

# Columbiana Middle School



## Athletic Handbook

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### **Athletic Statement**

This athletic handbook is designed to inform student-athletes and their parents about the rules and regulations and other important information regarding the athletic program at Columbiana Middle School.

Participation in athletics is a privilege which carries varying degrees of honor, responsibility and sacrifice. Since athletics are a privilege and not a right, those who choose to participate will be expected to follow the rules established by the Athletic Department and the specific coach's rules for each sport. Each student-athlete represents the school and the student body. Student-athletes must conduct themselves in a manner becoming of the student-athlete, their family, Columbiana Middle School, and the community.

The Athletic Department will enforce all the rules and regulations as described in this Athletic Handbook as well as the Shelby County Code of Conduct. Parents and athletes are asked to sign and acknowledge this document indicating that they have read and understood the information included in the handbook and the disciplinary measures applicable to athletes who violate the rules and regulations set forth in this Athletic Handbook.

### **Departmental Philosophy**

It is the intention of every coach to treat all student-athletes equally. Our athletic program is an extension of the school. We expect our student-athletes to earn the respect of their teachers, coaches, and administrators. We will teach our student-athletes to set very high standards and to live up to those standards. We will also strive to teach our student-athletes how to be successful in sports as well as in life.

## **Duties and Responsibilities of the Athletic Staff**

The Alabama High School Athletic Association (AHSAA) will set policies for our athletic program and others in the state of Alabama.

The principal will have the complete authority over the athletic program of the school.

The athletic director has the responsibility to direct the athletic program. The athletic director will insure that coaches follow the athletic policies and procedures. That director will support and direct the coaching staff, coordinate with head coaches in areas of scheduling, eligibility, practice time and serve as the representative of the school with the AHSAA.

Each head coach will be responsible for the direction of his/her program and will be the person charged with the safety and welfare of his/her team during practice, games, and seasons. Head coaches are responsible for the behavior of each athlete and must insure that they and the athletes are in compliance with the school and county policies. They must organize effective practices and follow the letter and the spirit of the rules of the AHSAA and the Shelby County School System. Head coaches should work with the athletic director and principal in planning an annual budget, purchasing equipment and supplies in accordance with state and local policies, and maintaining a line of communication with the athletic director and principal.

Assistant coaches are charged with the responsibility of being dedicated to his/her head coach, being committed to the total athletic program and its direction, and doing whatever is asked of them in support of the team and school. They should be a positive example on the field, the court and in the classroom.

## **Tryouts**

Tryouts will be conducted, using the following guidelines:

- Minimum of two days
- Numbers will be used to identify players
- An approved skills checklist will be used in order to evaluate athletes.
- Coaches can make cuts and post; however, final team rosters will be posted after the last tryout day.
- Paperwork required for tryouts: current physical, current AHSAA Release form, current Concussion Form, NFHS Sportsmanship Course Certificate on file.
- Tryouts are closed.
- Spirit pack balances from previous sport or season must be paid in full prior to trying out for a subsequent sport.

## **Pre-Season Parent and Team Meeting**

The head coach of each sport will hold a pre-season parent meeting. At this meeting, coaches should review goals, rules, schedules, and overall expectations of the athletes and parents. Practices are closed. Each parent will be given information on how to view a copy of the Columbiana Middle School Athletic Handbook. Parents will be responsible for reading the CMS Athletic Handbook and can ask questions at any time. Parents will be asked to complete all required forms and information sheets (Insurance, Consent for Drug Testing, Transportation, and Handbook).

## **Transportation**

It is the coach's responsibility to secure transportation to and from all athletic events. If you need a bus and driver please determine the cost for both the bus and driver. The coach must complete and submit the field trip request form for each month of competition. These forms must be submitted 10 days prior to the first contest of the month. If a player rides the bus to a game and decides to return home with a parent, the parent must be granted permission from the coach for permission to do so.

If parent drivers are used to transport student athletes, a copy of the individual's driver's license and valid auto insurance card is required to be on file. Each parent driver must also complete the parent driver form provided by the county. Coaches must carry a copy of the students' travel forms on each trip.

## **AHSAA Coaches Education Courses**

Coaches who began coaching after 2000 must complete the following coaching courses:

- NFHS First Aid for Coaches Course
- NFHS Coaching Principles Course
- NFHS Heat Illness Course
- NFHS Concussion Course
- NFHS Sudden Cardiac Arrest Course
- CPR/AED Certification
- NFHS Sportsmanship Course

All non-faculty coaches must be approved by the Athletic Director and Principal. All non-faculty coaches must complete the online application process to volunteer, pass a background check and complete all the above-mentioned coaching courses.

## **Clean up and Supervision after Practice**

The head coach is responsible for cleaning the facility, turning off lights and for securing and locking all doors and gates. Coaches are responsible for supervising their players before and after practice. Athletes should remain in the designated pick-up area when waiting for parents to arrive. Coaches are expected to be with them until all athletes have left school grounds. Coaches should never leave the area if an athlete is still at the school or practice field.

## **Behavior of Coaches**

Coaches are expected to maintain high standards of behavior while performing their job responsibilities. All Shelby County Board of Education policies will be followed. The use of offensive language is prohibited when dealing with student athletes.

Please refer to the Shelby County Board of Education handbook for the policies that are not listed here. These policies will be in effect at all times.

## **Sportsmanship**

The following policy statement from the National Federation of State High School Associations expresses the concept of sportsmanship as follows:

“The ideals of good sportsmanship, ethical behavior and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior which are characterized by generosity and genuine concern for others. Further, awareness is expected of the impact of an individual’s influence on the behavior of others. Good sportsmanship is viewed as a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity.”

One of the main goals of the athletic program is to teach the concept of sportsmanship. Good sportsmanship requires that everyone be treated with respect. This includes members of the opposing team, officials, coaches, spectators and fellow team members.

Athletes and coaches who acquire fines from the AHSAA due to behavior will be responsible for paying for their own fine.

## **Alabama’s Sports Officials Bill**

Alabama has become the 16<sup>th</sup> state to toughen the punishment of angry sports fans that attack game officials, coaches and administrators.

The law creates new crimes of harassing, menacing and assaulting sports officials, coaches and administrators. The punishments are harsher than normal for convictions for harassment, menacing, and assault. For example, a second degree assault can carry a sentence of up to 10 years in prison, but under the new law, a second degree assault of a sports official, coach and administrator could result in a sentence of up to 20 years.

The legislation applies to all levels of athletics from church softball to professional sports.

## **Columbiana Middle School Athletic Department Code of Conduct**

Students participating in the athletic program are expected to conform to the following rules and regulations.

1. A valid physical must be on file.
2. All athletes must have medical insurance. The school is not responsible for the payment of medical services required by an athlete because of injury sustained while participating in any sport.
3. Athletes are expected to conduct themselves in a manner that is consistent with the Shelby County School System Code of Conduct. Violation of school rules, disruptive behavior, showing disrespect toward school staff, unsportsmanlike conduct, and/or committing any act that reflects negatively on the Athletic Department will not be tolerated and such actions will lead to eligibility restrictions. Athletes who continue such behavior/s are subject to suspension from participation.
4. Athletes are responsible for the proper use of equipment and its prompt return at the end of the season. Any equipment not returned must be paid for and no new equipment will be issued until the matter is resolved.
5. Athletes are required to comply with the AHSAA eligibility requirements.
6. Athletes are not permitted to miss After School Detention to attend practice, contests, or some other type of team assembly. Athletes who do not attend the assignment of ASD are subject to missing the next two contests in their respective sport. Athletes that are assigned ASD or up to a half-day of ISD will be subject to a minimum quarter-game suspension of the next contest. Athletes that are assigned ISD (full day) for misconduct and/or missing assignments will be subject to a minimum half-game suspension of the next contest. Athletes that are assigned OSS will be subject to a minimum full game suspension of the next contest. Each occurrence in the future will add an additional half-game suspension.
7. Major offenses such as drugs, alcohol, tobacco, stealing, and hazing will be handled in the following manner: The Shelby County Student Code of Conduct will apply for all violations that occur on the school property. For incidents that occur off campus, an Administrator and Athletic Director will determine necessary action.

## **Attendance Requirements**

1. Daily attendance at school and practice is expected. In order for athletes to be eligible to participate in any after school activity they must be present at school on the day of the activity. To be considered present a student must be in school at least one-half of the school day. Practices are considered an activity. Any exceptions must have the approval of the principal.
2. Athletes must be at school on a regular basis in order to be eligible to participate in athletics. An athlete who accumulates an excessive number of absences will be subject to suspension for a specified period of time determined by the coach. If absences continue during this time, the athlete will then be suspended from the athletic participation until the problem is resolved.
3. Athletes who have excessive tardies to school and/or class will be subject to suspension from participation by their coach.
4. Excused and unexcused absences will be determined by the coach.
5. Each coach will be allowed to determine his/her makeup policies for missed practices. Athletes may be required to make up practice(s) before being able to participate in the next team's competition. This discretion is up to each individual coach.

## **Alabama High School Athletic Association Eligibility (Rules concerning Middle School)**

1. You must be a regularly enrolled student and must have enrolled in a school no later than the 20<sup>th</sup> school day of the semester in which the contest occurs.
2. You must not have reached your 15<sup>th</sup> birthday prior to August 1<sup>st</sup> of the current school year. (A student reaching the age of 15 on or after August 1<sup>st</sup> is eligible for the entire school year.)
3. You must have a copy of your certified birth certificate (issued by a State Bureau of Vital Statistics in the state where you were born and bearing its official seal and birth/recording number) on file in your principal's office and an official eligibility list submitted to the State Office at least five days before you are eligible. This will be done by the athletic director or coach.
4. Students entering the 8<sup>th</sup> grade must have passed during the last two semesters attendance and summer school, if applicable, at least 5 (five) new subjects with a minimum composite numerical average of 70 in those 5 subjects.
5. Students entering the 7<sup>th</sup> grade for the first time are eligible.
6. You may not participate on a non-school team or in an outside sport activity in your sport(s) during your school season.
7. You may not dress in uniform for an athletic contest or sit on the bench in a game uniform or be on the field court as a player if you are not eligible to participate in the game or event.
8. You may not participate in two levels of competition (varsity, junior varsity, B-team, Jr. High, middle school) in one sport during the same event or the same day.

### **Information for Athletes**

Accidents/Injuries: All accidents or injuries, at home or away, should be reported to the coach immediately.

Conflicts between Activities: Athletes are sometimes involved in concurrent activities and there may be conflicts in schedules. Communication between coaches and sponsors of conflicting activities is vital.

Consideration must be given to the importance of the event and the role of the student-athlete.

It is the policy at CMS that athletic events are not scheduled during holidays.

Doctor Visits:

- Medical expenses are the responsibility of the athlete/family.
- Written verification from the doctor is required when an athlete is removed from practices or games.
- Written verification from the doctor is required for the athlete to resume participation.
- If possible, doctor's visits should be scheduled around athletic events and practices.



**Columbiana Middle School Athletic Department**

**Acknowledgement of Athletic Handbook**

I acknowledge I have been advised of my responsibility to read a copy of the CMS Athletic Handbook and have read the rules concerning the eligibility and conduct for Columbiana Middle School student-athletes. I understand the rules and realize that I am subject to disciplinary measures if I violate them. I do agree to participate and conduct myself in accordance with the rules of our athletic program and with other specific rules set by my coaches.

\_\_\_\_\_  
Sport(s)

\_\_\_\_\_  
Signature of Student-Athlete

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date



## Travel Form

Principal – Dr. Kerry Rush

Assistant Principal – Paige Jones

\_\_\_\_\_ has my permission to travel with CMS athletic teams. I release and hold harmless the school, all coaches and sponsors of liability in connection with the trip.

In case of an emergency, the following information is needed:

Father/Guardian name: \_\_\_\_\_

Home address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Mother/Guardian name: \_\_\_\_\_

Home address (if different): \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Medical Insurance: \_\_\_\_\_ Company Policy #: \_\_\_\_\_

Group Number: \_\_\_\_\_ Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Relative or Friend who may be called if parents are not available

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_