

# The Bulldog



# Way

Vancleave Interscholastic Athletic Department Handbook

## Athletic Department Mission Statement and Philosophy

### **Mission Statement**

The Vancleave Interscholastic Athletic and Activity Program seeks to prepare student-athletes to use their minds and bodies to their fullest potential. The program assists this development through top level coaching and sponsorship, leadership training, and high quality competitive experiences. These valuable assets provide student-athletes with the opportunity to compete on highly successful teams while using the principles of teamwork and individual development strategies. In the end, we will develop successful teams, top-level athletes, high-quality students, and positive contributors to society.

### **Philosophy**

Interscholastic athletics and activities play a vital role in the development of young adults and are a major indicator of future successes. Within the Vancleave Attendance Center, the administration, faculty and staff seek to give students a top-notch interscholastic athletic and activity experience that enhances their school experience and supplements one of the top academic institutions in Mississippi.

The Vancleave Athletic and Activity Department offers a wide variety of athletic and activity opportunities to both male and female students and serves all students in grades 7-12. These offerings provide students with the opportunities to develop skills that will translate to real-world collaboration with future co-workers, family members, friends, and other people in their lives. Additionally, students involved in the Athletic and Activity Department are provided with travel opportunities, discipline, and competition that will assist in success in post-high school life.

Students are encouraged to participate in multiple athletic and activity experiences in order to expand their horizons and develop a well-rounded high school experience. While participation in some athletics and activities are difficult due to coinciding seasons, students should feel the freedom and encouragement from coaches, sponsors, and administrators to participate in athletics and activities that do not conflict. In some instances, students will be able to participate in athletics and activities that conflict with the mutual approval of the athletics and activities in question.

Student participation, dedication and commitment to interscholastic athletic and activity opportunities at Vancleave has numerous, positive, life-altering advantages. First, students are given a foundation of healthy behaviors that can be maintained throughout life. Additionally, students are provided with highly qualified and enthusiastic coaches and sponsors who are dedicated to continuing their educational levels within the sport or activity in order to pass their knowledge along to the students. Also, the reciprocal support between the community and Vancleave's interscholastic athletic and activity program has endless benefits that add value to the lives of student-athletes and residents of Vancleave and build a foundation that will continue to support one another for many years to come. Finally, students are instilled with values such as teamwork, dedication, hard work, perseverance, and loyalty. These values can be transferred to success in the classroom and on into professional life.

## **Introduction**

Athletics are an important component of the Jackson County School District's educational program. The Athletic Code of Conduct applies to student athletes from their initial interscholastic participation through their graduation from high school. The rules governing student athletes are in effect from July 1<sup>st</sup> through June 30<sup>th</sup> of each school year, and apply to all student athletes encompassing grades seven through twelve. This policy is in effect 24 hours a day, in or out of each athletic season, and covers student-athletes behavior both in and outside of school.

Student participation in athletics is a privilege, not a right. A student athlete's participation in interscholastic athletics is contingent upon their full compliance with all provisions of this Athletic Code of Conduct. The following goals will serve as the foundation for the specific provisions within this Code of Conduct:

Our goals are:

1. To develop and maintain the highest level of sportsmanship.
2. To develop proper attitudes toward winning and losing, success and failure.
3. To encourage and develop respect for fellow athletes whether they are teammates, member of other Vancleave athletic teams, or members of opposing teams.
4. To assure that the amount of time required for athletic participation does not interfere with academic success.
5. To develop proper attitudes toward individual health habits, appearance on and off the field, and citizenship in and out of school.
6. To encourage competition not only for the tangible rewards but also for the development of positive attitudes that makes athletic competition valuable and worthwhile.
7. To orient all athletic staff members to abide by the rules, regulations, and officials' decisions that govern each sport.
8. To maintain the highest standard of ethics, recognize each participant as an individual who will conduct him/herself in a manner befitting his/her responsibilities, and develop the kind of rapport with the broader school community that will improve the total educational program.

## **MULTI-SPORT/ACTIVITY PARTICIPATION**

Students in the Vancleave Attendance Center are encouraged to participate in sports/activities during each season. No coach, director, sponsor, or any other employee of the Vancleave Attendance Center will discourage this multi-sport/activity philosophy either directly or indirectly. However, participation during the same season is very difficult. For instance, participation on the basketball and soccer teams (both winter sports) can be too difficult to overcome. If a student wants to participate in multiple sports or activities in the same season, and the coaches/sponsors of those sports/activities can come to a compromised arrangement, the student will be allowed to participate in those sports/activities. When a student-athlete moves from one season into a next, he/she will not be punished for not being with the team until the previous team's season is over. He/she will play immediately as long as they are the better player competing for a position, as determined by the coach.

## **DRAGONFLY**

In order to participate in any after school sport or activity, a student must create a Dragonfly account. Students must have this account in order to practice or compete. Within this account, the students must fill out, or download the following items:

- 1) Electronic Signature Agreement
- 2) MHSAA Student Participation Clearance Form
- 3) MHSAA Concussion Information Form
- 4) Athletic Health History
- 5) Physical Examination Form
- 6) Drug Testing Consent Form
- 7) NFHS Sportsmanship Certificate

Insurance information (Company and Policy Number) must be provided on the Student Participation Clearance Form. Once this information is submitted to Dragonfly, and student's grades are uploaded to Dragonfly through SAMS, the student's eligibility will be processed through Dragonfly.

Individual coaches may require further information or standards in order to participate on their team with clearance from the Athletic Director.

## Middle School Athletics

While each sport has its own personality and each class of individuals have their own make up, these are guidelines as to the progression of a successful athletic program within the Middle School.

1. We are created with varying levels of abilities. We all have our own gifts therefore we will not all be able to contribute the same. Some players will play more than others. Some players will score more than others; and ultimately some players will get more recognition than others.
2. However, in Middle School we have very little idea of how a student athlete will mature so each middle school athlete should have the opportunity to see some type of competition on a daily basis as well as from game to game. This does not mean equal playing time. Also, this is at the coach's discretion. A student athlete should only expect to see playing time if the following criteria are met:
  - a. The student athlete has a positive attitude that reflects the Vancleave Attendance Center philosophy.
  - b. The student athlete receives constructive criticism from the coaching staff in such a manner that they can use the criticism and improve.
  - c. The student athlete is coachable.
  - d. The student athlete works hard every chance they get.
  - e. The student athlete attends practice in accordance with the expectation of the coach.
  - f. If these criteria are met by a Middle School athlete they should have the opportunity to compete, to learn and to enjoy their time as a student athlete
3. Understand that the coaching staff is only here to make the student athlete and the program better. Nobody on the coaching staff at Vancleave Middle School will play favorites.
4. If there is an issue with a Middle School coach, please have your student athlete approach the coach and set up a time to discuss the issue. If the issue cannot be resolved, please use the chain of command step by step, and we will do all necessary to resolve the issue.
5. We want to be competitive and successful starting early; we will learn these things beginning in seventh grade.
6. Middle School athletics is the foundation of a good athletic program. Each sport will begin their teaching and molding of the student athletes in seventh grade. Each sport is expected to run the same offenses, defenses and any other schemes for players from the seventh grade through the twelfth grade.

## High School Athletics

High School athletics are more competitive and the schemes will become more complex as the student athletes mature physically, spiritually, mentally, and emotionally.

1. Middle School students will only be allowed to participate on the high school level if there is no middle school team in their sport/activity or they can contribute at the Varsity level.
2. Athletes should have a good foundation and direction of where they would like to go as a student athlete; what sports they would like to play and what positions they would like to play.
3. The speed of the individual sports will increase, so athletic ability will have to be refined. We will do this by implementing an off season program for each sport.
4. Many times coaches will ask players to put in extra work. Being the first at practice and the last to leave is a great rule to live by. Take the extra few minutes every practice to improve. Not only will it improve your athletic ability, it will help instill an attitude of hard work.
5. We will have a better idea of the different gifts and abilities that individuals possess and we will always put the best players on the field in any given situation in order to be successful. This does not always mean the most talented or athletic player.
6. Ultimately we will use athletics as a time for camaraderie, sportsmanship, gamesmanship and competition. Life is filled with competition; therefore if we create a similar environment we feel we are readying our student athletes for the future.

These guidelines are just that, guidelines. There are many other factors that we will use to determine our team make up. We will never discuss at length playing time with a parent. We will however discuss how your student athlete could get better. We will also never discuss another student athlete with you, as a parent. Athletics in the Vancleave Attendance Center carries with it serious responsibility, tradition and honor. We strive to promote good sportsmanship, gamesmanship, morals and camaraderie.

## Student Athlete Expectations

- The students athletes of the Vancleave Attendance Center will be committed to the school athletic program on and off season by:
  - Following the rules set by the coaches and the school.
  - Participating enthusiastically.
  - Making appropriate personal sacrifices for the good of the team.
  - Recognizing that student participation in athletics is a privilege.
  - Setting challenging and realistic goals.
  - Developing a winning attitude.
  - Maintaining high academic standards.
  - Being committed to skill development in their sport.
- The student athletes of the Vancleave Attendance Center will communicate openly and honestly with respect for coaches, teammates, parents, officials, and opponents by:
  - Developing a team attitude.
  - Being coachable and open to constructive feedback.
  - Sharing appropriate individual and team concerns with the coaching staff.
- The student athletes of the Vancleave Attendance Center will demonstrate good citizenship and sportsmanship by:
  - Behaving with integrity.
  - Exhibiting pride in their team and school.
  - Playing by the rules.
  - Accepting responsibility as a role model for others.
  - Supporting other sports and under level teams.
  - Playing with dignity and grace, regardless of winning or losing.
- The student athletes of the Vancleave Attendance Center will develop and maintain mental and physical (health) behaviors by:
  - Being alcohol and drug free.
  - Practicing self-discipline.
  - Demonstrating good personal health habits.
  - Dealing with challenges in a positive manner.

### **Athletic Code of Ethics**

- 1) Accept and understand the seriousness of your responsibility as an athlete and the privilege of representing your school and community.
- 2) Learn the rules of your sport thoroughly. This will assist you in achieving a better understanding and appreciation of the game and promote fair play.
- 3) Cooperate fully with coaches and officials, always exercise good sportsmanship, abiding by the rules as they are stated.
- 4) Only the captain may communicate with officials on the clarification of rules. It is his/her responsibility to communicate what was said back to his/her teammates and/or coach.
- 5) Always respect the official's judgment and interpretation of the rules. Never argue or make non-verbal gestures that indicate disagreement. This type of immature activity may invite undesirable behavior on the part of teammates or spectators. Remember, you are an important role model for others.
- 6) Congratulate opponents in a sincere manner following either victory or defeat. This is a true measure of character and sportsmanship.

### **Athletic Code of Conduct**

- 1) Abide by the Jackson County School District Board Policy Code of Conduct, Athletic Code of Conduct, and the Mississippi High School Athletic Association Guidelines.
- 2) School Absences: An athlete may not participate in any extra-curricular activity unless he/she has been present in school half of the school day. The only exceptions to this rule are legal excuses such as doctor/dentist appointments, college visitations, court appearances, or other extraordinary circumstances. It is incumbent that the parent ensures loss of school time is minimized when making such appointments.
- 3) Vacation: A player is expected to be at all practices and games including those held during vacation periods. The entire team depends on full participation. In rare cases, a player may find it necessary to miss a practice or a game. The player must request permission from the coach and not pass on the reasons for being absent through another player. This applies even if the player is not in school that day.

If family obligations are known to a player in advance that would cause a player to miss a game or practice, this must be made known to the coach at the earliest possible time. The coach will let the player know if the reason is acceptable. Consequences will be established by the coach if necessary.

- 4) Dismissal/Quitting Team: Any student who quits or is dismissed from an athletic team will not be allowed to participate in the next sport season until that sport season has concluded. We realized that some team members are unfamiliar with certain sports and may desire to drop out after trying the sport. They may do so without penalty if they drop out prior to the first game or meet. Any exceptions to this rules are subject to review by the Athletic Director.

- 5) Sportsmanship: any athlete who exhibits unsportsmanlike behavior shall minimally be ineligible to participate in the next regularly scheduled contest. Repeat offenders may be removed for the entire season. The Athletic Director will be involved in extenuating circumstances.
- 6) Transportation: All athletes are expected to travel to and from athletic contests with their teammates on the school bus. With the coach's permission, parents can "sign-out" only their child from away contests.
- 7) If a team member is not functioning with a positive attitude, a formal meeting may /will be held with the coach/athletic administrator and the player to correct the situations. The coach/administrator may suspend the player for a period of time. If the condition continues, the individual may be terminated from the team.
- 8) Participation is defined as the competing in interscholastic competitions. The athlete will continue to practice with his or her team and participate in scrimmages, as these are a means to prepare the athlete for scheduled competitions. The suspended athlete will be required to attend all games dressed in appropriate street clothes.
- 9) Hazing is prohibited in all forms on the school grounds, buses, school sponsored program and activities, including school events that take place at locations outside of the school district. Any offender shall be subject to the conditions outlined in the Jackson County School District Board Policy.
- 10) Community Representation: Athletes are role models who should represent their team, school, and community in a positive manner. Consequently, any inappropriate or unlawful action committed by an athlete on or off school property is subject to penalty. Such penalties may include referral to Youth Court and/or suspension from the athletic team.  
If in the discretion of a coach or administrator a student's citizenship or image is extremely poor, a conference will be held with the student and coach if applicable. Consideration will be made at that time to the student's future participation on athletic teams that represent the Vancleave Attendance Centers. It is expected that these conferences will rarely be necessary.
- 11) Students who are waiting for practice should not be in the academic wing unless assigned to a teacher. Students waiting for practice should not congregate in the lobby area. Coach will notify players where they should be.
- 12) Academic Eligibility

The MHSAA requires students participating in MHSAA sanctioned competitions to make "satisfactory progress toward graduation." Each school district shall determine the requirements for "satisfactory progress toward graduation" through its graduation requirements and shall interpret this rule according to its requirements.

According to Mississippi law, a student must maintain a grade point average of at least a 2.0 or “C” average in order to participate in interscholastic sports/activities. Grade point averages will be calculated at the conclusion of the first semester using the semester averages of all courses the student is taking. Students who do not have a 2.0 or “C” average for the first semester will be ineligible for the second semester.

At the end of the school year, each student’s grade point average for the year will be assessed. This assessment will reflect the average for the entire year using the final grades for each course. A student who does not have a grade point average of at least a 2.0 or “C” average will be ineligible for fall semester.

High school eligibility begins when a student enters ninth grade. To be eligible for the fall semester, a student must be promoted to ninth grade with at least an overall 2.0 or “C” average of all eighth grade courses.

A student may become eligible for the second semester only once during his/her high school career if he/she fails the year-end average the previous year, by achieving at least an overall 2.0 or “C” average at the end of the first semester.

A 2.0 or “C” average may be calculated in two ways:

1. Grade point average: A=4, B=3, C=2, D=1, F=0
2. Numerical average: place all semester or year-end averages in the local grading scale. If the overall average is a “C” or better, the student is eligible.

For participation on the junior high/middle school level, a student must be promoted (if not promoted, they are ineligible for the entire year) and have passed any four basic courses (any subject that meets the equivalent of at least 250 minutes per week or meets the State Department requirement) with a 2.0 or “C” average the previous semester (computed numerically or by GPA). The year-end average of four basic courses passed will be used to determine eligibility for the fall semester. The same guidelines apply at the end of the first semester for spring participation. Students must be on track to be promoted to be eligible.

A student on the junior high/middle school level, who was promoted but is not eligible at the beginning of the school year due to his academic average, may become eligible for the second semester only once during the student’s junior high/middle school career by passing four basic courses with an overall average of 2.0 at the end of the first semester.

A seventh or eighth grade student participation on the high school level, in order to participate in the fall, must be promoted (if not promoted, they are ineligible for the entire year) having passed the four core courses (English, math, science and social studies), and the average of those four core courses must be a “C” or above. For spring semester eligibility, the student does not have to be passing all four core courses, but the average of those four core courses must be a “C” or above.

Students who are allowed to participate on a high school team in any sport/activity shall not be allowed to participate on a junior high school team in the same sport/activity at the same time or at a later date.

Special education students making satisfactory progress according to the committees reviewing their Individual Education Plans (IEP) shall be academically eligible. Special education students must maintain attendance according to district policy, be assigned a date entering ninth grade corresponding to other students of that age, and be subject to all other rules and regulations of the MHSAA.

A foreign exchange student participating in an established program accepted by the Council of Standards for International Education Travel (CSIET) shall be immediately eligible to participate in MHSAA sanctioned sports/activities in the school district in which the host family is a bona fide resident. Eligibility is granted for one year provided there is no evidence of recruitment of the student by the school or another entity.

A student who has established eligibility at a Mississippi school and participates in a Foreign Exchange Program sponsored by a CSIET approved program will be eligible for participation immediately upon his/her return to the same Mississippi school. The student shall meet all other requirements for eligibility of the MHSAA.

## Parent Expectations

- The parents will communicate fairly and openly with coaches by:
  - Communicating openly, honestly, and with respect.
  - Communicating issues and concerns in a timely manner including those of physical and emotional well-being on behalf of their student.
  - Following an appropriate chain of communication such as:
    - Player and Coach/Assistant Coach
    - Parent/Player and Coach/Assistant Coach
    - Parent/Player and Athletic Director
    - Parent/Player and Assistant Superintendent
    - Parent/Player and Superintendent
  - Attending parent meeting and reading information disseminated by the coaches.
- The parents will demonstrate good sportsmanship by displaying the following behaviors:
  - Providing support for coaches and officials in order to provide a positive, enjoyable experience for all student athletes.
  - Understanding the game is for the students and not for the adults.
  - Recognizing that student participation in athletics is a privilege.
  - Using good sportsmanship as a spectator and conduct themselves in a manner that reflects well on both the team and the school.
  - Promoting the team by being supportive and helpful of the school program.
  - Refraining from coaching their student from the stands or sidelines.
  - Expecting consistent student attendance at practices and games.
- The parents will create a positive and supportive environment to promote their student/athlete's well-being by:
  - Supporting good conditioning and healthy life style habits.
  - Placing the emotional and physical well-being of their student ahead of any personal desire to win.
  - Expecting their student to play in a safe and healthy environment.
  - Supporting their student in planning how to meet their academic responsibilities given the demands of training and practice.
  - Being a role model for other parents by remaining positive at sporting events.

## **COACHING**

In Vanleave, coaching is defined as a teaching situation. This implies that teacher responsibility for supervision, preparation, and training is as essential in coaching as it is in the classroom, especially if we are to justify our interscholastic program on a sound educational philosophy. Therefore, we must assume that the individual coach will apply him/herself to athletic assignments in the same professional manner displayed in a formal classroom situation.

Of all educators, we feel that a coach has the greatest opportunity to influence young people. A coach, through his/her interaction with student athletes during practice and game situations is considered an extension of the school day. The “Classroom” becomes the football/soccer field, the softball/baseball field, basketball court or the yellow school bus carrying athletes home after they’ve just suffered a heartbreaking loss. These are teaching opportunities a coach can use to help young people become better citizens and better human beings.

## **CODE OF ETHICS FOR COACHES**

In Vanleave each student-athlete should be treated as an individual whose welfare shall be primary at all times. The coach must be aware that he/she serves as a model in the education of the student-athlete and, therefore, shall never place the value of winning above the value of character building.

The coach must, at all times uphold the honor and dignity of the coaching profession. In all personal contact with the student-athletes, parents, officials, athletic directors, school administrators, the state high school athletic association, the media and the public, the coach will strive to set an example of the highest ethical and moral conduct.

The coach shall support and enforce school rules for the prevention of drug, alcohol and tobacco use and abuse, and under no circumstances shall allow the use of these substances.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony within the total school program.

The coach shall be thoroughly acquainted with contest, state, league, and local rules, and is responsible for their interpretation to team members. The coach shall abide by the letter and spirit of these rules at all times.

Coaches shall actively use their influence to promote sportsmanship by working closely with parents, athletes, cheerleaders, band, dance, administrators, and all other stakeholders within the Vanleave community.

Contest officials shall have the respect and support of the coach. The coach shall not engage in conduct, which will incite players or spectators against the officials, or against each other. Public criticism of officials or players is unethical.

Before and after each contest, rival coaches should meet and exchange friendly greeting to set the correct tone for the athletic event.

## COACHING REQUIREMENTS

A faculty coach of an athletic team shall be employed by the school board and shall be assigned coaching duties by the board, principal, or athletic director. The individual shall hold the position of teacher, administrator, athletic director, or a combination of these responsibilities on a full-time basis by the school system. In all cases, the individual shall be required to be physically present and work at the school during the entire school day during the school's normal hours of operation. The normal hours of operation shall be considered the time the school begins for the school day until the actual end of the school day for the majority of regularly enrolled students.

All coaches must successfully complete a first aid course. In addition, all coaches must become CPR certified by the beginning of the school year and must remain certified in CPR.

Vancleave schools are not permitted to use a coach unless he/she is a full-time certified employee of the school system. EXCEPTIONS:

- A school may employ a person who retired as a certified teacher from the Mississippi Public Employees Retirement System to coach.
- Student teachers serving as an intern in a practicum for credit in a state college or university shall be allowed to serve as an assistant coach only.
- An off-site coach or non-certified district personnel (para-professional can be the head coach in tennis, golf, soccer, volleyball, cross-country, track, powerlifting, archery, bowling, cheer/dance and swimming, or an assistant coach in any sport.
- Steps in the para-professional program.
  - The para-professional must take the Fundamentals of Coaching and the American Red Cross First Aid, Health and Safety for Coaches.
  - A recent college transcript indicating successful completion of a safety/first aid course and/or a coaching fundamentals course will be considered in lieu of the above mentioned online courses.
  - Once approved, para-professional coaches must take and complete CPR training and remain certified in CPR and first aid, complete the free online Concussion in Sports course and the online NFHS Sportsmanship.

## Coach Expectations

- The coaches will maintain a role of coach as a professional and will keep the role of coach in proper perspective by:
  - Developing and communicating clear and specific goals for the team and individual players throughout tryouts and the season.
  - Maintaining open and honest communication with students, parents, and other coaches.
  - Possessing an up-to-date CDL.
  - Developing and demonstrating a good knowledge base of best practice specific to their coaching arena.
  - Supporting and collaborating with coaches in other athletic programs.
  - Modeling and teaching skills necessary to succeed.
  - Supporting student academic expectations, responsibilities, and achievements.
  - Developing the knowledge and understanding of Vancleave policies and procedures as it applies to athletics.
  - Promoting and enforcing the student athletes' code of conduct.
  - Adhering to the Jackson County School District Job Descriptions.
- The coaches will be positive role models in personal management, appearance, ethics, and behavior by:
  - Connecting athletic experiences with life experiences.
  - Providing an atmosphere of teamwork and collaboration among coaches and players.
  - Becoming an integral part of, and developing rapport with the Vancleave community including administration, coaches, parents, and students.
  - Modeling good sportsmanship at all times.
  - Creating and maintaining a safe and healthy environment for student athletes.
  - Understanding their leadership style and its impact on student athletes.
  - Considering important commitments of student athletes outside their sports.

## **RESPONSIBILITIES OF THE COACH**

### **Pre-Season Duties**

Prior to the opening of each sports season, the head coach will:

- 1) Review annually the regulations governing athletics as they appear in the handbook of the MHSAA.
- 2) Coordinate the coaching program in his/her specialty, resulting in junior varsity, freshmen, middle school and/or modified teams following the varsity philosophy of play.
- 3) Inventory all equipment for his/her sport before any of it is issued. A copy must be turned in to the Athletic Director.
- 4) Report unsafe equipment to the Director of Athletics and do not issue it to athletes until it has been repaired or replaced.
- 5) Organize a meeting with prospective team members.
- 6) All relevant forms should be turned in to the appropriate school personnel.

### **In-Season Duties**

- 1) Keep practice periods for the sports within the confines of the time specified by the Athletic Director and with due consideration to the coaching staff and best interest of the athletes.
- 2) Take full responsibility for the general upkeep, safeguard and protection of all equipment under the jurisdiction of the sports program.
- 3) Maintain open communication with the Athletic Director regarding any important developments in that sport, in particular, safety and discipline issues.
- 4) Take full responsibility for maintaining a complete inventory of all equipment used in that sport.
- 5) Take full responsibility for fostering and maintaining good sportsmanship and developing good public relations within the school and community.
- 6) Plan and schedule an appropriate program of team practices throughout the sports season, in coordination with the Athletic Director.
- 7) Work closely with the Athletic Director in scheduling interscholastic contests.
- 8) Take full responsibility for the appropriate supervision of all members of his/her team. No students will be left unsupervised at any time.
- 9) Take responsibility for the monitoring of the academic eligibility for each athlete involved in his/her sport.
- 10) Oversee the safety conditions of the facility or area in which the assigned sport is conducted. Report all unsafe conditions to the Athletic Director as soon as possible.
- 11) Promote the sport by prompt and accurate score reporting to the local media, Dragonfly, and SBLive Sports.
- 12) Show interest and loyalty to the entire school program. Cooperate with other coaches in promoting all district sports team programs possible under existing conditions.
- 13) Always communicate directly with the Athletic Director when there are serious discipline issues with students. This must be done prior to any discipline being handed out.

- 14) Conduct try-outs and establish a documented plan such as method of selection, cutting, notification of candidates, etc.
- 15) All game cancellations fall under the purview of the Athletic Director.
- 16) Accompany the team to and from athletic contests. If this is not possible, supervision of players on the school buses can be assigned to non-coaching personnel with the approval of the Athletic Director and High School Principal.
- 17) Will work cooperatively with other coaches and the Athletic Director when reserving the facilities for game or practice.
- 18) Insure that the team is properly attired for all athletic contests.
- 19) Insist upon the orderly conduct of players to and from athletic fields.
- 20) Take responsibility for building and facility security. All rooms, physical activity areas and outside doors shall be locked at the conclusion of your activity. **NO KEYS WILL BE GIVEN TO STUDENTS.**
- 21) Remain and supervise all students until they have left the facility.
- 22) Insure that all practice equipment is put away in its proper place following each practice or contest.
- 23) Prepare first aid kits with necessary supplies for emergencies. The kit should be checked daily and replenished when necessary.
- 24) Performs other duties as related to his/her assignments as directed by the Athletic Director.
- 25) Notify the Athletic Director of any game ejections of a player or coach using the Vancleave Ejection Report.
- 26) Notify the Athletic Director of any team dismissals or quitters. No athlete can be dismissed from a team without consultation with the Athletic Director.

### **Post-Season Duties**

At the conclusion of each sports season, the coach will:

- 1) Arrange for the systematic return of all school equipment and hold the athlete responsible for all equipment not returned.
- 2) Arrange for cleaning, sorting, and inventory of all equipment, submit a copy of the inventory to the Athletic Director.
- 3) Submit all requisitions to the Athletic Director for the next year's budget.
- 4) Submit an End of Season Report to the Athletic Director.
- 5) Submit a copy of the current score book and summary of season statistics to the Athletic Director.
- 6) Arrange for the issuance of athletic letters and awards, Document these awards and forward them the Athletic Director.
- 7) Your attendance and participation in the end of year Sport Banquet is mandatory.

Vancleave Attendance Center  
High School Head Coach Evaluation Form

Coach: \_\_\_\_\_

Sport: \_\_\_\_\_

Date: \_\_\_\_\_

Level: \_\_\_\_\_

5 – Excellent    4 – Above Average    3 – Satisfactory    2 – Needs Improvement    1 – Unsatisfactory

Administrative Responsibilities:

- Cooperates with athletic office regarding preseason paperwork (ex.: DRAGONFLY & SBLive Sports rosters and schedules)
- Communicates with assistant coaches in regards to roles, duties, and expectations.
- Cooperates with requests for information from the athletic office on time.
- Abides by all relevant JCSD policies, administrative, MHSAA, and NFHS guidelines.
- Attends MHSAA rules interpretation meetings.
- Cooperates with team booster club to enhance the athletes' experience as team members.
- Recommends scheduling and officiating requests to the AD.
- Follows proper budget and purchase order procedures.
- Maintains and updates team and individual records through DRAGONFLY and SBLive Sports.
- Supervises practice area and locker room when athletes are present.
- Publicizes team and individual accomplishments to the media and school (daily announcements)
- Demonstrates care of school facilities and equipment.
- Prepares a detailed inventory of team equipment and updates it after each season.
- Submits end-of-season list of award winners at least one week prior to the team banquet.

Relationships:

- Demonstrates enthusiasm for working with high school athletes.
- Communicates effectively with athletes and parents.
- Establishes and maintains good rapport with faculty, administration, and coaching staff.
- Promotes all school activities and encourages students to participate in a variety of activities.

- Maintains cooperative relations with the media regarding team information, statistics, and interviews.
- Keeps commitments and is punctual.
- Shows an interest in the athletes' academic experiences.
- Supports team as well as individual accomplishments.
- Cooperates with the athletic trainer in regards to athletes' physical well-being.
- Works with coaches at levels below high school to develop athletes.

Coaching Performance:

- Conducts self in a professional and sportsmanlike manner at all times.
- Teaches the fundamental philosophy, skills, and knowledge essential to the sport.
- Develops a well-organized practice schedule with specific objectives for each practice.
- Uses personnel and strategies effectively in games.
- Praises athletes for positive performances.
- Offers constructive criticism for poor performances.
- Maintains effective individual and team discipline at practice and in games.
- Provides opportunities for all members of the team to participate, depending upon their ability and effort, while maintaining a competitive squad.
- Team's performance reflects enthusiasm, motivation, proper fundamentals, and sportsmanship.
- Learns new strategies and trends in the sport by attending clinics and/or reading coaching publications.
- Facilitates an effective summer program and works to coordinate schedules with coaches of other sports.

Total Score \_\_\_\_/\_\_\_\_

## Summary

Athletic Director's Comments:

Head Coach's Comments:

Season Record: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Rank in Region: \_\_\_\_

Number of Playoff Round Won: \_\_\_\_

South State Championship: \_\_\_\_

State Championship: \_\_\_\_

Years as Head Coach at Vancleave: \_\_\_\_

Career Record: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

\_\_\_\_\_  
Athletic Director Signature

\_\_\_\_\_  
Head Coach Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

The coach's signature indicates he/she has read this evaluation. The coach has ten days to respond to any portion of this evaluation to which he/she does not agree. The response will be kept on file and but may or may not change the evaluation.



Vancleave Attendance Center  
High School Assistant Coach Evaluation Form

Coach: \_\_\_\_\_ Sport: \_\_\_\_\_  
Date: \_\_\_\_\_ Level: \_\_\_\_\_

5 – Excellent    4 – Above Average    3 – Satisfactory    2 – Needs Improvement    1 – Unsatisfactory

Administrative Responsibilities:

- Cooperates with high school head coach regarding preseason paperwork (ex.: DRAGONFLY & SBLive Sports rosters and schedules)
- Assists with the issuance and collection of player equipment.
- Cooperates with requests for information for the athletic office on time.
- Abides by all relevant JCSD Board of Education policies, administrative, MHSAA, and NFHS guidelines.
- Cooperates with team booster club to enhance the athlete's' experience as team members.
- Supervises practice area and locker room when athletes are present.
- Demonstrates care of school facilities and equipment.
- Assists in preparation of a detailed inventory of team equipment and updates it after each season.

Relationships:

- Demonstrates enthusiasm for working with athletes.
- Cooperates with high school head coach regarding team philosophies, guidelines, and player expectations.
- Communicates effectively with athletes and parents.
- Establishes and maintains good rapport with faculty, administration, and coaching staff.
- Promotes all school activities and encourages students to participate in a variety of activities.
- Keeps commitments and is punctual.
- Shows an interest in the athletes' academic experiences.
- Supports team as well as individual accomplishments.
- Cooperates with the athletic trainer in regards to athletes' physical well-being.

Coaching Performance:

- Conducts self in a professional and sportsmanlike manner at all times.
- Teaches the fundamental philosophy, skills, and knowledge essential to the sport.
- Supports the head coach's practice schedule through preparation and effort.
- Uses personnel and strategies effectively in games.
- Praises athletes for positive performances.
- Offers constructive criticism for poor performances.
- Maintains effective individual and team discipline at practice and in games.
- Provides opportunities for all members of the team to participate, depending upon their ability and effort, while maintaining a competitive squad.
- Team's performance reflects enthusiasm, motivation, proper fundamentals, and sportsmanship.
- Learns new strategies and trends in the sport by attending clinics and reading coach publications.
- Participates in the head coach's summer program.

\_\_\_\_\_  
High School Head Coach Signature

\_\_\_\_\_  
Assistant/Middle School Coach Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

The coach's signature indicates he/she has read this evaluation. The coach has ten days to respond to any portion of this evaluation to which he/she does not agree. The response will be kept on file and but may or may not change the evaluation.

Vancleave Attendance Center  
Middle School Head Coach Evaluation Form

Coach: \_\_\_\_\_ Sport: \_\_\_\_\_  
Date: \_\_\_\_\_ Level: \_\_\_\_\_

5 – Excellent    4 – Above Average    3 – Satisfactory    2 – Needs Improvement    1 – Unsatisfactory

Administrative Responsibilities:

- Cooperates with athletic department regarding preseason paperwork (ex.: DRAGONFLY & rosters and schedules)
- Assists with the issuance and collection of player equipment.
- Cooperates with requests for information for the athletic office on time.
- Abides by all relevant JCSD Board of Education policies, administrative, MHSAA, and NFHS guidelines.
- Cooperates with team booster club to enhance the athlete's' experience as team members.
- Publicizes team and individual accomplishments to the media and school (daily announcements).
- Supervises practice area and locker room when athletes are present.
- Demonstrates care of school facilities and equipment.
- Assists in preparation of a detailed inventory of team equipment and updates it after each season.

Relationships:

- Demonstrates enthusiasm for working with athletes.
- Cooperates with high school head coach regarding team philosophies, guidelines, and player expectations.
- Communicates effectively with athletes and parents.
- Establishes and maintains good rapport with faculty, administration, and coaching staff.
- Promotes all school activities and encourages students to participate in a variety of activities.
- Keeps commitments and is punctual.
- Shows an interest in the athletes' academic experiences.
- Supports team as well as individual accomplishments.

Cooperates with the athletic trainer in regards to athletes' physical well-being.

Coaching Performance:

Conducts self in a professional and sportsmanlike manner at all times.

Teaches the fundamental philosophy, skills, and knowledge essential to the sport.

Develops a well-organized practice schedule with specific objectives for each practice.

Uses personnel and strategies effectively in games.

Praises athletes for positive performances.

Offers constructive criticism for poor performances.

Maintains effective individual and team discipline at practice and in games.

Provides opportunities for all members of the team to participate, depending upon their ability and effort, while maintaining a competitive squad.

Team's performance reflects enthusiasm, motivation, proper fundamentals, and sportsmanship.

Learns new strategies and trends in the sport by attending clinics and reading coach publications.

Facilitates an effective summer program and works to coordinate schedules with coaches of other sports.

\_\_\_\_\_  
High School Head Coach Signature

\_\_\_\_\_  
Assistant/Middle School Coach Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

The coach's signature indicates he/she has read this evaluation. The coach has ten days to respond to any portion of this evaluation to which he/she does not agree. The response will be kept on file and but may or may not change the evaluation.

Vancleave Attendance Center  
Middle School Assistant Coach Evaluation Form

Coach: \_\_\_\_\_ Sport: \_\_\_\_\_  
Date: \_\_\_\_\_ Level: \_\_\_\_\_

5 – Excellent    4 – Above Average    3 – Satisfactory    2 – Needs Improvement    1 – Unsatisfactory

Administrative Responsibilities:

- Cooperates with middle school head coach regarding preseason paperwork (ex.: DRAGONFLY & rosters and schedules)
- Assists with the issuance and collection of player equipment.
- Cooperates with requests for information for the athletic office on time.
- Abides by all relevant JCSD Board of Education policies, administrative, MHSAA, and NFHS guidelines.
- Attends MHSAA rules interpretation meetings.
- Cooperates with team booster club to enhance the athlete's' experience as team members.
- Publicizes team and individual accomplishments to the media and school (daily announcements).
- Supervises practice area and locker room when athletes are present.
- Demonstrates care of school facilities and equipment.
- Assists in preparation of a detailed inventory of team equipment and updates it after each season.

Relationships:

- Demonstrates enthusiasm for working with athletes.
- Cooperates with high school head coach regarding team philosophies, guidelines, and player expectations.
- Communicates effectively with athletes and parents.
- Establishes and maintains good rapport with faculty, administration, and coaching staff.
- Promotes all school activities and encourages students to participate in a variety of activities.
- Keeps commitments and is punctual.
- Shows an interest in the athletes' academic experiences.

- Supports team as well as individual accomplishments.
- Cooperates with the athletic trainer in regards to athletes' physical well-being.

Coaching Performance:

- Conducts self in a professional and sportsmanlike manner at all times.
- Teaches the fundamental philosophy, skills, and knowledge essential to the sport.
- Develops a well-organized practice schedule with specific objectives for each practice.
- Uses personnel and strategies effectively in games.
- Praises athletes for positive performances.
- Offers constructive criticism for poor performances.
- Maintains effective individual and team discipline at practice and in games.
- Provides opportunities for all members of the team to participate, depending upon their ability and effort, while maintaining a competitive squad.
- Team's performance reflects enthusiasm, motivation, proper fundamentals, and sportsmanship.
- Learns new strategies and trends in the sport by attending clinics and reading coach publications.
- Participates in the head coach's summer program.

\_\_\_\_\_  
Middle School Head Coach Signature

\_\_\_\_\_  
Assistant/Middle School Coach Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

The coach's signature indicates he/she has read this evaluation. The coach has ten days to respond to any portion of this evaluation to which he/she does not agree. The response will be kept on file and but may or may not change the evaluation.

## Administration Expectations

- The Administration will provide the best available facilities, within budgetary restraints, for student athletes, ensuring safety and quality at all times by:
  - Scheduling for effective allocation and maximum utilization of facilities.
  - Prioritizing request from coaches, staff, and building and grounds for maintenance and improvements.
  - Developing a strong relationship among building and grounds, maintenance, and athletic staff.
- The Administration of the Vancleave Attendance Center will ensure a level of excellence in the coaching staff by:
  - Seeking out and hiring coaches with excellent qualifications, experience, and motivation.
  - Providing opportunities for continuing growth in the coaching profession (i.e. clinics, camps, etc.).
  - Hosting preseason meeting with all coaches in each sport at the beginning of each season.
  - Facilitating effective post-season performance review with each coach and seek their input for program improvement.
- The Administration of the Vancleave Attendance Center will establish, maintain, and ensure the enforcement of an athletic code of conduct by:
  - Providing a reasonable and fair athletic code of conduct.
  - Educate students, coaches, parents, and community members as to the bylaws of the code of conduct.
  - Facilitating effective collaboration between Vancleave Attendance Center athletics and activities.
  - Enforcing the Athletic/Activity Code of Conduct.
- The Administration of the Vancleave Attendance Center will demonstrate they value athletic and activity endeavors by:
  - Attending athletic contests of various sports and levels.
  - Attending various preseason players/parent/coach team meetings.
  - Developing rapport regarding athletics with players, coaches, parents, and the community at large.
  - Ensuring the fair recognition of athletes that supports all interscholastic sports.
- The Administration of the Vancleave Attendance Center will encourage and promote good sportsmanship and community participation by:
  - Becoming role models of good sportsmanship.
  - Ensuring the Vancleave Attendance Center community will become educated in regard to MHSAA Sportsmanship Bylaws.
  - Ensuring consistent enforcement of MHSAA Sportsmanship Bylaws.
- The Administration of the Vancleave Attendance Center will maintain an open channel of communication regarding athletic programs by:
  - Creating mechanisms for communication between each group of stakeholders in the athletic community.
  - Ensuring student athletes play in a safe and healthy environment.

## Booster Club Expectations

### **Definition of Booster Clubs**

A booster club is an independent organization formed to help support the efforts of a sport team or organization. Support may include, but is not limited to, volunteering time, raising money, and contributing funds to enhance a team or organization's goals and vision.

### **What Booster Clubs Should Do**

- Volunteer time and raise resources to enhance the team or organization's goals and vision.
- Promote the program in collaboration with the head coach or advisor and Athletic Director.
- Organize team events with approval of the head coach or sponsor.
- Honor the direction and vision of the program as outlined by the head coach or sponsor.
- Serve as an ambassador for the organization and Vancleave High School.

### **What Booster Clubs Should Not Do**

- Openly discuss or review the performance of the head coach or sponsor or staff members.
- Openly discuss playing time issues.
- Withhold resources as a means to influence the direction of the program.
- Participate in an activity designed to promote the hiring and/or firing of a head coach or sponsor or staff members.
- Plan, organize or attempt to implement any off-season training without the direction or approval of the head coach and Athletic Director.

### **Getting Started**

- A booster club can be a 501c3 tax exempt organization, but is not required. Booster clubs who must follow all Jackson County School District rules regarding fundraising and money handling.
- Each booster club should have elected officers that may include President, Treasurer, and Secretary.
- Prior to the first practice of the season a list of booster club contacts must be provided to the Head Coach and Athletic Director.
- Booster club meetings should follow a set agenda which may include a welcomes, minutes from past meeting, treasurer's report, old business and new business.
- It is an expectation that the head coach, advisor or staff members attend as many meetings as can reasonably be expected. Some meetings may not necessitate the presence of the coach.

## **Fundraising**

- Fundraising is a necessary part of high school activities.
- Membership on a team or organization and playing time will not be affected in anyway by the amount of money raised by an athlete or their family.
- No member of the team or organization is required or obligated to fundraise. However participation in fundraising is strongly encouraged as fundraising enhances each group in the Vancleave Attendance Center.

## **Purchasing**

- Associations and Booster Clubs wishing to purchase materials (including transportation) for their activity must collaborate with the Head Coach and Athletic Director to meet district needs.
- All equipment donated to the Athletic Department becomes property of Vancleave High School.
- Funds for equipment may be donated to the Athletic Department with a specified purpose.
- Orders will not be made for equipment until the funds are deposited into the district accounts.
- Concessions can only purchase beverages from Coca-Cola United.

## **Advertising**

Booster Clubs must follow Jackson County School District advertising policies.

## **Awards Banquets**

- The head coach should collaborate with the booster club on the end-of-the-season banquet in order to match his/her vision of the direction of the program.
- The head coach has sole authority on all awards presented.
- Alcohol is prohibited at all banquets.

## **Dealing with Issues and Concerns**

- It is inappropriate to approach a coach or sponsor prior to or at the conclusion of a game or practice unless the meeting has been previously agreed upon.
- Playing time, X's and O's and fundamental skill/technique development are determined solely by the head coach and their staffs under the supervision of the Athletic Director. Discussion should focus on how a participant can improve his or her skills.
- Communication to the head coach will be made to a school phone or school e-mail only.
- The coach has the sole authority to end a meeting at any time. The meeting will be suspended and rescheduled according to the coach's schedule after conversation with the Athletic Director.

## Lettering Policy for Vancleave Interscholastic Athletic Department

It shall be the policy of the Vancleave School System that the following guidelines will be used in the presentation of athletic awards.

1. A student at Vancleave High School will receive a letter and a jacket in football, basketball, baseball, soccer, and softball if he/she participates in at least thirty-three percent (33%) of all quarters, innings, or halves (soccer) during the sport's regular season. This jacket and letter will be awarded the first time the student letters in grades 9-12 in that sport.
2. A student will receive a letter in all other sports for participation in at least thirty-three percent (33%) of all games, matches, or meets during each sport's regular season. Cross-country, tennis, golf, and track.
3. Specialty position players, such as baseball and softball courtesy runners and pitchers who pitch on a rotation basis, football kickers, etc., may letter and receive a jacket if they have a twenty-five (25%) participation average of all innings or quarters in the season.
4. Any player who is injured during a practice or game and is reasonably projected to have lettered, at the time of injury, under normal circumstances, may letter in his/her sport.
5. Athletes in high school (grades 9-12) will receive a jacket upon their first letter purchased by that sports booster club or coaches fund raising effort.
6. For each sport a student letters in each year, he/she will receive a certificate from the athletic department. The certificates will be produced by the Vancleave High School Athletic Department. It will be the responsibility of the Athletic Director to produce these certificates.
7. Middle school/junior high athletes who complete a season in their respective sports (whether middle school/junior high team or if they participate on a high school team and play enough to letter on that high school team) will be awarded a letter. However, they may not receive a jacket until the ninth (9<sup>th</sup>) grade.
8. High school athletes who participate in a sport and complete the season in their respective sports but do not meet the requirements to letter in the sport will receive a certificate of participation.
9. Cheerleaders, Band, Dance, and Choir members who complete the season will follow the guidelines above.
10. Vancleave School will not purchase letterman jackets, sweaters, etc. The clubs or fund-raisers of the sports or groups will purchase these.
11. For any situation that exists outside of these criteria, an appeal can be made to the Athletic Director to resolve the situation.

Note – ANY PLAYER WHO QUILTS A SPORT FORFIETS THE RIGHT TO LETTER IN THAT SPORT.



Vancleave High School  
Athletic/Activity Banquet Request Form

Sport: \_\_\_\_\_

Head Coach: \_\_\_\_\_

Date of Banquet: \_\_\_\_\_

Location of Banquet: \_\_\_\_\_

\_\_\_\_\_  
Principal Approval

\_\_\_\_\_  
Athletic Director Approval

## Drone Policy for Vancleave Interscholastic Athletic Department

The Federal Aviation Administration (FAA) is responsible for regulating the use of Unmanned Aircraft Systems (UAS) as specified under Public Law (PL) 112-95, FAA Modernization and Reform Act of 2012; Chapter 447 of Title 49 of the United States Code (49 U.S.C.); 49 U.S.C. & 40102; and title 14 of the Code of Federal Regulations (14 CFR) parts 1 & 1.1.

Understanding that airborne UAS/drones poses a safety hazard, the Vancleave School District forbids anyone from flying a drone or any remote-controlled aircraft in the skies over any of its school campuses or school properties, including, but not limited to individual schools within the district, football stadiums, and athletic fields without authorization for the FAA.

The FAA has serious concerns about the safety of operating UAS near people or stadiums. Therefore, any school personnel and/or students operating UAS/drones shall familiarize themselves with the FAA website: [http://www.faa.gov/uas/model\\_aircraft/](http://www.faa.gov/uas/model_aircraft/). *(The site provides links at the left side and bottom of the home page to the three different types of UAS Operations.)*

Additionally, the following three links are beneficial as a reference by illustrating the Dos and Don'ts of UAS flying pictorially and also the various types of No Drone Zone signage examples for designated prohibited areas, and should be reviewed by any staff and/or students operating or considering operating UAS/drones.

- <http://www.faa.gov/uas>
- [http://www.faa.gov/uas/publications/media/27231\\_FAA\\_KBYF\\_lores.pdf](http://www.faa.gov/uas/publications/media/27231_FAA_KBYF_lores.pdf)
- [http://www.faa.gov/uas/no\\_drone\\_zone/](http://www.faa.gov/uas/no_drone_zone/)

The superintendent or his/her designee shall report any unauthorized operation of UAS/drones over school property to law enforcement authorities and/or the FAA.

Any person violating this policy could be subject to immediate removal from school property and could be banishment from school property. Violators will also be reported to appropriate law enforcement to include the FAA.

Any student violating this policy shall be dealt with according to the district's "student code of conduct." Any school district employee violating this policy shall be subject to formal disciplinary action.



## Purchase Requisition for Vancleave Interscholastic Athletic Department

Requisition  
Number \_\_\_\_\_

Requisition Date \_\_\_\_\_

Code Number \_\_\_\_\_

Fund \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ship to:  
Vancleave Administration Office  
4724 Bulldog Lane  
Vancleave, MS 39565  
  
228-826-3626 / 228-826-2080 fax

Ordered by: \_\_\_\_\_

*Please supply the following items*

Bid No.	Item Number	DESCRIPTION	Quantity	Unit Price	TOTAL AMOUNT
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$

Requested by \_\_\_\_\_

Date \_\_\_\_\_

Athletic Director Signature \_\_\_\_\_

Date \_\_\_\_\_



Special Project Requests for Vancleave Interscholastic Athletic Department

Sponsor/Coach Name: \_\_\_\_\_

Sport/Activity: \_\_\_\_\_ Date: \_\_\_\_\_

Description of Request:

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Will Your Program Need Funding Assistance? Yes or No

If No, Who Will Be Funding the Project? \_\_\_\_\_.

How Will This Project Benefit the Students in Your Program?

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\_\_\_\_\_  
Coach/Sponsor Name

\_\_\_\_\_  
Date