




Kentucky High School Athletic Association

2280 Executive Drive ° Lexington, KY 40505 ° www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

MEMORANDUM

To: Superintendent, Principal, and Athletic Director
Webster County High School

From: Brigid L. DeVries, Commissioner
Larry Boucher, Assistant Commissioner 

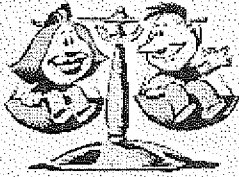
Date: May 4, 2005

Subject: 2004-2005 Title IX Annual Report Forms Submission

Enclosed please find a copy of Form T-65, the 2004-2005 KHSAA Title IX Annual Report Submission Status Report. In addition, you may find an attachment with corrected copies of the forms submitted by your school personnel. Please review this information so the forms can be completed accurately in the future.

Also, KHSAA Audit Team Members may have requested resubmission of some of the 2004-2005 Annual Report Forms or need additional information on your athletic programs. Please submit this information by the date requested if this is applicable. Copies and all KHSAA Title IX documents must be kept current and included in your permanent Title IX File at the school. All documents are subject to Open Records Requests.

Should you need any further information, please do not hesitate to call anytime.



**KHSAA TITLE IX
ANNUAL REPORT SUBMISSION
STATUS REPORT
2004-2005**

KHSAA
Form T65
Revised 4/05

TO: KHSAA Member School Superintendents, Principals, and Athletic Directors

FROM: Brigid L. DeVries, Commissioner
Larry Boucher, Assistant Commissioner

DATE: May 4, 2005

School	Webster County High School	Reviewed by	Phyllis Catlett
--------	----------------------------	-------------	-----------------

The following is a status report regarding the required 2004 - 2005 Title IX Annual Report submission of forms due into the KHSAA office by April 15, 2005. Appropriate KHSAA Audit Team personnel have reviewed these forms and the following is a summary of this review.

I. Checklist of Forms properly submitted in a satisfactory manner:

✓	GE 19 (Annual Verification)	✓	T-35 (Budget Chart)
	T-1 (Summary Program Chart 1)	✓	T-36 (Budget Chart)
✓	T-2 (Summary Program Chart 2)	✓	T-41 (Checklist – Overall Interscholastic Program)
✓	T-3 (Summary Program Chart 3)	✓	T-60 (Corrective Action Plan)
✓	T-4 (Summary Program Chart 4)		

II. Status

A.		2004 – 2005 Forms are satisfactory and no further information or action is necessary at this time.
B.	✓	<p>Errors have been noted with respect to the following forms:</p> <ul style="list-style-type: none"> ▪ <i>Form T-1 (Summary Program Chart 1)</i> – A miscalculation was found on this form. <p>A corrected copy of this form has been returned to you for placement in your permanent Title IX file to ensure proper submission in the future.</p>
C.		The following forms were omitted and must be submitted by school representatives:
D.	✓	<p>Other Recommendation and Comments:</p> <ul style="list-style-type: none"> ▪ It is recommended that students be placed on the Gender Equity Review Committee, and that they be active members of the Committee. ▪ According to the figures on Form T-36, approximately \$184 per athlete more is being spent on male athletes than on female athletes. The addition of volleyball to the girls' program may close this gap. The Gender Equity Review Committee should monitor the spending of monies by the school and boosters. ▪ It appears that there is a significant interest in volleyball. ▪ Thanks for all your hard work. Have a great summer.

**ACCOMMODATION OF INTERESTS AND ABILITIES
SUMMARY PROGRAM CHART 1**

Participation Opportunities Test One

		(Column 1)	(Column 2)	(Column 3)	(Column 4)
	Program	Enrollment	Percentage of Total Enrollment	Number of Interscholastic Participants (double and triple count)	Percentage of Total Participation
Row 1	GIRLS	289	52%	142	50%
Row 2	BOYS	267	48%	144	50%
Row 3	Totals	556	100%	368 236	100%

Instructions:

*Number of 8th grade students & below used in Column 3 and Column 4 calculations if applicable: 18

- Determine the total number of girls enrolled, (place in Row 1, Column 1). Determine the total number of boys enrolled, (place in Row 2, Column 1).
- Add the total number of girls and boys enrolled to determine total enrollment, (place in Row 3, Column 1).
- Calculate the percentage of total enrollment that is female. (Divide Row 1, Column 1 by row 3, Column 1 and place in Row 1, Column 2.) Calculate the percentage of total enrollment that is male. (Divide Row 2, Column 1 by Row 3, Column 1 and place in Row 2, Column 2.) Note: Row 1, Column 2 plus Row 2, Column 2 should total 100%.
- Ask the head coaches to review the most updated eligibility or squad lists for their teams. Ask coaches to confirm the names of those individuals who are on the team as of the first **date of competition**, and cross out the names of those who were cut from the team or quit the team prior to the first competitive event. Determine the total number of interscholastic athletics participants that are girls, (and place in Row 1, Column 3). In order to determine the total number of athletics participants, an individual should be counted each time he or she participates on a team. For example, if Jane Doe competes on the varsity volleyball team, the junior varsity volleyball team, the junior varsity basketball team, and the varsity softball team, she should be counted as four participants (**do not include club or intramural sports participants, cheerleaders, dance teams, or pom squads**). Calculate the same way for boys and girls. * In addition, should 8th grade students and below play on a Freshman, Junior Varsity, or Varsity team, they should also be counted for each team and sport on which they participate. If applicable, please asterisk the above notation as to how many 8th grade students & below are included in the totals. Using the same procedure, determine the total number of interscholastic athletic participants that are boys, (and place in Row 2, Column 3). Add Row 1, Column 3 plus Row 2, Column 3 to get total participants and place in Row 3, Column 3.
- Calculate the percentage of female participation. (Row 1, Column 3 divided by Row 3, Column 3 and place in Row 1, Column 4.) Calculate the percentage of male participation. (Row 2, Column 3 divided by Row 3, Column 3 and place in Row 2, Column 4.) Note: Row 1, Column 4 plus Row 2, Column 4 should total 100%.

Note: While being within three percent is not a formal compliance standard; if the percent listed in Row 1, Column 4 is within 3% of Row 1, Column 2, then it provides a good target within which compliance is likely.

Principal's Signature: _____

Date: 3-29-05



**2004-2005 KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION
ANNUAL VERIFICATION OF TITLE IX PROCEDURES
(To be submitted by April 15, 2004 along with other required forms)**

APR 15 2005

The Webster County High School High School, Dixon, Kentucky
(Name of High School) (City)

certifies to the Kentucky High School Athletic Association that the following is an accurate and true representation of the facts surrounding compliance with 20 U.S.C. Sections 1681-1688, et. Seq. (also known as Title IX)

I certify the following provisions in accordance with records at the school contained in the permanent Title IX file, and to the best of my knowledge have completed the following tasks. (All boxes must be checked)

- Established a gender equity committee at the high school. (list committee personnel and provide attachment if necessary)

Name	Address	Phone	Title
Carolyn Sholar	1922 HWY 41A S	270-639-5092	Principal
Michael Heath	1922 Hwy 41A S	270-639-5092	Assit. Principal
Todd Marshall	1922 Hwy 41A S	270-639-0395	Guidance
Matt Bell	1922 Hwy 41 A S	270-639-0135	Basketball coach
Cindy Collins	1922 Hwy 41A S	270-639-0157	Guidance
Donna Bumpus	1922 Hwy 41A S	270-639-5092	YES Coordinator
Rachel Yarbrough	US 41 A S	270-639-5083	Assit. Superintendent/District Title IX Coordinantor
Regina A. Catlett	1922 HWY 41 A S	270-639-0155	Athletic Director

- Scheduled a minimum of three meetings during the 2004-2005 school year on the following dates:
 - November 10, 2004
 - March 23, 2005
 - May 2005* **this meeting will be used as a transitional session with the new AD, who has not yet been selected**

- Designated the following person(s) as the Title IX coordinator for the school:

Regina A. Catlett	Athletic Director	1922 Hwy 41 A South	270-639-0155
Name	Title	Address	Phone

- School personnel are continuing to make periodic reviews of the boys and girls athletics program reflected in the Corrective Action Plan.

- In addition to the above information, the above referenced school maintains a complete permanent file relative to Title IX records including copies of the self-assessment audit, all corrective action plans, and other related materials.

Carolyn Sholar
Principal's Signature

[Signature]
Superintendent Signature

March 23, 2005
Date

James A. Nance
School Board Chairpersons' Signature

(Send original copy to KHSAA - Maintain duplicate in Title IX school folder)

2004-2005
ACCOMMODATION OF INTERESTS AND ABILITIES
SUMMARY PROGRAM CHART 1

KHSAA
 Form T1
 Rev. 8/03

Participation Opportunities Test One

		(Column 1)	(Column 2)	(Column 3)	(Column 4)
	Program	Enrollment	Percentage of Total Enrollment	Number of Interscholastic Participants (double and triple count)	Percentage of Total Participation
Row 1	GIRLS	289	52%	142	50%
Row 2	BOYS	267	48%	144	50%
Row 3	Totals	556	100%	368 286	100%

Instructions:

*Number of 8th grade students & below used in Column 3 and Column 4 calculations if applicable: 18

- 1) Determine the total number of girls enrolled, (place in Row 1, Column 1). Determine the total number of boys enrolled, (place in Row 2, Column 1).
- 2) Add the total number of girls and boys enrolled to determine total enrollment, (place in Row 3, Column 1).
- 3) Calculate the percentage of total enrollment that is female. (Divide Row 1, Column 1 by row 3, Column 1 and place in Row 1, Column 2.) Calculate the percentage of total enrollment that is male. (Divide Row 2, Column 1 by Row 3, Column 1 and place in Row 2, Column 2.) Note: Row 1, Column 2 plus Row 2, Column 2 should total 100%.
- 4) Ask the head coaches to review the most updated eligibility or squad lists for their teams. Ask coaches to confirm the names of those individuals who are on the team as of the first **date of competition**, and cross out the names of those who were cut from the team or quit the team prior to the first competitive event. Determine the total number of interscholastic athletics participants that are girls, (and place in Row 1, Column 3). In order to determine the total number of athletics participants, an individual should be counted each time he or she participates on a team. For example, if Jane Doe competes on the varsity volleyball team, the junior varsity volleyball team, the junior varsity basketball team, and the varsity softball team, she should be counted as four participants (**do not include club or intramural sports participants, cheerleaders, dance teams, or pom squads**). Calculate the same way for boys and girls. * In addition, should 8th grade students and below play on a Freshman, Junior Varsity, or Varsity team, they should also be counted for each team and sport on which they participate. If applicable, please asterisk the above notation as to how many 8th grade students & below are included in the totals. Using the same procedure, determine the total number of interscholastic athletic participants that are boys, (and place in Row 2, Column 3). Add Row 1, Column 3 plus Row 2, Column 3 to get total participants and place in Row 3, Column 3.
- 5) Calculate the percentage of female participation. (Row 1, Column 3 divided by Row 3, Column 3 and place in Row 1, Column 4.) Calculate the percentage of male participation. (Row 2, Column 3 divided by Row 3, Column 3 and place in Row 2, Column 4.) Note: Row 1, Column 4 plus Row 2, Column 4 should total 100%.

Note: While being within three percent is not a formal compliance standard; if the percent listed in Row 1, Column 4 is within 3% of Row 1, Column 2, then it provides a good target within which compliance is likely.

Principal's Signature: Cathy Schlar Date: 3-29-05

2004-2005
ACCOMMODATION OF INTERESTS AND ABILITIES
SUMMARY PROGRAM CHART 2

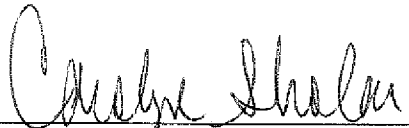
KHSAA
 Form T2
 Rev. 8/03

Participation Opportunities Test Two

		Column 1	Column 2	Column 3	Column 4	Column 5	
Program		Number of Teams Currently Offered	Number of Participants	Number of Teams Added in Last Five Years	Number of Participants Added in Last Five Years	Percent of Total Participation By Sex Added in Last 5 Years	
GIRLS	Row 1	varsity:	7	100	1	40	
	Row 2	j.v.:	3	42	1	45	
	Row 3	frosh:	0	0	0	8	
	Row 4	total:	10	142	2	93	64.5
BOYS	Row 5	varsity:	6	95	0	32	
	Row 6	j.v.:	2	29	0	29	
	Row 7	frosh:	2	20	0	20	
	Row 8	total:	10	144	0	81	57

- 1) For Column 1, list the number of interscholastic teams offered for girls and boys at each competitive level (varsity, junior varsity, and freshman). For girls, total each of the entries in Rows 1, 2, and 3 into Row 4. For boys, total Rows 5, 6, and 7 into Row 8.
- 2) For Column 2, list the number of participants at each level. For girls, total each of the entries in Rows 1, 2, and 3 into Row 4. For boys, total Rows 5, 6, and 7 into Row 8. **Note:** The totals in Row 4 for girls and in Row 8 for boys must be the same as the totals in Form T-1, Column 3, Rows 1 and 2 respectively.
- 3) For Column 3, list the number of interscholastic teams that have been added in the last five years at each competitive level. Count each team added during the 5 year period only one time. e.g. Girl's junior varsity soccer was added 3 years ago, count the team only once, not 3 times. For girls, total the entries in Rows 1, 2, and 3 into Row 4. For boys, total Rows 5, 6, and 7 into Row 8.
- 4) For Column 4, list the number of participants that are currently on each level of the teams that were added in the last five years. If a team was added previously but no longer exists, there are no current participants to be added for that team. For girls, total the entries in Rows 1, 2, and 3 into Row 4. For boys, total Rows 5, 6, and 7 into Row 8.
- 5) For Column 5, calculate the percentage of participants that have been added in the last five years. For girls, take the number in Column 4, Row 4 and divide by the number in Column 2, Row 4. For boys, take the number in Column 4, Row 8 and divide it by the number in Column 2, Row 8.

Note: If the percentage of current participants added in the last five years is 25% or greater, compliance with test two may be possible. If less than 25%, then compliance with test three should be analyzed. **CAUTION:** 25% is not a formal compliance standard.

Principal's Signature:  Date: 3-29-05

Attachment to T2

The number of junior varsity teams has declined due to our numbers not allowing for us to have enough JV participants for football, cross country and track. We also had no girls' freshmen basketball team in 40-05.

Varsity golf was discontinued for boys because there were no high school students interested in participating; and girls golf had one participant.

2004-2005
ACCOMMODATION OF INTERESTS AND ABILITIES
SUMMARY PROGRAM CHART 3

KHSAA
 Form T3
 Rev. 8/03

Participation Opportunities Test Three

FOR ANY QUESTION ANSWERED "YES" IDENTIFY THE RESPECTIVE SPORT(S).

	GIRLS (Yes / No)		BOYS (Yes / No)
1. For a sport not currently played at the interscholastic level (varsity, junior varsity, or freshman) in your school, is there an intramural team offered for that sport?	No		No
2. For a sport <u>not</u> currently offered in your interscholastic athletics program, is there sufficient interest to form a viable interscholastic team based on participation on an intramural team or community recreation teams?	Yes		Possibly
3. For a sport <u>not</u> currently offered, is there sufficient interest to form a viable interscholastic team based on student responses from the interscholastic survey?	Yes <i>Volleyball</i>		No
4. For a sport currently offered at the varsity level only, is there sufficient interest to form a viable team for a junior varsity, or freshman team that is not currently offered?	Yes		No
5. For a sport currently offered at the junior varsity or freshman level is there sufficient interest to form a varsity team not currently offered?	No		No
6. If you answered YES to question (1), (2), (3), (4), or (5), are there enough high schools in your geographic area offering the sport (at the appropriate level) to allow for the development of a reasonable schedule of competition?	Yes		Yes

Principal's Signature: *Carolyn Schlar* Date: *3-29-05*

TO: Carloyn Sholar, principal
FROM: Regina A. Catlett *HEAD*
DATE: March 11, 2005
SUBJECT: Soccer/Volleyball schedules

Per a request from the Webster County Board of Education, I have contacted 12 schools to inquire about scheduling boys' soccer and/or girls' volley ball games for the 2005-06 school year. I made the requests on Friday, February 25, after the board meeting on Thursday, February 24. Through today I have received responses from eight schools. Below are the results of my inquiry:

	VOLLEYBALL	BOYS' SOCCER
Caldwell	no commitment for either, they asked which district we would be assigned	
Hancock	no openings in schedule	no program
Muhlenburg South	no openings in schedule	could play both a home and away
Christian	no openings indicated	will play a boys varsity match if we cancel girls' junior varsity and play a B/G double header
Union	has openings	has openings
Lyon	no openings indicated	can schedule
Crittenden	can schedule	no
Livingston	can schedule	no
Daviess Henderson Dawson Muhlenberg North	These schools did not respond	

According to state post season play guidelines, a soccer team must play in six (6) regular season matches in order to be eligible for post season play. A volleyball team must compete in two (2) regular season matches in order to be eligible for post season play.

The schools I contacted are schools in our region or schools with who we already have athletic contracts for other sports. They are also the ones in the closest proximity for travel purposes.

If I need to provide further information, please let me know.

WCHS
Male/Female Athletic Program Participation Figures

2004	172 Female participants	46.7 percent
	196 Male participants	53.3 percent
Total	368	100 percent

****Male participation was 6.6 percent greater than female participation*

2005	142 Female participants	50 percent
	144 Male participants	50 percent
Total	286	100 percent

****Male/Female participation is even*

Using figures provided by Jackie Nance, by adding boys' soccer and other participation numbers remaining the same, the participation figures would be:

2006	210 Males	59.3 percent
	142 Females	40.7 percent
Total	352	100 percent

****This would give male participation a 19 percent advantage*

Using figures from school sign up sheets, by adding girls' volleyball and other participation numbers remaining the same, the participation figures would be:

2006	144 Males	41.7 percent
	201 Females	58.3 percent
Total	345	100 percent

****This would give female participation a 16.5 percent advantage*

Adding both boys' soccer and girls' volleyball would have the following results:

2006	210 Males	51.1 percent
	201 Females	48.9 percent
Total	411	100 percent

****This would give male participation a 2.2 percent advantage*

******Title IX recommends a 3% or less equity discrepancy.**

Attachment to T3

The Title IX Interest Survey conducted in the 2003-04 school year shows that 82 girls are interested in participating in volleyball. In January 2005, an informal survey showed 52 girls interested in participating in volleyball. In March 2005 a meeting was held with females interested in playing volleyball; 17 young ladies attended the meeting. At this time, it is our intention to continue meeting with girls and to hold some intramural matches to see if interest remains.

While a parent group has requested that a boys' soccer team be started, the 03-04 survey shows only 27 boys interested in participating. The parent group presented a list of 54 boys (grades 7-12) that want to participate; an informal survey at the high school shows only 17 young men at the high school level want to play.

Even though the parent group wants to finance a boys' soccer team, we feel that at this time it is not appropriate to put another boys' team in place at the high school unless we add a girls' sport (volleyball).

A handwritten signature in blue ink, appearing to read "A. Reed", is located to the right of the third paragraph.

Due to lack of funding at the high school and no financial commitment at this time from the board of education to totally fund either program, we will not put either program in place; however, per our Title IX audit, a girls' volleyball team will be our first priority when funding is available.

Attached is a start up cost estimate for starting both programs. The estimates were prepared by the school's athletic director and presented to the board of education in February.

2. '05 Sign up Interest List

4pm-7pm

GIRL'S VOLLEYBALL

Stephanie Brown

* signed up in front office

	NAME
1	Tia Terrell
2	Amanda Eblen
3	Katlin Pritchett
4	Katie Winebarger
5	Laura Epley
6	Sara Stuart
7	Laura Branson
8	Lael Fox
9	Whitney Stills
10	Ladonna Eaden
11	Camp Williams
12	Tara Lynch
13	Jessica Adamson
14	Lindsay Williams
15	Emily Hammers
16	Molly Nance
17	Samantha Scott
18	Michelle Piercefield
19	Tiffany Sutton
20	Mariana Castro
21	Jami Peterson
22	Him Elder
23	Dixie Wooley
24	Courtney Shelton + Laura Poole
25	Donna Riley
26	Rebecca Messamore
27	Jessica Richmond
28	Lindsay Richmond

Olivia Fruit

Teresa Higgs

- Kristina Wilson
- Brooke Dunbar
- Jamie Tucker
- Leah Pritchett
- Haylee Meadows
- Mary VanCleave
- Carlin Owen
- Ari Blackwee
- Brihany Hancock
- Sarah Frasier
- Katie Smith
- Amber Lee
- Kayci Edms
- Audrey Asher
- Ashley Harrison
- Megan Dickens
- Ashley Osborne
- Megan Nance
- Shyrtika Barnhill
- Leslie Croft
- Bethany Faulkner
- Heather Cicale
- Kacie Dingfelder
- Jessica Williams
- Maria Denney
- Hanna Rushing

Stormi Woodall

2004-2005
ACCOMODATION OF INTERESTS AND ABILITIES
SUMMARY PROGRAM CHART 4

Levels of Competition Test One

		Column 1	Column 2	Column 3
Girls	Team Levels	Number of Teams Currently Offered	Number of Participants	Percentage of Participants at Each Level
Row 1	varsity:	6	100	70.3%
Row 2	j.v.:	3	42	29.7%
Row 3	frosh:	0	0	0
Row 4	total:		142	100%
Boys				
Row 5	varsity:	6	95	66%
Row 6	j.v.:	2	29	20.1
Row 7	frosh:	2	20	13.9%
Row 8	total:		144	100%

- 1) Column 1, list the number of interscholastic teams offered for girls and boys at each competitive level; varsity, junior varsity, and freshman. (Refer to Form T-2, Accommodation of Interests and Abilities, Summary Program Chart 2, Column 1.)
- 2) For Column 2, list the number of participants at each level. For girls, total the entries in Rows 1, 2, and 3 into Row 4. For boys, total the entries in Rows 5, 6, and 7 into Row 8. (Refer to Form T-2, Accommodation of Interests and Abilities, Summary Program Chart 2, Column 2.)
- 3) For Column 3, calculate the percentage of female and male participants at each level.
For girls' varsity, junior varsity, and frosh, respectively:
 - Divide Column 2, Row 1 by Column 2, Row 4, and place the percentage in Column 3, Row 1.
 - Divide Column 2, Row 2 by Column 2, Row 4, and place the percentage in Column 3, Row 2.
 - Divide Column 2, Row 3 by Column 2, Row 4, and place the percentage in Column 3, Row 3.
 -
 For boys' varsity, junior varsity, and frosh, respectively:
 - Divide Column 2, Row 5 by Column 2, Row 8, and place the percentage in Column 3, Row 5.
 - Divide Column 2, Row 6 by Column 2, Row 8, and place the percentage in Column 3, Row 6.
 - Divide Column 2, Row 7 by Column 2, Row 8, and place the percentage in Column 3, Row 7.

Principal's Signature: _____

Cashin Shuler

Date: _____

3-29-05

TO: SBDM Council
FROM: C. Sholar *C. Sholar*
RE: Additional Sports Programs
DATE: March 7, 2005

Based upon the 2003-2004 Title IX Audit Report for WCHS, the KHSAA assistant commissioner's e-mail, the high school athletic director's recommendation, and the lack of a financial allocation to fund additional athletic programs, it is my recommendation that the SBDM Council not approve the addition of boys' soccer at this time. The Title IX audit indicated that based on interest surveys, girls' volleyball should be the next athletic program considered by the SBDM Council. This would help alleviate the 6.5% inequity in boys' and girls' sports participation numbers. Our athletic director is in the process of compiling 2004-05 equity numbers and the inequity is anticipated to be greater this year than last, possibly as high as 10 percent. (KHSAA recommends a 3% or less inequity participation percentage.) At the current time, the BOE has not provided a financial allocation for the start up and maintenance of girls' volleyball or boys' soccer. It is impossible for the high school athletic department to support the addition of two more non-revenue generating sports. If and when the BOE provides the Council with a financial allocation that totally supports a girls' volleyball and a boys' soccer program, the SBDM Council may reconsider this request.

Lucia Jenkins

Timothy W. Ray
Robin Wilson

Matthew Bell
Matthew Bell

Webster County High School

Carolyn Sholar, *Principal*
Michael Heath, *Assistant Principal*
Regina Catlett, *Athletic Director*
Todd Marshall, *Counselor*
Cindy Collins, *Counselor*
Donna Bumpus, *YES Youth Service Center Coor.*
Teresa Harrison, *Secretary*

1922 U.S. Hwy 41-A South
Dixon, Kentucky 42409-0400

Office: (270) 639-5092
Guidance Office: (270) 639-0133
Athletic Department: (270) 639-0137
Youth Service Center: (270) 639-0397
FAX: (270) 639-0128

March 11, 2005

Dr. Kemp,

Inserted please find the information you requested pertaining to girls' volleyball.

1) Volleyball sign up sheets

- (a) February, 05 sign up sheet included 9th-12th graders
- (b) March 10, 2005 sign up sheet included only 9th and 10th graders

2) Schedule Information

Ms. Catlett contacted area schools to determine if they had any openings in boys' soccer and girls' volleyball. It is our determination that a full schedule cannot be developed for either sport for the 2005-06 season.

Additionally, I have included the WCHS Male/Female Athletic Program Participation Numbers

Please see below a copy of the March 7, 2005 SBDM Council meeting minutes in regard to the soccer/volleyball proposal.

Soccer/Volleyball Proposal - The Council discussed, at length, the request to add a boys' soccer program to the WCHS sports program. It was noted that the BOE granted permission at their last meeting, Thursday, March 24th, for Jackie Nance and "other soccer parents" to have a one year trial basis for boys' soccer. The BOE agreed to pay for transportation and Mrs. Nance stated that the "soccer parents" would pay for everything else.

The 2003-04 WCHS Title IX audit results, correspondence from KHSAA, and recommendations from the Athletic Director and Principal were reviewed. After much deliberation, consensus was reached to deny the request for the addition of boys' soccer at this time on the basis of Title IX implications, as well as financial concerns. Additionally, the Council recommended that those interested in playing soccer possibly begin by playing as a club team for the 05-06 year.

According to the 2003-04 Title IX audit, WCHS had 6.5% fewer females than males participating in sports. (Title IX recommends a 3% discrepancy or less). Based on WCHS student sports interest surveys, it was the recommendation of the Title IX auditors to add a girls' volleyball program to increase its female sports participation numbers. With that in mind, the Council proposed that girls' volleyball be added before the addition of boys' soccer. Ms. Catlett stated that she had contacted other area schools to see if a WCHS volleyball or soccer schedule could even be developed for the 2005-06 school year and she found out that there were very few free dates. Since a full schedule for either sport could not be developed for the 2005-

06 school year, the Council proposed that the addition of either sport would need to be considered for the 2006-07 school year so that there would be appropriate time to develop schedules and programs. The Council further stated that if and when the BOE provides a financial allocation to support the start up and maintenance cost of girls' volleyball and boys' soccer, it will reconsider the boys' soccer program request.

If you need any further information, please let me know. If you like, I would be happy to discuss this in person with you or other board members.

Thanks,

A handwritten signature in cursive script that reads "Carolyn Sholar". The signature is written in black ink and is positioned above the printed name.

Carolyn Sholar

**2004-2005
BUDGETED AND ACTUAL EXPENDITURES - PROGRAM COMPARISON CHART
TO INCLUDE BOOSTER CLUB FUNDING**

	equipment and supplies	travel	awards	coaches' salaries (to include supplemental and extended employment)	facilities improvements	publications (if sport-specific)
	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures
G basketball	\$1800	\$5100	\$800	\$6000	0	\$200
B basketball	\$3300	\$5600	\$500	\$6000	0	\$200
G softball	\$1100	\$2200	\$200	\$4000	\$18500*	0
B baseball	\$2000	\$4400	\$300	\$5800	\$18700*	0
G cross country	\$2000	\$1200	\$100	\$600	0	0
B cross country	\$1900	\$1200	\$100	\$600	0	0
G golf	0	*transported by parent	0	Lv 2 coach volunteered time	0	0
B golf	N/A					
G soccer	\$2000	\$1900	\$400	\$3500	0	0
B soccer	N/A					
G swimming	N/A					
B swimming	N/A					

1. Total expenditures on T-35 and T-36 on the 2004-2005 year report due by April 15, 2005, should reflect the total monies spent (rounded off to nearest hundred) for the entire year of 2003-2004 ending June 30, 2004.
 2. Booster Club Funding/Contributions must be included in the expenditures total.

Principal's Signature: *Calvin J. Helms* Date: 3-29-05
 Copyright 1999, Good Sports, Inc., Title IX and Gender Equity Specialists. All rights reserved.

2004-2005
BUDGETED AND ACTUAL EXPENDITURES - PROGRAM COMPARISON CHART 2
TO INCLUDE BOOSTER CLUB FUNDING

Teams	equipment and supplies	travel	awards	coaches' salaries (to include supplemental and extended employment)	facilities improvements	publications (if sport-specific)
	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures
G track	\$800	\$1100	\$400	\$1500	0	0
B track	\$800	\$1100	\$400	\$1500	0	0
G tennis	\$200	\$800	\$100	\$500	0	0
B tennis	\$200	\$800	\$100	\$500	0	0
G volleyball	N/A					
B wrestling	N/A					
G (list sport)	N/A					
B (football)	\$14,000	\$800	\$500	\$10,500	\$3600	0
G (list sport)						
B (list sport)						

1. Total expenditures on T-35 and T-36 on the 2004-2005 year report due by April 15, 2005, should reflect the total monies spent (rounded off to nearest hundred) for the entire year of 2003-2004 ending June 30, 2004.

2. Booster Club Funding/Contributions must be included in the expenditures total.

3. Indicate percentage of total expenditures for each gender: Total Expenditures \$ 144,200 ¹⁴⁴ % for boys 59.2 % for girls 40.8 ¹⁴²

Principal's Signature: *[Signature]* Date: 3-29-05 ^{# 509 # 466}

Attachment for T 35 and T 36

Facilities improvement for baseball and softball is for a batting building. The Dugout Club initiated building the facility with the approval of the board of education. The softball boosters have made financial and volunteer labor contributions to the construction fund and will continue to make financial contributions for the remainder of the season and/or until the facility is completely paid for. At the present time, both baseball and softball athletes use the building on a rotation basis. The coaches have worked out an schedule and each team has equal opportunities to use the facility.

2004-2005 KHSAA TITLE IX ATHLETICS AUDIT

KHSAA
Form T41
Rev. 8/03

Checklist - Overall Interscholastic Athletics Program

Areas of Compliance	ADVANTAGE TO (Respond based on Internal Evaluation by checking the appropriate column.)		
	GIRLS' PROGRAM	BOYS' PROGRAM	NEITHER PROGRAM
OPPORTUNITIES			
Accommodation of Interest and Abilities			X
BENEFITS			
Equipment and Supplies			X
Scheduling of Games and Practice Time			X
Travel and Per Diem Allowances			X
Coaching			X
Locker Rooms, Practice and Competitive Facilities			X
Medical and Training Facilities and Services			X
Publicity			X
Support Services			X
Athletic Scholarships			X
Tutoring			X
Housing and Dining Facilities and Services			X
Recruitment of Student Athletes			X

Principal's Signature: _____

C. C. Scholten

Date: _____

3-29-05

Webster County High School

CORRECTIVE ACTION PLAN

To complete this form, indicate the intended area which needs corrective action, the suggested change and time table for implementation. You may copy this form as needed. Please attach corrective action plans along with audit forms and submit by April 15, 2005.

ITEM FOR CORRECTION	SUGGESTED CHANGE	TIME TABLE FOR CORRECTIVE ACTION
Provide additional sports for female athletes	Add girls' junior varsity and varsity soccer	Girls' junior varsity and varsity soccer was added to the sports program in the fall of 2001
Increase the opportunities for female athletes to participate in athletics	Determine the interest in volleyball by starting a volleyball club	<p>A club was formed; however, no records of meetings, number of participants, etc were kept. Because we have no records that reflect the lack of interest, we will once again try to form a volleyball club to determine the actual amount of interest in adding volleyball to the sports programs. First meetings will occur in the spring of 2004</p> <p>Sign ups for girls' volleyball were held in January—52 high school students in grades 9-11 signed up indicating they are interested in playing high school volleyball. In March, a meeting was held with girls interested in participating in volleyball. 17 girls showed up for this meeting.</p> <p>The athletic director has also contacted companies about the cost of equipment and uniforms, has run an analysis on transportation cost and has had a cost estimate for preparing the gym for volleyball completed. In February the AD presented information to the board of education providing statistics on interest and costs for implementing the program.</p> <p>The AD also contacted 15 schools to determine if they could add Webster County to their 05-06 schedule—Only seven schools responded; however, only three of those can schedule an 05-06 match. The high school SBDM has decided not to offer the program in 05-06, but has agreed to revisit the issue in the fall.</p>
Provide an office for female coaches	Convert the existing darkroom into an office for female coaches	Because phone have been added to all classrooms the Title IX committee determined there is not a need for a female coaches' office
Lack of heat in baseball and softball locker rooms	Add heat to locker rooms	This project was completed in the January of 2002

Track equipment does not meet standards	Replace high jump pit and other protective coverings for standards	Pit mat was replaced as were other protective coverings and new hurdles, and a discus cage were purchased in 2002
Excessive travel for boys' basketball team	Pre-determine amount of money which can be spent for travel for each team	Team expenditures for mileage are now more closely in line and boys' travel does not exceed that spent for girls' sports Travel expenses have been more closely aligned for all sports
Establish a soccer facility on the high school campus	Girls presently travel 12 miles for soccer practice and matches. We will determine an on campus location and try to make necessary changes	The superintendent and board of education have been contacted and have been asked to make provisions for a girls' soccer facility. Hopefully, a practice area will be available by the fall of 2004. The superintendent is looking at the feasibility of using the football field for matches in the fall of 2004. Soccer practices were moved to the high school campus for the Fall 2004 season; however, matches continued to be played at the Sebree field. In December 2004, the board of education approved the construction of a soccer field at the school's Clark Complex located adjacent to the high school. In January 2005 dirt work began with the hope that the field will be ready for the 2005 season. **board minutes reflecting the approval of this project are attached with this report Although the facility will have no lights the first season, it is hoped that by the 2007 season, lights will be in place
Lack of a coaches' and athletic handbook for the school	Develop a handbook for all athletic programs and coaches	Fall of 2004 An athletic handbook was developed and presented to coaches and athletes in the Fall of 2004. The school and coaches continue to look at issues and implement changes as necessary. Meetings were held with all student athletes in attendance and the school policies and athletic policies were addressed. Each student was given a copy of the handbook, and both athletes and parents signed a receipt acknowledgment sheet that is on file at the school. **a copy of the handbook is included with this report
Need for renovation of locker rooms at the high school gymnasium	The school is in desperate need of locker room renovation. This is included in the school district's LPC.	The LPC calls for the renovation of the high school locker rooms by the Spring of 2006

Establish a boys' soccer program

Because of increasing interest in boys' soccer, the school would like to add a boys' soccer program to its athletic offerings

Boys' soccer will be added after the school has added a girls' volleyball program. The addition of volleyball will satisfy Title IX requirements, and the addition of both programs will correlate with interest presented to the school by parent and student groups. Additions of these groups may be made for the 2006-07 school year or when funding is available.

- For all areas currently identified as items for correction, an intended corrective action explanation is needed.
THIS FORM SHALL BE TYPED.

Candace Walker

Principal's Signature:

Date:

3-29-05

**Regular Meeting
WCHS School Council
March 7, 2005**

Call to Order

The Webster County High School School Council held its March meeting on March 7, in the WCHS Conference Room. Ms. Sholar called the meeting to order at 3:03 p.m. Those members present were: Carolyn Sholar, Lucia Jenkins, Tim Roy, Matt Bell, Robin Gibson, and Dr. Tim Cottingham. Also present was Regina Catlett.

Approval of Agenda

After the addition of one action item under New Business by Ms. Sholar, consensus was reached to approve the meeting's agenda.

Approval of Minutes

Minutes of the January regular and called meetings were approved by consensus.

Good News Report

1. Seven students advanced to regional Governor's Cup competition, with one student, Amanda Turner, advancing to state competition.
2. Five FFA students qualified for state competition (April 14-15). One student qualified to be an American degree candidate, while seven were named state degree candidates.
3. Second Grading Period Outstanding Students were named: 9th grade – Christie Rowland; 10th grade – Audrey Asher; 11th grade – Mason Holloman; and 12th grade – Sarah Gibson.
4. Seven WCHS students attended and participated in the county-wide 5th grade Health Fair at Clay Elementary School.

Public Comment

Mr. Bell announced that LaBradford Rollins and Cory Patmore had been named to the boys' All-District basketball team. Ms. Catlett also announced that Paula Carver and Caitlin Owen had been named to the girls' All-District basketball team. In addition, Jessica Shelton was named to the All-District cheerleading squad.

CSIP Review

Ms. Sholar presented the Council with the final version of the Closing the Gap plan for the 2004-05 school year. She commented that the CSIP document must be completely revised for school years 2005-2007. She stated the CSIP Committee was in the process of completing the implementation and impact checks and would use that information as well as other needs analysis to revise the CSIP. She also reminded the Council that we have substantive gaps in all identified subgroup areas that must be addressed. The gender gap seems to be one of the most difficult to address. Gender grouping in classes was discussed. The Council took time to discuss this matter, as well as others related to our achievement gaps.

Budget

1. **Badgett Budget** – Ms. Sholar presented the Council with the remaining budget for professional development. While there is still a substantial amount of funds available, all funds must be encumbered by June 30. Ms. Sholar stated she would refer this matter to the PD Committee and also solicited the Council to come up with ideas for ways to best utilize these funds.
2. **WCHS Budget** – Total current general funds available, based upon the budget, stands at \$43,544; however, \$10,000 of that has been allocated to departments and a remaining portion has been encumbered.

Committee/Department Reports

The Curriculum Committee submitted its February 28 meeting minutes. As a result of their meeting, the Curriculum Committee made the following recommendations:

1. Freshman Academy – While the concept needs further research, the committee provided a list of concerns and recommendations.
2. Criminal Justice/Mock Trial – Recommendation to add this course to the social studies curriculum as an elective.
3. Agri-science – Recommendation to add this course to the curriculum as a science elective, excluding honors students.
4. Spanish III – Recommendation to add this course to the curriculum, and if necessary, teach it as a split-class with Spanish II.
5. Alternative School Program Restructuring – This restructuring process is still in discussion and subject to changes. (Council will hear this request when plan is complete.)
6. Science Course Descriptions – Recommendation to adopt the proposed changes in science course descriptions. (Council agreed that it needs more information and requests that a Science Dept. representative be present to discuss this at the next SBDM meeting.)
7. Consumer Math Recommendations – Recommendation to accept the math department's request to require students to have teacher approval prior to enrolling in consumer math courses.
8. English Department – No changes requested

School News Updates

1. **Smart Board now available**—Coach Bell demonstrated this at the last planning Monday
2. **Portfolio Analysis Update** – Ms. Sholar reported on the progress that is being made in the area of portfolio development. She reported that all teachers had met individually with the students on their analysis caseload and she stated she is impressed with the positive impact Tom Johnson is making as he conferences with individual students. She stated that she felt confident that our portfolio scores will exceed last year's scores based on the work students are doing and the strategies we are using to focus on portfolio development, this year.
3. **Parent Huddle Report** – Ms. Sholar reported that 9 people attended the most recent Parent Huddle. 40 invitations were sent out and only two of those parents attended. The other seven parents in attendance were already connected with the school, in some capacity.
4. **Parent/Community Involvement Summary** – Donna Bumpus compiled this information per Ms. Sholar's request and submitted the report to the Council and Carolyn Tucker, Webster County Board Member. Ms. Sholar stated that Mrs. Tucker has expressed her concern about parental and community involvement at WCHS.
5. **New Extra-service Position (Quiz Bowl)** – The following extra-service positions have been approved by the BOE: Quiz Bowl coach and assistant coach.
6. **Dates to Mark/March Calendar** – See attached.

New Business

1. **Soccer/Volleyball Proposal** – The Council discussed, at length, the request to add a boys' soccer program to the WCHS sports program. It was noted that the BOE granted permission at their last meeting, Thursday, March 24th, for Jackie Nance and "other soccer parents" to have a one year trial basis for boys' soccer. The BOE agreed to pay for transportation and Mrs. Nance stated that the "soccer parents" would pay for everything else. The 2003-04 WCHS Title IX audit results, correspondence from KHSAA, and recommendations from the Athletic Director and Principal were reviewed. After much deliberation, consensus was reached to deny the request for the addition of boys' soccer at this time on the basis of Title IX implications, as well as financial concerns. Additionally, the Council recommended that those interested in playing soccer begin by playing as a club team. According to the 2003-04 Title IX audit, WCHS had 6.5% fewer females than males participating in sports. (Title IX recommends a 3% discrepancy or less). Based on WCHS student sports interest surveys, it was the recommendation of the Title IX auditors to add a girls' volleyball program to increase its female sports participation numbers. With that in mind, the Council proposed that girls' volleyball be added before the addition of boys' soccer. Ms. Catlett stated that she had contacted other area schools to see if a WCHS volleyball or soccer schedule could even be developed for the 2005-06 school year and she found out that there were very few free dates. Since a schedule for neither sport could be developed for the 2005-06 school year, the

Council proposed that the addition of either sport would need to be considered for the 2006-07 school year so that there would be appropriate time to develop schedules. The Council further stated that if and when the BOE provides a financial allocation to totally support the start up and maintenance cost of girls' volleyball and boys' soccer, it will reconsider the boys' soccer program request.

2. **Administrative Position Posting** – Ms. Sholar presented the Council with the complete job description for the new administrative position that has been created by the Board of Education.
3. **New Course Recommendations** – See Curriculum Committee recommendations above.
4. **2005-06 Staffing Allocation** – The staffing allocation from the BOE for the 2005-06 school year will remain the same as this school year: 27 regular education teachers, as well as 5 extra positions (2 administrators, 2 guidance counselors, and 1 media specialist). The Council recommended accepting this staffing allocation; however, Ms. Sholar will draft a letter asking the Board to reconsider allocating the high school additional positions (at least 1 or 2) in an attempt to improve the curriculum that is currently offered at WCHS. The letter will be signed by all Council members and sent to the Superintendent. Ms. Sholar thanked Tim Roy, Lynda Graham, Heather Spitzer and Holly Adams for the presentation they made to the BOE on Feb. 24th supporting curr request to add two additional teaching positions to the 2005-06 WCHS staffing allocation. Their presentation pointed out that in order to serve gifted/AP students as well as at risk students, WCHS needs additional teachers. If the BOE would revert to the staffing formula used prior to the 2002-03 school year, the high school would gain two teachers. The BOE did not act on their request but stated they keep it under consideration.

Action Items

1. **Approval of Personnel** – The Council reached consensus on the following extra-service position hirings: Quiz Bowl Coach – Patricia Wilkerson; Quiz Bowl Assistant Coach – Heather Brumfiel; Track Volunteer – Kermit Berry; and Assistant Softball Coach – Stephanie Taylor as David Thomas submitted his resignation as assistant softball coach.
2. **Approval of new WCHS courses** – Consensus was reached to accept the following course additions to the WCHS curriculum as previously stated in the Curriculum Committee recommendations: Criminal Justice, Agri-Science, and Spanish III. Consumer Math Recommendations – Council approved the math department's request to require students to have teacher approval prior to enrolling in Consumer Math courses with the following amendment: "...teacher and/or administrative approval to enroll..."
3. **Approval of WCHS Belief Statements** – Consensus was reached to adopt attached Belief Statements for WCHS.

Adjourn

Mr. Bell made a motion to adjourn at 4:27 and was seconded by Mr. Roy.

Carolyn Sholar, Chair

Tim Roy, Secretary

Webster County High School

Carolyn Sholar, *Principal*
Michael Heath, *Assistant Principal*
Regina Catlett, *Athletic Director*
Todd Marshall, *Counselor*
Cindy Collins, *Counselor*
Donna Bumpus, *YES Youth Service Center Coor.*
Teresa Harrison, *Secretary*

1922 U.S. Hwy 41-A South
Dixon, Kentucky 42409-0400

Office: (270) 639-5092
Guidance Office: (270) 639-0133
Athletic Department: (270) 639-0137
Youth Service Center: (270) 639-0397
FAX: (270) 639-0128

February 17, 2005

Attached find cost estimates of starting a girls' volleyball program and a boys' soccer program at the high school.

Please note that the information provided is an estimation based on research I have completed.

Things to consider:

Cost for officials comes from the high school athletic fund. Presently gate receipts from basketball and football are the major financial support for all of our other sports programs. We do take up admission for soccer, baseball, and softball as well, but seldom do we have enough gate receipts from one of those games to cover the cost of officials.

Officials' costs include

- \$300 on a Friday night for football officials
- \$140 - \$210 per night for soccer officials
- \$170 per night for junior varsity and varsity basketball officials
- \$140 per night for ~~baseball~~ baseball/softball officials *per game*

Transportation funds are provided by the board of education; however, if we add sports, the board will need to consider allocating additional funds because transportation usage will increase.

Do we have the facilities to take care of two more groups practicing and playing?

Would the Board of Education be willing to make an annual allocation to the high school athletic fund to help with the purchase of uniforms and equipment?

At the present time, the high school athletic fund is barely able to cover the cost of officials, uniforms and equipment. It would be very difficult, if not impossible to take on two additional sports to fund without monetary assistance from the board.

Regina A. Catlett, CAA

Girls' Volleyball Cost Estimates and Needs

Coaches

Head Coach \$2500
Assistant Coach \$1000

Based on coaching salaries for other comparable sports

Uniforms

Jersey and shorts

Prices range from \$50.00 to \$78 per set (these are catalog prices—by bidding the uniforms or calling area vendors for prices, the prices may change)

Only one set of uniforms would be necessary

Based on having both a junior varsity and varsity team we would need at least 30 uniforms

A volleyball team can carry as many athletes as they want on an eligibility roster, but only 15 can dress per game

Uniform total cost \$2500 + depending on the uniform purchased—we need to purchase a quality uniform that will last for at least a four year rotation

Players would be responsible for their own shoes, socks and/or warm-ups
(estimates vary \$150 to \$250 per player)

Floor Preparation

See attachment for cost estimate of installation of sleeves, and covers as well as nets, referee stand, etc—This prep plus balls and a cart would run about \$4825

In addition, the installation fee will be about \$950 (if our floor is wood over concrete)

Additional costs for the floor would include marking the floor for volleyball—prices for this would have to come from the company that refinishes and marks floors—This would be an additional cost

Equipment

The cost of the nets, sideline markers, balls, ball cart is included with material on floor preparation

Water bottles, carriers—about \$30 for six bottles and one carrier (we would need four to five of these)

Sign Ups

9th graders 23

10th graders 17

11th graders 19

**8th graders (incoming 9th graders) were not contacted

Matches

2 scrimmages
20 matches per season

Transportation

To at least one scrimmage and half of the matches—This is hard to estimate until a schedule is completed and we can determine where we would have to travel—I would say approximately \$1500 to \$2500

Officials

Cost of officials is about \$37.50 per official per game
According to KHSAA, two officials per game are used

Assigning Secretary's Fee

Annual fee of \$100 per year

Recommendations

Limit participation the first year to ninth and tenth graders and play only a junior varsity schedule, then have both a varsity and junior varsity schedule the second and all subsequent years. Although per KHSAA seniors can play on a freshman or junior varsity team, it is seldom done and would only result in allowing someone to play for the sake of playing. It would not help in building and/or developing a program.

TOTAL START UP COST

\$13,000 to \$15,000*

These figures are based on estimates and could be lower or higher depending on vendors, price increases prior to our ordering and increase in officials' salaries. It is also possible that there are supplies (needs) such as towels, ball bags, etc. that need to be included.

Recurring Costs

**Coaches' salaries
Transportation
Officials
Uniforms on Rotation**

Schelde

NORTH AMERICA

To: Regina Catlett

Fax: 270-639-0128

From: Madelyn Meneghetti / Regional Sales Manager

Date: 2/11/05

Pages: 2

Dear Regina,

Thank you for your continued interest in Schelde North America. Per our conversation yesterday, provided is the proposal, which outlines one complete volleyball net system. I have also given you some great prices on the Baden volleyballs for your convenience.

At this time I would like to quickly remind you of a few reasons why Schelde systems come highly recommended:

Easiest Set-Up: Schelde's posts are the lightest available and utilize a simple four point net attachment.

Superior Engineering: The new extended winch design offers more range and an easy net connection with more extreme tension, while the stainless steel sheathing and steel gears provide increased durability.

Durability: At Schelde we pride ourselves in using only the finest materials and workmanship. Our **lifetime warranty** on the upright will ensure that your investment will last for many years.

Please let us know if we can be of further assistance with your equipment for your new program. Thank you again for your time and consideration of Schelde volleyball equipment!

Sincerely,



Madelyn Meneghetti
Regional Sales Manager

4180 44th Street SE Ste C
Grand Rapids, MI 49512-4057
Ph: 616-554-4945 • Fax: 616-554-1623
Toll Free: 1-888-SCHELDE (724-3533)
www.scheldesports.com • email: info@scheldesports.com

Better Equipment For a Better Game™

Schelde

N O R T H A M E R I C A

Date: February 10, 2005
Prepared For: Regina CatlettQuote Number:
66787Facility: **Webster County High School**
1922 Hwy 41A South
Dixon, KY 42409

Phone: 270-639-0155

Fax: 270-639-0128

Quantity	Stock Number	Description	Unit Price	Total Price
1	75001.4	Collegiate 4000 Upright	465.00	465.00
1	75002.4	Collegiate 4000 Upright w/ Winch	940.00	940.00
2	62107	Floor Sleeve	70.00	140.00
2	62124	Brass Hinged Floor Cover	140.00	280.00
1	67501.r	International Net w/ Ratchet Tensioner	310.00	310.00
1	67809.7	(Pair) Antennas and Sideline Markers	85.00	85.00
2	67815.4	Upright Safety Pads	195.00	390.00
1	99999	Set (4) Cable Covers	45.00	45.00
1	67706.7	RS200 Referee Stand w/ Pads	895.00	895.00
12	15-0	Baden Lexum Leather Game Balls	38.00	456.00
12	VX450	Baden Composite Cover Volleyballs	25.00	300.00
1	CBC	Baden Collegiate Cart w/ Bag	249.00	249.00

Installation/Notes/Comments:

Equipment Subtotal: 4,555.00

Shipping & Handling: 270.00

Order Total: \$4,825.00*Estimate for the installation of the (2) floor sleeves and cover plates, for normal condition, wood floor over concrete**slab: \$950. For actual install price, contact Ancore, Inc at 800.695.9457*Proposed By: Madelyn Meneghetti
Madelyn Meneghetti, Regional Sales Manager
Email: mmeneghetti@scheldesports.comDate: 2/11/05

Accepted By: _____ PO # _____ Date: _____

Order cannot be released until purchase order is received via fax or mail.

This quote is valid for 30 days from the date of issue and does not include installation expenses.

Terms for payment are NET 30 days. Returns are subject to a restocking fee.

4180 44th Street SE Suite C • Grand Rapids, MI 49512-4057
Ph: 616-554-4945 • Fax: 616-554-1623 • Toll Free: 1-888-SCHELDE or 1-800-823-0182
• Website: www.scheldesports.com

Boys' Soccer Cost Estimates and Needs

Coaches

Head coach \$2500
Assistant coach \$1000

Based on coaching salaries for other comparable sports

Uniforms

Jersey and shorts (some vendors include socks)

Prices range from \$40.00 to \$70.00—these are catalog prices—vendors may be able to give a more competitive price

Goalie jersey \$55.00-\$75.00

We would want to purchase uniform that are of high quality so that they will be usable for a four year rotation cycle

Based on having both a varsity and junior varsity we would need at least 42 uniforms because each team can carry 21 people on their tournament roster—the number on an eligibility roster is unlimited; thus, medium priced uniforms would run about \$2300 per set and we would have to purchase both a home and away set for approximately \$4600.

Boys would be responsible for buying their own shoes, shin guards and extra socks as well as goalie gloves

Equipment

25-30 balls—practice and game ranging in price from \$17 to \$35 each
(approximately \$500)

ball bags \$20 each = \$100

practice penalties (scrimmage vests) @ \$6.00 each X 30 = \$180

cones \$40

water bottles and carriers @ \$30 each (we would need six--\$180)

Field

Share a field with the girls, but be careful with scheduling so there are no conflicts

Sign-ups

17 high school students have signed up

The high school has not asked for incoming 9th grade sign-ups

Soccer, like football has a limitation on who can participate—students below grade 9 cannot play against 11th and 12th graders (per KHSAA), so a junior varsity team would have to be comprised of players in the same grade levels as their opponents

Matches

2 scrimmages

17 regular season matches

Transportation

There will be approximately 8-10 away matches, and the cost of transportation would be determined by where games are scheduled to be played, but an estimate would be \$2000-\$2500.

Officials

Cost for officials is \$70 per official for a junior varsity and varsity contest. At least two officials are required; three are preferred. We will have approximately seven to eight home matches, with the total cost for officials per match at least \$140.

Assigning Secretary's Fee

Annual fee of \$100 per year for boys' soccer and an additional \$100 fee for girls' soccer.

Recommendation

No boys' soccer program should be started at WCHS until after an additional girls' program is in place. According to the Title IX audit and the last Title IX report, the high school was strongly encouraged to get a girls' volleyball team in place because the annual title IX survey indicates there is enough interest to start a volleyball team. We also must keep our participation numbers in boys' and girls' sports within three (3) percent of each other. At the time of the last report, we showed about five (5) percent difference in the number of boys and girls participating. By putting another boys' program in place, we would have the participation numbers completely out of line.

Total Start Up Cost**\$10,000 to \$12,000****Recurring Costs****Officials
Transportation
Coaches' salaries
Uniforms in rotation**

The Webster County Board of Education met in dialogue session at 6:30 p.m. in the Clay Elementary School Cafeteria in Clay, Kentucky, on Monday, December 6, 2004. Chair Willson called the meeting to order with all members present. Federal/State Programs Coordinator Alan Lossner led the pledge to the flag and Maintenance Director David Liggett delivered the invocation.

ADOPTION OF AGENDA

Upon the recommendation of the Superintendent, on a motion by Preston, seconded by Nance, the Board vote was 5-0 to adopt the agenda, with the addition of Student Recognition and two action items.

STUDENT RECOGNITION

Board Member Steve Henry shared with the Board that students from Clay participated in a 6th Grade Academic Meet held in Henderson on Saturday, December 4th, and the Quick Recall Team received 4th place, as well as Paige Carlisle earned a 2nd and 3rd place in Language Arts and Science, respectively. He expressed congratulations for the students and said he felt they did an excellent job representing Webster County, both in academics and behavior.

PARENT JACKIE NANCE ADDRESSED THE BOARD IN SUPPORT OF A BOYS SOCCER PROGRAM

Jackie Nance addressed the Board representing the middle and high school boys' interest in starting a boys high school soccer team. She named several boys that played on a traveling team, but stated it was difficult for the boys to play in a recreational league at high school level because of high school participation. She said adding a boys soccer program at Webster County High School would greatly benefit the boys and also noted that many of the Hispanic boys participated in the sport, which was good involvement for them and the community.

Chair Willson said he believed he was correct in stating that the Middle school students would only be able to play junior varsity, not varsity. Also, he said Title IX regulations must be followed to be in compliance, and due to numbers, a female sport must be added first. He commented that when the District-wide Athletic Director was employed, this was one of the first things they should work on. Ms. Nance said she understood about Title IX, but she felt the intent was not to limit boys, but offer more for the girls. Ms. Preston asked if parents would be willing to help support the program financially and Ms. Nance replied they would. She said that the recreational league in Owensboro would donate two full-size soccer goals, as well. The Board thanked Ms. Nance for coming and told her they would definitely explore all possibilities for adding the sport.

SUPERINTENDENT'S REPORT

Dr. Kemp informed the Board that we would be applying for emergency certification for a couple of teachers upon the recommendation of the Educational Professional Standards Board and the requirements of highly qualified regulations.

***Chair Willson announced a short break at 6:49 p.m. to enjoy refreshments provided by Clay PTA and the Board reconvened at 7:06 p.m.**

DIALOGUE SESSION

Clay SBDM Council: Chair Willson welcomed the audience to the Dialogue Meeting with the Clay SBDM Council and thanked the members for their time in sharing with the Board. Members in attendance were Dave Rupsch, Becky Meadows, Gina Russell, and Susan Duncan. Principal Rupsch summarized the following areas with the Board:

- Analysis of the 2004 CATS results
- Open Response and Writing Questions and Answers being addressed by faculty and staff
- Utilization of Title I and SBDM funds to address school's assessment needs
- Utilization of Frank Desensi's techniques to customize in student instruction
- Receipt of first set of MAPS scores

This led to a lengthy discussion of the MAPS process at Clay, which centered around the use of the MAPS instructional Assistants and the methods of computer driven test analyses. Susan Duncan provided an example of MAPS assessments for some students in her classes and explained how she has altered instruction in her classrooms to meet the specific deficiencies of individual students. The Board followed that up with a discussion of small group and individualized instruction.

- List of specific needs, including:
 - white marker boards
 - additional door connecting the administrative suite with the hallway
 - student desks

overcrowding in Grades 1 and 2
 WILL Room supervision
 full-day kindergarten

Mr. Willson noted that the Trojan Academy would provide additional assistance to help students who are having difficulties mastering Kentucky Core Content. Mr. Willson also commented that he felt the most under-utilized resource in all Webster County schools is parents.

Amended 2004-05 Budget: Superintendent Kemp reported back to the Board, as requested, on an amended budget as a result of the actions taken at the November 8th board meeting adding new programs and salary/other increases. He outlined the changes with them and said they were all reflected in Contingency, as follows:

Utilities Increase	\$62,000
\$0.20 Classified/1% Salary Increase	50,000
Dental Benefits	33,264
Certified Staff Advancement	22,000
Central Office Position	35,000
Aides for Clay and Slaughters	14,000
Trojan Academy	28,000
School Furniture	20,000

These amendments increase the General Fund Budget by \$264,264.00, but no action was required from the Board.

Additional Needed Instructional Assistant Positions: Dr. Kemp told the Board that with the hiring of additional aides for Clay and Slaughters at the last board meeting, he had received written requests from principals at Dixon, Sebree, and WCHS for an additional Instructional Assistant at their schools. The Board discussed the issue, but decided to wait and study the need further.

BOARD OPPOSED THE HIRING OF ADDITIONAL INSTRUCTIONAL ASSISTANTS

Upon the recommendation of the Superintendent, on a motion by Preston, seconded by Nance, the Board vote was 5-0 opposing the hiring of additional instructional assistants for Dixon, Sebree, and WCHS. Chair Willson directed Dr. Kemp to gather more information on this issue and bring it back to the December 20 meeting.

APPROVAL OF CONSENT ITEMS

Upon the recommendation of the Superintendent, on a motion by Nance, seconded by Henry, the Board vote was 5-0 to approve the following consent items:

- A. Orders of the Treasurer dated November 15, 2004
- B. Treasurer's Report dated October 2004
- C. School Activity Reports dated October 2004
 1. Clay Elementary School
 2. Dixon Elementary School
 3. Sebree Elementary School
 4. Slaughters Elementary School
 5. Webster County High School

APPROVAL OF SECOND READING OF BOARD POLICY 01.7, BOARD ATTORNEY

Upon the recommendation of the Superintendent, on a motion by McCormick, seconded by Preston, the Board vote was 5-0 to approve the second reading of Board Policy 01.7, Board Attorney, to include specifics on the hiring of a Board Attorney. (A copy of the revised policy is included with the minutes).

APPROVAL OF SECOND READING OF BOARD POLICY 04.9, DISTRICT AUDITOR

Upon the recommendation of the Superintendent, on a motion by Nance, seconded by McCormick, the Board voted 5-0 to approve the second reading of Board Policy 04.9, District Auditor, to include specifics on the hiring of a District Auditor. (A copy of the revised policy is included with the board minutes).

APPROVAL OF EARLY GRADUATION FOR ALTERNATIVE SCHOOL STUDENT

Upon the recommendation of the Superintendent, on a motion by Preston, seconded by Henry, the Board vote was 5-0 to allow Andrew Woodring, student who attends WC Alternative School, early graduation. The student was placed in the Alternative School due to medical and legal considerations from last school year and has now successfully completed the credit requirements for graduation.

APPROVAL OF FIRST READING OF BOARD POLICY 03.19 - PROFESSIONAL DEVELOPMENT TO INCLUDE TUITION REIMBURSEMENT FOR CERTIFIED STAFF

Upon the recommendation of the Superintendent, on a motion by McCormick, seconded by Preston, the Board vote was 5-0 to approve the first reading of Board Policy 03.19 – Professional Development, to include a new heading subtitled **Tuition Reimbursement** outlining the plan of reimbursement to certified staff for furthering education. This plan will provide certified employees eligibility for tuition assistance of \$500.00 in any 12-month period for expenses such as tuition and textbooks.

MASTER DISTRICT FACILITY PLAN

First, Chair Willson thanked the LPC members for serving on the committee, as he knew it was a monumental task and the Board appreciated all their efforts. Dr. Kemp added that KDE had reviewed the plan and made proposed adjustments before the LPC cast their final vote on the draft plan for presentation to the Board. He said the District Facility Plan would again go back to the state before local and state hearings were held. (A copy of the Draft Facility Plan is included with the minutes).

APPROVAL OF LPC'S PROPOSED MASTER DISTRICT FACILITY PLAN

Upon the recommendation of the Superintendent, on a motion by Nance, seconded by Henry, the Board vote was 5-0 to approve the District Facility Plan as submitted by the Local Planning Committee.

APPROVAL OF JOB DESCRIPTION FOR NEW ADMINISTRATIVE POSITION – DISTRICT-WIDE COORDINATOR OF ACADEMIC AND EXTRACURRICULAR ENRICHMENT ACTIVITIES

Upon the recommendation of the Superintendent, on a motion by McCormick, seconded by Nance, the Board voted 5-0 to approve the job description for the new Central Office Administrative Position, titled, District-Wide Coordinator of Academic and Extracurricular Enrichment Activities. (A copy of the job description is included with the minutes).

PROPOSAL TO CONSTRUCT SOCCER FIELD

Superintendent Kemp shared with the Board the need to begin construction of a soccer field on the WCHS campus, as required by our district's Title IX Audit. He said a survey had been completed of the Clarky Clark property and behind the baseball field there was ample room to construct a full-size field, 75 x 120 yards. He said the approximate cost to begin the construction would be \$10,000.00, which would include grading, contouring and seeding the ground. This would provide a daytime field. Later, the Board would need to act on the installation of lights for nighttime playing.

APPROVAL TO CONSTRUCT SOCCER FIELD AT WCHS CLARKY CLARK ATHLETIC COMPLEX

Upon the recommendation of the Superintendent, on a motion by Henry, seconded by McCormick, the Board vote was 5-0 to give Dr. Kemp permission to begin with the dozer work necessary to construct a soccer field behind the baseball field at the Clarky Clark Athletic Complex. Mr. Nance expressed sentiment that the community should always be mindful of the generosity of Clarky Clark.

APPROVAL TO CREATE TWO ADDITIONAL SPECIAL EDUCATION JOB POSITIONS

Upon the recommendation of the Superintendent, on a motion by Nance, seconded by Preston, the Board vote was 5-0 to create two additional special education positions, as follows, based on the increased 12/01/04 child count data and a review of teacher caseloads:

- (1) certified teacher – Sebree Elementary
- (2) classified instructional assistant – Dixon Elementary

APPROVAL OF SEBREE SCHOOL FUNDRAISER

Upon the recommendation of the Superintendent, on a motion by McCormick, seconded by Nance, the Board voted 5-0 to approve Sebree Elementary School to conduct a "Computers for Education" fundraiser to begin in January 2005.

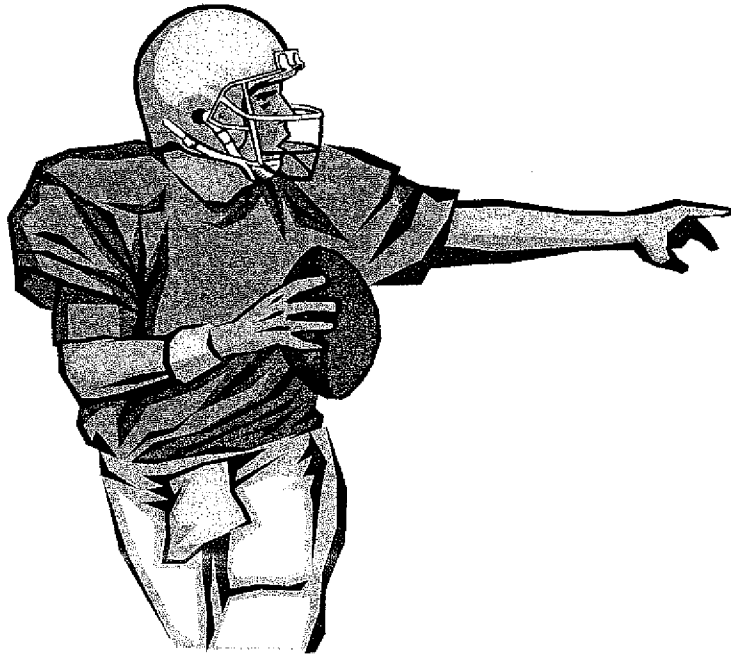
ADJOURNMENT

A motion was made by Preston, seconded by Henry, and the Board vote was 5-0 to adjourn the meeting at 8:52 p.m.

Chairman Luther Willson

Secretary James A Kemp

**WEBSTER COUNTY HIGH SCHOOL
ATHLETIC HANDBOOK
2004-2005**



Webster County High School Athletic Handbook

Purpose of the Handbook

The purpose of this handbook is to give coaches, student athletes and parents, as well as other school personnel, a guide to the athletic opportunities offered by Webster County High School. It outlines the expectations the school maintains for athletic administration, coaches, and student athletes.

Coaches are leaders and they are teaching our student athletes to be self sufficient, responsible and wise. They give freely of their time to help student athletes be better citizens. They deserve support, for they receive little financial reward, little privacy, and are seldom praised for their efforts. They are here because they love to see young people excel at the highest level and they want to help those young people win with dignity and lose with grace.

Coaching is a profession and should be recognized as such. We encourage parents and the community to support our programs, our coaches and our athletes as they are a vital part of all of our programs.

Athletic Objectives:

1. To learn games and develop and/or improve playing skills
2. To develop physical vigor and desirable habits in health, sanitation and safety
3. To make real friendships with squad members and widen circle of friends and make acquaintances on opposing teams
4. To observe and exemplify good sportsmanship
5. To realize that athletic competition is a privilege that carries definite responsibilities with it
6. To enjoy one of the greatest heritages of youth--the right to play
7. To learn that the violation of a rule of the game brings a penalty and that this same sequence follows in the game of life

Code of Ethics

A code of ethics is a set of ethical principles and standards designed to guide a group of people in taking acceptable and approved action. The Webster County Athletic programs will adhere to guidelines set forth by Title IX, KHSAA, the Webster County Board of Education and the Webster County High School SBDM Council.

The following code of ethics is set forth for:

Webster County High School athletic staff:

1. To understand the purpose of interscholastic athletics is to promote the physical, mental, moral, and social well being of the student athlete.
2. To set an example of good conduct for his/her team members, students and general public:
 - A. To act in a sportsmanlike manner at all times
 - B. To refrain from smoking, drinking, or using profane, language while supervising an athletic team
 - C. To maintain complete control of team members at all practices and games
3. To respect the decisions of officials and remain undemonstrative in accepting these decisions
4. To be courteous to visiting teams and officials
5. To strive for a good working relationship with opposing coaches/schools and administration
6. To achieve a thorough knowledge and understanding of the rules and a spirit of the rules of the game
7. To do unto others as if you were the "others"
8. To follow the appropriate chain of command and effectively communicate with the school administration

The school and student body:

1. Athletics should be educational and an extension of the total school curriculum
2. Athletics should be used to promote positive school morale
3. All visiting schools/players should be treated as guests
4. Athletic programs should be organized so that they are a benefit to the school/district
5. The school policies should be definite so that athletes will not expect special privileges
6. Sportsmanship, fair play, and good school citizenship should be the objective of all students athletes

Administrative Policies and Responsibilities

It is fundamental that the coach is completely responsible for the behavior, safety and welfare of the members of his/her squad during practice and games.

Coaches should adhere to the following guidelines when handling members of their squads:

1. the athlete should be punctual and attend all practices unless he/she has a reasonable excuse
2. if an athlete quits or is removed from the team/squad, the athletic director and principal should be notified immediately
3. if an athlete quits or is removed from the team/squad, he/she may not join another school team until the season for the first sport is over
4. players must be supervised at all times when under the coach's jurisdiction--this includes in the locker room, on the team bus, waiting for an activity bus, waiting for parent pickup after games or practices
5. the athlete must maintain clean locker room habits, keep his/her body as well as equipment clean (coaches should make a weekly check of lockers and the locker room).
6. good sportsmanship should be encouraged both in victory and defeat
7. measures must be taken by the coach to prohibit the use of profane language among the coaching staff and players
8. there must be respect for authority both on and off the playing fields and arenas
9. because athletes represent himself/herself, his/her school, and the community, he/she should be neatly groomed, properly dressed and conduct themselves in a positive manner
10. athletes should be encouraged to develop good study habits and work to their maximum scholastic ability
11. the coach should know the health status of his/her players at all times (check physical sheets)
12. be sure that all injuries are given proper attention--fill out an accident report (copy contained in this handbook)--a copy of this report must be turned in to the athletic director within 24 hours (next school day) after the injury
13. at athletic contests, in the absence of the principal or athletic director or designee, the coach is the administrative authority for the school system

Schedules

The athletic director is responsible for scheduling all events. Limits of games and meets are set by Webster County High School and KHSAA. Master schedules must be approved by the high school principal and athletic director.

Postponing contests:

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

1. Coaches must confer with the athletic director and/or principal
2. **Only** the principal and/or the athletic director can postpone or cancel a contest and any rescheduled contests must first be approved by the athletic director.

Finances

It is the responsibility of the coaches/athletic director to follow school, district and state finance policies and procedures. No purchases may be made without prior approval. Failure to follow proper purchasing procedures will result in non-payment by the school and coaches/personnel will be responsible for payment. Bills should be submitted for payment immediately upon receipt.

Game Cancellation and Inclement Weather

When inclement weather occurs, cancellation of games/practices will be determined by the principal, athletic director, and transportation department. No game/practice will be held if weather conditions are such that a danger of traveling to and from the school exists. All coaches should consult with the athletic director before contacting players about practice or play. If school is closed, the assumption should be that no practices or games will be held unless school officials give approval.

Media Day/Pictures

All picture days/media days will be scheduled through the athletic director. The athletic director shall contact the appropriate media with times and dates of the events.

Should media personnel contact a coach directly, the coach should refer that individual to the athletic director for the dates of picture/media day. The coach should not set his own date for individual media day.

Practice Sessions/Games

NO REGULAR season practice sessions or games are permitted on Sundays, Wednesday evenings, and legal holidays (Labor Day, Thanksgiving, Christmas, New Year's, Memorial Day, Martin Luther King Day, Independence Day, etc.) without prior approval of the athletic director and/or principal. If an emergency arises and a tournament must be concluded on a Sunday or holiday, permission may be granted by the athletic director or principal for participation.

No player will be penalized for attending ESS or for missing practice during a family vacation if he/she has a valid excuse and has cleared his/her absence in advance with the coach for the sport involved.

Students must be in attendance the day of a practice or game to be eligible to participate, unless the principal grants permission. In the case of Saturday games, the student athlete must have been in school on the Friday before the Saturday game to be eligible for athletic participation.

Regional, state or national tournaments or competitions that must participate on Sunday due to travel may be permitted by requesting permission from the athletic director or principal.

Practice

The use of all athletic facilities must be scheduled through the athletic director for both practice and competition. **Sunday and holiday** practices are prohibited as are practices at sites other than the school facility. Should a scheduling conflict arise, the athletic director should be notified so a reasonable solution can be reached. Under no conditions, should practices take place anywhere other than at the school facilities. Practice sessions should be limited to a reasonable amount of time (two/two and one half hours) and sessions should end at the time indicated. Parents should be advised of practices times and should be expected to pick up their children at the designated time. A monthly practice schedule for each sport should be turned into the athletic director indicating the dates and times of ALL practices.

In the case of separate practices for various levels of play, athletes should not be expected to practice four or five hours with two or three levels of the sport.

End of Season Evaluation/Report

Head coaches should schedule a meeting with the athletic director to review their sport season. This must be done within two weeks of the conclusion of the season. At this time, the coach, athletic director, and principal will review the head coach's performance and he/she will offer input on the evaluation performance of both paid and unpaid assistant coaches.

Pep Sessions

Pep sessions shall not exceed two per sport per each fall, winter and spring sports season

Admission Prices

Admission prices are set by the athletic department. Season passes are available for fall, winter and spring sports.

Personnel

The Athletic Director Duties

1. Arrange schedules which are educationally and physically sound for the athlete
2. Have a definite and mutual understanding with other athletic directors regarding officials
3. Treat visiting teams and officials as guests
4. The athletic director, school, and the community should cooperate in developing a wholesome athletic program
5. Manage athletic department finances
6. Supervise athletic events
7. Serve as an intermediary between coaches, players, parents, community, and school administration
8. Insure that KHSAA rules and guidelines are followed
9. Serve as the school Title IX Coordinator

Head Coaches Duties

A. Organization and Administration

1. Operate your program within the philosophy of the school
2. Organize and coordinate the varsity program as well as freshmen/JV programs
3. Have a well-organized yearly plan in writing which will be provided to school administration, athletes and parents
4. Assign each assistant coach specific duties and provide these in writing to the coach and athletic director
5. Administer game details for both home and away contests
6. Insure conveyance of all information and materials to assistants
7. Be fully aware of legal responsibilities; take precaution against negligence, and keep coaching staff fully informed thereof
8. Insure adequate provisions for care, maintenance of equipment and facilities for the entire program
9. Recommend assistant/volunteer coaching candidates to athletic director and principal
10. Recommend replacement of coaches to athletic director/principal
11. Recommend through the athletic director transportation times, etc.
12. Recommend criteria for athletes earning a letter
13. Maintain open lines of communication with high school athletic director and high school administration

B. Coaching methods and techniques

1. Use professionally sound coaching methods
2. Keep assistant coaches informed of the importance of physical conditioning and the welfare of players
3. Set a pattern of positive morale among the staff and team
4. Give credit to staff for commendable work

C. Personal characteristics, education and training

1. Set a good example for assistant coaches. Remember—the HEAD COACH is ultimately responsible for the program.
2. Be highly competent in your sport (know the rules, techniques, strategies and skills) and choose competent assistants.
3. Constantly study, analyze, and improve competency in your sport and promote the same among assistants.
4. Motivate the staff and players toward desired goals.

D. Public Relations

1. Set a pattern for wholesome public relations within school, community and other schools involved
2. Interpret the program to the community as part of the complete educational program
3. Treat opponents as guests at home contests
4. Be available for and willing to speak to bring credit to your program and the school

E. Any and all other duties assigned by the athletic director/principal

Preparation Before the First Practice

The head coach of each sport should invite the athletic director, principal and student athletes and their parents to an organizational meeting before students try out for a team. At this time the coach should explain what is expected and required for the athlete who plans to participate in a program. This includes training rules, criteria for earning a letter, any specific team/squad rules, a rough outline of practice dates and times and a season schedule.

Coaching Requirements

All coaches must:

- (1) hold a current CPR certification
- (2) take the coaches education class
- (3) attend a medical symposium every other year.

Duties/Responsibilities for Assistant/Volunteer Coaches**A. Organization and Administration**

1. Cooperate with and assist the head coach
2. Have a detailed plan for each practice (post the workout schedule)
3. Be aware of problems with equipment and make them known to the athletic office
4. Treat opponents as guests at home contests
5. Be aware of legal responsibilities and take precautions against any negligence

B. Methods of Coaching and Practice

1. Only Level 1 and Level 2 Coaches (as defined by KHSAA) may be responsible for practices and directly supervise student athletes. No unpaid assistants should be left in charge of practices, weight room activities or conditioning of athletes without the direct supervision of a level 1 or 2 coach
2. Use professionally sound coaching methods
3. Teach at a level players are able to understand and be able to explain rationale for requirements
4. Be straight forward and truthful in talks with players
5. Consider individual differences in both ability to learn and perform
6. Place emphasis on performance rather than form
7. Be well acquainted with physical, social, mental and psychological make up of players
8. Emphasize every aspect of the sport needed by players for their caliber of competition
9. Strive for patience in all coaching details
10. Do not demean or belittle players
11. Keep those not associated with the team off the field and out of the locker room

C. Team Morale

1. Create a feeling of team loyalty
2. Maintain discipline and treat disciplinary cases in accordance with school code of conduct
3. Offer encouragement and constructive criticism when team is losing and accept responsibility for the team
4. Be fair in treatment of all players
5. Give credit to all players
6. Back up team at all times, making criticism of them only in their presence
7. Prohibit unacceptable/unlawful acts (swearing, gambling, stealing, hazing, etc.)
6. Talk frequently to young inexperienced players to prevent discouragement and to boost morale
7. Provide a pleasant atmosphere and efficient supervision in locker room

Unpaid Assistant Coaches

Unpaid assistant coaches will be required to fill out an application at the school and report to the central office for a crime check. No individual shall work with students until the proper approval has been given by the high school administration (See following SBDM policy pertaining to unpaid assistant coaches):

Unpaid Athletic Support Staff (SBDM Policy Number: 8.02)

The following guidelines must be adhered to for unpaid athletic support staff:

- 1) All coaching staff/unpaid athletic support staff hiring recommendations must be submitted to the Athletic Director for consideration prior to SBDM approval based on the following mandatory submission deadlines:
 - Fall sports hiring recommendations must be submitted to the Athletic Director by July 15.
 - Winter sports hiring recommendations must be submitted to the Athletic Director by October 15.
 - Spring sports hiring recommendations must be submitted to the Athletic Director by February 15.
- 2) The job application/unpaid athletic support staff hiring process must be completed at the Board of Education annually.
- 3) State crime checks must be completed annually.
- 4) No contact may take place with students until all paperwork has been completed at the Board of Education, the crime check report received and SBDM approval has been given.
- 5) An end of year/season review of support staff's performance will be completed by building level administration and the head coach.
- 6) The Principal and/or SBDM Council will determine the need for unpaid athletic support staff to assure efficient program operation.
- 7) Students must be under the direct supervision (physically present) of a certified or board paid Level 1 or Level 2 coach. (Level 1 coach is certified faculty member. Level 2 coach has 64 hours of college credit or a valid teaching certificate or is employed by the Bd. of Ed as a substitute teacher.)

Winning is desirable at all levels of play, but it is not to be placed on a more important level than the development of the athletes. This is especially true with the feeder programs. Give an equal chance to all athletes to participate, particularly at the lower levels of play.

Violations of Athletic Policies

Any coach, sponsor or athletic director who violates any rules that govern academics/athletics/activities in Webster County will adhere to the following:

1. Violations include but are not limited to the following:
 - a. playing an ineligible player
 - b. recruitment
 - c. illegal practices
 - d. unprofessional behavior
 - e. failure to follow established rules and policies
2. Disciplinary process
 - a. notification of all violations or breach of ethics must be submitted in writing to the athletic director and signed by the person submitting it
 - b. the school principal will be notified and will receive a copy of the complaint--proper communication between the school and KHSAA will be implemented when appropriate
 - c. a local school conference will be held with the parties involved, the principal, the athletic director and the coach: a) coaches have the right to hear and read the allegations, b) coaches have the right to ask questions or present evidence pertinent to the allegations or charges

Recommended penalties for violations:

letters of reprimand/warning and procedures to correct the violation
 probation--to be determined by the principal and/or athletic director
 termination of extra service responsibility
 non-renewal of extra service responsibility

Player Responsibilities

Insurance, Permission, and Physical Examination

All participants in athletics must have on file with the athletic director a copy of a current physical examination, a statement indicating parental permission to participate, proof of insurance coverage and a receipt indicating parental understanding of KHSAA eligibility rules.

Practice/Tryout Requirements

Before any athlete may be considered for tryout or practice, he or she **MUST** have the following:

- A. A current physical form on file with the athletic director
- B. An insurance form on file with the athletic director

Coaches are responsible for assuring the above are in compliance **BEFORE** the first tryout, practice or conditioning session. A list of all participants must be submitted to the athletic director so eligibility status can be checked

If an athlete joins a squad after the roster has been submitted to the athletic office, a supplemental list must be brought to the athletic office prior to the participation of those individuals. The above procedure must be followed for any additional athlete. Additionally, there is a ten-day practice rule prior to participation (per KHSAA).

Failure to comply with these procedures may result in immediate termination of coaching responsibilities.

Code of Conduct for Athletes

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. The community, school administrators, and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student is our major consideration and transcends any other consideration. All athletes shall exhibit conduct that will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team or the school will not be tolerated.

The following general policies shall govern each student athlete participating in any phase of the Webster County Schools interscholastic programs.

1. Adherence to the Kentucky High School Athletic Association constitution and by laws.

WCHS student athletes will abide by the rules and regulations of the KHSAA handbook/bylaws. Copies of the bylaws are available with the physical form from the school athletic director and on line at khsaa.org. Each athlete and his/her parents are advised to read and familiarize themselves with those rules and regulations.

2. Eligibility

The student-athlete must meet all of the age, enrollment, attendance and scholastic requirements established by the KHSAA. Weekly eligibility for student athletes, cheerleaders, and dance team members will be determined each week by the athletic director and coaches at Webster County High School. Any student who has a cumulative F in two or more credit courses will be ineligible for participation in interscholastic events until the F is raised to a passing grade, but not before the next grade check (one week later). Students shall not participate in any other community sports during the season in which they wish to participate at school.

3. Forms and releases

Before a student may try out/participate in any sport, including conditioning and practices, the athletic director must have the following on file:

- A. The KSHAA questionnaire and physical examination form with student, parent and physician's signature and date
- B. Insurance release forms with insurance information, signature and date
- C. A copy of the Emergency Medical Notification Form
- D. Interscholastic Student-Athlete Policies and Agreement form

4. Attendance the day before and after a school contest

A student is **expected** to attend all classes on his/her schedule on the day of a contest and the next school day following the contest. Habitual absence before and after a contest may result in suspension from the team. To be eligible to participate in a contest, the athlete must be present at school all day unless the student has been excluded from school attendance for such reasons as doctor's appointment, field trip, college visitation, driver's test or reasons approved by the school administration (principal, assistant principal, athletic director) other than illness.

5. Attendance at practices and team meetings

Team members are expected to be present at all practices, team meetings, contests, and special occasions unless excused by the head coach.

6. Care of school equipment

The athlete is responsible for all equipment issued to him/her. Stolen or damaged equipment must be paid for by the athlete or his/her parents before final grades are issued.

7. Transportation to athletic contests

All team members will travel to out of town contests by means of transportation provided by or organized by the athletic director. The only exception to this rule would be made at a parent's request, and parents are discouraged from making this request. (see BOE transportation policy)

8. Medical release to again participate

If an athlete is seriously injured, he/she must have a doctor's release before he/she can practice or compete in athletic contests. **PARTICIPATION IN AFTER SCHOOL PRACTICE OR ATHLETIC CONTESTS WILL NOT BE PERMITTED IF THE ATHLETE IS OUT OF SCHOOL ALL OR PART OF THE DAY OF THIS PRACTICE OR CONTEST FOR REASONS OF ILLNESS OR INJURY.** The only exception to this rule is a doctor's release, which must be presented to the coach prior to the practice or the contest.

9. Personal conduct

Participation on an athletic team, cheer squad or dance team in Webster County Schools is a privilege, and the participants must earn the right to represent Webster County Schools by conducting themselves in such a way that the image of the Webster County School District and the Kentucky High School Athletic Association would not be tarnished in any manner. Any participant whose conduct is judged to discredit himself/herself, the team, or the school whether or not such activity takes place during or outside school hours and session of the sports season, will be subject to disciplinary action as determined by the coach, the athletic director and/or the school principal. The school system's Code of Acceptable Behavior will be used to determine the extent of the discipline.

Activities which could result in disciplinary action or dismissal from a team include but are not limited to:

- Smoking/use of tobacco products
- Drinking/use of alcohol/drugs
- Hazing or any form of initiation to a team member (see BOE Harassment Policy 09.42811)
- Grades
- Personal misconduct (WILL room assignment, excessive tardies, suspension, inappropriate language, acts of disrespect, etc.)
- Unexcused absences from meetings, practices, games
- Unsportsmanlike conduct
- Violations of athletic policies
- Violation of Title IX assurances

***Students found in violation of any of the above may/will face administrative disciplinary action which could result in suspension/expulsion from the team and/or school.*

10. Use of tobacco, alcohol, drugs

Smoking, the use of chewing tobacco and smokeless tobacco, drinking of alcoholic beverages, the illegal use of drugs or marijuana by any athlete, cheerleader or dance team member is prohibited both in and out of season and during such time as school is not in session. Upon evidence of the use or possession of tobacco in any form, alcohol or drugs, the school administration shall investigate the incident and take appropriate disciplinary action. Violation of this policy could result in suspension/expulsion from the team and/or school.

11. Quitting a team

The normal rule for athletes quitting a team is that they make themselves ineligible for any sport during that season which has already begun. An athlete who goes out for a sport, but is "cut" would be eligible to try out and participate in another sport during that season.

12. Team and individual discipline

Each coach will have discipline rules for minor infractions, such as inattention to directions, horseplay, tardiness to practice, etc. These rules shall be presented to the players in writing and approved by the school principal and athletic director. They shall be posted in the respective locker rooms and be on file in the athletic, principal's and superintendent's office.

13. Suspension from a team or squad

Temporary suspension will be made by the coach of a sport, athletic director or school administrator. The athletic director and/or administrator will confer with the coach before action is taken. Causes for temporary suspension may include but not be limited to the following:

- Grades
- Personal misconduct
- Unexcused absences from school, practice, meetings
- Violation of athletic policies/guidelines
- Unsportsmanlike conduct

14. Removal from a team

Removal from a team may be made by the coach of the sport, athletic director or school administrator. The athletic director and/or principal will confer with the coach before this action is taken. Causes for removal from a team may include but are not limited to:

- A. Use/possession of tobacco, alcohol, and/or drugs not prescribed for the individual by a physician
- B. Continued violations of the Webster County Schools Code of Acceptable Behavior (which is distributed to all students the first day of school)
- C. Repeated violations of school athletic or team policies
- D. Personal misconduct that involves police or court action either during or outside school hours and sessions of the sport season
- E. Verbal or physical attack upon an opponent, contest official, teacher, fan, coach or any other person
- F. Continued acts of unsportsmanlike conduct

15. Due process

An athlete shall be given written notice of the school's intention to suspend and /or remove him/her, the reason for such suspension and the student shall sign a receipt indicating his/her being so notified. Such receipt shall not be an admission of any facts. Parents shall be notified by U.S. certified mail. The students and/or his parents have the right to an informal hearing before the coach and school administration to review the charges. The hearing request must be made within two days of the student receipt of suspension and the hearing must be held within two days of receipt of the hearing request. The coach/administration shall make a final decision within two days after the informal hearing. Notice shall be verified in the same manner as the original suspension. The student has the right to appeal an unfavorable decision to the board of education.

Harassment/Discrimination (Webster County BOE Policy-09.42811)

DEFINITION

Harassment/Discrimination is behavior based on race, color, national origin, age, religion, sex or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.

The provisions in this policy shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process, as defined by policy 09.426, or where it does not violate provisions of policy 09.422.

Harassment/Discrimination (09.42811Continued)

PROHIBITION

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

DISCIPLINARY ACTION

Students who engage in harassment/discrimination of an employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action including but not limited to suspension and expulsion.

GUIDELINES

Students who believe they have been a victim of an act of harassment/discrimination or who have observed incidents involving other students that they believe to be an act of harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. If an employee is not assigned to a particular school, a report of harassment/discrimination may be made to the employee's immediate supervisor or to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Without a report being made to the Principal, Superintendent or Title IX/Equity Coordinator, the District shall not be deemed to have received a complaint of harassment/ discrimination.

Employees who observe prohibited behaviors or with whom students share a complaint shall notify the Principal or their immediate supervisor, who shall immediately forward the information to the Superintendent.

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) school days of submission of the original written complaint. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency.

The Superintendent/designee may take interim measures to protect complainants during the investigation.

2. A process to identify and implement, within ten (10) school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
3. A process to be developed and implemented to communicate requirements of this policy to all students, which may include, but not be limited to, the following:
 - written notice provided in publications such as handbooks, codes, and/or pamphlets; and/or
 - such other measures as determined by the Superintendent/designee.

Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy/procedures and obtain assistance in reporting and responding to alleged incidents. Students will be directed to sign an acknowledgement form verifying receipt of information concerning this policy as part of the Board-approved code of acceptable behavior and discipline.

Harassment/Discrimination (09.42811Continued)

4. Age-appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination; and
5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

When sexual harassment is alleged, the District's Title IX Coordinator, as designated in the student handbook/code, shall be notified.

NOTIFICATION OF PARENTS

Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination, District personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination.

PROHIBITED CONDUCT

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct;
4. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
5. Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students, because of disability are unable to comprehend fully or consent to the activity; and
6. Destroying or damaging an individual's property based on any of the protected categories.

CONFIDENTIALITY

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused of violations.

APPEAL

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal in writing any part of the findings and corrective actions to the Superintendent.

If a supervisor is an alleged party in the harassment/discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority.

Failure by an employee, immediate supervisor, Principal, and/or Superintendent to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy, or to take corrective action shall be cause for disciplinary action.

RETALIATION PROHIBITED

No one shall retaliate against an employee or student because s/he files a written grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.

Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

Harassment/Discrimination (09.42811Continued)**FALSE COMPLAINTS**

Deliberately false or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 09.426.

Adopted/Amended: 08/19/2002

Hazing (Webster County BOE Policy 09.422)

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.

ACTIONS NOT TOLERATED

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, verbal or physical abuse of others, or other threatening behavior. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process. However, students who violate this policy shall be subject to appropriate disciplinary action.

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.426 and/or 09.42811. Harassment/discrimination allegations shall be governed by Policy 09.42811.

General Individual Sport Guidelines

Each coach will hold a parent/player meeting and provide in writing the team expectations/guidelines for the individual sport. A copy will be kept on file in the athletic director's office.

Lettering in a Sport

A list of athletes who lettered in a sport should be submitted to the athletic director at the end of each sports season. Coaches should provide in writing to student athletes the lettering requirements for their individual sport.

Awards/Banquets

Coaches and/or boosters are responsible for scheduling team banquets. The athletic director should be notified of dates and times so that information can be provided to the media. The athletic director should also be provided with a list of awards/recipients by the day of the banquet.

Facilities

School facilities should not be utilized for practice or play unless authorized school personnel are present for appropriate supervision.

Open Gym

Dates and times for open gym will be posted. Certified personnel will be responsible for supervision. Any student wishing to use the facilities during this time may do so. No coaching or special instruction may take place during this time.

Dead Period

In adherence with the KHSAA guidelines, no school facilities, equipment, and/or uniforms, may be used from June 25-July 9. During this time, contact between players and coaches is prohibited.

Use of Weight Room

No student shall be allowed to use the weight room unless a Level 1 or 2 coach is present. A weight room schedule will be posted. The weight room shall be locked except when authorized personnel are present to supervise students.

Transportation

All buses are scheduled by the athletic director. The coach should check scheduled departure time and confirm buses.

Coaches will be responsible for insuring that all players, coaches and other support staff board the bus at the designated time and be on the bus when it leaves for an event, and when it returns from an event. The coach must provide the bus driver with a trip roster.

Overnight Trip Procedures

(See Webster County BOE trip/transportation policies and procedures)

School-Related Student Trips (Webster County BOE Policy-09.36)

OVERNIGHT TRIPS

THE BOARD SHALL APPROVE ALL SCHOOL-RELATED TRIPS OVER 350 MILES.

OTHER TRIPS

The Superintendent or the Superintendent's designee shall approve all other school-related trips.

DRIVERS/VEHICLES

All District-owned vehicles shall be driven by an adult duly qualified and licensed to operate the vehicle. Drivers of school vehicles and operation of District-owned passenger vehicles transporting students shall be in compliance with requirements specified in applicable statutes and administrative regulations.

SUPERVISION

A member of the faculty or administration staff shall accompany students on all school-sponsored and school-endorsed trips under the principal's discretion.

INSURANCE

Only Board insured vehicles or appropriately certificated common carriers shall be used for transporting students.

CERTIFICATED COMMON CARRIERS

Use of certificated common carrier service shall be authorized by the Board on a case-by-case basis, and the reasons to justify such use shall be cited in Board minutes.

PARENTS' APPROVAL

Parents are to be informed of the nature of the trip, the approximate departure and return times, means of transportation, and any other relevant information. Parents must give written approval for students to participate in school-sponsored trips.

TRANSPORTATION CHECKOUT FOR CO-CURRICULAR/EXTRA-CURRICULAR STUDENT PARTICIPANTS (WEBSTER COUNTY BOE ADMINISTRATIVE PROCEDURE- 09.36 AP.1)

The following guidelines are to be followed as the checkout procedure for all students participating in any co-curricular and/or extracurricular activities.

- Student participants will be allowed to have six (6) persons on their checkout lists. This would include the parents/legal guardians and up to four (4) additional persons.
- All persons must be 21 years of age or older.
- The parent/legal guardians of the student must come to the school and complete their list of designees prior to the beginning of a sports or activity season.
- Once the names are submitted to the school and are on file, the names on the checkout list cannot be changed until a new year/season begins.
- If a coach requires all student participants to ride the bus home from an activity, adequate notice must be given to the parents/legal guardian. ***This notice must be given prior to the day of the activity.***

Equipment and Supplies

The head coach of each sport is responsible for seeing that all equipment and supplies are turned in and an inventory list is supplied to the athletic director.

Ordering of Equipment and Supplies

NO equipment or supplies will be ordered without prior approval and proper paper work in place. Coaches should fill out a purchase order request, then secure a PO number from the school secretary BEFORE ordering anything. Failure to secure proper paper work will result in orders being returned to vendors and/or the coach being held financially responsible for payment of the bill.

Issuing Equipment

No athletic equipment issued to a squad member may be worn in gym class or work outside of practice/game situations. Coaches must notify squad members of this regulation.

All equipment issued to athletes shall be recorded on equipment forms. It is the responsibility of the coach to see that all equipment is returned in good condition. If the equipment issued is lost or has had abnormal usage, the athlete will be charged accordingly. The price of the equipment shall be charged according to the cost of the item on the last purchase order. In some cases the coach may have to inform the parent that the equipment has not been returned. The student is responsible for any unpaid athletic debts. Failure to clear obligations will result in a student not being allowed to participate in graduation activities until all debts are paid.

All athletic keys issued at the start of the season must be returned to the assistant principal at the end of the season or the coach must have permission from the assistant principal to keep the keys.

At the end of the season, an equipment repair and/or facility repair list should be submitted in writing to the athletic director within two weeks of the end of the season.

Athletic Handbook Signature Sheet

As a WCHS student athlete, I have read and understand the Webster County High School Athletic Handbook and Code of Conduct and agree to abide by its stated policies/guidelines.

Signature of athlete _____

Date _____

As a parent of a WCHS student athlete, I have read and understand the Webster County High School Athletic Handbook and Code of Conduct and agree that my child will abide by its stated policies/guidelines.

Signature of parent _____

Date _____

**This form must be returned to the head coach and a copy will be kept on file in the athletic director's office.*

Athletic Injury Report Webster County High School

Athlete's Name _____ Sport _____ Grade _____

Date Injured _____ Male _____ Female _____

Date of this report _____

1. Were the parents notified of the injury? Yes _____ No _____

2. Injury occurred in: Practice _____
Game _____

3. Brief description of injury, how it occurred, possible injury _____

4. Type of injury: Contusion _____ Separation _____ Dislocation _____

Pulled Muscle _____ Strain _____ Sprain _____

Wound _____ Stitches _____ (how many _____)

5. Was the athlete advised to see a physician? Yes _____ No _____

6. Was the athlete taken to the hospital? Yes _____ No _____

7. If not advised to see a physician, state the reason:

8. Was an x-ray taken of the injury? Yes _____ No _____

9. Was the athlete give a release date by the physician? Yes ___ No ___ Release Date ___

10. Insurance report form completed? Yes _____ NO _____ Date
Completed _____

(signature of person completing report) (title/position)

Date report was submitted _____ Received by _____, Athletic Director

**Webster County High School
Emergency Room Treatment Permission**

You must complete ALL blanks on this page

Please Print

Name _____

(last)

(first)

(middle)

Class/Grade _____

Address _____ City _____ State _____ Zip _____

Phone _____ Date of Birth _____ Age _____

Height _____ Weight _____

Parents Name(s) _____

Place of employment _____ Occupation _____

Phone _____ (home) _____ (work) _____ (cell)

Family Physician _____ Phone _____

Do you have hospital insurance? Yes _____ No _____

Insurance Company _____ Policy Number _____

Notice to Parents

We need your permission to treat your son/daughter in case of emergency at practice sessions or during any athletic event.

You have my permission to have my son/daughter _____ treated by a physician. I also give the hospital permission to give emergency treatment and x-rays when necessary.

Date _____

(parent signature)

If you prefer your son/daughter be treated by your personal physician, please realize treatment cannot start until that doctor is located. Please state name of doctor and hospital where treatment is desired.

I prefer that my son/daughter _____ be treated by

Name/ phone number

at _____ Hospital

Physician's

Date _____

(parent's signature)

KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION

2280 Executive Drive, Lexington, Kentucky 40505

Athletic Participation/Parental Consent/Physical Examination Form

PART I - ATHLETE INFORMATION

(To be completed by athlete)

Name: (Last) (First) (Initial) School Year

Home Address:

Date of Birth: (Street) Birth Place (County, State) (City, State, zip)

This is my year at year since entering ninth grade. Last year I attended School and

- School. I am planning to participate in the following (circle all you might try to play):
- Baseball Cross Country Golf Softball Tennis Volleyball
 - Basketball Football Soccer Swimming Track Wrestling
 - Cheerleading Field Hockey Other:

PART II - MEDICAL HISTORY

This form must be completed by parent and athlete prior to the time of the physical exam and presented to the authorized health care provider before the physical.

- CHECK THE APPROPRIATE RESPONSE TO EACH ITEM:
- Have you ever had surgery of any kind (e.g., tonsillectomy)? YES NO
 - Have you ever been hospitalized? YES NO
 - Are you presently taking any medications or pills? YES NO
 - Do you have any allergies (medicine, bees, or other insects)? YES NO
 - Have you ever passed out during exercise? YES NO
 - Have you ever been dizzy during or after exercise? YES NO
 - Have you ever had chest pain during or after exercise? YES NO
 - Have you ever had high blood pressure? YES NO
 - Have you ever been told you have a heart murmur? YES NO
 - Have you ever had racing of your heart? YES NO
 - Has anyone in your family died of heart problems before 50? YES NO
 - Do you have any skin problems? (itching, rashes, acne) YES NO
 - Have you ever had a head injury? YES NO
 - Have you ever been knocked out or unconscious? YES NO
 - Have you ever had a seizure or suffer from epilepsy? YES NO
 - Have you ever had a slinger, burner or pinched nerve? YES NO
 - Have you ever had heat related problems? YES NO
 - Have you ever been dizzy or passed out in the heat? YES NO
 - Do you cough heavily, or breath heavily during activity? YES NO
 - Do you use any special equipment (e.g., knee brace)? YES NO
 - Have you had any problems with your eyes or vision? YES NO
 - Have you ever sprained/strained, dislocated, fractured, broken or had repeated swelling or other injuries of any bones? YES NO
 - Are you missing one of any paired organs (e.g., eyes)? YES NO
 - Have you ever been diagnosed with any form of asthma? YES NO
 - Are you using an inhaler for asthma? YES NO
 - Are you diabetic? YES NO
 - Do you administer insulin to yourself? YES NO
 - Are you presently using tobacco in any form? YES NO
 - Do you have a history of sickle-cell anemia in your family? YES NO
 - Have you had any other medical problems? YES NO
 - Have you had a medical problem or injury within the last year? YES NO
 - Can you swim? YES NO
 - When was your last tetanus shot? YES NO
- Please explain any YES answers from questions 1-18.

PART III - PHYSICAL EXAMINATION

KHSAA Form GE04, Rev. 4/04

NAME: SCHOOL: HEIGHT: WEIGHT: BP: GRADE: SEX: PULSE: CORRECTED? Y N

VISION: R-20/ L-20/ BOTH-20/

	Normal	Abnormal	Comment
HEART			
Rhythm (Regular/Irregular)			
Murmur (supine)			
Murmur (standing)			
ENT			
Lungs			
Skin			
Abdominal			
Genitalia			
Musculoskeletal			
Neck			
Shoulder			
Elbow			
Wrist			
Hand			
Back			
Knee			
Ankle			
Foot			
Dental			
Other			

I have reviewed the data above, reviewed the student's medical history and make the following recommendations on participation in athletics:

- Cleared
 - Cleared after additional evaluation for
 - Restricted from participating in the sports of
 - Cleared to participate in the sports of
- Recommendations/Restriction

In accordance with KHSAA Bylaws, I have examined the physical condition of the student and find the said pupil to be physically fit to practice for and participate in interscholastic athletic contests.

Authorized Signature Date

Authorized Provider's Name (please print)

Address Phone

Date City, State, Zip

PART IV - ACKNOWLEDGMENT OF RISK, STATEMENT OF HAZARDS IN PARTICIPATION IN ATHLETICS AND PARENTAL CONSENT AND RELEASE

The student athlete and the parent/guardian should read this statement carefully. You should be aware that playing or practicing to play or helping with or participating in any manner in any sport can be a dangerous activity involving many risks of injury. The dangers and risks of playing, practicing to play, helping or participating in sports include, but are not limited to, death, serious neck, head and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular skeletal system, and serious injury or impairment to other aspects of the body, general health and well being. Because of the dangers of participating in sports, the student should recognize the importance of following the coaches' instructions regarding playing techniques, training and other team rules and obey such instruction.

In accordance with the purpose and spirit of Kentucky High School Athletic Association Bylaws, Physician's Certificate and Parental Consent, I acknowledge receipt of the current year's eligibility rules as promulgated by the Association and Kentucky Board of Education regulations. I understand that my child must have insurance coverage up to a limit of \$25,000 in order to be eligible to try for a place on an athletic team with the company listed below. I give consent for my son/daughter to represent his/her high school in interscholastic athletic contests for one calendar year from the date of this physical examination in the sport(s) checked below:

Baseball _____ Cross Country _____ Golf _____ Soccer _____ Softball _____ Tennis _____ Volleyball _____
 Basketball _____ Football _____ Soccer _____ Swimming _____ Track _____ Wrestling _____
 Other: _____

I also give my consent and approval for this student-athlete to receive a physical examination, as required by the KHSAA and acknowledge the risks inherent with participation.

I understand that the information provided on this form is required by the KHSAA bylaws prior to my trying out to participate in any high school athletics or cheerleading squad. I give my consent to identifiable information from my education records including, but not limited to, health care information, to third parties including, but not limited to, school representatives, coaches, athletic trainers, medical facilities, medical staffs, KHSAA legal counsel and the media, for the purpose of receiving proper/necessary medical care and complying with the KHSAA bylaws, including, but not limited to, making determinations regarding my eligibility to participate in high school athletics and any administrative or legal proceedings resulting from my participation or attempted participation in high school athletics, without such disclosure constituting a violation of my rights under the Family Educational Rights and Privacy Act. I further release the KHSAA from any and all claims arising out of the use and disclosure of said necessary personally identifiable information.

Please complete both sides of this form, detach it from the Eligibility Rules and Regulations, and return it to the Principal of your high school immediately. I understand this must be done before my child practices or participates in any one of the above listed sports. I also understand the personal safety of the student is of first importance to the school. In event of needed professional medical care, I give my permission for a representative of the school to transport my child to the nearest medical facility and for staff of that facility to render treatment.

(To be completed and signed by parent/guardian)

Signature of Parent/Guardian _____	Date _____
Students' Name _____	School _____
Parent's Name (please print) _____	Phone Number _____
Address _____	
Insurance Carrier _____	Policy Number _____

Students desiring to participate in Wrestling must also complete KHSAA Form WR101 and required attachments between October 15 and December 15.

PART V - ATHLETES' ACKNOWLEDGMENT OF RISK AND PARTICIPATION

As an athlete I recognize the importance of following coaches' instructions regarding playing techniques, training and other team rules, etc., and agree to obey such instruction in order to be safe and try to avoid injury. I also give school representatives permission to release my demographic information and playing or participation statistics and other information as may be requested, and agree that I may be photographed or otherwise captured during competition and such image may be used without my permission.

PART VI - EMERGENCY PERMISSION FORM
(To be completed by parent / guardian)

Signature of Athlete _____

STUDENT NAME _____

SOC. SEC. NO _____

ADDRESS _____

CITY/STATE/ZIP _____

SCHOOL _____

BIRTH DATE _____

PHONE _____

PERSON TO CONTACT IN CASE OF MEDICAL EMERGENCY: _____

NAME _____

RELATION _____

ADDRESS _____

CITY/STATE/ZIP _____

DAYTIME PHONE _____

EVENING PHONE _____

Please list any health problems/concerns your child may have, including allergies (medications / others) and any medications presently being used: _____

In the event that an athletic injury should occur to the above named student-athlete I give my permission for them to receive proper/necessary care from a certified athletic trainer or coach employed by or representing _____ School.

Furthermore, in the event that a medical emergency should occur and I cannot be contacted I give my permission for a school representative (coach, athletic trainer) to arrange for ambulance service to the nearest medical facility. I also give permission for the staff of the medical facility to render treatment which is considered necessary for the student-athletes well being.

Parent/Guardian Signature: _____

Date: _____

Emergency permission form must be reproduced to travel with respective athlete and is acceptable for emergency treatment.

Physical Exam Valid for One Year from Date Administered.

Physical Exam must be signed by authorized Health Care Providers named in Bylaw _____



KHSAA Eligibility Rules and Parental Permission Form
Bylaw References as of April 30, 2004

KHSAA Form GE07
Rev. 5/04

Dear Parent or Guardian:

Kentucky High School Athletic Association (KHSAA) rules require all participants in interscholastic athletics and parents/ guardian to acknowledge receipt of the eligibility rules as promulgated by this Association and the Kentucky Board of Education Regulations. If you have questions concerning these regulations, please direct them to your high school principal. This form is for information only. For the full text of any KHSAA Bylaws, consult the KHSAA Handbook or web site (<http://www.khsaa.org>). Please continue to support your child and your local high school by attending and supporting high school activities, "An Integral Part of Education".

STATEMENT OF HAZARDS IN PARTICIPATION IN ATHLETICS

You should be aware that playing, practicing to play, helping with, or participating in any manner in any sport can be a dangerous activity involving many risks of injury. Because of the dangers of participating in sports, the student should recognize the importance of following the coaches' instructions regarding playing techniques, training and other team rules and obey such instruction.

CATASTROPHIC INSURANCE COVERAGE

The KHSAA provides excess catastrophic insurance coverage for all student athletes at no cost to member schools. This plan has a \$25,000.00 deductible. Your child will be covered under this plan, effective the date you complete and return the attached acknowledgment form to the school principal. This is an "excess" policy, meaning personal insurance and other school insurance policies are to be exhausted before this plan is implemented. The plan provides coverage for students who meet all eligibility requirements while engaging in, practicing for, or traveling to or from, all activities under the jurisdiction of the KHSAA and the direct supervision of a school employee, and has many other provisions and benefits. For KHSAA sanctioned play, the deductible amount is reduced to \$0.

No pupil shall be eligible to represent his/her high school in any interscholastic athletic event (practice or play) unless he/she has been examined by a Health Care Provider as detailed in Bylaw 2 and has proof of insurance to the \$25,000 catastrophic floor. Parents should present this form to your Health Care Provider for his/her signature following his/her examination of your child. The examination is valid for participation in athletics for one year from the date signed. Return completed form to your high school Principal to be maintained by the school.

Bylaw 2. Physician's Certificate and Parent's Consent

The Superintendent or Principal shall have each student who is trying for a place as a participant on an athletic team or cheerleading squad present a physician's certificate certification signed by a physician, physician's assistant, advanced registered nurse practitioner, or chiropractor if performed in the scope of practice (as defined in KRS Chapter 312) which shall state that he/she is physically fit to participate without undue risk. The parent's consent for the child's participation and acknowledgment of receipt of the eligibility rules as promulgated by the Association and Kentucky Board of Education regulations in writing shall also be required.

Any student, prior to participation or trying for a place on an athletic team or cheerleading squad shall have in place medical insurance with coverage limits up to the deductible of the KHSAA Catastrophic Insurance program and such insurance shall remain in force throughout participation. It is the responsibility of each member school to ensure and certify that each student has insurance coverage throughout the school year.

Bylaw 3. Age

A student who becomes nineteen (19) years old before August 1 shall be ineligible for interscholastic athletic competition. A student who becomes nineteen (19) on or after August 1 shall remain eligible for the entire school year. The Board of Control and the Commissioner may not adopt administrative procedures that allow for waiver of this rule under any condition.

Bylaw 4. Enrollment

Sec. 1) Maximum Number of Semesters

- Students promoted from grade eight (8) to grade nine (9) shall have four (4) consecutive calendar years of eligibility from the date of first such promotion by the school provided the student is eligible according to this and all other Association bylaws. Such eligibility shall conclude with the completion of the spring sports season following the fourth year.
- The Commissioner or Board of Control through the Due Process Procedure, may grant additional eligibility in the case where it has been documented by the attending physician, Principal and Superintendent that severe illness or injury has prevented the student from receiving necessary education services and the right to an education has therefore been impacted rather than simply the loss of athletic privilege. Such grant of eligibility may only be made in the cases in which the student-athlete would remain eligible by all other Association bylaws. Nothing about this provision shall include additional eligibility strictly for loss of participation due to sports related injuries.
- No student having been enrolled in the fourth (4th) grade or in any grade through twelfth (12th) shall be eligible for interscholastic athletics at the high school level (grades 9 through 12) for more than a total of one (1) year in each grade and applicable eligibility shall begin in the first year enrolled in that grade. Students repeating a grade for any reason are ineligible to participate in interscholastic athletics at the high school level (grades 9 through 12) during the second year in that grade. The penalty for violation of this rule shall be the loss of one of the four years of eligibility after being promoted from grade nine (9). Policies regarding the participation of repeating students at the levels of play below high school interscholastic athletics shall be determined by the school council pursuant to KRS 160.345 (2) (i).
- Pupils in grades 1-8 may play on the high school team if such participation is not in conflict with Section (c) above, and the time so played shall not be counted on the eight (8) semester limit. EXCEPTION: Students below grade nine (9) may not participate on the varsity team in contests in the sports of football or soccer, and students enrolled below grade seven (7) may not participate on the varsity level in wrestling. The provisions of this restriction shall not apply to non-varsity teams participating in these sports.

Sec. 2) Responsible Parties

Any public elementary or secondary school or school employee or official who knowingly allows participation of an ineligible player under the provisions of this bylaw, or who, through reasonable diligence, should have known of such ineligibility, shall be

considered in noncompliance with state accreditation standards or guilty of willful neglect of duty or breach of contract. Such shall apply not only to coaches, but also to personnel supervising coaches; such as, but not limited to an athletic director, an assistant principal, a principal, an assistant superintendent, a superintendent, or a school board member.

Sec. 3) Deadline for Enrollment

On Friday of each grading period, a student in grades nine (9) through twelve (12) must be enrolled as a full-time student according to regulations promulgated by the Kentucky Board of Education at the member school he/she desires to represent in order to be eligible for athletics.

A student must have enrolled as a bona fide full-time undergraduate student no later than twenty (20) school days after the beginning of the semester to be eligible during that semester.

Sec. 4) Enrollment Elsewhere

No student who is enrolled or connected with any other school than the one he/she represents shall take part in any contest. In the case of an all-boys high school, girl cheerleaders from affiliated neighboring girls school may be accepted.

Bylaw 5. Minimum Academic Requirement

Sec. 1) Proper Grade Level Requirement for Students in All School Districts

On the first day of each school year, a student must be at his/her proper grade level. To be considered to be at the proper grade level, a student must have been enrolled during the previous grading period, and must be on schedule to graduate on the first day of school. For the verification of this provision, all course work, including summer and correspondence work, must be complete by the first day of the school year for the student body.

a) Eligibility During First Year Following Initial Enrollment in Grade Nine (9)

For a student in the ninth grade to be considered to be on schedule to graduate, that student must have been promoted from grade eight (8) to grade nine (9), and be in compliance with all other bylaws.

b) Eligibility During Second Year Following Initial Enrollment in Grade Nine (9)

For a student in the second year following initial enrollment in grade nine (9) (normally grade 10) to be on schedule to graduate, that student must have received twenty (20) percent of the requirements of the school/district for graduation prior to the first day of the second year following initial enrollment in grade nine (9), and be in compliance with all other bylaws.

c) Eligibility During Third Year Following Initial Enrollment in Grade Nine (9)

For a student in the third year following initial enrollment in grade nine (9) (normally grade 11) to be on schedule to graduate, that student must have received forty-five (45) percent of the requirements of the school/district for graduation prior to the first day of the third year following initial enrollment in grade nine (9), and be in compliance with all other bylaws.

d) Eligibility During Fourth Year Following Initial Enrollment in Grade Nine (9)

For a student in the fourth year following initial enrollment in grade nine (9) (normally grade 12) to be on schedule to graduate, that student must have received seventy (70) percent of the requirements of the school/district for graduation prior to the first day of the fourth year following initial enrollment in grade nine (9), and be in compliance with all other bylaws.

Sec. 2) One-time Reinstatement of Students Failing to Meet Normal Progress Requirements

The eligibility of a student failing to meet the provisions of subsections (a) through (d) above may be reinstated a maximum of one time. This reinstatement is possible by the student passing twenty-five (25) percent of the requirements of the district for graduation during the year he/she is ineligible. He/she, upon reinstatement, shall remain eligible as long as he/she passes twenty-five (25) percent of the requirements of the district for graduation during each subsequent year.

Sec. 3) Continual Progress During the School Year

On a weekly basis, a student shall also be passing (cumulatively for the credit period) in at least four hours of instruction as defined by Kentucky Board of Education regulations (of the six hours of instruction required) or the equivalent of four hours of instruction acceptable to graduation in order to be eligible to participate in athletics during the subsequent week (Monday through Sunday period) and through the next opportunity to examine grades in this manner. On its membership form, each member school shall designate the day of the week, approved and documented through local policies, that the grades shall be examined for the student-athletes within that school in order to make this determination. Absent any other determination, this weekly check of grades shall be conducted on each Friday of each grading period or on the last day of classes preceding that particular Friday if no classes are conducted on that particular Friday. No special tests or recitations are to be given for the purpose of making the student eligible.

Sec. 4) Pre-Secondary School Students

Pre-secondary school students (grades 1-8) participating in athletics representing a KHSAA member school shall be passing in at least two-thirds of the subjects in which they are currently enrolled in order to be eligible.

Bylaw 6. Transfer Rule

Sec. 1) Domestic Students

Any student who has been enrolled in grades nine (9) through twelve (12) and has participated in any varsity game in any sport at any school following enrollment in grade nine (9) who transfers schools shall be ineligible for interscholastic athletics for one year from the date of enrollment in the new school.

The Commissioner has discretion (but is not required) to waive the period of ineligibility set forth above if one of the following exceptions has been met. Determinations of whether a student shall be granted a waiver pursuant to this rule shall be based on the circumstances existing as of the date of enrollment at the new school.

a) BONA FIDE CHANGE IN RESIDENCE - If there has been a bona fide change in residence by the parents and student that precedes a student's change of schools.

For purposes of this bylaw, a bona fide change of residence means the moving of the student and his/her parents from one school district or defined school attendance area into another school district or defined school attendance area prior to a change in enrollment of the student. A student who becomes emancipated does not have a bona fide change of residence by virtue of his/her emancipation and change of residence for purposes of this bylaw.

b) DIVORCE - The KHSAA will not recognize a legal separation as grounds for waiver of the provisions of this bylaw. The Commissioner may waive the provisions of this



KHSAA Eligibility Rules and Parental Permission Form
Bylaw References as of April 30, 2004

KHSAA Form GE07
Rev. 5/04

bylaw in the event of a dissolution of marriage (i.e. a final and legally binding divorce 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. In the event joint custody is awarded to both parents, for purposes of this bylaw, the student shall be deemed to reside at his or her previous residence if one parent retains this residence. If neither parent retains the former residence, the parents shall designate one of their new residences (mother or father) for the purpose of this bylaw, such designation to be reviewed and approved by the Commissioner.

- c) **GUARDIANSHIP/CHANGE OF CUSTODY** - The KHSAA shall not recognize guardianship or similar arrangements made, for purposes of this bylaw. The Commissioner shall have authority to waive the provisions of this bylaw where it is shown that custody of the student has been taken from one or both parents and given to a third person by a court of competent jurisdiction and under circumstances indicating: (1) the parent(s) is/are unfit or (2) the court finds that the health and welfare of the student would be better served by the change in custody.
- d) **DEATH** - In the event the death of one or both of the student's custodial parents creates such circumstances that the transfer to another secondary school is deemed appropriate.
- e) **BOARDING SCHOOLS** - The Commissioner may waive the period of ineligibility on a one-time basis for students entering a boarding school on a full time basis as a boarding school student.
- f) **ACADEMIC CONCERNS** - Any student who transfers to another school because his/her former school is determined to meet the conditions to be in the lowest category as determined by the Kentucky Board of Education under KRS 158.6455 and for the time specified in Section 5 of 703 KAR 5:120 may seek a waiver of this bylaw. Unless such determination is made, the KHSAA shall not recognize as grounds for a waiver of the period of ineligibility an argument that the educational needs of the transferring students would be better served through a transfer.
- g) **REASSIGNMENT BY BOARD OF EDUCATION** - Through a properly documented reassignment of the Board of Education to another school in the district. To meet this exception for a reassignment, reasons for the assignment may include, but are not limited to, the closing or opening of a school due to consolidation, merger, opening of a new school, or another type or opening or closing or assignment through KRS 158.6455 or other applicable adopted regulation. Such assignment may be to the public school district should a private, parochial or independent school close.
- h) **TRANSFER FROM NON-MEMBER SCHOOL** - Any student transferring from a non-member school located in Kentucky whose athletic participation has been limited primarily to other non-member schools may have the period of ineligibility waived.

Satisfying one of the exceptions (a through h) will not be considered valid and a waiver of the period of ineligibility shall not be granted—

- 1) If the change in schools is to nullify or circumvent the actions of representatives or rules of the previous school or if the student left the sending school under penalty which would have resulted in their ineligibility at the sending school;
- 2) If the satisfying of one of the exceptions occurs after the enrollment at the new school;
- 3) If the change in schools is motivated in whole or part by a desire to participate in athletics at the new school;
- 4) If the satisfying of one of the exceptions is used or manipulated for the purpose of gaining athletic eligibility;
- 5) If the satisfying of one of the exceptions by the student and the parent(s) does not reasonably precipitate a transfer to the new school.

The Commissioner may, as he/she deems necessary, appoint or hire a committee or investigator to conduct any inquiry or investigation concerning any issues arising under this bylaw or any other bylaw.

If any member school files a written objection to the factual validity of the certification before the conclusion of the period of time to which the period of ineligibility would normally apply, along with the specific, detailed basis for such, then a complete investigation shall be conducted by the KHSAA and a ruling shall be issued through the Commissioner's office.

No student enrolled in grades 4-12 who has participated in a first team game shall be eligible to represent a second member school during that school year unless that student would qualify for a waiver of the period of ineligibility in accordance with provisions (a) through (f) above.

Sec. 2) Non-Domestic Students

- a) Foreign exchange students attending school in Kentucky shall be considered ineligible for the first calendar year following enrollment.
 - i) If placed in a KHSAA member school under the auspices of approved student exchange programs or in other circumstances approved by the Board of Control within Board policy, these students may be declared eligible and not be subject to the initial one-year period of ineligibility.
 - ii) In order to be considered for a waiver, the student shall be in compliance with all U.S. Immigration and Naturalization Service regulations; shall be in the first and only year as an exchange student; shall not be a graduate of a 12th or terminating grade or its' equivalent in either the U.S. or his/her home country; shall be in possession of a complete transcript of records that has been translated into English prior to the request for eligibility; and shall be in possession of a J-1 student education visa issued by the U.S. Immigration and Naturalization Service.
 - iii) In addition, the student's host family shall not include members of the coaching staff at the KHSAA member school at which participation is desired.
 - iv) To be considered for approval by the Board of Control, a foreign exchange program shall assign students to schools by a method that ensures that no student, school or interested party may influence the assignment for athletic or other purposes.
 - v) The student, the principal or designated representative of the member school, and a representative of the placement agency shall sign and attest to certification that the athlete complies with the eligibility rules of the KHSAA and shall not be eligible under any circumstances for more than one year of athletic participation if the first year period of ineligibility is waived.
- b) Any student having made election to apply for the waiver of the first year of ineligibility and having been granted a waiver of the normal period of ineligibility under subsection (a) above shall not be eligible, under any circumstances, for more than one (1) school year while enrolled in grades 9 - 12 in Kentucky.

- c) Any student desiring to participate in athletics who does not meet the criteria listed in Bylaw 6, Sec. 2 may seek a waiver of the one-year ineligibility period through the KHSAA Due Process Procedure.

Sec. 3) Permanent Ineligibility

A student is ineligible for athletics in this state if he/she transfers from another state if he/she was or would have become ineligible in the state from which he/she transfers.

Bylaw 7. Conduct - Student or Other Representative Under Penalty

Any student, contest official or other official school representative who is under penalty or discipline or whose conduct is such as to reflect discredit upon the school or the KHSAA is not eligible.

Bylaw 8. Contestant On Other Teams, Post Season and All-Star Games

Any student who after enrolling in grade nine (9) has been a contestant in football or basketball at any level (grades 9-12) and has eligibility remaining in that sport may not participate on any non-school sponsored team or in any all-star game in that sport or any variation of that sport from the first day of school through the last scheduled contest played in that sport (including KHSAA sanctioned post-season) by that school unless it has been sanctioned by the Board of Control. Following the team's last scheduled game (including post season), there are no restrictions on play in that specific sport for the student-athletes.

Bylaw 9. Other Eligibility Requirements and Regulations

Sec. 1) Graduates and College Students

Any student who has graduated from a secondary school, or who has ever played on a college team, is thereafter ineligible to play on a high school team.

Sec. 2) Practice of Ineligible Students

Unless ineligible due to the provisions of Bylaw 11 (Sportsmanship, having been ejected from a contest), any student who is not eligible for competition during a team's next contest/meet/match/game shall not practice with the team.

Bylaw 10. Recruitment

Sec. 1) Foreword

Pupils (both domestic and foreign) 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.

Sec. 2) Definition

- a) 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. Such also includes influencing a student to remain at a school. A school official utilizing an intermediary, such as, but not limited to a peer, another school employee, a student, a parent or a citizen, for the purpose of recruiting a student athlete shall be in noncompliance.
- b) An athletic coach or any other member of the school staff shall not influence a student even if the student, his/her parents or any intermediary from another school makes the initial contact. In this situation, a coach or staff member (paid or unpaid) should immediately refer the person(s) to the school principal.
- c) Influencing a student shall include, but shall not be limited to the promise or instilling the expectation of an athletic advantage, playing time, employment of the student or his/her parents or relatives, housing for the student or his/her parents, scholarships or financial aid for which other members of the student body are not generally eligible, or any other material or athletic reward for which other members of the student body are not generally eligible.

Sec. 3) Penalty

Any representative of a member school knowingly allowing the recruitment of a student for the purpose of participating in athletics or who should have known of such recruitment shall be guilty of willful neglect of duty, misconduct, and/or breach of contract. Such shall apply not only to coaches, but also to personnel supervising coaches, such as, but not limited to an athletic director, an assistant principal, a principal, an assistant superintendent, a superintendent or a school board member. This regulation shall also apply to students or their parents.

Bylaw 11. Practice of Sportsmanship

It is the dear obligation of principals, coaches, faculty members, boards of education, and all official representatives of member schools to practice the highest principles of sportsmanship and the ethics of competition in all interscholastic relationships with fans, officials, players, coaches, official representatives of member schools, and the general public. The Commissioner and the Board of Control shall have the full authority to suspend the coach, student, or any member school whose representatives may be convicted on competent evidence of the violation of this obligation. Any violation of this rule in any interscholastic contest shall be immediately reported to the Commissioner by the principal(s) of the school(s) involved, and by the game officials who work in the contest.

It shall also be considered a violation of this rule if any school or school representatives uses or allows the use of illegal equipment which gains a competitive advantage in the contest and which is expressly prohibited by the rules adopted for that sport. Violations of this particular provision may result in penalization by the Commissioner in accordance with the provisions of this bylaw and in accordance with KHSAA Bylaw 30, Penalties.

Any student, coach, or official team representative ejected from an interscholastic contest due to a violation of this obligation must be reinstated by a member of the Commission prior to returning to interscholastic contests. Any student or coach using insulting language to another player or coach or to any official in any interscholastic contest, or who has been ruled out of such a contest because of unsportsmanlike tactics, shall be disqualified from athletic competition until reinstated by the Commissioner.

The name of the student or coach shall be reported to the Commissioner by the principal of the school that that student attends. When an official disqualifies a student or coach, he/she shall report the disqualification to the principal or his/her representative and to the KHSAA office. If the Commissioner finds upon investigation that the offense was sufficiently serious, the offender shall be permanently disqualified.

Webster County School District

COACHING APPLICATION

Date _____

Individuals applying for a teaching position who are also interested in applying for one or more coaching positions are required to complete the following application. Additional information may be included which might be helpful in evaluating training, experience and qualifications for a coaching position.

Name _____ Telephone _____

Address _____

Date of Birth _____ (optional)

List in order of preference coaching position desired:

Boys _____ Girls _____ 1. _____

Boys _____ Girls _____ 2. _____

Boys _____ Girls _____ 3. _____

List interscholastic sports in which you participated as a high school student:

List interscholastic sports in which you participated as a college student:

List coaching experience(s) - include win/loss record, championships and coaching honors received:

<u>Year</u>	<u>Title or Position</u>	<u>School System</u>	<u>Win/Loss Record</u>
-------------	--------------------------	----------------------	------------------------

What additional athletic experiences have you had that enhance your capabilities as a coach?

Outline briefly your philosophy of (high/middle) school athletics:

Explain those factors that you feel are most important to a quality athletic program:

List at least five reference who are knowledgeable of your coaching qualifications:

<u>Name</u>	<u>Present Address</u>	<u>Telephone</u>	<u>Title</u>	<u>Relation to Your Work</u>
-------------	------------------------	------------------	--------------	------------------------------

Webster County School District

APPLICATION FOR VOLUNTEER COACHING

Completion of all items required

Name _____

Address _____ Tel. _____

When available? _____

For which volunteer coaching assignment(s) are you applying? _____

Date of birth _____

General health _____

Any serious illness in the last five years? _____ If so, explain _____

Have you ever applied to or been employed by this district? _____

(If so, when?) _____

EDUCATIONAL PREPARATION

High School _____ Location _____ Graduation Date _____

College or University _____ Graduation Location _____ Date _____

Major(s) _____ Minor(s) _____

Other, e.g., courses in First Aid, CPR emergency, etc. _____

SPORTS PARTICIPATION

<u>High School</u>	<u>Years</u>	<u>Letters Earned</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<u>College or University</u>	<u>Years</u>	<u>Letters Earned</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

webster County School District

HEAD COACH EVALUATION FORM

(Name of Coach)

(Sport Assignment)

(Level & School)

General Comments About Season

1. Effective 2. Needs Improvement 3. Unsatisfactory 4. No Opportunity to Observe 5. Not Applicable 6. Refer to Comments

I. PROFESSIONAL AND PERSONAL RELATIONSHIPS

- 1. Cooperates with the athletic administrator and faculty manager to submit participant lists, bus times, parent permission and physical cards, year-end reports, roster information and coaching plan prior to season. _____
- 2. Follows policy in the athletic handbook and meets all criteria as outlined in job description. _____
- 3. Provides training rules to team members in writing and follows due process procedures. _____
- 4. Develops rapport with the athletic coaching staff. _____
- 5. Is appropriately dressed at the practice and games. _____
- 6. Participates in in-service meetings and other activities to improve coaching performance. Attends meetings necessary to the welfare of the athletic department. _____
- 7. Develops sound public relations. Cooperates with newspapers, radio, television, booster club and interested spectators. _____
- 8. Understands and follows rules and regulations set forth by all governing agencies: state association, Board of Education and league. _____
- 9. Participates in parent's night, banquets, award nights, pep assemblies and letters to colleges regarding players. _____
- 10. Maintains appropriate sideline conduct at games with respect to players, officials and other workers. _____
- 11. Develops rapport with other teachers, coaches and administrators. _____
- 12. Works cooperatively with junior high coaches in developing a coordinated program. _____
- 13. Promotes all sports in the athletic program attempting to foster school spirit. _____
- 14. Cooperates and communicates with parents during the entire year. _____
- 15. Works cooperatively with the athletic administrator. _____

II. COACHING PERFORMANCE:

- 1. Develops respect by example in appearance, manners, behavior, language and conduct during a contest. _____
- 2. Provides proper supervision and administration of locker and training room and on bus trips. _____
- 3. Is well versed and knowledgeable in matters pertaining to the sport. _____
- 4. Has individual and team discipline and control. _____
- 5. Develops a well organized practice schedule which utilizes his/her staff and team to its maximum potential. _____
- 6. Establishes the fundamental philosophy, skills and techniques to be taught by the staff. _____
- 7. Holds periodic staff meetings, including junior high coaches to implement the above. _____

- 8. Develops integrity within the coaching staff, fellow coaches and works to make better coaches. _____
- 9. Is fair, understanding, tolerant, sympathetic and patient with team members. _____
- 10. Is innovative using new coaching techniques and ideas in addition to sound, already proven methods of coaching. _____
- 11. Is prompt in meeting team for practices and games. _____
- 12. Shows an interest in athletes in off-season activities and classroom efforts. _____
- 13. Provides leadership and attitudes that produce positive efforts by participants. _____
- 14. Knows the medical aspects of the position, including first aid, injury policies, working with team doctor and/or family physician. _____
- 15. Delegates authority with responsibility while remaining accountable for such delegations. _____
- 16. Provides an atmosphere of cooperation in being receptive to suggestions and giving credit to those responsible for success. _____
- 17. Uses all possible ethical means of motivation, emphasizes values of competitive athletics, acceptable personal behavior, decision-making and lasting values to each individual. _____
- 18. Utilizes videotape along with providing instructions on proper care and use. _____
- 19. Utilizes practice time for both individual and team development. _____
- 20. Team performance consistent with quality of athletes available. _____

III. RELATED COACHING RESPONSIBILITIES:

- 1. Is concerned about the care of equipment, including issue, collection, inventory and storage. _____
- 2. Is cooperative in developing non-league schedules and securing officials. _____
- 3. Is cooperative in sharing facilities. _____
- 4. Shows self-control and poise in areas related to coaching responsibilities. _____
- 5. Displays enthusiasm and exhibits interest in coaching. _____
- 6. Keeps athletic administrator informed about unusual events. _____
- 7. Is cooperative in helping service clubs, booster club, recreation department and other organizations in their projects which in turn relate to the athletic program. _____
- 8. Encourages all potential athletes to participate in sport programs. _____
- 9. Follows proper procedure for purchase of equipment. _____
- 10. Operates sport within the budget as submitted by the coach. _____

SUMMARY

Date: _____ Season: _____

Number of years coaching in this assignment: _____ Number of years coaching in school district: _____

STRENGTHS:

JOB TARGETS:

COMMENTS:

(Evaluator's Signature and Position) (Date)

(Head Coach's Signature) (Date)

Circle one:

Successful: To be recommended for contract renewal.

Needs Improvement: To be recommended for contract renewal, provided an understanding can be reached in areas where improvement is suggested.

Unsatisfactory: To be recommended for non-renewal of contract.

Webster County School District

ASSISTANT COACH EVALUATION FORM

SPORT _____ HEAD COACH _____
 ASSISTANT COACH _____ POSITION _____

	Effective	Needs Improvement	Unsatisfactory
1. Loyalty to head coach and system	_____	_____	_____
2. Care of equipment	_____	_____	_____
3. Knowledge of sport	_____	_____	_____
4. Teaching ability	_____	_____	_____
5. Ability to motivate	_____	_____	_____
6. Rapport between coach and players	_____	_____	_____
7. Intensity of interest in coaching this sport	_____	_____	_____
8. Supervision of players in locker room and other areas	_____	_____	_____
9. Rapport between coach and rest of coaching staff	_____	_____	_____
10. Accepts duties given by head coach	_____	_____	_____
11. General evaluation of this coach by:	_____	_____	_____
a. Head coach	_____	_____	_____
b. Athletic administrator	_____	_____	_____

COMMENTS:

The coach's signature indicates that all phases of the appraisal have been conducted with the full knowledge of the coach.

Head coach's signature _____ Date _____

Assistant coach's signature _____ Date _____

Athletic administrator's signature _____ Date _____

Circle one:

Successful: To be recommended for continued assignment.

Needs Improvement: To be recommended for reassignment, provided an understanding can be reached in areas where improvement is suggested.

Unsatisfactory: Not to be recommended for continued assignment.

Webster County School District
REQUEST FOR PERMISSION TO ATTEND COACHES' CLINIC

Request to attend the _____ Coaches' Clinic at _____
_____ on the following dates: _____

Head Coach

Assistant

Date _____ Approved Disapproved

(Signature of coach making request)

(Signature of athletic administrator)

The following estimated expenses will be reimbursed from the athletic fund to attend clinic, provided they are budgeted:

- | | |
|---|----------|
| 1. Registration (show receipt or cancelled check) | \$ _____ |
| 2. Lunch, if not included in registration | \$ _____ |
| 3. Dinner | \$ _____ |
| 4. Transportation | \$ _____ |
| 5. Hotel rooms | \$ _____ |
| (Total estimated expenses) | \$ _____ |

If it is necessary to be absent from school, the requesting coach must also file a request for permission to attend a professional meeting through his/her respective principal.

NOTE: Request should be submitted to athletic director two weeks in advance.

Copy to: Athletic Administrator
Building Principal
Requesting Coach

Webster County School District

LETTER AWARD RECOMMENDATIONS

_____ HIGH SCHOOL

Sport	Level	Year	Coach
First Name	Last (alpha Order)	Previous Years in Sport	Previous Letter At This Level - All Sports
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			

POST SEASON CHECKLIST

- _____ 1. Final report is complete and on file in the athletic office.
- _____ 2. Medicine kit is clean and re-stocked for the next sport season.
- _____ 3. Team room is clean. All players have removed locks and cleaned out lockers.
- _____ 4. Coaching keys have been returned.
- _____ 5. Parents of all athletes who have not turned in their equipment have been contacted.
- _____ 6. Name of an athlete who will represent my team on the athletic council for next year has been submitted.
- _____ 7. Water jug and water bottles cleaned and returned.
- _____ 8. Written evaluations for my assistant coaches submitted.
- _____ 9. Coaches's notebook returned to the athletic office.
- _____ 10. I have received a copy of my coaching evaluation and held an evaluation conference with the athletic director.

Date: _____

Head Coach: _____

Athletic Administrator: _____