

RUSTBURG RED DEVILS



Athletic Department Handbook **2026-2027**

Athletic Department Handbook

The purpose of this handbook is to set forth the operating procedures for the Rustburg High School Athletic Department. Do not view this as extra work for you, but rather as a guide of expectations for our coaches and athletic administration. This handbook will provide a ready reference to facilitate the process of seeking information about administrative policy and procedures, and it will provide a framework for our Athletic Department.

The athletic program at Rustburg High is designed to produce well-rounded citizens who can take their place in the community. The program is intended to develop leadership skills, a positive attitude, a sense of responsibility and accountability, and sportsmanlike attitudes in our student athletes.

We, as coaches, need to always support one another. It is all about teamwork. Treat the student-athletes like they were your own kids. They need to have fun. Sports should be focused on making our athletes better people, not just focused on winning. Raise the expectations for our athletes and show them that winning is only a byproduct of doing everything the right way all the time. Hold them to a standard of excellence and show them that character always counts. Help them reach their potential not only in sports but academics and life.



“What makes you a good coach? Complete dedication.”

–George Halas

Athletic Council

If during a season, an athlete quits the team or is excluded from the team, for them to play the next season they must go before the Athletic Council which consists of Mr. Godsey and Mr. Torrence and the coaches involved. This council is not geared towards disciplinary action, but instead is more of a guide for the athlete to understand what we expect of them at RHS. Each situation is different, and the main goal is to encourage athletes to follow through on their commitments and go through the proper communication with coaches and administration. If there is an appeal, it will go before Dr. Shields.

Athletic Training

If an athlete is injured, it is their responsibility to meet with Mr. Hodge, so that he may evaluate the injury. When they visit the athletic training room, they must inform the athletic trainer of the problem. He will inform the athlete of their restrictions or lack thereof. If they do not adhere to his instructions, they will be disciplined accordingly. Additionally, the training room is not a place to hang out before or after practice, it is used for treatment and prevention of injury.

Awards & Banquets

The following is the Award Presentation Policy for Rustburg High School. All the patches and letters are in Mr. Godsey's office. Mr. Godsey will give you the correct number of letters and patches. Also, give Mr. Godsey at least two weeks to prepare certificates and order the plaques:

- First Letter -6" chenille letter and emblem
- Additional Letter - (in same sport) Bar
- Additional Letter - (in different sport) Emblem

Plaques should be given for a specific purpose (honor), rather than simply for the sake of giving awards. The athletic department will pay for:

- 3 plaques for Varsity (teams with under 15 athletes on roster will receive two plaques)
- 2 plaques for JV (teams with under 15 athletes on roster will receive one plaque)
- 5 total for the program including B-team – Head Coach has final say on how many go to each program for JV/B-team
- Additional awards will have to be paid for out of your team funds.

Once your season is complete, please have your awards banquet within two weeks.

Coaches Education

The VHSL is requiring coaches to participate in a Coaches Education Program. Mr. Godsey will let each coach know which programs they need to complete and the deadline. Please visit their website for further information: <https://www.vhsl.org/coach-education/>

Coaches Offices

The coaches' offices located next to the main gym are for coaches. Athletes should be accompanied by a coach when they are in the office. Phones are available for players to use, but make sure a coach is present. Please help keep these offices **clean and organized**.

Boosters Club

The Athletic Boosters Club may fund any item that is not funded by the Athletic Department. The procedure is as follows:

- Coaches submit requests to the Athletic Director.
- The Athletic Director determines priority of requested items and informs the Boosters Club.
- Matter is voted upon by the Boosters Club.
- Boosters Club meetings will be held the second Tuesday of every month.

Community Volunteers

Community volunteers must be approved by the Principal prior to their involvement and are considered coaches. Any Coach that you want to help your program as a volunteer must come by and meet the AD and Principal and get fingerprinted.

Conflicts in Extracurricular Activities

Students may not participate on more than one athletic team during a particular season without prior approval from the coaches involved and the principal.

Contact Phone Numbers

Please store school contacts in your cell phone and if possible, always have your cell phone available during competitions in case of an emergency.

Decorations

Please clean up any senior night or playoff decorations you may tape or put up in the gym or stadium areas. We love to have this extra stuff, but it must be cleaned up after the game.

District, Conference and Regional Dates

Will be provided by the Athletic Director as soon as dates have been determined and published.

Emergencies Involving Athletes

The athletic trainer will give each coach the emergency information section of each athlete's physical form as well as an EAP (Emergency Action Plan). Coaches are to have the information sheets with the team at all team functions. The information sheets have the following information on them:

1. Parent's name
2. Work phone numbers
3. Home phone number

4. Family doctor and location
5. Family dentist and location
6. Any allergies (including medication)

Facility Use

The sponsor should stress the importance of proper care of facilities with all students. Any damage to school facilities by a student should be referred to the Principal. Custodians have been assigned the responsibility of securing all windows and doors during school days. However, they have not been given that responsibility during weekends, Thanksgiving vacation, Christmas vacation, spring breaks, the summer holidays, and any time after 10:30 p.m. on weekdays. Those of you who utilize the school during these time periods must assume the responsibility for turning off lights and fans; and securing windows and doors.

Faculty Meetings

During your season, please attend the scheduled make-up faculty meetings (held the following morning). In the off-season, regularly scheduled faculty meetings must be attended.

Fundraising

All fundraisers (concerning RHS athletics) must be approved by Mr. Godsey by using the *Fundraiser Authorization Form*. A copy of the contract will then be forwarded to the bookkeeper, Angela Lacy. There is also a *Fundraiser Intake Form* that is required for itemizing all funds and receipts throughout the fundraiser.

Both documents are required in order to raise any funds associated with RHS athletics and can be found on RHS documents. I will also email each coach a copy of the form. It is part of the head coach's job description to complete or ensure the completion of both forms.

Practice over Holiday Breaks

Coaches, you must have some practice over holiday breaks. I will ask you at the beginning of the season what days you plan on practicing. In order to keep our athletes in decent shape and to be ready to compete coming out of holiday breaks there must be practices held. Let your athletes know before the season begins that you will be practicing over Thanksgiving, Christmas, and Spring Break.

Inventory

Coaches should turn in a completed inventory summary to the Athletic Director no more than two weeks after the end of their season. The inventory should include all items that have been purchased by the Athletic Department, Boosters Club, and through individual fundraising for each sport.

Game Music

Before games or during half-time music is allowed to be played over the loudspeaker. HOWEVER, there should be absolutely no profanity or inappropriate lyrics. Musical selection should be clean. All music with words must be cleared through Mr. Godsey at least two days prior to use. We

prefer instrumental music. Athletes should never touch or set up warm-up music before or during any events.

Master Eligibility

The VHSL requires each team to submit a Master Eligibility before beginning game competition. To assist the Athletic Director with this form, Head Coaches please provide a completed **roster by the end of the first week of practice for your season**. Also immediately give any late physicals to Mrs. Yates before the first day of practice.

Ordering Procedures

The following procedures are to be followed by all Rustburg High School coaches when they desire to place an order for any school-related equipment or supplies:

- Approach the Athletic Director to justify the equipment and/or supplies needed. He will approve or reject the request based on the following criteria:
 - Is the item immediately needed for the safety and welfare of the individuals involved?
 - Is the item a want or a need?
 - Are funds currently available (within the budget) for the purchase of such items?

The Athletic Director will place the order following appropriate procurement procedures if such has been approved.

*Note that you must obtain authorization to order out of the athletic fund OR your individual fundraising fund. **DO NOT** order on your own or buy equipment and then ask for reimbursement

Then, when the bill arrives the Athletic Director will be aware of the items ordered and be able to approve immediate payment by the bookkeeper. When the order arrives in the main office, please wait for the Athletic Director to remove the packing slip and contact the coach before taking it.

Out of Season Participation

See the Campbell County policy for out-of-season practice in the appendix. This supersedes the VHSL policy and is more confining.

Parents Meeting

Coaches are encouraged to conduct a Parent's Meeting during the first week of practice (or before the first week). Inform the Athletic Director of the time and location. The AD will be conducting a seasonal meeting for all parents during the first week of practices.

Dismissal From a Team

Coaches please notify the Athletic Director of any quitters or removals from your team for any reason and contact the parent of that athlete to inform them of the situation.

Non-Negotiables

1. If a student is dismissed or quits a team once the season starts, he or she may not attend any home events for that sport for the rest of the season.
2. If a student is suspended out of school for 4 or more days, he or she will be dismissed from the team.

3. Any action deemed a detriment to the team or school by the coaching staff or administration could result in suspension or removal from the team.

Reporting Home Events

It is the Head Coach's responsibility to report all home events to the local newspapers and TV stations that serve the majority of our patrons. This should be done after each game. Remember that the parents of your athletes (and the athletes themselves) look forward to articles concerning Rustburg athletics regardless of the outcome of the activity.

News and Advance	385.5528 or 385.5527
WSET	528.1313
Associated Press	800.300.834

Required Documents for Coaches (RHS)

Roster – input by the end of first week and hard copy to AD (see Appendix for format)

Practice Schedule – submitted by the end of the first week

Team Policies – submitted by the end of first week

Inventory – turned in within two weeks of the end of your season

Required Documents for Student-Athletes (VHSL and RHS)

Students cannot participate in any tryout, practice, or game until they have completed the VHSL required physical. Additionally, students must also complete two forms provided by our school's athletic trainer. All three forms are linked on our school website.

1. VHSL Physical Form
2. Concussion Signature Form
3. Cardiac Arrest

Note that all physicals are on a 14 month rolling calendar.

Signings & College Commitments

We want to recognize all our athletes that commit to college to play athletics. This year we will recognize any athletes that plan on playing college sports. Please notify the Athletic Director at any time during the year if an athlete needs to be recognized at this event. Parents and supporters will be invited, and all news outlets will be encouraged to be there.

Student Participation

All participants are students first and subject to the same rules as other Rustburg High School students. Any participant who is suspended from school is automatically suspended from participation for the period of the suspension. Students serving an in-school or out of school suspension may not participate or attend extra-curricular activities until they are once again in good standing (determined by

the coach and Athletic Director). Students are required to attend school at least one-half day to participate in extracurricular activities, (students must check in by 11:30 and can only check out after 11:30). Students who attend court are allowed to practice or play in their scheduled game.

Supervision

The sponsor assigned to each activity is responsible for students from the time they report to school for any activity until the time they leave school at the conclusion of the activity. The sponsor will not leave until all students have left school grounds. Coaches should be present 30 minutes before a practice or game.

Coaches need to be at the locker room, commons, or classroom that your team is supposed to report to by 3:00 pm every day (or an assistant coach if you work at RMS). At no time should any athletes be alone at RHS for any amount of time. This includes before games waiting for the bus.

There will be no hazing of any student whether on school grounds or off school grounds. Any person who violates this regulation will face suspension from extracurricular participation and/or suspension from school.

There is to be no use of the weight room by anyone unless there is direct supervision by one of our coaches who is trained in weightlifting. Coordinate all weightlifting activities with the Athletic Director before use.

Transportation

All students must travel as a group. Whenever possible, this will be done by bus. For the return trip, a student may be released to his/her parents, unless the County transportation form has not been turned in to the coach. **Coaches cannot drive students.**

Tryouts

Tryouts for each team should be open to any students at RHS that meet the grade requirement for their respective sport and the eligibility requirement set forth by the VHSL. It would be very beneficial to have a list of prospective team candidates so eligibility issues can be looked at prior to tryouts.

Tryouts should last at least two days and each player should be spoken to individually about their standing with the team (whether they made the team). Encourage players who were cut to try out for another sport, if possible. Make sure to treat all athletes with respect and dignity.

There are many characteristics that go into making a team. Coaches are to select their team on who will give that team the best chance of reaching their potential. Skill level should be considered, but other important characteristics include, but are not limited to: coachability, behavior in and out of school, attitude, knowledge of game, effort, work ethic and hustle.

IMPORTANT: When you have selected your team, within the first day or two please sit down with each one of your athletes and discuss their role on the team in terms of playing time. They need to know up front what their role on the team is and what they can do to improve that.

Use of School-Owned Equipment and Supplies

The sponsor will issue equipment to participants and keep a permanent record of all equipment. Students should be added to the Fees Owed list if they do not return school issued equipment. No school owned equipment shall be sold or given to any student unless approved by the Principal.

VHSL Rules Meeting

Coaches are required to complete the VHSL rules meeting for their respective sport. This year's mandatory rules clinics will all be delivered in an online, on-demand format. There will be no face-to-face clinics. Individuals will be able to view the appropriate presentation(s) from any computer at any time during the window in which each clinic is available. This may be done in one or in multiple "sittings." Those who choose to view the clinic in multiple sittings (viewing part of the clinic, signing off, and then returning to the clinic later) will be given the option to "resume" or start over. Each clinic will last approximately one hour. The clinic schedule has been set up so that each coach may complete the clinic requirement prior to the start of each season. The schedule will be emailed out before each season.

Links to each clinic (and the rules exams for officials) will be posted on each sport's landing page and under the "Rules Clinics" navigation link in the gold-colored area immediately under the main navigation bar at the top of the VHSL Home page.

VHSL Handbook 27-2-4 State Clinic Attendance Requirement requires that at least one member of the coaching staff in each sport "attend" the VHSL sponsored rules clinic in that sport or activity. Officials are required to view the clinic and pass the exam on an annual basis. There is no excuse for not completing this requirement during the "FREE" period.

VHSCA and Passes

All coaches are encouraged to join the Virginia High School Coaches Association which will get you into most events. All coaches will be getting a Seminole District Family Pass from me at the beginning of the year. This will get you and your family (immediate family, wife/husband and kids) into home and away Seminole games and tournaments. Volunteer coaches will be given an individual Seminole pass after being cleared to coach.

Weather

When there is early dismissal of students due to hazardous weather conditions, all practices are canceled for the day. When school does not open due to hazardous weather conditions, practices may

be held if approved by the Athletic Director and Principal, but they must be voluntary. This will allow participants and parents to make their own decisions concerning travel. If we have an early dismissal or no school, all game decisions will be made by the Principal and Athletic Director.

In case of rain, the Principal, Athletic Director and the coach involved will make a joint decision (when feasible) before contacting the opposing school.

Appendix

Team Policies (example)

Rosters (format example)

INVENTORY SHEET

Coach / Sport _____ DATE _____

Item	Quantity	Jersey #'s	Description	Condition	Year Purchased	Misc.

Rustburg Athletic Department

2026-2027 Team Policies

Player's Name

Late for practice

- 1st offense – extra conditioning
- 2nd offense - extra conditioning, limited playing time in next game
- 3rd offense – extra conditioning, possible one game suspension
- 4th offense – possible multiple game suspension, possible removal from team

Missed practice or game

- 1st unexcused – extra conditioning, limited playing time/game suspension
- 2nd unexcused – extra conditioning, possible one game suspension
- 3rd unexcused – possible removal from team

Athletic Training Policy

If you are injured, it is your responsibility to meet with Mrs. Yates so that she may evaluate your injury. When you visit the training room, you must inform the athletic trainer of the problem. She will inform you of your restrictions or lack thereof. If you do not adhere to her instructions, you will be disciplined accordingly. Additionally, the training room is not a place to hang out before or after practice, it is used for treatment and prevention of injury.

Alcohol, Tobacco, and Drugs

Any use of tobacco, alcohol or illegal use of drugs will result in either suspension or exclusion from the team and any other penalties as prescribed by the Campbell County Code of Student Conduct. Possession of tobacco during a game will result in ejection from the game.

Summary

The behavior of the players in our program should always reflect positively on the team and school. Coaches have the authority and responsibility to discipline athletes when their behavior is detrimental to the team. This includes possibly removing them from the team.

Players Signature _____

Date _____

**Parent or Guardians
Signature** _____

Date _____

VARSDTY ‘SPORT’ ROSTER

#	LAST NAME	FIRST NAME	GRADE	POSITION
1	DOE	JOHN	11	QB

***DEPENDING ON THE SPORT, HEIGHT AND WEIGHT
WOULD BE HELPFUL (FOOTBALL REQUIRED)**

