

2025-2026

Pendleton County High School

Athletic Handbook



District Mission:

Pendleton County Schools is committed to graduating every student college and/or career ready by empowering staff to deliver high quality instruction and services in a safe and trusting environment.

District Vision:

United is Pursuing Excellence

Disclaimer: This handbook may be changed or updated as needed with approval of the PCHS SBDM Council and communication with the Pendleton County Board of Education

Information in this handbook conforms and aligns with policies set forth by the PCHS SBDM Council, Pendleton County Board of Education, Pendleton County Code of Acceptable Behavior, and KHSAA/KDE regulations and bylaws.

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Student/Athlete Policies and Guidelines

Student-Athlete Academic Eligibility Requirements

General Academic Eligibility Information and Policy

Pendleton County student-athletes are expected to perform in the classroom and in their athletic endeavors. Student-athletes must remember they are students first and athletes second. School specific academic eligibility requirements are listed below.

Grade checks will be performed each Friday at Pendleton County High School and Sharp Middle School. These grade checks will be submitted to the athletic director to be submitted to the respective head coaches. These grade checks will be the official grade checks used to determine eligibility.

Coaches may request and encourage students who are academically ineligible or in danger of becoming ineligible to attend after school tutoring or provide additional academic assistance. Students attending these programs shall not face punitive consequences.

PCHS Academic Eligibility

PCHS student-athletes participating in KHSAA sanctioned sports and sport-activities must comply with the following academic standards:

On the first student attendance day of the student-athlete's sophomore year, they must have 20% of total credits (5 credits). They must have 45% of total credits (11 credits) on the first student attendance day of their junior year, and 70% of total credits (17 credits) on the first student attendance day of their senior year. These are minimum requirements specified by KHSAA.

During the season, student-athletes cannot have two or more failing grades to remain eligible. Student-athletes who have two or more failing grades at the time of the weekly grade check will be considered ineligible for the following week.

Coaches will have academic expectations as well in their student-athlete contracts. A coach may dismiss a student-athlete after multiple times being on the ineligible list if it is in their contract.

Sharp Middle School Academic Eligibility

Sharp Middle School students who are playing a sport at PCHS are expected to follow the Sharp Middle School academic eligibility requirements. Sharp Middle School student-athletes cannot have more than one failing grade at the time of grade checks.

Student-Athlete Attendance at School

In-Person Students

Students enrolled as in-person students may not attend a school activity or function if they are absent from school on the day of the event, unless they get special permission from the principal prior to the absence.

Students enrolled as in-person students must be in attendance at school for a minimum of ½ day (3 ½ hours) in order to participate in games, practices, fund raisers and any team-related event (dinner, etc.)

Students on school-sponsored field trips are considered to be in attendance.

Students enrolled as in-person students, who are absent on any day prior to a non-school day when an extracurricular activity is scheduled, must have an approved excused absence on the last day school was in session before being eligible to participate.

PC Cares/Performance Based Students

Students who are enrolled as performance based/virtual (PC Cares) students, must meet academic and participation requirements to remain eligible. Due to differences in this program versus in-person learning, a student-athlete enrolled in PC Cares must meet the following criteria each week to remain eligible:

1. Demonstrate adequate academic progress, engagement, and completion rate each week within Edgenuity.

- A minimum of 12.5% successful completion rate, which can come from a combination of one course or multiple courses OR Edgenuity progress bar showing blue or green to demonstrate a student is on pace or ahead pace based on assigned workload.

- Be engaged (logged in, not idle) in Edgenuity for a minimum of 12 hours per week as documented by the Edgenuity session log.

- Passing scores for coursework completed as demonstrated by the Actual Grade in Edgenuity.

Student-Athlete Conduct and Behavioral Expectations

Student-athletes at Pendleton County High School are expected to adhere to all rules, policies, and guidelines of acceptable behavior as outlined in the PCHS Student Handbook, the District Code of Acceptable Behavior, as well as school and district policies.

In addition, participants are subject to rules and expectations set forth by the head coach of their specific sport or sport activity. These rules shall:

- Be approved and signed off on by the athletic director and high school administration prior to distribution to players and parents
- Be furnished in writing to student-athletes and parents prior to the season.
- Coaches should obtain in writing that parents/players have received these rules. Players shall not be eligible to participate until signed acknowledgement is received.
- Be reasonable and constructive in nature
- Provide appropriate and progressive disciplinary consequences as needed

Athletes who have been suspended from school may not practice or compete in the athletic program while under school suspension. A student may be disciplined for violation of the Student Code of Conduct AND the Athletic Code of Conduct arising out of the same incident.

Students whose behavior at an extracurricular activity poses a continuing danger or ongoing threat are subject to immediate removal from the activity.

A participant in the athletic program is a representative of the school. A team member's personal conduct reflects upon fellow athletes and the school in general. Conduct which might prove detrimental to the athletic program or the school shall be considered a serious breach of discipline and may be considered for denial of participation from a team or the athletics program.

If ejected from a KHSAA sport/sport activity, the player will serve the suspension required by the KHSAA. Pendleton Co. Schools reserves the right for further suspension from practice and/or games if deemed necessary.

Sportsmanship

The minimum standard for sportsmanship shall be as outlined in the KHSAA Sportsmanship statement, which shall be adhered to and read prior to each home varsity contest:

THE NATIONAL HIGH SCHOOL FEDERATION AND THE KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION REQUIRE OFFICIALS TO ENFORCE SPORTSMANSHIP RULES. HIGH SCHOOL ATHLETICS EMPHASIZE POSITIVE VALUES. THE PARTICIPANTS HAVE WORKED HARD TO CREATE A SENSE OF TEAMWORK, RESPECT, RESPONSIBILITY AND PERSPECTIVE. WE REMIND YOU THAT GOOD BEHAVIOR IS EXPECTED FROM ALL AND THAT MISCONDUCT WILL NOT BE TOLERATED. LET THIS COMPETITION REFLECT MUTUAL RESPECT AMONG ALL PARTICIPANTS, OFFICIALS AND FANS. GOOD LUCK, HAVE A GREAT EVENT AND ENJOY THE GREATEST SPORTING EVENT AROUND – A HIGH SCHOOL ATHLETIC EVENT!

It is the responsibility of Pendleton County High School student-athletes to represent PCHS in a positive manner at all times.

Student Athlete Drug Testing Program

All students who participate in a sport offered at Pendleton County High School or Sharp Middle School must sign a waiver that states they have read the Drug/Alcohol Policy and are aware of the consequences in violating the policy. Waivers have to be signed and turned into the varsity coach before being eligible to participate in a timely manner after tryouts. The waiver is in effect for the period of one year from the first day of practice of their sport.

Students and their parent/legal guardian must sign the waiver before they can participate in their sport. Forms are in Appendix C and D.

In coordination with the Athletic Drug Testing Program, athletes must attend a drug awareness symposium provided by the school every year prior to their season of competition. The drug awareness seminar is ONLY valid for the school year that it was attended.

Varsity Coaches are responsible for having their players present a signed waiver before the first day of practice and attendance by each player at the Drug Awareness Symposium on the scheduled date for their season. The Athletic Director is responsible for keeping the signed waivers on file for the period of one year and coordinating the date for the Drug Awareness Symposium.

All players and support staff must submit to the Mandatory Drug/Alcohol Test before they participate in a sport for Pendleton High School. After the initial test, their names will be placed in a pool where a random number of names will be selected to submit to the Random Drug/Alcohol Test. Their names will remain in this pool for the length of their waiver period.

The Athletic Director of Pendleton County High School will oversee the administration of the drug/alcohol tests and assign appropriate monitors. The Athletic Director will select testing company. Breathalyzer will be considered as a Random Test.

The following constitutes a violation of the Drug/Alcohol Policy:

- ☐ Mandatory or Random Drug Test Failure
- ☐ Breathalyzer Failure
- ☐ Drug/Alcohol Possession
- ☐ Under the influence of Drug/Alcohol
- ☐ Refusal to take the Mandatory or Random Drug Test/Breathalyzer.
- ☐ The following will decide if the act constitutes a violation of the Pendleton County Athletic Department Drug/Alcohol Policy:
 - ☐ School Administrators
 - ☐ Other (Designated by the PCHS or Sharp Middle School Athletic Director)

Consequences of a violation of the Pendleton County Athletic Department Drug/Alcohol Policy:

- ☐ First offense – Violator will be suspended 10% of team's games and will successfully complete a Drug-Alcohol Counseling Program approved by the Athletic Director. Player must complete the Drug/Alcohol Counseling Program in the designated amount of time in order to regain eligibility. Failure to complete Counseling in the designated time limit will result in immediate loss of eligibility. Eligibility can only be restored by completion of Drug/Alcohol Counseling Program.
- ☐ Second Offense – Suspension from any athletic department sponsored team for the length of the signed waiver.
- ☐ Refusal to take the Random Drug Test/Breathalyzer- Student will automatically receive a first or second offense.

Challenging the outcome of the Drug/Alcohol Test

The student/athlete and his/her parents or legal guardian may challenge the outcome of the Alcohol/Drug Test by presenting a written challenge to the Athletic Director within 48 hours of notification of test results. A new test will be given (the cost of the test will be paid by person submitting the challenge and must be administered within seven days of the previous test) and the Test Administrator must be approved by the Athletic Director. The outcome of this test automatically negates the result of the previous test. The student will remain eligible for all athletic department events until the results of the new test are received.

Student-Athlete Middle School Participation

Pendleton Co. High School allows middle school students who are members of our district, to participate on Pendleton County High School Teams. The following criteria must be met in order for middle school students to participate on PCHS teams that in sports that teams are offered at Sharp Middle School. These policies do not have to be adhered if Sharp Middle School does not offer a team in a designated sport. For example, Golf, Soccer, Baseball, Softball, and Tennis are presently not offered at Sharp Middle School.

The Athletic Director and Head Coach will determine in advance of each school year the number of teams per program and the number of participants per team. Tryouts are to be advertised at the middle school.

Guidelines:

- ☐ The number of teams and participants will only change from one year to another based on unusual enrollment changes or special circumstances that affect an entire program. (i.e.: softball going from slow pitch to fast pitch)
- ☐ Coaches are to communicate with the Athletic Director their intention to use middle school students.
- ☐ We recommend at least a week's notice before tryouts are held and advertised at the middle school.
- ☐ •Coaches are encouraged to allow middle school students to also play on their middle school teams where one is offered providing league rules allow their dual participation.
- ☐ When middle school students are going to be invited to tryout, a copy of this policy should be given to all players in the program and all middle school athletes at tryouts.
- ☐ Consult with the Middle School Site Manager and Principal

Student-Athlete Multiple Sports Athletes

Pendleton County High School wants students to participate in as many school sponsored activities as possible. Coaches must do the same by allowing and encouraging athletes to play multiple sports in different seasons. Coaches shall not place restrictions on players that discourage their participation in other sports and should not use such participation as a factor in their decision making process when it comes to team selection. With regard to conditioning, practice, weight training and games, the in-season sport takes priority over the out-of-season sport. In-season sports are determined by KHSAA delegation in regards to seasons. Students who quit one sports' team and wish to join another team can only do so with a release from the Athletic Director.

Players wanting to play multiple sports during the same season may only do so with the agreement of the coaches, the Athletic Director and the Principal. All details regarding participation in games and practices will be arranged by these people.

Student-Athlete Social Media Policy/Expectation

Student-athlete's representing Pendleton County High School shall abide by district and school approved social media policies. In addition, specific guidance for athletic related social media usage is included in Appendix B and shall be received and signed by all players and parents acknowledging receipt of the information.

Student-Athlete Transfer Students

Any student who transfers to Pendleton County and is a non-resident student must sit out one calendar year before becoming eligible for interscholastic athletics at PCHS.

Students transferring to Pendleton County and residing within the district must meet criteria outlined in KHSAA bylaws and policies to obtain eligibility. This information shall be compiled by the athletic director and high school principal as needed.

Student-Athlete/Parent/Guardian Information

Athlete Fee (NOT player package)

- ❑ The Board of Education has instituted an athlete participation fee to offset the costs of operating the athletic department. Presently, the fee schedule per INDIVIDUAL ATHLETE is \$100 for first sport, \$50 for second sport and \$25 for third sport.
- ❑ A family maximum is set at \$250. Parents need to complete a Family Information Sheet to provide information to the Athletic Department on the student/athletes available for the family discount.
- ❑ The Athletic Director is assigned to track and collect fees. Fee should be paid by the end of the regular season of the sport the athlete is playing.
- ❑ An athlete is ineligible to tryout or participate in their subsequent sport unless they have paid their initial fee or set up a payment plan with the Athletic Director or Designee. This includes fees carrying over from middle school to high school. Beginning with winter sports in 2022-2023, any athlete who has unpaid fees will be ineligible for tryouts or selection on a team unless they have a verified payment plan approved by the athletic director or have paid all athletic fees in full.
- ❑ Non-payment of fees could also adversely affect a senior during senior activities at the end of the year. Players can restore their eligibility by paying all fees from previous seasons.
- ❑ This fee is to be paid to the athletic director for student/athletes competing for a PCHS sport. They can be reached by calling PCHS.

Communication and Chain of Command

24 Hour Rule

Any conversation regarding a student-athlete or a member of the coaching staff shall not be addressed until 24 hours after the most recent competition has passed. Coaches, student-athletes, and parents are expected to adhere to this rule at all times. The only exception to the 24 hour rule is a situation in which the safety or well-being of an individual is dependent upon more expedited reporting.

Chain of Command

The chain of command is expected to be followed AT ALL TIMES by all parties. If the chain of command is not followed in the correct order, you may be asked to address the concern or situation using the proper steps within the chain of command. Please note, issues and concerns that would escalate beyond step one are issues or concerns that directly impact the safety and well-being of student-athletes, that involve illegal activity, or that violate district and/or board policies.

1. Head and Assistant Coaches: The first step in any concern or issue shall be to address with the head coach or appropriate assistant coach. Should an issue or concern involve an assistant coach, the issue shall be first reported to the head coach. Should an issue or concern directly involve the head coach, the chain of command may begin with the athletic director.
2. Head Coach: If the issue has previously been addressed by an assistant coach, the next step would be to address the issue or concern with the head coach of the program.
3. Athletic Director: If after meeting with the assistant coach and/or head coach, the issue is not resolved, a meeting with the athletic director shall be requested. The athletic director may request the presence of the head coach or appropriate assistant coach in the meeting.
4. Principal: If the issue or concern has not been resolved after meeting with the coaching staff and the athletic director, the concern or issue shall be addressed by the high school principal or appropriate designee, such as an assistant principal.

5. District Staff: If the issue remains unresolved, the principal shall refer the issue or concern to the appropriate district staff member. This may include: Assistant Superintendent/Executive Director of Student Services, Title IX Coordinator, or other appropriate staff member dependent upon the individual situation.

Topics Not Discussed With Parents

Coaches will not discuss playing time, position, level of play, other student-athletes, style or system of play, or other similar information with parents.

Student-Athlete Initiated Conversations

Student-Athletes may request to speak with a coach regarding playing time, level of play, position, etc. Coaches shall provide constructive and honest feedback to student-athletes regarding these topics as it relates to them individually.

Please read, review, and sign Appendix A: Parent/Guardian and Coach Communications Regarding Concerns Agreement

Insurance

All athletes are required to be covered by medical insurance. Information on school insurance is available in the office for those athletes who are not covered by a family policy. All matters and correspondence associated with medical claims are between the family and the insurance company.

Medical Records, Physicals and Parental Consent

The Kentucky High School Athletic Association (KHSAA) requires that a record of a physical examination be kept on file for all participants in athletics. The parent's consent and emergency contact information for the child's participation is also required. These are the first 3 forms of the KHSAA physical, known as Form GE04. All students participating in athletics must have this record on file prior to their first practice. Physical exams are valid for one calendar year and KHSAA physical forms are obtainable in the front office of PCHS, or on the Athletic website www.pendleton.kyschools.us/athletics.

Player Package (NOT Athlete Fee)

The Varsity Coach of each sport will solely determine a player package for each player. That fee is not to exceed a financial limit set by the Athletic Director and communicated with the Varsity Coaches. Example of items in the package but not limited to are: shoes, socks, t-shirt, sweatshirt, personal equipment.

For accurate representation on Title IX reports, the player package costs will be ran through the Booster -+groups.

Player packages should be kept under \$120.00 per student-athlete. Student-athletes who are unable to pay player package fees should contact the head coach to make appropriate arrangements.

This fee is to be paid to the specific sport account and shall not be combined with the student-athlete fee.

Coaches Information

Coaches Conduct

Coaches should remember that they are representatives of PCHS and should conduct themselves at all times with that in mind. Coaches at PCHS should recognize their unique role as an educator.

Coaches ejected from a sport/sport activity event, must serve a suspension according to KHSAA rules. Pendleton Co. Schools reserves the right for further suspension from practice and/or games if deemed necessary. Coaches must watch the Sportsmanship video on NFHS to return to coach and provide certificate of completion to the Athletic Director.

Coaches Duties and Responsibilities

- ☐ When scheduling, coaches should avoid scheduling on nights when other teams play, when possible.

For Example: The boys should try to avoid scheduling a game when a girl's game has already been scheduled.

- ☐ Tripleheaders are not to be scheduled without direct permission from the administration.
- ☐ Basketball and Volleyball coaches are to assist the custodial staff for the set-up of their games and practices, as needed. This may include getting chairs, water, etc.
- ☐ Cross Country and Golf coaches will be in charge of organization, supervision and preparation of the course for their matches/meets/tournaments.
- ☐ Football and Soccer coaches shall assist maintenance staff in preparing practice fields as needed (lining, etc.)
- ☐ Baseball and Fast Pitch coaches shall assist maintenance staff in preparing fields as needed (dragging, lining, etc.)
- ☐ Tennis coaches are responsible for preparing their courts for competitions and practices.
- ☐ Cheerleading coaches are responsible for preparing the mats for home competitions and practices.
- ☐ Bowling coaches are responsible for making sure the bowling lanes are properly equipped for practices and matches.
- ☐ Archery coaches are responsible for setting up equipment and gym for practices and home shoots.
- ☐ Track coaches are responsible for preparing equipment for practices and home meets.
- ☐ Coaches and the AD are responsible for getting workers for their games. Coaches are fully responsible for getting workers and setting up for all freshman and junior varsity contests.
- ☐ Coaches are responsible for getting workers for their sports' games. (IE –score keeper, time keeper, etc.). Athletic Director will assign gate workers, concession duties and parking attendants where necessary.

Coaching Staff Selection

Head Coaches can get candidates and interview prospective assistant coaches. Final say on the hiring of all assistant coaches belongs to the principal and athletic director. These candidates must also complete all of the following items prior to being officially hired as a coach:

- ☐ Application via TalentEd

- ☐ Interview
- ☐ 21 years of age or older
- ☐ Extra Service Compensation Contract
- ☐ CPR/First Aid/AED
- ☐ Background Check
- ☐ CAN (Child Abuse/Neglect) Report
- ☐ 64 Collegiate Hours Credit or KHSAA Waiver
- ☐ Safe Schools Training
- ☐ Medication Training
- ☐ KHSAA Rules Clinic (sport specific)
- ☐ KHSAA Sports Safety Training
- ☐ NFHS Fundamentals of Coaching
- ☐ Other Required Training as needed.

Volunteer Coaches

- 21 years of age or older
- Complete Application Form located at any of the schools in Pendleton County or online.
- Criminal Record Check
- CPR/First Aid/AED
- KHSAA Rules Clinic (sport specific)
- KHSAA Sports Safety Training
- NFHS Fundamentals of Coaching

Communication with Student-Athletes

All Pendleton County Schools coaches and assistant coaches shall adhere to all board policies, including policies and procedures related to district designated traceable communication platforms. Coaches and assistant coaches shall utilize district designated traceable communication platforms when engaging in any two-way electronic communication. The district designated traceable communication platforms for the 2025-2026 school year are:

- ParentSquare
- Microsoft 365 (includes school email)
- Google for Education

ParentSquare will be the primary and preferred traceable communication platform to be utilized by coaches during the 2025-2026 school year.

Communication with the Media

It is very important to players, parents, teams and the school that individuals be recognized for their athletic achievements. Therefore, coaches should regularly release information to the media via news releases, e-mails and phone calls that are beneficial to the team and to individual players. The following are some guidelines:

- ☐ Call in game results
- ☐ KHSAA Rihards Scoreboard 800-453-6882 or submit electronically through KHSAA portal
- ☐ Nominate players for “Player of the Week” awards, Sportsmanship awards or any others that are available
- ☐ Send news releases to local newspapers for outstanding athletic/academic achievements. All news releases should be cleared through the Athletic Director.
- ☐ Notify Barb Brown at Central Office of athletes for “Good News” award.
- ☐ Notify Athletic Director of final scores of all games to be posted on Athletic Social Media accounts.

All releases should also be sent to the Technology Office for the school website and newsletters.

Guidelines for Gym and PCHS Facilities Use

- ☐ Sports that are in season have priority over gym and other facilities’ use.
- ☐ In-season VARSITY sport teams have preference over lower level teams (JV or FR).
- ☐ Coaches are responsible for giving the AD a practice schedule two weeks in advance for gym/facilities use. The AD determines the final practice/facility schedule and will communicate to coaches.
- ☐ Locker room doors should remain closed at all times.
- ☐ Players should not enter the coach’s office without the permission of the coach.
- ☐ All balls and equipment should be put away at the end of practice.
- ☐ All lights need to be turned off at the end of practice or games. This is especially important on days that school is not in session and custodial staff will not be at school to turn lights off at the end of the day.
- ☐ All garbage and debris in the gym/facility and locker room areas should be disposed of properly.
- ☐ Coaches must arrive at practice a minimum of 15 minutes before the start of practice.
- ☐ A coach must be the last person to leave the gym/facility. Players cannot be allowed to stay to wait for rides without a coach present.
- ☐ Turn out all lights in the gym and locker room area when leaving.
- ☐ Lock all doors when leaving.
- ☐ When practicing or playing a game at PCHS, all student athletes are to park in the student lots.
- ☐ Students are not to be alone in the school building or a PCHS facility. Student athletes are not to be given keys for PCHS facilities use.

Participation Limitation Information

KHSAA Dead Period/Pendleton County Schools District Shut-Down

By KHSAA regulations, students may not receive coaching or training from school personnel, and school facilities, uniforms, nicknames, transportation, or equipment shall not be used during this period. Per KHSAA bylaw, the Dead Period is set as June 25th-July 9th.

Pendleton County Schools observes a two week district shutdown each year. This shutdown period is aligned closely with the KHSAA dead period, but may not align specifically by dates. During times the district is observing shutdown, no activities may occur on or in district facilities. Activities/events occurring off site such as team camps at college campuses, 7 on 7 drills, etc. may be allowed to continue with prior permission of athletic director.

Optional Training Activities (OTA's)

Per KHSAA guidelines, coaches will submit off season OTA plans to the Athletic Director who will seek approval of the Principal. Blank OTA forms can be obtained by coaches from the AD. No OTA can be made mandatory by any coach, and student-athletes not participating shall not face punishment for not attending OTA's during an off-season period.

Sunday Activities

There are to be no activities on any Sunday before 1:00 p.m. and should be finished by 5 p.m. On very rare occasions a coach may request permission from the principal to waive this restriction. However, arrangements for students to meet Sunday obligations must be made and activities should never create a conflict with a family's wishes for family time on this day. If a student misses due to family or religious commitments on Sunday, the child's status with the team should not be affected in any way.

Practice Schedule for Shared Facilities

Schedule of shared facilities will be constructed with input from all stakeholders, with in-season sports taking priority. The athletic director shall create a rotating schedule to allow equitable access to all facilities for all sports. When multiple in-season sports share facilities, the Athletic Director should create schedules that accommodate all teams involved and provide equitable access to all facilities. Use of the Griffin Fitness Center shall also be on a priority basis, with in-season sports taking priority.

The athletic director will maintain a master schedule of all athletic facilities at all time and will share this information with all schools and district staff that need to be aware.

Required Training

- ☐ Sports Safety Class via the KHSAA website every two years
- ☐ CPR/First Aid every two years
- ☐ Assigned online training modules by Pendleton County Schools
- ☐ KHSAA sport specific coaches clinics (must be completed on time, the district will not pay for late fees, these will be the responsibility of the coach, at their personal expense)

Rosters/Schedules

- ☐ Rosters and schedules must be submitted to the Athletic Director and the high school and central office at the earliest possible convenience. Any schedule changes **MUST** be approved by the athletic director prior to making the change official (location changes, date changes, etc.)
- ☐ Rosters **MUST** have name, year, height, and jersey number.

- ☐ Schedules need to have opponent, date, time, location and if part of any tournament/special event.
- ☐ The Athletic Director will enter team rosters, schedules and team photos on the KHSAA website.

Team Tryouts/Team Selection

- ☐ All student athletes are to be given a minimum of two days to try out for a team.
- ☐ All student athletes who have ended one season and are trying out for a sport in the next season are permitted to rest for one week following the conclusion of the season with no penalty from the upcoming sport or activity.
- ☐ If a student athlete chooses to come out prior to taking a full week's rest, their two days minimum for tryouts will begin upon their arrival.
- ☐ Once the student athlete begins tryouts, their option of taking one week of rest has expired unless given special permission by their coach.
- ☐ Selection for teams through tryouts shall have a process for the specific sport or activity, and notification of coaches decisions shall be done in a way that does not violate student-athlete privacy or confidentiality regulations.
- ☐ Coaches are strongly encouraged to have constructive discussions with student-athletes not selected to provide feedback and evaluation on their selection.
- ☐ The head coach and his/her staff have the final decision on the selection of the team as well as playing time and level of play.

Uniforms/Apparel/Player Packages

Uniforms

Coaches are responsible for making sure that players return uniforms and equipment at the end of the season. Replacement uniforms for those not collected or returned must be purchased through the team's account. Additional funds will not be allocated to replace these uniforms.

A uniform replacement schedule has been established and controlled by the Athletic Director. No uniforms may be ordered without prior approval.

Coaches will work with the athletic director and approved apparel suppliers for PCHS to select appropriate uniforms as needed.

Apparel

Coaches shall work with the athletic director to select apparel through our approved vendor, BSN Sports. ALL athletic apparel must be purchased through BSN Sports.

Player Packages/Team Stores

Coaches will choose items to be included in the player packages that are beneficial to the team and individual while staying in the prescribed financial constraints communicated by the Athletic Director. Coaches should keep in mind that costs for these shall be reasonable for families.

All apparel representing PCHS in any way is to be approved by the Administration (Principal or Athletic Director) without exception.

Coaches shall use apparel vendors the district has approved agreements with, BSN for all athletic apparel.

Coaches will be required to host a minimum of 1 Team Shop during the year, making arrangements with our apparel vendor, BSN Sports.

Financial Information

Accounting

Activity Accounts

Each sport will have a specific school activity account assigned to their sport. All funds raised for this sport will be placed in this account. Purchases and expenditures for that sport will be taken from this account unless otherwise directed by the principal or athletic director. There shall not be separate booster accounts for each sport. All funds will remain in one sport specific account.

Booster Groups

Because there are no booster specific accounts, sports are not required to have booster groups. It is encouraged sports still have booster groups consisting of parents. These groups shall operate under the following guidance:

All decisions made must be approved by the principal, athletic director, and/or bookkeeper. These must be in compliance with RedBook financial guidelines.

Deposits

All money collected by any group/activity/sport shall be given to the school treasurer on the day collected. For evening or weekend events, the funds should be given to the school treasurer on the next business day or deposited in the school safe located in the guidance office area.

Each deposit slip should have an attached multiple deposit slip form or pre-numbered single receipt.

Invoices/Check Requests

Invoices are the bills received for sports expenditures and need verification information from coach that all items have been received and invoice should be paid. Only district employees are eligible to be reimbursed.

After invoice with verification has been turned into the PCS Finance Officer, any check request will take approximately TWO WEEKS to go through the process to prepare check and obtain signatures.

PCS Finance Officer will mail check unless indicated to do otherwise by the coach.

Purchase Orders

Per Redbook policy, purchase orders MUST be obtained through proper channels **BEFORE** any expenditure of funds is made. NO reimbursements will be made for expenditures if there is not an approved, timely purchase order on file with the PCHS bookkeeper.

Purchase orders will be needed for ALL expenditures of funds including payment of fundraisers expenditures.

Fundraisers/Revenue Generation

Fundraisers should be designed to support the program's vision as determined by the Varsity Coach of the sport with oversight by the Athletic Director. Funds raised by the team should be spent on the team for the season they are raised.

Any fundraising on behalf of PCHS athletic teams, must be pre-approved by the AD, the Principal and/or Superintendent. Fundraising request forms are available in the AD's Office or with the PCHS bookkeeper/account clerk. The Principal and/or AD will review all requests and determine approval or denial. Where appropriate, the Superintendent/designee will approve fundraisers.

No fundraisers may be advertised or held until all appropriate approvals are received.

Fundraiser funds need to be deposited in a timely manner following Redbook policy.

The funds will be held in the PCHS account as Student Activity funds. While the booster may provide input for their use, they are considered PCHS funds at this point.

Within one week of the fundraiser being completed, Fundraiser Finance form (Form F-SA-2B) should be completed and turned into the PCHS Bookkeeper. This is the 2nd page of the fundraiser approval form mentioned in the second paragraph in this section on Fundraising.

Concession Sales

The Athletic Director will make all assignments of concession stand responsibilities for athletic contests.

- ☐ Groups operating concession Stands will be responsible in ordering, manning, and supervising the Concession Stands for sporting events.
- ☐ Groups are Internal Organizations, concession supplies/drinks will have to honor exclusive agreements that the district/school has entered.
- ☐ Groups obtain start up change funds from the PCHS bookkeeper or site manager that is held via the Concession account.
- ☐ Groups should work with the athletic director and bookkeeper to ensure stock and inventory or ready for games. Orders should be made through approved vendors using the PO process unless special permission is obtained by the principal, AD, or superintendent/designee.
- ☐ At the completion of the athletic contest, the group working will provide to the Athletic Site Manager, a deposit with two signatures on the deposit slip and Inventory Control Worksheet.
- ☐ PC Athletics will assess a 15% administrative fee for concession sales at PCHS Athletic Events.

Gate Sales

- ☐ Groups may choose to work gates of their own sport/activity as well as other sports/activities as a way to generate revenue for their group.
- ☐ Groups shall ensure there are two people working gate at all time. One person shall manage tickets and the other shall handle money.
- ☐ Groups shall work with the site manager and bookkeeper to ensure all paperwork (start-up and ending) is completed in it's entirety and accurately. Failure to do so may result in the sport working not receiving credit for working.
- ☐ The following breakdown will be used to determine fund distribution from gate sales at all events:
 1. 50% of sales will go to the sport/activity playing/participating
 2. 40% of sales will go to the group working the sport or activity
 3. 10% of sales will go to the athletic department

Travel, Hotel and Per Diem Allowances

The District covers any KHSAA sanctioned postseason competition for PC student-athletes who are competing (district will not pay additional costs incurred for students going to competition but are not competing).

District Bus - The district will cover the cost of the driver and the mileage for any KHSAA sanctioned District, Regional, or State competition.

Hotel Rooms – The district will cover the cost of hotel rooms for Semi-State (Soccer) and State competitions, unless covered by KHSAA. If hotel rooms are reimbursed to a sport for KHSAA State competition (i.e. girls/boys state tournament), the reimbursement will go to the district to offset the costs incurred for the competition.

*Rooms allocated are as follows:

- a. Coaches – one room for 2 paid coaches (no students should stay with coach)
- b. Players competing – 4 students per room

*****Regular Season Overnight Lodging**

Required: Rooms must have interior corridors, free Wi-Fi, and free breakfast

Recommended: When logistically appropriate, every effort will be made to select lodging that is a minimum four star rating by AAA or TripAdvisor.

Exceptions to this for logistical purposes may include: a tournament host paying for lodging, location of event, availability of lodging

Post Season Overnight Lodging

When teams are competing in a KHSAA sponsored/sanctioned sport or sport-activity at the state level (state or semi-state for soccer) and overnight lodging is required, lodging will be selected in the following process/order

1. If lodging is provided by KHSAA, the assigned or recommended lodging assignment will be used
2. If lodging is not provided by KHSAA, regular season overnight lodging criteria will apply

Team meals are at the discretion of the coach. The sport school activity account may provide the meals or the money for the meal(s). Athletes will receive the per day diem of a maximum of \$50. All travel, hotel and meal costs must be pre-approved by the Athletic Director before embarking on a trip (so as to provide equitable treatment of all athletes).

Any other expenses are the responsibility of the specific sport school activity account.

Miscellaneous Information

Athletic Trainer

- ☐ Harrison County Memorial Hospital provides a certified athletic trainer services to Pendleton County schools. The CAT office is located in the Griffin Fitness Center at PCHS with office hours of 2:00 pm to 3:30 pm. The schedule after 3:30 pm changes depending on practice and game schedule.
- ☐ The CAT can be reached at (859) 654-3355
- ☐ Injuries/questions are to be sent to the CAT at the above address and should include the following information: 1)athlete's name, 2)injury and symptoms, 3)date of injury, 4)phone number.
- ☐ Athletes should NOT leave class to go see the athletic trainer. The CAT will contact the teacher for student/athletes as she determines she needs to see them for evaluation.

Awards

All teams will host an end of season recognition day/night. The Athletic Director will determine if there will be one per season, or each team will host their own recognition night.

Coaches are required to provide the Athletic Director with a players' list and special awards by a specified date so the AD can procure the awards for the ceremony.

Approved Awards to be given:

- ☐ Senior Awards (# of years of participation at the high school level)
- ☐ Academic Awards
- ☐ Varsity specialty Plaques (6 per team – MVP, Most Improved, i.e.)
- ☐ Letters, bars, numerals and patches as outlined in the general awards/honors section.
- ☐ Individuals or teams that win a district, region or state title will be awarded chenille patch for the accomplishment.
- ☐ Sport specific awards must be approved prior to the reception or banquet by the athletic director or their designee

PCHS Award Recognition Policy

Pendleton County High School Athletic Department provide all athletic awards for the athletes at Pendleton County. All Student Athletes are treated equitably and eligible for all awards regardless of sport or gender.

Any special awards honoring individual and team achievements as well as alumni will be at the discretion of the athletic department.

A. General Awards/Honors:

Letter (P): Determined by the coach through Varsity competition.

- ☐ Baseball/Fast Pitch participated either on defensively or offensively in 2/3's of the varsity innings.
- ☐ Competition Cheerleading competed in 50% of the competition.
- ☐ Game Squad Cheerleading competed in 50% of the games the game squad cheered.
- ☐ Golf participated in 50% of the golf matches/tournaments.
- ☐ Tennis participated in 50% of the tennis matches/tournaments.
- ☐ Football competed in 50% of the varsity quarters played.

- ☐ Basketball competed in 50% of the varsity quarters played.
 - ☐ Cross Country competed in 50% of the meets.
 - ☐ Track competed in 50% of the meets.
 - ☐ Volleyball competed in 50% of the volleyball matches.
 - ☐ Soccer competed in 50% of the soccer minutes played.
 - ☐ Bowling competed in 50% of the bowling matches.
 - ☐ Archery competed in 50% of the archery competitions as a member of the PCHS Varsity competing team not as individuals.
-
- ☐ Numerals: For participation only during their freshmen year, athletes are awarded a set of numerals signifying their expected graduation year.
 - ☐ Certificates and Bar: Each participant in each sport receives an official certificate and bar.
 - ☐ Triple Threat Athletes: PC Athletics looks to encourage and award those athletes who have played three or more sports for Pendleton County. Awards are given at the Spring Sports Awards Reception.
 - ☐ Academic: KHSAA Academic All-State First Team Certificates are awarded to each athlete that has a cumulative GPA of 3.75 or higher. KHSAA Academic Honorable Mention All State Certificates are awarded to each athlete with a 3.25-3.75 GPA. PCHS Senior Academic Award is awarded to seniors who have a cumulative 4.0 for their high school career.
 - ☐ PCHS awards credits at the end of each school year. Freshmen have not earned credits towards these KHSAA Academic Awards until June after their freshmen year. As a result, they are not eligible for this honor UNLESS they have taken a PCHS credited class as a student at Sharp Middle School.
 - ☐ Rings: Varsity Team Members on KHSAA Sanctioned State Championship TEAM CHAMPIONS are awarded award rings.
 - ☐ Varsity Specialty Awards: Coaches may award up to six specialty awards to be presented at their team recognition. These awards must be approved prior to the reception by the athletic director.

B. Special Awards/Honors:

- ☐ District Team Championships: Teams who win their district championship will be honored with a banner/sign indicating the year the championship was won. Each additional district championship will be signified with the year it was won. Individual team members will receive a chenille patch
- ☐ Region Team Championships: Teams who win their regional championship will be honored with a banner with each member's name hanging at PCHS or home field. Banners for basketball, volleyball and cheerleading will be hung in the main gym. Individual team members will receive a chenille patch.
- ☐ State Team Championships: Teams who win the KHSAA state championship will be honored with a banner with each member's name hanging in the main gym or home field.
- ☐ Individual Region Championships: Individuals who have won region championships, most notably but not exclusively in golf, tennis, bowling, archery, cross country, and track, will be recognized in the main gym lobby in a portion of the trophy case set aside for individual region championships and qualifying for the KHSAA State Tournament.

- ❑ Individual State Championships: Individuals who have won KHSAA state titles, most notably but not exclusively in golf, tennis, bowling, archery, cross country and track, will be recognized in the a section of the trophy case set aside to honor their accomplishment.
- ❑ Contributor Recognition (Not Jersey Retirement): For their contributions as players coaches/supporters, individuals who have a banner hung in their honor will be determined by the meeting of criteria determined by the Athletic Director and Varsity Coach of that sport. The location of the banner should be at the home field or home court of the sport.

C. Award Display Areas

Trophy Case: District/Region/State Awards at the varsity level will have a permanent place in the trophy case. Trophies/Awards at the JV/Freshmen level will be displayed in the front office throughout that season, moved to the trophy case for the remainder of the school year. As the class who won the JV/Freshmen trophy graduates from PCHS, the trophy will be removed from the trophy case and awarded to the varsity coach of the respective sport.

Jersey Retirement: Athletes who have met exceptional criteria in their individual or team sport, and who have demonstrated a high level of achievement may be honored with the retirement of their jersey to be displayed at their home court or home field. Selection of these recipients is outlined along with specific criteria for nomination and selection in Appendix E of this handbook.

PCHS Hall of Fame Criteria

Mission: To recognize and honor individual players, coaches, or contributors who have excelled while an athlete at Pendleton County High School and/or have made significant contributions to the Pendleton County High School athletic teams and programs.

PLAYER

- Must have been a graduate of PCHS and out of school 5 years after graduation.
- Must have been selected as an all-region or all-state student athlete for performance OR
- Signed a letter of intent to play a sport(s) at the collegiate level AND
- Represented PCHS in a positive manner
- Made a significant contribution to their respective athletics team while at PCHS in one or more sports.

COACH

- Former head coach or assistant coach with at least 5 years coaching experience at PCHS
- Coached a team or individuals that won a Region or State Championship at the varsity level, OR
- Coached a team or individuals that qualified to participate in a KHSAA state sanctioned championship event AND
- Made a significant impact on the lives and experiences of former players.

CONTRIBUTOR/SUPPORTER

- Made outstanding and/or extraordinary contributions to a(an) athletic program(s) at PCHS other than coaching or playing (creating new sports/activities for student-athletes, development/improvement of athletic facilities, support of individual or multiple sports and activities through service and charitable work)
- Service to school a minimum of 5 years.
- All candidates must exemplify the highest standards of sportsmanship, ethical conduct, and moral character.

If a player, coach or supporter/contributor is chosen to be a member of the KHSAA Hall of Fame, they will be honored with a plaque in the front gym lobby.

AWARDS COMMITTEE: A committee of the Athletic Director, 1 Administrator, and 2 current Hall of Fame members will evaluate all applications. Applicants will be evaluated by the outlined criteria. Non-selected nominations will be kept on file for five years for future consideration.

Anyone can make a nomination of an individual for consideration in the Pendleton County Hall of Fame. If an individual is voted in the Pendleton County Hall of Fame, he/she will be honored at a future game.

If a player, coach or supporter is chosen to be a member of the KHSAA Hall of Fame, they will be honored with a plaque in the front gym lobby.

Inclement Weather Plan

- ☐ If Pendleton County is in school and released early (before the normal time) due to inclement weather, ALL activities are cancelled for that afternoon/evening.
- ☐ If inclement weather occurs during the school day and school is NOT released early, PCHS AD in conjunction with Superintendent and Transportation Director and the opposing coach(es)/AD will make a decision about the after school/evening activities before students are released for the day if at all possible.
- ☐ If Pendleton County is not in school on the day of an event due to inclement weather, the PCHS AD in discussion with the Varsity Coach and in conjunction with Superintendent, the Transportation Director and the opposing coach(es)/AD will make a decision about the after school/evening activities by 1:00 pm, if at all possible.
- ☐ As quickly as possible the Athletic Director will send out an e-mail to appropriate parties, post on appropriate social media channels, and make remote access phone call with pertinent information about any cancellations or postponements.

Overnight/Out of Town Trips

All overnight or out of town trips will only take place with the approval (prior to the opening of the season) of the school's administration and in accordance with maintaining Title IX decorum and KHSAA policies.

Teams may utilize a charter bus for trips longer than 120 miles. Trips that will be utilizing a charter bus service must receive Athletic Director, Principal, and Superintendent's approval and contract for the bus service will be entered into by the PC Board of Education.

Team Pictures

Individual and team pictures that will be available for purchase are scheduled during the school year by the Athletic Director. Coaches should arrange their practice schedules accordingly.

Transportation

If a PCHS Athletic Team organizes transportation, it must be by approved school vehicle (school bus or van) and with coach's supervision.

A Parent Transportation Waiver has been approved by the Pendleton County Board of Education to be used, presently, approved for all level teams in all sports. Other options may be considered with board approval as necessary. School representatives are not to assign players to provide other players or players' parents for transportation.

Teams may utilize a charter bus for trips longer than 120 miles and a minimum of 20 student-athletes. Trips that will be utilizing a charter bus service must receive Athletic Director, Principal, and Superintendent's approval and contract for the bus service will be entered into by the PC Board of Education.

Teams may use the school van if transporting 6 or less players. Coaches must be approved to drive by completing the MVR form.

Parent/Fan Conduct

For parents/fans to watch Pendleton County Schools athletic events they must adhere to a Code of Conduct. Parents/fans must be responsible for their words and actions while attending a Pendleton County Schools athletic event, **home or away**. Any conduct, whether verbal or physical, that is deemed detrimental to a player, coach, support staff, official, team, school, and/or community will result in the parent/fan asked to leave or be removed by an official or administrator. Further action could be taken by Pendleton County Schools.

Pendleton County Schools Athletic Handbook: Appendix A

Parent/Guardian and Coach Communications Regarding Concerns Agreement

While all athletes, parents, and staff members work for the common good of the individual and the school, disagreements may occur at times during participation in high school athletics and extra-curricular activities. For the purpose of improving relations between all parties involved, the following guidelines shall be followed should a student or parent have issues they wish to address.

If a parent has a complaint about a coach, they shall refrain from confronting the coach in public (whether at practice, competition, or community event), and shall adhere to the 24 hour rule as set forth in the athletic handbook. Appointments are to be requested which afford all parties the opportunity to calm emotions (if necessary), and respond in an appropriate and professional manner. The following steps are in place regarding how to address concerns:

1. The parent/guardian may contact the coach to discuss or request a meeting regarding their concern. If, after the discussion or meeting with the coach, the matter is not resolved, then
2. The parent/guardian shall contact the Athletic Director to discuss or request a meeting. If the matter is not resolved at this level, then
3. The parents shall be directed to and follow the District's grievance policy

In order to adhere to the confidentiality regulations during these meetings, neither coaches, parents, nor the administration shall discuss other players or family members. Conferences shall focus only on the concern at hand, and a remedy to the problem that is most agreeable to all parties involved.

Playing time, level of play (varsity, junior-varsity, or freshman level) and position assigned is a decision the coach and his/her staff make at their discretion and may not be discussed in a meeting. Factors may include but are not limited to ability level, experience, work ethic, attitude, opponent, and past performance. Additionally, a coach's system, strategy, or play calling ability are also decided by the coach and their staff, and not subject for discussion or debate in meetings.

When appropriate, any party receiving a report shall direct the inquiring person to contact the coach, athletic director, principal, or superintendent/designee (in order). Any written correspondence should be passed on to the appropriate personnel, giving them the opportunity to respond. If school officials believe that the safety or well-being of student athletes may be in jeopardy, an investigation will be undertaken in all cases regardless of reporting method.

Lastly, we request and hope that social media and websites will not be utilized as a means to register complaints about children, adults, or teams. Negativity does not benefit our children, programs, or community. Being a positive role model for our student athletes is a shared responsibility among all parties. It is our desire to address issues in an honest forum where the parties involved can work together to resolve them without airing them in a public form which does not effectively correct any concerns.

Student Printed Name	Name of Sport/Activity

DATE

Parent/Guardian Printed Name	
Parent/Guardian Signature	

Pendleton County Schools Athletic Handbook: Appendix B

Pendleton County Athletics Social Media Guidelines for Student-Athletes

Playing and competing for Pendleton County Schools is a privilege. Student-Athletes are held in the highest regard and are seen as role models in the community. As leaders you have the responsibility to portray your team, your coaches, our school and yourselves in a positive manner at all times. Facebook, Twitter, Snapchat, Instagram and other social media sites have increased in popularity globally, and are used by the majority of student-athletes in one form or another.

Student-athletes should be aware that third parties—including the media, faculty, future employers and college officials—could easily access your profiles and view all personal information. This includes all pictures, videos, comments and posters. Inappropriate material found by third parties affects the perception of the student-athlete and our school. This can also be detrimental to a student-athletes future options (i.e. college, profession). Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions of presentations of the following:

- Photos, videos, comments or posters showing the personal use of alcohol, drugs and tobacco.
- Photos, videos and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Pictures, videos, comments or posters that condone drug related activity. This includes but is not limited to images that portray underage drinking, selling, possessing or using controlled substances or drug paraphernalia.
- Content online that is unsportsmanlike, derogatory, demeaning, or threatening toward any other individual or entity (examples: derogatory comments regarding another school, teammates or coaches; taunting comments aimed at a student-athlete, coach or team at another school and derogatory comments against race and/or gender). No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, bullying, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking and illegal drug use).
- Pendleton County Administration reserves the right to address any situation that is a violation of KHSAA, district or school rules that is not covered in these guidelines.

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as those of Pendleton County Schools. Remember, always present a positive image and do not do anything to embarrass yourself, the team, your family and Pendleton County.

By signing below you affirm that you understand the Pendleton County Athletics Social Media Guidelines for Student-Athletes and the requirements that you must adhere to as a PC student-athlete. Also, you affirm that failure to adhere to this policy and guidelines may result in consequences that include suspension from your athletic team, and you may be subject to additional penalties imposed by the school and/or team.

Printed name _____

Signature _____

Date _____

Parent Signature _____

Date _____

Pendleton County Schools Athletic Handbook: Appendix C

STUDENTS

09.313 AP.21

Parent/Guardian Consent to Perform Urinalysis for Drug Testing

- ❖ I hereby consent to have my son/daughter, undergo urinalysis testing for the presence of drugs in accordance with the Board of Education's Athletic Eligibility Policy, 09.313.
- ❖ I understand that this testing will occur according to the guidelines of the drug-testing program.
- ❖ I understand that the urine samples will be sent only to a licensed medical laboratory for actual testing, and that the samples will be coded to provide confidentiality.
- ❖ I hereby give my consent to the medical laboratory selected by the Board of Education, its doctors, employees, or agents, to release all results of these tests to the District Superintendent or his/her designee. I understand that those results will also be made available to me.

- ❖ I understand that consent pursuant to this Consent Form will be effective for all athletic sports in which my son/daughter might participate during the current school year. I also understand that refusal to take the test after signing this statement will result in suspension from participation for the remainder of the school year.
- ❖ I hereby release the Board of Education and the District's schools, their agents, and employees from any legal responsibility or liability for the release of such information and records as authorized by this form.

Student Name (Please print)

Student Address (Street)

City, State, ZIP Code

Date

Parent/Legal Guardian's Signature

Parent/Legal Guardian's Signature

Pendleton County Schools Athletic Handbook: Appendix D

STUDENTS

09.313 AP.22

Student/Athlete Consent to Perform Urinalysis for Drug Testing

- ❖ I hereby consent to have a sample of my urine collected and tested for the presence of drugs in accordance with the District Board of Education's Athletic Eligibility Policy 09.13.
- ❖ I understand that this testing will occur according to the guidelines of the drug-testing procedure.
- ❖ I understand that any urine samples will be sent on to a licensed medical laboratory for actual testing and that the samples will be coded to provide confidentiality.
- ❖ I hereby give my consent to the medical laboratory selected by the District Board of Education, its doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical laboratory, to perform urinalysis testing on me, for the detection of drugs.
- ❖ I further give my permission to the medical laboratory selected by the District Board of Education, its doctors, employees, or agents to release all results of these tests to the District Superintendent or his/her designee. I understand that these results will also be made available to me and my parent(s)/guardian(s). I hereby authorize the release of the results of such testing to my parent(s)/guardian(s).
- ❖ I understand that consent pursuant to this Consent Form will be effective for all athletic sports in which I might participate during the current school year. I also understand that refusal to take the

test after signing this statement will result in suspension from participation for the remainder of the school year.

- ❖ This form must be accompanied by the parent(s)/guardian(s)'s Consent Form.
- ❖ I hereby release the District Board of Education and District schools from any legal responsibility or liability for the release of such information and records as authorized by this form.

Date

Student/Athlete (Print Name)

Student/Athlete (Signature)

Student Address (Street)

City/State/Zip Code

Telephone Number

Pendleton County Schools Athletic Handbook: Appendix E.1

PC Cross Country and Track Jersey Retirement Criteria

Criteria

- 1) Recipient of the player honor must have participated in Cross Country and/or Track at PCHS
- 2) Recipient of the player honor must have displayed good moral and ethical conduct throughout their career
- 3) Recipient of the player honor must have participated in multiple KHSAA State Championships as a Pendleton County Wildcat.
- 4) Recipient of the player honor must have graduated from PCHS with their proper class (at least 5 years removed for a player or coach)
- 5) Recipient of coaching honor must have won at least one team regional trophy or had 4+ teams compete at the KHSAA State Championship level.
- 6) Recipient of supporter honor must have contributed for multiple years to the development of the PC Cross Country and/or Track program.

Award

A recognition award presented to recipient at a home game of committee's choice.

Reception before the game for recipients and families.

Player honor will be banner hung at Veteran's Field with recipients name and number.

Coaches honor will be banner hung at Veteran's Field with name and years coached.

Supporter honor will be banner hung at Veteran's Field.

Selection Process:

First selection process will consist of current varsity coach, athletic director, and principal.

After first selection process, committee will consist of honorees and the varsity coach, athletic director, and principal.

Pendleton County Schools Athletic Handbook: Appendix E.2

Pendleton County Ladycat Basketball Jersey Retirement Criteria

Criteria

- 1) Recipient of the player honor must have played basketball at PCHS
- 2) Recipient of the player honor must have displayed good moral and ethical conduct throughout their career
- 3) Recipient of the player honor must have graduated from PCHS with their proper class (at least 5 years removed for a player or coach)
- 4) Recipient of player honor must have scored at least 1,000 points as a Pendleton County Wildcat
- 5) Recipient of any of these honors must have been selected into the 10th Region Girls Basketball Coaches Hall of Fame by coaches or Veterans Committee.
- 6) Recipient of coaching honor must have won at least 100 games at PCHS and a regional championship OR collected 200 career wins.
- 7) Recipient of supporter honor must have contributed for multiple years to the development of the Ladycat basketball program.

Award

A recognition award presented to recipient at a home game of committee's choice.

Reception before the game for recipients and families.

Players honor will be banner hung from at PCHS with recipients name and number. Number will be retired.

Coaches honor will be banner hung with name, years coached and wins.

Supporter honor will be banner hung with name and years supporting Ladycat Basketball.

Selection Process:

First selection process will consist of current varsity coach, athletic director, and principal.

After first selection process, committee will consist of honorees and the varsity coach, athletic director, and principal.

Pendleton County Schools Athletic Handbook: Appendix E.3

Wildcat Football Jersey Retirement Criteria

Criteria

- 1) Recipient of the player honor must have played football at PCHS
- 2) Recipient of the player honor must have displayed good moral and ethical conduct throughout their career
- 3) Recipient of the player honor must have graduated from PCHS with their proper class (at least 5 years removed for a player or coach)
- 4) Recipient of coaching honor must have won at least 50 games at PCHS with multiple playoff appearances.
- 5) Recipient of supporter honor must have contributed for multiple years to the development of the Wildcat Football program.

Award

A recognition award presented to recipient at a home game of committee's choice.

Reception before the game for recipients and families.

Player honor will be banner hung at Wildcat Football home field with recipients name and number. Number will be retired.

Coach honor will be banner hung at Wildcat Football home field with name, years coached and wins.

Supporter honor will be banner hung at Wildcat Football home field with name and years supporting Wildcat Football.

Selection Process:

First selection process will consist of current varsity coach, athletic director, and principal.

After first selection process, committee will consist of honorees and the varsity coach, athletic director, and principal.

Pendleton County Schools Athletic Handbook: Appendix E.4

Pendleton County Wildcat Basketball Jersey Retirement Criteria

Criteria

- 1) Recipient of the player honor must have played basketball at PCHS
- 2) Recipient of the player honor must have displayed good moral and ethical conduct throughout their career
- 3) Recipient of the player honor must have graduated from PCHS with their proper class (at least 5 years removed for a player or coach)
- 4) Recipient of player honor must have scored at least 1,000 points as a Pendleton County Wildcat.
- 5) Recipient of player, coach or supporter honor must have been selected to the 10th Region Boys Basketball Hall of Fame by 10th Region Coaches or Veterans Committee.
- 6) Recipient of coaching honor must have won at least 100 games at PCHS and a regional championship OR collected 200 career wins.
- 7) Recipient of supporter honor must have contributed for multiple years to the development of the Wildcat basketball program.

Award

A recognition award presented to recipient at a home game of committee's choice.

Reception before the game for recipients and families.

Player honor will be banner hung at PCHS with recipients name and number. Number will be retired.

Coaches honor will be banner hung at PCHS with name, years coached and wins.

Supporter honor will be banner hung at PCHS with name and years supporting Wildcat Basketball.

Selection Process:

First selection process will consist of current varsity coach, athletic director, and principal.

After first selection process, committee will consist of honorees and the varsity coach, athletic director, and principal.

Pendleton County Schools Athletic Handbook: Appendix E.5

Pendleton County Ladycat Volleyball Jersey Retirement Criteria

Criteria

- 1) Recipient of the player honor must have played volleyball at PCHS
- 2) Recipient of the player honor must have displayed good moral and ethical conduct throughout their career
- 3) Recipient of the player honor must have graduated from PCHS with their proper class (at least 5 years removed for a player or coach)
- 4) Recipient of player honor must have scored recorded 500 kills, 1,000 assists, 1,000 digs, and 200 aces as a Pendleton County Ladycat Volleyball player.
- 5) Recipient of any player honor must have been selected to a postseason All Region Team.
- 6) Recipient of coaching honor must have won at least 100 games at PCHS and a regional championship OR collected a minimum of 200 career wins at Pendleton County High School.
- 7) Recipient of supporter honor must have contributed for multiple years to the development of the Ladycat volleyball program.

Award

A recognition award presented to recipient at a home game of committee's choice.

Reception before the game for recipients and families.

Players honored will have a banner hung from rafters at PCHS with recipients name and number. Number will be retired.

Coaches honor will be banner hung with name, years coached and wins.

Supporter honor will be banner hung with name and years supporting Ladycat Volleyball.

Selection Process:

First selection process will consist of current varsity coach, athletic director, and principal.

After first selection process, committee will consist of honorees and the varsity coach, athletic director, and principal.

Pendleton County Schools Athletic Handbook: Appendix E.6

Acknowledgement Form

25-26 School Year

I, _____, have received a copy (either
Name

paper copy or digitally) of the 2024-25 Pendleton County Athletic Handbook issued by the district. I understand and agree that I am to review this handbook in detail and to consult Athletic Handbook policies and procedures with my principal or Athletic Director.

I understand and agree:

1. that this handbook is intended as a guide to Athletic policies and procedures and that it is not intended to create any sort of contract between the District and any one or all of its employees;
2. that the District may modify any or all of the referenced policies and procedures, in whole or in part, at any time, with or without prior notice; and
3. that in the event the District modifies any of the information contained in this handbook, the changes will become binding on my immediately upon issuance of the new or revised policy or procedure by the District.

I understand that as an employee of the District I am required to review and follow the information set forth in this handbook and rules disseminated by the Kentucky High School Athletic Association and other governing bodies specific to the sport(s) I coach and I agree to do so.

Employee Name (please print)

Signature of Employee

Date

Return this signed form to your Athletic Director.