

AUGUSTA INDEPENDENT



ATHLETIC HANDBOOK

Revised 2/9/21

Table of Contents

Leadership	
Welcome	3
Athletic Department Administrative Staff	3
Athletic Sports & Activities	4
Sports Contacts	4
Mission, Governing Bodies, & Media	6
Title IX-Gender Equity	6
Revisions & Updates/Disclaimer	6
Goals & Objectives	6
Chain of Command & Accountability	7-8
Sportsmanship & Representation	9
Middle School Athletics	9-10
Code of Conduct- Expectations & Responsibilities	
Student Athlete	10-12
Coaches	12-13
Parents & Spectators	13-14
Eligibility Requirements	
Physical Exam -Injuries-Concussion Information-Secondary Insurance	14-15
Academics	15-16
Enrollment and Residency	16
Age	17
Domestic/ Non-Domestic Transfer-Recruiting	17
Daily Attendance-Non-School Related Activity	18
Disciplinary/Suspension	18
Logistics	
Multiple Sports & Extra Curricular Activities	19
Practices & Contests	19-20
Uniforms & Equipment	20-21
Dead Period	21
Transportation	21-22
Finances & Fundraising	22
Cancellations Policy/Inclement Weather	23
Early Dismissal for Tournaments & Post-Season Play	23
Facilities Use & Guidelines-Weight Room-Locker Room	23-24
Department & Athlete Recognition	
Team Awards/Celebrations/Scholar Athletes/National Signings/NCAA	24-27
Banners/All-State Recognition/1000 & 2000 Point Club /H.O.F./Retirement of Uniforms	27-29
APPENDIX A - FORMS	30-37

LEADERSHIP

Welcome

It is important that students who elect to participate in athletics at Augusta Independent School read this handbook along with their parents. Any sports program managed by the AIS athletic department is held to Augusta's high standard of excellence. Policies and guidelines we use are clearly outlined for you to reference.

Athletics are an integral part of the educational program at AIS. The planning and implementation of our activities involve consideration of the physical, emotional, and spiritual growth of each student athlete. The athletic department and coach's work with the student athletes to develop loyalty, responsibility, cooperation, leadership, and sportsmanship skills. The AIS athletic program is designed to allow each student the opportunity to learn the values of teamwork, respect, and self-discipline through competitive and non-competitive sports. Our student athletes are truly students first, and athletes second.

Students and parents who choose to participate in sports are expected to support and abide by the regulations in this handbook as well as all rules and policies outlined in the AIS Student-Parent Handbook. If you have any questions that are not directly answered in the following pages, please feel free to contact the school.

Athletic Department Administrative Staff



Robin Kelsch
Principal
606-756-2105
robin.kelsch@augusta.kyschools.us



Jason Hinson
Athletic Director
606-756-2105
jason.hinson@augusta.kyschools.us



Kayla Tucker
Activity Fund Treasurer
606-756-2105
kayla.tucker@augusta.kyschools.us



Tony Ruf
Assistant Athletic Director
606-756-2105
tony.ruf@augusta.kyschools.us



Tim Litteral
Athletics Information Specialist
606-756-2545
timothy.litteral@augusta.kyschools.us

Athletic Sports & Activities

SPORT	START DATE	SEASON	LEVEL(S)
Cross Country	July 15	Aug. - Nov.	ELEM/MS/VARSITY
Golf	July 15	Aug. - Oct.	VARSITY
Volleyball	July 15	Aug. - Nov.	JV/VARSITY
MS Girls Basketball	July 15	Aug. - Oct.	6th-8th GRADE
MS Cheerleading	Aug. 01	Aug. - Dec.	6th-8th GRADE
MS Boys Basketball	Sept. 01	Oct. - Dec.	6th-8th GRADE
HS Cheerleading	Oct. 15	Oct. - Mar.	VARSITY
Women's Basketball	Oct. 15	Dec. - Mar.	JV/VARSITY
Men's Basketball	Oct. 15	Dec. - Mar.	FROSH/JV/VARSITY
Archery	Oct. 15	Dec. - May	ELEM/MS/VARSITY
Track & Field	Dec. 01	Jan. - May	MS/VARSITY
Fast Pitch Softball	Feb. 15	Mar. - May	JV/VARSITY
Baseball	Feb. 15	Mar. - May	JV/VARSITY
Tennis	Feb. 15	Mar. - May	VARSITY
MS Volleyball	Feb. 15	Mar. - April	6th-8th GRADE

Sport Contacts

Boys & Girls Cross Country	Tim Litteral	timothy.litteral@augusta.kyschools.us
Boys & Girls Golf	Tony Ruf	Tony.ruf@augusta.kyschools.us
Volleyball	Joey Crouch	Joey.crouch@augusta.kyschools.us
MS Girls Basketball	Amy Bradford / Kile Brooks	abradford0515@gmail.com
MS Boys Basketball	Tony Ruf / Nathan Habermehl	Tony.ruf@augusta.kyschools.us
MS Cheerleading		
HS Cheerleading	Erica Archibald	erica.archibald@augusta.kyschools.us
Girls Basketball	Willie McKay	William.mckay@augusta.kyschools.us
Boys Basketball	Jason Hinson	Jason.hinson@augusta.kyschools.us
Boys & Girls Track & Field	Tim Litteral	timothy.litteral@augusta.kyschools.us
Archery		
Fast Pitch Softball	Josh Tackett	joshfarms@aol.com
Baseball	Robin Kelsch	Robin.kelsch@augusta.kyschools.us
Boys & Girls Tennis	Tony Ruf	Tony.ruf@augusta.kyschools.us
MS Volleyball	Joey Crouch	Joey.crouch@augusta.kyschools.us

Mission

The mission of the Augusta Independent Schools Athletic Department is to provide an athletics program that represents the highest standard of integrity which enhances the educational philosophy of Augusta, complements and provides services in support of the school's mission, supports the total development of the student athlete, and provides opportunities for success at the highest level of interscholastic competition.

Athletics play an integral part of the total educational experience and we wish to promote good sportsmanship, self-discipline, integrity, character education, individual & team commitment, school loyalty, and a winning attitude in both team and individual settings. The athletic programs will be designed to allow for the greatest number of student participants possible while encouraging academic excellence through high academic standards.

Governing Bodies

Augusta Independent Schools is a member of the Kentucky High School Athletics Association and is bound by the by-laws and regulations set forth by KHSAA. You may access the regulations and by-laws of the KHSAA on their website: <http://khsaa.org>.

Augusta Independent Schools is under the jurisdiction of the Augusta Independent Board of Education and will abide with the regulations set forth by them. <http://www.augusta.k12.ky.us>

The Principal of Augusta Independent Schools is responsible for all matters involving athletics at AIS. The Athletic Director may serve as the Principal's Designated Representative for the purpose of conducting the interscholastic programs at AIS. The Gender-Equity in Athletics Committee shall periodically review compliance with the Title IX regulations in accordance with the standards set forth by KHSAA.

Media

Please go to the athletic department website at www.augustaathletics.net to get the latest information on our athletic programs. Users can view schedules, download forms, listen to play by play of contests, etc. You can also keep up to date with the athletic department by following us on Twitter, @AugustaPanthers, on Instagram at augusta.athletics, or check out Augusta Independent Athletics on Facebook.

It is very important to players, parents, teams and the school that individuals and teams be recognized for their athletic achievements. Therefore, after coaches have had information approved by the Principal and Mr. Litteral, they should regularly release information to the media via news releases, emails, and phone calls that are beneficial to the team & individual players to the following media contacts.

Contacts:

<http://khsaa.org>

<http://www.wkvt.com>

<http://www.maysville-online.com>

<http://www.lex18.com/home>

<http://www.soft96.com>

<http://www.local12.com>

brackencountynews@gmail.com

<http://www.fox19.com>

Title IX-Gender Equity

The Augusta Independent Schools Athletic Department welcomes the contributions of all of our students. We recognize the value of a diverse school community and are committed to providing equal athletic opportunities to both male and female athletes. No student enrolled at AIS shall, on the basis of gender, race, religion, or sexual orientation be denied the benefits of, excluded from, or otherwise discriminated against in any AIS sponsored activity.

Revisions & Updates Disclaimer

Although every effort will be made to update the handbook on a timely basis, the Augusta Independent Board of Education reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right to, and has the sole discretion, to modify or change any portion of this handbook at any time. Any situation not specifically adhered to (addressed) in the handbook will be handled at the discretion of the Principal and the Athletic Director.

Goals

The goals of the AIS Athletic Department are to

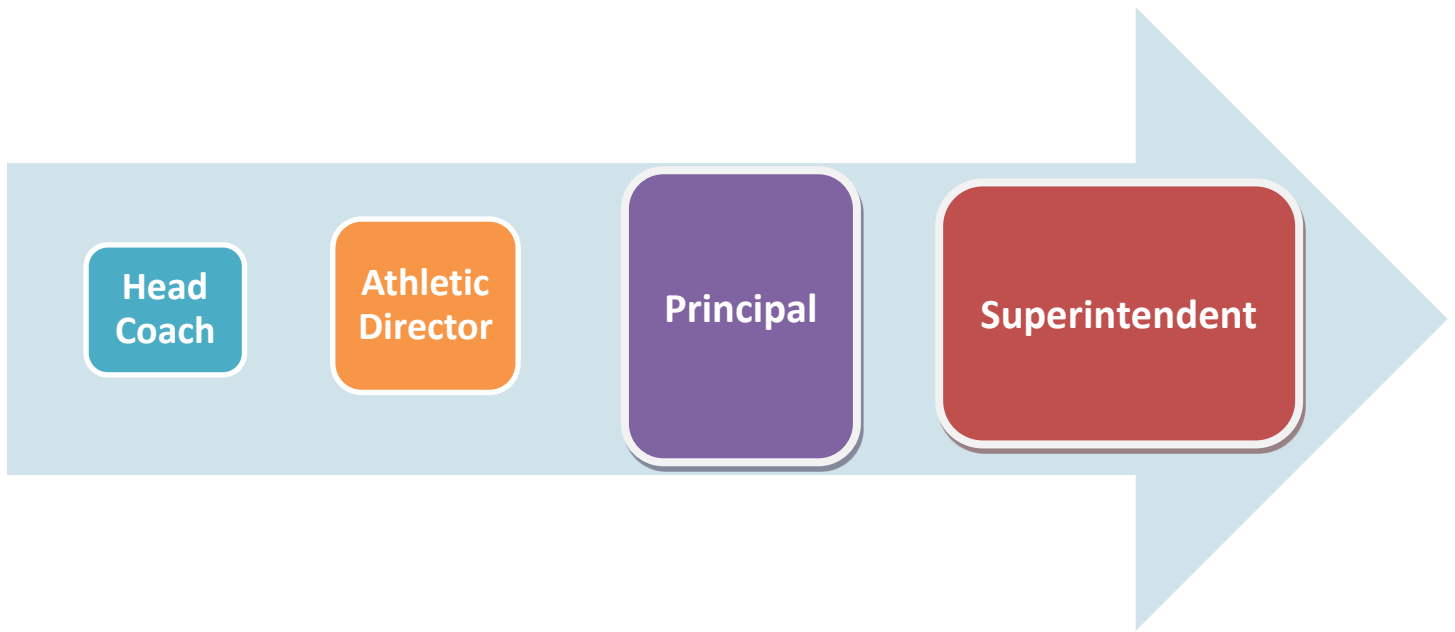
1. Provide service to student-athletes by providing resources for coaches to enable them to mentor, facilitate and emphasize the total development of the student athlete.
2. Provide service to student-athletes by fostering them to become a better person and a more responsible, well rounded individual with increased pride in themselves and their school.
3. Provide a service to the greater Augusta community.

Objectives

The AIS Athletic Department strives to

1. Provide an avenue for academic growth as measured through knowledge gained, skills learned, and culminate with successful graduation.
2. Provide student-athletes the opportunity to work as a team member in order to achieve a goal and, in the process, learn the importance of cooperation, sportsmanship, teamwork, self-discipline, respect for authority, and the spirit of hard work and sacrifice.
3. Foster in student-athletes a sense of self-worth and self-confidence.
4. Conduct a program that achieves a high level of interest and support of student, faculty, alumni, local community and other segments of the community.
5. Foster personal growth as measured by character development and contributions benefiting the community.

Chain of Command



Establishing and Maintaining a Chain of Command

As in any system, it is important that all parts function together to make the system run efficiently. As an athletic department, we need to be sure that we communicate with all parts of the system and that we are aware of how each of the sub-systems work together to make up the entire system. A well-defined and maintained chain of command within an athletic program can achieve our goals and lessen the chance of misunderstandings and confrontations that could diminish the experience. Coaching and parenting are both extremely difficult tasks. By attempting to reach an understanding of each position, we are better able to understand and accept the actions of each party. Endeavors in this commitment to communication will hopefully provide a better experience for the student athlete. We believe that every parent that becomes a part of any interscholastic athletic program deserves the right to be made fully aware of and understand the expectations being placed on his or her child. This begins with a clearly defined and established method of communication between the coach, athlete, and parent.

At the beginning of each season, the head coach and a representative of the athletic department will be required to hold a pre-season meeting with parents/guardians and athletes. There will be many important topics from the Athletic Handbook as well as team policies and fundraising ideas discussed at this meeting that will help define the expectations for each season. The student-athlete and at least one parent/guardian are required to attend the meetings. A valid reason/excuse for missing the meeting needs to be addressed with the head coach prior to the week of the meeting so that the head coach can schedule a different time to meet with those student-athletes & parents/guardians.

While we strive for every athlete and family to have a positive experience while participating in athletics at AIS, there inevitably will be a time when an athlete or parents may have concerns during the course of these season. In this situation, the following protocol should be followed:

- The athlete needs to take his/her concern to the coach. (We are teaching our young men and women to be responsible and confident. Articulating his or her concern to the coach is an important lesson for the athlete to learn. This meeting needs to be held at a mutually agreed time and place and take place at least 24 hours after a concern/situation occurs.)
- If the athlete does not reach a satisfactory conclusion, then the parents and the athlete should request a meeting with the coach. (It is not appropriate to approach a coach at the end of a practice/game. This meeting needs to be held at a mutually agreed time and place and take place at least 24 hours after a concern/situation occurs.)
- If the concern remains after this meeting, then the parents may request to meet with the athletic director. This meeting needs to be held at a mutually agreed time and place and take place at least 24 hours after a concern/situation occurs.

Coaches, student-athletes, parents, and the administration shall not discuss other players or family members. Conferences shall focus on the concerns and a solution to the situation that is most agreeable to all parties involved.

Every athlete is welcome to come by the athletic office and share his/her concerns at any time. He /she will be directed to follow the appropriate steps in the chain of command, but the door is always open for the student athlete to come and talk to the athletic director.

Please note that compliments or acknowledgements of positive events can be directed to everyone along the chain. All of us appreciate hearing that there is something good that has happened!

Accountability

The Athletic Director and the Principal work together to ensure that the athletic program is able to function at a high level. Staff support is critical in running our program. Coordination for all supervisors and ticket takers is handled through our Athletic Director. School spirit, rallies and other special activities are handled through the Community Education Office and the Athletic Office Team. An Administrator is at every home game to assure sportsmanship of all fans.

The **Principal**, as administrative head of the school, is the head of all activities in the school, including athletics and makes all final decisions on Personnel. Responsibility for day-to-day operation of the athletic program is delegated by the Principal to the Athletic Director.

The **Athletic Director** has primary responsibility for facilities, personnel, officials, game supervision (with administrators), scheduling, transportation, budget, equipment, eligibility, team photos, awards, scholarships, and communications (including news and media). The Athletic Director reports to the Principal.

All **Coaches** must uphold the standards set by the Augusta Board of Education as well as meet the bylaws set by KHSAA. Augusta Independent coaches are expected to be role models to their student athletes, staying current in their respective sport. All coaches answer directly to the Athletic Director.

Sportsmanship

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

Representation

All student-athletes of Augusta Independent Schools are required to practice good sportsmanship at all times, whether in practice or competition. The student-athletes are seen as representatives of AIS and role models by many in the school and the community. Actions and behaviors that attract negative attention to student-athletes of AIS are punishable by rules and policies of KHSAA, as well as punishable by school administrators, and individual head coaches of the sport in which the student-athlete participates in. Student-athletes involved in incidents outside of school can be subject to punishment by the school administrators and the individual's head coach. The punishment can range from suspension from practice, suspension from competition, and could also result in the dismissal from the athletic team or the entire athletic program of AIS.

Middle School Athletics

The Middle School interscholastic athletics program address the physical, social, and emotional needs of early adolescence. The approach to athletics is less competitive, with opportunities to participate in recognition of the physical, mental, and social changes middle school students are experiencing. Participation is not based on athletic ability; students are encouraged to participate in a program that excludes a "cut" policy and a value of affording opportunity for all students to experience being part of a team.

The athletic department may, in some instances, permit younger student/athletes to "play up" onto middle school teams. Parents and players should understand that playing up is both an honor and a privilege, and coaches often prioritize playing time in games for older athletes. In addition, practices, games, and seasons become increasingly demanding both physically and emotionally at higher levels. Parents and young athletes should consider both the short and long term physical and emotional impact of playing up. Despite the best intentions on the part of all involved parties, the increased demands and premature exposure to more mature athletes can be detrimental to the overall development of a young athlete.

General Guidelines for playing up at AIS are outlined below:

Middle School Basketball- The Athletic Director may contact parents of 5th grade girls or boys and ask them play up onto a middle school team if the number of interested 6th, 7th, & 8th graders proves inadequate to field teams. Students in the 7th or 8th grade may participate at the high school level upon the completion of the middle school season if the number of interested 9-12 graders proves inadequate to field teams and only with Parent, Coach, AD & Principal approval. In doing so the total number of contest for that player (middle school & high school) may not exceed the Limitations of Seasons set by KHSAA.

Middle School Volleyball- The Athletic Director may contact parents of 5th grade girls and ask them play up onto a middle school team if the number of interested 6th, 7th, & 8th graders proves inadequate to field teams. Students in the 7th or 8th grade may participate at the high school level if the number of interested 9-12 graders proves inadequate to field teams and only with Parent, Coach, AD, and Principal approval. However, if a student athlete is also participating on another middle school or high school fall sport team they may only do so with the agreement of the coaches, Athletic Director, and the Principal. All details regarding participation in games and practices will be arranged by these people. In doing so the total number of contest for that player (middle school & high school) may not exceed the Limitations of Seasons set by KHSAA.

Middle School Cheerleading- The Athletic Director may contact parents of 5th grade girls or boys and ask them play up onto a middle school team if the number of interested 6th, 7th, & 8th graders proves inadequate to field teams.

Individual and/or non-contact sports- In cross country and archery, 3rd & 4th graders may be permitted to play up onto a middle school team or event at the sole discretion of the coaching staff and the Athletic Director.

KHSAA- Beginning with the 2013-2014 school year, students below grade seven (7) will not be permitted to play at any level (freshman, junior varsity, or varsity) of high school athletics.

CODE OF CONDUCT-EXPECTATIONS & RESPONSIBILITIES

Student Athlete

It is a privilege and not a right to be a student-athlete at AIS. On and off campus and in social media communities, every student-athlete is expected to conduct himself or herself in a manner that exhibits honor and respect to a team, their family, our school and surrounding community.

We expect student-athletes to uphold the following commitment standards, expectations, and responsibilities:

- Commitment to demonstrate academic integrity and excellence
- Serve as a positive example of good behavior in all aspects of their school life
- Respect opponents, teammates, and coaches
- Wins without boasting, loses without excuses, and never quits
- Show respect for officials and accept their judgment decisions without gesture or argument
- Refrain from the use of profanity, vulgar language and rude gestures
- Serve as positive examples for spectators by exercising self-control and good sportsmanship and by accepting both victory and defeat with pride and compassion
- Commitment to personal development. Hold yourself accountable for your actions and accept the positive or negative consequences for those actions.
- Commitment to service. Place your team, family, school & community above self.

Cheerleaders, schools student body, and spectators are expected to keep all cheers positive and to avoid actions that detract from the opposing team's efforts.

Each and every student-athlete will be expected to sign and abide by the Drug, Alcohol, and Tobacco Policy.

Social Networking

Athletes are not restricted from using any online social network sites and digital platforms. However, student athletes must understand that any content they make public via online social networks or digital platforms are expected to follow acceptable social behaviors and also remain consistent Augusta Independent Schools and KHSAA rules and policies.

It is incumbent upon student-athletes to be aware of school regulations regarding social networking sites. Ignorance of these regulations does not excuse student-athletes from adhering to them.

Guidelines for Student-Athletes

These guidelines are intended to provide a framework for student-athletes to conduct themselves safely and responsibly in an online environment. As a student-athlete at AIS, you must keep the following guidelines in mind:

1. Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information (including pictures, videos, comments, and posters) may be accessible even after you remove it.
2. Use caution when adding someone or inviting someone to be a friend. Many individuals are looking to take advantage of student-athletes, to get close to student-athletes to give themselves a sense of membership, or to gain information about you, your teammates, or your team for the purpose of sports gambling or negative publicity.
3. Limit the posting of personal information like your home address, local address, phone number(s), birth date, as well as your whereabouts or your plans to minimize the potential of being a victim of any criminal activity.
4. Be aware that many employers, graduate school personnel, and scholarship committees often review social networking sites as part of their overall evaluation of an applicant. What you post may negatively affect your future. Protect yourself by maintaining a positive image and carefully consider how you want people to perceive you before posting any information.

Dress Code

Student-athletes represent the school to their peers, parents, and members of this and other communities. It is therefore important that they look, act, and play like athletes. Coaches are responsible for ensuring that the players do so in a manner that represents the individuals, the team, the school and the community in a positive light. Participants who fail to abide by these rules are subject to disciplinary action and may have their participation withheld until they comply with the department rules.

Coaches have the authority to make decisions regarding the dress code for game day appearance such as wearing traveling suits, team shirts, or dressing up to both school and away competitions. Participants are

expected to dress according to a coach's or team captain's specifications and should dress in a way that reflects the unity of the team. Take pride in your appearance and your team. If you are concerned about specific attire, please see the coach or athletic director.

Participants may not wear earrings or other jewelry while practicing or competing in their sport or activity. Visible tattoos that are determined to be objectionable or offensive are to be covered during interscholastic contests.

During practices participants are required to wear proper attire. If a practice uniform is provided or expected by the coach, the participants are to wear the practice uniform. Participants are not to take shirts off during practice (no "shirts" vs. "skins") and female participants must wear appropriate tops over sport bras. Shirts and shorts need to adhere to the policies specified in the student dress code for school. A degree of modesty is expected and clothing shall not be excessively revealing or worn inappropriately.

Stealing

One purpose of the athletic department is to develop respect for the rights and property of others. If a student-athlete or participant takes the property of another person or of the school or becomes knowingly involved in theft by receiving stolen property he/she shall be denied participation for one week of all athletic activity (practice & competition). If a student-athlete or participant has a second violation he/she will be dismissed from the team.

Coaches

The role of a coach is unique and challenging because he or she is attempting to modify the behavior for both mind and body. The school and parents (guardians) are depending on the coach for the welfare of the student as well as for developing proper attitude and physical skills. The coach is in the position to demonstrate moral leadership during pressurized and competitive situations. The coach is in the unique position of being liked, trusted, and respected in an informal atmosphere. In effect, the coach can bridge the gap between home and school life. At Augusta Independent Schools, our coaches are expected to accept the responsibility as well as the rewards of furthering the development of a student. We expect coaches to understand they are a representative of AIS in our community. All actions and choices must reflect the mission and character AIS has established.

We expect all coaches to uphold the following guidelines and expectations:

- Conduct themselves in a professional manner at all times
- Put the student-athletes first
- Provide emotional support, patience, and general guidance
- Understand they are a teacher and the athletic arena is an extended classroom
- Demonstrate or be a role model for loyalty, honesty, and integrity
- Teach and represent the model of good sportsmanship and self-control
- Maintain confidentiality and discretion with each individual athlete
- Treat his/her players and opponents with respect

- Inspire athletes to love the game and play fair
- Disciplines team members who display unsportsmanlike behavior
- Constantly strive for professional growth
- Knowledgeable of the rules & regulations set forth by the sport and governing bodies.
- Be organized, efficient and timely
- Organize and supervise all practices and games
- Be a leader of his/her program
- Promote and be a positive force at AIS and in the community
- Promote a positive atmosphere for student athletes

Parents/Spectators

Parents/Guardians of Augusta Independent School athletes take on a tremendous responsibility helping their son or daughter successfully achieve academically, socially, and athletically while participating in competition. In recent years, the societal idea that winning on the playing field/court defines success has underscored the significance we (parents, coaches, and administrators) have in educating the whole person. Keeping athletic competition in perspective is vital to the successful growth of each of our student-athletes. Therefore each parent/guardian will agree to the following:

- Remember that children participate to have fun and that the game is for the student-athlete, not the adults
- Inform the coaches of any physical disability or ailment that may affect the safety of the child or others.
- Attempt to understand and be informed of the playing rules for the game and the policies of KHSAA
- Be a positive role model for my child and encourage my guests as well to encourage sportsmanship by showing respect and courtesy for all players, coaches, officials, and spectators at every game, practice, or other sporting event.
- Respects the judgment and the strategy of the coach by demonstrating positive support and does not criticize players or coaches for loss of a game
- Encourage and teach my child to treat other players, coaches, officials, and spectators with respect
- Never ridicule or yell at my child, his/her teammates, other parents, coaches, or officials for making a mistake or losing a competition
- Show compassion for an injured player, applaud positive performance; does not heckle, jeer, or distract players; and avoids the use of profane and obnoxious language and behavior
- Treats opponents, spectators, officials, coaches, and players with respect. Will not engage in any kind of unsportsmanlike conduct
- Respect the officials and their authority during contests
- Promote the emotional and physical well-being of the athletes ahead of any personally desire I may have for my child to win.
- Emphasize skill development and practices and how they benefit my child over winning

- Expect a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all events.
- Refrain from coaching my child or other players at contests or games
- Never question, discuss, or confront coaches at the contests or games. Any discussion regarding my child or his/her team will take place with the coaches at a mutually agreed upon time and place
- Respect authority of others and authority of those who administer the event

Parent/Guardian Team Captains

Augusta Independent Schools has built a tradition of parents/guardians being actively involved with teams. To ensure effective communication throughout our programs the Athletic Department will expect teams to have Parent/Guardian Team Captains. The Head Coach will delegate this responsibility to the Senior Parents. Each team has a parent/guardian captain to act as a liaison between the parents and coaches to assist with team organization. (Weekly emails, group texts, schedule updates, team photo information, team meetings, etc.)

ELIGIBILITY REQUIREMENTS

Physical Exam

Each prospective student athlete participating on a middle school or high school team must have a physical examination conducted by a physician before he or she is eligible to practice or participate in a sport or activity. Therefore, a sports physical must be completed annually to maintain eligibility. This form is found in online at <https://khsaa.org/forms/ge04complete.pdf>.

Injuries

As with all physical activity, there is an inherent risk of injury when participating in athletics. The parent or guardian must sign a waiver, that is part of the physical examination form, which provides consent to allow the student to receive medical treatment that may be deemed advisable by the school, the KHSAA, and their representatives in the event of injury, accident, or illness while participating in interscholastic athletics, including, but not limited to, transportation of the student to a medical facility. In the event of an injury, the head coach is responsible for completing an accident form within 24 hours from when the injury occurred. Once the accident form has been completed it is to be turned into the school secretary in the office.

Concussion Management and Information

Concussions sustained during athletics have increasingly become a focal point in sports medicine. Traumatic brain injuries are always concerning and can result in a loss of cognitive function or, in more severe cases, severe brain damage, or death. If after sustaining a concussion, an athlete sustains another traumatic blow to the head before the damage caused by the initial trauma has completely resolved, the impact to the brain is magnified and the resulting injury compounded. In keeping with our steadfast commitment to the health and

safety of our student-athletes, the AIS athletic department will follow the following guidelines when managing suspected concussions:

- If a coach believes that an athlete may have sustained a concussion during practice or competition, that athlete will be removed from play immediately and evaluated for symptoms of a concussion.
- If any suspected athlete removed from play is found to have symptoms consistent with a concussion they may not return to play that day. A medical doctor should evaluate all concussions within 24 hours. Athletes with symptoms of more severe concussion should be evaluated by a physician immediately and watched for signs and symptoms of increasing intracranial pressure.
- Student athletes found to have symptoms consistent with a concussion may only return to practice and/or competition once they receive written clearance from a medical doctor to do so. Additionally, a copy of the written clearance must be given to the Athletic Director prior to participation.

Therefore, the concussion information form must be signed annually to maintain eligibility. This form is found in this handbook (Appendix C) or online at <http://www.augustaathletics.org/main/filesLinks>

Academics

We have high expectations for our student athletes at AIS. To participate in the Augusta Independent Schools Athletic program, all students must comply with the academic eligibility standards. As of the first day of school of the sophomore year, the athlete must have a minimum of four (4) credits; the junior year ten (10) credits; the senior year sixteen (16) credits.

First Day of School Year Earned Credit Check

On the first day of each school year, a student shall be at his or her proper grade level. To be considered at the proper grade level, a student shall have been enrolled as a full-time student during the previous grading period, and shall be on pace to graduate with his or her class on the first day of school based on the number of credits officially recorded on the transcript. For the verification of this provision, all course work, including summer and correspondence work, and final grades shall be complete by the first day of the school year for the student body.

(1) Eligibility During First Year Following Initial Enrollment in Grade Nine (9)

For a student in the ninth grade to be considered to on schedule to graduate, that student shall have been promoted from grade eight (8) to grade nine (9), and be in compliance with all other bylaws.

(2) Eligibility During Second Year Following Initial Enrollment in Grade Nine (9)

For a student in the second year following initial enrollment in grade nine (9) (normally grade 10) to be on schedule to graduate, that student shall have received twenty (20) percent of the requirements of the school/district for graduation (credits officially posted to the transcript) prior to the first day of the second year following initial enrollment in grade nine (9), and be in compliance with all other bylaws.

(3) Eligibility During Third Year Following Initial Enrollment in Grade Nine (9)

For a student in the third year following initial enrollment in grade nine (9) (normally grade 11) to be on schedule to graduate, that student shall have received forty-five (45) percent of the requirements of the school/district for graduation (credits officially posted to the transcript) prior to the first day of the third year following initial enrollment in grade nine (9), and be in compliance with all other bylaws.

(4) Eligibility During Fourth Year Following Initial Enrollment in Grade Nine (9)

For a student in the fourth year following initial enrollment in grade nine (9) (normally grade 12) to be on schedule to graduate, that student shall have received seventy (70) percent of the requirements of the school/district for graduation (credits officially posted to the transcript) prior to the first day of the fourth year following initial enrollment in grade nine (9), and be in compliance with all other bylaws.

CONTINUAL PROGRESS DURING THE SCHOOL YEAR

On a weekly basis, a student shall be making continual progress during the school year to be eligible to participate in athletics during the subsequent week (Monday through Sunday period) and through the next opportunity to examine grades in this manner. Absent any other determination, this weekly check of grades by the Guidance Counselor and/or Athletic Director shall be conducted on each Friday of each grading period or on the last day of classes preceding that particular Friday if no classes are conducted on that particular Friday.

Weekly Eligibility Standard for Students Enrolled in Grades 6-12:

To be making continual progress, a student shall have passed in four hours of instruction units as defined by Kentucky Board of Education regulations (of the six hours of instruction required) during the previous credit period that closed during the school year (trimester or semester). To be making continual progress the student shall also be passing *cumulatively* for the current credit period in at least four hours of instruction as defined by Kentucky Board of Education regulations (of the six hours of instruction required) or the equivalent of four hours of instruction acceptable to graduation. Special tests or recitations shall not be given for the purpose of making the student eligible. The Guidance Counselor/A.D. will inform the coaches if he/she has any athletes that may be ruled academically ineligible.

If a student athlete is failing one class at any time during the grading period, he/she will be ruled ineligible from Monday through Sunday. Student athletes failing should work with the specific teacher(s) after school. These student athletes are required to practice when not receiving teacher assistance, however, they are not permitted to participate in contests. Student athletes who are failing two classes, at any time during the grading period, he/she will be ruled ineligible from Monday through Sunday. These student athletes will be required to work with the specific teacher(s) of the classes with failing grades after school and are not permitted to practice or participate in contests with the team(s) until ruled academically eligible. Special tests or recitations shall not be given for the purpose of making the student eligible. Student athletes will be required to make up all practices they miss for being ruled academically ineligible.

Enrollment & Residency

Per KHSAA Bylaw 4- A student shall be enrolled as a full-time student in at least four hours of instruction (of the six hours of instruction required) acceptable to graduation at the member school he or she desires to represent to be eligible for athletics.

Student-athletes must be residents of the Augusta Independent Schools district or be sanctioned through court mandate to participate in athletics at A.I.S. This means the student must reside within the legally defined attendance areas of the A.I.S. school district. KHSAA will govern all transfers and eligibility. Students living in the A.I.S. school district that are being "home schooled" are not eligible to participate in A.I.S. athletics based on KHSAA Bylaw 4.

Age

Per KHSAA Bylaw 2-A student who becomes nineteen (19) years old before August 1 shall be ineligible for interscholastic athletic competition. A student who becomes (19) years old on or after August 1 shall remain eligible for the entire school year.

Domestic/Non-Domestic Transfer

Per KHSAA Bylaw 6- Students transferring to Augusta Independent Schools from another school district after starting 9th grade must request a Domestic Transfer of Eligibility ruling from the KHSAA prior to participating in athletics. Any student who has been enrolled in grades nine (9) through twelve (12) and has participated in any varsity contest in any sport at any school while maintaining permanent residence in the United States or a United States territory following enrollment in grade nine (9) and who then transfers schools shall be ineligible for interscholastic athletics at any level in any sport for one year from the date of enrollment in the new school. The Ruling Officer and Commissioner have discretion (but are not required) to waive the period of ineligibility set forth above if one or more of the exceptions in Section 2 has been met. Determinations of whether a student shall be granted a waiver pursuant to this rule shall be based on the circumstances existing as of the date of enrollment at the new school. A Non-Domestic Transfer of Eligibility ruling is required for participation by Foreign Exchange Students. This process can be initiated through the Athletic Director and should be done as soon as possible upon enrollment as the process can take anywhere from 3 days to 3 months or longer to complete.

Recruiting

Per KHSAA Bylaw 10- Sec. 1) FOREWORD-

A pupil (domestic or foreign) at any grade level shall not be recruited to a member school of the KHSAA for the purpose of participating in athletics. It shall also be defined as recruiting to provide improper benefits to an already enrolled student to influence that student to remain at a member school including recruitment under the guise of academics. A pupil (foreign or domestic) enrolled at any grade level shall not be given improper benefits not available to all members of the student body to remain at a member school.

Sec. 2) DEFINITION

a) Recruiting is defined as an act, on behalf of or for the benefit of, a school, which attempts to influence a student to transfer to a member school for the purpose of participating in athletics.

b) A school official utilizing an intermediary including a peer, another school employee, a student, a parent or a citizen, for the purpose of recruiting a student athlete shall be in noncompliance.

c) An athletic coach or any other member of the school staff shall not influence a student even if the student, his or her parents or any intermediary from another school makes the initial contact. In this situation, a coach or staff member (paid or unpaid) should immediately refer the person(s) to the school principal.

d) Influencing a student shall include the promise or instilling the expectation of an athletic advantage, playing time, employment of the student or the student's parents or relatives, housing for the student or the eligible, providing other improper benefits, making improper contacts or any other material or athletic reward for which other members of the student body are not generally eligible.

Sec. 3) PENALTY

Any representative of a member school knowingly allowing the recruitment of a student for the purpose of participating in athletics or who should have known of this recruitment shall be guilty of willful neglect of duty, misconduct, or breach of contract. This shall apply not only to coaches, but also to personnel supervising coaches, including an athletic director, an assistant principal, a principal, an assistant superintendent, a superintendent or a school board member. This requirement shall also apply to students or their parents.

Daily Attendance-School/Game Day- Non-School Related Activity

Student-athletes are expected to be in attendance both the day of and the day after all weekday athletic contests. Student athletes and student staff are expected to be in attendance at school on time the day following all evening weekday contests. Failure to do so will result in suspension of the student athlete from the next event/contest. Students involved in after school extra-curricular activities (fund raisers, any team/school related event, etc), including athletic contests and practices, must be in attendance for a minimum of 5 full class periods of the regular school day he/she plans to participate in the extra-curricular activity. Students on school-sponsored field trips, college or military visits are considered to be in attendance. Student athletes who request absence from school to participate in an athletic activity that is not school-sponsored must submit a letter in advance to the Principal asking for the absence to be excused. Student/Athletes not in attendance according to these requirements shall not be eligible to participate that day. The principal and/or Athletic Director-according to the situation-may make exceptions. Students not following these guidelines are also subject to disciplinary action under the district's attendance policy. Students considered truant due to excessive absences or tardiness to school may be excluded from participation in extra-curricular activities including athletics. Students may not attend a school activity or function if they are absent from school on the day of the event, unless they have prior approval from the Principal.

Disciplinary/Suspension

A student who is suspended from school for any disciplinary reason shall not be permitted to participate in extra-curricular activities for one day for each day of suspension up to a maximum of 5 days following his/her return to school. During this time it is expected that the student will show intent to seriously pursue his/her academic education and fulfill his/her responsibilities as a student to the rules and regulations of the school.

Students will be able to practice when they return from suspension, but can't participate in contests.

Any student who is expelled from school for any disciplinary reasons shall not be permitted to participate in an interscholastic athletic contest for one nine (9) week grading period following his/her return to school. Students returning in the fall from a spring semester expulsion will not be permitted to participate in an interscholastic athletic contest for the first nine (9) weeks of the new school year. Any student-athlete who has been ejected from a KHSAA contest for an unsportsmanlike act shall be suspended from the next contest at the level of competition and all other contests at any level in the interim, in addition to any other penalties assessed.

LOGISTICS

Multiple Sports & Extra Curricular Activities

Augusta Independent Schools 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 should 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, playing time, etc. With regard to conditioning, practice, weight training and games, the in-season sport takes priority over the out-of-season sport. Students who quit one sports' team and wish to join another team can only do so after sitting out the first five (5) contests of the next season/sport they wish to participate in. Players wanting to play multiple sports during the same season may only do so with the agreement of the coaches, Athletic Director, and the Principal. All details regarding participation in games and practices will be arranged by these people. There will be a one week grace period to join or quit the team for each sport. This week will start on the first official day of practice for each sport or team.

The Athletic Department recognizes that students should have an opportunity to engage in a broad range of learning experiences. However, a student who attempts to participate in too many extracurricular activities will, undoubtedly, be in a position of conflicting responsibilities. Students are cautioned to not overextend themselves. Participation on athletic teams requires a demanding commitment of time to a rigorous schedule of practice and competition. Parents and student-athletes have the responsibility to notify a coach, sponsor, etc. immediately whenever a conflict arises, and they should attempt to resolve the conflict. If it becomes apparent that conflicts will continue on a regular basis and a student cannot fulfill his/her obligation, he/she should withdraw from one of those activities, clubs, or teams.

Practices & Contests

Attendance at practice and scheduled events or contests is necessary to have a strong program. Athletes are required to participate in all in-season practices/contests or events unless excused by the coach. An athlete should always give prior notification (8-12 hours minimum, prefer 24-hour notice) & consult with his/her coach if it is absolutely necessary to miss a practice, contest or event. All missed practices; excused or unexcused will be made up. If a player misses a practice, contest, or event for any reason, he/she must bring a written excuse from his/her parent(s) stating the reason for the absence. Whether or not the absence is excused is left up to the discretion of the coach.

Excused absences must be approved in advance between the student, parent and head coach. Excessive unexcused absences will result in disciplinary action, including dismissal from the team. Students who miss practice/contest or event without prior arrangements may be assigned extra conditioning, face reduction of playing time, or be cut from the team. A team's guides can include, but are not limited to, the following:

1st Offense: Extra Conditioning & Review Policy with Student

2nd Offense: Extra Conditioning, Playing Time Reduction (1 quarter, Inning, Set, Hole, or Event), Coach to Contact Parent

3rd Offense: Extra Conditioning, Playing Time Reduction (2 quarters, Innings, Sets, Holes, or Events), A.D. to meet with student, written warning sent home

4th Offense: Extra Conditioning, 1 Game Suspension, Student & Parent to meet with the A.D. & Coach

5th Offense: Dismissal from the Team

Students who are absent from practice due to detention or suspension are required to make-up the same conditioning as assigned to the team from the days missed. Student athletes who repeatedly arrive late to or leave early from practice or contests are subject to these penalties at the recommendation of the Head Coach.

Practice Make Ups:

Unexcused= 45 minutes of work-(treadmill, strength training, core-strengthening, jump rope, etc.)

Excused= 15 minutes of work-(treadmill, strength training, core-strengthening, jump rope, etc.)

Tardy/Early Dismissal=5-10 minutes-(strength training, core-strengthening, jump rope, etc.)

Off-Season Activities

The off season is an excellent opportunity for student- athletes to improve their conditioning, athletic skills, weight training, receive more individualized instruction, and maintain their level of physical activity, etc. It is highly recommended that student-athletes attend & participate in any off-season practice, contests, or event that is scheduled in advance by the coach or department.

Sunday Activities

There are to be no activities on any Sunday before 1:00p.m. and should be finished by 5:00p.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.

Closed Practices

At the discretion of the Head Coach, attendance of a parent(s), guardian, family member, etc. at any type of practice potentially may not be allowed, unless they need to remove their child from practice due to an emergency. However, if the Head Coach allows parent(s), guardian, family members, etc. to attend their practices and they become a distraction to the team, players, and or coaches then the Head Coach and or School Administration has the right to dismiss the parent(s), guardian, family member, etc. from attending practice.

Uniforms & Equipment

The athletic department works with every team/sport to determine equipment and uniform needs. Uniforms are purchased by the A.I.S. athletic department on a rotation with the newest going to the Varsity teams and working their way down to the J.V., Freshman, and Jr. High teams over the course of a few (3-4) years. The

schedule is controlled by the A.D. and no uniforms may be ordered or purchased without prior approval. All uniforms will be kept on campus at all times to ensure accurate and cost effective inventory, assist with maintaining quality, and longevity of uniforms. Exceptions to this uniform policy may be made for outdoor sports.

Athletes are responsible for the proper care of any school issued uniforms or equipment assigned by their coaches. All uniforms/team gear must be turned in immediately following their last contest of the season to their coaches and placed into the equipment bag or tote. Replacement cost for lost or damaged equipment and uniforms/team gear due to carelessness or other misuse will be assessed to the student athlete at the end of their sport's season. The athletes are reminded that they are representing the school and uniforms are to be worn as they are intended. An athlete is ineligible to participate in any interscholastic competition until the athlete has turned in all equipment and uniforms from the preceding sport. For senior athletes, exclusion from participation in activities such as prom, project-prom, senior trip, graduation, etc. may be enforced if uniforms/team gear, equipment, or payment is not received by the school.

Dead Period

The KHSAA has enacted a "dead period" for years. During this time, no school-related sports can take place nor can any school facility be used. School money cannot be spent, student-athletes and coaches cannot be together except for a very few, limited exceptions, and school facilities, equipment and transportation cannot be used during this time. By KHSAA regulations, students may not receive coaching or training from personnel, and school facilities, uniforms, nicknames, transportation, or equipment shall not be used each year in any KHSAA sanctioned sport or cheerleading squad during this period. Per KHSAA bylaw, the Dead Period is set as June 25th-July 9th--including the 25th & the 9th. Our district has chosen to enforce this "dead-period" at the middle school level as well. As a result, our entire school campus will be shut down to all A.I.S student- athletes participating in sports & sport activities during the KHSAA mandated "dead period".

A high school facility CANNOT be used by members of the team during the dead period, regardless of who is supervising, and who is using, etc. Schools and teams cannot have parents supervise the weight room in place of coaches, or parents can't supervise fall workouts and practice by team members, with or without the coach. Meetings, even in preparation for the fall season, involving student-athletes and coaches cannot be held during the Dead Period. Tryouts are also forbidden during this time. School funds may not be expended in support of interscholastic athletics in any KHSAA sanctioned sport during this period.

These restrictions do not apply to postseason wrap up activities, celebrations and recognition events relating to a spring sports team at a school which participated in KHSAA state championship play in that particular sport during that particular year.

Transportation

Any A.I.S. athletic team traveling for a contest/activity are required to organize and complete a trip request for approval at least two (2) weeks prior to the departure date. All athletes must travel to and from out-of-town athletic contest or activities in transportation provided by the school. Athletes will remain with their team/squad and under supervision of their coach while attending away contest/activities. Head coaches are

required to supervise athletes while being transported both to and from all away contests/activities. Athletes will only be allowed to leave an away contest/activity with their parents or immediate family member (in case of an emergency) with written permission from parents. This form is found in this handbook (Appendix A)

Travel Restrictions

The Board of Education passed a mileage restriction on future extracurricular trips at the August 08, 2013, Board of Education Meeting. Transportation for extracurricular and field trips shall not exceed a 75-mile radius unless special circumstances (some sport teams/activities like cross country not having an adequate number of competition sites within that radius, Invitational Tournaments for various sport teams/activities, Post Season Play location determined by KHSAA, etc.) exist and prior approval is given by the Principal/Designee.

Out of State/ Overnight Trips

All overnight or out-of-state trips will only take place with the approval of the school's administration and Board of Education and in accordance with maintaining Title IX decorum and KHSAA policies. Trip request forms must be submitted and approved for all out-of-state and overnight trip by the Board of Education prior to the trip. Student athletes are the responsibility of the team and coaching staff while out of town for an athletic competition/activity, even if parents are in attendance. The athletic department and/or coaching staff will make travel arrangements for the team and team personnel only. Trips that will be utilizing airlines or a charter bus service must receive the Principal's approval and contract for the bus service will be entered into by the A.I.S. Board of Education.

All travel costs, bus, fuel, lodging, etc. will be provided for all team members, coaches and support staff for any trip that includes overnight stay. This would include any invitational tournaments, All "A" Region & State Tournaments, and KSHAA Regional & State Tournaments. This applies to all athletic teams. Meals will be the responsibility of the student athletes.

Finances & Fundraising

As it has been since January 1, 2002, the athletic department is one athletic department account. All monies from fundraisers, donations, etc. will be combined into this one account. While the athletic department provides financial support for every athletic team at A.I.S., each team is required to fundraise (minimum of 2 per team) throughout the year to cover costs incurred through travel, specialty items, uniforms, officials, awards, media, locker rooms, etc. Any fundraising on behalf of A.I.S. athletic teams, must be pre-approved by the A.D. and the school. Fundraising request forms are available in the AD's office as well as the main office of the school and must be completed the first week of May each school year to ensure approval for the upcoming physical year. The principal and/or A.D. will review all requests and determine initial approval or denial. Where appropriate, the Superintendent will approve fundraisers. Finally, the Board of Education must approve all fundraisers. It is the responsibility of the coaches to organize fundraisers, attain the proper pre-approval, and carry out the fundraising activities.

Cancellations Policy/Inclement Weather

The safety of the student athlete will always be the first priority when inclement weather arises. If A.I.S. is in school and released early (before the normal time) due to inclement weather, ALL activities will be cancelled for that afternoon/evening. If inclement weather occurs during the school day and school is NOT released early, A.I.S Athletic Director in conjunction with the Transportation Director, the Principal, and the opposing coach/A.D. will make a decision about the after school/evening activities before students are released for the day if at all possible.

If A.I.S. is not in school on the day of an event due to inclement weather, the A.I.S. Athletic Director in discussion with the Varsity Coach and in conjunction with the Transportation Director, the Principal, and the opposing coaches/A.D. will make a decision about the after school/evening activities by noon if at all possible.

The A.D, Transportation Director, Principal, and Sports Information Director will collectively work together to send out e-mails, alert-now message, contact local news & radio stations, and update our websites and various social media accounts with pertinent information about any cancellations or postponements relative to the plans outlined above.

If the heat index reaches 104 degrees, then all activity must be halted immediately. Coaches of outdoor sports must take the heat index readings regularly and chart those measurements when dealing with extreme heat situations.

If lightning is spotted or thunder heard, all activity must stop and the fields be cleared for 30 minutes. All participants and spectators should move to an appropriate shelter. Practice/play may resume after 30 minutes of the last roll of thunder or flash of lightning.

Early Dismissal for Tournaments & Post Season Play

Augusta Independent Schools school-sponsored athletic teams may be permitted to have an early dismissal due to the team's participation in a regular season or post-season tournament. The time for dismissal will be determined by the Athletic Department in conjunction with the Principal/Administration.

Facilities Use & Guidelines-Weight Room-Locker Room

Usage of facilities at A.I.S including the gymnasium, fitness center, locker rooms, etc. is on a seasonal priority. Whichever sport(s) are in season shall have first preference. All activities must conclude in the fitness center by 5:00p.m. (when it opens to the public). All activities may resume in the fitness center at 8:00p.m. (when it closes to the public). All gymnasium & fitness center usage by teams or individuals of teams must be monitored by the coaches. One adult will supervise for every 15 athletes participating. A schedule of days and time of usage will be kept on file with the A.D. and will be posted in a predominant place in the fitness center.

No food or drinks (with the exception of water) are allowed in the weight room. Weights/equipment should be returned to the appropriate racks/storage area and all equipment cleaned/sanitized before athletes leave the area. Inappropriate use of the fitness center will be cause of the athlete or team to be suspended from the facility for a period of time set forth by the Principal/A.D.

It is the responsibility of the Head Coach and his/her team to make sure that all equipment used in the gymnasium/facility during practice should be returned to its appropriate storage area and the end of each practice session. Therefore, the Head Coach and his/her team is responsible for making sure all trash, clothing, etc. is picked up and disposed of properly once the practice session for that team is complete each day. Failure to do so may result in the team, individual, and or coach being responsible for cleaning the entire gymnasium, and or practice will be postponed until the gymnasium/facility is properly cleaned according to the Principal/A.D.

Locker Rooms

Due to limited space, some teams and coaches may have to share space. Coaches and players whose teams are in season have priority over shared spaces. Coaches should work together to come to an agreement for acceptable terms for how to share those spaces. It is vital to the teams, players, coaches, and the school that the locker room area should be kept thoroughly cleaned and organized at all times. Damage to this area or failure to maintain cleanliness of this area may result in the team, individual, and or coach being assessed a fee to cover the cost of the damaged/unsanitary area.

Team Awards/Celebrations/Scholar Athletes/National Signings

The A.I.S. athletic department will host between one and three "Awards Banquet/Reception" events a year to honor & recognize all of our student-athletes and their achievements. This will provide distinction amongst the sports at A.I.S and ensure every sport/activity is recognized throughout the year. It is the A.D.'s responsibility to organize and execute the Awards Banquet/Reception. Coaches are required to provide the A.D. with a players' list by a specified date so the A.D. can procure the awards for the ceremony. Approved awards to be given are as follows: Senior Awards, Academic Awards, Letters-Bars-Numerals-Patches, and participation awards. Any award given beyond this must be discussed and approved by the A.D./Principal. Each participant in a sport or activity will receive either a certificate or a varsity letter. Athletes must attend the award programs to be eligible to receive their athletic awards. Otherwise, athletes must be excused by their head coach or A.D.

Guidelines for Athletic Department Recognition

Awards are an integral part of most activities. They exist to reward, indicate belonging, and show commitment to a cause. Awards are important and A.I.S. athletes are recognized with a wide variety of earned awards. It is always very important to keep awards consistent and in perspective. Too many or inappropriate awards indicate a disregard for the true meaning of sport while too few can indicate a feeling of non-importance. In reality, awards cannot truly show what has been gained from competing in

athletics.....the development of loyalties, commitment to a cause, learning about one's limits and representing one's school, community, family, and self.

These guidelines are provided to assist August Independent in the process to provide individuals with information about the selection of award recipients. All A.I.S. athletes, cheerleaders, and the support staff of KHSAA sanctioned sports and/or activities that consistently attend practices and contests are eligible to earn awards. Each sport/activity gives the same type of awards and all awards are purchased by the A.I.S. athletic department. No athlete may receive an award in a sport/activity for which he/she is academically ineligible at the completion of the season, under suspension for an athletic violation or otherwise not in good standing in accordance with the Code of Conduct. Athletes must complete the season's play in order to receive an award; however, injuries may waive this stipulation. An athlete injured during the season must stay active in the sport in some capacity to earn their awards. No awards will be issued until all equipment is turned in to the coach, all bills paid, and have been cleared by the coach.

New athletes to A.I.S. (transfers) upon proof will have their varsity letters earned at their previous school recognized by and count toward awards at A.I.S. The same is true for participation at various levels of play at the previous school. This will be confirmed by the A.D.

The athlete must attend the sports "Awards Banquet/Reception" program for their sport to receive their awards. Special situations requiring non-attendance must be arranged in advance with the coach & the A.D.

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

General Awards

Letter A: Determined by the Coach & A.D. thru Varsity competition. Generally needs to play in 50% of his/her team's varsity quarters, matches, meets, innings, etc. for the season.

Numerals: For participation **only** during their freshmen year, athletes are awarded a set of numerals of signifying their potential graduating year.

Certificates and Bar: Each participant in each sport receives an official certificate and bar.

Jackets: Determined by the A.D. thru varsity participation and academic eligibility. Awarded to those who have participated in at least two full seasons of a varsity sport/activity as well as met academic criteria to be a junior the following school year. Will be ordered near the completion of sophomore year providing all criteria is met. The A.I.S. athletic department will pay \$80.00 towards the total cost of each student-athlete's jacket. The remainder of the balance must be paid in full by the student-athletes prior to receiving their jackets.

Rings: Varsity team members on KHSAA Sanctioned State Championship TEAM CHAMPIONS are awarded award rings by the A.I.S. athletic department. (There is a limit of \$75.00 each)

On specific occasions at the A.D. & Coaches discretion an athlete or student staff that made a significant contribution on the varsity program but doesn't meet the other requirements may also receive general awards.

8th Grade/Senior Night

Typically, the last home event in each sport is designated as 8th Grade or Senior Night. This is a time we honor our 8th graders & seniors along with their families for their participation in the athletic program. The 7th grade & junior students' parents are responsible for communicating with the Head Coach & A.D. for organizing and creating any gifts from the team to the 8th graders & seniors. We recommend the team spends no more than \$25 per 8th grade/senior. Please contact the athletic department for more information as the date approaches for each sport.

Scholar Athlete Awards

The Augusta Independent Athletic Department has designed and implemented a scholar athlete program to motivate students to achieve their highest academic potential. We in athletics are aware of our role in helping student-athletes achieve their academic potential through promoting student awareness of academic expectations and responsibilities. The athletic department at A.I.S. believes that academics and athletics are partners for excellence. Individual plaques engraved with the recipient's name and sports will be presented in the following manner:

First Year	5X7 plaque
Second Year	6X8 plaque
Third Year	7X9 plaque
Fourth Year	8 X10 plaque

Plaques will be presented to the student-athletes of KHSAA sanctioned sports/activities and student staff of such sports who have met the following criteria:

ACADEMIC CRITERIA- A.I.S. uses a 4.0 grading scale. Students must be a high school student and earn a 3.8 or higher cumulative G.P.A. after the third nine weeks of the present school year.

ATHLETIC CRITERIA- An athlete must have participated in a minimum of one (1) KHSAA sanctioned sport/activity during the current school year. Athletes must have completed the season and be recognized by the head coach as having successfully completed the season in order for it to count. An injury, confirmed by a physician in writing, that terminates the sport season for an athlete will stand as a waiver. However the injured athlete must stay active in the sport in some capacity to meet this criterion.

Fall and winter sport athletes must successfully complete the season for it to be counted. Spring sport athletes will be confirmed by their coach and guidance counselor that they are a member in good standing when the awards are presented to the seniors on senior awards night prior to graduation. Awards for underclassmen will be presented at the spring "awards banquet/reception".

National Signings

Augusta Independent Schools take great pride in our student athletes who have earned a college scholarship in their respective sport(s). To celebrate this achievement, a simple ceremony with a small reception is held to honor these young men & women. This is a special occasion where the coaches of the team, the student athlete, media, family, and friends are all invited to help celebrate this honor. Please complete the "signing form"(Appendix C) and return to the athletic department by the specified deadlines.

- 1) The signing at the school is a celebration for the athlete. Do not hold onto the paperwork from the college to save for this signing ceremony. Please sign the appropriate paperwork and send it on to the college by the specified date.
- 2) Athlete notifies the A.D. of the intention to sign with a college at least two weeks prior to the date of signing. Give a copy of the form the athlete signs for the college to the Athletic Office at A.I.S.
- 3) Athlete notifies the A.I.S. guidance counselor about this great achievement.
- 4) Athletic Director provides information for announcements to be made at school.
- 5) Athletic Director and/or Media Relations Specialist will notify newspapers, media, community, etc. for further announcements.
- 6) Senior athlete notifies parents, family, coaches, and friends of the signing. Your college coach may attend if NCAA or NIAA rules allow.

NCAA

Student-athletes are fortunate to have several opportunities to go on to play sports in college. Student athletes who hope to earn athletic scholarships and plan to attend an NCAA institution must be processed through the NCAA Clearinghouse; these students should register with the NCAA after completing their junior year. The guidance counselor at A.I.S. has all the information needed to get through the process. You may also log onto the NCAA website at, <http://www.NCAA.org> and go to Rules Compliance. From this screen, click "Eligibility" and read information under "Becoming Eligible". This site will answer most questions arising in the process of preparing for collegiate athletics. Please contact the A.I.S. Athletic Department or the guidance counselor at A.I.S. for more information regarding the NCAA Clearinghouse.

Banners/All- State/H.O.F./Retirement of Uniforms

District Team Champions: 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. Teams who win their district championship will be presented T-Shirts for the team by the A.I.S. athletic department.

Regional Championships: Teams who win their regional championships (including the "All-A") will be honored with a banner/sign to be hanging at various locations throughout A.I.S. depending on space available.

Individual team members will receive a chenille patch. Teams who win their region championship will be presented T-Shirts for the team by the A.I.S. athletic department.

State Team Championships: Teams who win the KHSAA state championship (including the "All-A") will be honored with a banner hanging in the gymnasium.

Individual Regional Championships: Individuals who have won region championships, most notably but not exclusively in archery, cross country, golf, tennis, and track & field will be recognized in the 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 archery, cross country, golf, tennis, and track & field, will be recognized in a section of the trophy case set aside to honor their accomplishment.

Trophy Case: District/Region/State Awards at the varsity level will have a permanent place in the trophy case. Trophies/Awards at the J.V./Freshmen level will be displayed in the front office throughout the season, moved to the trophy case for the remainder of the school year. As the class who won the JV/Freshmen trophy graduates from A.I.S., the trophy will be moved from the trophy case and will be placed in the Athletic Office.

All-State

Academic All-State: **KHSAA Academic All-State First Team Certificates** are awarded to each athlete that has a cumulative GPA of 3.75 or higher. Students/athletes with a 3.25-3.75 GPA receive **KHSAA Academic Honorable Mention All State Certificates**. The certificates will be presented at the sport awards banquet/reception.

Athletic All-State: **KHSAA All-State First Team Certificates** are awarded to each athlete that makes the First, Second, Third, or Honorable Mention Teams. The certificates will be presented at the sport awards banquet/reception.

1000 & 2000 Point Club/A.H.S. Career Record

A student-athlete who competes at the varsity level for the men's and/or women's basketball team will be recognized once they become a member of the Athletic Department 1000 & 2000 point club at A.I.S. Once the student-athlete scores their 1000 or 2000 varsity career point they will be presented a basketball at that game or the next home game as well as have their name engraved on Point Club Plaque located in the lobby of the gymnasium.

A.H.S. Career Record

If a student athlete surpasses an all-time career record at Augusta Independent Schools he/she will be honored with a plaque.

H.O.F.

Each sport/activity at Augusta Independent Schools may be represented in the Athletic Department Hall of Fame. If a former player, coach, or supporter is selected to join the A.I.S. Hall of Fame of their perspective sport, they will be honored with a plaque in the lobby of the gymnasium. Nomination for Hall of Fame is determined by the Athletic Director, Principal, and a committee of four longtime supporters of various sport/activities at A.I.S. If a former player, coach, or supporter is selected to become a member of the 10th Region and/or KHSAA Hall of Fame; they will also be inducted in the A.I.S. Hall of Fame that same year if they have yet to be selected. The members of the A.I.S. Hall of Fame will have a plaque displayed in the lobby of the gymnasium.

Retirement of Uniforms

For their accomplishments as players or their contributions as coaches and/or supporters, individuals who have a jersey retired and hung in their honor will be determined by the criteria established by the Athletic Director, Principal, and the same committee as the H.O.F.

Augusta Athletic Department Jersey Retirement Criteria

- 1) Must have graduated from AHS at least 5 years prior to nomination**
- 2) Extraordinary Statistical Accomplishments -Team & Individual**
- 3) Hall of Fame Committee Recommendation and 2/3 of Committee in favor.**

Appendix A

Forms

**Transportation Form
Tobacco Policy
Athlete/Parent Pledge
Concussion Information
College Signing Form
Athlete Contract
Social Media**

**AUGUSTA INDPENDENT SCHOOLS
TRANSPORTATION PERMISSION FORM**

_____ *Date*

_____ *Student's Name* has permission to leave with his/her
parent/guardian after the ballgame, competition or other extra-curricular activity where transportation to and
from school sponsored event is provided by school bus.

_____ *Parent/Guardian Signature*

_____ *Coach/Sponsor Signature*

**AUGUSTA INDPENDENT SCHOOLS
TRANSPORTATION PERMISSION FORM**

_____ *Date*

_____ *Student's Name* has permission to leave with his/her
parent/guardian after the ballgame, competition or other extra-curricular activity where transportation to and
from school sponsored event is provided by school bus.

_____ *Parent/Guardian Signature*

_____ *Coach/Sponsor Signature*

**AUGUSTA INDPENDENT SCHOOLS
TRANSPORTATION PERMISSION FORM**

_____ *Date*

_____ *Student's Name* has permission to leave with his/her
parent/guardian after the ballgame, competition or other extra-curricular activity where transportation to and
from school sponsored event is provided by school bus.

_____ *Parent/Guardian Signature*

_____ *Coach/Sponsor Signature*

AUGUSTA INDEPENDENT SCHOOLS DRUG, ALCOHOL, AND TOBACCO POLICY FOR STUDENT ATHLETES

Because I want to represent Augusta Independent School in a positive manner, and because I have chosen to participate as an athlete at Augusta Independent School during the current school year, I agree to the following:

- * I will not smoke or use tobacco products.
- * I will not possess or use alcohol.
- * I will not possess or use unauthorized drugs or other substances.

I realize that to achieve my goals as an athlete and to be a positive role model, possessing or using alcohol, unauthorized drugs or other substances, or tobacco products is unacceptable at any time; this includes during the school year, not just my season, and out of school as well as at school and at school-sponsored events. I realize that school policies regarding tobacco use and the possession or use of alcohol, unauthorized drugs, or other substances, as outlined in the student handbook, apply to students when they participate in school athletics. If I use, possess, or am found to be under the influence of any of the aforementioned substances, I agree to accept the following **additional** consequences:

FIRST VIOLATION

- * athletic director/coach/player conference
- * one-week ineligibility
- * meet a minimum of three times with a counselor

SECOND VIOLATION

- * athletic director/coach/player conference
- * two-week ineligibility
- * meet a minimum of three times with a counselor

THIRD VIOLATION

- * athletic director/coach/player conference
- * indefinite ineligibility (minimum six weeks)
- * meet a minimum of three times with a counselor

Although rumors will not be the basis for restricting student participation, they will be addressed. If the athletic director becomes aware that a student may be using or in possession of any of the above-mentioned substances, she/he will meet with the student to discuss the situation. If the suspicion is confirmed, A.I.S. will follow its general and athletic policies. If no evidence is found to support the expressed concerns, the matter will be dropped. Suspected use is not an accusation of use.

ATHLETE/PARENT PLEASE KEEP THIS PAGE

AUGUSTA INDEPENDENT SCHOOLS

SPORT(S): _____

ATHLETE'S PLEDGE AND RESPONSIBILITY

As a participant in Augusta Independent School athletics, I have read and understand Augusta Independent Schools Drug, Alcohol, and Tobacco Policy for Student Athletes. I understand that this pledge is for the entire school year, not just the current sport season. I agree to abide by all rules regarding the use of alcohol, drugs, and tobacco. Chemical dependency is a progressive but treatable disease, characterized by continued drinking and drug use in spite of recurring problems resulting from that use. Therefore, I accept and pledge to abide by the rules listed on the title page of this policy and others established by my coaches.

I understand that risks are involved in all forms of athletics. I agree to abide by all the rules established by the National Federation of High Schools, The Kentucky High School Athletic Association, Augusta Independent School, and my coaches. I agree to be responsible for equipment issued by the school and agree to return all equipment and uniforms issued at the end of the season. Should any equipment or uniform be lost or ruined (other than normal wear and tear), I agree to pay the cost of replacement. With this in mind, I hereby request permission to participate in Augusta Independent School's Athletic Program during this current school year.

Student Signature

Date

PARENT'S PLEDGE AND RESPONSIBILITY

I/We have read and understand Augusta Independent School's Drug, Alcohol, and Tobacco Policy in the Student/Parent Handbook and for Student Athletes. I/We understand that this pledge is for the entire school year, not just the current sport season. As a parent/guardian of an athlete participating in Augusta Independent School athletics, I/we will support our son's/daughter's agreement to abide by all the training rules because chemical dependency is a progressive but treatable disease, characterized by continued drinking and drug use in spite of recurring problems resulting from that use.

I/We further understand that I/we are responsible for my/our son's/daughter's transportation to and from practices.

I/We understand that risks are involved in all forms of athletics. In consideration for the making arrangements for athletic participation by Augusta Independent Schools, I/we hereby release and save harmless Augusta Independent School and any and all employees of the school from any and all liability for any injuries, loss, or other claims arising out of or resulting from my/our son's/ daughter's participation in athletics. The undersigned parent/guardian(s) agree to accept all responsibility for the risks, conditions, and hazards which may occur whether or not they are now known. By signing this acknowledgement and assumption of risk and release as the parent/guardian(s), I/we am/are consenting to my/our son's/ daughter's participation and acknowledge that I/we understand any and all risks, whether known or unknown, is expressly assumed by me/us and all claims, whether known or unknown, are expressly waived in advance. With these things in mind, I/we hereby request that my/our son/ daughter be allowed to participate in athletics at Augusta Independent during this current school year.

Parent/Guardian's Signature

Date

A.I.S. Concussion Information

In its various sports playing rules, the National Federation of High Schools (NFHS) has implemented a standard rule change in all sports dealing with concussions in student-athletes. The basic rule in all sports (which may be worded slightly differently in each rule book due to the nature of breaks in time intervals at contests in different sports) states:

- Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health-care professional.

To implement this rule, the KHSAA has defined the following parameters to guide KHSAA licensed officials and member school representatives in implementing this change:

What is the role of contest officials in administering the new rule?

- Officials are to review and know the signs and symptoms of concussion and to direct immediate removal of any athlete who displays these signs or symptoms.
- Officials have no other role in the process dealing with this rules change.

Who decides if an athlete has been concussed (has had a concussion)?

- An MD (Medical Doctor), DO (Doctor of Osteopathy), PA (Physician's Assistant), ARNP (Advanced Registered Nurse Practitioner) or ATC (Certified Athletic Trainer) is empowered to make the onsite determination that an athlete has received concussion.
- If any one of these individuals has answered that "yes", there has been a concussion, that decision is final.

Can an athlete return to play on the same day as he/she receives a concussion?

- No, under no circumstances can that athlete return to play in that event that day.
- If the event continues over multiple days, then the designated event physician has ultimate authority over return to play decisions.

Once the day has completed, who can issue authorization to return to practice / competition in the sport?

- Once a concussion has been diagnosed by one of the above listed on site providers, only an MD or DO can authorize subsequent return to play, and such shall be in writing to the administration / designee of the school.
- School administration / designee shall then notify the coach as to the permission to return to practice or play.

NFHS Suggested Concussion Management by Health Care Professionals (once the "yes" answer has been determined on the night of competition)

1. No athlete should return to play (RTP) or practice on the same day of a concussion.
2. Any athlete suspected of having a concussion should be evaluated by an appropriate health-care professional that day.
3. Any athlete with a concussion should be medically cleared by an appropriate health-care professional prior to resuming participation in any practice or competition.
4. After medical clearance, return to play should follow a step-wise protocol with provisions for delayed return to play based upon the return of any signs or symptoms.

The NFHS has developed a free new 20-minute online education course – Concussion in Sports – What You Need to Know. This can be found at: <http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000>

We want all our parents aware of the possibility of concussion / injury while playing sports, and the measures that we take when injuries do occur. Please read over this handout and sign below. Please return this handout to your athletes coach or the school's athletic department:

Athlete Name (Print): _____

Parent Signature: _____

AUGUSTA INDEPENDENT SCHOOLS STUDENT ATHLETE SIGNING FORM

Congratulations to you and your family on your athletic signing. The A.I.S. athletic department wants to celebrate with you. Please complete the form below and turn into the Athletic Office at least two (2) weeks prior to the signing date.

STUDENT NAME: _____

PARENT/GUARDIAN NAME(S): _____

FAMILY MEMBERS WHO MIGHT BE ATTENDING:

SPORT(S): _____

SIGNING DATE: _____

GRADE: _____ G.P.A.: _____

INSTITUTION SIGNING WITH AND SPORT PLAYING:

ATHLETIC ACCOMPLISHMENTS/AWARDS

NUMBER OF YEARS PARTICIPATED IN SPORT AT A.I.S.: _____

POSITION(S): _____

CAPTAIN: YES OR NO (CIRCLE ONE) AND YEARS: _____

AWARDS/HONORS/ALL-TOURNAMENT TEAMS, ETC. AND YEARS

AUGUSTA INDEPENDENT SCHOOLS ATHLETICS CONTRACT

As a student athlete, I understand my responsibilities for participating in the Augusta Independent Schools athletic program. I also understand the consequences for violating any of the expectations outlined in this Athletic Handbook.

As a student athlete, I, _____ pledge to:

- Communicate my sports schedule well in advance to my parents and teachers.
- Schedule my personal life so that it does not conflict with team expectations.
- Give my coach notice well in advance of any commitments I have that conflict with the team schedule.
- Discuss issues of concern with my coach and parents before they become problems.
- Maintain academic eligibility.
- Abide by all the training rules set forth by my coach, the athletic department, and school district.
- Make a commitment to my team mates and coaches to continually strive to contribute to the program and exercise responsible sportsmanship.

Signature of Student Athlete

Date

As a parent/guardian, I, _____ pledge to:

- Grant permission for my son/daughter to participate in the program.
- Stay informed about my son's/daughter's athletic schedule to minimize conflicts between our family schedule and the athletic schedule.
- Support my son's/daughter's decision to commit to the team by attending as many team meetings, contests, and special events as my schedule will permit.
- Work cooperatively with all coaches, other parents, and school personnel to assure a wholesome and successful academic/athletic experience throughout my child's school career.
- Discuss issues of concern with my son/daughter and the coach before they become problems.
- Assure that my son/daughter attends all practices, contests, special events and follows all training rules.
- Affirm that it is the responsibility of the coach to determine strategy and player selection.
- Encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game/contest or other athletic event.

Signature of Parent/Guardian

Date

Augusta Independent Athletics Social Media Guidelines for Student-Athletes

Playing and competing for Augusta Independent 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).
- Augusta Independent Schools 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 Augusta Independent Schools. Remember, always present a positive image and do not do anything to embarrass yourself, the team, your family and Augusta.

By signing below you affirm that you understand the Augusta Independent Athletics Social Media Guidelines for Student-Athletes and the requirements that you must adhere to as an A.I.S. 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 _____