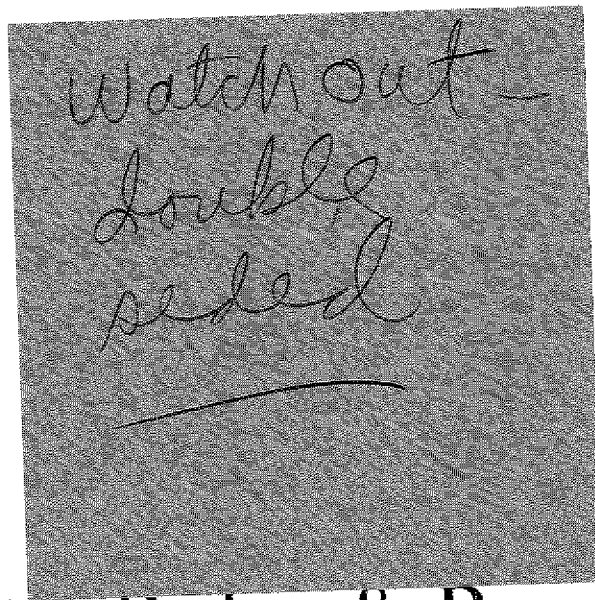


Campbell County Athletics

Home of the Fighting Camels



Athletic Rules & Regulations/
Coaches Handbook

2006-2007

Administration

2006-2007 Board of Education

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Philosophy

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

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

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

Goals and Objectives

1. To provide a positive image of school athletics in Campbell County Schools.
2. To strive always for playing excellence that will produce winning teams within the bounds of good sportsmanship while enhancing the mental health of student athletes.
3. To ensure growth and development that will increase the number of participants; that will give impetus to increased contest attendance; that will enhance a program of maintenance and improvement of athletic facilities.
4. To provide a superior program of student activities that includes appropriate activities for every participant.
5. To provide an opportunity for students to experience success in those activities he or she selects.
6. To provide sufficient activities which offer the greatest benefits for the greatest number of students.
7. To create a desire to exceed and excel.
8. To practice self-discipline and emotional maturity in learning to make decisions under pressure.
9. To be socially competent and operate within a set of guidelines and rules, thus gaining a respect for the rights of others.
10. To develop an understanding of the value of activities in a balanced educational process.
11. To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. To include but not be limited to the following:
 - A. Physical, spiritual, mental and emotional growth and development.
 - B. Development of commitments such as loyalty, cooperation, fair play and other desirable social traits.
 - C. Directed leadership and supervision that stresses self-discipline, self-motivation, and excellence.
 - D. Create a focus of interests on athletic programs for students, faculty, and community that will generate a feeling of school spirit and unity.

Athletic Organizational Chart

Board Of Education

Superintendent

H. S. Principal	M.S. Principal
Dist. Ath. Dir. (not filled)*	
H.S. Athletic Director	M.S. Athletic Director
Head Coach	Head Coach
Assistant Coaches	Assistant Coaches
<p>* The district or high school athletic director will provide input at the principals or SBDM request for hiring and evaluating coaches.</p>	

School Sponsored Athletic Activities

The current High School athletic events sponsored and approved by the Campbell County Board of Education for each year as follows:

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

The current Middle School athletic events sponsored and approved by the Campbell County Board of Education for each year as follows:

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

Expectations of Coaches

1. Develop a practice and game environment where the use of profanity is not acceptable.
2. Create an environment in which hazing, bullying, and other forms of intimidation cannot thrive and will not be accepted.
3. Create a positive learning atmosphere in games and practices, which provides enthusiasm and encouragement to each player and eliminates negative and derogatory comments towards high school athletes and staff.
4. Teach and coach individual fundamentals and a team concept to every member of your team at the beginning and throughout the total season.
5. Take the lead in promoting and communicating to college coaches (when necessary) on behalf of the athletes that you coach.
6. All coaches will abide by KHSAA policy in the performance of their duties.
7. Attend all required coaches meetings on time.
8. Provide accurate communication to athletes, parents, and administrators as it relates to the following: Season Game and Practice Schedule, Team Rules, Players Expectations, Fund Raising Activities, Off-Season Programs, etc.
9. Submit an end of the Year report that summarizes your season.
10. Serve as the public relations overseer for your team in which you make sure the newspapers and television stations are notified with the outcome of every game immediately upon completion of the game and the school administration and athletic director(s) are notified by the next morning after the game.
11. Be organized and prepared for every practice with a schedule and outline for each portion of the practice.
12. Prepare your team to, “be the best” and accept victories and defeats in a professional and sportsmanlike manner.
13. Display a positive role model for the student/athletes on your team and in your school. At no time will the coach, his/her staff or student-athlete partake in the use of any tobacco product, alcohol or illegal drugs while participating in any event associated with the school or athletic program.
14. Supervise inventory and storage of all equipment at the game and practice sites no later than two weeks after the completion of the season.
15. Coaches shall not discourage participation in other sports.

Note: For number 1 and 2 please refer to the following Campbell County Schools board policies 09.422, 09.42811, 09.425, 03.162, 03.262

Note: For number 12 please refer to Campbell County School Board Policies 09.4232, 09.423, 03.13251, 03.23251, 03.2327 and 03.1327

Appropriate Dress for Coaches

Each coach is to represent Campbell County Schools in a professional manner as they coach their team during practices and in particular during competitions. Modesty (Coaches must wear shirts at all times while assuming their coaching responsibilities), cleanliness and up to date coaching apparel should be obvious components of the coaches’ attire.

Note: Refer to board policy 03.2326 and 03.1326 noting that consideration may be given by the supervisor for the type of work being performed.

Coaches Evaluations

All head coaches in the Campbell County School system will be subject to an annual evaluation. The evaluation will be the responsibility of the principal or designee. The evaluation instruments will be approved by the board in the Classified Employee Evaluation Plan.

Each head coach is responsible for an annual evaluation of the assistant coaches on his/her staff. Copies of the evaluation forms can be found in the appendix of this document.

Extra Duty Stipend Information

Certified and non-certified personnel can fill head coach and assistant coaching positions. A coach who meets the following criteria (whether the applicant is a paraprofessional or full time Campbell County employee) is eligible for a paid position:

- Proof of CPR/First Aid Certification
- ASEP Coaching Certification
- Official transcripts and diplomas
- Current W4 Form
- Current Medical Exam with TB test
- Criminal records check
- Copy of driver's license and Social Security Card, verifying minimum age of 21 years old.
- Application

A copy of the each years extra duty stipend salary scale is available through the human resource department.

CCS Rules and Regulations

Absentee Policy:

Any student/athlete who participates on an interscholastic team shall be in attendance at school on the day of a contest/ game. It is recognized that extenuating circumstances arise causing an excused absence and those will be considered for approval by the school principal or designee.

Note: Please refer to student handbook/council policy for additional guidance.

Academic Standard:

Any student/athlete who participates in an interscholastic athletic team shall meet all KHSAA minimum academic requirements. Students may be required to meet additional requirements as established by the appropriate school authority.

Note: Please refer to Campbell County Schools board policy 09.313 and student handbook/council policy for additional guidance.

Admission Prices for Athletic Contests

Admission prices/season passes (if offered) to athletic events for Campbell County Schools will be set by the SBDM council at each school. The Superintendent shall authorize the issuance of free passes to athletic events.

Post season play and special tournaments will not be included in the season pass price. Spectators will be able to purchase those tickets either at the gate or during special announced times prior to the event.

Note: Refer to Campbell County Schools Board Policy 09.371 and council policy.

Athletic Field Trip Guidelines

1. No school time will be missed as a result of an athletic field trip without prior approval from the building principal.
2. All trips that exceed 120 miles round trip must receive the approval from the Superintendent of Schools.
3. The principal must approve fund raising events for the athletic field trip and all funds must be raised and accounted for prior to the departure of the team for the field trip.
4. If the event is a competitive event there must be a fair representation from all areas for approval to be considered. For example: In the event a team is invited to a National competition there must be a representative from each region as designated by the host committee.
The purpose of the trip must be considered an educational and beneficial time for the promotion of needed team building skills such as: teamwork, citizenship, athletic skills instruction, competition, or other positive outcomes that will influence student/athletes in a positive manner.

Note: Please refer to Campbell County Schools Board Policy 09.36 or Council Policy for additional information..

Athletic Utilities

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

Awards

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

Special awards such as MVP, MIP, etc. shall be plaques or trophies and will be purchased through the respective sports administrative funds. Only athletes who finish the season or who would have finished the season except for illness or injury shall be eligible for the special awards.

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

Banquets/Recognition Events

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

1. The awards ceremony shall take place within three weeks of the end of the final game/match of the season. There will be three awards receptions annually: Fall, winter, and spring.
2. Invitations should be sent to the Board of Education, superintendent, building principals, news media, players and their families and any other people who were part of that season, such as cheerleaders, score keepers, announcers, etc.
3. Support from the athletic booster organization as well as the athletic department in regards to supplies and meals will be provided as necessary
4. The suggested time limit for a team sports banquet and ceremony should not exceed two hours during the individual breakout sessions.

Booster Clubs

Campbell County Athletics will operate with one district wide booster organization that will serve as the support system for all athletic endorsed programs for all grade levels. Parent involvement is the foundation for a successful program. This organization will operate within Redbook Guidelines, Board Policies, and SBDM Council Policy.

Budget and Purchase Order Procedures

A yearly budget is submitted to the building principal and approved by the board of education. This budget will be adhered to and followed throughout the school year. Each Head Coach is required to sign off on the budget/purchase order procedure sheet in the appendix of this document. The following sections are listed in the budget:

Projected Expenses: Equipment and Supplies, Uniform Replacement program, Home game expenses, and other miscellaneous athletic expenses.

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

The building level principal and athletic director must approve *all* athletic purchases, including purchases with funds from outside school accounts, before these items can be ordered. Prior to these items being ordered a purchase order (available from the school athletic director) must be filled out and approved by the school principal and athletic director. Coaches/Sponsors are encouraged to obtain a copy of the state rules for activity funds: Accounting Procedures for Kentucky School Activity Funds; which is available from school or district athletic directors or from the District Finance Office. A copy of the yearly budget and sample purchase order are located in the index.

Bus Requests/Athletic Team Transportation

The Campbell County Board of Education requires that all mandatory trips, games, competitions, practices, scrimmages or matches outside the county that is required for athletics will use proper board approved transportation. Proper board approved transportation is paid for through the district and school allocated budget and includes vehicles or buses that are owned by the school district.

Upon completion of season schedule, each coach must submit to the athletics director their respective bus times for all trips. It is the responsibility of the athletic director to review, complete, and submit all bus requests to the transportation office. All trips must be approved by the building principals. Failure to submit bus times could eliminate your team from an away contest. When the post-season tournament and game schedule is finalized, the exact playing dates and times need to be submitted to the transportation department.

An example of a "Field Trip Bus Request Form" is located in the appendix at the end of this document.

Cancellations (Inclement Weather)

In the event school is cancelled during a weekday and there is a high school or middle school athletic event scheduled that day; or school is cancelled on a Friday and there is a high school or middle school athletic event scheduled on the next day, the principal and athletic director will make a decision regarding the event.

Cheerleading

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

Clinics, Conferences, State Tournaments and Meetings

All high school head coaches are encouraged to attend a yearly clinic and respective state tournaments.

Code of Conduct for Student Athletes

All student athletes will follow the guidelines set forth in the Campbell County District Discipline Code, Student Handbook and expectations set forth by coaches in their respective sports.

Note: Student Athletes that participate on one team and are dismissed or quit the team shall not participate in another sport until the completion of the season of the sport in which they first participated. This is to be determined by each school.

Community Recognition Games

The Campbell County athletic department encourages positive community relationships with the local youth leagues and recreation programs as well as the general public. Therefore, we encourage high school varsity teams to sponsor at least one evening home contest where the local youth leagues could attend and be recognized for participation in their respective sport.

Conditioning Program/Off-Season Training

The Campbell County athletic department supports and encourages all athletic teams to participate in an off-season conditioning program. While adhering to all KHSAA regulations, the performance of each athlete can be enhanced through a regiment of weight training techniques and performance exercises.

Drug and Alcohol Testing Program

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

First Violation – Four week or four game suspensions

Second Violation – Eighteen week or eighteen game suspension

Third Violation – Exclusion from participation in any extracurricular activity for the remainder of the student's eligibility in Campbell County Schools.

Note: Additional consequences also apply to this policy. Please refer to Campbell County Schools Board Policy 09.423 for additional information.

Equipment/Uniforms

Equipment will be the responsibility of the head coach. The responsibility for equipment shall include detailed checkout procedures to the participants, proper care during use, and proper return of all equipment. If a uniform is lost or damaged to the point of not being able to be used again, the student to whom it was last issued will be responsible for the replacement cost. It is the responsibility of each head coach or his designee to maintain and complete an up to date inventory of all equipment, supplies and uniforms for their respective sport. This inventory list is due to the athletic director at the completion of the season each year.

Fund-Raising Activities/Procedures

All District-wide fund-raising activities must be approved by the Board of Education. Requests must be channeled through the Principal and Superintendent. Door-to-door solicitation shall be prohibited without the approval from the Superintendent. All athletic teams may hold special fund-raising events upon approval of the building Principal. No student shall be compelled to participate in or meet any kind of quota in a fund-raising activity. Solicitation of advertising for any student publication is permitted.

Game Field Use or Rental

Campbell County Schools is fortunate to have high school game fields/facilities for each sport and will continue to maintain and upgrade those fields/facilities to be of professional quality. It is therefore the decision that no game field/facility will be available for any activity other than those activities that are associated with or sponsored by the Campbell County School system. At no time will a select team, community recreation team or any other team not associated with Campbell County Schools be permitted to rent or use any game field/facility for a practice or competition without the approval and coordination through the buildings and grounds director and the approval from the Superintendent. The athletic department and buildings and grounds director will coordinate the use of facilities for any and all athletic areas. It should be noted that the athletic fields fall under the auspices of the Board Of Education. Any and all construction projects or outside school events scheduled on or in an athletic facility must have prior approval by the Superintendent and Board of Education. A copy of the facilities usage form is available in the back of this document

Hazing/Harassment/Discrimination

The Board of Education takes a strong stand on any harassment or discrimination issues. Any coach or sponsor who engages in harassment or discrimination of another employee or student shall be subject to disciplinary action including but not limited to termination. In addition any coach/ sponsor who knowingly allows harassment or hazing to players on his/her team will be subject to disciplinary action including but not limited to termination.

Note: Please refer to Campbell County Schools Board Policies 09.422, 09.42811, 03.162 and 03.262 for additional information.

Insurance

All athletes that participate on a high school or middle school team will be covered under the Campbell County Schools Athletic Accident Insurance. This is "secondary" to any other insurance coverage that the family may have and will pay only on medical expenses not payable by other sources of coverage. It is important to note that:

- A. Treatment must commence within 30 days of the injury.
- B. A claim must be submitted to the athlete's insurance company first. After a settlement has been made with the athlete's insurance company a claim form is submitted to the school's insurance and must be submitted within 90 days from the date of accident.
- C. The insurance benefits are available for one year from date of the injury.

A copy of the insurance form and benefits are included in the appendix of this document.

Note: Please refer to Campbell County Schools Board Policy 09.312 for additional information.

Keys and Security Codes

The athletic director at each school will issue all keys for access to the facilities needed for your team. In the event a security code is needed for the coaches practice and game facility, that code can be issued and cleared for use through the building athletic director. Additionally, a list of all key holders shall be maintained by the building athletic director and provided to the district facilities director.

KHSCA Coaches Cards

Coaches' cards will be ordered and provided for all coaches at the high school level for Campbell County Schools. If there are middle school coaches that assist with any support of the varsity level, the varsity head coach needs to communicate this with the building athletic director and cards can be issued so those individuals can gain admission to events to scout opponents.

Lightening - Games and Practices

In the event that lightening is observed while a swimming team is practicing/ competing, or there is another athletic game or practice taking place outdoors, the practice or game will be immediately postponed and instructed to meet in a safe building or vehicle. At no time will a student athlete be permitted to practice or play under any unsafe weather conditions. If this activity is a game, sole jurisdiction will be given to the game officials and it will be their responsibility to suspend or allow play. If activity is a practice, play will be allowed to resume after a thirty-minute delay from the last lightening strike. The athletic trainer will continue to monitor the weather on a daily basis and will keep all coaches abreast of any conditions that should warrant the teams to take shelter.

Media Relations

It is the responsibility of every head coach to call in the scores of each game whether they are played home or away. The results are to be called in as soon as possible after each game. Be prepared to share with the reporter the score at the end of each period, pertinent stats, and any other information, which will help publicize the Campbell County athletic teams.

Numbers to Call:

- Herald Leader – (888) 222-7026 or (859) 231-3225
- Cincinnati Enquirer –
- Cincinnati Post –
- KHSAA Scoreboard –
- Channel 5 Sports Desk –

Paraprofessional Coaches

All paraprofessional head and assistant coaches are required to complete the necessary paperwork at the personnel office and must be cleared through the Human Resource Department ***PRIOR*** to any contact with the student/athletes in the Campbell County School System. All paperwork must be turned into the personnel office before the first game of the season or the coach will be prohibited from coaching until all of the paperwork has been received.

Pep Rallies

Pep rallies must be scheduled, approved and organized through the principal's office at each school.

Scheduling (practice sessions and games)

Contracts will be required in scheduling all athletic events. The head coach is responsible to submit to the athletic director a list of all contracts that need to be sent out.

Individual coaches have the authority to have practices open or closed to the general public. As a matter of professional courtesy, no regular season practice sessions or games should be scheduled in any Campbell County public school on Sundays, legal holidays, i.e., Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, or Martin Luther King Jr. Day without prior approval from the building principal and athletic director. If an emergency arises and if a tournament must be concluded on a Sunday or a holiday, permission may be granted by the principal and building athletic director. Regional, state, or national tournaments or competitions that must participate on Sunday due to travel may be permitted by requesting permission from the building principal and athletic director. Overnight trips for athletic teams must be planned well in advance and approved by the building principal and athletic director prior to going to the board of education for their approval. An athletic field trip request form must be submitted and approved by the board of education prior to any fund raising events being authorized by the principal for the overnight trip.

Signs/Noisemakers/Fireworks at Athletic Events

Signs that indicate only the school's name, school's colors, and nickname or mascot are authorized at athletic events. The building principal or representative must approve any sign that is different than mentioned as above, but still supports Campbell County Athletics. Noisemakers such as megaphones and bells are authorized for outside athletic contests. However whistles, horns or musical instruments other than the pep band or marching band are not authorized at athletic events.

At no time will fireworks be permitted at any athletic event in the Campbell County school system.

Sport Fees

Each middle school and high school athlete is required to pay an athletic fee for each sport they decide to compete in. The fee schedule will be set by the board upon the recommendation of the SBDM council. Refer to your school for the specific schedule.

Middle school and elementary students are permitted to participate in athletic contests at the High School as long as they follow the KHSAA By-Laws of eligibility. If this is the case, those students are subject to pay the cost associated to the high school fee structure. The athletic fee is due prior to the opening season contest or game. If there is a financial hardship, application can be made to the building principal and athletic director for that fee to be waived. These issues must be brought to our attention prior to the start of the sports season.

Budget and Purchase Order Procedures

The coach/sponsor is to submit, during the first thirty days of the school year, an annual school-year activity budget to the school principal. School-kept (internal) activity fund budgets are to be submitted separately from budgets that are required to be submitted by external organizations such as external booster clubs. The annual budget must include:

Estimated (projected) Athletic Expenses by categories such as equipment, supplies, uniform replacement program, drug and alcohol testing program, home game expenses, and other miscellaneous athletic expenses.

Estimated (projected) Athletic Revenue as receipts from (1) admissions; (2) fundraisers; (3) dues; (4) concession sales; and, (5) from other categories.

The building principal and athletic director must approve *all* athletic purchases. This includes purchases from outside the school accounts (external booster clubs, for instance), and purchases from internal activity fund accounts. All purchases that will have the approval of the building principal. No orders are to be communicated to a supplier or vendor prior to obtaining these approvals in writing.

For internal activity fund accounts, a completed purchase order form with the signatures of the building principal and athletic director plus a purchase order number issued by the school bookkeeper/treasurer is sufficient and necessary evidence of written approval. Determining who will actually place an order is subject to the direction of the principal.

Purchases approved by the building and athletic director with funds available from an outside source are not to be placed by a coach, sponsor, athletic director or principal; instead, another person that is an authorized representative of the outside source (such as an officer of an external booster club) must place any such order. The representative of the external source is not authorized to act on behalf of the school and must make this clear to any supplier or vendor. A support/booster organization using external accounts shall not use the state tax exempt or federal identification number of the school or school district.

External source funds become internal activity funds at the time the money is transferred to the school activity account. Activity funds are those funds held in a school bank account controlled by the building principal with records kept by the school bookkeeper (school treasurer).

Purchasing procedures may be relaxed for purchases relating to concession sales or other revenue generating events when approved by the coach/sponsor of an approved school fundraising activity. For instance, a purchase order is not necessary to buy mustard for hotdog concession sales if it is discovered just before the event that no mustard will otherwise be available.

Kentucky law and regulation may impose additional requirements. Coaches/Sponsors are encouraged to obtain a copy of the state rules for activity funds: *Accounting Procedures for Kentucky School Activity Funds*, which is available from school, athletic directors or from the District Finance Office. Failure to comply with these rules may be a Cause for Disciplinary Action.

I have read and I understand the budget, purchase order and other procedural requirements relating to athletic activity funds; I acknowledge that as a coach/sponsor for an athletic activity I am responsible to follow these rules and to see that assistants follow these rules, too.

(Printed Name)

(Signature)

(Date)

Acknowledgement of Receipt of Coaches Handbook

I have read and I understand the guidelines and procedures in the Campbell County Athletic Rules and Regulations Coaches Handbook. I acknowledge that as a coach/sponsor for an athletic activity for Campbell County Schools I am responsible to follow and adhere to these procedures and guidelines and to see that assistants follow the regulations as well.

Signature: _____

Printed Name: _____

Position: _____

Date: _____

**Campbell County Schools
Extra Service Evaluation
Assistant Coach**

Employee Name:
School Year:

Worksite/ School:
Evaluator:

Rating Scale: 4: Exceeds 3: Meets 2: Needs Improvement 1: unsatisfactory NA: not applicable

Standard/ Performance Criteria	4	3	2	1	NA
I Performs duties as assigned in job description and/or by supervisor.					
1. Promotes sports in the schools and community.					
2. Assists coaches in planning the athletic program.					
3. Organizes and supervises practices.					
4. Conducts learning experiences, under the direction of the head coaches, with small groups of student athletes including individual fundamental skills, team play, team strategy and rules and regulations of the game.					
5. Teaches good sportsmanship and self-control; guides participants toward harmonious team spirit.					
6. Assists in providing escort assistance and supervision to athletes/ participants during periods of team travel.					
7. Provides students a proper role model, emotional support, patience, a friendly attitude and general guidance.					
8. Recommends the purchase of equipment, supplies and uniforms as appropriate for the health, safety, and welfare of student athletes/ participants.					
9. Represents the school properly to officials, representatives of other schools, and spectators.					
10. Attends clinics and trainings to improve the understanding of the sport and/or techniques of instruction.					
11. Develops sportsmanship in self and others.					
12. Implements rules that coincide with the school's rules.					
13. Cooperates with the school administration and other supervisors.					
14. Performs other duties consistent with position assigned and as may be requested by the supervisor.					

a. Note: Not all indicators are weighted equally, thus averaging indicators is discouraged for assigning the overall rating.

Overall Standard I rating.		
Comments for Standard I.		

<u>Standard/ Performance Criteria</u>	4	3	2	1	NA
II. Meets performance responsibilities					0
1. Uses discretion with confidential or privileged information.					
2. Meets schedules and time lines.					
3. Accepts responsibility for completion of all assigned duties as required by policy, regulation, law, procedures and/or directives from supervisors.					
4. Workday schedule and attendance requirements are met consistently; is punctual.					
5. Demonstrates a personal and professional code of ethics that promotes the efficient and productive operation of the department.					
6. Treats people fairly, equitable, and with dignity and respect.					
7. Only uses district/school/department equipment, materials and other resources for professional and job requirements.					
8. Demonstrates integrity and fairness; acts in an ethical manner.					
9. Dresses according to district and department policies, procedures and regulations.					
10. Organizes work responsibilities and sets priorities based upon department goals, objectives and tasks.					
11. Attends and actively participates and required training programs and sessions including safety and preventative emergency meetings					
12. Models professional oral and written communication skills					
13. Analyzes situations accurately and adopts effective courses of action.					
14. Communicates effectively and professionally both orally and in writing.					

Note: Not all indicators are weighted equally, thus averaging indicators is discouraged for assigning the overall rating.

Overall Standard II rating.		
Comments for Standard II.		

<u>Standard/ Performance Criteria</u>	4	3	2	1	NA
III. Demonstrates positive interpersonal relations with all stakeholders of the school system.					
1. Handles problems in a constructive and fair manner.					
2. Offers differing opinions in a constructive and helpful manner.					
3. Works through the chain of command to address issues and/or problems.					
4. Deals with people in a positive, constructive manner.					
5. Cooperates in the accomplishment of district/school/ department goals, objectives and tasks.					
6. Establishes and maintains cooperative and effective working relationships with others.					
7. Works independently with little direction.					
8. Maintains proper relationships with students, staff, and community at large.					

a. Note: Not all indicators are weighted equally, thus averaging indicators is discouraged for assigning the overall rating.

Overall Standard III rating.		
Comments for Standard III.		

I have seen and had an opportunity to discuss this evaluation:	I have completed this evaluation and shared with the evaluatee:
Evaluatee's Signature/Date	Evaluator Signature/ Date:
Evaluatee shall receive a copy of this evaluation.	

**Campbell County Schools
Extra Service Evaluation
Head Coach**

Employee Name:
School Year:

Worksite/ School:
Evaluator:

Rating Scale: 4: Exceeds 3: Meets 2: Needs Improvement 1: unsatisfactory NA: not applicable

Standard/ Performance Criteria	4	3	2	1	NA
I. Performs duties as assigned in job description and/or by supervisor.					
1. Promotes sports in the schools and community.					
2. Plans the assigned athletic program.					
3. Organizes and supervises practices.					
4. Teaches individual fundamental skills, team play, team strategy and rules and regulations of the game.					
5. Teaches good sportsmanship and self-control.					
6. Checks eligibility of participants, including insurance coverage and parent consent.					
7. Provides students a proper role model, emotional support, patience, a friendly attitude and general guidance.					
8. Conducts learning experiences, with small groups of student athletes/ participants.					
9. Recommends the purchase of equipment, supplies and uniforms as appropriate for the health, safety, and welfare of student athletes/ participants.					
10. Monitors approved fund-raising activities.					
11. Represents the school properly to officials, representatives of other schools, and spectators.					
12. Attends clinics and trainings to improve the understanding of the sport and/ or techniques of instruction.					
13. Develops sportsmanship in self and others.					
14. Selects, trains, and provides support for activity participants.					
15. Implements rules that coincide with the school's rules.					
16. Collects and records fees/form as required by the school and according to Red Book rules and regulations.					
17. Cooperates with the school administration and other supervisors.					
18. Performs other duties consistent with position assigned and as may be requested by the supervisor.					

Note: Not all indicators are weighted equally, thus averaging indicators is discouraged for assigning the overall rating.

Overall Standard I rating.		
Comments for Standard I.		

<u>Standard/ Performance Criteria</u>	4	3	2	1	NA
II. Meets performance responsibilities					
1. Uses discretion with confidential or privileged information.					
2. Meets schedules and time lines.					
3. Accepts responsibility for completion of all assigned duties as required by policy, regulation, law, procedures and/or directives from supervisors.					
4. Workday schedule and attendance requirements are met consistently; is punctual.					
5. Demonstrates a personal and professional code of ethics that promotes the efficient and productive operation of the department.					
6. Treats people fairly, equitable, and with dignity and respect.					
7. Only uses district/school/department equipment, materials and other resources for professional and job requirements.					
8. Demonstrates integrity and fairness; acts in an ethical manner.					
9. Dresses according to district and department policies, procedures and regulations.					
10. Organizes work responsibilities and sets priorities based upon department goals, objectives and tasks.					
11. Attends and actively participates and required training programs and sessions including safety and preventative emergency meetings					
12. Models professional oral and written communication skills					
13. Analyzes situations accurately and adopts effective courses of action.					
14. Communicates effectively and professionally both orally and in writing.					

Note: Not all indicators are weighted equally, thus averaging indicators is discouraged for assigning the over rating.

Overall Standard II rating.		
Comments for Standard II.		

Standard/ Performance Criteria	4	3	2	1	NA
III. Demonstrates positive interpersonal relations with all stakeholders of the school system.					
1. Handles problems in a constructive and fair manner.					
2. Offers differing opinions in a constructive and helpful manner.					
3. Works through the chain of command to address issues and/or problems.					
4. Deals with people in a positive, constructive manner.					
5. Cooperates in the accomplishment of district/school/ department goals, objectives and tasks.					
6. Establishes and maintains cooperative and effective working relationships with others.					
7. Works independently with little direction.					
8. Maintains proper relationships with students, staff, and community at large.					

a. Note: Not all indicators are weighted equally, thus averaging indicators is discouraged for assigning the overall rating.

Overall Standard III rating.	
Comments for Standard III.	

I have seen and had an opportunity to discuss this evaluation:	I have completed this evaluation and shared with the evaluatee:
Evaluatee's Signature/Date	Evaluator Signature/ Date:
Evaluatee shall receive a copy of this evaluation.	

**Campbell County Schools
Extra Service Evaluation
Statistician**

Employee Name:
School Year:

Worksite/ School:
Evaluator:

Rating Scale: 4: Exceeds 3: Meets 2: Needs Improvement 1: unsatisfactory NA: not applicable

Standard/ Performance Criteria	4	3	2	1	NA
I. Performs duties as assigned in job description and/or by supervisor.					
1. Contacts local media outlets with game results.					
2. Maintains accurate records throughout the season for each level of play.					
3. Performs other duties as assigned by supervisor.					

a. Note: Not all indicators are weighted equally, thus averaging indicators is discouraged for assigning the overall rating.

Overall Standard I rating.		
Comments for Standard I.		

<u>Standard/ Performance Criteria</u>	4	3	2	1	NA
II. Meets performance responsibilities					
1. Uses discretion with confidential or privileged information.					
2. Meets schedules and time lines.					
3. Accepts responsibility for completion of all assigned duties as required by policy, regulation, law, procedures and/or directives from supervisors.					
4. Workday schedule and attendance requirements are met consistently; is punctual.					
5. Demonstrates a personal and professional code of ethics that promotes the efficient and productive operation of the department.					
6. Treats people fairly, equitable, and with dignity and respect.					
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11. Attends and actively participates and required training programs and sessions including safety and preventative emergency meetings					
12. Models professional oral and written communication skills					
13. Analyzes situations accurately and adopts effective courses of action.					
14. Communicates effectively and professionally both orally and in writing.					

Note: Not all indicators are weighted equally, thus averaging indicators is discouraged for assigning the overall rating.

Overall Standard II rating.		
Comments for Standard II.		

Standard/ Performance Criteria	4	3	2	1	NA
III. Demonstrates positive interpersonal relations with all stakeholders of the school system.					
1. Handles problems in a constructive and fair manner.					
2. Offers differing opinions in a constructive and helpful manner.					
3. Works through the chain of command to address issues and/or problems.					
4. Deals with people in a positive, constructive manner.					
5. Cooperates in the accomplishment of district/school/ department goals, objectives and tasks.					
6. Establishes and maintains cooperative and effective working relationships with others.					
7. Works independently with little direction.					
8. Maintains proper relationships with students, staff, and community at large.					

a. Note: Not all indicators are weighted equally, thus averaging indicators is discouraged for assigning the overall rating.

Overall Standard III rating.		
Comments for Standard III.		

I have seen and had an opportunity to discuss this evaluation:	I have completed this evaluation and shared with the evaluatee:
Evaluatee's Signature/Date	Evaluator Signature/ Date:
Evaluatee shall receive a copy of this evaluation.	

Acknowledgement of Receipt of Coaches Handbook

I have read and I understand the guidelines and procedures in the Campbell County Athletic Rules and Regulations Coaches Handbook. I acknowledge that as a coach/sponsor for an athletic activity for Campbell County Schools I am responsible to follow and adhere to these procedures and guidelines and to see that assistants follow the regulations as well.

Signature: _____

Printed Name: _____

Position: _____

Date: _____

