

2025-2026
Athletic Handbook

Table of Contents

HPS Administration	4
Welcome	5
Introduction	6
Mission Statement	6
Code of Ethics	6
Sports Offered	7
Coaching Assignments	8
Expectations and Responsibilities of Coaches	8
Evaluation Procedure	8
Interscholastic Athletic Policies	9
Hattiesburg Athletics Webpage	9
Alcohol and Drug Abuse Policy	9
Athletic Equipment	9
Athletic Facilities	9
Athletic Insurance	9
Athletic Trainer	10
Booster Clubs and Support Groups	10
Booster Clubs – Finances	11
Coaching Clinics for High School Coaches	11
Collegiate Eligibility and the NCAA Eligibility Center	11
Tools for College-Bound Student Athletes	11
Discipline Procedures	12
HPS Extracurricular Drug and Alcohol Testing Policy	13
Ejection of Athletes, Coaches and/or Penalties	14
Eligibility	14
Game and Practice Supervision	14
Locker Room Policy	14
Sports Letters & Letterman Jackets	15
Multiple Sports Participation	15
Quitting a Sport	15
Physical Examination/Waiver	15
Publicity and Promotion	15
Religious Neutrality	16
Rules and Guidelines	16
Parent and Coach Communications	17

Safety Procedures for Athletes 18
School Attendance on Game Day 18
Squad Selection 19
Title IX and Athletics 19
Travel 19
Weight Room 19
Required Forms 19
DragonFly 19
Concussion Information 20
Thoughts on Success 22
True Meaning of Athletics 23
Head Coach End-of-Year Evaluation Form - Part 1 24
Head Coach End-of-Year Evaluation Form – Part 2 26
Assistant Coach End-of-Year Evaluation Form 27
Middle School Head Coach End-of-Year Evaluation Form 29
Head Coach Job Description 30
Assistant Coach Job Description 32
Head Coach Middle School Job Description 33
Yearly Summary Form 35
Dismissal/Withdrawal Parent Notification Form 36
DragonFly Letter (Parents) 37
Sportsmanship (How to complete the online course) 38
DragonFly Flyer (NR Burger Middle School) 39
DragonFly Flyer (Hattiesburg High School) 40
Coaching Responsibilities Checklist 41
District Contact Information List 43

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July 1, 2025

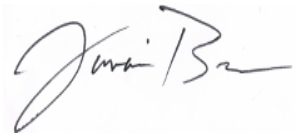
Dear Stakeholders:

Welcome to Hattiesburg Public Schools Athletics. On behalf of the athletics department, thank you for being a part of our mission to positively impact our students through athletics. The responsibility of continuing our long and rich history of integrity and pride within our program is a shared one. Students, parents, coaches, educators, administrators, and community members are all stakeholders and must work together to allow maximum success to happen.

We believe that the benefits of participating in athletics go far beyond the field, court, or track. Participating in athletics helps our student-athletes to develop socially and emotionally through hard work, commitment, and dedication to both personal and team goals.

Thank you for taking the time to read this handbook as it provides a background to our program as well as provides specific details of our policies and procedures. Should there be any questions regarding the contents of the handbook, please feel free to contact me at the information above.

Sincerely,



C. Jermaine Brown

Introduction

This handbook is designed to provide students, parents, and athletic staff with a comprehensive guide to the requirements and procedures for participating in athletics within the Hattiesburg Public Schools (HPS). In addition to the guidelines contained herein, the athletic program is governed by and complies with all HPS policies and the rules and regulations established by the Mississippi High School Activities Association (MHSAA).

Mission Statement

The mission of the HPS athletic program is to provide opportunities for students to participate in a variety of competitive sports and activities and to develop good sportsmanship and other attributes of a well-rounded student. Athletics should function as an integral part of the comprehensive curriculum in the HPS. The athletic program seeks to provide a wholesome environment where a student participating in athletics will develop positive attitudes, responsible habits, and good sportsmanship toward his/her teammates, coaches, and competition. Athletics will help the student-athlete develop a healthy self-concept and a healthy body by teaching those skills necessary for individual and team participation.

Code of Ethics

All HPS student-athletes and coaches will abide by what is moral, right, fair, and honorable. Coaches must recognize they are role models for their athletes and must conduct themselves to maintain the dignity and decency expected of the profession. HPS strives to build character in its student-athletes and encourage good sportsmanship and fair play. Coaches will not tolerate misconduct, unfair play, cheating, or any form of unsportsmanlike conduct.

Current Hattiesburg High School Sports

Sport	Boys	Girls	Co-Ed	Season
Cross Country – Varsity	x	x		Fall
Football – Varsity / JV / 9th	x			Fall
Golf (Boys & Girls	x	x		Fall
Swimming – Varsity	x	x		Fall
Volleyball – Varsity / JV		x		Fall
Basketball – Varsity / JV / 9th	x	x		Winter
Bowling	x	x		Winter
Powerlifting	x	x		Winter
Soccer – Varsity / JV	x	x		Winter
Track & Field – Indoor	x	x		Winter
Wrestling -Varsity	x	x		Winter
Archery – Varsity / JV			x	Spring
Baseball – Varsity / JV	x			Spring
Fast Pitch Softball – Varsity / JV		x		Spring
Flag Football - Varsity		x		Spring
Tennis – Varsity			x	Spring
Track & Field – Varsity	x	x		Spring
Cheerleading			x	All year
ESports (Online Gaming)			x	All year

Boys' Sports offered – 12
Girls' Sports offered – 13
Co-Ed Sports offered – 4

Current N.R. Burger Middle School Sports

Sport	Boys	Girls	Co-Ed	Season
Football – 8th / 7th	x			Fall
Volleyball		x		Fall
Basketball – 8th / 7th	x	x		Winter
Bowling	x	x		Winter
Soccer	x	x		Winter
Archery			x	Spring
Baseball	x			Spring
Track & Field – 8th / 7th	x	x		Spring
Cheerleading			x	All Year
ESports (Online Gaming)			x	All year

Boys' Sports offered –6
Girls' Sports offered – 5
Co-Ed Sports offered - 3

Coaching Assignments

In accordance with HPS School Board Policy GBRCA: Coaches Assignment Policy, it is the duty of the principal (or the superintendent's designee) to assign personnel to athletic related duties offered by HPS and be employed by the board on an -at-will basis.

Expectations and Responsibilities of Coaches

All HPS coaches are expected to demonstrate the following:

- serve as a positive role model Coaches expected to present themselves as public officials whether on or off duty. Since coaches are in an extremely high-profile profession, they should conduct themselves in an appropriate manner that will reflect positively on the school district. Failure to do this may result in discipline up to and including termination from employment.
- to promote good sportsmanship
- to maintain appropriate boundaries and professional relationships with students, families, and colleagues
- to emphasize student-athlete academic success and support classroom performance
- to develop skills appropriate to the athletes' age and maturity level
- to promote teamwork, discipline, respect, and leadership
- to plan and conduct well-organized, purposeful practices
- to ensure proper supervision of students before, during, and after all practices/games
- to follow all safety procedures and emergency action plans
- to manage and care for athletic equipment responsibly
- to maintain current certifications: **CPR/First Aid, NFHS Learn Courses** (Concussion, Sportsmanship, Heat Illness, etc.) Paraprofessional and Volunteer coaches must complete NFHS Fundamentals of Coaching.
- Follow all **MHSAA** and **District Athletic Handbook** rules.

Any fine incurred by a coach for violating a misconduct rule of the MHSAA will be the personal responsibility of that coach. All coaches are responsible for ensuring that programs under their supervision, which they are associated with as members of the athletic department, comply with the HPS, MHSAA, and State Board of Education policies. All coaches are also required to have a Commercial Driver's License (CDL) with the required Passenger and School Bus endorsements. Coaches will have one school year to obtain a CDL license. If there are medical restrictions, please notify the Athletic Director/Coordinator.

Evaluation Procedure

The Athletic Director or Coordinator will evaluate all head coaches at the end of the season or school year. The Associate Superintendent will determine the Athletic Director or Coordinator. Should the Athletic Director or Coordinator hold a position as a Coach, the Assistant Superintendent will evaluate

the Athletic Director, Coordinator, and Coach for each assignment separately. The Head Coach of each sport will determine all assistant coaches of their sport and the head Middle School coach. The Head Middle School coach will evaluate all middle school assistant coaches of their sport.

Interscholastic Athletic Policies

It is the Athletic Director/Coordinator and the Head Coach of each sport's responsibility to see that the participants meet the requirements of the HPS and MHSAA. Failure to abide by HPS and/or MHSAA rules may result in the school and/or a coach being sanctioned, fined, and possibly terminated from his/her position.

Athletic Webpage

It is the responsibility of the Head Coach to submit current rosters, schedules, team photos, and competition photos and videos to the designated person maintaining the Athletic Department's webpage. Please update the team information throughout the competition season and the offseason.

Alcohol and Drug Abuse Policy

The HPS Athletic Department will not tolerate alcohol, drugs, or tobacco usage by coaches or student-athletes. The HPS does have a student drug screening policy, which applies to extracurricular participants. (See page 15)

Athletic Equipment

HPS strives to provide high-quality athletic equipment. The Athletic Director/Coordinator and Head Coach of each sport shall keep abreast of the latest athletic equipment trends. Safety is the number one priority when selecting and purchasing athletic equipment.

When purchasing athletic equipment, the Coach and Athletic Director/Coordinator must follow the purchasing department's guidelines. If a Coach checks out any athletic equipment, he/she must return it promptly and in good condition. Students will receive a fine if they misuse or lose any athletic equipment.

Students must reimburse the cost of damaged or lost athletic equipment to the district. At the end of the season, each Head Coach must provide an updated inventory to the Athletic Director/Coordinator. Coaches should immediately report all damaged and/or stolen items to the Athletic Director/Coordinator, Athletic Assistant, and Campus School Resource Officer to complete the proper investigations and reports.

Athletic Facilities

We are committed to maintaining a clean, safe, and well-functioning athletic environment that reflects the pride and standards of our schools and athletic program. All student-athletes, coaches, and staff share the responsibility of respecting and caring for our facilities and shared spaces.

Our facilities represent the best of our community and their condition reflects our pride in our program. Consistent upkeep ensures a positive experience for current and future athletes, teams, and visitors.The community is welcome to use our facilities in accordance with HPS Board Policy EBH: School Facility Rental.

Athletic Insurance

All athletes who participate, practice, or plan to compete in interscholastic sports must have insurance. HPS has a supplemental policy that assists families with a cost beyond their family insurance. Parents must sign an insurance form giving the company's name and insurance number. Parents must also provide picture proof of insurance. Please do not hesitate to call the athletic office if you have any questions.

Athletic Trainer

Injuries are an inherent part of athletics! To help minimize the risk and to manage injuries when they occur, HPS employs two athletic trainers. The Athletic Trainer is an employee of the HPS whose responsibility is to assist with the proper medical care of all athletes, including those injured and/or recuperating.

These professionals are at practices and contests. They assist in injury prevention, recognition, evaluation, and assessments of injuries and illnesses and the immediate care, treatment, and rehabilitation of injuries. The athletic trainer is also an essential link in the healthcare delivery system by serving as a liaison among athletes, parents, coaches, physicians, allied health professionals, and administrators to facilitate healthy participation in interscholastic athletics. **Please note that due to our athletic program's large scope; an athletic trainer may not be present at all practices and contests! In the event of an injury coaches, must implement their emergency plan of action.**

Booster Clubs and Support Groups

Booster clubs are essential components of successful athletic teams and provide necessary financial support to athletes. However, the booster club's roles are limited. Booster Club's funds are not to assist in lending financial aid to help coaches, schedule, or administer the team. Any money raised by a booster club is solely for the benefit of the team. **The booster club shall have a constitution with bylaws and procedures established.** Any funds raised by the support groups will be the responsibility of the Athletic Director/Coordinator and the Head Coach of that sport. Each department must record all funds in the event of an audit.

All booster club presidents will meet quarterly with the Head Coach and Athletic Director/Coordinator.

Booster Clubs – Finances

Booster Clubs – School Board Policy JHA

- Only the booster clubs who follow state and federal laws, HPS Board policies/procedures, and the HPS booster club guidelines, will be allowed to use the school's name and/or its facilities to support its programs.
- Booster clubs must support the extra-curricular activity as a whole, not an individual participant. All booster club bank accounts must be in the booster club's name, not in the name of an individual(s).
- Booster clubs must adopt bylaws and provide a copy of such bylaws to their Principal/Athletic Director/Coordinator. The Principal/Athletic Director/Coordinator will be required to submit a copy to the Superintendent's office.
- Booster club members may not represent the district nor bind the district and employees to a third party with which the organization may conduct business.
- Booster clubs may not use the school tax ID number for any reason. MS code sections 79-11-503 and 79-11-505 require all school district PTOs, PTAs, booster clubs, and other organizations to follow the law and register or file an exemption with the Securities and Charities Division of the Secretary of State's office. Booster clubs are to provide a copy of this exemption to their Principal/Athletic Director/Coordinator. The Principal/Athletic Director/Coordinator will be required to submit a copy to place on file in the Superintendent's office.
- Students are not required to participate in booster-sponsored fundraisers to participate in a specific extra-curricular activity.
- For school audit purposes, booster clubs must complete and turn in the following information to the Principal/Athletic Director/Coordinator and the Superintendent's office each year:
    a) List of club officers for both the previous and upcoming years

b) Quarterly financial reports
c) Final bank statements may be requested quarterly reports

- All fundraisers must have a specific purpose for raising money. The Principal, Athletic Director, or Coordinator Clubs may approve unforeseen special purchases (Ex. state championship rings)
- The Principal, Athletic Director, or Coordinator must pre-approve all booster club fundraisers. No booster club, or individual member, may organize pupils or solicit money in any HPS school's name without prior approval from the Principal/Athletic Director/Coordinator.
- The program director/coach, or his/her designee, of the specific extra-curricular activity, must be present at all booster club meetings and apprised of all potential club activities. Any action taken at a booster club meeting is subject to review and revocation by the director/coach and Principal/Athletic Director/Coordinator.
- In accordance with HPS School Board Policy GBADC: Booster Clubs Enhancing Employee Salaries, booster clubs shall not pay nor enhance salaries or stipends for any district employee. However, external support/booster organizations may donate to the district/school for these purposes as long as the salaries paid are within limits set by the local School Board.
- No district employee may represent a booster club as an officer.
- Donations (buildings, concession equipment, P.A. equipment, grounds-keeping equipment, etc.) to the district shall become the sole property of the district and must have a purpose consistent with district standards, not place restrictions on the district, require the endorsement of a particular business or organization, or conflict with district policies and state / federal laws. The replacement of previous booster donations that are no longer of use will be at the discretion of the Principal/Athletic Director/Coordinator, dependent upon funding, efficiency and effectiveness issues, and campus needs.

The Superintendent, Principal, or Athletic Director/Coordinator has the authority to disband any booster club that does not follow guidelines or is detrimental/disruptive to the overall climate of the activity.

Coaching Clinics for Coaches

The HPS coaching staff shall stay abreast of the latest techniques and mechanics used to teach their respective sports. The Athletic Director/Coordinator must approve hosting and/or attendance at these Clinics. All professional development activities must follow standard operating procedures.

Collegiate Eligibility and the NCAA Eligibility Center

In January 2023, NCAA Divisions I and II adopted legislation to remove standardized test scores from initial eligibility requirements for all student-athletes who initially enroll full-time on or after August 1, 2023. Check with the NCAA school you plan to attend regarding standardized test scores for admission or scholarship requirements.

To participate as a freshman at a National Collegiate Athletic Association (NCAA) student-athletes must fulfill the NCAA's academic requirements. The **NCAA Eligibility Center** must certify these requirements. Any senior student-athlete who plans to participate in Division I or II athletics as a freshman must be certified and registered by the NCAA Eligibility Center. Student-athletes should register with the NCAA Eligibility Center before or early in their senior year. Application and registration processes are available online at www.ncaa.org/eligibilitycenter.net or in the counselor's office or athletic department.

Tools for College-Bound Student Athletes

Guide for the College-Bound Student-Athlete is available in the athletic department or online at **http://fs.ncaa.org/Docs/eligibility_center/Student_Resources/CBSA.pdf.** This is a great tool to assist student-athletes and their parents with the process of preparing for the selection of a college or university. The guide focuses on key elements as they occur from the beginning and through the final decision. In addition, it also includes the NCAA Eligibility Center procedures.

Discipline Procedures

All athletes are expected to maintain proper standards of behavior during school, practice, contests, and social events. If an athlete shows a lack of self-discipline, has a poor attitude, or is not fulfilling his/her commitment to the athletic program, he/she may be suspended from their sport. **An athlete must comply with all written and oral directions given by the coaches of that sport.**

Disciplinary action taken will be at the coach's discretion, including but not limited to the following minor offenses:

- Inappropriate classroom behavior
- Tardiness to class
- Missed practices or meetings without a proper excuse,
- Disrespect
- Inappropriate dress, etc.

These offenses may result in but are not limited to, verbal correction, sitting out of a game(s), corrective physical activity, and parent conference.

Disciplinary action for major offenses such as:

- Defacing or destroying school property,
- Fighting,
- Stealing,
- Committing forgery,
- Defying a coach or school authority,
- Causing a disruption in school or on a school bus,
- Leaving school grounds without permission,
- Abusive language,
- Threatening another student,
- Using alcohol, tobacco, and/or other drugs,
- Exhibiting a poor attitude,
- Lack of self-discipline, etc.

These offenses may result in but are not limited to, verbal correction, sitting out of a game(s), corrective physical activity, parent conference, dismissal from the program for a specific time, permanent dismissal from the program, or any other action deemed appropriate by the Coaches, Athletic Director/Coordinator, and Principal.

These responses shall be cumulative to those disciplinary measures set forth within the student handbook. An athlete who commits a major offense may also be subject to suspension and expulsion. The HPS Coaching Staff and Athletic Director/Coordinator reserve the right to determine the severity of any disciplinary offense and enforce the appropriate consequence as declared by this handbook. If the action disrupts the team, or the act is a detriment to the school's best interest and welfare of the team, a team member may be removed from the team, suspended, or receive a lesser reprimand for conduct that violates the rules even when the act ***is not related*** to a school function.

HPS Extracurricular Drug and Alcohol Testing Policy

JCDAB-1 School Board Policy

Participation in school-sponsored extracurricular activities such as interscholastic athletics is a privilege. Illegal drug use of any kind is incompatible with involvement in any extracurricular activities on behalf of the school district. Students who participate in extracurricular activities are expected to hold themselves as good examples of conduct, sportsmanship, and training. Therefore, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible example of conduct, including avoiding the use or possession of illegal drugs. This policy intent is to complement all other policies, rules, and regulations of the Hattiesburg Public School District regarding possession or use of illegal drugs.

This policy was not written with the intent to be punitive; instead, it was written to promote the safety, health, and well-being of the district's students. The sanctions of this policy relate solely to limiting the opportunity of any student found to violate the policy to participate in any extracurricular activities. There will be no academic sanctions for violation of this policy. This policy shall apply to all participant students in grades 7-12.

1. **First positive test.**
    A. The student will be suspended from participation in all extracurricular activities for two weeks. The student and parent/guardian must attend counseling two times during the suspension period and one follow-up session. Counseling will consist of a session with the Hattiesburg Public Schools counselor and a session with a school's counseling service. Follow-up sessions may be with one or both.
2. **Second positive test.**
    A. The student will be suspended from participation in any extracurricular activity for the remainder of the semester.

3. **Third positive test.**
    A. The student will be suspended from participation in any extracurricular activity for 180 days.

4. **Self-referral**.
    A. A student is allowed to remain active in all extracurricular activities if the student self-refers to the Athletic Director, Principal, Coach, or Sponsor before being notified to submit a drug test. Under this policy, the student will still receive his/her first offense and the student must retest.

5. **Refusal to submit to a drug use test**.
    A. If a student refuses to submit to a drug-use test under this policy, the student will not be eligible to participate in any extracurricular activity, including all meetings, practices, performances, and competitions for 180 school days. Upon completion, the participating student shall again be subject to this policy.

Ejection of Athletes, Coaches, and/or Penalties

HPS follows all MHSAA rules relative to the ejection of an athlete or coach. If an athlete or coach is penalized, he/she must comply with the penalty. HPS encourages all coaches to conduct themselves in such a manner that a fine, penalty, or an ejection from a game will not be warranted. However, should a financial penalty be imposed on a coach, it is his/her personal responsibility to pay the penalty. HPS will not be responsible for the payment of a coach's fine.

Eligibility

All coaches must be knowledgeable of and comply with the MHSAA rules governing the eligibility of student-athletes. MHSAA rules require a contestant must:

- Have enrolled no later than the 15th day of any semester of participation, carry four major subjects each semester (under the 4x4 block), and meet himself/herself as having a satisfactory standard of behavior.
- Not have become 19 years of age before August 1 ($1,000 fine to the coach for this infraction).
- Not be a graduate of a four-year high school.
- Not have enrolled in college or junior college other than those approved by HPS or participated in athletics beyond the high school level.
- Be a student whose parent(s) or legal guardian(s) are (1) bona fide residents of the district or (2) are instructional personnel or licensed employees of the district.
- Have a certified copy of his/her birth certificate on file with the school.
- Maintain a **2.00** GPA.
- See the MHSAA handbook for additional guidelines.

Game and Practice Supervision

All head coaches must ensure the proper supervision of student-athletes during tryouts, practices, and game days. It is the responsibility of the administration to ensure security and fan supervision protocols are in place prior to an athletic contest/event.

Locker Room Policy

All head coaches/coaches must ensure locker room policies and procedures are enforced both in-season and off-season. Check visitor locker rooms before a competition and after the game(s) when the opposing team has departed.

- Coach/coaches shall monitor the locker room(s) when students are present.
- Locker room(s) should remain locked/secured when there is no adult supervision.
- In order to ensure the athletes' safety and security, DO NOT leave athletes unattended.
- Student-athletes should not bring or leave any valuables in the locker room at any time. HPS will not be responsible for any stolen or missing items.
- Absolutely no horseplay or hazing will be tolerated.
- Head coaches are responsible for ensuring the locker room(s) is kept clean and sanitized daily.
- Only student-athletes participating in that sport will be allowed in the locker room(s).
- As a preventative measure, any administrator, coach, or teacher may conduct hall/gym/locker room sweeps of the entire athletic facility to ensure Board Policy JCDA-School Searches follow these guidelines.

Lettering in Sports and Letterman Jackets

In order to earn a letter in a sport, an athlete must (1) participate in more than one-third of the games/contests, (2) participate on the varsity level for two years, (3) be at least a sophomore and (4) be a two-year participant of that sport regardless of his/her playing status. (5) Each head coach may use

his/her discretion to award a letterman jacket to any senior participant on their team that may not meet requirements 1-4. ***An athlete may only earn one letter jacket during high school regardless of the number of sports he/she letters.*** **Note: The purchase of a "Letter Jacket" is the responsibility of an athlete's parent or guardian.**

Multiple Sports Participation

HPS acknowledges there are sports whose seasons overlap and some athletes may have conflicts in scheduling. In the case of an athlete who wishes to participate in multiple sports and scheduling conflicts arise; the two coaches should arrive at a solution. If no agreement is reached, then a **play-off game** would take ~~**first**~~ **priority** followed by a district game and finally a non-district game. Athletes are encouraged to participate in as many sports as they wish and should be able to do so without pressure from any coach to limit participation to one sport. HPS may seek dismissal for any coach who discourages an athlete from participating in more than one sport. **Undue influence will not be tolerated.**

Quitting a Sport

Any student-athlete wishing to quit a sport must first meet with that sport's head coach and the Director of Athletics. The Director of Athletics or the coach of that sport will then contact the student athlete's parents or guardians. If a student-athlete quits a sport during the season, he or she is not eligible to participate in another sport until the season of the sport dropped is complete, unless there is a mutual agreement between the two coaches involved. ***Example: John Doe quits basketball late in the season to play baseball. John Doe will not be able to play baseball until the basketball season is over.***

Physical Examination/Waiver

All athletes are required to complete a parental permission form and a physical examination prior to participating in a tryout, practice, or game. A licensed physician or a nurse practitioner under the guidance of a licensed physician must conduct the physical examination. All students who wish to try out for an athletic team must have a physical examination form on file.

Publicity and Promotion

It is the responsibility of the Athletic Director/Coordinator and the Head Coach to promote athletics in the community. Each sport may operate a social media outlet in conjunction with the athletic department and communications department guidelines Students must not operate a social media outlet associated with the school/team without the permission of the athletic director and under the guidance of the head coach. Student-athletes' individual social media accounts should be monitored by the head coach. Student-athletes requested for interviews and must be coordinated with the head coach.

Religious Neutrality

HPS recognizes the right of every person to make personal decisions about religion free from school or governmental involvement. HPS encourages all students and staff to appreciate, respect, and be tolerant of each other's religious decisions and views.

Rules and Guidelines

Members of Hattiesburg High School and N.R. Burger Middle School teams will exhibit quality sportsmanship in every game and practice. Being a member of the team is a privilege, not a right. Student-athletes must respect and listen to all coaches, officials, and other adults in positions of authority while maintaining good sportsmanship on and off the field. Student-athletes **will not** complain or argue with officials during or after an athletic event.

1. All student athletes are required to have a sports physical prior to participation in a sport, including practice.
2. Before a student's participation in any athletic program, a parent or guardian must sign permission forms.
3. Report injuries to the Coach (taped, strapped, prepared). All HPS athletes will have access to the school athletic trainer.
4. All players will abide by the rules and regulations stated in the HPS Secondary Handbook and the MHSAA Handbook. Any disciplinary infractions by a student-athlete are subject to the discipline guidelines outlined in the school handbook. HPS and MHSAA prohibit the use of tobacco, steroids, and other banned or illegal substances. A player who violates this policy will lose his place on the team.
5. Only ***players*** are allowed on or near practice areas and in the dressing room during practice and games.
6. Any communication between players/coaches and fans will occur before or after a game or a scheduled meeting the next day.
7. The amount of playing time and position played is at the coaches' discretion.
8. All players will be on time with the required uniforms and equipment.
9. No cell phones are allowed during practice. A coach will have a cell phone on the premises if an emergency occurs. If a parent needs to reach a child, contact the coach first.
10. Attend all scheduled classes and attain the highest grade possible in every subject. As directed by the MHSAA, students must have a 2.0 for year-end average of the spring semester to be eligible to participate in extracurricular activities during the first semester of the following year and maintain the 2.0 average at the end of the semester to participate in spring athletics.
11. Extended to you is the privilege of representing N.R. Burger Middle School or Hattiesburg High School. Be an example for others at all times! Our actions portray what we think about our school, our program, and ourselves. Be a positive example for those around you.
12. Athletes are expected to take pride in representing Hattiesburg Athletics as a Tiger by keeping athletic facilities clean both at home and on the road. All trash should be placed in receptacles and facilities left clean. This policy extends to restaurants and any other commercial establishment used by the team.
13. HPS will not be responsible for lost or stolen property. Students should not bring valuables to practice or games. Nothing of any value should be left on a school bus during road trips.
14. Be responsible with all equipment that is issued or loaned to you. This is our gear; make the best use of it to benefit the team and the athletic program. Attend every practice session and game with required equipment. All players will be on time with the required uniforms and equipment.
15. Get plenty of rest. Training is demanding and requires extra rest to prevent injury. Sleep regularly 7 to 8 hours daily to ensure good health.
16. Eat well-balanced meals. A balanced diet will go a long way toward making you strong, healthy, and successful.
17. Properly hydrate yourself before, during, and after practice and games. Your body needs sufficient levels of water for many reasons including properly cooling itself while training.
18. Attendance to practice and games are REQUIRED. The HPS Athletic Department has rules set in place for all sports. Any student-athlete competing in an HPS sport that has a starting date before another sport is bound to the sport, which started first and cannot be counted absent in the

second sport. Furthermore, the student-athlete must have the permission of the first sport's coach to participate in the second sport until the completion of the first sport's season. A student-athlete who quits a sport must wait for that sport's season to end before starting another sport unless the first sport's coach releases them. These rules include tryouts.

19. Travel after an away game: Players are allowed to ride home with parents if the following apply: (1) Written consent ***prior*** to departure for the game, (2) ***Signed*** checkout form upon completion of the game. Players who are not riding back on the bus **must** present coaches with a written letter stating they will ride back with parent(s) and/or guardian(s). The player's parent and/or guardian can only sign letters.
20. Participation in a minor or serious nature behavior will result in the forfeiture of the playing status for a ***minimum*** of one game and up to ***permanent dismissal*** from the team.

Parent/Coach Communications

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide a greater benefit to our student-athletes. As parents, when your child becomes involved in our program, you have the right to understand what expectations are placed on your child. This begins with communication from the coach of the child's program.

Communications You Should Expect from Your Child's Coach

1. Philosophy of the coach
2. General expectations
3. Locations and times of all practices and contests
4. Team requirements, special equipment, strength and conditioning programs
5. Procedures followed if your child is injured during practice or game
6. Team rules, guidelines and consequences for infractions
7. Criteria for lettering in that sport
8. Team selection process

Communications Coaches Expect from Athletes/Parents

1. Concerns related to your child's general welfare
2. Notification of any scheduling conflicts well in advance
3. Notification of illness or injury as soon as possible

Appropriate Concerns to Discuss with Coaches

It is very difficult to accept that your child does not play as much as you hope. Coaches are professionals. They decide based on what they believe to be the best for the team and all student-athletes involved.

As you see from the list above, specific topics may be discussed with your child's coach. The topics listed below may also be discussed with your child's coach:

1. Ways to help your child improve
2. Concerns about your child's grades and behavior

Inappropriate Concerns to Discuss with Coaches

There are situations that may require a conference between the coach and student-athlete, or coach and parent. ***These conferences are encouraged but never after a game when emotions may be high***. It is important that all parties involved have a clear understanding of the other person's position. The topics listed below should not be discussed with your child's coach:

1. Team strategy
2. Play calling
3. Other student-athletes

If You Have a Concern to Discuss with a Coach

1. Call the coach to set up an appointment.
2. If the coach cannot be reached, call the Athletic Department and ask the Athletic Specialist to help set up the meeting for you.
3. Please never attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and coach. Meetings of this nature usually do not promote positive resolutions.

What to do if the Meeting with the Coach Doesn't Provide a Satisfactory Solution

1. Schedule a meeting with the Athletic Director/Coordinator to resolve concern(s).
2. If the concern is not satisfactorily resolved, schedule a meeting with the building principal to review the concern(s).
3. The Assistant Superintendent of Personnel and Schools will review the final appeal.

Safety Procedures for Athletes

The safety of athletes in practice and games is a top priority of the Hattiesburg Public School District. The Athletic Director/Coordinator and the supervising coach must take all necessary precautions to ensure the athletes' safety. Each Head Coach has an Emergency Action Plan on file in the Athletic Office for both practice and game days. Each coach and athlete is aware of all emergency procedures. The team reviews the process regularly.

School Attendance on Game Day

In order to be eligible to participate in a competition on a school day, an athlete must attend school **at least sixty-three percent (63%) of the day on the day of the competition.** A school-related absence will not affect this rule.

Squad Selection

Each Head Coach should have a policy ("selection policy") and utilize a try-out evaluation template on how athletes are selected. This policy shall be approved by the Athletic Director/Coordinator and should be posted in a visible place prior to the team selection. Each selection policy will be on file in the Athletic Director/Coordinator's office.

Title IX and Athletics

HPS is committed to administering its athletic and extracurricular programs in a manner which is gender equitable and does not discriminate on the basis of sex in its athletic programs. The HPS School Board Policy IDFA: Intramural/Interscholastic Athletics details the established goals to ensure gender equity.

Travel

The Athletic Director/Coordinator and Head Coach are responsible for transporting the athletes to and from games/contests in an approved state vehicle.

Weight Room

A well-organized weight program is essential to a competitive athletic program. HPS encourages all staff involved with the weight program to attend clinics in order to stay abreast with the latest techniques. Always be aware of your surroundings and use the safety clamps/collars provided.

- No horseplay is allowed at any time.
- No sitting or standing on weight equipment.
- Coaches and athletes are responsible for keeping the weight room clean and putting weight equipment back in its proper place.
- Coaches and athletes are responsible for making sure that all weight benches are properly wiped down with sanitary wipes after each use.
- All athletes must wear appropriate attire: closed-toe shoes, shirts, and athletic shorts while in the weight room.
- Only coaches are allowed access to the audio and video equipment in the weight room.
- No one is allowed in the weight room without proper adult supervision by an HPS coach.
- No food or drinks are allowed in the weight room.

Any violations of these rules will result in the participant's immediate removal from the weight room and may result in permanent loss of weight room privileges.

Required Forms

All players and parents must have an online DragonFly account. A permission form, a physical form, drug screening form, proof of insurance, and a concussion form are required from all students participating in Hattiesburg Public School District's extra-curricular athletic programs. Your child must return these completed and signed forms before he/she will be allowed to participate in practice or competition. Please take a few minutes to carefully read, complete and sign the forms. Other forms may be required at the coach's discretion.

DragonFly

FOR ALL PARENTS: Please follow the instructions below:

1. Visit www.dragonflymax.com, click "Do My Forms" and follow the prompts to the sign-up page.
2. On the sign-up page, click "Sign Up for Free".
3. Follow the prompts to create your Parent Account with your email address or phone number.
4. Check your email and get the confirmation code. (You will need that code to proceed.) Enter the information when you are asked for the confirmation code.
5. Next, you will be asked for your school code. Enter your child's School Code when prompted and confirm this is the correct school. (HHS Code is ZSELCR) (NR Burger Code is L4DQHJ)

6. Click "Add A Child" in the DragonFly MAX website and then follow the prompts to create your child's profile.
7. Complete his/her medical history.
8. Complete his/her participation forms, including uploading any necessary documents.
9. Be sure that you are completing forms for 2025-2026.

NOTES: On the forms you fill out there will be places that do not apply to you. Please put N/A in those blanks. It will reject forms if every blank or box is not filled in. On every form you fill out, please double-check and make sure everything is correct. Please make sure it shows the proper school year as you go through the steps.

Concussion Form

(Required Annually by MHSAA)

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly**. In other words, even a "ding" or a bump on the head can be serious. You cannot see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- Headaches
- "Pressure in head"
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- "Don't feel right"
- Fatigue or low-energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (Forgetting game plays)
- Repeating the same question/comment

Signs observed by teammates, parents, and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays lack of coordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can't recall events prior to hit
- Can't recall events after hit
- Seizures or convulsions

- Any change in typical behavior or personality
- Loses consciousness

What can happen if my child continues playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from playing immediately. Continuing to play with the signs and symptoms of a concussion leaves the athlete, especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period after that concussion occurs, significantly if the athlete suffers another concussion before completely recovering from the first one.

This can lead to prolonged recovery, or even severe brain swelling (second impact syndrome) with devastating and even fatal consequences. Typically, adolescent or teenage athletes often fail to report symptoms of injuries. Concussions are no different. As a result, administrators, coaches, parents, and students' education is key to a student-athlete's safety.

MHSAA Concussion Policy

- An athlete who reports or displays any symptoms or signs of a concussion in a practice or game setting should be removed immediately from practice or game. The athlete should not be allowed to return to practice or game for the remainder of the day, regardless of whether the athlete appears or states that he/she is normal.
- The athlete should be evaluated by a licensed, qualified medical professional working within their scope of practice as soon as it can be practically arranged.
- If an athlete has sustained a concussion, the athlete should be referred to a licensed physician, preferably one with experience in managing sports concussion injuries.
- An athlete, who has been diagnosed with a concussion, should only return to play after full recovery and clearance by a physician.
- Recovery from a concussion, regardless of the loss of consciousness, this usually takes 7-14 days after the resolution of all symptoms.
- Return to play after a concussion should be gradual and follow a progressive return to competition. An athlete should not return to a competitive game before demonstrating that he/she has no symptoms in a fully supervised practice
- Athletes should not continue to practice or return to play while still having symptoms of a concussion. Sustaining an impact to the head while recovering from a concussion may cause Second Impact Syndrome, a catastrophic neurological brain injury. Remember, it is better to miss one game than to miss the whole season.

Thoughts on Success

Why do some people succeed in life and others do not? In athletics, many times two people with similar talents will end up going in different directions. One will succeed while the other does not. For success in athletics or any other endeavor in life, the following fundamental ideas and principles are essential.

You must first commit to what you want to do. This is known as "The Decision." By making this commitment, you must make athletics an essential factor in your life. If you cannot make this decision, your practice and training are not indeed "serious," and you can expect your performances to show it.

Along with this commitment, you must have a tremendous Desire to Excel. Talent alone does not ensure success. Desire, backed by Faith, knows no such words as "Impossible."

Once committed, you have to set specific goals for yourself. This gives you something to work for and achieve. If you do not know where you are going, any road will take you there. You must know where you are headed.

To reach your goals, you must dedicate yourself to achieving them. Work hard (practice) and sacrifice; let nothing deter you. Time after time, a person's willpower becomes the critical factor in the success vs. failure "Game."

The Proper State of Mind is also necessary for success. This is the winning attitude that says I can!!! I will get the job done regardless of the cost. This state of mind includes a great desire to excel and the perseverance to overcome the obstacles you are bound to encounter.

True Meaning of Athletics

A **AMBITION** – to be the very best athlete I can possibly be

T **TRAINING** – willingness to prepare your body year-round

H **HONESTY** – my word is my bond

L **LOYALTY** – loyalty to team, coach, and school

E **ELIGIBILITY** – truly being a student athlete first

T **TRUSTWORTHINESS** – character speaks for itself

I **INTEGRITY** – having high moral standards

C **COURAGE** – to do the right thing**,** even if it is not popular

S **STICK-TO-IT-ATTITUDE** – never quitting finishing what you started

HATTIESBURG ATHLETIC DEPARTMENT

Head Coach End-of-Season Evaluation
Part 1

Coach _____

Sport _____

Date _____

Scale: 5 – Excellent 4 – Good 3 – Satisfactory 2 – Needs Improvement 1 – Poor

1.	Adheres to all MHSAA rules and regulations.	5	4	3	2	1
2.	Follows district procedures/policies for initiating purchase orders when purchasing equipment and supplies.	5	4	3	2	1
3.	Adheres to the coaching responsibilities checklist.	5	4	3	2	1
4.	Establishes and maintains favorable press relations by providing the news media with schedules, individual and team performances, statistics, etc.	5	4	3	2	1
5.	Assumes supervisory control over students' athletes and teams assigned to him or her during all times associated with his or her sport.	5	4	3	2	1
6.	Exhibits responsible conduct in and out of the competitive arena.	5	4	3	2	1
7.	Promotes morale and team spirit. Stresses the benefits derived from wholesome athletic competition.	5	4	3	2	1
8.	Enforces discipline and sportsmanlike behavior at all times.	5	4	3	2	1
9.	Assumes responsibility for keeping dressing rooms, weight rooms, and areas around athletic facilities clean and litter free.	5	4	3	2	1

10. Supports other coaches and athletic programs and encourages his or her student athletes to participate in other sports.	5	4	3	2	1
11. Willingly accepts additional duties as established by the administration.	5	4	3	2	1
12. Submits to the Director of Athletics all required forms and/or materials on time.	5	4	3	2	1
13. Conducts himself or herself and his or her teams in an ethical manner during practice and contests.	5	4	3	2	1
14. Assumes responsibility for constant care of equipment and facilities.	5	4	3	2	1
15. Plans, organizes, and oversees effective practice sessions on a regular basis.	5	4	3	2	1
16. Works cooperatively with the Director of Athletics and keeps him aware of any unusual events.	5	4	3	2	1
17. Current member of the Hattiesburg Athletic Booster Club.	Yes		No		
18. Possesses a current membership in the Mississippi Association of Coaches (MAC).	Yes		No		
19. Attends MHSAA district meetings	Yes		No		
20. Possesses current MDOT Commercial Driver's License with Passenger and School Bus endorsements.	Yes		No		

HATTIESBURG ATHLETIC DEPARTMENT

Head Coach End-of-Season Evaluation

Part 2

Coach _____

Sport _____

Date _____

1. Briefly discuss how you feel about the overall results of your season.

   _____
   _____
   _____
   _____

2. Do you recommend any changes to your staff for next year?

   _____
   _____
   _____
   _____

3. Discuss any problems with facilities that need to be addressed.

   _____
   _____
   _____
   _____

4. Is there anything the Athletic Director/Coordinator can do differently to better assist with the success of your program?

   _____
   _____
   _____
   _____

5. Is it your intent to remain in your current position for the next school year?

   _____

Head Coach Signature _____

Athletic Director Signature _____

HATTIESBURG ATHLETIC DEPARTMENT

Assistant Coach Evaluation

Coach _____

Sport _____

Date _____

Scale: 5 – Excellent 4 – Good 3 – Satisfactory 2 – Needs Improvement 1 – Poor

1.	Has overall knowledge of sport he/she is coaching.	5	4	3	2	1
2.	Has the ability to motivate players.	5	4	3	2	1
3.	Shows enthusiasm, school pride, and hard work during in-season and off-season.	5	4	3	2	1
4.	Seeks to improve his/her coaching methods.	5	4	3	2	1
5.	Performs specific assigned job responsibilities.	5	4	3	2	1
6.	Is appropriately dressed at practice and games.	5	4	3	2	1
7.	Is willing to give his/her time and efforts during the off-season.	5	4	3	2	1
8.	Provides input and suggestions in planning practice schedule and game plans each week.	5	4	3	2	1
9.	Helps enforce discipline and sportsmanship behavior.	5	4	3	2	1
10.	Attends scheduled meetings and professional development opportunities.	5	4	3	2	1
11.	Assumes responsibility for keeping dressing rooms, weight room, and areas around athletic facilities clean.	5	4	3	2	1
12.	Possesses current MDOT school bus-driving license.	Yes		No		
13.	Possesses a current membership in the Mississippi					

Association of Coaches (MAC). Yes No

14. Do you have a desire to be a head coach? Yes No

15. Is it your intent to return as an assistant coach next year? Yes No

Assistant Coach Signature _____

Evaluated by _____

Evaluator Signature _____

Athletic Director Signature _____

HATTIESBURG ATHLETIC DEPARTMENT

Middle School Head Coach Evaluation

Coach _____

Sport _____

Date _____

Scale: 5 – Excellent 4 – Good 3 – Satisfactory 2 – Needs Improvement 1 – Poor

1.	Adheres to all MHSAA rules and regulations.	5	4	3	2	1
2.	Adheres to the coaching responsibilities checklist.	5	4	3	2	1
3.	Has overall knowledge of sport he/she is coaching.	5	4	3	2	1
4.	Seeks to improve his/her coaching methods.	5	4	3	2	1
5.	Establishes the fundamental philosophy, skills, and techniques taught at middle school level.	5	4	3	2	1
6.	Monitors athletes' grades and conduct year-round.	5	4	3	2	1
7.	Has ability to motivate players.	5	4	3	2	1
8.	Helps enforce discipline and sportsmanship behavior.	5	4	3	2	1
9.	Attends scheduled meetings and professional development opportunities.	5	4	3	2	1
10.	Has an Emergency Action Plan.	Yes		No		
11.	Possesses current MDOT Commercial Driver's License with Passenger and School Bus endorsements.	Yes		No		
12.	Possesses current membership in the Mississippi Association of Coaches (MAC).	Yes		No		
13.	Is it your intent to remain in your current position for the next school year?	Yes		No		

Head Coach Signature _____

Evaluated by _____

Evaluator Signature _____

Athletic Director Signature _____

HATTIESBURG PUBLIC SCHOOL DISTRICT
Athletic Department
Job Description

TITLE: **HEAD COACH - ALL VARSITY SPORTS**

QUALIFICATIONS:
1. Proper certification by the State Department of Education.
2. Knowledge of the sport he/she is coaching.
3. Ability to effectively communicate with parents, public, co-workers, and administration or School Board.
4. Other qualifications may be set by the administration or School Board.

REPORTS TO: Athletic Director/Coordinator

SUPERVISES: Assistant Coaches

JOB GOALS: 1) Provide leadership, supervision, and organization for the sporting program. 2) Ensure that players develop skills on and off the playing courts and fields that lead to success beyond athletics.

I. PROFESSIONAL AND PERSONAL RELATIONSHIPS

A. General Responsibilities
1. Has a thorough knowledge of athletic policies and implements policies presented in district School Board policy, the annual athletic handbook, and MHSAA regulations.
2. Understands the proper administrative line of command and refers all student and parent requests or grievances through the proper channels.
3. Attends public, staff or departmental meetings as appropriate.
4. Maintains discipline and works to increase morale and cooperation within the school sports program.

B. Staff Responsibilities
1. Trains and informs staff, encourages professional growth by encouraging attendance at in-service programs and clinics.
2. Understands the proper administrative line of command and refers all student and parent requests or grievances through the proper channels.
3. Establishes the fundamental philosophy, skills and techniques taught by the staff.

C. Administrative Duties
1. Assists the Athletic Director/Coordinator in scheduling.
2. Requests transportation through the Director of Transportation.
3. Provides documentation to fulfill MHSAA and district requirements concerning physical examinations, parental consent, drug screening, DragonFly, and all other eligibility documentation.
4. Provides proper safeguards for maintenance and protection of assigned equipment sites; sends a written work request to the Athletic Director/Coordinator.
5. Supervise practices, locker rooms and transportation.
6. Develops sound public relations with news media and booster clubs.

D. Student Responsibilities

1. Provides training rules and any other unique information about the sport to the parents and athletes.
2. Monitors student athletes' grades and conduct.
3. Is informed about policies concerning injuries, medical attention and insurance; completes paperwork on athletic injuries on proper forms and submits them to the proper personnel.
4. Directs student manager, assistants and statisticians.
5. Determines discipline; contacts parents if student becomes ineligible or if the student is dismissed from the team, maintaining documentation.
6. Assists student athletes in securing information concerning scholarships and financial aid.
7. Has a plan of action concerning emergency injury situations for home and away games.
8. Strictly adheres to safety procedures at all times.
9. Is accountable for all equipment; issues, stores and sends completed inventory forms to the Athletic Director/Coordinator.
10. Properly marks and stores all equipment.
11. Is responsible for cleanliness and maintenance of sports equipment.
12. Refrains from the use of profanity and tobacco while coaching.
13. Monitors locker rooms and supervises all practices.
14. Cooperates and communicates with parents during the entire season.
15. Directs parental grievances to the Athletic Director/Coordinator.
16. Makes facilities available to student athletes for successful programs.

II. PERFORMANCE DUTIES

A. Planning

1. Confers with assistant coaches to plan and organize coaching techniques and methods.
2. Organizes practices to cover all basic game conditions.
3. Organizes duties of assistant coaches and assigns responsibilities.
4. Informs staff of their duties and responsibilities.

B. Teaching and Coaching

1. Takes pride in his/her coaching
2. Recruits players to participate and works to keep them involved.
3. Teaches team discipline.

C. High School and Middle School Relationships

1. Develops mutual respect between the high school head coach and his/her staff and the middle school staff.
2. Realizes that the success of the high school program depends in part on middle school programs.
3. Ensures that professional knowledge is shared with middle school coaches.
4. Requires cooperation by middle school coaches.
5. Performs other such duties and responsibilities as assigned by the Principal and/or Athletic Director/Coordinator.

PLEASE NOTE: Resignation from coaching responsibilities is a resignation from teaching assignments, unless otherwise determined by district administration.

Reviewed and Agreed to by: _____

Date: _____

HATTIESBURG PUBLIC SCHOOL DISTRICT
Athletic Department
Job Description

TITLE: **ASSISTANT COACH - ALL SPORTS**

QUALIFICATIONS:
1. Proper certification by the State Department of Education
2. Such other qualifications as may be set by the administration or the Board of Trustees

REPORTS TO: Head Coach

SUPERVISES: Students participating in a particular sport

JOB GOALS: To assist in providing leadership, supervision and organization of a specific athletic activity and to carry out the objectives of the total athletic program.

PERFORMANCE RESPONSIBILITIES:

1. Has overall knowledge of the sport he/she is coaching.
2. Possesses the ability to motivate players.
3. Conducts himself/herself to be above reproach at all times.
4. Makes thorough preparation for carrying out his/her responsibilities at all practice/games.
5. Seeks to improve his/her coaching techniques.
6. Provides input and suggestions in planning practice schedules and game plans weekly.
7. Shows enthusiasm, pride and hard work during in-season/off-season.
8. Is fair, understanding, tolerant, sympathetic and patient with team members.
9. Is well-versed and knowledgeable in matters pertaining to his/her coaching assignments.
10. Maintains rapport with the coaching staff and players.
11. Is willing to give his/her time and efforts during the off-season.
12. Maintains suitable conduct toward players and officials at practice and games.
13. Is appropriately dressed for practice and at games.
14. Shows support for all athletic programs and school sponsored student activities.
15. Areas of assigned responsibility will include but not limited to:
    - A. Equipment
    - B. Training room
    - C. Practice field equipment
    - D. Video study
    - E. Weight room
    - F. Laundry
    - G. Transportation
16. Performs other such duties and responsibilities as the Principal and/or Athletic Director/Coordinator may assign.

PLEASE NOTE: Resignation from coaching responsibilities is a resignation from teaching assignments, unless otherwise determined by district administration.

Reviewed and Agreed to by: _____

Date: _____

HATTIESBURG PUBLIC SCHOOL DISTRICT
Athletic Department
Job Description

TITLE: **MIDDLE SCHOOL HEAD COACH - ALL SPORTS**

QUALIFICATIONS:
1. Proper certification by the State Department of Education
2. Such other qualifications as may be set by the administration or the Board of Trustees

REPORTS TO: Middle School Principal

SUPERVISES: All organizations that involve his/her sports program

JOB GOALS: 1) Provide leadership, supervision and organization for the sporting program, ensuring that players develop skills that lead to success. 2) To teach self-discipline, character, pride, respect, honesty, responsibility, and dedication.

I. RELATED DUTIES:

A. General Responsibilities
1. Has a thorough knowledge of athletic policies and implements policies presented in district School Board policy, the annual athletic handbook, and MHSAA regulations.
2. Understands the proper administrative line of command and refers all student and parent requests or grievances through the proper channels.
3. Attends public, staff or departmental meetings as appropriate.
4. Maintains discipline and works to increase morale and cooperation within the school sports program.

B. Staff Responsibilities
1. Sets example for staff by attending clinics and in-service programs to encourage professional growth.
2. Delegates specific duties and supervises implementation of those duties.
3. Analyzes staff effectiveness and evaluates assistant coaches, using proper documentation.
4. Establishes the fundamental philosophy, skills and techniques to be taught by the staff.

C. Administrative Duties
1. Assists the Athletic Director/Coordinator in scheduling.
2. Requests transportation through the Director of Transportation
3. Provides documentation to fulfill MHSAA and district requirements concerning physical examinations, parental consent, drug screening, dragonfly, and all other eligibility requirements.
4. Provides proper safeguards for maintenance and protection of assigned equipment sites; sends written work requests to the Athletic Director/Coordinator.

D. Student Responsibilities
1. Provides training rules and any other unique information about the sport to the parents and athletes.

2. Monitors student athletes' grades and conduct.
3. Is informed about policies concerning injuries, medical attention and insurance; completes paperwork on athletic injuries on proper forms and submits them to the proper personnel.
4. Directs student managers, assistants and statisticians.
5. Determines discipline; contacts parents if student becomes ineligible or if the student is dismissed from the team, maintains documentation.
6. Has a plan of action concerning emergency injury situations for home and away games.
7. Strictly adheres to safety procedures at all times.
8. Is accountable for all equipment; issues, stores and sends completed inventory forms to the Athletic Director/Coordinator.
9. Properly marks and stores all equipment.
10. Is responsible for cleanliness and maintenance of sports equipment.
11. Refrains from the use of profanity and tobacco while coaching.
12. Monitors locker rooms and supervises all practices.
13. Cooperates and communicates with parents during the entire season.
14. Directs parental grievances to the Athletic Director/Coordinator.

II. PERFORMANCE DUTIES

A. Planning

1. Confers with assistant coaches to plan and organize coaching techniques and methods.
2. Organizes practices to cover all basic game conditions.
3. Organizes duties of assistant coaches and assigns responsibilities.
4. Informs staff of their duties and responsibilities.

B. Teaching and Coaching

1. Takes pride in his/her coaching.
2. Recruits players to participate and works to keep them involved.
3. Teaches team discipline.

C. High School and Middle School Relationships

1. Develops mutual respect between the high school head coach and his/her staff and the middle school staff.
2. Realizes the success of the high school program depends in part on middle school programs.
3. Ensures professional knowledge is shared with middle school coaches.
4. Participates in in-service programs and coaching clinics provided by high school staff.
5. Performs other such duties and responsibilities as assigned by the Principal and or Athletic Director/Coordinator.

PLEASE NOTE: Resignation from coaching responsibilities is a resignation from teaching assignments, unless otherwise determined by district administration.

Reviewed and Agreed to by: _____

Date: _____

HATTIESBURG PUBLIC SCHOOL DISTRICT
Athletic Department

YEARLY SUMMARY

Head Coach: _____Years coaching experience_____

Sport: _____

School Year: _____

Level: (circle one) 7th 8th 9th JV V

Assistant Coaches: _____

_____

_____

Season Record: W_____ L_____ T_____

Conference Record: W_____ L_____ T_____

Post Season Record:

_____

_____

All Conference Players:

_____

_____

All State Players:

_____

_____

All Star Game Information/Participants:

_____

_____

Please attach roster

HATTIESBURG PUBLIC SCHOOL DISTRICT
Athletic Department

Dismissal/Withdrawal Parent Notification

Name of Student: _____

Sport(s): _____

Grade: _____

Dismissal/Withdrawal Date: _____

Reasons for dismissal/withdrawal:

_____ Voluntary

_____ Violation of MHSAA/HPS district activity or sport participation policies

_____ Violation of team rule

_____ Conduct detrimental to team

_____ Other _____

Player Signature: _____ Date: _____

Coach Signature: _____ Date: _____

Athletic Director/Coordinator Signature: _____ Date: _____

Principal Signature: _____ Date: _____

HATTIESBURG HIGH SCHOOL
Athletic Department
701 Stadium Drive
Hattiesburg, MS 39401

Athletic Office (601) 544-0811 ext. 5138 *Athletic Office Fax (601) 582-3507*

Dear Parent/Guardian of Tiger Athletes,

We would like to inform you of eligibility changes the Mississippi High School Activities Association has made for our students/athletes. Introduced in the Fall of 2019, we now use a new software program called DragonFly, which is an electronic health record for your child. Along with athletic eligibility forms, this program has you enter all of your child's information including health records, emergency contact numbers, injury status, etc.

Beginning this school year (205-2026), we will have all of our eligibility paperwork on DragonFly. This means our Athletic Department will be going paperless. We are asking you to register you and your child as soon as possible.

FOR ALL PARENTS
Please follow the instructions below:

1. Visit www.dragonflymax.com, click "Do My Forms" and follow prompts to the sign-up page.
2. On the sign-up page, click "Sign Up for Free".
3. Follow the prompts to create **your Parent Account** with your email address or phone number.
4. **Check your email** and get the confirmation code. (You will need this code to proceed.) Enter the code when you are asked for the **confirmation** code.
5. Next you will be asked for your school code. Enter your child's School Code when prompted and confirm this is the correct school. **(HHS Code is ZSELCR) (NR Burger Code is L4DQHJ)**
6. Click "Add A Child" in the DragonFly MAX website, then follow the prompts to create your child's profile
7. Complete his/her medical history.
8. Complete his/her participation forms, including uploading any necessary documents.
9. Be sure that you are completing forms for 2025-2026.

- As you fill out the forms, you will most likely encounter questions that do not apply to you or your child. Please put **N/A** in those blanks. It will reject forms if not every blank is filled in. On every form, you fill out, please double check and make sure everything is correct.
- Please make sure it shows the 2025-2026 school year as you go through the steps.

As always, whenever you put a new system in place there will be some issues. If you have trouble or need help please call the athletic office 601.544.0811 ext. 5133 or email Lucretia.barnes@hattiesburgpsd.com

Directions for Completing the Sportsmanship Online Course

1 Go to: **nfhslearn.com**
2 Click on **Register** (located in the top right corner – black toolbar)
3 There are 4 lines to be completed:
   a. Email: ***use your school email***
   b. Username: ***use your school email***
   c. Password: ***use your MSIS number (with the zeros)***
   d. Confirm Password: ***use your MSIS number (with the zeros)***
   e. Then click **NEXT** in the red box at the bottom
4 Fill in the boxes with the following information:
   a. Your ***First Name***
   b. Your ***Last Name***
   c. Your ***home address*** (you probably will not need to use the 2nd address line)
   d. The city: ***Hattiesburg***
   e. The zip code: it should either be ***39401*** or ***39402*** or ***39403***
   f. Leave it set at *United States*
   g. For the State choose: ***Mississippi***
   h. For School/Organization Name type: ***Hattiesburg Public Schools***
   (then click "Add this School/Organization)
   i. Type in **Your Phone Number or a parent's phone number**
   j. In the last box leave it on **SPORTS**
   k. Click **FINISH** in the red box at the bottom
5 On the next window:
   a. Type **Your First and Last Name** (using correct capitalization, etc.) in the top box
   b. Click on Student
   c. Leave it marked as YES
   d. Click **FINISH** in the red box at the bottom
6 Click ***CONTINUE*** in the blue box on the next window.
7 Click the **X** to close the small white window in the middle of the screen
8 Click the blue box towards the bottom that says ***Go to Courses***
9 In the middle of the screen, a box says ***Search for Courses***. Type in **SPORTSMANSHIP**
10 Hover your mouse over the picture of the tennis players. A white box that says **View Course** pops up – click on **View Course**
11 At the top of the screen in the wide black box, make sure it shows **Mississippi $0**. If that is, correct then click on the **Order Course** in the blue box.
12 Choose **Myself** and then click **Continue** in the blue box
13 Click **Checkout** in the blue box at the bottom right of the window.
14 On the bottom left of the window, **put a checkmark** in the box that says, "I agree to the NFHS…" and then click **Continue** in the blue box.
15 At the top of the screen in the back box, click on **Go to My Courses** in the blue box.
16 You should see your Sportsmanship course towards the bottom of the screen. Click on **Begin Course**.
17 Click the **X** to close the small white box you see showing in the middle of the screen.
18 Begin watching the videos. You cannot skip ahead. At the end of the videos, there are 10 questions to answer. You will see the results of the test when you finish answering all 10 questions.
19 There is also a course evaluation. You may mark AGREE to all of those questions.
20 When you get to the screen that has a blue button that says **Download,** notify your teacher for assistance in printing. **NOTE:** If you are not working with a teacher or coach in a computer lab setting, please either print or screen shot the certificate (clearly showing your name and the completion date) so it can be uploaded to your DragonFly account.

DragonFly Account Information for N.R. Burger Middle School

DragonFly - Simplified Sports Medicine -

DragonFly MAX is an electronic health record designed to save you time & ensure the athlete is healthy and ready to participate in athletic competition. We focus on the details so you can focus on what matters...safe and healthy athletes.

Follow the easy steps below to get started using DragonFly MAX.

"I'M A PARENT"

1. Visit www.dragonflymax.com, click "Do My Forms" and follow prompts to the sign-up page.
2. On the sign-up page, click "Sign Up for Free".
3. Follow the prompts to create your **Parent Account** with **your** email address or phone number.
4. Enter your child's School Code when prompted and confirm this is the correct school.
5. Click "Add A Child" in the DragonFly MAX web site, then follow the prompts to create your **child's profile** and complete his/her participation forms, including uploading any necessary documents.
6. After completing your child's forms, you can review his/her profile OR add another child's profile.

Now that you're done, download DragonFly MAX from the App Store or Google Play and sign in.

"I'M AN ATHLETE, COACH, OR SCHOOL ADMINISTRATOR."

1. Download the DragonFly MAX app from either the App Store or Google Play.

App Store Google Play

2. Click "Get Started" and follow the prompts to create your account.
3. Choose your role in the school (i.e. - Athlete, Coach, Administrator, etc).
   - If you are a Coach or Administrator, select whether your school IS or IS NOT already using MAX.
   (Hint: If you have a School Code, then your school IS using MAX)
4. Enter your School Code (shown below) when prompted, then tap "Request" to join the school.

School Name: N R Burger Middle School
School Code: **L4DQHJ**

Now you're all set! You can find out more about additional features at DRAGONFLYMAX.COM

DragonFly Information for Hattiesburg High School

DragonFly - Simplified Sports Medicine -

DragonFly MAX is an electronic health record designed to save you time & ensure the athlete is healthy and ready to participate in athletic competition. We focus on the details so you can focus on what matters...safe and healthy athletes.

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"I'M A PARENT"

1. Visit www.dragonflymax.com, click "Do My Forms" and follow prompts to the sign-up page.
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"I'M AN ATHLETE, COACH, OR SCHOOL ADMINISTRATOR."

1. Download the DragonFly MAX app from either the App Store or Google Play.

Download on the App Store | GET IT ON Google Play

2. Click "Get Started" and follow the prompts to create your account.
3. Choose your role in the school (i.e. - Athlete, Coach, Administrator, etc).
   - If you are a Coach or Administrator, select whether your school IS or IS NOT already using MAX.
   (Hint: If you have a School Code, then your school IS using MAX)
4. Enter your School Code (shown below) when prompted, then tap "Request" to join the school.

School Name: Hattiesburg High School
School Code: ZSELCR

Now you're all set! You can find out more about additional features at DRAGONFLYMAX.COM

Hattiesburg Public School District Athletic Department

Coaching Responsibilities Checklist

NOTE: This document is to be used to assist the coach with his/her job duties and to provide further assistance for coach's performance and evaluation.

PRE-SEASON
1. Attend mandatory First Aid / CPR training.
2. Complete NFHS Concussion and Fundamentals of Coaching courses. (turn in certificates)
3. Attend pre-season coaches meeting.
4. Become a member of MAC for professional participation and all-star eligibility.
5. Attend MHSAA Rules Clinic.
6. Create a DragonFly account (if you have not already done so).
7. Ensure all student athletes have physical examinations and forms submitted before participating in tryout, practice and games.
8. Screen athletes for eligibility (academics, age, residence, etc.)
9. Provide Athletic Director/Coordinator with appropriate information for MHSAA eligibility forms.
10. Review and comply with school and district policies.
11. Have parent/athlete meeting (rules, safety risks, fees, DragonFly).
12. Provide inventory (Document all uniforms and equipment).
13. Have Code of Conduct forms, Emergency Action Plan, and emergency cards on file.
14. Submit rosters and schedules to Athletic Director/Coordinator office and sign for Eligibility Roster.
15. Complete student athletes' dismissal/withdrawal forms.
16. Obtain CDL and submit a copy to Athletic Director/Coordinator and Transportation Department.
IN-SEASON
1. Monitor student athletes' academic progress, absences, and perform grade checks.
2. Supervise student athletes' use of the equipment and facilities.
3. Facilitate team fundraisers.

4. Complete necessary documentation on student absences.
5. Check and respond to emails in a timely manner.
6. Complete professional leave forms for athletic trips and submit to Athletic Director/Coordinator.
7. Complete transportation requests for away games.
8. Assist with home contest facility management.
9. Report scores and win/loss record to Athletic Director/Coordinator.
10. Maintain a high standard of personal conduct.
11. Attend Booster Club meetings.
12. Address and resolve program issues and problems. Keep Athletic Director/Coordinator informed.
13. Keep officials evaluations on file.
14. Maintain effective communication with A.D.
POST-SEASON
1. Complete and submit end of the season reports (win/loss record, contests scores, etc.)
2. Check-in school issued uniforms; turn in report to Athletic Director/Coordinator of students who have failed to turn in items.
3. Submit lost equipment and uniform payments to the Athletic Office.
4. Complete and submit an inventory of all uniforms, equipment and supplies to the Athletic Director/Coordinator.
5. Submit date of Awards Banquet to Athletic Director/Coordinator.
6. Keep locker room clean.
7. Evaluate all assistant coaches for your sport.
8. Evaluate Booster Club and Fundraising.
9. Submit schedule requests to Athletic Director/Coordinator.
10. Meet with Athletic Director/Coordinator and complete evaluation process.

District Contact Information

If you need help with…	Contact Person	Phone Number	Email Address
Athletic Booster Clubs	Jermaine Brown	601-582-4366	jermaine.brown@hattiesbugpsd.com
Athletic Budget and Purchasing	Jermaine Brown Lucretia Barnes	601-582-4366	jermaine.brown@hattiesbugpsd.com lucretia.barnes@hattiesburgpsd.com
Athletic Coaches and Parent Concerns	Jermaine Brown Michael Battle	601-582-4366	jermaine.brown@hattiesbugpsd.com michael.battle@hattiesburgpsd.com
Athletic Facilities	Jermaine Brown Stephen McCay	601-582-4366	jermaine.brown@hattiesbugpsd.com stephen.mccay@hattiesburgpsd.com
Athletic Schedules and Events	Jermaine Brown Lucretia Barnes	601-582-4366	jermaine.brown@hattiesbugpsd.com lucretia.barnes@hattiesburgpsd.com
Athletic Travel	Jermaine Brown Lucretia Barnes	601-582-4366	jermaine.brown@hattiesbugpsd.com lucretia.barnes@hattiesburgpsd.com
Game Day Security Plans	Jermaine Brown LaTosha Mitchell	601-582-4366	jermaine.brown@hattiesbugpsd.com omeshia.burnes@hattiesburgpsd.com
Handbook - Athletic	Jermaine Brown	601-582-4366	jermaine.brown@hattiesbugpsd.com
Hattiesburg High School	James Grubbs	601-544-0811	james.grubbs@hattiesburgpsd.com
Media Relations	Jasmin Baxter Robert Williams	601-582-5078 ext. 1040	jasmin.baxter@hattiesburgpsd.com roberts.williams@hattiesburgpsd.com
MHSAA Compliance and Eligibility	Jermaine Brown Lucretia Barnes	601-582-4366	jermaine.brown@hattiesbugpsd.com lucretia.barnes@hattiesburgpsd.com
N.R. Burger Middle School	Carol Jones	601-582-0536 ext. 2577	carol.jones@hattiesburgpsd.com
NCAA Clearinghouse Eligibility	Jermaine Brown Lucretia Barnes	601-596-2611	jermaine.brown@hattiesbugpsd.com lucretia.barnes@hattiesburgpsd.com
School Bus Concerns	Willie Burton Michael Battle	601-583-2857	willie.burton@firstgroup.com michael.battle@hattiesburgpsd.com
Security	Latosha Mitchell Michael Battle	601-299-0230	latosha.mitchell@hattiesburgpsd.com michael.battle@hattiesburgpsd.com
Student Physicals	Jermaine Brown Lucretia Barnes	601-582-4366	jermaine.brown@hattiesbugpsd.com lucretia.barnes@hattiesburgpsd.com
Travel Reimbursement	Jermaine Brown Lucretia Burnes	601-582-4366	jermaine.brown@hattiesbugpsd.com lucretia.barnes@hattiesburgpsd.com
Use of School Vehicles	Donald Isabelle	601-582-5078 ext. 1043	donald.isabelle@hattiesburgpsd.com
Weather Monitoring	Jermaine Brown Lucretia Barnes	601-582-4366 ext. 5133	jermaine.brown@hattiesbugpsd.com lucretia.barnes@hattiesburgpsd.com
Workmen's Compensation	Jermaine Brown Lucretia Barnes	601-582-4366 ext. 5133	jermaine.brown@hattiesbugpsd.com lucretia.barnes@hattiesburgpsd.com
Facility Maintenance	Jermaine Brown Stephen McCay	601-582-4366	jermaine.brown@hattiesbugpsd.com stephen.mccay@hattiesburgpsd.com