



# ***Athletics and Activities Manual***

**2012-2013**

***Character First!***

**Dr. Donna Hargens, Superintendent**

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## JCPS Coach and Sponsor Commitment Page

I have read and understand the Kentucky High School Athletic Association's Bylaws as well as the Jefferson County Public Schools Rules and Regulations.

By signing this page, I agree to fully abide by all of these requirements in fulfilling my coaching/sponsor duties. I understand that failure to abide by all requirements will lead to disciplinary action which could include termination as a coach/sponsor.

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Name of Coach/Sponsor (Please Print)

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Sport(s)

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Signature

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Date

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School

The superintendent of Jefferson County Public Schools (JCPS) or the director of Activities/Athletics shall administer the athletic policies and procedures as approved by the Board of Education and the Kentucky High School Athletic Association (KHSAA). The provisions in this manual shall be interpreted to be consistent with the authority of a school council as set forth in KRS 160.345 (2).

## Philosophy

The Activities/Athletics Program in JCPS seeks to provide organizations, clubs, and athletic teams to all students who wish to participate under the guidelines set forth by the KHSAA and the Jefferson County Board of Education.

The JCPS Office of Activities/Athletics believes that all personnel affiliated with school activities should strive to teach the basic principles of leadership, competitiveness, fair play, self-discipline, and responsibility for adult living.

## Goals and Objectives

The goals of the Office of Activities and Athletics are to help all students and school staff to:

- Increase their knowledge of skills in a particular area by being an active participant of the school activity, contest, or program.
- develop a realistic, positive attitude toward themselves and the local school and a feeling of belonging and community.
- have a positive attitude toward the value of extracurricular activities.
- be aware of the rules and regulations that govern athletic programs.
- involve as many students in extracurricular activities as possible.

## Coaches'/Sponsors' Code of Conduct Jefferson County Public Schools

It is our goal to encourage all to judge the success of an extracurricular program on the basis of educational goals and the behavior of the participants and spectators rather than on the basis of the number of games won or lost.

Our objectives are to encourage and promote friendly relationships and good sportsmanship throughout all JCPS. These objectives will be accomplished by requiring courtesy and proper decorum at all times. Through acquainting coaches/sponsors with ideals of good sportsmanship and by so publicizing these concepts and attitudes, all members of the school and community will understand their meaning.

**Sportsmanship** is not inherent. It should be stressed that each coach/sponsor has a role in encouraging and promoting friendly relationships and good sportsmanship in our school community.

The coach/sponsor shall work with the school administrators, athletic directors, and teachers to ensure that each participant is fully aware of the academic standards approved by JCPS and the local school. He or she shall encourage team members to achieve academic success.

The coach/sponsor shall serve as an example of fair play and sportsmanship toward all players, spectators, game officials and other coaches. He or she must exemplify the highest moral character, behavior, and leadership on and off the field.

The coach/sponsor shall promote ethical relationships among and between his or her constituents. He or she shall persevere to eliminate negative behavior that surfaces when left unchecked during competition.

The coach/sponsor shall follow the National Federation of High Schools (NFHS) Code of Ethics (<http://www.nfhs.org/content.aspx?id=2825>).

The coach/sponsor shall take an active role in the prevention of drug, alcohol, and tobacco abuse, and under no circumstances should authorize their use.

The coach/sponsor shall be thoroughly acquainted with all contest rules and interpret them properly to team members, parents, etc.

The coach/sponsor shall respect and support contest officials. The coach/sponsor shall not indulge in conduct that will incite players or spectators against the officials. Public criticism of officials or players is unethical.

The coach/sponsor shall not exert pressure on faculty members to give student athletes special consideration such as grades.

The coach/sponsor shall never leave any students unattended without appropriate adult supervision.

It is unethical for coaches/sponsors to scout opponents by any means other than those adopted by JCPS and the KHSAA. Coaches/sponsors shall not visit middle school with the purpose of recruiting. Talking to middle school students or their parents in an attempt to recruit the student is illegal and unethical.

JCPS coaches/sponsors should always keep the common good of the District in mind when making decisions and dealing with opposing coaches.

## Employment of Coaches

All coaches who have been recommended to be hired by a school must have the following:

- A completed coaching application
- A contract signed by the coach, athletic director, and principal
- Proof of CPR and AED certification
- A state and federal criminal records check with fingerprints
- A passing score on the NFHS coaches' test course
- Completion of the KHSAA Safety Class/Medical Symposium
- I-9 Form
- Character First training
- Two forms of identification to the JCPS Activities and Athletics Office
- A Direct Deposit form
- Submission of official college transcript with 64+ college hours or completion of GE 40 form and all required NFHS courses
- Employment Information Release Authorization

Any head coach who is terminated from his or her coaching position will not be permitted to be a head coach for a minimum of **one** year. The coach must serve as an assistant with a favorable evaluation from the principal before being considered for another JCPS head coaching position.

## **Volunteer Coaches/Sponsors Prohibited**

There shall be no volunteer coaches permitted in high school athletic programs. No volunteer assisting with a program may give any type of instruction to any student. They may, if cleared by the JCPS volunteer check, serve as statisticians or other support staff.

## **Paraprofessional Coaches**

Hiring of coaches shall adhere to all JCPS and KHSAA requirements. Coaches who are not certified teachers may be hired provided they meet all KHSAA and JCPS requirements. The KHSAA requirements for coaching can be found under bylaw 27: <http://www.khsaa.org/handbook/bylaws/bylaw27.pdf>

## **Responsibilities of Coaches / Sponsors**

All coaches/sponsors are to be responsible for their participants and their equipment and are to be present at all practices/events unless excused by the principal. Coaches/sponsors shall never leave supervision of practices and or games with anyone not employed and under contract with the Jefferson County Public Schools.

Equipment must be collected and stored immediately upon the close of the season. Thorough inventories should be done prior to the season beginning and after the season ends. Coaches/Sponsors are responsible for maintaining school property including uniforms and equipment.

Coaches/sponsors must be available to parents to discuss team issues although parents should recognize that it is within the coach's/sponsor's authority to determine the amount of a student-athlete's playing time.

## **Using Positive Motivation and Character First!**

Coaches/sponsors should always use positive motivational strategies when dealing with students. The use of profanity is never acceptable. Using negative reinforcement, name-calling, threatening or other tactics should be avoided. JCPS school athletics are an educational experience and should

always be treated as such. Character First! All coaches/sponsors are required to attend a positive motivation seminar yearly.

## **KHSAA Rules Clinic Requirement**

All coaches/sponsors in KHSAA-sanctioned sports as well as Field Hockey are required to complete the KHSAA-sponsored rules clinic in the sport in which they are involved. Failure to do so may result in the coach not being permitted to coach/sponsor in postseason play.

## **KHSAA Sports Safety/Medical Symposium Course**

All coaches/sponsors and any other person who assists with any element of any athletic program including all club sports, school-sponsored activities, cheer, dance and band shall successfully complete the KHSAA Sports Safety course/Medical Symposium approved by the KHSAA every two years.

## **Parent Meeting / Team Rules**

All coaches/sponsors should hold an annual pre-season parent meeting to discuss JCPS and KHSAA rules and policies so that these are clear before problems arise. Parents should sign-in to confirm attendance. Coaches/sponsors are encouraged to have a clear agenda that articulates rules, policies, fundraising, etc.

## **Non-JCPS / Alternative School Student Participation on JCPS Teams Prohibited**

No home-schooled, private, or parochial students or students attending a JCPS alternative school may participate on JCPS teams (<http://www.khsaa.org/handbook/bylaws/bylaw4.pdf>).

## **Fundraising**

JCPS students are not required to pay fees to participate in athletics. Students should not participate in fundraising activities without parental consent or prior to team selection. All fundraisers must be approved by the principal and

be in compliance with JCPS fundraising policies. All money should be accounted for through multiple receipts and fund-raiser summary forms. Coaches/sponsors are accountable for the money that they have raised. Individual student accounts are not permissible.

### **CPR/AED Requirement**

All coaches and sponsors including cheer, dance and band shall provide documentation of on-going and successful completion of a CPR course and basic AED training, as approved by a college or university, the American Red Cross, or the American Heart Association. Basic AED training is also required. This certification must be updated and must remain current.

### **Summer Dead Period**

No coach-player contact of any kind is allowed beginning June 25 of each year and running through July 9. During this time, coaches should not initiate any contact with student-athletes. This includes going to events to watch student-athletes play (<http://www.khsaa.org/handbook/bylaws/bylaw26.pdf>).

### **Open Gym / Open Field Prohibited**

There is no allowable time for JCPS schools to have open gym or open field as defined by the KHSAA. Community use of school facilities must comply with the JCPS policies and procedures.

### **Athletic Recruitment Prohibited**

No student shall be recruited to a KHSAA member school for the purpose of participating in athletics, including recruitment under the guise of academics.

Failure to adhere to Bylaw 10 – Recruitment- may result in the loss of coaching employment in the year following a proven violation.

Bylaw 10: <http://www.khsaa.org/handbook/bylaws/bylaw10.pdf>

### **Transporting Students**

With the approval of the principal, private **automobiles** may be used for transporting students taking part in athletic events. Schools must ensure that any parent transporting students has completed all requirements of the District. With proper parental authorization, a student may transport himself or herself, but **under no circumstances, may a student transport another student to athletic events.**

State Law prohibits transporting students in vans which carry more than nine (9) passengers including the driver.

All personnel assigned to drive the **activity bus** shall be certified by the JCPS Transportation Office. Wages of drivers, if necessary, will be paid by local school funds. Activity buses must adhere to a strict **120-mile, one-way radius.** Under NO conditions may a JCPS activity bus be driven beyond the limit.

### **Overnight and/or Out-of-District Trips**

Overnight and/or out-of-district trips for any activity must be planned in advance and approved by the principal and copied to the director of Activities and Athletics. If an approved common carrier is used, the JCPS Transportation Department must be notified (485-3470) at least **two weeks** prior to the trip. These trips must be approved by the Board of Education. Late requests can only be approved by the superintendent or designee.

No school time may be lost for travel to, or participation in, athletic events, cheer or dance competitions except for KHSAA state contests. All out-of-state tournaments and other events must be KHSAA-sanctioned events.

### **Scheduling Athletic Events**

The athletic director and principal should schedule all athletic events. Coaches/sponsors should never schedule events without consulting with school administration. All events must have signed KHSAA contracts from both schools which describe all conditions and exceptions for the event. All schools must abide by the JCPS Public School Master Schedule. No exceptions.

Title IX compliance must be considered when scheduling all events per KHSAA guidelines: <http://www.khsaa.org/handbook/policies.pdf>.

## Student Academic Eligibility

1. Students must be on grade level the first day of school to participate that school year. Credits may be made up and a student could regain eligibility per Bylaw 5 after successful completion of a trimester or semester. Review [www.khsaa.org/handbook/bylaws/bylaw5.pdf](http://www.khsaa.org/handbook/bylaws/bylaw5.pdf).
2. Students must be in school a minimum three hours to participate that day unless approved by the school principal.
3. Students must be passing 4 hours of instruction to be eligible the next week per KHSAA requirements.
4. Grades for all students must be checked weekly on a consistent day.
5. A school's SBDM Council may adopt stricter academic requirements than the KHSAA. Contact your local school athletic director or principal to get a copy of your school's requirements.
6. Students not cleared by the athletic director due to grades or transfer may not participate in any type of activity.

## Student Transfers and Athletic Participation

Transferring students must be cleared through the JCPS Office of Activities and Athletics **AND** the KHSAA before participating in ANY activity including practice. The KHSAA Transfer policy and exceptions can be found under Bylaw 6: (<http://www.khsaa.org/handbook/bylaws/bylaw6.pdf>).

After enrolling in any Jefferson County Public High School, any student who is granted a transfer will be ineligible for athletic participation, regardless of prior participation, for one calendar year from date of transfer. These students may not practice with any team at any level. This rule is in addition to and stricter than the KHSAA Transfer Rule. All JCPS to JCPS transfers must be sent to the JCPS Director of Activities and Athletics for approval.

## Holiday / Sunday Practice Sessions / Games

No practice sessions or games are permitted in any school on Sundays or legal holidays without prior approval from the director of Activities / Athletics.

No player will be penalized for missing practice during family vacation (one week), if he or she has a valid reason and has cleared his or her absence in advance with the coach for the sport involved.

## Physical Exam, Addendum, Parent Permission, Concussion

All athletic participants, including cheer and dance, must have on file an up-to-date physical examination, the JCPS addendum to the physical exam, a notarized statement indicating parental permission, a signed concussion statement, and a receipt indicating parental understanding of KHSAA eligibility rules. A physical exam is good for one year and must be performed by an approved provider as outlined in KHSAA Bylaw 2: (<http://www.khsaa.org/handbook/bylaws/bylaw2.pdf>).

## Student Accident Insurance Requirement

All students participating in a sport including cheer and dance must purchase the district's student accident insurance policy. This policy provides secondary medical coverage for all students during the school day and while participating in school sponsored activities.

## Admission Charge (Athletics)

If admission is charged for events, the admission price shall be uniform as approved by the Metro Area Athletic Directors' Association. Prices can be seen on the FORMS section of the JCPS Athletics website.

## Playing on Outside Teams: KHSAA Restriction in Basketball and Football

Any student, who after enrolling in grade nine, has been a contestant in football or basketball at any level and has eligibility remaining in that sport may not participate on any non-school sponsored team or in any all-star game in that sport or any variation of that sport from the first day of school through the last scheduled contest played in that sport (including KHSAA postseason play) by that school unless it has been sanctioned by the KHSAA BOC.

Bylaw 8: <http://www.khsaa.org/handbook/bylaws/bylaw8.pdf>

## School Postponement and Game Cancellation

- If school is closed all day or for less than a legally constituted school day, all extracurricular and intramural events are cancelled. This includes all practices and home or away games/activities for all Jefferson County Public Schools regardless of opponent. Game cancellation must be made by 2:00 p.m.
- If school is closed all day on a Friday due to inclement weather, all extracurricular and intramural events can be conducted on Saturday of that week at the principal's discretion. It is also at the principal's discretion on whether to utilize activity buses or contract with a common carrier. Schools should exercise extreme caution in decisions regarding poor weather conditions.
- If the superintendent/designee directs the cancellation of all events due to weather, no exceptions shall be made.

## Practices/Games Scheduled for Professional-Development Meeting Days

- On flexible Professional Development days, practices/games may be conducted.
- On Gold Days, practices/ games may be conducted after 2:30 p.m.
- On parent-teacher conference days, practices/games may be conducted; however, the principal will determine the starting times of practices and games.
- Games may be played on election days as long as traffic flow at election sites is not impeded or affected.

## Summer Events at Schools (Camps, Leagues)

In order to permit outside organizations to conduct any camp, league, clinic, etc., the following guidelines must be followed:

1. The organization must complete a facility and grounds use application prior to the league or camp.
2. This application must be approved by the building principal and forwarded to Real Estate and Insurance for final approval.
3. All money must be run through the school bookkeeper or booster club.

If a camp, league, clinic, etc. is school-sponsored, it must be approved by the principal and all money must be turned in to the school bookkeeper.

## Rules Violations

Any coach, sponsor, or athletic director who violates any JCPS and/or KHSAA rule or regulation will be subject to the following disciplinary process:

- Notification of all violations must be submitted in writing to the director of Activities/Athletics and signed by the person submitting it.
- The local school principal will be notified and will be provided a copy of the complaint. The Activities/Athletics Office will notify the KHSAA, when appropriate.
- The Office of Activities/Athletics and the school principal shall recommend penalties to the KHSAA.
- A local school conference will be held with the coach/sponsor, the principal, and the athletic director. Coaches/sponsors have the right to hear or read any allegation, ask questions or present evidence pertinent to the allegations or charges.

## Conflict of Interest/Use of Outside Athletic Facilities

Schools may use outside athletic facilities for practice once the following conditions are met:

- No school may make payments exceeding \$25.00 per year for the use of an outside practice facility, studio, gym, etc., if any employee of the school district has a direct or indirect financial interest in the facility, studio or gym. See Board Policy GBCA.
- Students cannot be required to pay additional fees to outside facilities as part of team membership.
- Facility-use fees may be paid from the local school activity funds.
- All practice sessions must be under the direct supervision of the coach/sponsor who is employed by the district.
- Students must be transported to these facilities in accordance with the established district transportation policies.
- Athletic insurance will cover only those injuries that occur during established, school-designated practice times.
- Uniforms, equipment, etc., can only be purchased from approved suppliers on the JCPS Bid List.



## Involvement of Commercial Establishments / Sponsors with Athletics and Extracurricular Activities

Any school or schools wishing to participate in athletic events and other extracurricular activities supported by commercial establishments shall follow these procedures:

- Any school wishing to participate in a cooperative venture with a commercial establishment shall make written application for approval—in advance of such participation—to the superintendent or the superintendent's designee. The application shall contain a brief description of the nature of the enterprise(s) of the company or companies involved.
- In no case will approval be granted to a proposed activity involving the name of an alcoholic beverage or a tobacco product.
- Any revenue obtained by a school from the promotion of events by a commercial establishment shall be turned in to the school bookkeeper.
- See Board policy KHA.

## Practice of Sportsmanship

KHSAA Bylaw 11 – Practice of Sportsmanship – spells out specifically what the penalties are for schools engaged in unsportsmanlike conduct or activities: <http://www.khsaa.org/handbook/bylaws/bylaw11.pdf>

## KHSAA Heat Index Requirement

All Kentucky High School Athletic Association coaches/sponsors are required to adhere to KHSAA/KMA heat index requirements as outlined on the KHSAA website at [www.khsaa.org/sportsmedicine/heat/](http://www.khsaa.org/sportsmedicine/heat/). Coaches/sponsors must be cognizant of all issues relating to the safety of their student-athletes at all times. Moreover, on ozone action days or air quality alert days, coaches/sponsors should take any and all necessary precautions to protect students who are vulnerable to those pollutants. Both fall and spring sports are affected by this requirement.

## JCPS Parent and Student Sports Safety Video

All students and at least one parent/legal guardian must watch the JCPS Sports Safety Course video and sign off that they have watched it and understand its content. Parents must see this video one time in middle school and one time in high school. Student-athletes must review the video on a yearly basis.

## KHSAA Age Restriction

A student who becomes nineteen (19) years old before August 1 shall be ineligible for interscholastic athletic competition. A student who becomes nineteen (19) on or after August 1 shall remain eligible for the entire school year: <http://www.khsaa.org/handbook/bylaws/bylaw3.pdf>

## JCPS and KHSAA Individual High School Sports Policies

The following policies apply to all sports:

- No one except the principal or athletic director may schedule or cancel athletic events.
- All KHSAA events and field hockey must have a signed KHSAA contract prior to the event occurring. There are no verbal contracts and the official KHSAA contract must be used for all events.
- The JCPS Master Schedule must be followed. Any changes to the master schedule must be agreed upon by all participating schools.
- Schools are bound by scrimmage limitations in all sports including non-KHSAA sports such as lacrosse, field hockey, ice hockey, etc.
- Schools should be knowledgeable of the limit on the number of contests allowed and adhere to those limits or face penalty under the KHSAA bylaws.
- Students in their last year of high school eligibility are not eligible to compete at the JV level.
- Games scheduled Monday through Thursday must include one day off.

**Schools must be well-versed in all KHSAA policies regarding individual sport restrictions. Please review the links below for each sport.**

## Baseball

- <http://www.khsaa.org/handbook/bylaws/bylaw25.pdf>
- A minimum of 14 games shall be played.
- A Varsity assistant coach, a Junior Varsity (JV) assistant coach, and a freshman coach may be considered for employment at the local school's expense.
- A maximum of 30 JV games will be permitted.
- A maximum of 30 freshman games will be permitted.
- All games including tournament games are to be counted against the limit.

## Basketball

- <http://www.khsaa.org/handbook/bylaws/bylaw25.pdf>
- Public schools' Junior Varsity (JV) teams shall participate in a minimum of 14 games and a maximum of 25 games.
- Public schools' freshman teams shall participate in a minimum of 10 games and a maximum of 25 games.
- All games including tournament games are to be counted against the limit.

## Bowling

- <http://www.khsaa.org/handbook/bylaws/bylaw25.pdf>
- Teams shall consist of a minimum of 5 players.

## Cross-Country

- <http://www.khsaa.org/handbook/bylaws/bylaw25.pdf>
- Each team shall consist of a minimum of 5 members participating regularly.
- The season shall consist of a minimum of 4 boys' meets and 4 girls' meets, including invitationals.
- Schools with fewer than 5 members present on the day of a scheduled meet may participate in the meet. There shall be no limit on the number of participants in a regular season meet.

## Field Hockey

- Organized practice shall not begin before July 15.
- The first game shall not take place prior to the first Monday of August.
- A minimum of 10 games and a maximum of 20 games, including 2 invitational tournaments, shall comprise a Varsity season.
- A maximum of 15 games shall comprise a JV season.
- A maximum of 12 games shall comprise a 9th-grade season.
- NFHS Rules apply in all circumstances.

## Football

- <http://www.khsaa.org/handbook/bylaws/bylaw25.pdf>
- Organized non-contact practice shall not begin prior to July 15. During this non-contact period, only helmets may be worn.
- Every player must have 5 days of practice without pads to become acclimated to heat conditions immediately prior to the first day of practice in pads. Each player must have an additional 5 days of practice in full gear before participating against another school in competition.
- Public schools, consisting of grades 9 through 12, may have a maximum staff of 12 football coaches, including the head coach. To qualify for coaches, in addition to those paid by Board funds, a school must field a JV squad and a 9th-grade squad.

## Golf

- <http://www.khsaa.org/handbook/bylaws/bylaw25.pdf>
- A team shall consist of a minimum of 4 members per team competing regularly.
- The season shall consist of a minimum of 8 matches and a maximum of 20 matches. All dual matches count as one match.

## Lacrosse

- High school lacrosse in Kentucky is currently governed by the Kentucky Lacrosse Association. Please check with your school athletic director as to additional school requirements.

## Soccer

- <http://www.khsaa.org/handbook/bylaws/bylaw25.pdf>
- A season will consist of a minimum of 6 games and a maximum of 21 games. All games, including tournament contests must be counted against the limit.
- A maximum of 15 Junior Varsity (JV) games will be permitted.
- A maximum of 15 freshman games will be permitted.
- All games including tournament games are to be counted against the limit.

## Softball

- <http://www.khsaa.org/handbook/bylaws/bylaw25.pdf>
- A minimum of 12 games and a maximum of 36 games shall be played.
- The National Federation softball rules shall be the official rules used in all contests.
- A maximum of 25 Junior Varsity (JV) games may be played.
- A maximum of 25 ninth-grade games may be played.
- All games including tournament games are to be counted against the limit.

## Swimming

- <http://www.khsaa.org/handbook/bylaws/bylaw25.pdf>
- The season shall consist of a minimum of 6 meets and a maximum of 15 meets.
- A team shall consist of a minimum of 5 members per team competing regularly.

## Tennis

- <http://www.khsaa.org/handbook/bylaws/bylaw25.pdf>
- The season shall consist of a minimum of 4 boys' matches and 4 girls' matches and a maximum of 22 matches.
- <http://www.khsaa.org/handbook/bylaws/bylaw25.pdf>
- The season shall consist of a minimum of 4 boys' meets and 4 girls' meets and a maximum of 19 meets, including tournaments. All meets count.

- To qualify for regional competition, a participant must be entered in 4 meets prior to the regional competition.

## Volleyball

- <http://www.khsaa.org/handbook/bylaws/bylaw25.pdf>
- There will be a maximum of 35 matches per season. All matches must be counted.
- The Junior Varsity (JV) team will be allowed a minimum of 10 and a maximum of 20 matches per season.
- The 9<sup>th</sup> grade team will be allowed a minimum of 10 matches and a maximum of 20 matches.

## Wrestling

- <http://www.khsaa.org/handbook/bylaws/bylaw25.pdf>
- There shall be a minimum of 4 scheduled matches in a season. A school may schedule 13 additional matches making a maximum of 17 dates and/or matches.
- Official weight classes will be established by the Kentucky High School Athletic Association (KHSAA) and the NFHS.
- Each team shall consist of a minimum of six members.

## Cheerleading Rules (Middle and High)

All cheerleading teams in the district must abide by the following rules:

- <http://www.khsaa.org/handbook/bylaws/bylaw25.pdf>
- Each sponsor must complete the KHSAA medical symposium/sports safety requirement.
- Each sponsor must complete the KHSAA/KAPOS Rules & Regulations Clinic and join the Association.
- All JCPS cheer teams must enter the JCPS cheer competition. No Exceptions!
- Sponsors must organize and conduct tryouts. Panels, interviews and teacher evaluations are not to be used in the selection process.
- The sponsor will provide information and an opportunity to try out to all clinic participants.
- The sponsor must conduct at the local school a clinic that will include the teaching of basic cheerleading techniques.

- The sponsor must attend all practices and events.
- The sponsor must attend scheduled sponsors' meetings.
- Cheerleaders shall be limited to a maximum of 3 competitions during the school year, not including in-game competitions, that are sponsored by an organization that adheres to and enforces the stunt limitations of the National Federation Spirit Guide. The Sweet Sixteen and Kentucky Association of Pep Organization Sponsors (KAPOS) At-Large Competitions held in conjunction with the KHSAA district, region, and state basketball tournaments shall not count toward the 3 competition limit. Any preliminary competitions which progress to a district, region, state, and/or national level will be considered as 1 competition.

**The following recommended cheerleader safety guidelines were adopted through the National Federation:**

- Adequate warm-up must precede all activities.
- Jewelry is prohibited with the exception of religious or medical medals. If such medals are worn, they shall be taped to the body and be under the uniform.
- Tumbling and partner stunts should not be performed on wet surfaces. Tumbling, partner stunts, and pyramids should not be performed on concrete/asphalt.
- Use of mini-trampolines, spring boards, or any apparatus that increases the height of a stunt is not allowed.
- All pyramids and/or mounts are limited to two persons high, meaning the base(s) is in direct contact with the floor or ground.
- Stunts higher than a shoulder stand must have a spotter(s).
- Free-falling flips or swan dives from mounts, pyramids, or tosses are not allowed.
- The catcher must have continual eye contact with the top person/flyer throughout the entire stunt. The flyer must look before dismounting backwards to a cradle catch.
- Toe and thigh pitches are not permitted.
- Knee drops, split drops, and tension drops are not allowed.
- Double-base, split catches are not allowed.
- Suspended splits are permitted, provided the person performing the split position and/or the bases provide support at thigh level.
- All types of tosses must be performed from ground level and must be cradled by the original bases. If there are only two bases, there must

be a spotter at the head/shoulder area when the top person/flyer is caught.

## **Dance/Drill Team (Middle and High)**

- Teams must compete in the JCPS competition.
- Teams not participating in the JCPS competition may not compete outside Jefferson County.
- All potential team candidates must complete clinic and tryout procedures each year.
- High school organized practice begins with the KHSAA official practice date of July 15.
- Each individual school will be responsible for its own official tryouts each year and will decide on uniforms and accessories.
- The district has adopted the following KHSAA cheerleading safety regulations for dance/drill team:
  - No mini-trampolines or other height-increasing apparatus are authorized.
  - Gymnastics, pyramid building, and/or partner stunting (weight supported by another person) are not permitted.
- Forward rolls, back rolls, front walkover and back walkovers are now legal in dance. NO back or front handsprings allowed. Dance lifts are legal if dancers who are supporting the weight have both feet on the ground. Cheer type stunts are STILL ILLEGAL in dance. \*\*
  - No knee drops.
  - No toe touches to a push-up position.
  - No dance move/stunt landing in a hurdler position.
- The sponsor will organize and conduct tryouts. The Sponsor is responsible for selecting squad members from the OPEN tryout and will have final say on team membership.
- The sponsor must publicize date, location, and guidelines at the feeder middle schools and in the local school. Tryouts will take place in spring. Fall tryouts may occur (at sponsor's discretion) if there were not enough team candidates at spring tryouts.
- The sponsor must assure that each candidate is academically eligible, has a current and acceptable physical, and purchases the insurance plan adopted by the JCBE.
- The sponsor must attend all events and practices.

## Academic Competition (JCPS)

Academic competition provides well-developed competitive activities. Jefferson County Public Schools participate in a variety of competitions including the Governor's Cup competition, Quick-Recall competition, Speech and Debate, and a variety of other academic contests. For more specific details, please visit the official academic competition website: <http://www.jefferson.k12.ky.us/Departments/AcademicsActivitiesAthletics/AcademicCompetition/.html>.

### Guidelines for the Use of a Consultant/ Contractor

- A consultant/contractor is an outside expert who works with a team or squad providing specific instruction on specific skills.
- A consultant/contractor teaches specific skills to a group or student for a period of time such as choreography, hitting instruction, proper free throw technique, etc.
- A consultant/contractor must successfully complete a JCPS criminal records check.
- The sponsor/coach must always be in attendance whenever the consultant/contractor is working with the squad/team or individual student.
- Contact the JCPS purchasing department for instructions on contracting with a consultant/contractor.
- Students cannot be charged a fee for the services of a consultant/contractor.
- Schools can use fundraising to pay for the services of a consultant/contractor.
- A consultant/contractor may only be paid by check from a JCPS Activity Account. Cash is not to be given to the consultant/contractor as payment for services.
- A consultant/contractor may not receive more than \$1,500 in a calendar year.
- All financial arrangements with a consultant/contractor must be made in advance and must be included on the JCPS Professional Services Contract.

## Catastrophic Insurance Coverage

The KHSAA provides excess catastrophic insurance coverage for all student athletes at no cost to member schools for all sanctioned-KHSAA sports teams and cheerleaders. This plan has a \$25,000 deductible. Student athletes will be covered under this plan effective the date parents complete and return the acknowledgment form to the school principal.

This is an "excess" policy, meaning personal insurance and other school insurance policies are to be exhausted before this plan is implemented. The plan provides coverage for students who meet all eligibility requirements while engaging in, practicing for, or traveling to or from all activities under the jurisdiction of the KHSAA and the direct supervision of a school employee, and has many other provisions and benefits. For KHSAA-sanctioned play, the deductible amount is reduced to \$0.

Parents should present the KHSAA physical form to their child's physician for his or her signature following his or her examination of the child. The examination is valid for participation in athletics for one year from the date signed. Parents should return the completed form to their child's high school principal to be maintained by the school.

## Middle School Athletic Participation

### General Policies

- Middle school coaches/sponsors are required to complete all coach/sponsor requirements that high school coaches/sponsors complete as outlined above.
- Middle school coaches/sponsors must be CPR and AED certified.
- Coaches/sponsors in all JCPS-sanctioned sports must adhere to JCPS limitation of seasons for middle schools.
- Any volunteer that works in any middle school program must complete CPR/AED training; view the JCPS Sports Safety video, attend Character First training, and complete the KHSAA Medical Symposium/Sports Safety course.
- Students must have an up-to-date physical exam and parent permission prior to tryouts.
- Students and at least one parent/guardian must watch the JCPS Sports Safety video and sign off that they have watched the video and

understand its content. Parents must see this video one time in middle school. Students must see the video annually.

### **Students**

Each school's SBDM Council may adopt policies that determine its school's individual academic requirements. If no policy is in effect, the following apply to all middle school students:

- Once a student enters grade 6, he or she may not participate in interscholastic athletics more than one year in a grade.
- A failing student could become eligible upon passing the repeated grade (grades 6 and 7) and being promoted to the next grade.
- Students may not participate more than three years once entering middle school.
- Each student/athlete must be passing a minimum of four classes the week preceding the contest. If the student does not meet these requirements, he or she may practice but cannot participate in any contest the following week.
- Students must be in attendance in school to participate unless absence and participation are approved by the principal.

### **The following rules apply to all middle school sanctioned events:**

- The master schedule must be followed.
- There shall be no more than two scrimmages prior to the first regular season contest of that year.
- All KHSAA safety regulations or restrictions that are required at the high school level are also required for all middle school teams. These include, but are not limited to, heat index, sports safety course, CPR/AED training, football practice limitations, JCPS safety video, concussion training, and all other requirements.
- The JCPS limitation of seasons for freshman level competition also prevails for all middle school competition.
- Programs must adhere to all NFHS rules and regulations which govern sports programs.
- The extra-service salary schedule for coaches/sponsors must be followed.
- Coaches/sponsors ejected from a contest must sit out the next 3 contests and must send an immediate response and corrective action

plan to the Coordinator of Activities prior to resuming coaching duties. This is the same penalty as the KHSAA high schools.

- All games including tournament games are to be counted against the team limit.
- All coaches/sponsors must attend Character First training.
- Games scheduled Monday through Thursday must include one day off. There can be no consecutive four days of games played.
- Coaches/sponsors must adhere to all sports-specific limits set forth by the JCPS Athletic Office.

## **Athletic Offerings in JCPS\***

### **KHSAA-Sanctioned Sports:**

Baseball*	Basketball*	Bowling
Bass Fishing	Track and Field*	Volleyball*
Cross County*	Cheer*	Swimming*
Dance*	Football*	Wrestling
Golf	Soccer*	Tennis
Softball*		

### **Other NFHS Sports offered by JCPS:**

Field Hockey*	Lacrosse
Ice Hockey	Archery

\*Available in both high school and middle school

Contact your local school administration for specific offerings at that school.

## **JCPS Activities/Athletics Manual 2012-2013**

This manual is meant as a guide and to assist with interpretations regarding JCPS and KHSAA athletic policies. Specific questions should be directed to your local school athletic director or the JCPS Athletic Office.

### **Equal Opportunity/Affirmative Action Employer Offering Equal Educational Opportunities**



