

**2025-2026**

**Bowdon Middle School**



**Athletic Handbook**

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# **Bowdon Middle**

## **Head Coaches Directory**

<b>Title</b>	<b>First</b>	<b>Last</b>	<b>Cell Phone</b>
Principal	Stephanie	Godfrey	404-317-9926
Assistant Principal	Chip	Stephens	706-302-0443
Athletic Director	Mitch	Johnson	706-594-0418
Baseball	Mitch	Johnson	706-594-0418
Basketball (B)	Clayton	Young	678-836-9538
Basketball (G)	Sandy	Walton	770-241-1316
Cheerleading	Channa	Cole	770-296-2170
Cross Country	Molly	Harper	770-375-6132
Football	Mitch	Johnson	706-594-0418
Soccer	Ricky	Sikes	478-230-9671
Softball	Maci	Holloway	770-713-7927
Tennis	Mike	Phelps	404-202-6317
Track			
Wrestling	Christian	Anderson	678-314-1146

**Bowdon Middle School  
Athletic Department**

**Athletic Policy for Staff**

1. As an athletic program we must maintain consistent discipline in all sports. Discipline is the key to any successful athletic program. It is the responsibility of each head coach to make sure his/her athletes understand the expectations of the program.
  - a. 1<sup>st</sup> Offense – Talk to the athlete and or team appropriate punishment.
  - b. 2<sup>nd</sup> Offense – Team appropriate punishment and or missing competition.
  - c. 3<sup>rd</sup> Offense – Team appropriate punishment, missing competition, or dismissal of the team.
2. Each coach will have a mandatory PAC (parent, athletes, and coaches) meeting before the start of the season. The meeting can include information on rules, expectations, practice schedules, contest/game schedules, directions to away games/contests, estimated departure and arrival times to away contests, concession stand worker schedules, and any other information which could enhance each sports success. Each head coach should notify the athletic director which date they will hold their PAC meeting.
3. Support each other's program. Work a Gate or Concession in your off season.
4. Be a positive role model. Be professional in dress and actions. Coaches who are ejected from a game must inform the Athletic Director immediately.
5. Make sure you have proper supervision of the athletes before and after practice/contests.
6. There will be no deliveries to the front office if a student forgets their equipment.
7. Maintain a professional relationship with your players.
8. Promote your program to the community/media. Report scores and results to Mrs. Smith as soon as possible at the conclusion of your contest. Use Remind.
9. Plan and execute a fundraiser project for your team --- this is to enhance our Athletic Program at Bowdon Middle School.
10. Be sure to announce the results of your events in the morning announcements at BMS.
11. Keep your facilities clean. It is your responsibility to maintain your fields all year round.
12. Do not allow your athletes to dress inappropriately for practice, games, or travel. If it is inappropriate for school it is inappropriate for athletics.
13. Keep the athletic director informed of everything that is going on with your program.
14. Distribute and collect the student/parent concussion awareness form from your student athletes.
15. Complete the Master Roster Excel Sheet as soon as you know your team at the beginning of the season and then complete again at the end for your award winners.

**Bowdon Middle School  
Athletic Department**

**Athletic Policy for Students**

1. Students will be permitted to participate in conditioning, tryouts, and games or practice extracurricular activities only if they have been in attendance at least one-half of the day (11:30) according to the State Board of Education. Exceptions can be approved or not approved by the principal.
2. No student shall attend a practice or contest while assigned in school or out of school suspension. A student who is assigned in-school suspension may resume participation on the day he/she completes their ISS term. A student who is serving OSS may not resume participation until he/she has attended a full day of school following the suspension.

Note: students should satisfy all requirements for a missed practice before participating in a contest. Head coaches should use discretion if a student serves ISS but misses no practice time.

Also, no student shall participate in any weekend activities if an ISS term extends across a weekend.
3. Without administrative approval, no student shall practice or participate in any contest while there exists school related discipline charges (of a serious nature) or non-school related legal charges pending against said student.
4. Any student who voluntarily quits a team after the teams first scheduled contest or has been dismissed from a sport, is ineligible to begin participating in another sport until the previous sport has concluded its entire season and playoffs. An exception to this policy may be made if both coaches involved and the athletic director grant approval.
5. All athletes who are participating in a particular sport should attend a meeting with their parents before the start of the season.
6. All athletes are required to ride to and from all athletic events with the team unless there parent/guardian comes to the coach after the contest and sign there student out.
7. All athletes should be given a copy of team expectations before the start of the season. A signed copy of these expectations should be returned to the coach.
8. Participation in Bowdon Middle School Extracurricular activities should be considered a privilege, thus each athlete must be willing to set an example for the student body and our community. All student handbook rules apply not only during the school day, but also for practices and contests. Each Bowdon athlete should understand that they are to represent our school in a positive manner at all times. Any behavior that is potentially damaging to the reputation of Bowdon Middle School is subject to disciplinary action. In each occurrence the Bowdon Middle School Administration and coaching staff shall have wide discretionary power in determining disciplinary action.
  - a. Multiple discipline referrals will result in an administrative conference with the athlete, coach, and school administrator.
9. All students are to have transportation arranged to return home after practice and contests. Students must

be picked up within 30 minutes of the conclusion of practice or home contest. Parents are expected to be at Bowdon Middle School to pick up their son/daughter when the bus arrives from an away contest. In the event that transportation is delayed the coaching staff must be informed.

- a. Coaches should address this issue during the preseason (PAC) meeting.

### **Expectations of Parents**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each role, we are able to communicate the benefits of extracurricular activities to children. As parents, it is important for you to be active in your child's athletic experience and help to foster a positive relationship between your student-athlete and their coaches, teammates, fans, officials, and opponents. Parents should be supportive of the coaching staff and team goals in order to help create better members of the community.

#### **Parental Sportsmanship**

Parents are expected to demonstrate good sportsmanship at all times. As a spectator, parents should be supportive of all athletes and cheer positively at all times. Parents should not engage in negative attacks on players, parents, coaches, or officials at any time.

#### **Interaction with Coaches**

Parents should be supportive of coaches at all levels of athletic competition. Parents should interact with coaches in order to create a supportive and nurturing environment for their student-athlete. Parents should work with coaches to help build a positive team experience.

#### **Interaction with Officials**

At no time should a parent engage in conversations with an official during an athletic competition. Parents should avoid criticizing the officiating of an athletic contest. Parents who are found harassing officials may be asked to leave the athletic competition without reimbursement and may be banned from future athletic events.

#### **Parent Meetings and Communications**

It is required for each sport to hold a Parent Meeting at the beginning of the season. This meeting will outline expectations of the coach, rules for the season, and other information pertinent to your child's involvement in athletic participation. This meeting should be attended by parents and athletes alike. Coaches may choose to hold parent meetings at other times of the year to address issues such as fundraising and banquets.

#### **Chain of Command**

Coaches work to maximize opportunities for students who participate in sports while maintaining a competitive program. At times, the decision of a coach may come into question by an athlete or parent. When this situation arises, the athlete or parent should initiate a conversation with the athletes' immediate coach. If a resolution cannot be initially reached, the athlete or parent should then contact the Athletic Director. If a resolution still cannot be resolved, the athlete or parent should then contact administration.

#### **Appropriate Concerns to Discuss with Coaches**

It is important to understand that there are times when things do not go the way that you or your child wishes. At these times, discussion with the coach is encouraged. There are certain issues that are appropriate to discuss with coaches such as:

- \* What are the expectations for your son/daughter during practices and games.
  - Ways to help your child improve.
  - Concerns about your child.
  - Academic support

It is very difficult to accept your child not playing as much as you may hope. Playing time is based upon judgment as to what a coach believes to be the best for all students involved. Play calling, team strategy and other student athletes are not appropriate for discussions. Keep your comments limited to your child.

## **24 Hour Rule**

This rule applies to parent-coach interactions. If something is bothering you about your child's status on a team, etc. give yourself 24 hours before you contact the coach. Never attempt to contact the coach after a contest, especially a loss. The time away from the situation will give you a chance to search for a perspective that may give you a new way to look at the circumstances. Discussions with the coach will be more meaningful when calmer situations prevail.

## **Emergency Procedures for Athletic Practice Sessions and Athletic Contests**

In the event a student is injured on school grounds or at athletic contests and requires the services of a physician, the following procedure should be followed:

1. When clear and present danger exists for any athlete, 911 should be contacted immediately.
2. Call the emergency numbers listed for the parents on the medical emergency papers.
3. If necessary, follow the parental instructions on transporting the student. The parent will make the decision regarding transportation of the student and the physician or hospital to be used. EMT will make the decision if parents cannot be reached.
4. The coach should contact the principal as soon as possible, and no later than the following morning. The coach should complete a serious incident report.
5. The coach should make every attempt to follow-up with the injured athlete

## **Extreme Heat and Precautions**

These precautions must be followed carefully due to high temperatures being experienced and the danger these temperatures present to the student athletes.

- Have fluids (water or Power Aid and ice) on hand and easily accessible during all practices.
- Take frequent fluid and rest breaks.
- In the case of severe thunderstorms, move the students into the building when lightning is first noticed. Do not wait until the storm is breaking to move inside.
- Be sure you have a first aid kit at each practice and contest. It is also important to have some means of communicating at every practice (ie. Cellphone).
- Be prepared to cancel practice or modify the practice schedule when extreme temperatures exist.
- Be attentive to heat illness and dehydration symptoms in players and treat them appropriately.
- Encourage players to drink fluids in the hours before practice (no soft drinks or beverages containing caffeine).

## **Heat-Related Illnesses**

During the early stages of heat-related illnesses, the athlete may experience cool, moist, pale, ashy, or flushed skin. Often there are complaints of headache, nausea, dizziness, weakness, exhaustion, and heavy sweating. During the late stages of the onset of heat-related illnesses, the athlete's skin tone may change (for example, it may appear red in some athletes). The skin may feel hot and dry, and the athletes may experience changes in level of consciousness. It is not uncommon for the athletes to experience vomiting.

### **Suggested Care for Athletes with Heat-Related Illnesses:**

- Move the athlete to a cool place. Offer a drink of cool water as soon as possible.

- Loosen tight clothing
- Remove wet clothing. Cover with a blanket or appropriate clothing.
- Cool down the athlete by fanning him/her.
- If the athlete refuses water, vomits, or starts to lose consciousness
  1. Call 911 immediately
  2. Place athlete on his/her side.
  3. Cool with ice or cold packs on wrists, ankles, groin, neck, and armpits.
  4. Monitor breathing and pulse carefully.
  5. If choking – check airway for obstruction

### **Guidelines for the Prevention of Serious Infectious Disease**

Injuries that result in the presence of blood are most likely to occur in the physical education classes, athletic practice sessions, and athletic contests. The proper handling of situations in which blood is present will greatly reduce the possibility of any transmission of a blood-borne pathogen such as Hepatitis B or HIV, if the individual who is bleeding has such a disease. Therefore, it is extremely important that teachers, coaches, officials, and student athletes observe the following precautions and be cognizant that any time there is blood present that it be treated with respect regarding its ability to transmit infectious disease.

1. Before competing, a student-athlete should cover any open wound on his/her body. This will reduce the risk of transmission of a blood-borne pathogen from the open wound or mucous membrane of another person or vice versa.
2. When giving first aid to others, an individual should wear protective gloves (such as rubber surgical gloves) any time blood, open wounds, or mucous membranes are involved. The individual should wear clean gloves for each student-athlete treated or when treating the same student-athlete more than once.
3. Individuals who have someone else's blood on their skin should wear protective gloves and wipe the blood off with a disposable towel using a disinfectant such as isopropyl alcohol (rubbing alcohol).
4. Coaches of sports where mats are used such as wrestling and cheerleading are required to reduce the risk of infectious disease or skin conditions by cleaning the mats and practice area daily.

## Bowdon Middle School Season Checklist

		Date Completed
Copy of Physicals on file	Before player participates	
Informed consent / insurance forms have at games and practices	Before player participates	
Extreme Heat/Humidity Policy signed by participants if applicable	Before player participates	
Read and Print a copy of Bylaws		
Email Game Schedules to AD	2 weeks before 1 <sup>st</sup> contest	
Bus Transportation Request given to AD	2 weeks before 1 <sup>st</sup> contest	
Team Rules/Expectations Signed by players	Before 1 <sup>st</sup> practice/tryouts	
Schedule PAC Meeting and set up REMIND	Before 1 <sup>st</sup> Contest	
Email AD - PAC Meeting Date	Before PAC Meeting	
Complete Roster to A.D. in google	After Tryouts	
Roster with Awards to A.D. in google	End of Season	
Email Practice Schedule to AD	Before 1 <sup>st</sup> Contest	
First Aid Kit taken to practices/contests		
Morning Announcement Updates after each contest		
End of Year Equipment/Uniform Inventory (hand in copy to AD)	End of season	
Complete "Recommendations for Next year" form – hand into AD	End of the season	

**Bowdon Middle School**  
**Athletic Department**  
**Head Coach Duties and Responsibilities**

Coaches have earned a unique position of esteem in the community that allows them to influence many of the young people with whom they work. This position carries with it a special responsibility. Because young people respect and emulate coaches, it is important that the coach have a positive influence on young people. Always be sure that the students who have participated under the leadership of the Bowdon Middle School coaching staff are better persons for having done so. Never place the value of a win above that instilling the highest desirable ideals and character traits in athletes.

Adherence to the Georgia High School Association rules and the guidelines included in this manual will be expected from all coaches. Setting an example for athletes by following the GHSA rules on alcohol, tobacco, and other drugs when in contact with students and parent groups will help foster positive coaching relationships.

The mature coach always has emotions under control, does not attack officials, never uses foul language, and maintains the dignity of the coaching profession.

**Reports to:**

The athletic director and school administrator(s).

**Duties and Responsibilities**

1. Has knowledge of all athletic policies and school policies approved by the Carroll County Board of Education.
2. Meets all state requirements for coaching his/her sport including GHSA clinic attendance and/or testing.
3. Understands the proper administrative line of command and refers all student and parent requests or grievances through proper channels.
4. Maintains discipline and works to increase morale and cooperation within the staff and sports program.
5. Responsible for scheduling and transportation needs to his/her sport.

**Administrative Duties**

1. Coordinates the necessary preparations to hold scheduled events or practices and adheres to scheduled facility times. Coordinates program and events with maintenance and school employees.
2. Follows proper procedures set forth by the Carroll County Board of Education and Bowdon Middle School regarding purchasing, fund raising, and handling all funds.
3. Provides proper safeguards for maintenance and protection of assigned equipment sites and facilities.

**Program Responsibilities**

1. Provides appropriate leadership for all assistant coaches and assists them in carrying out their responsibilities.
2. Instructs team members and other participants as to changes in the rules and teaches fundamentals of the sport.
3. Works within the philosophy and basic framework of the Athletic Department as outlined by the Athletic Director and/or Principal.
4. Never criticizes, admonishes, or argues with another coach in the presence of students, parents, or

other staff members.

5. Attend other sports and assist, with compensation, in the administration of other events as assigned by the Athletic Director and/or Principal.
6. Strives to maintain positive public relations within the community.

### **Student Responsibilities**

1. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant. The rules should be as consistent as possible in all levels of the program.
2. Provides rules and any other unique regulations of the sport to each student manager, statistician, and/or trainer who is considered a participant. The Varsity Head Coach may assign responsibility to an Assistant Coach or Assistant Coaches for student managers, statisticians, and/or trainers.
3. By his/her presence at all practices and games/contests, provides assistance and guidance to the safeguards for each participant and guidelines of expectations for each assistant coach.
4. Determines discipline procedures with the cooperation of assistant coaches.

### **Equipment and Facilities**

1. Facilities and grounds are the front porch for the public's perception of the school and district. Carroll County leaders/coaches are expected to continuously improve facilities and grounds. We need leaders with an entrepreneurial spirit to seek the resources and support to bring about needed upgrades and improvements. The Facilities and Maintenance Department will support the operations at every school facility. Needs in each school should be communicated to your Athletic Director. Any changes in the facilities for a school must be approved by the facilities and maintenance department director.
2. The head coaches are responsible for their program's facilities. Each athletic department will have a pre-season, in-season and postseason checklist to help with keeping our facilities at the premier standard. It is our athletic directors' responsibility to ensure all coaches are meeting these expectations throughout the year. We also encourage our coaches to work with the athletic director and principals to enhance the facility each off-season. All requests for facility usage outside of the school/program must go through the Athletic Director for approval.
3. Responsible for the distribution of all equipment. Arranges for issuing and storing equipment and submits to the Athletic Director an annual inventory and current record concerning the same.
4. Recommends to the Athletic Director budgetary items for the next year in his/her area of responsibility within the athletic program.
5. Accounts for the examination of locker rooms before and after practices and games/contests, checking on the general cleanliness of the facility. Keeps the locker room and coaches offices clean at all times.
6. Responsible for the security of all doors, lights, windows, and locks before leaving building if custodians are not on duty in that specific area.
7. Instills in each assistant coach and participant a respect for all equipment and school property.

