

# Montevallyo Middle School

*Athletic Handbook*  
**2021-2022**



Dear Parent of MMS Athlete,

Congratulations on your child making a team for the middle school athletic program! As we begin this season together, I want you to know how much I appreciate you allowing us an opportunity to work with your son/daughter. We have a tremendous opportunity each day to make a positive impact on the lives of your children, and that is our main goal.

Thank you for your commitment to this team and your support for all our athletic programs. The life lessons learned during athletic competition are a valuable component of a student's educational experience. As we enter our season together, it is important that we continue to work toward the same goals – good sportsmanship, fair play, the greatest possible safety of our athletes and the development of leadership skills that will serve them way beyond athletics. I know that I can count on you to ensure that you and your child and all guests of your family are educated on all of our local policies and procedures and follow them throughout the season. I urge you to be involved in your child's athletic experience beyond spectatorship. We would love to have you volunteer to keep concessions, gate, line judge, prepare meals/snacks, videotape, etc. Please speak to me about how you can become involved to help make this the best possible experience for your child and all involved.

Again, thank you so much for all that you do and the sacrifices that you make to allow your child this opportunity. I promise to do my very best to educate your child as we embark on this great journey together. Your dedication to our mission will enable these athletes to successfully deal with the challenges life presents now and in the future. I look forward to working with you.

Please take the time to go on [Dragonflymax.com](http://Dragonflymax.com) and use the code - ZWCVKP to complete all required paperwork before attending the parent meeting on \_\_\_\_\_.

The athletic directors will try to upload birth certificates, sportsmanship certificates and physicals for students that attended the field trip and/or that have turned them in. Dragonfly has some standard demographic and medical forms that must be completed in addition to the AHSAA student release and concussion forms. We have also added the following forms- MMS consent, substance abuse, handbook acknowledgement and volunteer driver.

You can find a copy of the athletic handbook on the MMS school website under the athletic tab. By completing the paperwork ahead of time, you will be able to leave the meeting after the general overview, and question and answer session. Those parents that have not completed paperwork will have an opportunity to finish in the computer lab before leaving. For parents that do not attend the meeting and/or do not complete the dragonfly registration process, their child will be ineligible to participate until it is completed. A reasonable amount of time will be given to complete this process before the child will be removed from the team. We will do everything in our power to assist the parents in this process and do not wish to see an athlete removed, so please contact us with any questions/concerns in order to make sure this process goes as smoothly as possible. GO BULLDOGS!!!

Sincerely,

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Head Coach

Sheila L. Jett, NBCT  
MMS Athletic Director  
[sjett@shelbyed.org](mailto:sjett@shelbyed.org) or 205-682-6419

## MONTEVALLO MIDDLE SCHOOL - ATHLETIC HANDBOOK

### ATHLETIC STATEMENT-

The following information is designed to inform student-athletes and their parents of the rules, regulations and information that help guide extra-curricular activities at Montevallo Middle School. Participation in middle school athletics is a privilege, which carries varying degrees of honor, responsibility, commitment and sacrifice. Since participation in athletics is a privilege and not a right, those who choose to participate shall be expected to follow the rules established by the athletic department. Each student-athlete represents his/her school and student body. It is the student athlete's responsibility to conduct him/herself in a manner that is becoming to the student-athlete, his/her family, Shelby County Board of Education, and the community as a whole. 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 before competing as an MMS athlete.

### DEPARTMENT PHILOSOPHY -

Athletics are an integral part of the total school educational program. Athletics can help to develop young students in the areas of knowledge, skills, and emotional patterns. Athletics should promote the development of qualities such as self-control, loyalty, leadership, teamwork, discipline, hard work, and friendship. Additionally, the concept of being on a team should allow the athlete opportunities to excel in the areas of humility and selflessness and at the same time give the athlete a proud sense of belonging. Sportsmanship is paramount at Montevallo Middle School and held in high esteem. **Winning is not the only thing, but to play at a maximum ability level with maximum effort, is the goal for every team. Athletics should be fun, and at the same time be a great challenge.** It is the intention of every coach to treat all student-athletes with respect. Our athletic program is an extension of the school. We expect our athletes to earn the respect of their teachers, coaches, and administrators. We will teach our athletes to set individual and team goals as well as live up to the high standards that we have set for them as students/athletes. We will strive to teach our athletes how to be successful in sports as well as in life. Athletes have had a significant influence on American culture and society and enjoy unique status in the American value system. We believe that participation in an interscholastic athletic team is a worthwhile experience, which all students should have the opportunity to pursue. The Shelby County District affirms that right of every student to participate in the interscholastic athletic program without regard to gender, race or creed. We support the regulations and spirit of Title IX legislation and do not limit one sex in the enjoyment of any right, privilege, advantage and/or opportunity. Students who choose to participate in our athletic program will be expected to conform to basic standards of conduct and demonstrate a degree of self discipline and self-sacrifice for the welfare of their team. Athletes will also be expected to demonstrate respect for the dignity and rights of others, good sportsmanship, and respect for authority.

*Life loves to be taken by the lapel and be told: "I am with you, kid. Let's go." Maya Angelou*

## MIDDLE SCHOOL -

The Middle School interscholastic athletic program addresses the physical, social and emotional needs of early adolescence. The approach to athletics is less competitive, with opportunities to participate expanded in recognition of the physical, mental and social changes middle school students are experiencing. Participation is not based on athletic ability alone; students are encouraged to participate in a program that includes:

- Over ten sports that span within 3 short seasons to allow for exposure to more athletic activities.
- “No cut” policy except in extreme cases (cheer, volleyball, basketball, baseball, soccer) where the number exceeds guidelines for health and safety.
- Coaches who value playing all team members as much as possible while remaining competitive.
- **Voluntary participation in practices during vacation periods,** and
- A policy where no team championship or individual interscholastic honors are awarded.

## GOALS AND OBJECTIVES:

To enhance the athlete’s educational experience, so that the student shall become a more effective citizen. A true belief in oneself comes through the realization that you are a successful and contributing member of society.

## SPECIFIC OBJECTIVES:

- 1) To learn teamwork – To work with others, an individual must develop self-discipline, respect for authority and the spirit of hard work and sacrifice. Athletes must place the team and its objectives higher than personal desires.
- 2) To have fun – the main reason people participate in sports and games
- 3) To be successful – Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel.
- 4) Sportsmanship – To accept success and defeat like a true sportsman, knowing you have done your best. We must learn to treat others as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation and dependability.
- 5) To improve through hard work– Continual improvement is essential to good citizenship. As an athlete, you must establish a goal and constantly try to reach that goal. Try to better yourself in the skills involved and in those characteristics set forth as being desirable.
- 6) Enjoy athletics – It is necessary to acknowledge all of the personal rewards we derive from athletics and to give sufficiently of ourselves in order to preserve and improve the program.
- 7) To develop desirable personal health habits – To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits and to develop a desire to maintain this level of physical fitness after formal competition has been completed.

*The quality of expectations determines the quality of our action . Jean - Baptiste Andre Godin*

## GENERAL POLICIES / PROCEDURES - A – Z ACADEMIC POLICIES -

MMS coaches will monitor grades at least monthly during the season of each sport by checking progress reports. Coaches will be notified of any grades lower than a “C.” Athletes carrying a grade below a “C” may be considered ineligible for athletic contests until the grade has been improved to a “C” or higher. Three consecutive weeks of unsatisfactory grades could result in removal from the team. This will be the head coach’s decision. Tutoring may also be recommended until the grade is pulled up. Mandatory tutoring will be put in place if any student-athlete earns less than a 60 on a report card. Tutoring scheduling is usually 2 days per week, and students are not permitted to miss without an excuse or they will forfeit their eligibility for the remainder of all sports for the school year. Once the grade is pulled up on the next report card, the student can be dismissed from the tutoring program.

### AHSAA FORMS -

Make sure all forms that are required by the AHSAA are filled out and submitted in a timely fashion on Dragonflymax.com. Coaches will send a flyer and/or have a meeting with details on how to sign up. Other important dates are continuously updated on the AHSAA website. Head coaches should check [www.AHSAA.com](http://www.AHSAA.com) and [dragonflymax.com](http://dragonflymax.com) to see if there are any important dates or changes that you need to know on a weekly basis. Head coaches are responsible for making sure to sanction any tournament we host – And not play in an unsanctioned tournament.

### APPOINTMENT TO A COACHING POSITION -

The success of our athletic program will depend upon our ability to secure the services of highly qualified and motivated coaches. All coaching positions are yearly appointments, and there is no tenure as far as these positions are concerned. Each coach will be evaluated annually by the AD and a satisfactory evaluation will be essential for continuation in that position.

Any Shelby County District staff member (teacher) may apply, in the spring, for a coaching position for the following school year. Incumbent coaches with satisfactory evaluations will, usually, continue with their assignments. Any changes need to be made in writing to the AD. All vacancies and newly created coaching positions will be announced to the faculty.

The following criteria will be used for all interscholastic athletic coaching assignments:

#### **MANDATORY:**

1. Shelby County background check - \$15-\$20 paid for by coach - automatic for SC employee
2. Current CPR/AED training – redo every 2 years - approx. \$10 in the fall @ school
3. Coaching Principles Class - \$80-\$100 - NFHSlearn or Humankinetics (PO before class)
4. First Aid – PREPARE Class - \$80 - \$100 - NFHSlearn or Humankinetics (PO before class)
5. Concussion training - free thru NFHS
6. Heat Illness training – free thru NFHS
7. Sportsmanship training – free thru NFHS
8. Sudden Cardiac – free thru NFHS
9. Mental Health - free thru NFHS

### PREFERRED:

1. Montevallo Middle School or SCBOE employee

**ASSISTANT COACHES -** A coach used to help with a team, practice, or a camp must be approved by the Athletic Director. Whether the coach is a teacher in the school or a volunteer, he/she must be approved and have all coaching credentials before being allowed to participate.

### ATTENDANCE -

Daily attendance at school and practice is expected. Student-athletes will not be allowed to participate or attend a school sponsored activity such as an athletic contest or practice, if they are not in school for at least one half of the school day on the day of the event. To be considered in school, **a student must be in attendance from 8:00- 11:30 or 11:30-3:00.** Any exceptions must be approved by the principal. Athletes that have excessive tardies to school, class and/or practice may be subject to suspension from the team. Each coach will be allowed to create his/her own make-up policies for missed practices. If an athlete has too many unexcused practices, he or she is not making a commitment to the team. If possible, please schedule all appointments around practices and games. It is the responsibility of the head coach to check attendance of his/her team before competition.

### BEHAVIOR OF COACHES -

The coach of any athletic team assumes a very responsible position in education. He/she has the unique opportunity to work with the students in an activity that many times has a profound and lasting impact on the lives of the athletes. Coaches are viewed as role models and can directly influence the decisions made by athletes, and personal rapport can be quickly established. Through this close association, coaches, if they choose, can achieve a unique and seldom attained relationship in education – a personal involvement in the lives of students who willingly and eagerly seek guidance, advice and counsel. The sport serves as the vehicle for creating this climate. Therefore, **coaches should be ever mindful of this role and conduct themselves accordingly.** No other teachers enjoy so rich an opportunity for molding the character of our youth. Coaches are also official representatives of Shelby County School District. It is their **personal and professional obligation to have a thorough knowledge of the policies and procedures of the Athletic Department** and to vigorously enforce them.

1. Set an example both on and off the playing area. Be a living example of sound personal values and good sportsmanship.
2. Recognize that athletic competition is a means toward an end, not an end in itself. Specifically, athletics should lead to the development of healthy, well-adjusted young men and women.
3. Approach competition as a healthy and constructive exercise, not as a life and death struggle that requires victory at any price. It should be fun and enjoyable.
4. Recognize that the participants in individual or team sports are young men and women with human frailties and limitations who are capable of making mistakes.

5. Be modest in victory and gracious in defeat and instruct young players accordingly.
6. Be sensitive to the feelings and needs of your players, and use good judgment when addressing them, avoiding offensive or sexist comments.
7. Be positive and nurturing.
8. By personal attitude and behavior, command respect - not friendship of the players.
9. Be well groomed. Personal appearance is an indication of self-respect and helps set the tone for the individual or team performance.
10. Do not use, or allow the use by others, of profanity, crude or abusive language with players, opponents, officials and/or spectators.
11. Respect the judgment of the officials. Although it is reasonable for the coach to question an official's decision or even disagree with decisions, the official decision must be accepted graciously. At no time should a coach lose control of his/her emotions and risk getting ejected.
12. Instruct the players to respect the officials and not to argue, demonstrate or be abusive. Any questions with officials concerning a rules interpretation should be made by the captain or coach.
13. Do not bait or harass officials by work or action. If unhappy with an official, use the rating system to register your dissatisfaction.
14. Avoid behavior in game situations that will incite players, opponents, or spectators.
15. Instruct players in the elements of good sportsmanship and remove players from competition who demonstrate an unsportsmanlike behavior.
16. Implement the rule of no cell phone use during practices and games by example.
17. No coach should use alcohol, tobacco, or other drugs before, during or immediately after any interscholastic contest until his/her supervisory duties are completed.
18. Emphasize the 3 C's – character, citizenship and civility.
19. Communicate often. Remember, communication is a two way street. Be willing to listen to players and parents for the sole purpose of creating an educational environment of growth and development and team play. Do not respond to demeaning or negative remarks made by

parents. It is important to bring these to the attention of the AD and not try to handle them yourself.

**20.** Prepare yourself to be the best coach you can be by keeping up to date in your sporting field as well as the needs of your specific athletes. (AHSAA & NFHS) Coaches are expected to maintain high standards in their behavior. Coaches are continuously in the spotlight, so it is vital that good judgment be exercised in all situations, both professional and private. As coaches (and teachers), the things we do and the situations we place ourselves in ultimately shape the opinions of our players, their parents, and our school community as a whole. Once a coach has jeopardized his/her reputation as a result of a poor personal decision, restoring the damage that has been done will be extremely difficult. All Shelby County Board of Education policies will be followed. Please refer to the Shelby County Board of Education policies that are listed in this manual. These policies will be in effect at all times. Additionally, in regard to a coach's conduct during athletic contests, the AHSAA has set new punishments for ejections from contests. Please be aware of the punishments set by the state. The first ejection is a fine of \$300. The second ejection is a fine of \$500 and a one game suspension. The third ejection is a \$1,000 and the coach is suspended for the remainder of the season. Other penalties may be imposed by the athletic department of the Shelby County Board of Education for such offenses. The use of offensive language is prohibited when dealing with student athletes and parents. The use of alcohol /tobacco products on campus or at any time where coaches are supervising students is prohibited.

**BOOSTER CLUB** - Parents and coaches are encouraged to participate in our booster club. This club is now known as **MAC** (Montevallo Athletic Club), and helps sponsor youth sports as well as other school programs. This association plays a vital role in our athletic program and needs your support.

**BUDGETS** - All head coaches should have a budget for their programs. These budgets should be presented to the parents at the parent meeting. It is best to keep parents informed of how you plan on spending the money raised in your program. All budgets should balance. Expenses = Revenue. If you are saving for major purchases in the future, it is fine to bring in a surplus of revenue during the year to set aside for the project. Turn in to AD at the end of the year.

**CAMPS** - Coaches are encouraged to conduct/attend camps for their sports. Not only will the camps help generate interest and raise money for that particular sport, but the camps will also provide a great opportunity for positive public relations between our coaching staff and the community. The time and dates for any camp must be approved through the AD's office (in advance) before it is presented to the public. Requests for camps should be in writing and should include the camp dates, times and locations. At the conclusion of the camp, compensation should be routed through the payroll department.



## CHECKLIST OF RESPONSIBILITIES / JOB DESCRIPTION -

All interscholastic athletic team coaches are directly responsible to the Athletic Director. In fulfilling their duties and responsibilities, all **coaches are expected to:**

1. Assume complete responsibility for the conduct of their team.
2. Ensure that these rules are fully explained to all athletes and any additional team rules are sent to the AD to be added to the handbook.
3. Establish positive relationships with coaches, athletes, parents and community members.
4. Supervise the use, issuance, return, cleaning, inventory and storage of equipment, uniforms and supplies.
5. Submit equipment and supply (PO's), as well as fee/donation and/or teampage sheets to the Athletic Director for signature.
6. Make recommendations for use and improvement of facilities.
7. Plan an hour to attend quarterly coaches meetings. Attend league, section and coaches' association meetings when possible, and end of the season school dinners/banquets.
8. Support and conform to the Athletic Department policies and decisions, both in fact and spirit.
9. Prior to the start of each season, conduct a mandatory organization meeting with athletes to explain try-outs, method of selection, cutting procedures, code of behavior, and other key matters (also provided to parents via meeting/letters and/or emails). Go over Dragonflymax.com and give out the sign up sheet. Students will not be allowed to try out without a dragonfly account. Mandatory - preparticipation form, AHSAA consent/release form, & concussion form - The AD or coach will upload the birth certificate, physical and nfhs sportsmanship certificate when possible.
10. Participate, when requested, to assist or supervise prospective athletes during school physicals.
11. Prepare a schedule of practices and games and submit to the AD prior to the start of the season.
12. Submit a try out roster to the AD within one week of trying out, so the coach can put them on a master tryout list for liability insurance. After choosing the team, create a roster in dragonfly with selected students (only if paperwork is complete). Students with incomplete paperwork should also be benched during practice until complete.

13. Administer first aid as required and report all serious injuries to the AD and athletic trainer.
14. Report scores within 24 hours (hosts team). Report/write up game highlights for morning announcements and copy to AD.
15. Update and monitor the dragonfly website weekly. Students in RED are ineligible.
16. Avoid cell phone usage while conducting practices, except in emergency situations. Require and expect the same from your assistant coaches, managers and players.
17. Notify the AD of any canceled games, practices and any unusual events or incidents. Create a group email and/or include the following people in your Remind group - Principal, assistant principal, secretary, registrar, bookkeeper, counselor, and athletic director(s).
18. Secure the assistance of student managers to aid in conducting of games/practices; for example, chain crews, statisticians, scorekeepers, ball boy/girl, timers, etc.
19. Schedule and conduct practices on a regularly scheduled basis. Try to be consistent. Be cognizant of timeliness. Do not go over practice time. If you constantly need 5-15 more minutes to talk with the team, then ask parents to pick them up at 5:15 and not 5:00. Stopping right at the end time and talking and/or dismissing the team to a locker room to spend 10-15 additional minutes dressing is not appropriate. If practice ends at 5, then students should be walking out to the cars at 5:00.
20. Supervise team members after practices/games until all have left the locker room, picked up by parents or left the school grounds via approved means.
21. Secure all offices, closets, and building exits when leaving.
22. Complete end of season reports – evaluations and inventory.
23. Conduct themselves in a professional manner during all practices and games, and notify the AD of any incident that occurs, including but not limited to, a coach, athlete or fan being ejected from the competition and/or any other unsportsmanlike conduct on behalf of the Montevallo players or staff or the opposing team. All coaches will need to fill out (within 24 hours) an incident report which needs to be submitted immediately.
24. Keep abreast of the latest development, changes and modifications in their sport-AHSAA.
25. Make decisions regarding his/her particular team, in keeping with established policies and procedures. However, when decisions are of a broader scope and affect other coaches and other teams or when the problem clearly falls within the jurisdiction of the AD, action should be reserved for the AD to review and discuss the matter more fully.

26. Keep current certifications – CPR/AED and other requirements of AHSAA (rules test).
27. Clear all fundraising for your program with the AD prior to discussion with the parents, students, or community members.
28. Know the procedure for hiring volunteer coaches. All volunteer coaches are required to have the same certifications as you. There is no waiting period – ALL requirements have to be met before stepping onto the playing field/court.

#### **CLEAN UP AND SECURITY POLICIES -**

Regardless of which facility you use, it is the head coach's responsibility to make sure that the facility is clean when they leave and that the proper doors and/or gates are properly secured. Please insist that your athletes clean visiting facilities as well. MAKE SURE ALL DOORS AND GATES ARE SECURED WHEN YOU LEAVE.

**COACHES EVALUATION SYSTEM -** The sole purpose of the coaches' evaluation system is to improve the quality of our athletic program by recognizing and encouraging the use of successful coaching practices and techniques. A minimum of one evaluation will be written by the AD during the school year for each coach. Information contained in the evaluation will be based upon observations made at practices and contests during the athletic season, the quality of compliance with the athletic policies and procedures, and personal relations with athletes, professional colleagues and parents. At the end of season or prior to the next season, if needed, the evaluation will be discussed with each coach giving him/her an opportunity to respond to any item. The original evaluation will be kept on file with the AD. A copy of this form is included in this handbook. In addition to mandatory coaching evaluations, from time to time, with the discretion of the AD, coaching questionnaires will be sent home to provide a vehicle for parents and players to assess their child's experience. These questionnaires will remain anonymous and be shared with the coach by the AD. It is the desire of the athletic department for this feedback to serve as a vehicle of discussion for parents/students and coach/AD.

#### **COACHING DUTIES AND RESPONSIBILITIES**

##### **I. Pre-Season Responsibilities**

###### **A. Planning -**

Major planning should be meticulously developed before the season begins and should include:

1. Knowing what equipment and supplies are available.
2. Notifying the AD of any needs.
3. Outline of practice schedule submitted to AD.
4. Completion of game schedule and enter into dragonfly by deadline.
5. Organizational meeting with assistant coaches
6. Establish criteria for awards/recognition.
7. Outline rubric for assessment when cuts are being made.(multiple days, multiple drills)
8. Plan an end of season gathering.
9. Familiarize yourself with AHSAA & Dragonflymax.com

### B. Meeting with Athletes -

It is recommended that coaches conduct a pre-season meeting with squad members and/or parents to discuss try-outs, practice schedules, team and department rules, and other important matters. Meetings should be publicized in the daily announcements and posters should be coordinated with the PE department and AD. When a meeting is called, it should serve a purpose, be well planned and informative.

C. Scheduling of Games - The schedules should be submitted to the AD ASAP and well in advance of the season. The coach should enter schedules by the deadline and keep updated.

D. Selection of Student Managers - We encourage each team to appoint 1-2 student managers.

### E. Secure keys from Administration -

In most cases, keys will not be necessary unless your sport takes place in the gym. In the case that you need a key, you will need to see the principal.

### F. Facilities -

1. It is the AD's responsibility to schedule the physical education and athletic facilities for practices and/or other athletic events. All requests for use of facilities by coaches, as well as other organizations, must be made through the AD and principal using gym agreement form.
2. Weekend and vacation practice schedules should be submitted to the AD at the beginning of each season, and any changes should be reported well in advance so that arrangements can be made to have someone on duty to open the building for teams when practicing/competing on days when school is not in season. SUNDAY events are NOT permitted. All vacation events are voluntary. No practices during AHSAA Dead Week.
3. The AD will have the head coach arrange to have all fields and facilities prepared for practices and games. Coaches are responsible for securing the services of person(s) to help set up and run a contest. (tickets, concessions, officials, clock, scorekeepers, trainers, etc.)

## **II. In-Season Responsibilities**

### A. Code of Behavior -

Each coach is responsible for seeing that the Code of Behavior is fully explained (not just merely distributed) and properly signed by each athlete and parent. Athletes should not be allowed to compete with the team until a signed copy of the code is completed.

### B. Supervision of squads -

1. It is the responsibility of each coach to supervise his/her squad members. This responsibility begins when athletes dismiss school and/or return to school to attend your scheduled event and ends when all athletes are gone. Upon being excused from practice and after games, team members should be directed to quickly change and leave the locker room. One coach should be in the locker room/office, while the other coach monitors other athletes leaving. The coach should be the last to leave the locker room. Upon leaving, facilities should be checked, loose

equipment/garbage picked up, lights turned out and windows and doors secured. All team storage should be checked and locked up. Volunteer coaches (non-board employees) are never to be left alone with athletes (not even dismissing the squad).

2. Coaches should make sure that their athletes have been either taken by bus, picked up by parents or approved rides and/or means of transportation.

#### C. Physical Examination (Eligibility) -

Before an athlete can participate on an athletic team, he/she must have completed an approved medical examination. It is each coach's responsibility to ensure the names of all squad members appear on the try out list and also distributed to AD, Principal, and other office personnel. Athletes whose names are not on dragonfly or athletes showing up in red cannot participate. It will also be their responsibility to make sure the physical exams are signed by MD or DO and not a nurse practitioner, and to also make sure they stay current.

#### D. Rosters -

Students can be added to the roster, but must be approved by the AD prior to practicing and must have all paperwork. It may take up to a week or more for the athlete to be cleared for interscholastic competition.

#### E. Equipment -

All coaches must assist the equipment managers in the distribution and collection of equipment and uniforms. Coaches are responsible for the uniforms and equipment that belongs to the school. It is best practice to take up uniforms immediately after a game.

#### F. Equipment Managers -

Equipment managers have been recruited to assist with the distribution, control and inventory of uniform and equipment needs for the team. While the control of uniforms and equipment is the coaches' ultimate responsibility, the managers will assist by: 1. Issuing equipment at the beginning of the season and supervising its return at the end of the season. 2. Planning for the laundering and reconditioning of uniforms and equipment. 3. Being available until the end of all practices and contests. 4. Stocking and distributing first aid items.

#### G. Athletic Trainers -

The athletic trainer reports to the AD, Head coach and then school designee. The head coach is still the first responder in accidents or injuries. Any injuries should be reported to coaches and then to trainers. The trainers will: 1. Administer first aid 2. Stock and distribute first aid kits and supplies – water, etc. 3. Consult with coaches and/or designees on all student injuries. The coaches will: 1. Speak to the trainers regarding procedures for athletes. 2. Regularly check with injured athletes and parents. 3. Obtain first aid kits, AED's, and water coolers from trainers.

#### H. Lost, Stolen, or Misused Equipment -

Lost, Stolen, or Misused Equipment should be reported to the equipment manager, the head coach and the AD. Athletes will be expected to make restitution. If the obligation has not been

cleared within a reasonable period of time, they should not be permitted to continue athletic competition. Athletes should be reminded that the acceptance of responsibility for equipment is an important part of becoming a member of an athletic team. The best practice is to create forms that can be collected from each parent agreeing on this policy with a list of loaned equipment.

#### I. Early Dismissal -

At times, it will be necessary to request that a squad and its coaches be excused from school to travel to an away contest in order to meet an early scheduled starting time. A roster should be sent ahead of time to the AD and office for approval before the day of the event. It is strongly discouraged to miss any class time for athletic events. Please keep in mind scheduling contests in closer proximity to the school and at later times to prevent missing classes.

#### J. Teaching Obligation -

Coaches who have teaching positions must first meet their teaching obligations/duties before assuming coaching duties. Coaches shall attend or send a representative to each faculty meeting.

#### K. Public Relations -

1. Coaches shall be required to report home scores in dragonfly.
2. Coaches are encouraged to pursue ways in which to publicize their teams and recognize their achievements. The most common vehicles to accomplish this are: • morning announcements highlighting outstanding performances, school records that were broken and unusual occurrences of a positive nature. Please send it to the AD and office staff. It is also a good way to publicize future events. The front athletic boards are for in season use. • It is also strongly encouraged to report scores and events to the local media. (Shelby County Reporter)

- Contact the yearbook staff and school newspaper. • Coaches should be prepared for interviews conducted by members of the press. Oftentimes, the press asks for comments regarding opposing teams, coaches, and players following hectic games. Be professional in your dealings with reporters.

#### L. Awards -

All coaches are strongly encouraged to schedule a celebratory event to honor all team members and recognize outstanding achievements and invite parents and administrators. This can be as simple as a cook-out, meeting at a restaurant after the season, catering a sit down banquet and/or attending college events.

#### M. General -

1. Be present at the time you schedule squad members to be present. (15 minutes early)
2. Organize each practice.
3. Keep accurate records.
4. If a classroom or gymnasium is needed, please see the AD to reserve.

5. In the event of inclement weather, please contact the AD and the office before NOON to notify your intentions.
6. If games are scheduled on a day when school is not in session, coaches are responsible for having all contact information – Principal, AD, opposing coaches and officials. These games should be avoided if at all possible.
7. OFFICIALS – All game officials are assigned by a governing association and it is the head coach's responsibility to contact this association well in advance to pay dues and communicate schedules. Regardless of the official's ability, it shall be the coach's responsibility to treat him/her with respect and to demand similar respect from players. When coaches confer with officials, the exchange should be under control within professional bounds. This should NOT be done at all by volunteer coaches. (Exception - head coach is a volunteer)
8. Any informational letter/email that is sent home to squad members should be forwarded to AD for approval and then copied to Principal and office staff.
9. Inform the AD of any fundraising activities or plans to have team members purchase any items. PO's and fee letters must be approved by AD.

### **III. Post-Season Responsibilities**

#### **1. Equipment Return -**

Coaches must supervise the return of all issued equipment and uniforms and submit, in writing, the names of those athletes that failed to return one or more items. Each coach must also complete an Inventory form and return it to the AD with the location of the equipment. Each coach will complete an END OF SEASON REPORT and submit to the AD within a week of the end of the season. This report should include a list of records, season highlights, captain, rosters, award winners, and other items of interest or importance.

#### **2. Budget/Purchasing -**

All supplies and equipment for all phases of the athletic program will be budgeted and purchased through the AD in accordance with District policy. No items may be purchased without approval of AD. At the conclusion of each season, coaches should submit an equipment requisition form to the AD. The coach and AD will discuss equipment needs and prepare budget requests. Items requested will be given priority as they pertain to safety, need and cost.

#### **3. End of Season Review -**

Within 1 week of the completion of the season, coaches should schedule a meeting with the AD to review the season, discuss the program. If a formal evaluation has been written, it will be discussed at the end of season review. Coaches should adhere to the following checklist. Keep this list readily available and check to insure completion of tasks:

1. Try-outs – must have Dragonflymax.com first
2. Pre-season parent, coaches, athletic trainer and team meetings
3. Rosters
4. Eligibility – BC, grades, physicals, consent/insurance, concussion & Star
5. Emergency info on dragonfly and first aid kit
6. Emergency action plan –Practice It! EAP must be posted.

7. Inventory and purchases – design spirit packs, replace equipment, etc.
8. Obtain keys
9. Transportation – get directions for AWAY games, fill out online request
10. Public relations – bulletin boards, take pictures, chamber, school announcements, local news, attend booster club/community meetings
11. Scheduling for practices, scrimmages and games, HVAC requests
12. Prepare facilities
13. Awards – arrange for banquet/recognition at the end of season
14. Professional development – rules clinics, all-star week, update CPR
15. Clean up and security policies
16. Coaches behavior – study handbook
17. Seek help - managers, stats, volunteers for gate, concessions, video, etc.
18. Clean and store all equipment
19. Teach and supervise - staff and students to the best of your ability



## **MONTEVALLO MIDDLE SCHOOL COACH'S CHECKLIST**

### I. Pre-Season

- Preseason meeting with coaches for planning and preparation.
- Meeting with students to explain expectations, schedules, etc.
- Physicals and consent forms obtained before first practice – Dragonflymax
- Check inventory and equipment.
- Complete and check schedules – send to AD, office, parents, refs
- Secure necessary permission for facilities/equipment.
- Read Coach's Handbook and return acknowledgement form.
- Go over the athlete's handbook and get acknowledgement forms.
- Check eligibility for students.

### II. In-Season

- Check physicals and other required paperwork – dragonflymax
- Get team roster to AD, office, in dragonfly
- Keep daily practice plans with a record of attendance.
- Issue equipment/uniforms.
- Complete accident forms if necessary. – turn in to AD.
- Keep AD informed of all correspondences and other concerns.
- Submit game results – 24 hours.
- Submit game write up to AD and announcements.
- Update website/schedule/roster as needed – always inform AD.
- Attend all required meetings.

### III. Post-Season

- Uniforms collected.
- Equipment/keys turned in.
- End of season report and meeting with AD.
- Award/Recognition plans.
- Submit equipment orders.
- Sign contract for next season.
- Attend meetings, conferences, etc.
- Schedule games for next season.
- Organize try-outs for the next team.
- Fundraising

*The quality, not the longevity, of one's life is what is important. Martin Luther King Jr.*

### CODE OF CONDUCT FOR ATHLETES -

Conduct for athletes is governed by the policies of the Alabama High School Athletic Association, the Shelby County School System and Montevallo Middle School. As we are about to enter our season together, it is crucial that we are ambassadors for Montevallo both on and off the court.

ALCOHOL AND ILLEGAL DRUGS – The unauthorized use, sale, transfer, possession, trafficking, misuse, and/or abuse of alcohol and drugs are prohibited. These include alcoholic beverages, barbiturates, stimulants, hallucinogens, drug paraphernalia, and other drugs to which the narcotic and drug abuse laws of the United States, local municipalities, and the State of Alabama apply. (Shelby County Code of Conduct) Student athletes shall not possess, partake of, or be under the influence of alcohol, illegal drugs or tobacco products (including vapes and e-cigarettes) at any time. If at any time school personnel become aware of a violation of this policy, and through a thorough investigation determine that a violation did occur, then action will be taken regardless of where or when the violation occurred. Violation of the drug and alcohol policy will result in the following:

#### IN SEASON

1. Complete a board approved drug education course.
2. Suspension from athletic competition for the duration of the course.
3. Suspension can carry over from one sport season to the next.

#### OUT OF SEASON

1. Complete a board approved drug education course.
2. Suspension from athletic competition for 20% of regular season contests.

Violation of the tobacco policy will result in the following:

FIRST OFFENSE - Student-athletes must enroll in and complete a tobacco cessation program. Failure to complete the program will be considered a second offense.

SECOND OFFENSE - The 20% rule will apply to regular season contests.

THIRD OFFENSE – Seven week suspension from athletic competition will occur. Suspension can carry over from one sport to the next.

SUBSEQUENT OFFENSES – May result in permanent dismissal from athletics

If a coach feels a student-athlete has violated the code of behavior, a team rule, or has accumulated an excessive number of unexcused absences/tardies that would result in a suspension or dismissal from the team, the coach must contact the AD and submit his/her recommendation for disciplinary action. The AD, after consideration with the Principal, and after discussing the circumstances with the parents shall render a decision.

### COMMUNICATION -

As your son/daughter becomes involved in the sports program at Montevallo Middle School, they will experience some of the most rewarding moments of their lives. It is important to understand that there may also be times when things do not go the way your child wishes. This is an opportunity for your child to talk with their respective coach and discuss the situation. When your child addresses the issue properly, it becomes part of the learning and maturation process. There may also be situations that require a conversation between the coach and the parent. If this is the case, please follow the following procedures.

**First Level:** Parent/Guardian calls or emails the head coach involved at least 24 hours after the incident to discuss the concern.

**Second Level:** Parent/Guardian sets up an appointment for a meeting with the head coach and other coaches involved to discuss the concern.

**Third Level:** If the concern is not resolved, call the Athletic Director to arrange a conference. A meeting will be arranged with the coach, parent and Athletic Director.

**Fourth Level:** Meet with Principal or Assistant Principal Do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. The coach is also attending to other duties. Meetings of this nature do not promote solutions

### COMMUNITY PROJECTS / STUDENT RECOGNITION -

\*\*As part of the MONTEVALLO CONNECTION plan, each team should come up with a way to give back to the community each year. This should be publicized, documented and given to the Athletic Director. Examples – Cleaning / Picking up litter, Visiting elementary / senior citizens, etc. Volunteering in a community organization Adopting a mile, etc. \*\*In an effort to recognize the achievements of our young athletes and promote our programs in a positive way, we will be selecting STAR STUDENTS on a weekly basis from each sport. It is up to the individual coaches to come up with the criteria for such a selection and communicate the selection to the AD. The entries for the ACE of the Month will be looked at by all coaches, teachers, staff and administrators and one will be selected for the Athlete Committed to Excellence Award for August, September, etc. This student will receive a certificate, coupon to local business, individual picture placed in front foyer as well as verbal announcement made over the intercom and at pep rallies and games.

#### CRITERIA FOR ACE SELECTION:

- Displays leadership skills on and off the court
- Academics is a top priority with GPA representing an A/B average
- Behavior is impeccable – no silent lunches, detentions, etc.
- Sport performance is commendable

CONCESSIONS - Each sport that keeps a concession stand must follow the criteria set up by the school and Shelby County Board of Education. Make sure that all workers/volunteers understand the rules and guidelines. All items purchased for a concession stand must be purchased with a purchase order and/or donated. (See AD about Coke products)

### CONFLICTS BETWEEN ACTIVITIES -

Activities and teams at MMS share many students and therefore it is inevitable that conflicts will arise between activities. Communication between the student involved and the coaches involved is vital, so conflicting events can be handled in a timely manner. Consideration must be given to the importance of the event and the role the student-athlete will play in it. If a conflict resolution cannot be obtained through an agreement of the coaches, the athletic director will develop and implement a plan of action.

### CONSENT / INSURANCE FORMS -

Athletes must have the proper insurance before participating in practice, try-outs and/or games. If a family does not carry insurance, urge students to purchase school insurance or ALLkids.

### DRESS CODE -

As the athlete is a representative of MMS and SCBOE, he or she will follow the Shelby County Dress Code at all school functions. Each athlete is also expected to be prepared and dress appropriately for practice. (Court shoes, shorts, sweats, assigned practice suit, etc.) Jeans, jewelry and tank tops are not appropriate attire. Students may even be asked by the coach to groom their hair, fingernails, etc. in a more appropriate manner, if it is interfering with the athlete's ability to play safely and effectively.

### DUTIES AND RESPONSIBILITIES OF ATHLETIC STAFF -

The principal shall have complete charge of the athletic program of the school. The Athletic Director(s) shall have the immediate responsibility to direct the athletic program. The director will insure that all coaches follow the athletic policies and procedures. The athletic director will support and direct the coaching staff, coordinate the head coaches in areas of scheduling, eligibility, practice times, facilities, be the representative of the school with the AHSAA, and perform any other duties as assigned by the principal. It is important that the head coach at the school be responsible for the direction of his/her program at all levels and the person charged with the safety and welfare and the improvement 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, supervise all teams under their jurisdiction, supervise and help all of the assistant coaches, and follow the letter and spirit of the rules of the AHSAA and the Shelby County School district. 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 an active public relations policy that projects the goals of the athletic program. 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 the school. They should be positive examples on the field or court and in the classroom. Volunteer coaches may be utilized as well, particularly in situations where there are limitations at a local school to secure an adequate number of coaches from within the teaching faculty. Any non-faculty coach must first have the approval of the AD and principal prior to assigning him/her to any sport. Since volunteer

coaches are not official employees of Shelby County Board of Education, they should always be under the immediate supervision of the head coach (school sponsor). As a non-faculty coach working with one of the school's teams, the volunteer coach must also meet the coaching certification requirements as stipulated by the AHSAA. Additionally, before using a non-faculty (volunteer) coach and allowing him/her to work with a team, the AD should work with that coach to obtain a criminal background check. A school can NOT utilize a support employee (bus driver, custodian, instructional aide, etc.) as a coach for any of its teams. Because support employees are hourly employees, working in any additional capacity (other than which they were initially employed) would create a situation resulting in the employee accruing over-time.

#### EDUCATION COURSES FOR COACHES -

AHSAA Coaches who began coaching in Alabama during the 2001-02 school year (or after) must complete 2 coaches' education courses, as required by the AHSAA and the Shelby County Board of Education. The two courses provide instruction in First Aid and Coaching Principles. Both must be completed before a coach is eligible to receive a coaching card from AHSAA. The courses are offered online throughout the year or during All-Star week. There is a fee for each class. Additionally, each coach must complete the on-line training with the NFHSlearn.com mandated sportsmanship program. A current listing of each school's coaches and their coaches' certification status should be on file in the building principal's office.

8 – Coaching Class, Prepare (First Aid Class), Sportsmanship, CPR, Concussion, Heat Illness & Sudden Cardiac and Mental Health certifications

#### ELIGIBILITY -

Students who participate in athletics must meet AHSAA eligibility requirements. You will find attached with this booklet the newest requirements. It is the head coach's responsibility to make sure that all athletes in his/her program meet these requirements. The counselor and AD are readily available to help with this and can provide you with a printout of your athlete's grades. All information and forms must be completed and submitted to the Athletic Director then the principal for a signature at least TEN days prior to the student participating in an athletic event. It takes several days to get them in the software, before the AD can click them as eligible. They must appear eligible FIVE days before competition. If you have questions about a player's eligibility dealing with grades, enrollment/transfer status, ask the Athletic Director to make sure the player is eligible. DO NOT play or practice an athlete that is in question. All athletes are required to have on file – Principal's office/DRAGONFLYMAX – Birth certificate, current physical, sportsmanship, AHSAA student release form and concussion form Do NOT throw physicals away - even when students don't make a team. Give originals to the AD (even if they are expired).

#### **Alabama High School Athletic Eligibility -**

To represent your school in athletic contests:

1. You must be a regularly enrolled student and have enrolled in school no later than the 20th school day of the semester in which the contest occurs.
2. You must not have graduated from an accredited high school or equal grades.

3. You must have a copy of your certified birth certificate (issued by the State Bureau of Vital Statistics in the state where you were born and bearing the official seal and birth/recording number) on file in your principal's office and an official eligibility list (a form 3 with required information about you included) submitted to the State Office at least five days before you are eligible.
4. You must have received an adequate physical examination for the current school year and have a Physician's certificate on file in the principal's office prior to participating in interscholastic athletics.
5. You may be eligible at your home school at the beginning of each new school year as far as any transfer of school is concerned. Your home school is the one that serves the area where your parents reside. Eligibility may be established in any school by attending that school for a period of one school year from the date of original entry. If you attend a school outside of your "home school" district, you must attend that school for one full calendar year in order to establish eligibility in that school. Always check your eligibility status before changing schools.
6. If the parents make a bona fide move from one school zone to another, you may transfer your eligibility to the new school. You become eligible five days after a form 3 is submitted by the new school to the State Office if you meet the requirements. If you change schools before your parents move, you do not become eligible in the new school until your parents complete a bona fide move into the new school zone and five days have elapsed after a form 3 is submitted to the State Office.
7. You may not participate on a non-school team or in an outside sport activity in your sport(s) during your school season with the exception of a tennis, golf, swimming, track, cross-country, or gymnastics team member, who may participate as an independent in two outside activities on non school days during the season of that sport.
8. You must not have participated in any non-sanctioned all-star team.
9. You must not be guilty of flagrant unsportsmanlike conduct.
10. During the year, you may not be coached by your school's coaching staff outside of the school season in your sport(s). Weight training and conditioning programs are exempt from this restriction. During the summer months (from the end of school until the fall sports practice date), mandatory practice is prohibited and unsanctioned games between schools are prohibited.
11. A school may participate in 4 days of competition during the time school is out until the first day of practice for fall sports. No activity will be permitted during all-star sports week.

12. You may not dress in uniform for an athletic contest or sit on the bench in a game uniform or be on the field or court as a player if you are not eligible to participate in the game or event.

13. You may not participate in two levels of competition (varsity, junior varsity, B-team, junior high, or middle school) in one sport during the same event or the same day. (This includes county tournaments even though they are played over several days). Residency Requirements Student athletes, managers, or support group members must meet the residency requirements of the Shelby County Board of Education as well as the Alabama High School Athletic Association. Bona Fide Move – a student whose parents make a bona fide move from one community, school zone, or district to another may transfer all rights and privileges to the new school that serves the area to which the parents moved and where the parents reside. Notes on legal bona fide moves: 1) household furniture of the family must be moved, 2) all principal members of the family must reside in the new place of residence, 3) the original residence must be leased, rented, disposed of and not used by the family, and 4) six months shall be required to make a move bona fide. (If a family moves into a new school district and remains there for less than six months, the move will not be considered bona fide.

Academic Rule – Students passing to the 7th grade are automatically eligible to play. Students coming from 7th – 8th grade must have passed 5 out of any of his/her classes with a minimum average of 70. If a core class (Math, Science, English, and Social Studies) was failed in 7th grade, the student-athlete must make it up during summer school. Only 2 classes can be made up during the summer. EQUIPMENT Student-athletes who are issued equipment are responsible for its security and upkeep. Loss of equipment will be the athlete/parent's financial responsibility. Future equipment and possibly spirit pack items will be kept until equipment is paid for in full. Athletic shoes (volleyball/basketball) should not be worn outside on pavement and/or the grass until after the season is over. Cleats should not ever be worn on hard surfaces – gym floors, hallways, pavement, etc.) Although the shoes may belong to the athlete, it is imperative that the shoes stay in good shape for the season and do not cause damage to the facilities.

#### FIRST AID PROCEDURES -

1. First aid is the immediate and temporary care given to an injured or ill athlete until the services of a physician or emergency medical technician can be obtained. To this end and in order to protect athletes from further injury, the following steps should be followed:
  - A. STOP play immediately.
  - B. LOOK for obvious signs and remove athletes from danger.
  - C. LISTEN to description of complaint.
  - D. APPLY appropriate techniques according to your training and protocol.
2. Coaches are expected to have a fully stocked first aid kit with them during all practices and games. Supplies can be obtained from the trainer and/or by purchasing them through your team account.
3. Ice or cold packs should be available for practices and games.

4. Drinking water should be available at all practices and games and protocol for obtaining fluids should be gone over by the coach on the first day.

Never assume that they are bringing their own water. Coolers should be rinsed out and allowed to dry after every use. Procedures to follow in case of accident or illness -

1. Render first aid.
2. If, in your judgment, the injury requires immediate medical attention, 911 should be called.
3. Parents/guardians should be contacted and instructed to either meet the child at school or at the hospital. Students may only be released to the care of an adult that is listed as the emergency contact or to the care of a responsible adult designated by the parent.
4. If a parent/guardian emergency contact cannot be reached, the coach must accompany the athlete to the hospital and remain with the athlete until a family member arrives.
5. If the injury occurs during an AWAY contest and the coach must accompany the athlete to the hospital, the contest will be stopped at that point, then the team will return to the school under the supervision of the bus driver.
6. PROMPTLY NOTIFY THE AD OF THE INJURY. An accident form must be completed within 24 hours of the accident and given to the AD. In addition, injured students shall not be allowed to return following an injury until they have a medical release.

#### INFECTIOUS CONTROL -

The Montevallo Middle Athletic Department recognizes the importance of providing an environment that enhances the health and safety of coaches and athletes. In order to reduce the risk of exposure to communicable diseases the department has adopted the use of universal precautions. When properly implemented, universal precautions will reduce the transmission of diseases such as colds, flu, hepatitis, and HIV, which are transmitted through contact with the body fluids (blood, mucous, saliva, etc.) of others. It shall be the AD's responsibility to:

1. Provide training on universal precautions to all coaches, including volunteers.
2. Make infection control supplies available to coaches. It shall be the coaches' responsibility to become familiar with and use universal precautions when rendering first aid and attending to the needs of their athletes. Infection control supplies are available from the nurse or athletic trainer, and first aid kits should be replenished regularly. Prior to participating in practice/competition, athletes must cover an open wound. In the event an athlete begins to bleed during competition, he/she must be removed from play and cannot return until the bleeding has stopped and the wound is covered. When blood spills on the uniform, the athlete must leave the contest and cannot return until the uniform is changed. Therefore, coaches must carry an extra uniform with them to all contests.

#### **Universal Precautions – General Procedures**

1. Avoid contact with body fluids
2. Encourage athletes to clean their own secretions whenever possible.
3. Use a protective barrier (gloves, gauze, towels, tissue) when making contact with body fluids during treatment and cleaning procedures.
4. Use disposable items.



5. Dispose of all items in a plastic bag and tie up and discard when finished. MRSA Methicillin-resistant Staphylococcus aureus (MS) is a strain of S. aureus that is resistant to methicillin, an antibiotic in the same class as penicillin. MRSA is traditionally seen in people recently hospitalized or who have been treated in a healthcare facility, such as a dialysis center. There is also CA-MRSA that is the community associated MRSA and occurs in people that have not been hospitalized or treated within the past year. These cases have been documented among athletes, prisoners, military, day care attendees, drug users and others that live in crowded settings or routinely share contaminated items. A skin infection with CA-MRSA can begin as a reddened area on the skin, or resemble a pimple that can develop into a skin abscess or boil causing fever, pus, swelling and/or pain. CA-MRSA infections can be treated by a health care professional by incising, draining, and locally caring for the wound. Antibiotics may also be administered. These infections can progress to a more serious and difficult to treat stage if not treated properly and promptly. It is also possible for a pre-existing cut, turf burn, or other irritated area on the skin to develop an infection if it is not kept clean and dry. CA-MRSA is spread through person to person contact or contact with a contaminated item such as a towel, razor, uniform or other athletic equipment. Poor hygiene practices help facilitate the spread of bacteria. Both the NCAA and the CDC have identified CA-MRSA as a potential problem among athletes. The NCAA recommends practicing good personal hygiene and avoiding contact with infected areas to prevent transmission.

#### ROLE AS AN ADMINISTRATOR –

1. Ensure the availability of soap and water.
2. Establish a routine cleaning schedule for shared equipment, such as towels, uniforms, helmets, mats, etc.
3. If a player has a wound that cannot be covered adequately, consider excluding the player from competition/practice until the wound is healed.
4. Wounds/abrasions should be washed with soap and covered with sterile bandages.
5. Keep all wounds covered completely on a daily basis.
6. Wear gloves when caring for wounds.
7. Soiled dressings should be disposed of properly.
8. Wash hands frequently before and after suspected exposure.
9. Launder items after each use.
10. Teach athletes how to recognize potential infections.

#### **ALL MATTERS RELATED TO COVID-19 ARE COVERED IN THE ADDENDUM**

#### FUNDRAISERS -

Most revenue sports depend on gate receipts to help provide the cost of running the program. At MMS, we are trying to allow non-revenue sports opportunities to run concessions to assist with the costs of their programs. Even when working together, it may be necessary to hold fundraisers to help with the cost of the programs. None of our programs receive funds, and we must make money to purchase equipment, uniforms, pay officials and provide transportation. If fundraising is requested by a coach, please be as supportive as possible because all of the students benefit from raising money for the TEAM.

### **GATE RECEIPTS / GATE WORKERS -**

All coaches are responsible for teaching their gate workers the proper method of taking up money. Every person who pays to attend a contest must receive a torn ticket or stamp. The other half of the ticket will be placed in the cash box for auditing purposes. If a coach is unable to find volunteers that will do this correctly, then the head coach should find teachers in the school who can do this, even if it means you pay them to work. (Keep it one time yourself during the offseason) No coach or gate worker will pay officials (or anyone else) out of the gate box. If officials want to receive payment at the game, they should send their names and social security number to the coach in advance in order to have a check made for them. If officials refuse to work unless they are paid out of the cash box, let them know that they will be reported to the state. All cash boxes will balance according to the balance sheet provided by the Bookkeeper. Make sure that two gate workers sign the form.

### **GYM / FACILITIES -**

No cleats or hard soled shoes are allowed on the gym floor. All locker rooms are to be kept clean on a daily basis. No food or gum is allowed in the gym. AHSAA has stressed the importance of this rule due to the choking hazard. All coaches, players, and fans should be proud of our facilities and keep them as nice as possible at all times. It is also very important that when visiting other school facilities that we leave them better than we found them. Everyone should chip in cleaning up the facilities after games. Keep all students off bleachers and make sure students are not eating/drinking in the gym – use the lobby areas. – Sign Gym Use Agreement before using gym.

### **HAZING -**

Under no circumstances will hazing in any form be tolerated within the scope of any extra-curricular sponsored program at MMS. Student-athletes are obligated to discourage and report hazing to their coaches, teachers, and or administrators. Hazing or an initiation is a form of harassment and endangers the physical and mental health of an individual or group. Hazing would include, but is not limited to, ridicule, criticism, humiliation, intimidation, physical activity, or by extracting unnecessary work or participation in a disagreeable, unpleasant, or illegal activity for the purpose of initiation or maintaining membership. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in any of the described acts and is prohibited on and away from school property. MMS reserves the right to limit participation because of inappropriate behavior at any time.

### **HONORS -**

All sports need to offer some type of celebration/banquet at the end of their seasons. It does not have to be formal, but at least provide an opportunity for student/team recognition. Each sport needs to at least recognize one academic excellence award along with any other honors the coach would like to add to the program. (Ex. Vb and BB) Give a copy of the program to the Athletic Director.

### **INJURIES -**

All injuries must be reported to the head coach immediately. Going several days without treatment can make a minor injury very severe. If a doctor holds a player out of participating in any activities, the coach must adhere to doctor's orders and make sure the athlete obtains a doctor's release before returning to any activity. It is the responsibility of the coach to make sure the athlete is released and ready to participate. Coaches should have a copy of the school safety plan with all important phone numbers for the venue where they are holding their contests. It is important to have a cell phone at all events. Emergency plans should be practiced with the team and coaches. Athletes are strongly encouraged by the athletic department to go to a sports medicine doctor for any and all injuries. A general practice doctor and/or pediatrician will not take measures to get student-athletes back on the field or court like a sports medicine doctor. At Montevallo Middle School we have a certified athletic trainer. We highly recommend following up with MD's and DR's that practice sports medicine to ensure that all athletes recover from their injuries in the appropriate manner.

### **INVENTORY AND PURCHASES -**

Before purchasing any equipment or uniforms, or before paying officials, money must be in your account. We will no longer be able to run a program in the red. Before making ANY purchases, you must get a purchase order request and have it signed. IF THIS PROCEDURE IS NOT FOLLOWED, YOU AS A COACH WILL BE RESPONSIBLE FOR THE BILLS. Bills that come without purchase orders will NOT be paid for by the school. Please follow the appropriate purchase order procedures and know the regulations for use of public and non-public funds. The bookkeeper will be happy to assist you in this matter. Each coach should have an inventory on file with the Athletic Director of equipment and uniforms. The location of these items should also be listed in case we need to locate items in your absence.

### **MEDIA GUIDELINES -**

Email: Email groups serve Montevallo Middle School Athletics greatly as a tool to communicate pertinent information quickly to a large number of people for the benefit of our programs. It should be used for that purpose and that purpose only. It is not a sounding board for complaints and opinions. It is not a means for anyone to pursue a personal agenda (i.e. business ventures, selling a home etc). Social Media & Public Forums: (Face-book, Instagram, Twitter, etc.) We live in a day where we have bought into the cultural idea that if you have a thought it necessitates that you announce it to the world and that is not true! Parents and athletes must refrain from posting anything negative towards other athletes, coaches, teams or the athletic program in a public forum. Athletes must also refrain from using profanity and vulgarity in a public forum. Any violation of the rule will result in disciplinary action determined by the head coach and athletic director. Head coaches are encouraged to go over appropriate social media behavior.

## **MEETINGS -**

Each head coach should plan a pre-season parent meeting. At this meeting coaches should go over goals, rules, schedules and overall expectations. Dragonflymax flyer should go home prior to the meeting, so most parents will be finished signing up beforehand. If there are events that will need parents' participation, this should be discussed at this time; and if a committee needs to be formed, then do so. Parents should be given the opportunity to ask questions and should be urged to join the Athletic Boosters Club – MAC. All forms should be signed and collected at this time. In addition to parent meetings, coaches should conduct a team meeting to review rules and regulations with student athletes. An addendum to the student/parent handbook should be distributed and any additional rules you have should be discussed at this time (projector). All coaches should remind students and parents that they have signed the handbook on dragonfly.

## **PAYMENT OF FEES -**

All fees and spirit pack costs must be approved by SCBOE. Fee form must be approved and signed before receiving any money. See AD for help. Sample VB sheet is provided. Fees must be paid or arrangements made with the head coach by the beginning of the season for that sport. Payment of fees should be discussed with the parent and not the athlete. There are options available for all athletes to participate regardless of their ability to pay. Those families with special situations need to talk with the Athletic Director. We can set up payment plans and/or provide fundraisers to help with the cost of spirit pack items. A coach cannot charge more for spirit pack items than what it costs the school to purchase the items. All spirit pack items that are paid for are to be kept by the athlete at the end of the season. A child cannot take possession of any spirit pack item until that item has been paid for in full. A participation fee should be used to help cover general expenses. The maximum participation fee charged will be \$300 per sport. If you have fees that are greater than \$200, they must be approved by the AD. Ideally, we will get to the point where we can charge much less and maybe even eliminate the fee.

*We have only this moment, sparkling like a star in our hand – and melting like a snowflake.  
Marie Beyon Ray*

**MMS ATHLETIC PAYMENT PLAN**

Athlete Name Printed \_\_\_\_\_

Parent Name - \_\_\_\_\_

Address - \_\_\_\_\_

Phone - \_\_\_\_\_ E-mail - \_\_\_\_\_

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

Estimated Total Fees: \_\_\_\_\_

Payment Plan / Explanation (Outline your plan to pay the fees; example: \$100 per month for 6 months) \_\_\_\_\_

\_\_\_\_\_

Signatures - \_\_\_\_\_

Complete the form and return to your coach, or mail to: Sheila Jett, Athletic Director -  
Montevallo Middle School  
235 Samford Street Montevallo, AL 35115

## **PARENTS CODE OF ETHICS**

1. I will encourage good sportsmanship by being a positive role model through both my words and actions.
2. I will try my best to make athletics a positive experience for everyone involved, participants, coaches, officials, and spectators.
3. I will insist my child treat other players, coaches, officials, and fans with respect.
4. I will reinforce the school's drug and alcohol free policies and refrain from use of alcohol and other drugs before or during contests.
5. I will show appreciation for an outstanding play by either team.
6. I will be a "team" fan, not a "my child" fan.
7. I will help my child learn that success is measured by the development of skills, not winning or losing.
8. If I have a concern, I will talk to the coach at the appropriate time and place, i.e., never before, during or immediately after a contest.
9. I will do my best to remember that my ticket to a school athletic event provides me with the privilege of observing the contest, not berating the officials, coaches or players.
10. I will refrain from instructing my child during the game in order that they can play more freely without the added pressure from me. I will also make a point to notice and praise the good things that they do before I ever criticize them. I will do my best to work with them and help them understand and play the game better.

### PHYSICALS -

Each student-athlete is required to keep a current physical on file. In the past, Dr. Gary Howard in Calera has given these physicals FREE to our athletes that call ahead to make an appointment. We do offer a program with Andrews Sports Medicine to take all prospective athletes during the first week of January to get mass physicals completed for a minimum charge. This will keep all athletes current for the entire school year. If you wish to get physicals from your own physician, it is best to have them done in late spring (May), January or summer, in order to make sure your child is eligible for all sports throughout the entire school year.

### PLAYING TIME -

Playing time is an earned privilege not a right. Athletes earn playing time during the off season and in practice. Playing time or player positions should not be discussed between parents and coaches by any means of communication. Failure to abide by this rule could result in the athlete being removed from the team. Coaches should discuss playing time with athletes only.

### PLAYING UP -

Only the very highly skilled athletes shall be considered for the high school program according to one of the following criteria:

- a. The athlete has demonstrated unquestionable superiority in competition at the middle school level first.
- b. The highly skilled athlete does not have the opportunity to play at the middle school level.

c. The athlete's level of skill is so that he/she WILL start a majority of the games and/or contribute significantly to varsity level – not JV. \*\*This is a decision to be discussed by MHS/MMS coaches and THEN parents. Parents should not approach coaches requesting this act. Upon any disagreement between coaches, the AD and Principals of both schools will become involved to determine what is best for the student-athlete.

### **PROFESSIONAL DEVELOPMENT -**

Coaches should be mindful of keeping themselves up to date on new techniques and philosophies. It is an important part of a teacher's job to make sure they attend as many professional development opportunities as possible. NFHSlearn is a great resource.

### **PUBLIC RELATIONS -**

It is imperative that you maintain good public relations with parents and the community. It is an all too well known fact that these two groups can be our most valuable resource. Take time to return phone calls and let parents know ahead of time about scheduled events. As always, be a positive influence in the community.

### **QUITTING A TEAM -**

Any student-athlete that decides to quit a team during the season will be prohibited from participating on another school sponsored team; this includes practicing with another team until that team he/she quit has completed its season. If a student is disrespectful in quitting a team, he/she will not be allowed to participate in sports at MMS until cleared by the AD and/or principal. If a student-athlete is participating on two teams in the same season and quits one of them, the decision to allow him or her to continue on the other team will be at the discretion of the two head coaches involved. If necessary, the athletic director and principal will handle any extenuating circumstances.

### **RELATIONSHIP BUILDING WITH ATHLETES -**

A coach walks a very fine line as the manager of middle and high school athletic teams. Because the coach will be closer to the players on the team than with a typical student in the classroom, the coach must be mindful of not becoming a "buddy" to his/her players, as opposed to the coach – the authority figure for the program. Allowing the coach-player line to become blurred will often result in the players ultimately losing respect for the coach, and over time, the coach losing disciplinary control of the team. As the same time, however, the coach must create a relationship with each individual player in order to create confident, successful individuals who are focused on the team's goals and common purpose.

Relationship-building is founded on these core areas:

- Clear and honest communication
- Sportsmanship and character education framework
- Academic support structure
- Knowing and understanding each player at a level that is beyond their particular role on the team – in other words, knowing the player's home background, as well as other relevant information, and not just as the linebacker or left fielder on the team. Keeping everything in

perspective, coaches must remember that middle school athletics is not totally about winning and losing, even though the team's ultimate goal is going to be about being as competitive as possible. Since only very small percentage of high school student-athletes will excel to the higher levels of play at the collegiate and professional levels, high school athletics is more about building relationships and learning lessons on the playing fields that will transfer over into real life and prepare a young person for the future challenges that will one day face him/her.

#### REQUIREMENTS BEFORE FIRST PRACTICE -

The following list must be completed by the student-athlete BEFORE THE FIRST PRACTICE with any team:

- Be in "good standing" with the office in terms of discipline
- Meet academic eligibility requirements - dragonflymax - OTG
- Take and pass a medical exam with parent and physician signature
- Provide proof of insurance
- Complete forms (consent to participate).
- Attend parent team meeting – Sign up on Dragonflymax.com

#### ROSTERS -

Coaches should make an accurate listing of all athletes with names only and/or names and numbers. An additional emergency roster with their addresses, phone numbers, parent's names, and email addresses, etc. These rosters are used many times through the course of the year. Having it ready makes it easier to compile for whoever needs it. These rosters are sent to the booster club, other schools for programs, newspapers, etc. Each coach is required to keep a roster with emergency information with him or her at all practices and games and/or know how to utilize dragonflymax.com.

#### RULES CLINICS -

Head coaches of a sport are also responsible for attending the rules meeting and taking a test for their sport each year. The rules clinics are held during All-Star Week or can be taken online. The testing schedule is posted on ahsaa.com These requirements are mandated by the AHSAA. Our school or individual athletic program will be fined and possibly placed on probation if these requirements are not met.

#### SCHEDULING -

It is up to the head coach in each sport to schedule games, matches, etc. Coaches should work together making sure no conflicts arise with dates in the same season. Every effort should also be made to check with MHS and the city to avoid conflicts. After schedules are complete, copies should be given to the principal and athletic director. Consult the school and the gym calendar before scheduling practices and events that might conflict with others. Make sure all county and state policies are followed in regard to scheduling. Check the master calendar for weather days and avoid them.



**SELECTING TEAMS -** Each head coach has the responsibility of selecting his / her team. In some sports, it is necessary to select specific numbers due the squad size limitations. Coaches will post in advance the dates of try-outs. Each coach has his/her policy for selecting a team. Coaches will explain their expectations at the first day of tryouts and use a rating system. A student-athlete may be removed from a team by the parent, coach and/or administrator at any time during the season. Best practice equals the use of multiple drills over multiple days. Announcing teams should not be over the intercom or posted in the building at the beginning of a day of school. Best practices = posting on Fridays, after 2pm, letters and/or call backs.

#### **SPORTSMANSHIP RULING - AHSAA -**

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, an awareness is expected of the impact of an individuals' 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 our 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.

In the event that a negative situation escalates on the field or court, all players , fans and coaches have been instructed to stay on the sidelines. If anyone rushes the field/court or gets removed from the game for unsportsmanlike activity, he/she may be subject to a personal monetary fine by the AHSAA. The school will also receive an additional fine. Please help Montevallo keep its superb reputation for being a highly competitive school with awesome sportsmanship.

In the event that one of our athletes becomes involved in an unsportsmanlike situation. The athletic director along with school administration will investigate the incident and reserve judgment based on the severity of the infraction and/or number of previous problems. The athlete will be suspended from practices and game play until a final decision can be made.

#### **ALABAMA'S SPORTS OFFICIALS BILL:**

Alabama has become the 16th state to toughen the punishment of angry sports fans that attack officials, coaches and/or administrators. The law creates new crimes of harassing, menacing and assaulting sports officials, coaches and administrators. Ex. Under the new law, a second degree assault could result in a sentence of up to 20 years. The legislation applies to all levels of athletics from pee-wee ball to professional sports.

### **SUPERVISION -**

Coaches are responsible for supervising their players at all times. Athletes waiting for rides should wait with the coach. Coaches are expected to be with them until they have left the school grounds. This will make it imperative that you instruct them to have their rides here immediately after practice. Athletes should report directly to the coach at the beginning of practice. At no time should a team be wandering the halls and/or alone. Students are not allowed back in the main building at all without a coach. There are restrooms in the gym if a student is not picked up on time, the coach can call the Montevallo police department to come to MMS to assist with the matter. At no time should you take a child off campus in this situation. The officer will either find the parent or take the child. Parents that are consistently or excessively late need to be called in for a conference with the coach and athletic director. Never leave kids alone and never be alone with kids!

### **TRANSPORTATION -**

The athletic department will provide transportation to all scheduled events. Parents may be called upon, at times, to help transport teams to games, in the event buses/drivers cannot be obtained. Students are required to ride the bus back to MMS, unless the parent takes physical possession of his/her daughter off campus. Parents are NOT permitted to take other students, even with notes of approval (if students traveled to the event on a bus). Once students are back at MMS, they can be released with approval to others.

It is the individual coach's responsibility to secure transportation. If you need a bus and a driver, please see the secretary or administrator at least 2 weeks prior to the event. Also be aware of the calculations of cost for a bus and driver. There is a form available online. Each head coach should fill out and submit a FIELD TRIP REQUEST FORM, attaching a copy of all schedules in that particular sport. If parent drivers are to be used, a copy of each driver's license and valid auto insurance card is required on file in the office in addition to the field trip request form. If for some reason you are going to allow a student to ride home from a game with their parents, permission to do this must be in writing and signed by the parent and placed on file.

### **OUT OF STATE TRAVEL -**

Teams are allowed to take overnight trips to various tournaments or competitions. However, it is important to make sure that these trips are organized so that all players, parents, and coaches know exactly what is going on at any given time. Coaches should first make sure the appropriate forms have been approved by the board of education. Coaches should organize each day of the trip with a detailed itinerary stating the times players and parents are supposed to be doing various activities. The itinerary will also state the times that the players are expected to be in their rooms and asleep. The consequences of not following the itinerary should be made clear. Any parents that are keeping their kids in their rooms should be trustworthy and must be on the same page as the coach. If a coach feels that a parent/chaperone on the trip is not doing as they have been instructed, then the coach must make arrangements to remove any players from the parent's/chaperone's responsibility. The coach must have total control of the trip. If a coach cannot control the normal circumstances

around the lodging, transportation, and general actions of the athletes on the trip, then the coach must decide not to go on the trip. The itinerary for the trip should be turned into the Athletic Director prior to the trip. Changes to the itinerary may be made on the trip as necessary, but they should be documented and communicated to all players, parents and chaperones. You should also document when you reported the change, in case a question arises at a later date.

### **TRY-OUTS -**

If you coach a sport where students try-out for a spot on the team, be sure that you have some type of formula for choosing those students. This information should be in writing and should be kept on file just in case a question arises about the selection process. A simple score sheet or checklist is enough documentation. Please make students aware of your expectations day one and your method for selection. Must be multiple days. ASHAA does not approve summer try-outs.

### **ADDITIONAL FORMS/RESOURCES FOUND ON GOOGLE DOCS / Xdrive:**

- Audit Requirements – AHSAA
- Brain And Spinal Injuries
- Calendar Of Events - AHSAA
- Coaches' Children Scholarship Application
- Coach Of The Year Nomination
- Concussion Information Form\*
- Conduct Rule – Ejections – AHSAA
- Contests Completion Policies – FB, VB, BKB, BB, SCR, SB, TK, CC
- MMS Consent Form\*
- Discipline Documentation
- Fee Form Example
- Heat Stress And Participation
- School Day Insurance
- Lawrence Lemak Award
- MAC – Booster Club Application
- Physical Form\*
- Rules Test – Login Instructions AHSAA
- The Coach – AHSAA - Expectations
- Example Sponsor Form
- Website Instructions – AHSAA & Dragonflymax

*The man who does things makes many mistakes, but he never makes the biggest mistake of all – doing nothing. Benjamin Franklin*

## **TABLE OF CONTENTS**

Departmental Philosophy  
Middle School Goals and Objectives  
Letter to Athletes  
Letter to Parents  
General Policies and Procedures – A - Z  
Academic Policies  
AHSAA Forms  
Appointment to Coaching - Assistant Coaches  
Attendance  
Behavior of Coaches  
Booster Club  
Budgets  
Camps  
Checklist of Responsibilities for Coaches / Job Description  
Clean Up and Security  
Coach Contacts  
Coaching Duties  
Coaches Evaluation System  
Coach's Checklist  
Code of Conduct for Athletes  
Communication  
Community Projects  
Concessions  
Conflicts  
Consent / Insurance  
Dress Code  
Duties and Responsibilities of Staff  
Education Courses  
Eligibility  
Equipment  
First Aid / Infectious Control  
Fundraisers  
Gate Receipts / Workers  
Gym / Facilities  
Hazing  
Honors  
Injuries  
Inventory / Purchases  
Media Guidelines  
Meetings  
Payment of Fees  
Payment Plan

Parent Code of Conduct  
Physicals  
Playing Time Playing Up  
Professional Development  
Public Relations  
Quitting  
Relationship Building  
Requirements of Athlete  
Rosters  
Rules Clinics  
Scheduling  
Selection of Teams  
Sportsmanship  
Sports Officials Bill  
Star Sportsmanship  
Supervision  
Transportation  
Travel  
Try-outs  
Additional Forms / Resources

**ADDENDUM -**

Covid-19 Resources

- 1 - AHSAA screening tool
- 2 - Additional Safety Considerations for MMS Athletics
- 3 - Guidelines for return to athletics.PDF (AHSAA Medical Advisory's Best Practices)
- 4 - Memo: Shelby County Schools COVID-19 guidelines for athletics

*The most common way people give up their power is by thinking that they don't have any.*



**MONTEVALLO ATHLETIC DEPARTMENT - Acknowledgement of Athletic Handbook**

I acknowledge that I have been presented the Montevallo Athletic Handbook and understand the rules concerning eligibility and conduct for participants in the MMS athletic program. I realize that my child/myself may be subject to disciplinary measures should we be found in violation of any rules. I do agree to participate and conduct myself in accordance with the guidelines of the MMS athletic program.

---

Signature of Parent and Date

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Signature of Student-Athlete and Date

**\*\*REMINDERS -**

1. All eligibility forms need to be taken care of on dragonflymax.com before participation will be allowed. Please make sure you check the school code - ZWCVKP
2. By signing this form, I also acknowledge that I agree to utilize the AHSAA covid-19 screening form daily before sending my child to school, practice and/or competitions and follow all safety guidelines.
3. Please email me if you are interested in serving as team mom or dad. The person in this position will just help coordinate who will keep concessions, keep the gate, bring the pre-game meals, etc. -OR if you are interested in volunteering in any capacity.

Please provide your email and contact information on the sign in sheet or bottom of this page and the best way and time to reach you. This will enable us to get you updated information as well as last minute changes. It was great to meet everyone, and I look forward to the BEST EVER BULLDOG SEASON. Please let me know if you have any questions/concerns. The best way to contact me is by email. Go Bulldogs!!!

Sheila L. Jett, NBCT  
MMS Athletic Director  
Head Volleyball & Archery  
205-682-6419  
[sjett@shelbyed.org](mailto:sjett@shelbyed.org)

**MONTEVALLO ATHLETIC DEPARTMENT**

Acknowledgement of Athletic Handbook for Coaches

I acknowledge receipt of a copy of the Montevallo Athletic Handbook and have read the rules concerning eligibility and conduct for MMS athletes and coaches. I understand the rules and realize that I am subject to disciplinary measures should I violate them. I do agree to participate and conduct myself in accordance with the rules of our athletic program and other specific rules of my administrators.

\_\_\_\_\_Signature of Coach and Date



## **COACH EVALUATION QUESTIONNAIRE – for PARENTS / PLAYERS**

Please help us evaluate how well we did this season by telling us about your child’s coach. Our school is committed to providing the most positive and educational athletic experience for both you and your child. We expect our coaches to strive to win and at the same time help players learn lessons that will help them be successful in life. A POSITIVE COACH Honors the Game by showing respect for the rules, opponents, officials, teammates, and one’s self. Redefines “Winner” in terms of Mastery as well as the scoreboard by emphasizing effort, learning and improvement, and rebounding from mistakes rather than fearing them. This is the ELM tree of Mastery – (Effort, Learning, Mistakes = OK) Fills “Emotional Tanks” via positive encouragement so players can play their best.

MY CHILD’S COACH...

HONORING THE GAME Strongly Disagree Strongly Agree

Obedied the rules 1 2 3 4 5 6 7 8 9

Respected officials 1 2 3 4 5 6 7 8 9

Respected all players 1 2 3 4 5 6 7 8 9

Respected opponents 1 2 3 4 5 6 7 8 9

REDEFINED WINNER

Rewarded effort, not results 1 2 3 4 5 6 7 8 9

Helped players learn 1 2 3 4 5 6 7 8 9

Helped players improve 1 2 3 4 5 6 7 8 9

Had high expectations 1 2 3 4 5 6 7 8 9

FILLING EMOTIONAL TANKS

Used positive reinforcement 1 2 3 4 5 6 7 8 9

Encouraged players 1 2 3 4 5 6 7 8 9

Made the sport fun 1 2 3 4 5 6 7 8 9

Listened to players 1 2 3 4 5 6 7 8 9

Modeled positive behavior 1 2 3 4 5 6 7 8 9

Would you like your child to have this coach again? YES or NO

Please write the name of coach and sport and return to the Athletic Director.

---

## Montevallo Athletic Club, INC Membership Form 2020 (MAC)

The Montevallo Athletic Club, INC is a non-profit organization of dedicated parents, guardians, alumni, coaches, school administrators, and community members. Our goals and objectives are to:

- Give the youth of Montevallo the chance to play all sports.
- Provide the best sports facilities and equipment for our youth.
- Assist in building team, school and community spirit and pride.
- Provide additional opportunities for our youth.

The Athletic Boosters are only able to provide this support through fundraisers, and corporate sponsorships. There are no membership fees, we just need you! Not only does the MAC need you, our kids of Montevallo need you! By joining you will also receive our monthly newsletter and become part of a dedicated group of individuals who are making a difference by investing in our youth, our community and our futures. MAC, INC Membership Information 2020

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

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

Address: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Occupations: \_\_\_\_\_

E-mail Address:

\_\_\_\_\_

WILLING TO HELP?? Please check areas of interest below. THANK YOU!!

Membership

Fundraising

Parent Rep

Concessions

Facility improvement/Maintenance

MAC Board Member

Other \_\_\_\_\_

*The best thing about the future is that it comes only one day at a time. Abraham Lincoln*

## **ALL COVID-19 RESOURCES FOUND BELOW & ON AHSAA.COM**

### **ADDITIONAL SAFETY CONSIDERATIONS FOR MMS ATHLETICS -**

- Follow CDC, ADPH, SCBOE & MMS Guidelines
- Emphasize personal safety at all times - good personal hygiene (washing/sanitizing hands often, safe physical distancing, face coverings, sneezing/coughing into tissues and/or elbows when not available, keeping hands away from eyes, nose and mouth, self-monitoring, etc.)
- Set up dragonfly messaging and/or Remind to communicate with parents ASAP
- Students will not be allowed to try-out and/or come to practice until dragonfly is completed. Coaches can make arrangements to meet with parents that are having difficulty. The most common problem is using the wrong school code. Tell them to make sure to use ZWCVKP or they will have to do all the forms again. It is the responsibility of the coach to verify health insurance and check documents for accuracy (Ex. - current physical on revised 2018 form - signed by MD or DO and not nurse practitioner).
- Coaches need to keep very accurate records - especially attendance and seating charts. The AHSAA screening tool should be sent home to parents. (This can be accessed at [ahsaa.com](http://ahsaa.com)) The forms do not have to be collected daily b/c the handbook acknowledgement form that will be signed by parents states that they will screen their child daily before sending him/her to school and/or practice/games.
- On campus meetings are not yet approved - Virtual meetings recommended until the okay to gather on campus for team/parent meetings (Meet outside when possible using cones to dictate safe spacing and have parents bring their own chairs)
- Offer NON-ESSENTIAL spirit attire through BSN but do not require it. Provide as much equipment as possible to decrease cost (Ex. minimum participation fees but charge enough to cover expenses - travel, officials, equipment, etc.)
- Consider volunteer travel - collect hard copy forms and make a copy for AD. If you must travel by bus - consider 2 buses to space students out. Utilize assigned seating and keep seating charts. Face forward at all times. Coaches can sit in the back to monitor athletes. Load from back to front, keep face coverings on, keep windows open when possible and sanitize surfaces when students have exited.
- Consider selling HOME game tickets ahead of time (providing packages of 5 games or a single game, etc.) to cut down on cash and lines at the gate.
- Have germX at entry/exit of the facility and keep wipes and other sanitizing equipment available for all.
- So far, AHSAA is allowing game play without a mask but to my understanding requiring them for personnel on the bench. Coaches must wear them at all times during competition - pregame and postgame.
- Stagger dressing in/out times and have board employees monitor locker rooms to enforce face coverings and physical distancing.

- Make sure to require a mask at practices when students are within 6 feet and/or participating in activities of high exertion. Students should wear masks when transitioning in/out and in all common areas.
- No sharing of ANY items/equipment - towels, uniforms, gloves, etc. If you are providing water cans to refill bottles, an adult should dispense the water to avoid students touching the button and monitor that students are not jamming their open container too close and contaminating the water.
- No handshakes, fist bumps, high fives, etc. between schools. Very limited and only necessary physical contact should be made with members of the same team (cheer - stunting, basketball blocking out, football blocking, etc.). Students should be told to sanitize hands during water/rest breaks. When equipment like balls have to be shared, the coaches should take time between drills to sanitize them.
- Consideration should be given to procedures for pre-game meals. It might be best that students bring their own snacks/food and/or have it delivered to MMS by 3:00, etc. Coaches could make PB&J sandwiches or prepare food for students but allowing parents to prepare and serve is too risky.
- Coaches can illicit help from players/managers to clean at the end of practices, but the responsibility to make sure all surfaces including restrooms is sanitized before leaving rests with the coach. Copy of cleaning procedures copied to AD.
- Cleaning up after a game. In the event, we are allowed fans with full or limited capacity - please put out several garbage bins with bags and encourage fans to utilize receptacles and clean their areas before leaving. Provide students/parents rubber gloves to pick up garbage. Care should be taken not to drag the cans across the floor when receptacles are taken outside of the gym to the dumpster. Bags should only be removed once the cans are outside. Coaches should have the mop water prepared ahead of time and although volunteers can be solicited to sweep and mop, it is the responsibility of the coach to make sure it is done correctly and then all cleaning equipment is sanitized. In the past, players and parents elected to leave and/or were dismissed immediately following a game leaving the coach to clean up the gym/stadium. Some teams elect to meet at the stadium the next day for practice to clean (as long as MHS or other teams are not hosting games the next day, this is fine. However, the gym must be cleaned each night before leaving for PE the next morning. Please make sure all athletes are wearing a mask while cleaning and until they are picked up by a parent. When dismissing from the front of the gym, coaches should make students stand by his/her own column until parents arrive. Walkers should leave immediately and no one is allowed to just stand around and congregate in the gym and/or parking lot. If a parent is not helping out, then they need to leave immediately and wait in the car. This can be gone over at the preseason parent meeting.

## **Shelby County Schools COVID-19 Guidelines for Athletics**

TO: Principals and Athletic Directors

According to guidelines from the Alabama Department of Public Health and the AHSAA Best Practices for school sponsored athletic activities, please review the attached guidelines in anticipation for student groups returning back to the school campus next week. In an effort to make these guidelines fit into the Shelby County School System we are issuing more specific direction:

No Shelby County School shall begin any summer activity until June 3<sup>rd</sup> (or until after their school's graduation ceremony has occurred).

For the month of June only weight training and conditioning shall occur, with priority of facilities given to fall sports.

Each school must identify which spaces are able to be used for athletic activities. Any indoor areas must be measured to determine square footage so each space can adhere to 1 person per 36 square feet, as per the guidance issued by the AHSAA. Each space will be limited based on its individual size restrictions.

Coaches must divide athletes into groups. These groups will remain static (unchanging) throughout the entire summer's activities... Special attention must be given to the size of student groups and how this might be incorporated into any class meeting session.

Areas of workout and conditioning (i.e. weight rooms and gyms) must be cleaned in between each group, or per each individual use, depending on the nature of the activity. It will be the responsibility of the coaching staff to ensure all areas are properly sanitized. (refer to AHSAA guidance)

All athletes and coaches must have masks and they must be worn according to AHSAA guidelines.

Parents must be asked to monitor athletes for temperature of 100.4 or greater, cough, sore throat, shortness of breath, close contact with COVID-19 positive person and keep their athlete at home until symptom free for 24 hours. This is specific guidance given by the ALSDE.

Coaches must adhere to the same guidance.

No summer athletic activity is mandatory, per AHSAA rules. If an athlete misses due to sickness or parent holding them out for any other reason, coaches should be prepared to readily accept this and not put undue pressure on student athletes. Additionally, any misses should not be held against the athlete in any way.

Facilities will have a single point of entry and a separate point of exit which must be adhered to. All arrival and dismissal times for student groups and teams should be staggered to prevent large numbers of students grouping up.

All athletic activities will have to be scheduled and coordinated through building administration and/or local athletic director. Consideration should be given to other non-athletic groups that may be utilizing the facilities.

Please note that if/when a student athlete or staff member is confirmed positive for COVID-19, that school's campus and all athletic facilities will be closed for a period of time for arrangements to be made for cleaning.

**AHSAA COVID-19 Screening Form**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Birth Date:** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Best phone number to contact:** \_\_\_\_\_

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **Have you travelled outside of Alabama within the last 14 days?**

**Locations:**

\_\_\_\_\_  
\_\_\_\_\_ **Yes** \_\_\_\_\_ **No** **Temperature > 100.4** \_\_\_\_\_ **Recorded Temperature**

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No** **Have you had contact\* with a person with a confirmed case of COVID-19?**

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No** **Have you had contact\* with a person with a suspected case of COVID-19? \*Contact is defined as less than 6 feet separation for more than 15 minutes without adequate personal protective equipment.**

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No** **Have you had a fever within the last 14 days?**

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No** **Have you had a forceful dry cough or productive cough within the last 14 days?**

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No** **Have you had difficulty breathing or shortness of breath within the last 14 days?**

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No** **Have you had chills or repeated shaking with chill within the last 14 days?**

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No** **Have you had new unexplained muscle pain within the last 14 days?**

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No** **Have you had a new or atypical headache for you within the last 14 days?**

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No** **Have you had nausea, vomiting or diarrhea within the last 14 days?**

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No** **Have you had a sore throat within the last 14 days?**

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No** **Have you been tested for COVID-19 in the last 2 weeks? Yes exception if done for preoperative screening, indicate below**

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No** **Have you had a recent sudden loss of taste or smell? Additional Notes:**

\_\_\_\_\_  
\_\_\_\_\_

**Advice given:** \_\_\_\_\_ **Return home.**

**Contact personal physician or local Health Department**

\_\_\_\_\_ **Conservative treatment, low suspicion for COVID**

## Montevallo Middle School Coaches 2021 - 2022

Our coaching staff is very committed to providing the best experience possible for your child. If you have any questions about a particular sport, use the email addresses provided to contact the head coach or call the school directly. If you have any concerns after speaking with the head coach, please contact the athletic directors - S. Jett and/or B. Horton.

MAIN OFFICE – 682-6410/ Head Athletic Director – Sheila Jett - 682-6419

<b>BASEBALL</b> - (MHS) - Josh Bennefield	<a href="mailto:jbennefield@shelbyed.org">jbennefield@shelbyed.org</a>
<b>BASKETBALL</b> (Boys) Maury Grayson – Assistant - Matt Williams	<a href="mailto:mgrayson@shelbyed.org">mgrayson@shelbyed.org</a> <a href="mailto:mwilliams@shelbyed.org">mwilliams@shelbyed.org</a>
<b>BASKETBALL</b> (Girls) - Sheila Jett Assistant - Michael Gilbert &Shahalani Gilbert	<a href="mailto:sjett@shelbyed.org">sjett@shelbyed.org</a> <a href="mailto:sgilbert@shelbyed.org">sgilbert@shelbyed.org</a>
<b>CHEERLEADING</b> Anitra Stallworth – Assistant - Lauren Liveoak	<a href="mailto:astallworth@shelbyed.org">astallworth@shelbyed.org</a> <a href="mailto:lliveoak@shelbyed.org">lliveoak@shelbyed.org</a>
<b>CROSS COUNTRY</b> Betsy Moore –	<a href="mailto:emoore@shelbyed.org">emoore@shelbyed.org</a>
<b>FOOTBALL</b> Brandon Horton – <b>Co-Head</b> - Maury Grayson – Assistants - Matt Williams, Angie Stewart Volunteers - Danny Horton, Carl Sellers, A. Haynie	<a href="mailto:chorton@shelbyed.org">chorton@shelbyed.org</a> <a href="mailto:mgrayson@shelbyed.org">mgrayson@shelbyed.org</a> <a href="mailto:mwilliams@shelbyed.org">mwilliams@shelbyed.org</a>
<b>GOLF</b> - Jacob Stanley –	<a href="mailto:jstanley@shelbyed.org">jstanley@shelbyed.org</a>
<b>SOCCER</b> - Liliana Martinez Assistant - Laura DeRocher Volunteers - M. Chavez and D. Chavez	<a href="mailto:lmartinez@shelbyed.org">lmartinez@shelbyed.org</a> <a href="mailto:l2derocher@shelbyed.org">l2derocher@shelbyed.org</a>
<b>SOFTBALL</b> - Geoffrey Lockhart (MHS) Assistant - M. Robinson (MES)	<a href="mailto:glockhart@shelbyed.org">glockhart@shelbyed.org</a> <a href="mailto:m3robinson@shelbyed.org">m3robinson@shelbyed.org</a>
<b>TENNIS</b> - Talerie Jackson & Beth House (MHS)	<a href="mailto:tjackson@shelbyed.org">tjackson@shelbyed.org</a>
<b>TRACK</b> - Betsy Moore – Girls <b>Boys</b> - Brandon Horton –	<a href="mailto:emoore@shelbyed.org">emoore@shelbyed.org</a> <a href="mailto:chorton@shelbyed.org">chorton@shelbyed.org</a>
<b>VOLLEYBALL</b> - Sheila Jett – Assistant - Shahalani Gilbert –	<a href="mailto:sjett@shelbyed.org">sjett@shelbyed.org</a> <a href="mailto:sgilbert@shelbyed.org">sgilbert@shelbyed.org</a>
<b>WRESTLING</b> - William Taylor - Assistant - J. Langer	<a href="mailto:wtaylor@shelbyed.org">wtaylor@shelbyed.org</a> <a href="mailto:Glanger@shelbyed.org">Glanger@shelbyed.org</a>

### ATHLETIC DIRECTORS

Head - Sheila Jett –	<a href="mailto:sjett@shelbyed.org">sjett@shelbyed.org</a>
Assistant - Brandon Horton –	<a href="mailto:chorton@shelbyed.org">chorton@shelbyed.org</a>

### Principal -

Dr. Jenise Hampton	<a href="mailto:j3hampton@shelbyed.org">j3hampton@shelbyed.org</a>
Assistant - Shellie Little	<a href="mailto:slittle@shelbyed.org">slittle@shelbyed.org</a>

