



ATHLETIC HANDBOOK

2024 - 2025



Principal: Josh Henderson
Asst. Principal: Tabatha Moons
Athletic Director: Kristen Anderson
Asst. Athletic Director: Jerry Hall

Adopted: 06/5/2024 by SBDM

MISSION STATEMENT

Our mission at Cumberland County High School in athletics is to extend and enhance the total educational experience for students. We believe that participation in our competitive programs will prepare students physically, mentally, and emotionally to become positive, contributing members of society.

OBJECTIVE OF THE ATHLETIC PROGRAM

1. To provide, promote, extend, manage and administer a program of athletic activities for students in high school.
2. To promote participation in athletic activities.
3. To promote team sportsmanship and encourage responsible citizenship among the students.
4. To recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individual players.

CODE OF CONDUCT/SPORTSMANSHIP

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship. It is the responsibility of all those involved in sport contests, including players, coaches, fans, parents, administrators, and officials to emulate this value. Good sportsmen demonstrate this by taking a loss without complaint, handling victory without gloating, and treating his/her teammates/opponents with fairness, courtesy, and respect.

POSITIVE MOTIVATION AND CHARACTER FIRST

Coaches should always use positive motivational strategies in dealing with student-athletes. Moreover, using negative reinforcement, name-calling, threatening or other tactics that are demeaning to students should be avoided and may result in disciplinary action. High school athletics are an educational experience and should always be treated as such.

EXPECTATIONS: PLAYERS/PARTICIPANTS

We expect players to serve as positive examples for spectators by exercising self-control and good sportsmanship and by accepting both victory and defeat with pride and compassion.

CCHS ATHLETIC/ACTIVITY PROGRAMS

The following athletic programs are offered at CCHS:

Female Athletic Teams

Volleyball
Cross Country
Golf
Basketball
Softball
Track
Tennis
Cheerleading
Bass Fishing
Archery

Male Athletic Teams

Cross Country
Golf
Basketball
Baseball
Track
Tennis
Cheerleading
Bass Fishing
Archery

POLICIES

ELIGIBILITY

For a student-athlete to be eligible to participate in athletics at CCHS they must adhere to the academic as well as physical requirements as outlined in the school policy. This includes the following:

1. **Academics:** Student Athlete grades will be checked each Friday morning. Student Athletes must maintain the KHSAA minimum requirements, and must be passing four out of six courses. If a student falls below these standards, he or she will be ineligible until the following Friday. A student declared ineligible because of grades CANNOT PRACTICE until declared eligible.
2. **Attendance:** Athletes are expected to be in attendance to school in order to practice or compete in an event. Any student-athlete not in school must have a valid excuse and submit that to the CCHS attendance clerk. Refer to the student handbook policy for attendance policy in regards to participation in extracurricular activities.
3. **Physical and Parent Consent:** Any CCHS student participating in a Cumberland County High School athletic program or in conditioning activities with a Cumberland County High School athletic program is required to turn in a current and completed KHSAA Physical Form to the head coach of the sport in which they are participating in order to obtain eligibility to participate in the program. The parent consent form must be attached to physical.
4. **Drug Consent Form:** Students must have on file a drug consent form for the current season. The CCHS Drug Policy is on the school website (www.cumberland.kyschools.us)
5. **Out of School Incidents:** The Principal, Head Coach, and Parents will meet to discuss the incident. Decisions will be made at the discretion of the principal/head coach.

Volunteer Coaches

All volunteer coaches (paid or unpaid) must follow the guidelines for a Level II Coach, which includes CPR/First Aid Training; Rules clinic: high school diploma; coaching certification class and complete requirements set by the Cumberland County Board of Education. This includes completing the Volunteer Application Form and background checks. Any coach must be at least 21 years of age in order to volunteer or coach in any aspect. Any paraprofessional coach must complete a contract before receiving any stipend. These requirements must be met before a coach can work and instruct athletes.

Supervision Policy

The entire coaching staff is responsible for his/her athletes anytime they are on campus for an event or practice. Make sure that you are not leaving students unattended. Coaches must remain with their student-athletes until all have left school grounds. No Exceptions! Be responsible for all of your students.

Summer Dead Period

No coach-player contact is allowed beginning June 25 of each year and running through July 9. During this time, coaches should not initiate any contact with student-athletes. This includes going to events to watch athletes play.

School Insurance

The Cumberland County Board of Education provides our student-athletes a secondary insurance coverage, which gives them the opportunity to participate regardless of their insurance situation. A few guidelines should be followed:

#1 If your child is injured, please report immediately to their coach. The coach will complete a student accident form. The following business day, the coach will send a copy to Kristi Willen and school bookkeeper who in turn will send the parent the student accident insurance information.

#2 If injury requires a visit to the doctor or hospital, the parents must give their insurance information to be billed.

#3 Once their insurance has been billed and paid the coverage amount, the parents should receive an EOB (explanation of benefits). The parents will then submit to insurance any unpaid balances with the EOB from their insurance as proof of coverage payment.

Parent Meeting Policy

We appreciate the time and effort that parents put into the involvement of their student-athlete. It is important to have guidelines concerning the communication between parents and coaches. All head coaches should review this policy with their parents during their pre-season meeting.

- ☒ A parent has the right to request a meeting with a coach or coaches to discuss their child, but they must make an appointment with the coach, athletic director or principal.
- ☒ Do not ask to see or meet with a coach before or after a game.
- ☒ The following items will not be discussed: Your child's playing time; strategy, other student-athletes.
- ☒ Stay with the facts and when the meeting is complete we may agree to disagree.
- ☒ Say what you mean without being mean.
- ☒ Profanity of any kind will not be tolerated.
- ☒ A witness (outside party) must be present at the meeting. Examples: Asst. Coach, Principal, or A.D.

Failure to comply with the Parent Meeting Policy or any disruptive/inappropriate behavior by parents will result in the following consequences:

1st Offense: Meeting with Parent, Player, Coach, AD and Principal

2nd Offense: Parent suspension for one game

3rd Offense: Parent suspension for the remainder of the season

Middle School participation in High School sports

- Any middle school student can play high school sports that is deemed eligible by the KHSAA.
- No student can play a high school sport until the middle school coach and high school coach have a written and verbal agreement stating permission from both coaches, players, parents, and student athletes.
- No middle school student can quit or not participate in middle school sports and play a high school sport that is the same activity. Exceptions must be approved by the principal of middle school and high school and students' parents.
- It is required that the Athletic Director, school principals, head coaches, middle school coaches are all informed of a decision to "play up" before competition occurs.
 - If this protocol is broken, the middle school student will not be eligible for high school competition.

Participation Termination Policy

If any athlete quits a sport, or is terminated from a sport because of violation of rules or some other circumstances, that athlete may not begin working out with another sport until the completion of the season of the sport in which he/she quit or was terminated. The timeline begins with the first game of the season.

Example: Boy practices basketball for 3 weeks and quits before the first game, he is allowed to start with baseball in February, if he quits after the games have started, he would have to wait until basketball is over to start baseball practice.

When a student-athlete quits then the coach must notify the Athletic Director immediately and provide reason for quitting. The AD will meet with student-athletes to confirm and sign an agreement that he/she cannot participate in the next sport until the official start date. (July 15, October 15, February 15)

In the event of extenuating circumstances, the AD/Principal and coaches involved will discuss an option to begin practice at an earlier date. This will be the discretion of the AD/Principal.

The Principal/Athletic Director will intervene if necessary.

Booster Club Policy

The booster club is necessary in many cases to help with funding of CCHS athletics. It must be clearly understood by all involved that the booster club is an entity of CCHS and the school can exercise ultimate control. The athletic director is ultimately responsible for all booster club activities regardless of his/her involvement in that organization. CCHS Athletic Programs fall under the umbrella of the CCHS SBDM and the Cumberland Co. Board of Education.

Fundraisers

Any and all fundraisers must be submitted as a fundraiser request by the upcoming SBDM meeting at CCHS. Upon approval, all fundraisers are to be approved at the School Board of Education monthly meeting.

Transfers

- ☒ If any student or family approaches you about transferring to CCHS, you must inform the student and or parents to contact the athletic director or principal. Do not discuss this with the student or family. The Athletic Director will complete the necessary transfer forms and start the process with the sending school and KHSAA.
- ☒ It is the responsibility of the Head Coach to inform the Athletic Director of any transfer students who will be trying out for your team. Any student who did not attend Cumberland County High School the previous school year (exception middle school students) is considered a transfer student (KHSAA Bylaw 6; Transfer Rule; Page 8)

Emergency Procedures

All head coaches and staff will complete an emergency action plan and have a copy filed in the athletic director's office. Coaches should follow the following guidelines:

- ☒ Always have a cell phone close or access to a phone
- ☒ Use first response training
- ☒ Do not let others treat a child even if you feel uncomfortable in the situation unless you know of their qualification.

- ☒ If in any doubt, call 911 and do not try to move the athlete unless he or she is in danger. Contact parents
- ☒ Never leave the child unattended
- ☒ Always keep copies of physicals and parent consent with you at all practices and games.
- ☒ Complete accident-injury report; make a copy for your records; turn in original to the athletic director

Transportation

Turn in all bus departure times to the athletic director/bus transportation director for approval. Busing will be provided to all teams who properly request transportation.

Awards and Recognition Policy

Cumberland County High School Athletic Department does not buy awards for student athletes. Awards are a booster decision. The athletic director will allocate funds to each coach for awards. Coaches are ultimately responsible for the awards they give to student-athletes.

1) Varsity Letter requirements

The varsity letter award shall be presented to an athlete who satisfied the participation requirements as listed below, completes all team obligations and receives the recommendation of the coach. (The coach may recommend a waiver of these requirements under an unusual circumstance.)

a) Specific sport requirements

- (1) Baseball/Softball: participate in 50% of games.
- (2) Basketball: (B&G) Be an active player on the postseason roster.
- (3) Cheerleaders: meet 90% of contest and practice requirements.
- (4) Golf: (B&G) participate in at least 50% of the matches.
- (5) Cross County (B&G): Participate in at least four meets.
- (6) Tennis: (B&G) participate as one of the point matches in at least 50% of total matches in either singles or doubles competition.
- (7) Track: (Boys) Participate in at least four meets and earn 20 points. (Girls) 9 varsity competitions, 25 points, and be a competing member of the regional team.
- (8) Volleyball: Must participate in 50% of scheduled games.

b) Season defined as that period from the first practice to the awards program.

c) There are no JV or Freshman Letter awards, only Varsity.

d) Manager's awards will parallel the regular awards system if they manage for the entire season.

e) Statistician's award: satisfactorily compile statistics for the entire season.

2) Banquet Awards

Banquet awards defined as those specific awards given by a specific sport for individual accomplishments through a specific season.

Cheerleading

- ☒ The selection process will be organized by the cheerleading sponsor.
- ☒ This is usually done in late March.
- ☒ The cheerleading sponsor will work with all the girls who want to try-out to teach them the routines that will be used during try-outs.
- ☒ Selection Try-Outs are before July 15 of each year.

- ✘ The actual tryouts will be closed to spectators.
- ✘ Any student that competes in cheerleading tryouts must have an updated physical and parent permission form completed.

Uniform Replacement Policy– uniforms replaced by player if lost or damaged, uniforms can only be used for school-affiliated contests

- ✘ Uniforms will be reviewed for safety and condition on an annual basis by the coaches and athletic director
- ✘ Varsity uniforms can be purchased on a need basis; usually every 4 to 5 years. Due to the nature of certain sports, some uniforms will last longer than 4 years and some less than 4 years.
- ✘ Changes in style or fashion do not warrant purchasing new uniforms if the current uniforms are in good condition.
- ✘ If the majority of the team's uniforms are in good or excellent condition and less than 1/4 in fair or poor condition, replacing the entire set is not necessary if matching replacement uniforms can be purchased
- ✘ Whenever possible, varsity and junior varsity uniforms shall be identical. This allows for greater flexibility in sizing.
- ✘ Whenever possible, varsity uniforms will be passed down to the junior varsity and junior varsity uniforms will be passed down to the junior high. This will not be done if the uniforms are in poor condition or do not fit the majority of the team properly.

If you have further questions, concerning athletics please contact the athletic director.

My signature below verifies that I have read and understand all the policies set forth by Cumberland County High School and its Athletic Department.

Student-Athlete Name (Print): _____ Grade: _____

Student-Athlete Signature

Date

Parent/Guardian Signature

Date

Head Coach's Signature

Date

Return signed document to your head coach. Head coaches will collect and submit to the Athletic Director.