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FAYETTE COUNTY PUBLIC SCHOOLS

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The Kentucky High School Athletic Association (KHSAA) Handbook has also been a valuable resource. Relevant sections of the KHSAA Handbook have been reproduced to make this guide more useful to coaches and administrators.
ATHLETIC PARTICIPATION GUIDELINES

It shall be the philosophy of the Fayette County Public Schools’ Athletic Departments that athletes shall enjoy as many sport seasons as the student-athletes and their parents wish them to participate in without influence from any coach to specialize in one sport. All coaches should encourage participation in other sports. In order to embrace this philosophy, our coaches agree that:

- Once the season has started no athlete which is dropped from one squad for disciplinary reasons, or who “quits”, shall be eligible to compete in another sport. No athlete may play (or try-out for) another sport until the previous one has been completed and all school equipment is returned.

- Students may participate on teams during the same season if it is acceptable to both coaches and it does not interfere with school work.
THE MISSION OF FCPS ATHLETICS

Fayette County Public Schools is committed to student-athlete success and competitive excellence by creating an inclusive environment through developing and retaining quality people. Providing a great fan experience, inspiring community engagement and serving as a source of pride for Lexington.

Fayette County Public Schools Athletic Directors shall implement all guidelines of the Fayette County School Board, School SBDM, Kentucky High School Athletic Association (KHSAA) and Federal Laws to ensure fairness, safety and equity for all students participating at any level of athletics in Fayette County Public Schools.
CORE VALUES

Below are the core values of FCPS Athletics. They guide our actions, our decision-making, and how we conduct ourselves.

Student-Athlete Experience—we provide an environment that promotes personal, academic, athletic and social development.

Integrity—we are honest, respectful and accountable.

Excellence—we maximize our efforts and talents to ensure FCPS student success.

Respect—we value the importance of diversity, fairness, goodwill and sportsmanship.

Equity—we strive to provide all students with support, opportunity and access to participate.

School Pride—we support an atmosphere that embraces school spirit, honors tradition and develops our students.

Community and School Engagement—we are dedicated to integrating our activities and volunteerism into school life and the community.
SECTION I

HIGH SCHOOL ATHLETICS
HIGH SCHOOL ATHLETIC PROGRAMS
OFFERED IN FAYETTE CO PUBLIC SCHOOLS

FALL SPORTS
Cheerleading
Cross Country, Boys/Girls
Dance
Football
Golf, Boys/Girls
Soccer, Boys/Girls
Volleyball

WINTER SPORTS
Archery, Boys/Girls
Basketball, Boys/Girls
Bowling, Boys/Girls
Cheerleading
Dance
Swimming/Diving, Boys/Girls
Wrestling

SPRING SPORTS
Baseball
Bass Fishing, Boys/Girls
Dance
Softball
Tennis, Boys/Girls
Track and Field, Boys/Girls

All sports can be organized on varsity, junior varsity and freshmen team levels.
Scheduling Policies and Guidelines for High Schools

All schedules of athletic events must be approved by the athletic director of the high school. The athletic schedule shall fulfill all conference, district, or regional requirements as set forth by the KHSAA.

No regular season games may be scheduled on a date that would require loss of school time for travel or play, unless approved by FCPS Director of Athletics or principal.

When possible, games should be scheduled to avoid affecting semester ending exams.

Travel for Games – See Fayette County Public Schools Board Policies (09.36) and Procedures

Travel Forms – See Appendix B

Admission Prices for Athletic Contests

Volleyball, Football, Soccer, Basketball and Track

- Adult $6.00, Student $4.00

Baseball and Softball

- Adult $5.00, Student $3.00

Stand-alone freshman/JV games

- Adult $3.00, Student $2.00

Children five and under

- No charge

Gold Cards, KHSAA passes, trainer passes, administrator passes, and 10th and 11th Region referee passes and complimentary athletic passes (see website for details)
Admission Prices for Special Athletic Events

Children five and under no charge

Schools discretion:

- Including, but not limited to, bowl games, classics, tournaments, invitational competitions and varsity double headers.
- Presale costs of student tickets.
- Multiple event discounts.

Employment of Game Officials

Officials who are employed by Fayette County Public Schools to officiate a regular scheduled contest shall be properly licensed by the KHSAA.

No person employed by Fayette County Public Schools is allowed to officiate games, contests or match within Fayette County.

The Commissioner of the KHSAA has established bureaus to assign officials. Fayette County Public Schools shall employ officials assigned by the bureaus of the KHSAA.

The athletic director, head coach or principal of the school shall promptly notify assigned officials whenever a contest is postponed or canceled.

Fayette County Public Schools will follow the guidelines and fee schedules set by the KHSAA for contest officials. Refer to the KHSAA Officials Division Guidebook for additional information.

Eligibility Requirements

Complete list of KHSAA athletic requirements.

Fayette County Public Schools athletic policy.

In some instances an eligibility requirement may exceed that of the KHSAA.

Eligibility requirements are revised periodically. Current by-laws may be found in the KHSAA Handbook

Home Schooled Student/Home Bound/Home Hospital. KHSAA By-law 4, KAR 7:120

Rezoning Implementation Plan (See Appendix J)

Fayette County Academic Grade Requirement – see Fayette County Public Schools Student Code of Conduct Handbook

Student Accident Insurance Requirement

All students, regardless of family coverage, are required to purchase the $25 athletic insurance policy. This fee is a once-time-a-year fee regardless of the number of sports a student plays.

Middle School Athletic Eligibility Regulations for High School Athletic Participation

Students have a chance to play for their high school of residence, determined by the Fayette County School Board of Education. Middle school students may play for their middle school teams as well as the high school team.

Middle school students’ participation on a high school varsity team does not affect the eligibility of any middle school student. A student’s
eligibility is established once a student enters the ninth grade and participates on a varsity athletic team.

All students, regardless of family coverage, are required to purchase the $25 athletic insurance policy. This fee is a once-time-a-year fee regardless of the number of sports a student plays.

**District-Approved Regulations for Middle School Students Participation on a high school team.**

*KHSAA Bylaw 4, Enrollment Requirements* – sets the rules governing all schools in Kentucky regarding below grade nine participation (7th and 8th grade students only).

The Fayette County Public School District Policy regarding participation of students below the ninth grade in high school programs is:

- Middle school students may participate on the high school in their school of residence area only as defined by the Fayette County Board of Education.
- Middle school students must be approved by the Director of Athletics prior to any participation on the high school level.
- Application forms are available through the athletic director at your high school of residence. The Director of Athletics will notify the school once approval is granted.
- Middle school students, regardless of whether they have applied and received admission to a high school based on a program, still may only play for their high school of residence, determined by the Fayette County School Board of Education.

**Student Transfer Rules**

Students entering ninth grade are eligible for sports at whatever school they attend, but after ninth grade, any varsity athlete who is granted a
transfer to another FCPS high school will be ineligible for athletics for one calendar year from the date of enrollment. This rule is reflective to KHSAA Transfer Rule—Bylaw 6.

Unless:

- There has been a Bona Fide* change in residence into the specified (new) attendance area.
- Students are transferred according to Board of Education Ruling/Decision (aka. redistricting, removal from current placement).
- Divorce—Please see KHSAA bylaw 6, section 2, letter € for clarification
- Change in Sole Custody—Please see KHSAA bylaw 6, section 2, letter (f) for clarification.
- Change in Joint Custody—please see KHSAA bylaw 6k, section 2, letter (g) for clarification.
- Death—Please see KHSAA bylaw 6, section 2, letter (h) for clarification.

If the student played in a varsity contest, he or she must also be cleared under the KHSAA Transfer Rule – Bylaw 6 [http://khsaa.org/handbook/bylaws/20162017/bylaw6.pdf](http://khsaa.org/handbook/bylaws/20162017/bylaw6.pdf).

**All intra-district transfers must be approved by FCPS Director of Athletics prior to any participation. Transfer forms are available through each school’s athletic director or online under District Athletic Webpage.**

*(1) A bona fide change of residence means the uninterrupted moving of the permanent residence of the entire family unit of the student as composed when the student was eligible at the sending school (including one or both parents if at that residence) from one school district or defined school attendance area into another school district or defined school attendance area prior to a change in enrollment of the student.
*(2) To be considered bona fide, the change must remain uninterrupted for the entire period during which the student would have been ineligible if the exception was not applied.

*(3) A student who becomes emancipated does not have a bona fide change of residence by virtue of his or her emancipation and change of residence for purposes of satisfying this exception.

*(4) Determinations of whether a student shall be granted a waiver pursuant to this exception shall be based on the circumstances existing as of the date of enrollment at the new school.

**Conduct of Participants/Helpers in Athletic Events**

A student under suspension from the school shall not be permitted to participate in practice sessions or athletic events during the suspension period. See Fayette County Public Schools Student Code of Conduct Handbook.

Any student, contest official or other official school representative who is under penalty or discipline or whose conduct is such as to reflect discredit upon the school or the KHSAA is not eligible. See [KHSAA’s Bylaw 15: Practice of Sportsmanship](#).

**Athletic Seasons**

The beginning and ending of the athletic season for each sport is set forth in the specific provisions for each sport by KHSAA Bylaw 23: Limitation of Seasons. There are not authorized extended athletic seasons outside of these guidelines, including organization of summer leagues or teams.

Contests shall be scheduled so that there are not four (4) consecutive days of competition on any Monday through Thursday period while school is in session.
For all interpretations and regulations concerning the ending of the school year, including restrictions on coaching involvement, the end of the school year shall be defined as the earlier of the last day of school or May 31.

**KHSAA Bylaw 24: Summer Sports and Sports/Activities**

**Summer Dead Period**

- Students may not receive coaching or training from school personnel (either salaried or non-salaried) and school facilities, uniforms, nicknames, transportation or equipment shall not be used each year in any KHSAA sanctioned sport or cheerleading squad during the period beginning the day of June 25 through July 9, all inclusive. School funds may not be expended in support of Inter-Scholastic athletics in any KHSAA sanctioned sport during this period. These restrictions shall not apply to postseason wrap-up activities, celebrations and recognition events relating to a spring sports team at a school which participate in KHSAA state championship play in that particular sport during that particular year.

**KHSAA Bylaw 23: Out of Season Conditioning Programs**

A coach could aid in the skill building for an out of season conditioning program of running, weight lifting, or sport specific skills.

The conditioning program must be open to all student athletes, male and female. All students participating in the conditioning program are covered by the districts liability insurance.

An employee must be present to provide DIRECT SUPERVISION of student athlete participants in the conditioning program. The school insurance is in effect when the conditioning program is an approved
school activity and when a coach is present to provide direct supervision of a student athletic participants.

Any out-of-season conditioning program is voluntary for the student athletes and shall not be a prerequisite for participation in any sport.

Out-of-season conditioning programs are not to interfere with the student athlete’s participation in regular in-season sport.

If practice is held off campus, it must be approved by the athletic director. A FCPS employee must be present for athletes to be covered by insurance.

**Facilities for Practice and Games**

Facilities used for practices and games should be checked daily for safety hazards by the coaching staff of school staff member as assigned by the principal.

The Department of Physical Support Services shall provide the maintenance of facilities including mowing and seeding.

**KHSAA Bylaw 23: Scrimmage Rule**

**KHSAA Bylaw 23: Limitation of Seasons – Sport Specific Rules**

**Practice Sessions**

No practice sessions are permitted in any Fayette County Public High School on the following holidays: Thanksgiving Day, Christmas Day and New Year’s Day. Any exception for practice must have prior approval of the building principals, athletic director and the Director of Athletics.

Practice sessions shall not be permitted in any Fayette County Public High School on days when the school is closed because of inclement weather or other emergency conditions. If conditions improve and are
considered safe, the Superintendent may grant permission to practice. Practices or contests should take place no more than six days of the week. The schedule should be monitored by the school athletic director. No player shall be penalized for missing practice during a holiday, inclement weather, emergency conditions, or Sundays if he/she has a valid reason and has cleared his/her absence with the coach for the sport involved.

Practice sessions are defined as a period of time spent instructing, trying out and/or preparing for the competitive athletic event. The practice session shall include:

- Structured, organized practice activities.
- The direct supervision of a coach.
- Length of time for practice sessions shall not exceed two (2) hours, excluding the time required for dressing and showering.

Heat Index Precautions – see Appendices C, D and E

**Cancellations of Games**

When schools are closed because of inclement weather or other emergency conditions, the principal and District Director of Athletics, in consultation with the superintendent, will make a determination as soon as possible if athletic contest(s) scheduled for that day will be played.

When inclement weather or other emergency conditions exist and school is not in session, weekends and/or holidays, the principal and district Director of Athletics with approval of the superintendent, will make a determination as to athletic competition depending on current conditions.

When school is in session and inclement weather or other emergency conditions occur during the school day, the principal and District
Director of Athletics with approval of the superintendent shall make a determination as to athletic competition with school dismissal.

**KHSAA Bylaw 10: Awards Policies**

**Sportsmanship – See Appendix K**

**Safety and First Aid Procedures**

School Administrators and coaches shall strive to see that athletics provide a safe, healthy experience for participants and helpers and shall take appropriate measures to minimize the number and degree of seriousness of athletic injuries. The following safety procedures are essential:

- A team shall consist of the number of players that the coaching staff can properly supervise.
- Always stress safety.
- Require players to warm up thoroughly before participating and cool down thoroughly after participating.
- Stress safety in teaching techniques and elements of play.
- Analyze injuries to determine their causes and attempt to formulate ways to prevent such injuries in the future.
- Discourage the use of tactics and techniques that lead to injuries.
- Structure and plan practice sessions carefully and see that they are neither too long nor too short.
- Provide adequate personal protective equipment (PPE). Careful attention shall be given to proper fitting and adjustment of equipment.
- Equipment shall be properly maintained and not altered in any way.
- Players and coaches shall be thoroughly knowledgeable of the rules of game.
- Stress that athletes should always inform the coach of any injury.
- The coach is responsible for creating an atmosphere that motivates
fair play, self-control, consideration for others, and proper conduct in all situations.

- Emergency numbers shall be available for immediate use.
- Participants or helpers who have had injuries should be checked very carefully before being allowed to further participate, practice, or play. Athletes with injuries who have been treated by a physician must have the physician’s permission before being permitted to participate, practice, or play.
- The coach shall be knowledgeable for the medical services capabilities of the host school at away games.
- An emergency action plan must be developed by the coach and the athletic trainer for each sport. This plan must be followed in case of an emergency. If an athlete is transported by ambulance, a Fayette County Public Schools staff member must accompany the student athlete to the hospital.

**First Aid Procedures for Athletics**

The Student Accident Information Form shall be completed on all athletically connected injuries. One (1) copy shall be kept on file in the school and the other copies shall be sent to the Division of Risk Management and Safety.

All injuries shall be inspected thoroughly, and if there is the slightest question in regard to the degree of injury, always threat the injury as serious.

Precautions shall be taken for excessive heat during practice and games. This is particularly important for summer or hot weather activities. Coaches shall be aware of and take measures to prevent heat exhaustion, heat stroke, and other related heat injuries.

First aid treatment and care shall be administered, whenever possible, by properly trained personnel.
Communication Procedures for Injury

Have access to a working phone with the following numbers:

- Ambulance/rescue squad
- Parents/guardians
- Team physician/family physician
- School administrator
- Athletic trainer

Procedures/Medical Evacuation Plan for Serious Injury

Survey the accident scene.

Remain calm.

Check for the following:

- Breathing
- Bleeding
- Choking
- Send for help
- Call for ambulance or rescue squad (9-1-1)
- Report injury to administration.
- Administration shall call parents.
- Render First Aid
- Keep injured calm and immobile until medical help arrives.
- Try to make injured as comfortable as possible.
- Administer first aid to injury within the boundaries of your knowledge and capabilities.
- Treat for shock

Insurance Coverage for Athletic Participants

Students must pay $25 for athletic insurance.

The student athletic insurance covers, on a blanket basis, all players, managers, statisticians, cheerleaders and helpers in any capacity while trying out for and/or participating in any of the interscholastic athletic
programs listed at the beginning of Section 1 of these guidelines, and while participating in out-of-season conditioning programs and summer activities, as long as such programs and activities are under the supervision of a Fayette County Public School employee. The insurance also covers travel directly to and from practice, competition, and out-of-season conditioning programs and summer activities, provided such group is at the time under supervision of the proper adult authority.

Student athletic insurance is required for all participants for several reasons. The two most important reasons are:

- To guarantee that all participants have insurance coverage.
- To provide for coverage of claims which the primary insurance company does not pay.

Many of the main benefits, policy limits, terms, conditions, and exclusions relating to the student athletic insurance are described in a summary located on the Risk Management and Safety page on the District’s website. A copy of the student athletic insurance claim form may also be found on the Risk Management and Safety page.

Procedure for filing a claim:

- Pickup claim form from the school trainer, on Fayette County Public Schools website, Athletic Director, or Principal’s office.
- Have a school official complete and sign the school’s portion of the claim form.
- Parent or guardian must complete “Parents” portion of the form. Please be sure to sign authorization.
- Mail completed form, itemized medical bills and evidence of other insurance payments or denials to the student athletic insurance company at the address listed on the student athletic insurance claim form.

The Student Accident Information Form should be completed for ALL
serious injuries as determined by the Coach, Trainer and/or Athletic Director. The Coach should note on the form that this was a KHSAA event.

The student athletic insurance is “excess insurance”. This means amounts which might otherwise be payable under the student athletic insurance will be reduced by the total amount of medical care benefits available under other insurance plans. Before a claim is filed with the student athletic insurance company, a claim should first be filed with the student’s or athlete’s personal or group insurance company. Copies of itemized medical bills and evidence of other insurance payments or denials should then be included with the student athletic insurance claim form when it is sent to the student athletic insurance company.

Do not delay in filing claims. The student athletic insurance provides coverage only if the first expense is incurred within 26 weeks after the accident and other expenses are incurred within one (1) year after the accident.

**Procedures for Athletic Complaints**

Written complaint submitted to head coach. Conference between complainant and head coach to occur.

If the complainant is not satisfied, he or she shall be advised of his or her next steps in the process.

While the above complaint process may be appropriate for general athletic matters, nothing prohibits an individual from reporting allegations of misconduct directly to the principals.

**Responsibilities of Athletic Coaches, School Athletic Directors**

Responsibilities of the head coach. See Appendix I
Responsibilities of the assistant coach. See Appendix J.

Responsibilities of the high school athletic director and assistance director discretionary position. See Appendix K and L.

No volunteer coaches are allowed to be a member of the coaching staff.

**Facility Usage** – See [Fayette County’s Use of District Facilities](#)
SECTION II

SPECIFIC PROVISIONS FOR HIGH SCHOOL SPORTS
Archery – Boys and Girls

- See KHSAA Rules and Limitation of Seasons (Bylaw 23)
- See KHSAA Competition Rules for Archery
- Each Fayette County Public High School will participate in a yearly city tournament. The city tournament will comprise only the six (6) Fayette County Public High Schools. The tournament will be run in a tournament format and the number of places awarded will be by a vote of consensus from the six (6) Fayette County coaches.

Baseball

- See KHSAA Rules and Limitation of Seasons (Bylaw 23)
- See KHSAA Competition Rules for Baseball
- Each Fayette County Public High School varsity team must play at least two (2) regular season games each year with every other Fayette County Public High School (home and home)

Basketball – Boys and Girls

- See KHSAA Rules and Limitation of Seasons (Bylaw 23)
- See KHSAA Competition Rules for Basketball
- See Basketball/Football Contestant on Other Teams, Postseason and All-Star Games (Bylaw 9)
- Each Fayette County Public High School Varsity Team must play at least two (2) regular season games each year with every other Fayette County Public High School (home and home)

Bass Fishing – Boys and Girls

- See KHSAA Rules and Limitation of Seasons (Bylaw 23)
- See KHSAA Competition Rules for Bass Fishing
- Each Fayette County Public High School will participate in a yearly city tournament. The city tournament will only comprise the six (6) Fayette County Public High Schools. The tournament will be run in a tournament format and the number of places awarded will be by a vote of consensus from the six (6) Fayette
County coaches.

**Bowling – Boys and Girls**

- See [KHSAA Rules and Limitation of Seasons (Bylaw 23)]
- See [KHSAA Competition Rules for Bowling]
- Each Fayette County Public High School will participate in a yearly city tournament. The city tournament will only comprise the six (6) Fayette County Public High Schools. The tournament will be run in a tournament format and the number of places awarded will be by a vote of consensus from the six (6) Fayette County coaches.

**Cheerleading**

- See [KHSAA Rules and Limitation of Seasons (Bylaw 23)]
- See [KHSAA Competition Rules for Cheerleading]
- No more than twenty (20) cheerleaders will be allowed on the sideline during Fayette County Public High School basketball games. During pre-game introductions and time-outs, all squad members may be on the floor.

**Cross Country – Boys and Girls**

- See [KHSAA Rules and Limitation of Seasons (Bylaw 23)]
- See [KHSAA Competition Rules for Cross Country]
- Each Fayette County Public High School will participate in a yearly city meet. The city meet will only comprise the six (6) Fayette County Public High Schools. The match will be run in a tournament format and the number of places awarded will be by vote of consensus from the six (6) Fayette County coaches.

**Dance**

- See [KHSAA Rules and Limitation of Seasons (Bylaw 23)]

**Football**

- See [KHSAA Rules and Limitation of Seasons (Bylaw 23)]
See Specific Football Equipment Timeline
Each Fayette County Public High School varsity team must play at least one (1) regular season game each year with every other Fayette County Public High School.

Golf – Boys and Girls
- See KHSAA Rules and Limitation of Seasons (Bylaw 23)
- See KHSAA Competition Rules for Golf
- Each Fayette County Public High School will participate in a yearly city match. The city match will only be comprised of the six (6) Fayette County Public High Schools. The match will be run in a tournament format and the number of places awarded will be by a vote of consensus from the six (6) Fayette County coaches.

Soccer – Boys and Girls
- See KHSAA Rules and limitation of Seasons (Bylaw 23)
- See KHSAA Competition Rules for Soccer
- Each Fayette County Public High School varsity team must play at least one (1) regular season game each year with every other Fayette County Public High School.

Softball
- See KHSAA Rules and Limitation of Seasons (Bylaw 23)
- See KHSAA Competition Rules for Softball
- Each Fayette County Public High School varsity team must play at least two (2) regular season games each year with every other Fayette County Public High School (home and home)

Swimming/Diving – Boys and Girls
- See KHSAA Rules and Limitation of Seasons (Bylaw 23)
- See KHSAA Competition Rules for Swimming/Diving
- Each Fayette County Public High School will participate in a yearly city meet. The city meet will only be comprised of the six (6) Fayette County Public High Schools. All, and only sanctioned KHSAA State Champion events, will be scored to determine points.

Revised June 2018
toward Fayette County Public School Championships. The number of places awarded will be by a vote of consensus from the six (6) Fayette County High School coaches.

**Tennis – Boys and Girls**
- See [KHSAA Rules and Limitation of Seasons (Bylaw 23)](#)
- See [KHSAA Competition Rules for Tennis](#)
- Each Fayette County Public High School will participate in a yearly city match. The city match will only be comprised of the six (6) Fayette County Public High Schools.

**Track – Boys and Girls**
- See [KHSAA Rules and Limitation of Seasons (Bylaw 23)](#)
- See [KHSAA Competition Rules for Track](#)
- Each Fayette County Public High School will participate in a yearly city meet. The city meet will only be comprised of the six (6) Fayette County Public High Schools. All, and only sanctioned KHSAA State Champion events, will be scored to determine points toward Fayette County Public School Championships. The number of places awarded will be by a vote of consensus from the six (6) Fayette County High School coaches.

**Volleyball – Girls**
- See [KHSAA Rules and Limitation of Seasons (Bylaw 23)](#)
- See [KHSAA Competition Rules for Volleyball](#)
- Each Fayette County Public High School varsity team must play at least one (1) regular season game each year with every other Fayette County Public High School.

**Wrestling**
- See [KHSAA Rules and Limitation of Seasons (Bylaw 23)](#)
- See [KHSAA Competition Rules for Wrestling](#)
- Each Fayette County Public High School will participate in a yearly city match. The city match will only be comprised of the six (6) Fayette County High Schools. The match will be run in a
tournament format and the number of places awarded will be by a vote of consensus from the six (6) Fayette County coaches.
SECTION III

APPENDICES
Appendix A

Informational Websites and Links

1. Kentucky High School Athletic Association (KHSAA)
   a. KHSAA Bylaws
   b. Updated (2015) KHSAA Physical Form
   c. Sports Medicine Information
      i. KMA/KHSAA Heat Illness and Injury Recommendations
      ii. Heat Index Calculations and Chart
   d. Title IX
   e. kyconcussions.com

2. Fayette County Public Schools
   a. Student Code of Conduct
   b. Permission Form: Extracurricular Transportation
   c. Extended Field Trip Requests
      i. Extended Field Trip Policy and Procedures (Chapter 9, Policy 9.36, Procedure 9.36 AP.1, AP.2, AP.21, AP.211, AP.23)
      ii. Extended Field Trip Request Form
      iii. Extended Field Trip Report
      iv. Request for Professional Leave / Sub Request
      v. Parent Permission Form
      vi. Adult Sponsor / Chaperone Acknowledgement Form
      vii. Schedule for Submitting Board Agenda Items 2015-2016
   d. FCPS Volunteers Application
   e. Insurance Claims Form (for athletes)
   f. Use of district facilities
   g. Booster Club Information
STUDENTS 09.36 AP.21

Extended Field Trip Request
(Overnight, Out-of-State or use by Common Carrier)

This form must be completed and sent to the appropriate School Director in time to be placed on the agenda of the Fayette County Board of Education prior to the planned trip date. Safety and liability issues, as well as the availability of substitute teachers (where applicable) are all areas of Board responsibility.

ALL ITEMS MUST BE COMPLETED FOR TRIP TO BE CONSIDERED.

SCHOOL ______________________________________

ORGANIZATION OR GROUP ________________________

DATE(S) OF TRIP (Including Travel) ___________________ # OF SCHOOL DAYS INVOLVED _______

SPONSOR'S NAME ________________________________

TOTAL ADDITIONAL CHAPERONES _______

LOCATION(S) AND CITY/STATE TO BE VISITED _____________________________________________

☐ For out of state trips, please check here if medical assistance from a licensed medical professional is required for any students on trip.

TRANSPORTATION PROVISIONS:
☐ Fayette County Public School bus
☐ Commercial Travel; Insurance Coverage Provided by Travel Firm: _________________________________
  Why is a Commercial Carrier being used in lieu of a Fayette County School Bus? ___________________
☐ Air Travel___________________________________________________________
☐ Private Travel (Review 09.36 AP.1: Restrictions, parent notification, driver notification.)
☐ Parent Transport – Own vehicle
☐ Trip Sponsor Transport – Own vehicle
☐ Rental Vehicle – Type of vehicle______________________________, Rental Company____________
  If private travel has been checked, please provide NAME OF DRIVERS, INSURANCE COMPANY, LIMITS OF LIABILITY.
Extended Field Trip Request

COST OF TRIP

Estimated Total Cost of Trip
$______________  Meals/Lodging/Transportation

Name of Facility and City for Lodging

Additional Expenses (Specify) ______________________

**TOTAL COST MUST MATCH TOTAL PAYMENT BELOW

How Expenses of Trip Are to Be Paid

School Share
$______________  Association or Parent Group (Specify) ______________________

Student's Share (Individual Amount $____________________)

**TOTAL PAYMENT MUST MATCH TOTAL COST ABOVE

PLEASE CHECK TO INDICATE THE FOLLOWING ITEMS HAVE BEEN Addressed:

Field Trip Policy & Procedures & Forms Have Been Reviewed  □ Yes  □ No
List of Students Participating Attached  □ Yes  □ No
Substitute(s) Requested Through AESOP if Applicable  □ Yes  □ No
Cost of Trip Completed  □ Yes  □ No
Trip Complies with Title IX Equity Issues (middle and high schools)  □ Yes  □ No
Complete Itinerary of the Trip Attached  □ Yes  □ No
Educational Plan for the Trip Attached (if instructional in nature)  □ Yes  □ No

PRIOR to trip, sponsor will ensure completion

☑ Trip Reviewed by SBDM Council On (date) __________________________  □ Yes  □ No
☑ All Chaperones are on the Approved Volunteer List & Approved by Principal  □ Yes  □ No
☑ List of Chaperones completed (Mark whether teacher, parent, etc.)  □ Yes  □ No
☑ Field Trip Policy & Procedures have been reviewed by all chaperones on trip  □ Yes  □ No
☑ Field trip rules been explained to the students, chaperones and families  □ Yes  □ No

Per Kentucky regulations, all trip forms/signatures shall be retained at school for five (5) years.

I accept the responsibility of seeing that the above event is represented accurately and shall be carried out in accordance with Board Policies, Administrative Procedures, and any applicable school council policies.

____________________________  __________  __________________________  ________
Signature: Trip Sponsor       Date       Signature: Principal Approval       Date

Review/Revised:  7/25/16
**School-Related Student Trip Forms**

**ADULT SPONSOR/CHAPERONE ACKNOWLEDGEMENT FORM**

**FAYETTE COUNTY SCHOOL DISTRICT**

**EXTENDED FIELD TRIPS**

**DATE:** ________________

**TRIP:** __________________________________________

**SCHOOL and GROUP:** ______________________________

**SUPERVISING STAFF MEMBER:** _______________________

I, ________________________, hereby provide that I will be sponsoring/chaperoning a Fayette County School trip. I understand that all Fayette County Board of Education Policies and Procedures will be applicable on this trip and my strict adherence is necessary as I will be held responsible for violation of any and all policies and procedures regulating by sponsorship, chaperoning and/or conduct. I acknowledge that I am aware of all FCPS field trip policies and procedures for chaperone expectations related to student trips.

Further, it is my understanding the Fayette County School District code of conduct shall always be applicable on school trips, and I will uphold the code of conduct as I would be expected to do on school property.

I acknowledge that no verbal waiver will release me from my obligations to abide and adhere to both the Fayette County Board of Education Policies and Procedures or the Fayette County School District code of conduct and that I may be held responsible for violations of either directive as if such occurred on school property.

**Check All That Apply**

- ☐ 25 or Older on Date of Trip
- ☐ FCPS Employee
- ☐ Parent/Legal Guardian of Student
- ☐ On the Current FCPS Volunteer Approved List
- ☐ Understand school/health information related to students is confidential

__________________________________  __________________________
Chaperone Name (Print)  Chaperone (Signature)

Keep all applicable forms and signatures related to trip on file at school for five (5) years.

**RELATED PROCEDURES:**

- 09.36 (all procedures)

Review/Revised: 1/27/14
FAYETTE COUNTY PUBLIC SCHOOLS
PARENT/GUARDIAN PERMISSION FORM FOR FIELD TRIPS

School: _____

I, the undersigned Parent/Guardian of the student named below, understand the nature of the Field Trip being planned to: ______________ By: ______________
(Location of Field Trip) (Mode of Transportation)

Leaving: (Date) _____ (Time) _____ Returning: (Date) _____ (Time) _____

I am in accord with the purposes of and procedures governing the Field Trip. I hereby grant permission for my student to participate. I understand that adequate and appropriate supervision will be provided. I recognize, however, that unanticipated situations and problems can arise on any trip, school-sponsored or otherwise, which situations or problems are not reasonably within the control of the supervising teacher(s) or staff (including volunteers). I further agree to release and hold harmless the Fayette County School District Board of Education, their agents, officers, employees, and volunteers, from any and all liability, claims, suits, demands, judgments, costs, interest and expense (including attorneys’ fees and costs) arising from such activities, including any accident or injury to my student and the costs of medical services.

In the event of an injury requiring medical attention, I hereby grant permission to the supervising teacher(s) or staff (including volunteers) to attend to my student. If the injury warrants further medical attention, I expect every effort will be made to contact me to receive my specific authorization before action is taken. If efforts to contact me are unsuccessful, I grant permission for necessary medical treatment to be given. In addition, I hereby give my permission to the supervising teacher(s) or staff (including volunteers) to take my student to the Physician, Dentist, or to the hospital if an accident or serious illness occurs on the trip and I cannot be located.

In the event that my student must return to school independently for reasons of health, accident, failure to conform to rules established by the teacher in charge, etc. I agree to accept full responsibility for and to pay for the cost of medical care, transportation and other incidental expenses. This permission slip also serves as a contract that the student and parent/guardian understand and agree to the guidelines from each teacher as to making up missed assignments.

Please check below IF your student has allergy or sensitivity that needs to be accommodated on this trip:

☐ Bee Sting ☐ Nuts ☐ Dairy ☐ Latex ☐ Other: ____________________________

☐ Medication  Name of the Medication: __________________________________________

Please check below IF your student has:

☐ Asthma ☐ Diabetes ☐ Seizure Disorder ☐ Heart Condition ☐ Other: ____________________________

Medications need to be administered during the trip: ☐ Yes ** ☐ No

**If my student requires medication, I understand that I am obligated to ensure that the medication and the Medication Authorization Form are on file prior to the trip and I will supply the medication in the original container on the day of the trip. For a student to self-administer any medication (prescription or non-prescription) the Self-Administration Form must be completed by their parent/guardian and Physician. Please note, school staff is not responsible for self-administered medications. Controlled substances may not be self-administered.

For questions regarding medication please contact your School Nurse at 288-2314.

Student’s Name: ____________________________ Parent/Guardian: ____________________________

(Please print) (Please print)

Signature of Parent/Guardian: X ____________________________ Date: _____ / _____ / _____

Home Phone: ______________ Work: ______________ Cell: ______________

Emergency Contact: (If unable to reach the above) ____________________________ Relationship: ____________________________

Home Phone: ______________ Work: ______________ Cell: ______________

Insurance Company: ____________________________ Phone: ______________

Name of Policyholder: ____________________________ Policy # ______________ Group # ______________
INTRODUCTION
Following months of study, after one year of implementation and in an effort to help protect the health and safety of
student-athletes participating in high school sports, the Kentucky Medical Association Committee on Physical
Education and Medical Aspects of Sports issued a recommended procedure to the Kentucky High School Athletic
Association for immediate implementation in 2002. This procedure called for the determination of the Heat Index (using
on site devices to measure Temperature and Relative Humidity), and a guideline for activity to be conducted at that
time based on the Heat Index reading. Though other procedures and measurements were considered, the application
of the Heat Index appeared to be most readily implementable on a state wide basis, and appeared to be reliably tested
in other areas.

Through the first five years of use of the procedure, minor adjustments were made in the reporting requirements, and
the on site devices to be used. In May, 2005, the Board of Control through its policies directed that all member school
comply with the testing and reporting requirements. In October, 2006, the member schools of the Association
overwhelming approved at their Annual Meeting, a proposal to make such reporting not simply a Board of Control
policy, but a school supported and approved Bylaw as it approved Proposal 9 to amend KHSAA Bylaw 17 (full details
are available at
http://www.khsaa.org/annualmeeting/20062007/annualmeetingproposals20062007.pdf )

In March, 2007, the Kentucky Medical Association Committee on Physical Education and Medical Aspects of Sports
recommended the elimination of all devices with the exception of the Digital Sling Psychrometer as a means of
measuring at the competition/practice site.

In June, 2009, the Kentucky Medical Association Committee on Physical Education and Medical Aspects of Sports
recommended that specific cooling procedures, including the practicing in the event of an emergency, be implemented
at the local school level.

In August, 2010, the Kentucky Medical Association Committee on Physical Education and Medical Aspects of Sports
recommended that the heat index monitoring procedures apply to the sports played in the spring in Kentucky’s high
schools.

Each of these recommendations were adopted by the KHSAA Board of Control.

GENERAL PROCEDURE
The procedure calls for the determination of the Temperature and Relative Humidity at the practice / contest site using
a Digital Sling psychrometer. It is important to note that media-related temperature readings (such as the Weather
Channel, local radio, etc.), or even other readings in the general proximity are not permitted as they may not yield
defensible results when considering the recommended scale. The readings must be made at the site.

Neither the KHSAA nor KMA has endorsed any particular brand of psychrometer and receives no endorsement fee or
other consideration for any device sold. There are several models on the market that will properly perform the
functions, including companies such as Medco and others. The KHSAA or your local Certified Athletic Trainer has
ey easy access to catalogs with this type of equipment. In addition, the KHSAA web site has a variety of links to various
dealers.
**INDOOR AND OUTDOOR VENUES**

While much of the original discussion concerning this package centered on outdoor sports, the Kentucky Medical Association Committee on Physical Education and Medical Aspects of Sports has advised the KHSAA that indoor sports, particularly in times of year or facilities where air conditioning may not be available, should be included in the testing. Such has been approved by the Board of Control as policy requirement. The recommendations contained in this package clearly cover both indoor and outdoor activity, as well as contact and non-contact sports.

**PROCEDURE FOR TESTING**

- Thirty (30) minutes prior to the start of activity, temperature and humidity readings should be taken at the practice / competition site.
- The information should be recorded on KHSAA Form GE20 and these records shall be available for inspection upon request. All schools will be required to submit this form in either a paper or electronic form.
- The temperature and humidity should be factored into the Heat Index Calculation and Chart and a determination made as to the Heat Index. If schools are utilizing a digital sling psychrometer that calculates the Heat Index, that number may be used to apply to the regulation table.
- If a reading is determined whereby activity is to be decreased (above 95 degrees Heat Index), then re-readings would be required every thirty (30) minutes to determine if further activity should be eliminated or preventative steps taken, or if an increased level of activity can resume.
- Using the following scale, activity must be altered and / or eliminated based on this Heat Index as determined –

<table>
<thead>
<tr>
<th>Under 95 degrees Heat Index</th>
<th>All sports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water should always be available and athletes be able to take in as much water as they desire.</td>
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<tr>
<td>Optional water breaks every 30 minutes for 10 minutes in duration to allow hydration as a group</td>
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<td>Have towels with ice for cooling of athletes as needed</td>
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<tr>
<td>Watch/monitor athletes carefully for necessary action.</td>
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<tr>
<td>Re-check temperature and humidity every 30 minutes if temperature rises in order to monitor for increased Heat Index.</td>
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<thead>
<tr>
<th>95 degrees to 99 degrees Heat Index</th>
<th>All sports</th>
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<tbody>
<tr>
<td>Water should always be available and athletes should be able to take in as much water as they desire.</td>
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<tr>
<td>Mandatory water breaks every 30 minutes for 10 minutes in duration to allow for hydration as a group</td>
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<tr>
<td>Have towels with ice for cooling of athletes as needed</td>
<td></td>
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<tr>
<td>Contact sports and activities with additional required protective equipment</td>
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<tr>
<td>Helmets and other equipment should be removed when athlete not directly involved with competition, drill or practice and it is not otherwise required by rule.</td>
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<tr>
<td>Reduce time of outside activity. Consider postponing practice to later in the day.</td>
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<tr>
<td>Re-check temperature and humidity every 30 minutes to monitor for increased Heat Index.</td>
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<tr>
<th>100 degrees (above 99 degrees) to 104 degrees Heat Index</th>
<th>All sports</th>
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<tr>
<td>Water should always be available and athletes should be able to take in as much water as they desire.</td>
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<tr>
<td>Mandatory water breaks every 30 minutes for 10 minutes in duration to allow for hydration as a group</td>
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<td>Have towels with ice for cooling of athletes as needed</td>
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<td>Watch/monitor athletes carefully for necessary action.</td>
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<td>Alter uniform by removing items if possible and permissible by rules</td>
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<td>Allow for changes to dry t-shirts and shorts by athletes at defined intervals.</td>
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<tr>
<td>Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.</td>
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<tr>
<td>Postpone practice to later in the day.</td>
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<tr>
<td>Contact sports and activities with additional required protective equipment</td>
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<tr>
<td>If helmets of other protective requirement are required to be worn by rule or normal practice, suspend practice or competition immediately</td>
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<tr>
<td>For sports that do not have mandatory protective equipment, reduce time of outside activity and consider postponing practice to later in the day.</td>
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<tr>
<td>Re-check temperature and humidity every 30 minutes to monitor for changes in Heat Index.</td>
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<tr>
<th>Above 104 degrees Heat Index</th>
<th>All Sports</th>
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<tr>
<td>Stop all outside activity in practice and/or play, and stop all inside activity if air conditioning is unavailable.</td>
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- This procedure is to be used until such time as the temperature is below 84 degrees as no combination of heat and humidity at that level will result in a need to curtail activity. The KHSAA will use September 15 as the standard date for the return of the Heat Index forms in the fall, and April 15 as the start date in the spring but reminds its member schools that the monitoring shall continue until such a time that no combination of heat and humidity at that level will result in a need to curtail activity.
SUMMARY OF HEAT INDEX MONITORING RECOMMENDATIONS
Though much more scientific information and other alternative methods for determining Heat Index and participation restrictions are being studied, these initial steps should help ensure the health and safety of the participants in high school sports. Adherence to these guidelines represents a conscious effort by the interscholastic community to emphasize health and safety on a much higher level than any loss of competitive preparation. Any further revisions or enhancements will be distributed to the members of the KHSAA.

COOLING METHODS DUE TO HEAT RELATED ILLNESS
Exertional heat stroke (EHS) is relatively uncommon among exercise associated medical conditions, but is a frequent cause of exercise related death. 3 athletes have died of EHS in Kentucky in the past 5 years. The majority of medical evidence shows that early institution of body cooling is the most effective method of decreasing mortality in EHS. This paper contains recommendations regarding the methods of body cooling, including tubs, ice bags, iced towels (towels with water that have been frozen) water, fans, and shade. The recommendations are classified as essential (foundational to the implementation of treatment, should have resources and personnel directed towards implementation), and desirable (important in maximal implementation, should have resources and personnel directed towards implementation as budget and resources allow). The recommendations are only guidelines, are not intended as a standard of care, and should not be considered as such. These guidelines should be considered in the care of athletes who can be expected to be at risk of EHS due to the sport or the environmental situation of the activity. Sports especially at risk include football with and without equipment, soccer, and long distance track. Other sports and activities, such as cycling, golf, baseball, tennis, track and field, and band, may also be at risk due to long duration exposure to extreme environmental conditions.

It is essential that the school and school officials:
- Establish a written plan for emergency treatment of EHS, and conduct drills in the implementation of the plan
- Know how to assess environmental conditions and determine when extreme conditions exist
- Identify a specific spot at the athletic facility that has shade
- Have immediate access to ice and bags to contain ice
- Have access to water, and provide water breaks as outlined in the KMA/KHSAA Heat Illness and Prevention Policy
- Know the most effective sites for application of ice to the body

It is highly desirable that the school and school officials
- Obtain and use, when environmental conditions are determined to be extreme, a tub or pool, filled with water and ice before practice or game, to be used in body immersion for maximal cooling, and how have personnel trained in this technique.

It is desirable that schools and school officials:
- Have a certified athletic trainer (AT,C) on staff to develop and implement these guidelines
- Have immediate access to water
- Provide shade breaks
- Provide fans when environmental conditions are determined to be extreme
- Have close access to an air conditioned room
- Have access to and use iced towels that can be rotated to appropriate areas of the body, including the axilla, groin, and back of the neck

REFERENCES
### Heat Index Calculation and Chart

#### Temperature (in Fahrenheit)

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#### Relative Humidity at Site

- Under 95 degrees **Heat Index**
  - **All sports**
    - Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
    - Optional water breaks every 30 minutes for 10 minutes in duration
    - Ice-down towels for cooling
    - Watch/monitor athletes carefully for necessary action.
  - **Contact sports and activities with additional equipment**
    - Helmets and other possible equipment removed if not involved in contact.
    - Reduce time of outside activity as well as postponing practice to later in the day.
    - Re-check temperature and humidity every 30 minutes to monitor for increased Heat Index.

- Between 95 and 99 degrees **Heat Index**
  - **All sports**
    - Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
    - Mandatory water breaks every 30 minutes for 10 minutes in duration
    - Ice-down towels for cooling
    - Watch/monitor athletes carefully for necessary action.
    - Contact sports and activities with additional equipment
    - Helmets and other possible equipment removed if not involved in contact.
    - Reduce time of outside activity as well as postponing practice to later in the day.
    - Re-check temperature and humidity every 30 minutes to monitor for increased Heat Index.

- Between 100 and 104 degrees **Heat Index**
  - **All sports**
    - Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
    - Mandatory water breaks every 30 minutes for 10 minutes in duration
    - Ice-down towels for cooling
    - Watch/monitor athletes carefully for necessary action.
    - After uniform by removing items if possible
    - Allow for changes to dry t-shirts and shorts.
    - Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.
    - Postpone practice to later in day.
    - Contact sports and activities with additional equipment
    - Helmets and other possible equipment removed if not involved in contact or necessary for safety. If necessary, suspend activity.
    - Re-check temperature and humidity every 30 minutes to monitor for increased Heat Index.

- Above 104 degrees **Heat Index**
  - **All sports**
    - Stop all outside activity in practice and/or play, and stop all inside activity if air conditioning is unavailable.

### Heat Index Table

<table>
<thead>
<tr>
<th>Index</th>
<th>Heat Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>80</td>
<td>77</td>
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<tr>
<td>81</td>
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<td>97</td>
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<td>98</td>
<td>1600</td>
</tr>
<tr>
<td>99</td>
<td>2500</td>
</tr>
</tbody>
</table>
Kentucky Medical Association
Medical Aspects of Sports Committee
Recommendation to the Kentucky High School Athletic Association and KHSAA Member Schools

RECOMMENDATIONS FOR COOLING METHODS DUE TO HEAT RELATED ILLNESS
Released: June, 2009

Exertional heat stroke (EHS) is relatively uncommon among exercise associated medical conditions, but is a frequent cause of exercise related death. 3 athletes have died of EHS in Kentucky in the past 5 years. The majority of medical evidence shows that early institution of body cooling is the most effective method of decreasing mortality in EHS. This paper contains recommendations regarding the methods of body cooling, including tubs, ice bags, iced towels (towels with water that have been frozen) water, fans, and shade. The recommendations are classified as essential (foundational to the implementation of treatment, should have resources and personnel directed towards implementation), and desirable (important in maximal implementation, should have resources and personnel directed towards implementation as budget and resources allow). The recommendations are only guidelines, are not intended as a standard of care, and should not be considered as such. These guidelines should be considered in the care of athletes who can be expected to be at risk of EHS due to the sport or the environmental situation of the activity. Sports especially at risk include football with and without equipment, soccer, and long distance track. Other sports and activities, such as cycling, golf, baseball, tennis, track and field, and band, may also be at risk due to long duration exposure to extreme environmental conditions.

It is essential that the school and school officials:
- Establish a written plan for emergency treatment of EHS, and conduct drills in the implementation of the plan
- Know how to assess environmental conditions and determine when extreme conditions exist
- Identify a specific spot at the athletic facility that has shade
- Have immediate access to ice and bags to contain ice
- Have access to water, and provide water breaks as outlined in the KMA/KHSAA Heat Illness and Prevention Policy
- Know the most effective sites for application of ice to the body

It is highly desirable that the school and school officials
- Obtain and use, when environmental conditions are determined to be extreme, a tub or pool, filled with water and ice before practice or game, to be used in body immersion for maximal cooling, and how have personnel trained in this technique.

It is desirable that schools and school officials:
- Have a certified athletic trainer (AT,C) on staff to develop and implement these guidelines
- Have immediate access to water
- Provide shade breaks
- Provide fans when environmental conditions are determined to be extreme
- Have close access to an air conditioned room
- Have access to and use iced towels that can be rotated to appropriate areas of the body, including the axilla, groin, and back of the neck

REFERENCES
COACHES ACKNOWLEDGMENT AND CODE OF ETHICS

FAYETTE COUNTY PUBLIC SCHOOLS

PRINT NAME_____________________________________SPORT____________________

The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic program is designed to enhance student achievement and should not interfere with opportunities for academic success. The welfare of each child shall be of utmost importance at all times. To recognize the importance of a high stand of ethics, sportsmanship and personal conduct on the part of all coaches, the following guidelines have been developed:

The coaches have the responsibility not to neglect their academic duties. Practice length and times should not conflict with class preparation and responsibility.

The coaches have the responsibility to be aware of the tremendous influence they have in the education of student participants and, thus should never place the value of winning above the value of instilling the highest desirable ideals of character.

The coaches have the responsibility to maintain open lines of communication with parents, guardians, participants and community.

The coaches have the responsibility to take an active role, in the prevention of drug, alcohol and tobacco abuse and under no circumstance should authorize their use. Furthermore, all coaches shall refrain from personal use of drugs, alcohol and tobacco while performing their assigned duties, or in the presence of students.

The coaches have the responsibility to promote the entire interscholastic program of the school and direct their program in harmony with the total school program.

The coaches have the responsibility to be thoroughly knowledgeable with state association policies/rules, district policies, contest rules and are responsible for their interpretation to team members and parents. The spirit and letter of the rules should be regarded as mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.

The coaches have the responsibility to actively use their influence to enhance sportsmanship among participants, spectators, support groups, pep clubs, and administrators. Furthermore, at the complete of the contest, coaches and participants should demonstrate good sportsmanship by shaking hands.

The coaches have the responsibility to show respect for and support of the contest officials. The coaches should not indulge in conduct which will incite players or spectators against officials. Public criticism of officials is unethical.

The coaches have the responsibility to avoid abusive, vulgar and profane language whether directed at participants, spectators, contest officials or opponents.
The coaches have the responsibility not to request from faculty members’ special consideration for student participants.

The coaches have the responsibility to only scout opponents by those means that have been adopted by the league, school district, and/or state governing associations.

The coaches shall never recruit or entice players, by any means, to attend a school other than their district school assigned by the Board of Education.
### FALL

<table>
<thead>
<tr>
<th>SPORT</th>
<th>BOARD PAID</th>
<th>SCHOOL PAID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football – 12 total</td>
<td>Head Coach</td>
<td>7 Assistants</td>
</tr>
<tr>
<td></td>
<td>4 Assistants</td>
<td></td>
</tr>
<tr>
<td>Volleyball – 5 total</td>
<td>Head Coach</td>
<td>3 Assistants</td>
</tr>
<tr>
<td></td>
<td>1 Assistant</td>
<td></td>
</tr>
<tr>
<td>Soccer (Boys) – 6 total</td>
<td>Head Coach</td>
<td>4 Assistants</td>
</tr>
<tr>
<td>Soccer (Girls) - 6 total</td>
<td>Head Coach</td>
<td>1 Assistant</td>
</tr>
<tr>
<td>Cross Country (Boys/Girls) – 4 total</td>
<td>Head Coach</td>
<td>3 Assistants</td>
</tr>
<tr>
<td>Cross Country (Girls) - 4 total</td>
<td>Head Coach</td>
<td>1 Assistant</td>
</tr>
<tr>
<td>Golf (Boys/Girls) – 4 total</td>
<td>Head Coach</td>
<td>3 Assistant</td>
</tr>
</tbody>
</table>

### WINTER

<table>
<thead>
<tr>
<th>SPORT</th>
<th>BOARD PAID</th>
<th>SCHOOL PAID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball (Boys) – 6 total</td>
<td>Head Coach</td>
<td>4 Assistants</td>
</tr>
<tr>
<td>Basketball (Girls) - 6 total</td>
<td>Head Coach</td>
<td>2 Assistant</td>
</tr>
<tr>
<td></td>
<td>1 Assistant</td>
<td></td>
</tr>
<tr>
<td>Swimming (Boys/Girls) – 4 total</td>
<td>Head Coach</td>
<td>3 Assistants</td>
</tr>
<tr>
<td></td>
<td>1 Assistant</td>
<td></td>
</tr>
<tr>
<td>Wrestling – 4 total</td>
<td>Head Coach</td>
<td>2 Assistants</td>
</tr>
<tr>
<td></td>
<td>1 Assistant</td>
<td></td>
</tr>
<tr>
<td>Cheerleading – 5 total</td>
<td>Head Coach</td>
<td>3 Assistant</td>
</tr>
<tr>
<td></td>
<td>1 Assistant</td>
<td></td>
</tr>
<tr>
<td>Archery (Boys/Girls) – 4 total</td>
<td>Head Coach</td>
<td>3 Assistant</td>
</tr>
<tr>
<td></td>
<td>1 Assistant</td>
<td></td>
</tr>
<tr>
<td>Bowling (Boys/Girls) – 2 total</td>
<td>Head Coach</td>
<td>1 Assistant</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dance - 2 total</td>
<td>Head Coach</td>
<td>1 Assistant</td>
</tr>
</tbody>
</table>

### SPRING

<table>
<thead>
<tr>
<th>SPORT</th>
<th>BOARD PAID</th>
<th>SCHOOL PAID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball – 6 total</td>
<td>Head Coach</td>
<td>4 Assistants</td>
</tr>
<tr>
<td></td>
<td>1 Assistant</td>
<td></td>
</tr>
<tr>
<td>Softball – 6 total</td>
<td>Head Coach</td>
<td>4 Assistant</td>
</tr>
<tr>
<td></td>
<td>1 Assistant</td>
<td></td>
</tr>
<tr>
<td>Track (Boys/Girls) ) 6 total</td>
<td>Head Coach</td>
<td>4 Assistants</td>
</tr>
<tr>
<td></td>
<td>1 Assistant</td>
<td></td>
</tr>
<tr>
<td>Tennis (Boys/Girls) – 4 total</td>
<td>Head Coach</td>
<td>3 Assistants</td>
</tr>
<tr>
<td></td>
<td>1 Assistant</td>
<td></td>
</tr>
<tr>
<td>Bass Fishing (Boys/Girls) – 4 total</td>
<td>Head Coach</td>
<td>3 Assistant</td>
</tr>
</tbody>
</table>

### ATHLETIC DEPARTMENT – 3 total

<table>
<thead>
<tr>
<th>BOARD PAID</th>
<th>SCHOOL PAID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Director</td>
<td>2 Assistant Athletic Directors</td>
</tr>
</tbody>
</table>

- After reviewing the job description, each head coach in consultation with the athletic director, will recommend to the principal the salary for discretionary coaching positions.
- The head coach evaluates each assistant coach on an annual bases (See Appendix P)
- Student Teachers: Individuals who are assigned to high schools by a college/university for the intended purpose of completing their student teaching are permitted to volunteer within the athletic program at the assigned school. This will allow these individuals, if they so choose, under the supervision of the head coach to gain leadership experience in an extra-curricular activity. These individuals will not be monetarily compensated. Upon completion of student teaching their involvement with assigned school will cease.
PROCEDURES FOR PAYMENT OF ATHLETIC PARAPROFESSIONALS

1. Principal’s Responsibilities:
   a. Recommendation for selection of paraprofessional coaches for employment
   b. Authorization for payment of paraprofessional coaches
   c. Oversight of the process outlined below;

2. Athletic Director Responsibilities:
   a. Athletic Director has applicant fill out online athletic application packet. Applicant will contact the Classified Personnel Office to obtain information/forms regarding the 10 finger crime check and the TB skin test/physical. This must be done at least 2 weeks prior to the prospective coach assuming any coaching responsibilities. This process is completed before coming in contact with children.
   b. Once application process is complete and HR sends a letter to-the Athletic Director informing them of potential coach eligibility to serve:
      i. Athletic Director must send roster of such prospective coaches, with the Principal’s signature, to the Classified Personnel Office by July 1st for fall sports, October 1st for winter sports and February 1st for spring sports.
   c. Obtain from the head coaches the following information to be given to the bookkeepers:
      i. Sport
      ii. Coaches Name
      iii. Social Security Number
      iv. Position being paid for
      v. How much to be paid
      vi. Funding Source (whether Board or Booster funded)
   d. Athletic Director should explain process to booster clubs and they should understand that this budget item is coming and they are expected to pay it

3. Bookkeeper Responsibilities
   a. Bookkeeper works with the Athletic Director on obtaining lists from head coaches regarding their respective sports for each season (fall, winter, and spring).
   b. Bookkeeper enters the information on to the attached spreadsheet and calculates a total for the booster funded positions.
   c. Bookkeeper then issues a check for the appropriate amount from the athletic accounts affected, made payable to FCBE and send to Financial Services using the following codes 110-1990-PA. The payment to Financial Services must include employer paid fringes. The appropriate percentage should be added to cover the cost of employer paid fringes incurred by the District, such as Medicate, FICA, CERS, workers comp, and unemployment insurance in addition to the supplement amount. Please check with the Budget and Staffing office to determine what the appropriate additional percentage should be for certified, classified and nonemployee personnel.
   d. A memorandum should be included when sending the check that indicates the names of the coaches to be paid from these funds. The Financial Services Department will forward the name(s) of the coach and the account code from which they will be paid to the Classified Personnel Office.
   e. Deadline for sending payment:
      i. Fall sports September 1st
      ii. Winter sports December 1st
      iii. Spring sports April 1st
   f. Bookkeeper sends an email to the appropriate coaches advising them of the amount their booster groups need to reimburse the accounts.
Appendix I

JOB DESCRIPTIONS

Please refer to the Fayette County Schools Department of Human Resources to obtain all current job descriptions.

The link below will take you to the relevant pages:

http://www.fcps.net/administration/departments/human-resources

The Human Resources contact for supplemental duty positions is:

Karissa Austin
Karissa.austin@fayette.kyschools.us
859-381-4740
Rezoning Information: Updated on December 8, 2015

**Rezoning Implementation Plan**

- **2016-17 Middle School Rezoning:**
  - Middle School students entering 6th graders who are being rezoned will have the option to early entry.
    - Middle School decisions will be based on capacity.
    - Students that will be 8th graders in 2017-18 will be permitted to grandfather at their current school.
    - No transportation provided.

- **2016-17 High School Rezoning:**
  - Students entering the 9th grade who are being rezoned will have the option to early entry.
    - Once a student participates in any event (practice or game) their eligibility remains with the "school of choice" for the 2016-17 year.
    - Students entering the 11th & 12th grade in 2017-18 will have the option to grandfather at their current school. Incoming 10th grade students who are redistricted to the new high school may stay at their current school.
    - Not transportation provided.
“The Kentucky High School Athletic Association requires officials to enforce sportsmanship rules for athletes and coaches. We will not tolerate negative statements or actions between opposing players, especially trash-talking, taunting or baiting of opponents. If such comments are heard or actions seen, a penalty will be assessed immediately. We have been instructed not to issue warnings. Let today’s contest reflect mutual respect.” –KHSAA Handbook—

The following behaviors are unacceptable at Fayette County Public High School athletic events, violates will be requested to leave the premises; extreme violation or repeated instances of unacceptable behavior will result in permanent exclusion from Fayette County Public Schools athletic events:

1. Verbally berating players, coaches, officials, administrator or spectators.

2. Use of obscene language or gestures directed at players, coaches, officials, administration or spectators.

3. Any use of physical violence or the threat of violence directed at players, coaches, officials, administration or spectators.
FOOTBALL HELMET REQUIREMENTS

NOTE: It is mandatory for the head coach to read these statements to all football players followed by explanations and discussions. Further, this statement is to be posted in a conspicuous place in the football dressing room.

NOCSA FOOTBALL HELMET WARNING STATEMENT

Do not use this helmet to butt, ram or spear an opposing player. This is in violation of the football rules and such use can result in severe head or neck injury, paralysis or death to you and possible injury to your opponent. No helmet can prevent all head of neck injuries a player might receive while participating in football.

SHARED RESPONSIBILITY FOR SPORT SAFETY

1. Serious head and neck injuries, leading to death, permanent brain damage, or quadriplegia (extensive paralysis from injury to the spinal cord at the neck level), occur each year in football. The toll is relatively small (less than one fatality for every 100,000 players, and an estimated one nonfatal sever brain and spinal cord injury for every 1,000,000 players, and an estimated one nonfatal server brain and spinal cord injury for every 100,000 players), but persistent. They cannot be completely prevented due to the tremendous forces occasionally encountered in football collisions, but they can minimize by manufacturer, coach and player compliance with accepted safety standards.

2. The NOCSAE seal on a helmet indicates that a manufacturer has complied with the best available engineering standards for head protection. By keeping a proper fit, by not modifying its design, and by reporting to the coach or equipment manager any need for its maintenance, the athlete is also complying with the purpose of the NOCSAE standard.

3. The rules against intentional butting, ramming, or spearing the opponent with the helmeted head are there to protect the helmeted person much more than is the candidate for catastrophic injury. For example, no helmet can offer protection to the neck, and quadriplegia now occurs more frequently than brain damage. The typical scenario of this catastrophic injury in football is the lowering on one’s head while making a tackle. The momentum of the body tries to bend the next after the helmeted head is stopped by the impact, and the cervical spine cannot be “splinted” as well by the neck’s weak muscles with the head lowered as with the preferred “face up, eyes forward, neck bulled” position. When the force an impact is sufficient, the vertebrae in the neck can dislocated or break, cause damage to the spinal cord they had been protecting, and thereby produce permanent loss of motor and sensory function below the level of injury.

4. Because of the impact forces in football, even the “face up” position is not guarantee against head or neck injury. Further, the intent to make contact “face up” position is no guarantee that the position can be maintained at the moment of impact. Consequently, the teaching of blocking/tackling techniques which keep the helmeted head from receiving the brunt of the impact are not required by rule and coaching ethics, and coaching techniques which help athletes maintain or regain the “face up” position during the milieu of a play must be respected by the athletes.
Appendix M

Fayette County Public Schools
COACHES EVALUATION FORM

NAME: ___________________ Date: ___________

SPORT: _________________

LEVEL: (circle one)  Varsity  J.V.  Freshman Assistant  Middle School

The Coaching responsibilities listed are rated on the following scale:
A - Acceptable performance  U - Unacceptable performance
I - Improvement needed  X - No basis for judgment

I. COACHING PERFORMANCE

<table>
<thead>
<tr>
<th>Coaching Responsibility</th>
<th>Self Evaluation</th>
<th>A.D. Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is knowledgeable in the technical aspects and strategy of the sport</td>
<td>1. ______</td>
<td>______</td>
</tr>
<tr>
<td>2. Plans for all aspects of the program (conditioning, NCAA, recommendations etc.)</td>
<td>2. ______</td>
<td>______</td>
</tr>
<tr>
<td>3. Prepares for daily practices so that maximum instruction is presented</td>
<td>3. ______</td>
<td>______</td>
</tr>
<tr>
<td>4. Uses a variety of coaching techniques for individual and group instruction</td>
<td>4. ______</td>
<td>______</td>
</tr>
<tr>
<td>5. Provides an environment that attempts to prevent injuries</td>
<td>5. ______</td>
<td>______</td>
</tr>
<tr>
<td>6. Properly cares for injuries when they occur</td>
<td>6. ______</td>
<td>______</td>
</tr>
<tr>
<td>7. Communicates with athletes in a positive constructive manner</td>
<td>7. ______</td>
<td>______</td>
</tr>
<tr>
<td>8. Is understanding and sensitive in dealing with players</td>
<td>8. ______</td>
<td>______</td>
</tr>
<tr>
<td>9. Encourages enthusiasm and dedication in players</td>
<td>9. ______</td>
<td>______</td>
</tr>
<tr>
<td>10. Creates positive interpersonal relationships with players</td>
<td>10. ______</td>
<td>______</td>
</tr>
<tr>
<td>11. Is punctual in attending and ending team practices, meetings and contests</td>
<td>11. ______</td>
<td>______</td>
</tr>
<tr>
<td>12. Demonstrates self-control and poise in all areas relating to coaching responsibilities</td>
<td>12. ______</td>
<td>______</td>
</tr>
<tr>
<td>13. Attempts to improve self as a coach by attending clinics, workshops, and other professional development activities</td>
<td>13. ______</td>
<td>______</td>
</tr>
<tr>
<td>14. Effectively communicates team roles to players</td>
<td>14. ______</td>
<td>______</td>
</tr>
<tr>
<td>15. Promotes positive character in athletes involved in the program</td>
<td>15. ______</td>
<td>______</td>
</tr>
<tr>
<td>16. Adheres to all Board policies, rules and regulations</td>
<td>16. ______</td>
<td>______</td>
</tr>
<tr>
<td>17. Serves as a positive role model for students</td>
<td>17. ______</td>
<td>______</td>
</tr>
</tbody>
</table>

II. TEAM MANAGEMENT AND SUPERVISION

<table>
<thead>
<tr>
<th>Team Management Responsibility</th>
<th>Self Evaluation</th>
<th>A.D. Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Chooses personnel in an objective and consistent manner</td>
<td>1. ______</td>
<td>______</td>
</tr>
<tr>
<td>2. Has full control of the team in all matters pertaining to coaching and athletic discipline</td>
<td>2. ______</td>
<td>______</td>
</tr>
<tr>
<td>3. Informs athletes/parents of all rules and regulations pertaining to discipline that have been established for the team, being sure these rules are consistent with athletic policy</td>
<td>3. ______</td>
<td>______</td>
</tr>
<tr>
<td>4. Provides supervision at each practice session and at all contests of the sport This includes supervision of the locker and shower rooms, practice fields, parking lots after contests and buses</td>
<td>4. ______</td>
<td>______</td>
</tr>
<tr>
<td>5. Properly cares for, stores, distributes, collects, inventories school equipment and uniforms</td>
<td>5. ______</td>
<td>______</td>
</tr>
</tbody>
</table>
III. PROFESSIONAL QUALITIES

1. Submits all requested paperwork, information and schedules accurately & promptly
2. Works cooperatively with the Director of Athletics and/or Head Coach
3. Assists with budget preparation
4. Understands and complies with all rules and regulations outlined in the FCPS Athletic guidelines and KHSAA handbooks
5. Keeps the Director of Athletics and/or Head Coach informed of unusual events within the sport activity
6. Is cooperative in sharing and safeguarding facilities
7. Conducts himself or herself in a professional manner to all members of the high school staff, parents, community and media organizations
8. Adheres to the ethical guidelines established in the FCPS Athletic Guidelines
9. Maintains Coaching Certificate/ First Aid & CPR

IV. Identify a minimum of three coaching accomplishments that were made during the past season.

V. List a minimum of three personal goals for coaching improvement to be pursued next season.

___________________________
Signature of the Evaluated Coach

___________________________
Signature of the Head Coach (for Assistant Coach Evaluations)

Date

Date

The signature of the coach does not necessarily mean agreement with the evaluation, only that the coach has read and understands the evaluation. The coach has the right to attach a statement to this form expressing his/her opinion. The coach will receive a copy of the evaluation.
Appendix M

The signature of the head coach does not supersede the authority of the Athletic Director who makes the final recommendation for employment.

Comments/Recommendations of the Director of Athletics:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

_________________________ __________________________
Signature of the Director of Athletics Date

_________________________ __________________________
Signature of Administrator Date

Employment recommendation (For Coaching Position Only)
• _____Recommend for continued employment
• _____Recommend for continued employment with the understanding of areas to be improved
• _____Not recommended for continued employment.
cc- personnel file
cc- athletic coach
Fayette County Public Schools
Address Verification

I, ____________________, parent/legal guardian of ____________________, verify that
(Full Name) (Student’s Name)
____________________
(Street Address)
____________________
(City, State ZIP)
is the address where ____________________ resides with me.
(Student’s Name)

I understand that my student athlete must live with me within the ________________ attendance area or have specific permission to attend ________________ in accordance with Fayette County Board Policy 9.11 in order to participate in any school activity. I also understand that KHSAA shall not recognize guardianship or similar arrangements for purposes of eligibility.

I understand that if it is discovered that my student is not eligible under this guideline that she/he may be subject to penalty up to and/or including one school year of ineligibility and forfeiture of games won in which she/he played.

My signature below verifies that I have read and understand this information. I also understand that if I or if my child moves while enrolled, I will notify the school in writing and I will personally notify the coach.

____________________________________________________  ____________________
(Signature)                                                (Date)

• DATE OF ENROLLMENT _____________

• What school(s) did you attend last year (this includes middle school or high school)?

• Have you transferred to a FCPS from another school for this year? (yes or no), if yes what school?

• If you did transfer, did you participate in athletics at your previous school? (yes or no), if yes, varsity or JV?
<table>
<thead>
<tr>
<th>Graduation Requirement</th>
<th>First Year ( Normally Grade 9)</th>
<th>Second Year ( Normally Grade 10)</th>
<th>Third Year ( Normally Grade 11)</th>
<th>Fourth Year ( Normally Grade 12)</th>
<th>Required to Reinstate After Complete Year Ineligible</th>
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