message to a group of phone numbers and does not allow for return messages. It can be used from a smart phone or computer.

The following should be given to parents and players during the team's pre-season meeting:

PARENT/GUARDIAN AND COACH COMMUNICATIONS REGARDING CONCERNS

While all athletes, parents and staff members work for the common good of the individual and the school, disagreements may occur at times during participation in high school athletics. For the purpose of improving relations between all parties involved, the following guidelines shall be followed should a student or parent have issues they wish to address:

If a parent has a complaint about a coach, they shall refrain from confronting the coach in public. Appointments are to be requested which afford all parties the opportunity to calm emotions (if necessary) and respond in an appropriate professional manner. The following steps are in place regarding how to address concerns:

1. The parents/guardians may contact the coach to discuss or request a meeting regarding their concern. If, after discussion or meeting with the coach, the matter is not resolved, then
2. The parents/guardians shall contact the Athletic Director to discuss or request a meeting. If the matter is not resolved at this level, then
3. The parents shall be directed to the District's grievance policy 09.4281.

In order to adhere to confidentiality regulations during these meetings, neither coaches, parents nor the administration shall discuss other players or family members. Conferences shall focus only on the concern at hand and a remedy to the problem that is most agreeable to all the parties involved. Playing time, level of play (varsity, junior varsity or freshmen level) and position assigned is a decision the coach and his/her staff make at their discretion. Factors may include but are not limited to ability level, experience, work ethic, attitude, opponent and past performance. In addition, a coach's system, strategy or play-calling ability are also decided by the coach and their staff and not subjects up for discussion or debate in meetings.

When appropriate, any party receiving a report shall direct the inquiring person to contact the coach, Athletic Director, Principal or Superintendent/designee (in order). Any written correspondence should be passed on to the appropriate personnel, giving them the opportunity to respond. If school officials believe that the safety or well-being of student athletes may be in jeopardy, an investigation will be undertaken in all cases regardless of reporting method.

Lastly, we request and hope that social media and websites will not be utilized as a means to register complaints about children, adults or teams. Negativity does not benefit our children, programs or community. Being a positive role model for our student athletes is a shared responsibility among all parties. It is our desire to address issues in an honest forum where the parties involved can work together to resolve them without airing them in a public forum which does not effectively correct any concerns.

Scheduling

Coaches shall adhere to the following scheduling guidelines, unless circumstances dictate otherwise, in which case they shall confer with the Principal.

Scheduling of athletic competitions and sport activities shall be approved in advance by the Principal and meet all applicable conference, district or regional requirements in keeping with KHSAA rules and regulations.

With the approval of the Principal and the Superintendent/Designee, school sponsored student activities/groups and athletic teams may practice on Sunday between 1:00 and 6:00 p.m. to prepare for participation in regularly scheduled events and district, regional, state or national tournament/competition (occurring on a Monday) or on a holiday to prepare for participation in regularly scheduled events and district, regional, state, and national tournament/competition occurring on the day following the holiday. **09.3**

Please refer to KHSAA Bylaws 19-24.

Ticketing

Admission prices/season passes (if offered) to athletic events for Campbell County Schools will be set by the Board. **09.15**

The Superintendent shall authorize the issuance of any free passes to athletic events. **09.371**

To the extent possible, athletic competitions shall be scheduled:

1. To minimize travel distances and compete with schools of comparable size and classification.
2. To avoid overlap with other school athletic activities already scheduled on the same date.
3. To assure that scheduling of District facilities, practice times and competition times for both male and female sports are consistent with Title IX requirements.
4. To avoid scheduling regular season athletic games on a date that will require loss of instructional time for travel or competition, unless approved by in advance by the Superintendent/designee.

Examples of scheduling of athletic practices and events to be avoided include activities that:

- a. Conflict with end of semester exams.
- b. Occur during professional development activities
- c. Coincide with religious observances and/or times of worship.
- d. Conflict with school open house events

Cancellation of Athletic or Sport Activities

In the event school is cancelled during a weekday and there is a high school or middle school athletic event or sport activity scheduled that day; or school is cancelled on a Friday and there is a high school or middle school athletic event or sport activity scheduled on the next day, the Principal and Athletic Director will make a decision regarding the event. In the event of a cancellation, the activity should be re-scheduled for the earliest convenient date as long as all KHSAA and District requirements regarding scheduling are met.

Forfeits are addressed by KHSAA guidelines.

Please refer to KHSAA Bylaw 22.

Athletic/Sport Activity Trips

The Superintendent/designee shall approve all school-related trips and shall inform the Board of all such approval on a monthly basis.

Parents are to be informed of the nature of all trips, the approximate departure and return times, means of transportation, and any other relevant information. Parents must give written approval for students to participate in athletic trips. **09.36**

When transportation is provided by the District, all students must ride the bus to the athletic event or sport activity unless previous arrangements are made by the parent for an exceptional situation. Students may return home with a parent/guardian provided a completed Travel Release Form is on file. Only the person(s) listed on the Travel Release Form may sign-out a player at the conclusion of the event. In special/emergency situations where a parent needs to provide transportation for a player other than their own son/daughter at the conclusion of an away game, a written note from both parties must be approved by the Principal and Athletic Director prior to the event. The Travel Release Form is located in the Appendix of the Coaches' Handbook.

The Board requires that all mandatory trips for athletics such as games, competitions, practices, scrimmages or matches outside the county use proper, Board approved transportation. Bus transportation fees shall be paid by the sport team for all trips requiring a bus. See Athletic Director for fee guidelines.

Upon completion of season schedule, each coach must submit to the Athletic Director their respective bus times for all trips. It is the responsibility of the Athletic Director to review, complete, and submit all bus requests to the Transportation Department. Failure to submit bus times could eliminate the team from an away contest. When the post-season tournament and game schedule is finalized, the exact playing dates and times need to be submitted to the Transportation Department.

For teams that are competing at the Regional or State Tournament level, the Athletic Department will provide a meal allowance and hotel accommodations for the team. The Athletic Department will also cover the cost of any transportation needs. For regular season tournaments, it will be the individual team's responsibility to cover expenses for meals and hotel accommodations.

Please refer to KHSAA Bylaw 22.

Game Officials

Please refer to KHSAA Bylaw 20.

Student Discipline

All students participating in the District's athletic program shall abide by school/District rules and regulations, including provisions of the code of acceptable behavior and discipline. In addition, coaches may set additional reasonable team rules, provided those rules are given to students prior to the beginning of the season and students are required to return to the coach a form signed by both the student and the parent/guardian signifying their receipt of, and agreement to abide by, the rules. Coaches shall keep these forms on file for the duration of the sports season. **09.438**

In keeping with Board policy, disciplinary measures should not be administered in a manner that is humiliating, degrading, or unduly severe or in a manner that would cause the student athlete to lose status before his/her peer group. Coaches should guard against making remarks to other student participants concerning a student's shortcomings.

Serious disciplinary problems shall be promptly reported to the Principal and to the parent(s) of the student. **09.43**

The Principal may suspend a student's eligibility to participate in an athletic activity, pending investigation of any allegation that the student has violated either the District behavior standards or the school council's criteria for participation. **09.3**

Crowd Control

Coaches shall coordinate with the Principal to promote the orderly conduct and safety of students and other spectators who attend athletic events or sport activities.

Crowd control procedures shall include supervision by appropriate school officials in all cases. In case of events where it is anticipated that the nature of the crowd may pose conduct or safety problems (e.g. large or emotional crowds), procedures shall call for the posting of adequate police or security personnel. **05.45**

Athletic Program/Sport Activity Purchasing

Employees are required to follow applicable state law and regulations and local policies and administrative procedures when making purchases on behalf of the athletic program/sport activity, including equipment and uniforms. All purchases using District funds shall require the prior approval of the Superintendent or the Superintendent's designee. **04.31**

A yearly budget is submitted to the Principal and approved by the Board. This budget will be adhered to and followed throughout the school year. The following sections are listed in the budget:

Projected Expenses: Equipment and Supplies, Uniform Replacement Program, Home Game Expenses, and other miscellaneous athletic expenses.

Projected Athletic Income: Gate Receipts, Concession Stand, Vending, Athletic Participation Fees, and other miscellaneous income using estimates from prior years.

Internal school account purchases must be supported by a properly executed purchase request and authorization for payment by the Principal. **04.312**

Bidding procedures shall conform to the Model Procurement Code, KRS 45A.345 – KRS 45A.460. District small purchase procedures may be used for any contract in which the aggregate amount does not exceed \$20,000.00. For additional assistance, coaches should contact the District Treasurer in the Central Office. **04.32**

Expense Reimbursement

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses, school personnel are reimbursed for travel that is required as part of their duties or for school-related activities approved by the Superintendent/designee. Allowable expenses include mileage, gasoline used for Board vehicles, tolls, parking fees, car rental, fares charged for travel on common carriers (plane, bus, etc.), food (as authorized by policy and/or procedure), and lodging. Itemized receipts must accompany requests for reimbursement.

Employees must submit travel vouchers within two (2) months of travel and will not be reimbursed without proper documentation. Should employees receive reimbursement based on incomplete or improper documentation, they may be required to reimburse the District. **03.125/03.225**

Section

4

Student Oversight

Attendance

School operating under SBDM shall set attendance requirements for extracurricular activities per Board Policy 09.3. Coaches should refer to council guidelines. In the absence of such guidelines coaches shall require any student/athlete who participates on an interscholastic team to be in attendance at school on the day of a practice, contest, or game. The student/athlete must arrive at school no later than two (2) hours after the beginning of the school day and must remain in school for the remainder of the school day. Any student/athlete who leaves school prior to two (2) hours before the end of the school day shall not participate in that days practice, contest, or game. It is recognized that extenuating circumstances arise causing an excused absence. Such extenuating circumstances shall be considered for approval by the Principal/designee.

Eligibility

Determination of athletic eligibility for students shall be made in compliance with applicable administrative regulations and Kentucky High School Athletic Association requirements. Students may be required to meet additional requirements as established by the appropriate school authority.

District standards for playing up from middle school (grades seven and eight [7 & 8]) to high school in sports other than football and soccer may include, but are not limited to, considerations related to safety, physical readiness, use of school space after the school day, transportation, funding, the student's disciplinary status and record, any substance testing restrictions, equitable opportunities for participation, and harmonizing any conflicting school-based decision making ("SBDM") requirements. SBDM Council policies apply to the selection of sports activities, and student participation based on academic qualifications and attendance requirements, program evaluation, and supervision.

To be eligible to try out and participate at the high school level, middle school students must meet all applicable KHSAA, District, and SBDM requirements. The Superintendent/Designee in cooperation with principals, SBDM councils, coaches, and athletic directors, as deemed appropriate, may develop guidelines for Board approval addressing playing up standards. **09.313**

A student enrolled in a public charter school that offers any interscholastic athletic activity shall be ineligible to participate in interscholastic activities at any other school. Subject to applicable law, regulations, and bylaws (e.g. KHSAA, Title IX) and the terms of the charter contract, students who are enrolled in a charter school that does not offer any interscholastic athletic activities shall be eligible to participate in such activities at the District school of that student's residence. **09.313**

Please refer to KHSAA Bylaws.

Pupils whose parent or guardian resides in the District and has custody of the student, or pupils who are legal residents of the school district, or as otherwise provided by state or federal law, shall be considered residents and entitled to the privilege of participating in the school athletic program, unless such is in conflict with KHSAA Bylaws. All other pupils shall be classified as nonresidents for school purposes. **09.12**

Only students who are enrolled in the District may participate in athletics or sport activities sponsored by the District or individual schools. **09.3**

Students Dropping a Sport

Any student/athlete who does not complete the entire season of a sport may not be involved with another sport in any manner until the conclusion of the sport he/she did not complete. Any student/athlete who participates in one (1) full week of official practice with a team must follow this guideline.

Student Transfers

Any domestic student who has been enrolled in grades nine (9) through twelve (12) and has participated in any varsity contest in any sport at any school, while maintaining permanent residence in the United States or a United States territory following enrollment in grade nine (9) and who then transfers schools, shall be ineligible for interscholastic athletics at any level in any sport for one (1) year from the date of last participation in varsity interscholastic athletics.

The period of ineligibility may be waived in the event of a dissolution of marriage (i.e. a final and legally binding divorce decree from a court of competent jurisdiction) or properly recorded legal separation (i.e. a legally binding separation decree from a court of competent jurisdiction) of the parents and a change in the residence of the student pursuant to a court order granting custody of the child to one of the parents with whom the student shall reside. The grant of this waiver shall only apply to the member school in the school district in which the residence of the custodial parent is located.

The period of ineligibility may be waived in the event that the transferring student did not participate in an interscholastic contest at any level in any sport while enrolled in grades nine (9) through twelve (12) during the previous calendar year.

Foreign students (non-domestic) attending high school in Kentucky shall be considered ineligible for the first calendar year following enrollment. Foreign students who have been ineligible for an entire calendar year after being enrolled in a high school in Kentucky become eligible to represent that school immediately following the conclusion of the one (1)-year period. The period of ineligibility may be waived if the entire family unit is relocating from a foreign country or if the members of a family from a foreign country are relocating due to a declaration of asylum or seeking refuge due to acknowledged conflict.

Foreign exchange students attending school in Kentucky shall be considered ineligible for the first calendar year following enrollment. The period of ineligibility may be waived if the student is placed in a KHSAA member school under the auspices of approved J-1 or F-1 student exchange program that is on the approved listing of Council on Standards for International Exchange Travel (CSIET). In addition, a waiver may be made in other circumstances approved by the Board of Control within the KHSAA Due Process Procedure.

KHSAA Bylaws 6, 7, and 8 contain other specifics and questions should be referred to your Principal or Athletic Director.

Please refer to KHSAA Bylaws 6, 7, and 8.

Recruitment Violations

A student at any grade level shall not be recruited to a member school of the KHSAA for the purpose of participating in athletics, including recruitment under the guise of academics. A student enrolled at any grade level shall not be given improper benefits not available to all members of the student body to remain at a member school.

Recruiting is defined as an act on behalf of or for the benefit of a school, which attempts to influence a student to transfer to a member school for the purpose of participating in athletics. It also shall be defined as recruiting to provide improper benefits to an already enrolled student to influence that student to remain at a member school for the purpose of participating in athletics. A school official utilizing an intermediary including a peer, another school employee, a student, parent, or a citizen, for the purpose of recruiting a student athlete shall be in noncompliance.

Please refer to KHSAA Bylaws 11 and 16.

Supervision Responsibilities

While at school or during school-related or school-sponsored activities, students must be under the supervision of a qualified adult at all times. All District employees are required to assist in providing appropriate supervision and correction of students. No employee shall send a student on an errand off school property without the prior approval of the Principal. **09.221**

All athletic practices and events shall be under the direct supervision of a qualified employee of the Board. All persons employed by the District as a coach for any interscholastic athletic activity or sport shall meet statutory training requirements. In addition, at least one (1) person who has completed the required course shall be present at every interscholastic athletic practice and competition.

Prior to assuming their duties, nonfaculty coaches/coaching assistants shall successfully complete training provided by the District as required by KRS 161.185 and a sports safety course as required by KRS 160.445, including training on how to recognize the symptoms of a concussion and how to seek proper medical treatment for a person suspected of having a concussion. (Training to be paid by the Athletic Department.) Follow-up training shall be provided annually. **03.1161/03.2141/09.311**

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

The Student Discipline Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. **03.162/09.422/09.42811**

In fulfilling their supervision responsibilities, teachers are required to enforce the Student Discipline Code adopted by the Board of Education and discipline policies adopted by the school council. **09.43/09.438**

Board policy allows for a nonfaculty coach or nonfaculty assistant to accompany students on athletic trips as provided in statute. **09.221/09.36**

A coach or an approved designated adult is required to be present to provide direct supervision of student participants during all athletic activities, including conditioning programs, practices, travel and games. Students are not to be left unsupervised while waiting for parents to pick them up. (See also section on Athletic Program Volunteers.)

Bullying

"Bullying" is defined as any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or
2. That disrupts the education process. **09.422**

Insurance

Students participating in or trying out for interscholastic athletics shall be covered by accident insurance that is compatible with the catastrophic insurance coverage required by the Kentucky High School Athletic Association. Students must present evidence of accident insurance that meets minimum criteria established by the Superintendent. **09.312**

Please refer to KHSAA Bylaw 12.

Safety and First Aid

The safety of students shall be the first consideration in all athletic practices and events. Per the requirements of 702 KAR 7:065 and Board policies, any middle or high school coach (head or assistant, paid or unpaid) shall successfully complete all training required by the District, the Kentucky Board of Education, the Kentucky High School Athletic Association, and state law and regulation. This shall include safety and first aid training and providing the school documentation of successful completion of a C.P.R. course that includes the use of an automatic defibrillator and first aid training, conducted by an instructor or program approved by a college or university, the American Red Cross, American Heart Association, or other bona fide accrediting agency. Initial certification shall use in-person instruction with certification updated as required by the approving agency. **03.1161/ 03.2141/ 09.311**

Coaches shall report any injuries to the Athletic Trainer. All related circumstances shall be reported to the Athletic Director no later than the start of the following day.

Each interscholastic coach (head and assistant, including cheerleading) shall be required to complete a sports safety course and medical symposium update consisting of training on how to prevent common injuries. In addition, coaches should be familiar with District emergency plans for medical injuries at events as required by KRS 160.445.

Coaches shall take appropriate measures to provide a safe, healthy experience for participants and helpers in the athletic program to minimize the number and degree of seriousness of athletic injuries and related illnesses. For all athletic practices and competitions, safety procedures shall be implemented that comply with Board policy, state law and regulations, and requirements of the Kentucky Board of Education and the Kentucky High School Athletics Association (KHSAA).

When a player has sustained serious injury that may be aggravated by continued participation in the game or practice, the coach shall receive permission from a physician before the player re-enters the game or participates in practice.

Concussions

A student athlete suspected by an interscholastic coach, school athletic personnel, or contest official of sustaining a concussion during an athletic practice or competition shall be removed from play at that time and shall not return to play until the athlete is evaluated by a physician or licensed health care provider as required by KRS 160.445 to determine if a concussion has occurred. If no physician or licensed health care provider is present to perform the required evaluation, the coach shall not return the student to play that day. The coach may not return the student to participation in subsequent practices or athletic competitions until written clearance is provided by a physician (M.D. or D.O.).

Upon completion of the required evaluation at the game site by the appropriate health care provider, the coach may return the student to play if it is determined that no concussion has occurred.

A student athlete deemed to be concussed shall not be permitted to participate in any athletic practice or competition occurring on the day of the injury or, unless a physician provides written clearance, participate in any practice or athletic competition held on a subsequent day. **09.311**

Individually Owned Equipment:

In some instances, the parent/guardian of a participating student will want their child to use his/her own personal helmet and/or protective gear. In such cases, the parent/guardian shall be advised that all helmets or protective equipment purchased by the individual for use in competitive play or practice must meet NOCSAE Standards and any expense to recertify or recondition such privately owned equipment is the responsibility of the parent/guardian. The parent/guardian shall provide the head coach with a copy of the equipment certification for the current season before the equipment will be allowed.

Please refer to KHSAA Bylaw 25.

Care of District Property

Coaching personnel shall be responsible for program equipment, supplies, books, furniture, and apparatus under their care and use. Any damaged, lost, stolen, or vandalized property or if District property has been used for unauthorized purposes shall be reported to the immediate supervisor. **03.1321/03.2321**

Retention of Recordings

Employees shall comply with the statutory requirement that school officials are to retain any digital, video, or audio recording as required by law. **01.61**

Precautionary Measures

EQUIPMENT INSPECTION AND OVERSIGHT

The Head Coach of each sport, in consultation with the Assistant Coach(es) and School maintenance personnel, as necessary, is expected to exercise ordinary and reasonable care to inspect, maintain, or replace equipment, as warranted, prior to and during use. Student athletes should likewise be instructed to use ordinary care in the routine inspection of equipment used by them in athletic practices or contests, and to report any concerns regarding inspection, maintenance or replacement to the attention of the Head Coach or Assistant Coach(es).

KEY STANDARDS

Defibrillators - The District may maintain an automatic external defibrillator (AED) in designated locations throughout the District. An AED shall be used in emergency situations warranting its use in accordance with guidelines established by the Superintendent/designee. Expected users documented as having completed required training shall be authorized to use a defibrillator.

The District shall notify the local emergency medical services system and the local emergency communications or vehicle dispatch center of the existence, location, and type of each AED.

Defibrillators shall be maintained and tested in accordance with operational guidelines of the manufacturer and monitored as directed by the Superintendent/designee. Defibrillators shall be kept on school property and will not accompany EMS personnel to a hospital emergency room. **05.4**

Heat indices – The Kentucky High School Athletic Association and the Kentucky Medical Association have adopted a procedure for avoiding heat injury/illness through analysis of Heat Index and restructuring of activities. All coaches are required to read, understand, and follow this procedure for practices and competitions.

<http://www.khsaa.org/sportsmedicine/heat/kmaheatrecommendationscomplete.pdf>

Availability of Water – It is the responsibility of the coaches to make sure that an adequate supply of water is available for all practices and competitions. Under no circumstances should a coach ever deny athletes the opportunity to hydrate as often as they desire.

Game/Practice Scheduling – All coaches/athletic administrators who bear the responsibility of game and practice scheduling should adhere to the KHSAA guidelines for limitation of seasons (Bylaw 25) when planning their season. Coaches/athletic administrators are required to present their basic practice and competition schedules to the appropriate school administrator for their approval.

Severe Weather. Lightning Advisory – All coaches are required to read, understand, and adhere to the KHSAA and NFHS guidelines for severe weather and lightning.

<http://khsaa.org/sportsmedicine/lightning/nfhsguidelinesforlightning-october2010.pdf>

Please refer to KHSAA Bylaw 25.

Drug-Testing of Students

The Board has established a random drug and alcohol testing program for students participating in extra-curricular activities, including athletics. The plan to implement the drug testing program shall be developed by District personnel in cooperation with the testing laboratory and has been provided to all schools and is kept on file in the Central Office.

Each student who plans to participate in athletics at the middle and high school level in Campbell County Schools shall have his/her parent or guardian sign a written consent for drug/alcohol testing as a prerequisite to the student's participation in an athletic program. The written consent grants permission to perform a random urinalysis for drug testing during the course of the school year for each student athlete.

- First Violation – Four (4) week or four (4) game suspensions
- Second Violation – Eighteen (18) week or eighteen (18) game suspension
- Third Violation – Exclusion from participation in any extracurricular activity for the remainder of the student's eligibility in Campbell County Schools.

Note: Additional consequences also apply to this policy. **09.423**

Sportsmanship

“The Kentucky High School Athletic Association requires officials to enforce sportsmanship rules for athletes and coaches. We will not tolerate negative statements or actions between opposing players, especially trash-talking, taunting or baiting of opponents. If such comments are heard or actions seen, a penalty will be assessed immediately. We have been instructed not to issue warnings. Let today's contest reflect mutual respect.”

It is the clear obligation of all official representatives of member schools to practice the highest principles of sportsmanship and the ethics of competition in all interscholastic relationships.

Please refer to KHSAA Bylaw 15.

The Campbell County School District appreciates all of those who participate in and attend our events. Positive school spirit and sportsmanship are key factors to a successful event. Any behavior or language, however, deemed inappropriate by the school administration and/or game officials, will not be tolerated and may be grounds for ejection from the game and/or facility.

The following behaviors represent the types of behaviors that will not be tolerated at school/District athletic events. Those who exhibit such behaviors will be asked to leave the premises, and extreme or repeated violation may result in permanent exclusion from school/District athletic events.

- Verbally berating players, coaches, official administrators or others in attendance.
- Use of obscene language or gestures or acts of physical violence or threats of violence directed at same or at contest officials.

Specifically, actions that are discouraged and may warrant further action include, but are not limited to:

1. Cursing and use of obscenities,
2. Disrupting or threatening to disrupt school or office operations,
3. Acting in an unsafe manner that could threaten the health or safety of others,
4. Verbal or written statements or gestures indicating intent to harm an individual or property, and
5. Physical attacks intended to harm an individual or substantially damage property. **10.21**

Coaches shall support student involvement in as many sports, clubs, activities, etc., as possible. **09.3**

Awards

Trophies and awards are a natural part of the Campbell County Sports programs and they serve as a means of stimulation, motivation and are beneficial as an award for achievement. Therefore, it is imperative that each Campbell County athletic team presents awards at the end of their respective season. Letters shall be given to the first year letter winner and yearly bars thereafter. The criteria established by the head coach of each sport shall determine who the letter winners are. Certificates shall be given to non-letter winners.

Special awards such as MVP, MIP, etc. shall be plaques or trophies and will be purchased through the respective sports administrative funds. Only athletes who finish the season or who would have finished the season except for illness or injury shall be eligible for the special awards. Awards will be deducted from the fund raising accounts of each sport at the school. A list of District athletic awards may be found in the Appendix section of this handbook.

Each coach and School Athletic Director is responsible for adhering to guidelines and timelines, as well as maintaining proper memberships to organizations that allow student athletes end of the year recognition, i.e. All-State honors.

Senior awards, shall not exceed \$25.00 per student according to Title IX regulations.

The Athletic Department and the Athletic Boosters will each contribute \$50 toward the purchase of a State Championship Recognition Award for qualifying students. Any remaining cost will be the responsibility of the individual athlete.

Banquets/Recognition Events

Every team shall be a part of an awards reception for the student athletes at the end of each season. The following procedures are *recommended* for staging these events:

1. The awards ceremony shall take place within three (3) weeks of the end of the final game/match of the season. There will be three (3) awards receptions annually: fall, winter, and spring.
Senior Recognition nights— Senior Bio sheets shall only include the athlete's name, parent's name and the student's plans for next year. Example: college of choice and subject area of interest.
2. Invitations should be sent to the Board of Education, Superintendent, Principals, news media, players and their families and any other people who were part of that season, such as cheerleaders, score keepers, announcers, etc.
3. Support from the Athletic Booster Organization as well as the Athletic Department in regards to supplies and meals will be provided as necessary.
4. The suggested time limit for a team sports banquet and ceremony should not exceed two (2) hours during the individual breakout sessions.
5. Attendance is required for all coaches at each season's awards ceremony.

Senior Athlete Recognition

All senior athletes will be recognized at an event that takes place in one of the following ways:

1. In a pre-game ceremony conducted before the last or next-to-last home contest of the individual sports regular season. This type of recognition will be used in the sports which lend themselves to such a ceremony and if the coach chooses to conduct such a ceremony;
2. During the end-of-season awards ceremony conducted by the individual team; or
3. As part of the KHSAA post season. In this case, the individual sports coach shall confirm with organizers that all seniors are recognized.

Senior Night gifts presented by the teams should not exceed \$25. Gifts may be purchased with funds generated through the individual sport's fundraising. All seniors listed on the roster at the time of such an event shall be recognized. All senior athletes shall also be recognized by the Camel Athletic Boosters with a gift not to exceed \$25.

Please refer to KHSAA Bylaw 10.

Section**5****Appendix****Code of Ethics for Teachers**

16 KAR 1:020:

Section 1. Certified personnel in the Commonwealth:

- (1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- (2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- (3) Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:
 - (a) To students:
 1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator;
 2. Shall respect the constitutional rights of all students;
 3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;
 4. Shall not use professional relationships or authority with students for personal advantage;
 5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
 6. Shall not knowingly make false or malicious statements about students or colleagues;
 7. Shall refrain from subjecting students to embarrassment or disparagement; and
 8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students.

Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.

Code of Ethics for Teachers – (Continued)

(b) To parents:

1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
2. Shall endeavor to understand community cultures and diverse home environments of students;
3. Shall not knowingly distort or misrepresent facts concerning educational issues;
4. Shall distinguish between personal views and the views of the employing educational agency;
5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;
6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and
7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

(c) To the education profession;

1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;
4. Shall not use coercive means or give special treatment in order to influence professional decisions;
5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications; and
6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

Section 2. Violation of this administrative regulation may result in cause to initiate proceedings for revocation or suspension of Kentucky certification as provided in 704 KAR 20:585.

Code of Ethics for Coaches

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she were the coaches' own, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the NFCA Board of Directors.

- The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- The coach shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, Athletic Directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- The coach shall avoid the use of alcohol and tobacco products when in contact with players.
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
- The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- Before and after contests, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.
- A coach shall not exert pressure on faculty members to give student-athletes special consideration. A coach shall not scout opponents by any means other than those adopted by the league and/or the Kentucky High School Athletic Association (KHSAA).

-National Federation of High School Associations (NFHS)

Professional Guidelines for School Employees, Coaches, and Volunteers

Below are some guidelines for school employees, coaches, and volunteers highlighted in local policy, state regulations or Professional Code of Ethics.

1. To protect Campbell County School staff, volunteers, and program participants, at no time during a Campbell County sponsored event may a staff person or volunteer be alone with a student where the staff person or volunteer cannot be observed by others, unless it is to ensure the safety and well-being of the student. (Ex: An employee can wait alone with a student until a parent/guardian arrives to pick up the student). (Ex: A teacher can meet alone with a student in a classroom as long as the classroom door is open and both the teacher and student are meeting near the opened door entrance and are in clear sight of those walking the hallways).
2. Staff shall never leave a child unsupervised.
3. Staff and volunteers will monitor student behavior as required by the school administration between class periods or during school sponsored events or as directed by school officials. Employees are to seek administrative assistance as necessary when addressing student behaviors.
4. Staff shall not abuse children or use corporal punishment of any kind. This includes physical abuse, verbal abuse, sexual abuse, mental abuse, or neglect. Any type of abuse will not be tolerated and is cause for dismissal.
5. Staff and volunteers will use appropriate touch including pats on the back or shoulder, side hugs, handshakes, and high fives. Staff and volunteers will refrain from full frontal hugging, touching of personal areas, sitting in the laps, or patting of the buttocks.
6. Staff and volunteers will use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than criticism, yelling, bullying, and intimidation.
7. Staff and volunteers will not give gifts or special favors to individual children, or show preferential treatment to a child or group of children to the exclusion of others.
8. Staff and volunteers will respond to students with respect and consideration and treat all students equally regardless of gender, socio-economic status, race, religion, sexual identity, or culture.
9. Staff and volunteers will refrain from intimate displays of affection toward others.
10. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours or when supervising students on school related trips is prohibited.
11. Smoking or use of tobacco products in the presence of students or parents during working hours is prohibited. This includes athletic practices, etc.

**Professional Guidelines for School Employees, Coaches, and Volunteers
(Continued)**

12. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment is prohibited.
13. Staff and volunteers shall not transport students in their own vehicles.
14. Staff shall not date or engage in personal relationship with students.
15. Staff and volunteers shall not record video or audio in student locker rooms or restrooms
16. Communications made as part of the position should be professional in nature. User names, email addresses, twitter handles, etc. are not be suggestive in nature or reference drugs, alcohol, or tobacco products.
17. Under no circumstance should staff release students to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with Campbell County Schools). There may be an extreme situation such as an emergency in which the parent wishes to release their child to someone not listed on the emergency card. Under such situation, a phone call may be acceptable as long as the school logs the call, time, parent/guardian, and instructions. The log is to be maintained by the school administration for the remainder of the school year.
18. Staff and volunteers are required by State Regulations to report any suspicion of child abuse to the proper authorities and are required to read and sign all policies relating to identifying, documenting and reporting child abuse.

Permission and Medical Release for Trips

Student's Name _____		
<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
School _____	Grade ____	Homeroom/Classroom _____
<input type="checkbox"/> All school-related trips for the _____ school year; OR		
<input type="checkbox"/> Field Trip Date(s) _____ Destination _____		
Alternate Destination, if applicable _____		
Mode of Transportation _____ Cost to Student, if applicable \$ _____		

I hereby give permission for my child to participate in the above-mentioned school-related student trip(s). When District transportation is provided, I understand that my child may be required to use said transportation to and from the event, unless I or another of the child's Parent(s)/Guardian(s) is permitted by CCS representative(s) to provide private transportation for my child **from** the event. Only a parent or guardian will be allowed to "sign out" a child following an event in lieu of District transportation.

In addition, in the event of accident or sudden illness while on the school-related student trip, I authorize school personnel to contact the physician(s) listed on my child's school enrollment data forms and authorize those physician(s) to render such treatment as may be deemed necessary in an emergency for the health of said child. In the event physician(s), parent(s), or other persons designated by the parent cannot be contacted, school personnel are hereby authorized to take whatever action is deemed necessary in their judgment for the health of said child.

Parent/Guardian's Signature *Date*

Campbell County Athletic Awards

TEAM/LEVEL	CCHS Class of '15 and beyond
Freshman	Certificate and Freshman Patch*
Reserve/Junior Varsity	Certificate and Graduation Year Numerals
Varsity – First Year	Certificate, Varsity CC Letter**, and Sport Specific Bar
Varsity – Second Year and beyond	Certificate and Sport Specific Bar

*Freshmen who earn higher awards will not be given patch as well.

**Only one Varsity CC Letter per athlete to be given when earned in first sport.

***Senior will receive gift from CAB.

Other Awards Given Through Athletic Department

Scholar Athlete – Given to the student athlete with a GPA of 3.5 or better on their team. The recipients will be recognized with a certificate in the main session.

NKAC All Conference Awards – Will be handed out in the main session, if available.

Team Awards

Sportsmanship – The student athlete that best demonstrates sportsmanship during the year. – The Varsity winner will receive a plaque and the reserve and freshman will receive a certificate.

CAMEL Award – The student athlete who wears the purple and gold like no other. The individual who does everything you ask without complaining. The varsity winner will receive a trophy and the reserve and freshman will receive a certificate.

MVP – The Most Valuable Player on your team. The varsity winner will receive a plaque and the reserve and freshman will receive a certificate.

MIP - The Most Improved Player on your team. The varsity winner will receive a plaque and the reserve and freshman will receive a certificate.

Youth League Registration Guidelines

1. Only PARENT OR LEGAL GUARDIAN can register their child.
2. Release form / waiver must be read and signed by parent/ guardian.
3. Original or photo- copy of birth certificate/ proof of age needed if requested by league.
4. All players must be covered under their families own health insurance plan.
5. Physical form (KHSAA form recommended) must be on file with the league by start of practice. (Football only)
6. Registration Fees must be paid in full and accompany the registration application. Fees are:
 - Youth Football: \$120 per new participant; \$100 2nd family member in the same household;
 - Youth Cheerleading: \$95.00; \$70.00 for 2nd family member family member in the same household, *Warm-ups optional \$80*;
 - Youth Basketball: \$70 per new participant; \$40 2nd family member in the same household;
 - Youth Volleyball: \$60 per participant; \$40 for second family member in the same household;
 - Youth Tennis: \$40 per participant; \$30 for second family member in the same household; and
 - Youth Track: \$25 per participant; \$15 for second family member in the same household.
 - Youth Cross Country: \$40 per participant; \$30 for second family member in the same household.
7. Parent /Guardian will be responsible for any issued equipment lost or damaged through means other than normal wear at replacement cost to League.
8. Players will be placed on teams based on equity determined by the League.
9. Players may not change teams for any reason unless determined to be in the league's best interest and the Executive Director or appointee grants permission.
10. The league reserves the right to transfer any player to another team, if it is deemed in the player's best interest. The player must remain in their appropriate division based on age and grade.
11. Players and parent/ guardian must read and agree to the League's Code of Conduct before being allowed to participate in league activities.
12. Refund requests must be made in writing to the executive Director and will be acted upon by the Board on a case-by-case basis.
13. Equipment must be supplied by the CCYFL: N.O.C.S.A.E. approved helmet, shoulder pads, game jersey and game pants. Equipment must be returned at the conclusion of the season. Game Jerseys are for the players to keep. Any player dismissed or not finishing the season must return equipment immediately.
14. Players must provide their own hard cup, mouthpiece (attachable to helmet), pant pads, girdle, socks, and cleats (no metal).
15. Players may not participate in any other football league during the CCYFL's season.

Coaches Rules and Registration

All League Coaches are subject to rules set forth in this handbook as well as District policies. In addition, League Coaches shall:

1. Be present for all fund raising activities. Three (3) unexcused absences will be considered a resignation. REMEMBER TO SIGN IN;
2. Be present for all Bowl Games, not just your own;
3. Provide a list of all assistant coaches to the League no later than the second practice. Assistant coaches cannot participate until background check completed; and
4. Attend all Coach’s meetings.

All League business shall be conducted through the League Director. Parent, player and coach’s complaints shall be made to the League Director. The Director shall be governed by the Campbell County Schools Athletic Department

Youth League Player/Parent Code of Conduct

1. HAVE FUN!!!!!!
2. DISRESPECT FOR AUTHORITY: Any act of disrespect by a player, cheerleader, or parent toward a coach, League official, referee, player, or cheerleader can result in disciplinary action by the League.
3. Fighting: Any act of fighting or otherwise abusive behavior, as determined by a League official, by any player, cheerleader, parent, or fan will not be tolerated. Immediate ejection of the instigating parties is mandatory, up to and including:
 - Mandatory one (1) game suspension
 - Removal from the League for the season
 - Possible one (1) year suspension from all League activities
 - Banned from premises on days of CCYFL activities
4. INTIMIDATION: verbal or physical intimidation of opponents outside of normal across the line talk is not allowed
5. Any adult that wants to Coach in the league must have a background check and become a Certified Volunteer for Campbell Co. Schools prior to coaching in the league.

Parent/Guardian and participant have read and agree to all terms and conditions set forth by the Campbell County Schools Youth League.

Parent/Guardian Signature: _____ Date: _____

WAIVER AND RELEASE OF LIABILITY

We understand that cheerleading/participation in athletics can be dangerous and that injuries, some of them serious, do occur. We further understand that we have been strongly encouraged to have the cheerleader/athlete receive a complete physical examination by a medical doctor before she/he commences participation in the league. In exchange for participation in the league, we hereby agree to release and forever discharge the Campbell County Schools, Campbell County Youth League and its successors and assigns, Board members (both the Board collectively and its members individually), Officers, Coaches, Members, Referees, Workers, Volunteers and Agents (collectively, the “Released Parties”), of and from all claims, demands, rights and causes of action of whatsoever kind and nature arising from and by reason of any and all known, foreseen damages and the consequences thereof resulting from the participation in the league. We further agree not to sue or be a party to any suit against any one or more of the released parties with respect to any matters, which arise out of the cheerleader/athlete’s participation in the league. Further we agree to indemnify, defend and hold harmless the released parties from any and all claims, expenses, damages, demands, losses or liability for damages for death or bodily injury, damage to property or attorney fees which the released parties may sustain or incur as a result of the cheerleader/athlete’s participation in the league. Parent/guardian must read and agree to all conditions set forth by the league.

Parent/Guardian Signature: _____ Date: _____

Please check any volunteer choices:

- | | |
|--|--|
| Head Coach <input type="checkbox"/> | Assistant Coach <input type="checkbox"/> |
| Chain Gang <input type="checkbox"/> | Concession worker <input type="checkbox"/> |
| Fund Raising <input type="checkbox"/> | Cheerleading <input type="checkbox"/> |
| Cheerleader Coach <input type="checkbox"/> | Game Clock Keeper <input type="checkbox"/> |
| PA Announcer <input type="checkbox"/> | Sponsor <input type="checkbox"/> |

Application for Youth Football League: CCYFL

Campbell County School System – Grades 1st - 6th

The CCYFL will once again participate in the Northern KY Youth Football League! Set practice dates, full season game schedule to be released in August, competitive competition, fully trained coaches in USA Football Heads Up Program: Concussion Prevention and Recognition, First Aid and CPR, and KHSAA Sports Safety. All practices at CCMS on Monday, Tuesday and Thursday 6:00-7:30. Players get to keep their game jersey at the completion of the season!

REGISTRATION DEADLINE July 13th, 2018

Walk up Registration on Saturday May 12th 9:00-12:00 CCMS cafeteria or:

Please mail application and fee to Attn: Aaron Caudill CCYFL 8000 Alexandria Pike, Alexandria KY 41001

Fees: Check made payable to **CCYFL**. Registration is \$120.00 per participant; \$75.00 2nd family member of same household, FREE for 3rd member of same household.

Player's Name (please print) _____ School _____ Jersey Size: _____

Grade for the 2018-2019 school year _____ Date of Birth ____/____/____ Age as of August 1, 2018 _____

Please list any medications or physical conditions your child has that the league should be aware of _____

PARENT/ Guardian Names (please print) _____

Address _____ City _____ Zip _____

Home Phone _____ Cell _____ Email: _____

Emergency contact _____ Phone (home) _____ (cell) _____

-
1. Checks **ONLY** (no cash) made payable to CCYFL. **Fee must accompany registration.**
 2. All players must be covered under their families own health insurance plan.
 3. Parent /Guardian must agree to all terms and conditions set forth by the League and read and sign CCYFL Registration guidelines.
 4. Equipment must be purchased through the league. Game pants, N.O.C.S.A.E. approved helmet and shoulder pads must be returned at the conclusion of the season. Jerseys are for players to keep.
-

WAIVER AND RELEASE OF LIABILITY

We understand that football can be a dangerous sport and that injuries, some of them serious, do occur. We further understand that we have been strongly encouraged to have the player receive a complete physical examination by a medical doctor before the player commences participation in the league. In exchange for the Player's participation in the league, we hereby agree to release and forever discharge the Campbell County Schools, Campbell County Youth Football League and its successors and assigns, Board Members (both the Board collectively and its members individually), officers, coaches, members, referees, workers, volunteers and agents (collectively, the "released parties"), of and from all claims, demands, rights and causes of action of whatsoever kind an nature arising from and by reason of any and all known, foreseen damages and the consequences thereof resulting from the player's participation in the league. We further agree not to sue or be a party to any suit against any one or more of the released parties with respect to any matters, which arise out of the player's participation in the league. Further we agree to indemnify, defend and hold harmless the released parties from any and all claims, expenses, damages, demands, losses or liability for damages for death or bodily injury, damage to property or attorney fees which the released parties may sustain or incur as a result of the player's participation in the league. Parent/guardian must read and agree to all conditions set forth by the league.

PLAYER NAME: _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

The CCYFL is accepting Asst. Volunteer Coaches. If interested, please check below.

Asst. Coach _____ Name: _____ Cell: _____ Email: _____

CCYFL Registration Guidelines

1. Only PARENT OR LEGAL GUARDIAN can register their child.
2. Release form / waiver must be read and signed by parent/ guardian.
3. Original or photo- copy of birth certificate/ proof of age needed if requested by league.
4. All players must be covered under their families own health insurance plan.
5. Physical form (KHSAA form recommended) must be on file with the league by start of practice.
6. Registration Fee must be paid in full and shall accompany the registration application. Please see the top of this form for fee structure. Parent /Guardian will be responsible for any issued equipment lost or damaged through means other than normal wear at replacement cost to League.
7. Players will be placed on teams based on equity determined by the League.
8. Players may not change teams for any reason unless determined to be in the league's best interest and the Executive Director or appointee grants permission.
9. The league reserves the right to transfer any player to another team, if it is deemed in the player's best interest. The player must remain in their appropriate division based on age and grade.
10. Players and parent/ guardian must read and agree to the CCYFL's code of conduct before being allowed to participate in league activities.
11. Refund requests must be made in writing to the executive Director and will be acted upon by the board on a case-by-case basis.
12. Equipment must be supplied by the CCYFL: N.O.C.S.A.E. approved helmet, shoulder pads, game jersey and game pants. Equipment must be returned at the conclusion of the season. Game Jerseys are for the players to keep. Any player dismissed or not finishing the season must return equipment immediately.
13. Players must provide their own hard cup, mouthpiece (attachable to helmet), practice pants and pads, practice jersey, girdle w/pads, socks, and cleats (no metal).
14. Players may not participate in any other football league during the CCYFL's season.

CCYFL PLAYER AND PARENT CODE OF CONDUCT

1. HAVE FUN!!!!!!
2. **DISRESPECT FOR AUTHORITY:** Any act of disrespect by a player or parent toward a Coach, League Official, Referee, Player, or Cheerleader can result in disciplinary action by the league.
3. **Fighting:** Any act of fighting or otherwise abusive behavior, as determined by a league official, by any player, parent, or fan will not be tolerated. Immediate ejection of the instigating parties is mandatory, up to and including:
 - A. Mandatory (1) game suspension
 - B. Removal from the league for the season
 - C. Possible (1) year suspension from all league activities
 - D. Banned from premises on days of CCYFL activities
4. **INTIMIDATION:** verbal or physical intimidation of players or opponents is not allowed.
5. Any adult that wants to Coach in the CCYFL must have a background check and become a Certified Volunteer for Campbell Co. Schools prior to coaching in the league.

Parent/Guardian and participant have read and agree to all terms and conditions set forth by the Campbell County Youth Football League.

Parent Signature: _____ Date: _____

Youth Football League Rules

CCYFL will abide by the By-Laws set forth by the NKYFL

1. Divisions are as follows:
 - Starter- Grades 1/2
 - Midget –Grades 3/4
 - Junior – Grades 5/6

2. Starter Division

Eligibility:

- A. Cannot turn 8 years old before May 1st.
- B. Eligible for all rights and subject to all regulations in accordance with the leagues' By-Laws for the Midget Division except for the Running Back Weight Limit which is 90 pounds for the Starter Division.

Team Rules:

- A. Games will be played before the Midget game.
- B. Two (2) Twenty (20) minute halves with running clock.
- C. Five (5) minute half.
- D. Three (3) coaches allowed on the field for each team.
- E. Scores will not be posted on the scoreboard.
- F. No records will count, nor will a Play-Off or Super Bowl be held for this division.
- G. One (1) adult coach from each team will be provided as a referee for this game.
- H. The HOME team can decide the format of the game with the following choices
 - a. Dividing the field in half and playing two teams simultaneously.
 - b. Ten plays offense, ten plays defense (Scrimmage).
 - c. Normal Game Conditions.
 - d. Simulated punts of 35 yards regardless of field position or none at all. (In addition, there will be no kickoffs in the Starter Division).
- I. Only two substitutes on the field at one time.
- J. Even Defense only, 6-2, No player over center.
- K. No League awards for this division.
- L. Allow Play-By-Play announcing from booth.
- M. No Blitzing!
- N. Coaches can instruct players anytime during a game, including moving players into position when teams are on the line of scrimmage.
- O. The Home Team's head coach will have a copy of the By-Laws on the field at every game.
- P. An attempt will be made to split the field of play when both teams have sufficient numbers.

Q. All Starters will play at least one half of each scheduled game.

3. Midget Division

Eligibility:

- A. Age – No Player will be eligible to participate in this division who has or will reach their tenth (10th) birthday prior to May 1st in the year which they play. Birthdate on or after 5/1/2005.
- B. Weight - A player may not exceed 120 pounds to be eligible to run or advance the ball. Players whose weight exceeds 120 pounds must play on the line of scrimmage, in a down stance, from end to end and may not run or advance the ball. The League will dictate a form of identification for these players. The official weigh-in shall be set by the League prior to the commencement of League competition. The weight limit will be unlimited for end to end, on both sides of the ball.
- C. The Tight-End can advance the ball in a passing situation beyond the Line of Scrimmage. No End-Arounds, Screen Passes, etc. to the Tight-End.

4. Junior Division

Eligibility:

- A. Age – No Player will be eligible to participate in this division who has or will reach their twelfth (12th) birthday prior to May 1st in the year which they play. Birthday shall be on or after 5/1/2002.
- B. Weight - A player may not exceed 140 pounds to be eligible to run or advance the ball. Players whose weight exceeds 140 pounds must play on the line of scrimmage, in a down stance, from end to end and may not run or advance the ball. The League will dictate a form of identification for these players. The official weigh-in shall be set by the League prior to the commencement of League competition. The weight limit will be unlimited for end to end, on both sides of the ball.
- C. The Tight-End can advance the ball in a passing situation beyond the Line of Scrimmage. No End-Arounds, Screen Passes, etc. to the Tight-End.

Team Rules for Midget and Junior Divisions:

- A. League games shall be played according to the Official Kentucky Rules known as the “Kentucky High School Football Rules”, except for the following special league rules adopted by the league:
 - a. 18 (24) Point Rule – All Divisions Except (24 points at the Senior Division):
 - i. If during the first 3/4 of a game, one team is ahead by eighteen points (24 points at the Sr. Division) at that time and immediately upon the

Eighteenth (18th) (24 points at the Sr. Division) point advantage being scored, the leading team shall substitute and take out of the game its entire offensive starting players. Said starting players (offensive) shall not be eligible to return to the game (offensively) until the point differential between the teams is less than eighteen (18) (24 points at the Sr. Division) points at any point in the first half. If an insufficient number of players are available to do this, all remaining bench players must be substituted and the Offensive backfield must be removed first. When the 18 (24) point is in effect no blitzing or stunting is allowed by either team. Violation of this rule will incur an ineligibility player penalty and will be considered by the league as unsportsmanlike conduct. When the point spread is 32 or greater during the second half, there will be a continuously running clock. This rule only applies through round one (1) of the playoffs.

- b. If at any time during the 4th quarter of a game, one team is ahead by 18 points, (24 points at the Sr. Division) and immediately upon the 18th (24th) point advantage being scored, BOTH TEAMS shall substitute and take out of the game ALL of their offensive & defensive starting players. Said starting players shall not be eligible to return to the game (offensively & defensively) until the point difference between the teams are less than 18 (24) points. The clock during this time will run continuously. If an insufficient number of players are available to do this, all remaining bench players must be substituted and the offensive backfield must be removed first. Violation of this rule will incur an ineligibility player penalty and will be considered by the League as unsportsmanlike conduct.

5. Length of Games

Juniors (4) Four – (8) EIGHT -Minute Quarters

Midgets (4) Four – (8) EIGHT Minute Quarters

Starters (4) Four – (8) EIGHT Minute Quarters

The length of halftime should not exceed 11 minutes, except for special circumstances.

6. Tie Games

Any regular season, Play-Off, or Super Bowl game ending in a tie, requires the toss of a coin to determine who has the choice of offense or defense. The offensive team then gets the ball first and goal at the TEN (10) yard

line. The team, who out-scores the other team, by any means, is the winner. If a tie still results, the above should be repeated starting with a new toss of the coin. Therefore, there will be NO TIES in the League.

7. Footballs

The official ball of the League shall be the Touch Size for the Junior & K2 for the Midget, & Starter Divisions.

8. Required Number of Players

A minimum of fifteen (15) players must be dressed for each regular season game at game time or the game will be forfeited.

9. Field Size

Regular ONE HUNDRED (100) yard fields will be used in all games for all divisions and all penalties shall be according to the “Kentucky High School Football Rules”.

10. Coaches will be allowed in the huddle on the field during time-outs, but only one at a time, according to KHSAA Rules.

11. Immediately prior to the commencement of each game, the coach of each team shall submit to the opposing head coach of the game, a written list of the names and numbers and positions of the team’s starting offensive players, if requested.

12. A field without stands can have one (1) roving spotter per team, so designated prior to the game (cannot be an active coach and cannot communicate with anyone except the coaching staff of that team).

13. No one affiliated with an organization may start practice or have any organized physical activity of player’s prior to the date of commencement of League Insurance in any season. (There is a fine of five hundred dollars (\$500.00) if this rule is found to be abused by any organization.) Classroom (Skull Sessions) are permitted by the League.

14. No team shall use any explosive device before, during, or after any League games.

15. Mandatory Playing Time. All players in the Starter, Midget, and Junior divisions shall play at least eight (8) plays each game. The mandatory play requirement is waived for sickness, injury, refusal to play or disciplinary violations. Any coach who violates the mandatory playing time provision shall be reported to his or her Head Director and handled internally within that affected organization. Playing time for all players is the primary goal for all teams in the League. It is up to each coach.
16. Equipment
 - Helmet and shoulder pads must be League issued.
 - Player must have a contract with the League at time of issuance. No Exceptions.
 - No metal cleats.
 - All players must use a mouthpiece that attaches to face mask. Without the proper mouthpiece, a player violation will result in a five (5) yard penalty and the player will remain out of the game until the mouthpiece is replaced.
17. Practice:
 - No practice may begin before July 15.
 - Must follow KHSAA guidelines in regards to full contact practice:
 - Three (3) days in helmets;
 - Three (3) days in helmets and shoulder pads; no contact; and
 - After six (6) practices, players can go full equipment. Players who begin practice after July 16th must still follow the six (6) practice format.
 - Any player, who has not legally signed a contract **CANNOT PRACTICE** with a team.
18. A team can maintain a fifteen (15) man roster until subject to review by the League Director.
19. The League is strictly intramural football. No practices or games will be scheduled or played without the League Director's and the Athletic Director's approval. Any coach violating this rule will be subject to dismissal.
20. Players are to play four (4) positions, two (2) offense and two (2) defense and are to participate in games in this capacity if physically possible.
21. Field Responsibilities:
 - Coaches will set up the field and put equipment away after the game.
 - Both teams will clean up after the game. It is the coaches' responsibility to make sure the grounds, bleachers and parking lot are clean.

22. It is the responsibility of the head coach to familiarize himself, coaches, staff, parents and players with all the rules associated with the use of the varsity field and the following penalties:
- 1st offense will result in but not be limited to a \$50.00 fine and suspension from the following game.
 - 2nd offense will result in but not be limited to dismissal from the League.
23. As a reminder to parents, players and fans. The code of conduct and responsibility paper signed at registration will be strictly enforced. Please ask for a copy if you want to familiarize yourself with the rules.
24. Division of teams: Teams will be divided using Geographic Boundaries.
- Using prior year's registration and participation we will split the Campbell County School District into four (4) geographical boundaries. The CCYFL Board reserves the right move boundary lines in order to assure an even number of players per team.
25. Game Schedule:
- Teams will play a minimum of 1 and a maximum of 2 games per week.
 - Home games may be played at Crossroads, CCMS or CCHS.
 - Games will be played 1 night during the week and on the weekend.
 - Week Night Games will take place on Monday, Tuesday or Thursday.
 - Games may be played on Wednesday if absolutely necessary. In this case, the Wednesday game will take the place of the Thursday practice.
26. Practice Rules: (6 Hour Rule)
- Excluding Saturday Games:
- Teams will practice/play 3 nights a week on Monday, Tuesday and Thursday.
 - If you play on a weeknight, it counts as a practice
 - If you play on Saturday, you can practice Monday, Tuesday and Thursday.

NOTE: It is imperative that all the rules set forth by the Campbell County Board of Education with regard to field usage be followed with the strictest enforcement. Head Coaches are responsible for the conduct of their players and staff while using all said facilities.

Application for Youth Cheerleading League: CCYCL

The CCYCL will once again participate in the Northern KY Youth Football League! Set practice dates, full season game schedule to be released in August, fully trained coaches in First Aid and CPR, and KHSAA Sports Safety, Events just for cheerleaders! All practices at either CCMS, Cline, XRDS, CRES or Reiley Elementary. 2 days a week of practice on Monday/Tuesday, and Thursday 6:00-7:30. Cheerleaders get to keep their uniform at the completion of the season!

In order to receive our uniform on time, the registration deadline is June 15th. Late registrations will be accepted until July 13th. Walk up registration and uniform fittings on Saturday May 12th 9:00-12:00 CCMS Cafeteria OR you can mail the form and fee to:

Please mail Application and Check made payable to CCYCL to:

Attn. Debra Wallace CCYCL 475 Crossroads Blvd., Alexandria KY 41076

Player's Name (please print) _____ School _____ Grade 2018-2019 school year _____ D.O.B. _____ A copy of the birth certificate will also need to be provided once registered.

Entry Fee is \$95.00 per participant if they need a uniform. Uniforms include: Shell, Skirt, Brief and Bow. Please indicate size:

Shell: YXS YS YM YL AS AM AL AXL
 Skirt: YXS YS YM YL AS AM AL AXL
 Brief: YS YM YL AS AM AL AXL

If the participant will use her/his uniform from last year the entry fee is: \$50.00. Additional gear can also be purchased:

Brief \$15.00: YS YM YL AS AM AL AXL

Bow \$10.00 _____

Warm-ups (*optional \$85.00*)

Jacket YS YM YL AS AM AL AXL

Pants YS YM YL AS AM AL AXL

If your child participated in the league last year, would your child like to be on the same team again this season? Yes No

If yes, Coaches Name: _____

Please list any medications or physical conditions your child has that the league should be aware of _____

PARENT/ Guardian Names (please print) _____

Address _____ **City** _____ **Zip** _____

Home Phone _____ **Cell** _____ **Email:** _____

Emergency contact _____ **Phone (home)** _____ **(cell)** _____

1. Entry Fee is \$95.00; \$70.00 for 2nd family member, FREE 3rd or more family member. (In same household). Warm-ups are optional and they are \$85.00. Checks only (no cash) made payable to CCYCL.. Fee must accompany registration.
2. All players must be covered under their families own health insurance plan.
3. Parent /Guardian must agree to all terms and conditions set forth by the League and read and sign registration guidelines.

Entry Fee: _____ +Warm Up/Additional Fees: _____ = Total Cost: _____

Please check volunteer choices if you wish to participate: All volunteers must be pre-approved by CCS.

Head Coach ____ **Asst. Coach** ____ **Name:** _____ **Cell** _____

Youth Cheerleading Waiver and Release of Liability

WAIVER AND RELEASE OF LIABILITY

We understand that cheerleading can be a dangerous sport and that injuries, some of them serious, do occur. We further understand that we have been strongly encouraged to have the player receive a complete physical examination by a medical doctor before the player commences participation in the league. In exchange for the Player's participation in the league, we hereby agree to release and forever discharge the Campbell County Schools, Campbell County Youth Cheerleading League and its successors and assigns, Board Members (both the Board collectively and its members individually), officers, coaches, members, referees, workers, volunteers and agents (collectively, the "released parties"), of and from all claims, demands, rights and causes of action of whatsoever kind in nature arising from and by reason of any and all known, foreseen damages and the consequences thereof resulting from the player's participation in the league. We further agree not to sue or be a party to any suit against any one or more of the released parties with respect to any matters, which arise out of the player's participation in the league. Further we agree to indemnify, defend and hold harmless the released parties from any and all claims, expenses, damages, demands, losses or liability for damages for death or bodily injury, damage to property or attorney fees which the released parties may sustain or incur as a result of the player's participation in the league. Parent/guardian must read and agree to all conditions set forth by the league.

PLAYER NAME: _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

Youth Cheerleading Registration Guidelines

1. Only PARENT OR LEGAL GUARDIAN can register their child.
2. Release form / waiver must be read and signed by parent/ guardian.
3. Original or photo- copy of birth certificate/ proof of age needed if requested by league.
4. All players must be covered under their families own health insurance plan.
5. Physical form (KHSAA form recommended) must be on file with the league by start of practice.
6. Registration Fee must be paid in full and shall accompany the registration application. \$95.00 per participant; \$70.00 for second family member; FREE 3rd or more family member (in same household). *Warm-Ups optional \$80.00.*
7. Parent /Guardian will be responsible for any issued equipment lost or damaged through means other than normal wear at replacement cost to League.
8. Players will be placed on squads based on equity determined by the League.
9. Players may not change squads for any reason unless determined to be in the league's best interest and the Executive Director or appointee grants permission.
10. The league reserves the right to transfer any player to another squad if it is deemed in the player's best interest. The player must remain in their appropriate division based on age and grade.
11. Players and parent/ guardian must read and agree to the CCYCL's code of conduct before being allowed to participate in league activities.
12. Refund requests must be made in writing to the executive Director and will be acted upon by the board on a case-by-case basis.
13. Equipment must be supplied by the CCYCL: Shell, Skirt, Brief, Bow, and Socks. Players must provide their own shoes.
14. Players may not participate in any other cheering league during the CCYCL's season.

Youth Cheerleading Player and Parent Code of Conduct

1. HAVE FUN!!!!!!
2. DISRESPECT FOR AUTHORITY: Any act of disrespect by a player or parent toward a Coach, League Official, Referee, Player, or Cheerleader can result in disciplinary action by the league.
3. Fighting: Any act of fighting or otherwise abusive behavior, as determined by a league official, by any player, parent, or fan will not be tolerated. Immediate ejection of the instigating parties is mandatory, up to and including:
 - A. Mandatory (1) game suspension
 - B. Removal from the league for the season
 - C. Possible (1) year suspension from all league activities
 - D. Banned from premises on days of CCYCL activities
4. INTIMIDATION: verbal or physical intimidation of players or opponents is not allowed.
5. Any adult that wants to Coach in the CCYCL must have a background check and become a Certified Volunteer for Campbell Co. Schools prior to coaching in the league.

Parent/Guardian and participant have read and agree to all terms and conditions set forth by the Campbell County Youth Cheerleading League.

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

Youth Football League Cheerleader Rules: CCYCL

- The CCSYFL is an instructional league; we will provide an organized, supervised and safety-oriented atmosphere.
- We will not be participating in any cheer competition.
- No tumbling or gymnastics are permitted.
- Cheerleaders must have a physical exam form completed by a M.D., before participating.
- Cheerleaders must stay with their coach and squad during games and practices. No wandering or socializing will be tolerated.
- Parents are to recognize that coaches and sponsors are volunteers and questions or issues are to be taken to the Cheer Director.
- Cheerleaders will primarily be placed on a squad depending on age. Exceptions can be made for family needs.
- No chewing gum during cheer activities.
- No horseplay or jumping on others.
- No touching others.
- Everyone will be treated equally.

Please try to make arrangements to attend all games and practices. Illness and other school functions are excused.

Cheerleading Practice/Game Attire

Shorts or sweat pants—T-Shirt or Sweat Shirt

- No jeans, zipper pants, button shorts or overalls.
- No short shorts.
- Sweat pants cannot drag on the floor; they must at least meet the ankle.
- No dresses or skirts.
- No belly shirts.
- Uniforms for games!

Shoes

- Gym shoes only!
- Cheer shoes are to be clean and only used for games.
- No high heel tennis shoes, boots or shoes with a heel higher than a standard sneaker can be worn to practice or games.
- No sandals, no flip flops, etc.

Jewelry

- Jewelry is not permitted. No earrings that hang below the ear lobe. No hoop earrings.
- Stud earrings are the exception.
- If jewelry is necessary due to a medical condition, please discuss with the Cheer Director.

Hair/Accessories

- Hair is to be pulled away from face at all practices and games. Elastic ponytail or headband is preferred.
- No sunglasses.

Miscellaneous

We recommend that you carry these additional items, depending on weather.

- Sunscreen
- Bug Spray
- Gloves
- Earmuffs
- Water Bottle

Application for Youth Basketball League: CCYBL

All students in grades 1-2 can play in the youth league. Likewise, players in grades 3-5 **not** making the select teams can play in the youth league. Boys may only participate in one league while girls may participate in both leagues. Both leagues require a participation fee. The fee schedule is below. Registration deadline for the youth league is **October 5th, 2018. Teams will be capped at 10 players and late registrants will be placed on teams if space is available.** You should hear from a coach by November 9th. Practices for CCYBL should begin November 12th. All youth league games are on Saturdays and should start on 12/8/18.

Player's Name (please print) _____

Male Female _____ Grade _____ School _____

Name of Coach Last Year _____

Place with this coach if possible: Yes No

Circle any night you are unable to attend a practice. We will do our best to avoid conflicts:

M T W Th F

Shirt Size: Youth S___ M___ L___ or Adult S___ M___ L___ XL___

Please list any medications or physical conditions your child has that the league should be aware of _____

Parent/Guardian Name(s) (please print) _____

Address _____ City _____ Zip _____

Phone _____ Cell 1 (Dad) _____ Cell 2 (Mom) _____

Email 1 _____ Email 2 _____

Emergency contact _____

Phone _____ Cell _____

1. YOUTH LEAGUE: Entry Fee is \$75 per new participant; \$40 2nd family member; FREE 3rd or more family member (in same household). Check should be made payable to Campbell Co. Youth Basketball League or CCYBL. Payment must accompany registration.
2. SELECT TEAM: Entry Fee is \$115 per participant; \$40 for 2nd family member, FREE 3rd or more family member (in same household). Payment for the select league will be collected by the coach of the select team.
3. All players must be covered under their families' own health insurance plan.
4. Parent/Guardian must agree to all terms and conditions set forth by the League and sign CCYBL registration guidelines.
5. For all youth league participants: Please send this signed registration form and registration fee to:

Nolan Boone - CCMS
909 Camel Crossing
Alexandria, KY 41001

Checks should be made payable to Campbell Co. Youth Basketball League or CCYBL

WAIVER AND RELEASE OF LIABILITY

We understand that basketball can be a dangerous sport and that injuries, some of them serious, do occur. We further understand that we have been strongly encouraged to have the player receive a complete physical examination by a medical doctor before the player commences participation in the league. In exchange for the Player’s participation in the league, we hereby agree to release and forever discharge the Campbell County Schools, Campbell County Youth Basketball League and its successors and assigns, Board Members (both the Board collectively and its members individually), officers, coaches, members, referees, workers, volunteers and agents (collectively, the “released parties”), of and from all claims, demands, rights and causes of action of whatsoever kind an nature arising from and by reason of any and all known, foreseen damages and the consequences thereof resulting from the player’s participation in the league. We further agree not to sue or be a party to any suit against any one or more of the released parties with respect to any matters, which arise out of the player’s participation in the league. Further we agree to indemnify, defend and hold harmless the released parties from any and all claims, expenses, damages, demands, losses or liability for damages for death or bodily injury, damage to property or attorney fees which the released parties may sustain or incur as a result of the player’s participation in the league. Parent/guardian must read and agree to all conditions set forth by the league.

PLAYER NAME: _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

The CCYBL is in need of coaches. Please check volunteer choices.

Head Coach _____ Asst. Coach _____

Name: _____ Home Phone: _____ Cell Phone: _____

Email: _____

COACHES: In order of preference, put a number 1 and 2 next to the day of the week and check the time slot you would like for practice. No guarantees, but we will try to accommodate:

M ___ T ___ W ___ Th ___ F ___ 5:30-7 ___ 7-8:30 ___

Youth Basketball Registration Guidelines

1. Only PARENT OR LEGAL GUARDIAN can register their child.
2. Release form / waiver must be read and signed by parent/ guardian.
3. Original or photo- copy of birth certificate/ proof of age needed **if requested by league.**
4. All players must be covered under their family’s own health insurance plan.
5. Physical form (KHSAA form recommended) must be on file at school by start of practice.
6. Registration Fee must be paid in full and shall accompany the registration application. \$75 per player youth league/\$115 per player select league; \$40 for second family member; FREE 3rd or more family member (in same household).
7. Parent /Guardian will be responsible for any issued equipment lost or damaged through means other than normal wear at replacement cost to League.
8. Players will be placed on teams based on equity determined by the League.
9. Players may not change teams for any reason unless determined to be in the league’s best interest and the Executive Director or appointee grants permission.
10. The league reserves the right to transfer any player to another team, if it is deemed in the player’s best interest. The player must remain in their appropriate division based on age and grade.

11. Players and parent/ guardian must read and agree to the CCYBL’s code of conduct before being allowed to participate in league activities.
12. Refund requests must be made in writing to the Executive Director and will be acted upon by the Board on a case-by-case basis.

Youth Basketball Player and Parent Code of Conduct

1. HAVE FUN!!!!!!
2. DISRESPECT FOR AUTHORITY: Any act of disrespect by a player or parent toward a Coach, League Official, Referee, Player, or Cheerleader can result in disciplinary action by the league.
3. Fighting: Any act of fighting or otherwise abusive behavior, as determined by a league official, by any player, parent, or fan will not be tolerated. Immediate ejection of the instigating parties is mandatory, up to and including:
 - A. Mandatory (1) game suspension
 - B. Removal from the league for the season
 - C. Possible (1) year suspension from all league activities
 - D. Banned from premises on days of CCYBL activities
4. INTIMIDATION: verbal or physical intimidation of opponents outside of normal across the line talk is not allowed

Parent/Guardian and participant have read and agree to all terms and conditions set forth by the Campbell County Schools Youth Basketball League.

Parent Signature: _____ / Date: _____

Youth Basketball League Rules: CCYBL

- A. Rules regarding conference play will be consistent with those established by the Kentucky High School Athletic Association (KHSAA) with the following clarifications and modification.
1. Game shall consist of four (4) six (6) minutes quarters.
 2. Half time shall be not less than eight (3) minutes.
 3. Overtime will consist of an additional three minute quarter. This will continue until a winner is declared.
 4. Team players should not take the court until the coach from that team is present and in the gym to supervise their team.
 5. Grades 1-2 will play on an 8’ rim. Grades 3 will play on a 9’ rim. Grades 4-5 will play on a 10’ foot rim.
 6. Teams in grades 1-4 must play a man-to-man defense. Grade 5 may play a man-to-man or zone.
 7. Teams in grades 1-4 may not press. Grade 5 may press, but if a team gets up more than 20, they are not permitted to press.
 8. Each team is awarded 3 full time-outs during regulation play and one additional time out for over-time.

9. Every player must play in every game, unless deemed unqualified due to school suspension, grades or excessive missed practices (must be reported to the League Director two (2) days before game).
- B. All other rules such as traveling, double dribble, lane violation, etc. will follow KHSAA Guidelines. Please go to www.khsaa.org for the latest rules and regulations

Application for Youth Volleyball League: CCYVL

Volunteer coaches will be assigned to a team and practice independently. Coaches training provided. Teams will be given a practice time and location at one of our elementary schools. Much like our youth basketball league. Teams will play games on Thursday evenings at CCMS or CCHS. The season will start in April and run through May.

Campbell County School System Grades 3-5

Player's Name (please print) _____

School _____ Grade: _____

Shirt Size (please check one):

YS YM YL AS AM AL XL XXL

Please list any medications or physical conditions your child has that the league should be aware of _____

Parent/Guardian Name(s) (please print) _____

Address _____ City _____ Zip _____

Phone _____ Cell _____

Email _____

Emergency contact _____

Phone _____ Cell _____

1. Entry Fee is \$60 per participant. Checks ONLY (no cash) made payable to Campbell Co. Youth Volleyball. Fee must accompany registration. Registration deadline is March 22nd, 2019
2. All players must be covered under their families' own health insurance plan.
3. Parent/Guardian must agree to all terms and conditions set forth by the League and read and sign CCYVL registration guidelines.
4. Please send registration form and fee to:

Attn: Aaron Caudill aaron.caudill@campbell.kyschools.us

Campbell Co. Middle School

8000 Alexandria Pike

Alexandria, KY 41001

WAIVER AND RELEASE OF LIABILITY

We understand that volleyball can be a dangerous sport and that injuries, some of them serious, do occur. We further understand that we have been strongly encouraged to have the player receive a complete physical examination by a medical doctor before the player commences participation in the league. In exchange for the Player's participation in the league, we hereby agree to release and forever discharge the Campbell County Schools, Campbell County Youth Volleyball League and its successors and assigns, Board Members (both the Board collectively and its members individually), officers, coaches, members, referees, workers, volunteers and agents (collectively, the "released parties"), of and from all claims, demands, rights and causes of action of whatsoever kind an nature arising from and by reason of any and all known, foreseen damages and the consequences thereof resulting from the player's participation in the league. We further agree not to sue or be a party to any suit against any one or more of the released parties with respect to any matters, which arise out of the player's participation in the league. Further we agree to indemnify, defend and hold harmless the released parties from any and all claims, expenses, damages, demands, losses or liability for damages for death or bodily injury, damage to property or attorney fees which the released parties may sustain or incur as a result of the player's participation in the league. Parent/guardian must read and agree to all conditions set forth by the league.

PLAYER NAME: _____

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____

The CCYVL is in need of coaches! Please check volunteer choices.

Head Coach ____ Asst. Coach ____ Name: _____

Phone: _____ Email: _____

Youth Volleyball Registration Guidelines

1. Only PARENT OR LEGAL GUARDIAN can register their child.
2. Release form / waiver must be read and signed by parent/ guardian.
3. Original or photo- copy of birth certificate/ proof of age needed if requested by league.
4. All players must be covered under their families own health insurance plan.
5. Registration Fee must be paid in full and shall accompany the registration application. \$60.00 per player; \$30 for second family member; FREE 3rd or more family member (in same household).
6. Parent /Guardian will be responsible for any issued equipment lost or damaged through means other than normal wear at replacement cost to League.
7. Players will be placed on teams based on equity determined by the League.
8. Players may not change teams for any reason unless determined to be in the league's best interest and the Executive Director or appointee grants permission.
9. The league reserves the right to transfer any player to another team, if it is deemed in the player's best interest. The player must remain in their appropriate division based on age and grade.
10. Players and parent/ guardian must read and agree to the CCYVL's code of conduct before being allowed to participate in league activities.
11. Refund requests must be made in writing to the executive Director and will be acted upon by the Board on a case-by-case basis.

Youth Volleyball Player and Parent Code of Conduct

1. HAVE FUN!!!!!!
2. DISRESPECT FOR AUTHORITY: Any act of disrespect by a player or parent toward a Coach, League Official, Referee, Player, or Cheerleader can result in disciplinary action by the league.
3. Fighting: Any act of fighting or otherwise abusive behavior, as determined by a league official, by any player, parent, or fan will not be tolerated. Immediate ejection of the instigating parties is mandatory, up to and including:
 - A. Mandatory (1) game suspension
 - B. Removal from the league for the season
 - C. Possible (1) year suspension from all league activities
 - D. Banned from premises on days of CCYVL activities
4. INTIMIDATION: verbal or physical intimidation of opponents outside of normal across the line talk is not allowed

Parent/Guardian and participant have read and agree to all terms and conditions set forth by the Campbell County Schools Youth Volleyball League.

Parent Signature: _____ Date: _____

Player Signature: _____ Date: _____

Youth Volleyball League Rules: CCYVL

- All practices and games must take place on the campus of a designated Campbell Co. School.
- All coaches must be a Certified Campbell Co. Schools Volunteer.
- A team must have at least 6-8 players.
- The Volleyball Director must be present at all games.
- Each game will begin with a coin toss. The team that wins the coin toss chooses to serve or receive for the first game.
- Each match shall be the best 2 out of 3 games. Rally scoring will be utilized and all games of a match are 21 points, including the 3rd deciding game. The first team to 21 points wins, except the game continues until the winner wins by 2 points or one team reaches the game cap of 25 points.
- The referee will start each game with a brief speech about proper etiquette and sportsmanship.
- The net shall be a minimum height of 6'9" and a maximum of 7'0". It shall be consistent across the top in height and the variation between the sideline and center of the net shall not vary more than 3".
- For the 3rd Grade Division: Each side of the court is 20' with a serving line at 15'. For the 4/5th Division: Each side of the court is 30' with a serving line of 20'. All courts must have a 3 feet clearance all around (from gym walls, stage, and other obstructions). If the existing court lines do not match this specification, the court lines should be altered using clearly marked floor tape, making the court dimensions as close to what is required while allowing for the 3 feet clearance.
- The net standards (that is, the poles to which the net is attached) must be padded to a minimum height of 5'5".
- Each team will have 10 minutes to warm up. There will be two minutes of shared court. One team will then have three minutes full court as the other team warms-up off the court. The two teams will then switch for an additional three minutes. Both teams will then take the court and practice serving for one minute. The Coach will then have one minute to talk to the team.
- Each match will start with the players on the end line. When the ref blows the whistle, the girls shake hands at the net. The players will shake hands again at the end of each match.

- Each team shall provide one line judge for each game/match. The line judge shall be a volunteer and a responsible individual who must pay attention to the game. It is up to the coach to assign a responsible person to do lines.
- A serve can be from anywhere behind the respective serving line, within the sidelines extended. The server does not have to serve from behind position one and does not have to "be in position" at time of serve.
- A server is NOT allowed any "do over". The ball must be served on the first toss. A ball missed in the action of attempting a serve shall be counted as a serve, resulting in a side out and point for the other team.
- The ball shall be rolled under the net at any time the ball is not in play.
- Volleyball antennas should be placed on the net at the court's side lines. The purpose of the antennas is to vertically extend the side lines of the court and laterally define the crossing space.
- Players and coaches cannot enter the gym earlier than 30 minutes before game time.
- Players and coaches are expected to shake hands at the completion of the match in a friendly and respectful manner.
- No child can play for more than one team.
- Jewelry is not permitted at any time.

Application for Youth Tennis League: CCYTL

Campbell County School System Grades 2-6

The Campbell Co. Tennis Program will be offering an Instructional Youth Tennis Sessions for Campbell Co. students in grades 1-6. The students will have an opportunity to improve on fundamental skills as well as team play. There is a \$30.00 registration fee for each participant. All sessions will take place at Campbell Co. Middle School rain or shine. (If wet conditions, CCMS Gym). **Walk up registrations are welcome.**

Session 1: Tuesday September 25th 6:00-7:30

Session 2: Tuesday October 2nd 6:00-7:30

Session 3: Saturday October 6th 9:30-11:00

Session 4: Tuesday October 16th 6:00-7:30

Session 5: Saturday October 21st 10:00-11:30

Player's Name (please print) _____

School _____ Grade ____ Date of Birth ____/____/____

Shirt Size (please check one):

YS YM YL AS AM AL XL XXL

Please list any medications or physical conditions your child has that the league should be aware of _____

Parent/Guardian Name(s) (please print) _____

Address _____ City _____ Zip _____

Phone _____ Cell 1 _____ Cell 2 _____

Email 1 _____ Email 2 _____

Emergency contact _____

Phone _____ Cell _____

1. Entry Fee is \$30 per participant. Check made payable to Campbell Co. Tennis.
2. All players must be covered under their families' own health insurance plan.
3. Parent/Guardian must agree to all terms and conditions set forth by the League and read and sign the Waiver and Release of Liability.
4. Please send this signed registration form and a registration fee of \$30 to:

Aaron Caudill
Campbell Co. Middle School
8000 Alexandria Pike
Alexandria, KY 41001

WAIVER AND RELEASE OF LIABILITY

We understand that tennis can be a dangerous sport and that injuries, some of them serious, do occur. We further understand that we have been strongly encouraged to have the player receive a complete physical examination by a medical doctor before the player commences participation in the league. In exchange for the Player’s participation in the league, we hereby agree to release and forever discharge the Campbell County Schools, Campbell County Youth Tennis League and its successors and assigns, Board Members (both the Board collectively and its members individually), officers, coaches, members, referees, workers, volunteers and agents (collectively, the “released parties”), of and from all claims, demands, rights and causes of action of whatsoever kind an nature arising from and by reason of any and all known, foreseen damages and the consequences thereof resulting from the player’s participation in the league. We further agree not to sue or be a party to any suit against any one or more of the released parties with respect to any matters, which arise out of the player’s participation in the league. Further we agree to indemnify, defend and hold harmless the released parties from any and all claims, expenses, damages, demands, losses or liability for damages for death or bodily injury, damage to property or attorney fees which the released parties may sustain or incur as a result of the player’s participation in the league. Parent/guardian must read and agree to all conditions set forth by the league.

PLAYER NAME: _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

Youth Tennis League Registration Guidelines

1. Only PARENT OR LEGAL GUARDIAN can register their child.
2. Release form / waiver must be read and signed by parent/ guardian.
3. Original or photo- copy of birth certificate/ proof of age needed if requested by league.
4. All players must be covered under their families own health insurance plan.
5. Registration Fee must be paid in full and shall accompany the registration application. \$30 per student.
6. Parent /Guardian will be responsible for any issued equipment lost or damaged through means other than normal wear at replacement cost to League.
7. Players will be placed on teams based on equity determined by the League.
8. Players may not change teams for any reason unless determined to be in the league’s best interest and the Executive Director or appointee grants permission.
9. The league reserves the right to transfer any player to another team, if it is deemed in the player’s best interest. The player must remain in their appropriate division based on age and grade.
10. Players and parent/ guardian must read and agree to the CCYTL’s code of conduct before being allowed to participate in league activities.
11. Refund requests must be made in writing to the executive Director and will be acted upon by the Board on a case-by-case basis.

Youth Tennis League Player and Parent Code of Conduct

1. HAVE FUN!!!!!!

2. **DISRESPECT FOR AUTHORITY:** Any act of disrespect by a player or parent toward a Coach, League Official, Referee, Player, or Cheerleader can result in disciplinary action by the league.
 3. **Fighting:** Any act of fighting or otherwise abusive behavior, as determined by a league official, by any player, parent, or fan will not be tolerated. Immediate ejection of the instigating parties is mandatory, up to and including:
 - A. Mandatory (1) game suspension
 - B. Removal from the league for the season
 - C. Possible (1) year suspension from all league activities
 - D. Banned from premises on days of CCYTL activities
 4. **INTIMIDATION:** verbal or physical intimidation of opponents outside of normal across the line talk is not allowed
- Parent/Guardian and participant have read and agree to all terms and conditions set forth by the Campbell County Schools Youth Tennis League.

Parent Signature: _____ Date: _____

Player Signature: _____ Date: _____

Youth Tennis League Rules: CCYCL

- The league will be designed to allow students the opportunity to develop the basic skills in the sport of tennis and learn the importance of teamwork and good sportsmanship in a fun, safe, supervised environment.
- All tennis sessions must take place on the campus of Campbell County Middle School.
- All coaches must be a Certified Campbell Co. School's Volunteer.
- The Tennis Director must be present at all sessions.
- Each session will be held on Fridays and will start at 6:00 pm and conclude at 7:30 pm. The sessions will take place rain or shine. In the event of inclement weather, we will utilize the CCMS Large gym. We have indoor nets and equipment that will not damage the gymnasium floor.
- Team players should not take the court until the coach from that team is present and in the area to supervise their team.
- The skills to be taught shall include, but not be limited to, forehand, backhand, scoring, singles, doubles, and underhand and overhand serve.

Application for Youth Cross Country CCYXC

The Campbell Co. Cross Country Program will be offering an Instructional League for Campbell Co. students in grades K-5. The students will have an opportunity to improve on fundamental individual running skills as well as teamwork. There is a \$30.00 registration fee for each participant. Each participant will receive a t-shirt, entrance to all meets and Certificate of Completion. All sessions will take place at Reiley Elementary School 6:00-7:15 p.m.

Sessions: Monday August 27th (Rain date August 28th)
Tuesday September 4th (Rain date September 7th)
Monday September 10th (Rain date September 11th)
Monday September 17th (Rain date September 18th)
Monday September 24th (Rain date September 25th)
Monday October 1st (Rain date October 2nd)

Player's Name (please print) _____

School _____ Grade _____ Date of Birth ____/____/____

Shirt Size: Youth S ___ M ___ L ___ or Adult S ___ M ___ L ___ XL ___

Please list any medications or physical conditions your child has that the league should be aware of:

Parent/Guardian Names (please print) _____

Address _____ City _____ Zip _____

Phone (Home) _____; (cell #1) _____;(cell# 2) _____

Emergency contact _____

Phone (home) _____ (cell) _____

1. Entry Fee is \$30.00 per participant. Check made payable to Campbell Co. Youth Cross Country.
2. All players must be covered under their family's own health insurance plan.
3. Parent /Guardian must agree to all terms and conditions set forth by the league and read and sign the Wavier and Release of Liability.
4. Registration deadline is August 20th. Please send this registration form and fee to:

Aaron Caudill
Campbell Co. Middle School
8000 Alexandria Pike
Alexandria, KY 41001

WAIVER AND RELEASE OF LIABILITY

We understand that cross country can be a dangerous sport and that injuries, some of them serious, do occur. We further understand that we have been strongly encouraged to have the player receive a complete physical examination by a medical doctor before the player commences participation in the league. In exchange for the Player's participation in the league, we hereby agree to release and forever discharge the Campbell County Schools, Campbell County Youth Cross Country League and its successors and assigns, Board Members (both the Board collectively and its members individually), officers, coaches, members, referees, workers, volunteers and agents (collectively, the "released parties"), of and from all claims, demands, rights and causes of action of whatsoever kind an nature arising from and by reason of any and all known, foreseen damages and the consequences thereof resulting from the player's participation in the league. We further agree not to sue or be a party to any suit against any one or more of the released parties with respect to any matters, which arise out of the player's participation in the league. Further we agree to indemnify, defend and hold harmless the released parties from any and all claims, expenses, damages, demands, losses or liability for damages for death or bodily injury, damage to property or attorney fees which the released parties may sustain or incur as a result of the player's participation in the league. Parent/guardian must read and agree to all conditions set forth by the league.

PLAYER NAME: _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

Campbell County Youth Cross Country Guidelines

CC Youth XC is a great opportunity for students to learn the basics of the sport and create a great healthy habit at an early age. With that, we bring years of Cross Country experience to teach your children proper techniques that they can use throughout their lives.

The league will consist of intramural races with other elementary schools in Campbell County School District, similar to the youth track format. Students will be able to compete on an individual level as well as a team.

- Intramural Cross Country- athletes will run in grade group races
- Students will run .5- 1.5 miles depending on their age group.
- Final night of racing will involve competition against other local elementary schools not in Campbell County's District.

If you have any questions, please contact:

Toni McKee- (859) 992-2904, toni.mckee@campbell.kyschools.us

1. Only PARENT OR LEGAL GUARDIAN can register their child.
2. Release form / waiver must be read and signed by parent/ guardian.
3. Original or photo- copy of birth certificate/ proof of age needed if requested by league.
4. All players must be covered under their families own health insurance plan.
5. Registration Fee must be paid in full and shall accompany the registration application. \$30.00 per player; \$25 for second family member; FREE 3rd or more family member (in same household).
6. Parent /Guardian will be responsible for any issued equipment lost or damaged through means other than normal wear at replacement cost to League.
7. Players will be placed on teams based on equity determined by the League.

8. Players may not change teams for any reason unless determined to be in the league’s best interest and the Executive Director or appointee grants permission.
9. The league reserves the right to transfer any player to another team, if it is deemed in the player’s best interest. The player must remain in their appropriate division based on age and grade.
10. Players and parent/ guardian must read and agree to the CCYXC’s code of conduct before being allowed to participate in league activities.
11. Refund requests must be made in writing to the executive Director and will be acted upon by the Board on a case-by-case basis.

Youth Cross Country Parent and Player Code of Conduct

1. HAVE FUN!!!!!!
 2. DISRESPECT FOR AUTHORITY: Any act of disrespect by a player or parent toward a Coach, League Official, Referee, Player, or Cheerleader can result in disciplinary action by the league.
 3. Fighting: Any act of fighting or otherwise abusive behavior, as determined by a league official, by any player, parent, or fan will not be tolerated. Immediate ejection of the instigating parties is mandatory, up to and including:
 - A. Mandatory (1) meet suspension
 - B. Removal from the league for the season
 - C. Possible (1) year suspension from all league activities
 - D. Banned from premises on days of CCYXC activities
 4. INTIMIDATION: verbal or physical intimidation of opponents outside of normal across the line talk is not allowed
- Parent/Guardian and participant have read and agree to all terms and conditions set forth by the Campbell County Schools Youth Cross Country League.

Parent Signature: _____ Date: _____

Player Signature: _____ Date: _____

Application for Youth Track

Campbell County School System – Boys and Girls Grades K-5
ON THE CAMPUS OF CAMPBELL CO. HIGH SCHOOL

- **Registration:** Monday, April 8th at 5:15 (running will begin at 6:00) Rain or Shine.
- Monday, April 15th at 6:00 (Rain date is following Wednesday)
- Monday, April 22nd at 6:00 (Rain date is following Wednesday)
- Monday, April 29th at 6:00 (Rain date is following Wednesday)
- Monday, May 6th **School Championships:** at 6:00 (Rain date is following Wednesday)

Cost: \$25.00 first child, \$15.00 second child, \$10.00 third child (t-shirt is included in the cost). All runners must be students in the Campbell Co. School system. **Registration deadline is March 23rd (*Make checks payable to Campbell County Youth Track*).**

Registration form and fee must be mailed to:
Attn. Aaron Caudill
8000 Alexandria Pike
Alexandria, KY 41001

T-Shirt Size: Youth S__ M__ L__ or Adult S__ M__ L__ XL__ 2XL__

Student's Name (please print)_____ **Male** ___ **Female** ___

School:_____ **Grade:**___ **Date of Birth** ___/___/___

Please list any medications or physical conditions your child has that the league should be aware of:_____

PARENT/ Guardian Names (please print)_____

Address_____ **City**_____ **Zip**_____

Phone (Home)_____ ; **(cell) Dad**_____/ **Mom**_____

Email_____

Emergency contact _____ **Phone (home)**_____ **(cell)**_____

1. All players must be covered under their family's own health insurance plan.
2. Parent /Guardian must agree to all terms and conditions set forth by CCS.
3. All guardians must sign this registration form and pay the fee prior to participation.
4. A parent or guardian must be present during the events.
5. Students must be enrolled in the Campbell Co. School System.

WAIVER AND RELEASE OF LIABILITY

We understand that track can be a dangerous sport and that injuries, some of them serious, do occur. We further understand that we have been strongly encouraged to have the player receive a complete physical examination by a medical doctor before the player commences participation in the league. In exchange for the Player's participation in the league, we hereby agree to release and forever discharge the Campbell County Schools, Campbell County Youth Track League and its successors and assigns, Board Members (both the Board collectively and its members individually), officers, coaches, members, referees, workers, volunteers and agents (collectively, the "released parties"), of and from all claims, demands, rights and causes of action of whatsoever kind an nature arising from and by reason of any and all known, foreseen damages and the consequences thereof resulting from the player's participation in the league. We further agree not to sue or be a party to any suit against any one or more of the released parties with respect to any matters, which arise out of the player's participation in the league. Further we agree to indemnify, defend and hold harmless the released parties from any and all claims, expenses, damages, demands, losses or liability for damages for death or bodily injury, damage to property or attorney fees which the released parties may sustain or incur as a result of the player's participation in the league. Parent/guardian must read and agree to all conditions set forth by the league.

PLAYER NAME: _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

Youth Track Information

Track and Field Events:

- There will be a Youth track staff member designated as a "coach" for each age group to keep athletes together, encourage them, and make sure that they are present for their events. Athletes will stay with their coaches throughout the program, unless you need them to leave early.
- The 4x100m relay teams will be put together by the youth track staff if there are enough runners interested.
- All participants must participate with their own grade level. No limit on running events.

Awards:

- For the first four contests dates = ribbons will be awarded for place and participation for all running events.
- School Championships Meet, medals are awarded for 1st-3rd place, and ribbons for participation in all running events. Team trophies for the top 3 schools.
- Awards will not be given out for the 4x100m relay or the field events.

Information:

- If there is a cancellation due to bad weather, then an announcement will be made at each of the elementary schools prior to the end of the day. It will also be posted on the school district's web site and CamelPride.com.

Track & Field Events Schedule

Running Events

- 50m dash (Kindergarten and 1st only)
- 50m Fun Run (preschool only)
- 100m dash (K-5th)

200m dash (K-5th)

400m dash (K-5th)

800m run (2nd-5th)

Additional Youth Track & Cross-Country Opportunities

1. Hershey's Track & Field: <http://www.hersheystackandfield.com/index.aspx>
2. AAU Athletics (track & field): <http://aaualthletics.org/>
3. USA Track & Field (youth): <http://www.usatf.org/Resources-for---/Youth-Athletes.aspx>
4. Bluegrass State Games: <http://www.bgsg.org/>

Acknowledgement Form

2018-2019 School Year

I, _____, have received a copy of the
Name
Coaches' Handbook issued by the District, and understand and agree that I am to review this handbook in detail and to consult District and school policies and procedures with my Principal/supervisor if I have any questions concerning its contents.

I understand and agree:

1. that this handbook is intended as a general guide to District personnel policies and procedures and that it is not intended to create any sort of contract between the District and any one or all of its employees;
2. that the District may modify any or all of the referenced policies and procedures, in whole or in part, at any time, with or without prior notice; and
3. that in the event the District modifies any of the information contained in this handbook, the changes will become binding on me immediately upon issuance of the new or revised policy or procedure by the District.

I understand that as an employee of the District I am required to review and follow the information set forth in this handbook and rules disseminated by the Kentucky High School Athletic Association and other governing bodies specific to the sport/s I coach and I agree to do so.

Employee Name (please print)

Signature of Employee

Date

Return this signed form to the Central Office.