

# Franklin County Community Schools



## Elementary Athletic Handbook 2024-2025

# COACH'S CODE OF CONDUCT

“A coach can influence you for a season, but a great coach can impact you for a lifetime” – Mike Krzyzewski

A coach will impact more young people in a year than the average person does in a lifetime. That is why it is so important to keep in mind that you are influencing young students and teaching them to develop proper attitudes. If athletics are to be educational, teaching youth through athletic activities must be as much a concern as winning contests.

The following guidelines are expected of each coach:

- Be a role model for players at all times by using a professional attitude toward all coaches, players, officials, and fans.
- If an incident occurs that does not get handled appropriately, address it with professionalism at the time in which it occurs, then report the incident to the athletic director or principal who will address the incident in question.
- A coach's actions and language toward players should ALWAYS reflect that of the school's policies and code of conduct.
- The coach must work on developing player skills and overall knowledge of the sport. This level of athletics is the foundation of our journey toward FCHS. The goal is to focus on the fundamentals such as dribbling, passing, shooting form, basketball terminology, and the basic rules of the game.
- Place value in quality competition where players are striving to grow in their development of the sport. Do not place an overemphasis on the winning or losing of each game instead focus on setting goals with your players to improve their individual and team skills. (Note: Teaching players to do their personal best and improve upon their skills is the best educational goal. Teaching players to obsess over winning or losing, defeats the intent for this skill building program.)

- Enforce the standards of sportsmanship and conduct. Any student-athlete who shows any signs of temper, disgust, etc. should be substituted. Any athlete who is assessed a penalty by a game official for unsportsmanlike conduct should be removed from that game and should not be permitted to participate in the next succeeding game if the violation is flagrant. Athletes should understand that intentionally striking an opponent, etc., will result in their not being permitted to play in the following game. They must also understand that their actions cast a reflection on the coach, entire team, and school community.
- Remind students that if they are suspended from school they are no longer able to participate in the athletic program for that season. This means, no practicing with the team, no playing in any games, and no riding the bus to away games with the team. The coach is to uphold these regulations. Failure to do so may result in the coach being suspended and/or terminated.
- Carry a first aid kit (provided by the school) to every game.
- Coaches are to pass out behavior/ academic and uniform contracts to all student athletes. These are to be read and explained to the students. Contracts are to be read and explained to the students, then signed and returned by each athlete and parent/guardian by the end of the first week of practices for the athlete to be eligible to continue practicing with the team. Once players return contracts, please submit these forms to the athletic director who will also be documenting who has turned in these forms.
- Please note and remind athletes that maintaining passing grades within the classroom is expected in order to remain on the team. If a student receives more than one F on his/her report card during the season, he/she will be removed from the team (practices, games, etc). Grades will be reassessed at the midterm. If students have improved their grades and no longer have more than one F, the athletic director, principal, and coach will determine the players return to the team. (This will depend on the practicality of how much of the season remains.)

- An athlete must ride to an away game on the bus with the coach and team in order to play in the game. He/she can choose to ride home with a parent/guardian ONLY if the athlete's parent/guardian has signed their child out with the coach.
- All coaches are expected to maintain confidentiality, unless disclosure is required by law, authorized by the Superintendent of Schools, or is necessary to protect the health and welfare of students, staff and others. Sharing confidential information may result in termination.
- As a school employee you are expected to be a positive role model and therefore refrain from posting/responding negatively in any way on social media.
- Coaches are expected to contact parents to remind them of departure and arrival times for all practices and games

## **ATHLETIC DIRECTOR RESPONSIBILITIES**

It is the responsibility of the Athletic Director to:

- Schedule all basketball games a year in advance. Keep in mind that the farthest any school team will travel is 40 miles one direction or no more than an hour's drive time one way.
- Reschedule games if they have been canceled due to weather or school being closed.
- Schedule referees for all home games a year in advance. Find replacements for a referee that needs to cancel for a game.
- Hire coaches/assistant coaches for each team. If there is a conflict of interest or questions about this process please discuss this with the principal.
- Schedule workers for concessions, ticket taker, running clock/scoreboard, and bookkeeper. It is preferred to have at least one adult helping with concessions. Middle school and high school students may help with all of the above stated positions.
- Gate workers must complete documentation indicating the number of adult/family/student tickets that were sold, as well as the starting and

ending ticket number. This documentation is to be stapled to a completed accounting form (completed by the athletic director) from the school secretary.

- Keep in contact with coaches regarding practice dates and times. The athletic director also needs to create a practice schedule for both 5<sup>th</sup> and 6<sup>th</sup> grades. This is to be given to the coaches to pass out to players. A copy is also to be given to the principal and secretary.
- Money for the night's (gate, concessions, etc) is to be counted and verified by the athletic director.
- Submit gate entry money and documentation to the secretary at the end of the event (or place in a secure, agreed upon, location for the secretary to retrieve the following morning).
- Athletic directors are responsible for ordering and stocking concessions. All purchase receipts must be turned in to the secretary.
- If requested, a secretary can place an order for concessions, equipment, and other athletic needs, but orders must be given to the secretary in list format stating item description, quantity, and who the order is to be placed with.
- It is the responsibility of the athletic director to complete concession inventory forms including start up and ending totals of concession items being sold. This documentation is to be stapled to a completed accounting form from the school secretary.
- Submit concession money and documentation to the secretary at the end of the event (or place in a secure, agreed upon, location for the secretary to retrieve the following morning).
- Keep in contact with coaches regarding practice dates and times.
- Create a practice schedule for all teams. Please check gym availability with the school office too and verify the coach's availability. Schedule copies need to be given to all coaches and players, as well as the principal, secretary, and evening custodial staff.
- Make sure all behavior contracts, uniform rentals, and coach's contracts are given to the coaches to pass out.
- Be sure to submit the names of all coaches one month prior to the start of the season via a formal letter given to the superintendent for

the school board to vote for approval. (Plan accordingly so this can be approved in a timely manner.)

- Make sure all coaches have completed their background check on the corporation website (<https://www.fccsc.k12.in.us/administration/employment/>) and send email confirmation upon completion. Once completed, check in with the office to verify that the background check has been cleared.
- Current physical forms (available from <https://www.ihsaa.org/>) must be available for all students 1 month prior to the start of the season. Make sure these forms are printed, and handed out or available in the office.
- Be sure to create a spreadsheet to monitor athlete completion and submission of physical forms, behavior/academic contracts, and uniform contracts. Relay information to coaches on who can and can't practice due to submissions of these forms. (Note, an athlete CANNOT participate in practices until a physical form is completed and submitted. Contracts are due by the end of the first week of practice.)
- Create a roster for the season. Make sure to share this roster with all schools on your schedule.
- It is tradition for players to have warm-up shirts. At the beginning of the season, contact a printing company to plan for this. Athletes are asked to purchase these, but if they can't afford them please refer to the following bullet point. Order shirts in advance to be sure to acquire them in time for the first game. Create an order form to send home with athletes and add returned information to a spreadsheet. Reach out to any parent/guardian who hasn't responded.
- If students cannot afford any required costs, please reach out to the principal to understand any financial insights that might be facing the family. If the athletic fund cannot afford to cover the cost of this child's financial needs, a fundraiser option can be used. Please note that all fundraisers must be pre-approved by the principal.
- The school secretary is to be updated at least a day in advance of who will be refereeing the game, helping with concessions, running the clock, and taking entry money. This is so checks may be prepared and

signed the night of the game for those requiring payment. If there is a change due to unexpected circumstances, please let the school secretary know as soon as possible.

- All fundraisers must be pre-approved by the principal.
- Pass out jerseys to coaches.
- Make sure all jerseys are returned.
- Please reiterate to all players that if you are absent the day of a practice or game you can not attend. In the end, of leaving or arriving late, players must clear their ability to participate with the athletic director or principal.
- Athletes must participate in at least three practices before being eligible to play in a game.
- If an athlete is repeatedly missing practices or games this could result in removal from the team. This decision is based on a case by case situation and will be determined by the athletic director or principal.
- It is the job of the athletic director to update the school secretary with information on away games. The school secretary or designated personnel must put in a bus request with the transportation department in order to have transportation to all away games. Bus requests must be placed 3 weeks in advance.
- All student athletes are to ride the school bus to away games. Coaches are expected to ride the bus with their students. Only the school athletic director along with members of the basketball, cheer team, and their coaches are allowed to ride the bus. No other students or adults are permitted. No school employee may transport students in school or private vehicles unless authorized by the superintendent.
- School rules still apply on the athletic bus. Students are expected to adhere to these rules and keep the bus clean.
  - No yelling or screaming.
  - Students must stay seated while the bus is moving.
  - No horse playing.
  - Pick up trash and clean up after yourself.
  - No cell phones are to be out.

- Custodial parents/guardians may transport their own child from an event. They must sign their child out with the coach prior to leaving.

## **SCHEDULING OF GAMES**

All basketball games are to be scheduled a year in advance by the athletic director. The principal is to receive a copy of the schedule once it is completed. When scheduling games for the next season, keep in mind that the farthest a school will travel is 40 miles one way or no more than an hour's drive time one way. The athletic director is also responsible for attaining referees for all home games. No new or additional games will be added to the season once the school year has begun. If a game is canceled due to weather or school is closed, the make-up game will be scheduled by the athletic director. Once this is scheduled, the school secretary is to be made aware, so transportation can be attained.

## **GUIDELINES**

Franklin County Community Schools believe that participation in athletic programs should be considered a privilege, not a right! The overall purpose of the athletic program is to develop the student as a whole and give them knowledge of the sport. We believe that athletics is a wonderful partner with the curricular lessons learned in the classroom. It is our belief that athletics teach our students a number of lifelong values, including sportsmanship, teamwork, responsibility, respect, perseverance, persistence, and grit. We offer athletics at the elementary school level because we believe in the positive benefits of participating in sports.

It is very important for all involved that the principal, coaches, athletic director, and secretary all be on the same page and in communication with one another. Complete and respectful communication plays a major role in school sports. You are also responsible for following all school and district rules and policies. These can be found online at

<https://www.fccsc.k12.in.us/>



# **Franklin County Community School Corporation**

## **5th & 6th Grade Boys and Girls Basketball Rules**

- Full court press is allowed during any time of the game.
  - If a team is up 20 points, the press will be called off.
- Zones, traps, man to man, etc. may be used.
- A girls' basketball will be used by boys and girls in 5th and 6th Grade.
- All grades will play 6 minute quarters.
- A shortened free throw line will be used by 5th grade only.
  - This is to be 12 inches from the free throw line
    - A 5th Grader playing up on the 6th Grade team must follow the 6th Grade rules regarding free throws.
- A player may not practice or play if he/she is on Academic Probation.
- Midterms can put a player back on a team AND take a player off a team.
- If a team has 7 or less players, you can move players up for a total of 9 on the team. The players being moved up should only be used when necessary. (For example, if 5th graders needed to move up to the 6th grade team--they should not get more playing time than another 6th grader on the team).



## *Franklin County Community School Corporation*



*225 E. 10th Street Brookville, TN 47012*

*Phone: 765-647-4128 Fax: 765-647-2417*

*Website: <https://www.fccsc.k12.in.us>*

By signing below you are stating that you have read, understand, and agree to the policies and procedures in the Elementary Athletic Handbook. You are also agreeing to uphold all the school and district rules and policies.

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Position

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Signature

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Date