

# HANDBOOK - BILOXI PUBLIC SCHOOL DISTRICT

## BILOXI, MISSISSIPPI

### Introduction

This Athletics Handbook has been prepared to present clear guidelines to cover specific aspects of the athletic program of the Biloxi Public School District. The School Board and the administration believe that it will be helpful not only to staff members directly involved in athletics but also to students and parents who are affected by or interested in learning about the program.

It is important to understand that this handbook is supplemental to-- and is not intended to supersede or substitute for--the policies and procedures of the Biloxi Public School District adopted by the School Board governing operations of the school district. Every staff member and all students are subject to these policies, together with policies as stated in student handbooks and formally adopted by the School Board each year.

In addition, the athletic program of the district must conform to all rules and regulations established by the Mississippi High School Activities Association and the State Board of Education.

All staff members are responsible for seeing that programs under their supervision and/or with which they are associated as members of the Athletic Department are in compliance with Biloxi Public School District, State Board of Education, and Mississippi High School Activities Association policies. This handbook outlines in detail vital areas of the athletic program with which all staff members must be concerned.

### I. Mission Statement

Athletics should function as an integral part of the total curriculum at Biloxi High School. The athletic program should offer opportunities to promote self-realization and all-around growth as well as the development of fellowship and good sportsmanship.

The major objective of the athletic program is to provide a wholesome opportunity for students to develop positive and responsible habits and attitudes toward group and social living. Athletics help the student athlete develop a healthy self-concept, as well as a healthy body, by teaching those skills necessary for team participation.

The interscholastic athletic program should be conducted in accordance with Board of Education policies and regulations. It should at all times be conducted in a manner that will justify it as an educational activity.

### II. Code of Ethics

When one becomes a member of the coaching profession, he/she assumes certain obligations and responsibilities to the sport, to players and to fellow coaches. It is essential that every member of the profession be **constantly** aware of these obligations and responsibilities, to the end that coaching remains an honorable calling, and that each member conduct himself/herself in such a manner as to maintain the dignity and decency of the profession.

In relationships with players under his/her care, the coach should always be aware of the influence he/she wields for good or bad. Parents entrust their children to the coach and through his/her example, these young people should emerge as fine and decent people. The coach should never place the value of winning above that of instilling the highest ideals and character traits in his/her players. The safety and welfare of the players should be uppermost in the mind of the coach.

In teaching a sport, the coach must realize that there are certain rules designed to protect the player and provide common standards for determining a winner and a loser. Any attempts to beat these rules, to take unfair advantage of an opponent, or to teach deliberate unsportsmanlike conduct have no place in athletics. The coach should set the example for winning without boasting and for losing without bitterness.

Coaches who conduct themselves using these principles as guidelines will be successful in terms of the respect they have gained from their players as well as from their opponents.

The essential qualities desired in coaches are honesty and integrity. Coaches whose conduct reflects these characteristics will bring credit to the coaching profession and to themselves. It is through such conduct that the profession will earn and maintain its rightful place in the educational program and make its full contribution to the American way of life.

## OUTLINE OF SPORTS OFFERED

<b>HIGH SCHOOL</b>		
<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
Cross Country	Basketball	Baseball
Football	Soccer	Track
Volleyball	Power-Lifting	Tennis
Softball		Golf
Swimming		Softball

High school sports offered - 13; teams fielded - 31

<b>JUNIOR HIGH SCHOOL</b>		
<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
Football	Basketball Soccer	Track Baseball

Junior high school sports offered - 5; teams fielded - 14

# JOB DESCRIPTION

Biloxi Public School District

## **DIRECTOR OF ATHLETICS**

To provide each enrolled student of secondary age an opportunity to participate in an extra-curricular athletic activity that will foster physical skills, a sense of worth and competence, and knowledge and understanding of the pleasures of sports and the principles of fair play; to provide administrative leadership and supervision for the total sports program; and to provide leadership, supervision, and organization of the varsity football program.

### **AREA OF RESPONSIBILITY:**

**As Director of Athletics, duties include but not limited to the following:**

- Serves as chief administrator of all athletic programs of the district; works with administrators in selection and assignment of coaches and athletic staff.
- Evaluates job performance of all head coaches in the district; with annual written evaluations submitted to superintendent or his/her designee.
- Coordinates and schedules all athletic events with assistance from head coaches.
- Serves as the liaison between the school and the booster club; coordinates all booster club activities as they relate directly to the school.
- Develops in-service training programs for high school and junior high athletic staffs.
- Promotes athletic programs in the community.
- **Subject to the review of the Superintendent, releases information to news media regarding individual sports and handles all broadcasting issues.**
- Prepares and assists in the administration of athletic budget; processing bills, game gratuities, and travel and meal expenses, and legitimate reimbursements for athletic events to accounting office; schedules necessary travel and meal arrangements for athletic teams at Biloxi High school.
- Formulates and administers an inventory system for secondary schools.

- Provides for staging home athletic contests for all schools, including financial arrangements, printing of programs when applicable, assignment of field force, necessary maintenance, security and parking, promotion of activity.
- Prepares bids in cooperation with purchasing agent for equipment, supplies, uniforms, and athletic programs.
- Supervises the cleaning, storage, and care of all athletic equipment.
- Sees that all facilities are kept clean, submitting requests for repair or improvement of facilities; arranges details of visiting teams' needs; makes necessary arrangements for use of non-school playing fields/facilities.
- Coordinates sale of season tickets and individual tickets for all games.
- Meets periodically with physical education personnel to inform them of guidelines as related to over-all program; meets with other varsity/junior high coaches to coordinate athletic program.
- Supervises the district swimming program; approves requisition in connection with swimming program.
- Determines and monitors eligibility of each athlete prior to participation in practice, game situation, or any organized activity in that sport.
- Ensures that medical screening for each student athlete has been provided for prior to participating in any practice or game.
- Regularly attends Administrative Council meetings and other meetings as needed.
- Evaluates the job performances of all head coaches.
- Other duties as required by administration.

**SUPERVISORY/  
PROGRAM AREAS:**

Total district Sports Program

**QUALIFICATIONS**

Properly certified by the Mississippi Department of Education; 486 or 487 or 488 or 489 Endorsement preferred. Such other qualifications as may be set by administration or the Board of Trustees.

**REPORTS TO:** Superintendent of Education

# JOB DESCRIPTION

Biloxi Public School District

## HEAD COACH

**As Coach, duties include but not limited to the following:**

- Provides for coaching and conditioning of all team members; counseling when necessary.
- Establishes and maintains appropriate training rules.
- Provides for the medical screening of all student athletes prior to participating in any practice or game.
- Ensures that medical screening of all participants is carried out.
- Properly verifies student eligibility for interscholastic competition.
- Ensures that Parents' Consent Forms are on file in the athletic office prior to the athlete's participation in any practice or game.
- **Ensure that an insurance form is completed for each student and on file in the athletic office prior to the athlete's participation in any practice or game.**
- Oversees the junior high football program to coordinate and bring basic program consistency in grades 7-12.
- Oversees and directs the operation of the Sports Medicine Student Training Class.
- Supervises team members' appearance and behavior during all time associated with the sport; appropriate supervision of team members on trips, in locker rooms, or elsewhere.
- Provides for care of equipment and supervision of locker room.
- Supervises selection and training of student managers.
- Supervises collection and inventory of equipment and development of an inventory upon close of an athletic season.
- Determines eligibility of each athlete and monitors continuing eligibility prior to practice and to participation.

- Provides leadership in directing high school and junior high school coaches.
- Submits appropriate work order forms for all work to be done on fields or in athletic buildings to proper administrators.
- Cooperates with the administration to operate athletic program as part of the total instructional program.
- Ensures that no special privileges are provided for athletics with regard to curriculum and the instructional program.
- Sees that every injury is properly taken care of and reported to appropriate administrators and to parents.
- Has a knowledge of and adheres to all policies/guidelines of the district and governing bodies.
- Submits all athletic schedules to the proper administrative unit for approval.
- Exhibits exemplary personal conduct and good sportsmanship at all times.
- Additional duties as established by the administration.

**JOB GOAL AND RELATED DUTIES:**

In order to carry out the aims and objectives of the sports program as outlined and to instruct athletes in individual and team fundamentals, strategy and physical training necessary for them to realize a degree of individual and team success, the coach is required to meet the requirements and carry out the following duties and responsibilities in addition to those preceding:

**General Responsibilities:**

- Has thorough knowledge of athletic policies approved by the School Board and is responsible for implementation of those policies, including those presented in the Policies and Procedures Manual of the district, student handbooks, and the Athletics Handbook.
- Has knowledge of the existing system, MHSAA regulations, and implements these consistently, interpreting them for staff.
- Understands the proper administrative line of command and refers all student and parent requests or grievances through the proper channels.
- Is aware of public, staff, or departmental meetings that require attendance.
- Maintains discipline and works to increase morale and cooperation within the school sports program.

### **Staff Responsibilities:**

- Trains and informs staff; encourages professional growth by encouraging clinic attendance and in-service programs.
- Delegates specific duties, supervises implementation, analyzes staff effectiveness and evaluates assistants.
- Establishes the fundamental philosophy, skills and techniques to be taught by the staff.

### **Administrative Duties:**

- Assists the Director of Athletics in scheduling.
- Requests transportation through the Director of Athletics.
- Provides documentation to fulfill state and system requirements concerning physical examinations, parental consent, and eligibility.
- Provides proper safeguards for maintenance and protection of assigned equipment sites; sends written work requests to Director of Athletics.
- Supervises practices, locker rooms, and transportation.
- Develops sound public relations with news media and booster clubs.
- Annually attends school bus training school which includes driving, testing, and drug screening.
- Annually qualifies to operate school bus for transporting students to and from athletic events, including practice sessions.

### **Student Responsibilities:**

- Provides training rules and any other unique regulations of the sport to athletes, parents, and Director of Athletics.
- Monitors a student athlete's grades and conduct.
- Is informed about policies concerning injuries, medical attention, and insurance; completes paperwork on disabling athletic injuries on proper forms and submits to the proper personnel.
- Directs student managers, assistants, and statisticians.

- Determines discipline; contacts parents concerning student ineligibility or if the student is dropped from the team.
- Assists student athletes in securing information concerning scholarships or aid.
- Has an emergency plan of action concerning emergency injury situation(s)-both at home and on the road.
- Strictly adheres to safety procedures at all times.
- Is accountable for all equipment; issues, stores, and sends inventory to Director of Athletics.
- Properly marks all equipment.
- Is responsible for cleanliness and maintenance of sports equipment.
- Refrains from the use of profanity and tobacco while coaching.
- Monitors locker rooms and supervises all practices.
- Cooperates and communicates with parents during the entire year.
- Directs parental grievances to the Director of Athletics.

**SUPERVISORY/PROGRAM AREAS:**

The high school and junior high school football programs and their staffs

**QUALIFICATIONS:**

Proper certification needed from the Mississippi High School Activities Association or the Mississippi Department of Education.

Successful coaching experience preferred.

Such other qualifications as may be set by administration or the Board of Trustees.

**REPORTS TO:**

Athletic Director and Principal of the school

# JOB DESCRIPTION

Biloxi Public School District

## **HEAD JUNIOR HIGH COACH (ALL SPORTS)**

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It is the responsibility of the Head Junior High Coach to provide leadership, supervision, and organization for the specific sports program, and to carry out the objectives of the total athletic program.

### **JOB GOALS:**

- To apply leadership and to teach skills to assure that each player will be the best player he/she can be.
- To seek to improve his/her own coaching methods by attending high school in-service training programs and coaching clinics
- To strive to teach self-discipline, good character, pride, respect, honesty, responsibility, morals, and dedication.

### **JOB GOAL AND RELATED DUTIES:**

In order to carry out the aims and objectives of the sports program as outlined and to instruct athletes in individual and team fundamentals, strategy and physical training necessary for them to realize a degree of individual and team success, the coach is required to meet the requirements and carry out the following duties and responsibilities in addition to those preceding.

### **General Responsibilities:**

- Has thorough knowledge of athletic policies approved by the School Board and is responsible for implementation of those policies, including those presented in the Policies and Procedures Manual of the district, student handbooks, and the Athletics Handbook.
- Has knowledge of the existing system, MHSAA regulations, and implements these regulations consistently, interpreting them for staff.
- Understands the proper administrative line of command and refers all student and parent requests or grievances through the proper channels.

- Is aware of public, staff, or departmental meetings that require attendance.
- Maintains discipline and works to increase morale and cooperation within the school sports program.

### **Staff Responsibilities:**

- Trains and informs staff; encourages professional growth by encouraging clinic attendance and in-service programs.
- Delegates specific duties, supervises implementation, analyzes staff effectiveness and evaluates assistants.
- Establishes the fundamental philosophy, skill and techniques to be taught by the staff.

### **Administrative Duties:**

- Assists the Director of Athletics in scheduling.
- Requests transportation through the Director of Athletics.
- Provides documentation to fulfill state and system requirements concerning physical examinations, parental consent, and eligibility.
- Provides proper safeguards for maintenance and protection of assigned equipment sites; sends written work requests to Director of Athletics.
- Supervises practices, locker rooms, and transportation.
- Develops sound public relations with news media and booster clubs.
- Annually attends school bus training school which includes driving, testing, and drug screening.
- Annually qualifies to operate school bus for transporting students to and from athletic events, including practice sessions.

### **Student Responsibilities:**

- Provides training rules and any other unique regulations of the sport to athletes, parents, and Director of Athletics.
- Monitors a student athlete's grades and conduct.

- Is informed about policies concerning injuries, medical attention, and insurance; completes paperwork on disabling athletic injuries on proper forms and submits to the proper personnel.
- Directs student managers, assistants, and statisticians.
- Determines discipline; contacts parents concerning student ineligibility or if the student is dropped from the team.
- Assists student athletes in securing information concerning scholarships or aid.
- Has an emergency plan of action concerning emergency injury situation(s)-both at home and on the road.
- Strictly adheres to safety procedures at all times.
- Is accountable for all equipment; issues, stores, and sends inventory to Director of Athletics.
- Properly marks all equipment.
- Is responsible for cleanliness and maintenance of sports equipment.
- Refrains from the use of profanity and tobacco while coaching.
- Monitors locker rooms and supervises all practices.
- Cooperates and communicates with parents during the entire year.
- Directs parental grievances to the Director of Athletics.

## **PERFORMANCE:**

### **I. Planning**

- A. Confers with head high school coach to plan and organize coaching techniques and methods.
- B. Organizes practice to cover all basic game conditions.
- C. Organizes duties of assistant coaches and assigns responsibilities.
- D. Informs staff of what is expected of them.

### **II. Teaching and Coaching**

- A. Have pride in his/her coaching. This will be reflected in the performance of the team.

- B. Recruit eligible players to participate and work to keep them participating.
- C. Teach team discipline. Players want discipline and will respect a coach who demands discipline. Respect is more desirable than popularity.

### **III. High School and Junior High School Coaching Relationships**

- A. Mutual respect between the high school head coach and his/her staff and the junior high staff is vital.
- B. Success of the high school program depends in part on junior high programs.
- C. Professional knowledge must be shared with junior high coaches.
- D. Cooperation by junior high coaches is necessary.
- E. Attendance and participation in orientation in-service programs and coaching clinics provided by high school coaches and staff is a must.

#### **SUPERVISORY/ PROGRAM AREAS:**

- Supervises all operations involving junior high school program.
- Responsible for team's dress, actions, and behavior in locker rooms, practice sessions, games and trips.
- Responsible for maintaining strict supervision of team members on trips.
- Assume strong leadership in directing assistant coaches.

#### **QUALIFICATIONS:**

- Proper certification needed from the Mississippi High School Activities Association or the Mississippi Department of Education.
- Has knowledge of the sport he/she is coaching.
- Possesses ability to effectively communicate with parents, public, coworkers and administrators.

#### **REPORTS TO:**

- Junior high school principal and Director of Athletics for accountability and management of the program.
- Head high school coach for coordination and alignment of all related responsibilities.
- Reports to the Director of Athletics for athletics administrative duties.

# JOB DESCRIPTION

Biloxi Public School District

## **ASSISTANT COACH (ALL SPORTS)**

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To assist in providing leadership, supervision, and organization of a specific athletic activity, and to carry out the objectives of the total athletic program

### **AREA OF RESPONSIBILITY:**

**Duties include but not limited to the following:**

### **ASSISTING THE HEAD COACH IN THE PERFORMANCE OF THE FOLLOWING:**

- Coaching and conditioning of all team members; counseling when necessary.
- Establishment and maintenance of appropriate training rules.
- Supervision of team members' appearance and behavior during all times associated with the sports.
- Appropriate supervision of team members on trips, in locker rooms, or elsewhere.
- Care of equipment and supervision of locker room.
- Obtains forms for medical physicals of all participants; parents' consent forms on file.
- Proper verification of student eligibility for interscholastic competition.
- Collection and inventory of equipment and submission of inventory to Director of Athletics upon close of season.
- Leadership in directing assistants if acting as head coach for a sport.
- Attendance at all practice sessions; no absences for other games for officiating or other jobs.
- Cooperation with administration to operate athletic program as part of the total instructional program; no special privileges for athletics.

- Providing first aid to injured students.
- Knowledge of and adherence to all policies/guidelines of the district and governing bodies.
- Conducts in-service clinics in off-season with other members of staff.
- Submission of all athletic schedules to the Director of Athletics for his/her approval.
- Exemplary personal conduct and good sportsmanship at all times.
- Additional duties as established by the Director of Athletics and/or the administration.
- Annually attends school bus training school which includes driving, testing, and drug screening.
- Annually qualifies to operate school bus for transporting students to and from athletic events, including practice sessions.

**SUPERVISORY/PROGRAM AREAS:**

Students participating in their specific sport

**QUALIFICATIONS**

Proper certification needed from the Mississippi High School Activities Association or the Mississippi State Department of Education.

**REPORTS TO:**

Head Coach, Director of Athletics and Principal of school

# EVALUATION

There is much more to coaching on the interscholastic level than winning. A successful coach needs a broad spectrum of competencies that are not always taken into account when he/she is evaluated.

Coaches need to understand growth and development patterns, stress factors, fatigue levels, strength development, maturation rates, modern training techniques and proper development of various skills.

Without goals and objectives in the program and competencies desired in personnel identified, it is impossible to assess whether goals are being met or if the personnel possess the desired competencies.

## EVALUATION PROCEDURES

The following forms are to be used for evaluation of head coaches and assistant coaches. The basic purpose of these forms is to improve the instruction the athletes receive. Other purposes are as follows:

1. To afford an opportunity to identify, recognize and praise quality coaching.
2. To provide information necessary to make an objective assessment of the performance of a coach.
3. To identify those factors which interfere with a coach's overall contribution to the athletic program.
4. To create a climate to achieve individual improvement.

The following procedures are to be observed in the use of these forms:

1. The **Director of Athletics** will conduct evaluation of head coaches.
2. The evaluation is to be completed after the conclusion of the season involved.
3. A written evaluation should be given to the coordinator of sports, to the principal and the coach who has been evaluated.
4. Review the evaluation with the coach and the principal.
5. A coach may write a rebuttal to the evaluation.

# HEAD COACH EVALUATION FORM

(Name of Coach) \_\_\_\_\_ (Sport Assignment) \_\_\_\_\_  
(Level/School) \_\_\_\_\_

General Comments About Season \_\_\_\_\_

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RATING SCALE: 1. Effective 2. Needs Improvement 3. Unsatisfactory 4. See Comments

## I. PROFESSIONAL AND PERSONAL RELATIONSHIPS

1. Is prompt in submitting participant lists, bus times, parent permission and physical cards.
2. Follows policy in the Athletics Handbook and meets all criteria as outlined in job description.
3. Provides written copies of training rules to players and parents.
4. Understands and follows rules and regulations set forth by all governing agencies; i.e., Board of Education, MHSAA.
5. Develops rapport with coaching staff.
6. Develops sound public relations; cooperates with news media, Booster Club and interested spectators.
7. Is appropriately dressed at practices and games.
8. Maintains suitable sideline conduct at games toward players, officials and other workers.
9. Participates in in-service meetings and other activities to improve coaching performance.
10. Develops rapport with other teachers, coaches and administrators.
11. Works cooperatively with junior high coaches in developing a coordinated program.
12. Cooperates and communicates with parents during the entire year.
13. Works cooperatively with the **Director of Athletics**.
14. Promotes all sports in the athletic program.
15. Calls in scores to the newspaper.

## II. COACHING PERFORMANCE

1. Develops respect by example in appearance, manners, behavior, language, and conduct during practice and contests.
2. Provides proper supervision of locker and training room and on bus trips.
3. Is well-versed and knowledgeable in matters pertaining to the sport.
4. Develops a well-organized practice schedule.
5. Establishes the fundamental philosophy, skills and techniques to be taught by the staff.
6. Develops integrity within the coaching staff and fellow coaches.
7. Delegates authority with responsibility while remaining accountable for such delegations.
8. Provides an atmosphere of cooperation in being receptive to suggestions and giving credit to those responsible for success.
9. Holds periodic staff meetings, including junior high coaches.
10. Provides leadership and attitudes that produce positive efforts by participants.

11. Is knowledgeable concerning medical aspects of the position, including first aid, injury policies, hospitalization policies.
12. Is fair, understanding, tolerant, sympathetic and patient with team members.
13. Uses all possible ethical means of motivation; emphasizes values of competitive athletics, acceptable personal behavior, and lasting values to each individual.
14. Enforces safety procedures. Has a plan of action for emergency situations both at home and on the road.

**III. RELATED COACHING RESPONSIBILITIES**

1. Is concerned about the care of equipment, including issue, collection, inventory and storage.
2. Shows self-control and poise in areas related to coaching responsibilities.
3. Displays enthusiasm and exhibits interest in coaching.
4. Keeps coordinator of sports informed about unusual events.
5. Follows proper procedure for purchase of equipment.
6. Submits written request to **Director of Athletics** for work to be done in gym or locker rooms.
7. Is sincerely interested in players, their environment, and their problems; informs players what they may expect of the coach and likewise lets the players know what is expected of them.

**SUMMARY**

Date: \_\_\_\_\_

Season:

Number of years coaching in this assignment: \_\_\_\_\_

Number of years coaching in district:

**STRENGTHS:**

**COMMENTS:**

\_\_\_\_\_  
Signature of Head Coach

Signature of Administrator

## Evaluation of Assistant Coaches by Head Coaches

(Name of Assistant Coach)  
(Level/School)

(Sport Assignment)

RATING SCALE - 1. Excellent 2. Superior 3. Average 4. Fair 5. Poor

1. Loyalty to head coach
2. Loyalty to school administration
3. Knowledge of sport
4. Teaching ability
5. Interest in coaching this sport
6. Ability to motivate players
7. Rapport between coaches
8. Rapport between coach and players
9. Rapport between coach and rest of staff
10. Rapport between coach and teaching staff
11. Reports to practice on time
  - a. Organization of practice
  - b. Control at practice
12. Supervision of players
13. Remains at practice until all players are gone
14. Travels to and returns with team on buses
15. Completes job-related responsibilities prior to leaving facility
16. A. Makes oral suggestions for practice plans  
B. Makes written suggestions for practice plans
17. A. Makes oral suggestions for game plans  
B. Makes written suggestions for game plans
18. Conduct at games
19. Attends clinics for self-improvement
20. Care of equipment
21. Personal appearance
22. Attends other school functions
23. General opinion of this assistant coach by the head coach

\_\_\_\_\_  
Signature of Assistant Coach

\_\_\_\_\_  
Signature of Head Coach

\_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_

## **INTERSCHOLASTIC ATHLETIC POLICIES**

**INTRODUCTION:** It is the responsibility of the athletic director and the head coach of each sport to see that the participants meet the requirements of the MHSAA. Failure to abide by MHSAA rules may result in a coach being sanctioned, fined, and possibly terminated from his/her position.

**ALCOHOL AND DRUG ABUSE POLICY:** The athletic department will adhere and strictly enforce policy regarding the use or abuse of alcohol, drugs or tobacco by coaches or student athletes.

**ATHLETIC DRUG SCREENING POLICY:** All athletes will be randomly screened for drugs in accordance with Biloxi Public School's drug testing policy.

**ATHLETIC EQUIPMENT:** Biloxi Public Schools strives to provide high quality athletic equipment. The athletic director and head coach of each sport shall keep abreast of the latest trends in athletic equipment. Safety is the number one priority when selecting and purchasing athletic equipment. When purchasing athletic equipment, the coach and athletic director must follow the guidelines of the purchasing department. If a coach checks out any athletic equipment, he/she must see that it is returned promptly. A fine will be assessed to any student for the misuse or loss of athletic equipment, which fine must be paid before grading period exams may be taken. In addition, at the end of the season, each head coach must provide an inventory to the athletic director.

**BOOSTER CLUBS:** Booster clubs are essential components of successful athletic teams and provide necessary financial support to our athletic teams. However, booster clubs should limit their roles to lending financial support and not to help coach, schedule or administer the team. Any money raised by a booster club is solely for the benefit of the team. The booster club shall have a Constitution with by-laws and procedures established. The monies that are raised by the support groups shall be spent at the direction of the athletic director and the head coaches of that sport. An annual audit by the support group and business department must be made and recorded.

**AWARDS:** The booster club and support groups are responsible for athletic awards. If there is no booster club, then it is the discretion of the athletic director to establish the award program for that sport. At the end of the season, the booster club of a sport may choose to have a banquet with the approval of the head coach at which awards may be presented.

**COACHING CLINICS FOR HIGH SCHOOL COACHES:** Biloxi Public School's coaching staff shall stay abreast of the latest techniques and mechanics being used to teach their respective sports. Biloxi Public Schools will reimburse each coach for the cost of attending one coaching clinic per year with the prior approval of the athletic director. Each coach may request approval to attend the clinic that he/she would like to attend, with preference being given to local clinics.

**COACHING CLINICS FOR JUNIOR HIGH COACHES:** Coaches for grades 7, 8, and 9 will be reimbursed for expenses incurred in attending one local clinic with no overnight stay at either. It is expected that the coaches attending clinics will share the information with their colleagues after returning.

**DISCIPLINE PROCEDURES:** All athletes are expected to deport themselves as responsible young men and women. This applies to the classroom as well as the athletic fields and social events. If an athlete shows a lack of self-discipline, has a poor attitude, or is not fulfilling his/her commitments to the athletic program he/she may be suspended from that sport. If any athlete boycotts the team or coach for any reason, that athlete shall be suspended from participation in that sport and any other sport for the remainder of the school year. An athlete must comply with all written and oral directions given by the coach(es) of that sport.

1. Disciplinary action for minor offenses such as inappropriate classroom behavior, tardiness to class, missed practices and /or meetings without proper excuse, disrespect, inappropriate dress, etc...
2. Disciplinary action for major offenses such as defacing or destroying school property, fighting, stealing, committing forgery, defying a coach or school authority, causing a disruption in school or on a school bus, leaving school grounds without permission, abusive language, threatening another student, using alcohol, tobacco and/or drugs, exhibiting a poor attitude, lack of self-discipline, boycotting the team for any reason, etc...

**Disciplinary action** can consist of: a parent conference, sitting out a game or games, dismissal from the program for a specific time, permanent dismissal from the program, and any other action deemed appropriate by the coaches and athletic director.

**EJECTION OF ATHLETES/COACHES AND/OR PENALTIES:** The Biloxi Public School System follows all MHSAA rules relative to the ejection of an athlete or coach. If an athlete or coach is penalized, he/she must comply with the penalty. The Biloxi Public School System encourages all coaches to conduct themselves in such a manner that neither a fine, penalty, nor ejection from a game will be warranted. However, should a financial penalty be imposed on a coach, it is his/her personal responsibility to pay the penalty. The Biloxi Public School System will not be responsible for payment of a coach's fine.

**ELIGIBILITY:** All coaches must be knowledgeable of and comply with the MHSAA rules governing eligibility of student athletes, which require that a contestant must:

- (a) Have enrolled not later than the 15<sup>th</sup> day of any semester of participation, carry five major subjects and deport himself/herself satisfactorily;
- (b) Not have become 19 years of age prior to August 1 (\$1,000 fine to the coach for this infraction);
- (c) Not be a graduate from a four year high school;
- (d) Not have enrolled in college or junior college or participated in athletics beyond the high school level;

- (e) Be a student whose parent(s) or legal guardian(s) are (1) bona fide residents of the district or (2) are instructional personnel or licensed employees of the district;
- (f) Have a certified copy of his/her birth certificate on file with the school;
- (g) See MHSAA handbook for the recognized exceptions.

Any student who is not a bona fide resident of the district or who is not living with his/her natural parents within the district must obtain approval from the athletic director prior to competing.

**GAME AND PRACTICE SUPERVISION:** All head coaches must ensure that proper security and fan supervision is in place prior to an athletic contest/event. Further, no game or practice may be held without a coach present.

**LETTERING POLICY:** In order to earn a letter in a sport, an athlete must meet certain requirements specific to each sport. Each varsity head coach must have a specific criteria spelled out prior to their season beginning. A copy of those requirements should be turned into the Director of Athletics.

**MULTIPLE SPORTS PARTICIPATION:** Biloxi Public School System acknowledges that there are sports whose seasons overlap and some athletes may have conflicts in scheduling. Sports, in-season, take precedent over tryouts in other sports. In the case of an athlete who wishes to participate in multiple sports and scheduling conflicts arise, it is hoped that the two coaches can arrive at a solution. If no agreement can be reached, then a “play-off game” would take first priority followed by a “district game” next and a “non-district game” last. Athletes are encouraged to participate in as many sports as they wish, and should be able to do so without pressure from any coach to limit participation to one sport. Biloxi Public School System may **discipline** any coach who discourages an athlete from participating in more than one sport.

A student/athlete that quits one sport to participate in a second sport will not be allowed to play in the second sport until the season of sport that he/she quit is over. (Example: John Doe quits basketball late in the season to play baseball. John Doe will not be able to play baseball until **basketball** season is over).

**PHYSICAL EXAMINATION/WAIVER:** All athletes are required to complete an “Athletic Clearance Form” that includes insurance information and Random Drug Testing consent/release. A physical examination must be conducted prior to participating in tryouts, a practice, or game.

**RELIGIOUS NEUTRALITY:** Biloxi Public School System recognizes the right of every person to make personal decisions about religion free from school or governmental involvement. Biloxi Public School System encourages all students and staff to appreciate, respect and be tolerant of each other’s religious decisions and views. Coaches and/ or district employees may not lead, plan, encourage, discourage or prohibit prayers or religious activities at school and/or school events.

**SAFETY PROCEDURES FOR ATHLETES:** The safety of athletes in practice and games is a top priority in Biloxi Public School System. The athletic director and the supervising coaches must take all necessary precautions to insure the safety of the athletes.

**SCHOOL ATTENDANCE ON GAME DAY:** In order to be counted present, a student must be in attendance for at least half of the class period. In order to participate in any extracurricular function, a student must attend school a minimum of four periods on the day of the function. **A student absent with permission for a school related activity will be considered to have attended school the required minimum of four periods on the day of the function.**

**SQUAD SELECTION:** Each head coach should have a policy on how athletes are selected for a team (“selection policy”). This policy shall be approved by the athletic director and should be posted in a visible place prior to the team selection. Each selection policy will be on file in the athletic director’s office.

**TRAVEL:** The athletic director and head coach are responsible for transporting the athletes to games/contests in an approved state vehicle. Alternative travel may be arranged only in accordance with Biloxi Public School System Board Policy.

**WEIGHT ROOM:** A well-organized weight program is essential to a competitive athletic program. Biloxi Public School System encourages all staff involved with the weight program to attend clinics in order to stay current with the latest weight training techniques. The weight room should be a safe and wholesome environment. Athletes are prohibited from working out in the weight room without the supervision of weight room staff.

# ATHLETIC FORMS

## ATHLETES

### 1. PHYSICAL FORM

We have a generic physical form in the athletic office or it can be downloaded from the internet at [www.biloxischools.net](http://www.biloxischools.net) link on to the athletic page. All athletes must have a physical **prior** to tryouts. A doctor can use their own physical form as long as they designate that the athlete can participate in the sport or all sports they are trying out for.

### 2. ATHLETIC /EXTRA/CO-CURRICULAR ACTIVITY PARTICPATION CLEARANCE

This form covers 3 things and is available on line

1. The Parent/Guardian waiver to participate
2. The Random Drug Testing permission
3. The Insurance information for the athlete

This form must be in **prior** to tryouts.

### 3. EMERGENCY MEDICAL AUTHORIZATION

This form must be filled out for all athletes and must be **kept with the coach at all times.** If an athlete has a medical emergency this form gives all the necessary information for medical personal treating the athlete.

### 4. STUDENT INSURANCE PLANS

This form is available in the Athletic Office for any athlete that needs to purchase insurance coverage. Have the athlete fill out the form and make a copy of the check and the form for the athlete's folder. **For questions concerning insurance coverage, related to athletic activities, contact the Athletic Department.**

## ATHLETES/COACHES

### 1. OUT-OF-STATE and/or OVERNIGHT FIELD TRIP PERMISSION FORM

This form must be filled out completely on every athlete that is going **out of state or on an overnight trip.** This form must be submitted to the athletic office with a **roster** of all the athletes going on the trip.

### 2. STUDENT PARTICIPATION WAIVER FORM

This form must be filled out for all athletes going **overnight or out of state.** This form goes along with the Out of State and or Overnight Field Trip Permission Form. This must be submitted with a **roster** of all the athletes going on the trip.

These two forms must be submitted to the Central Office for School Board approval. Please submit these forms for every athlete going on the trip along with the roster to be submitted to the Central Office. All forms must be submitted one month prior to the trip

to make the School Board agenda. **School Board meetings are scheduled for the school year in advance and if you need the dates contact the Athletic Office.**

## **PRIVATE TRANSPORTATION FORMS FOR FIELD TRIPS**

This form is for athletes that will not use the transportation provided by the coach. Permission must be granted by the head coach of the sport and the Athletic Director. This is only used for extenuating circumstances.

## **COACHES**

### **1. SCHOOL BUSINESS FORM (SHORT)**

This form is for use when you will be out for school/athletic business and there is no reimbursement by the school district for the school/athletic business. This form must be filled out **10 days** prior to the trip and signed by the Athletic Director then forward to the building principal. This form will make sure you have a substitute to cover your class while out. Your school coverage will extend over the summer if you fill out this form for a school/athletic trip.

### **2. SCHOOL BUSINESS FORM (LONG)**

This form is for use when you will be out for school/athletic business and there will be reimbursement by the school district. This form must be filled out **10 days** prior to the school business signed by the Athletic Director forwarded to the building principal for signature, then to the Central Office for the Personal Director signature. Once the school/athletic business is complete all receipts will be sent with the school business form for reimbursement. The bottom of the form must be signed by the staff member making the request after the trip is complete to get reimbursement.

### **3. FIELD TRIP REQUEST**

This form is commonly referred to as the “trip ticket”. This must be filled out for any coach wanted to get a bus for **any athletic trip**. Once your schedule is completed you can come by the Athletic Office and pick up the field trip request forms, fill them out and submit to be signed by the Athletic Director, then we will forward to the Central Office for approval. If you go out of state or overnight on an athletic trip this form must be completed also **30 days** prior to the trip.

## **MEAL/SACK LUNCHES**

Any coach requesting sack lunches from the cafeteria must in **writing/email** submit the dates to the Athletic Office at least 2 weeks prior to the request. The cafeteria must have sufficient time to order the necessary supplies to make these lunches. Arrangements must be made with the cafeteria to pick the lunches up. Most of the time the cafeteria workers are gone by the end of the day so please keep this in mind when needing to pick them up. The cafeteria workers have always gone above and beyond to help the teams out with making the sack lunches so please take care of picking them up. Once you start getting the sack lunches please make sure the athletes do not waste the food. If they are not

eating them cancel the orders. This is for teams that will not be able to go home after school or will be on the road and unable to eat prior to a game.

**COACHING ASSIGNMENTS 2007-08**  
**(First coach listed – Head Coach)**

**FOOTBALL**

**BHS**

Steve Jones  
Glenn Ellis  
Charles Sabbatini – Def. Coor.  
Joseph St.Amant  
Jerry Fremin  
Zephaniah Powell  
Sonny Pisarich

**9<sup>th</sup> Grade**

Jason Lee  
Adam Cook  
Sean Miller

**8<sup>th</sup> Grade**

Marcus Boudreaux  
Tim Kell  
Danny Wasilenko

**7<sup>th</sup> Grade**

Randall Molsbee  
Charles King  
Bill Leach

**Cross Country**

Mike Gulino  
William Harper

**Powerlifting**

Adam Cook

**Swimming**

Joan Petry-girls  
Al Pickich-boys  
Pam Douglass

**Volleyball**

Glenda Sheard  
Seber Windham

**BASKETBALL**

**BHS-boys**

Sebre Windham  
Michael Reese  
Payton Ragon

**BHS-girls**

Joseph Brown  
Stephanie Brown  
Jason Schoerner

**9<sup>TH</sup> Grade-boys**

Jason Kennedy

**9<sup>th</sup> grade-girls**

Stephanie Brown

**8<sup>th</sup> Grade-boys**

Zephaniah Powell

**8<sup>th</sup> Grade-girls**

Glenda Sheard

**7<sup>th</sup> Grade-boys**

Marcus Boudreaux

**7<sup>th</sup> Grade-girls**

Hazel Stewart

**Soccer**

**BHS-boys**

Randall Molsbee  
Aldo Moran

**BHS-girls**

Jill Necaise  
William Harper

**JR High-boys**

Terrell Read

**JR High girls**

Heather Chessman

**BASEBALL**

**BHS**

Kevin Burdine  
Bill Leach  
Glenn Gehrman

**JR High**

Dack Demourelle  
Sean Miller

**GOLF**

Henry Wieniewitz  
Albert Pickich

**TENNIS**

Charles Davis

**SOFTBALL**

**Slow Pitch**

Tommy Johnson  
Heather Chessman  
Dirk Demourelle

**Fast Pitch**

Tommy Johnson  
Dirk Demourelle  
Heather Chesman

**Track**

**BHS-boys**

Glen Ellis

**BHS-girls**

Mike Gulino

**JR High-boys**

Danny Wasilenko

**JR High-girls**

Sonny Pisarich

*Tim Kell*  
*Michael Reese*

*Stephanie Brown*  
*Bill Lee*

*Zephaniah Powell*  
*Charles King*

*Joseph StAmant*  
*Adam Cook*