

ATHLETIC HANDBOOK

HARRISON CO. SCHOOL DISTRICT

ADMINISTRATION

Roy Gill, Superintendent
Mitchell King, Director of Personnel/Finance
Bobby Trosclair, Athletic Director

BOARD OF EDUCATION

Rena Wiggins – District 1
Tom Daniels – District 2
David Ladner – District 3
Dr. Barbara Thomas – District 4
Bill Bradley – District 5

**Athletes and coaches will comply with the current rules and regulations of the
Mississippi High School Activities Association**

ELIGIBILITY

1. MHSAA eligibility rules shall apply to all students participating in interscholastic athletic competition in all activities/athletics at all levels of play, including middle schools.
2. Before a student athlete may practice or participate in an athletic activity it is the responsibility of the head coach of each sport to make sure all athletes are academically eligible to participate, that a certified birth certificate is on file in the athletic director's office, the athlete has cleared a physical exam, and a parent permission form has been signed by the parent/guardian. Any coach who fails to follow eligibility guidelines will be subject to dismissal.
3. An ineligible student shall not dress out in uniform for any games or contests. Ineligible students shall not be allowed to participate in any MHSAA sanctioned event.
4. The following eligibility documents are required:
 - A. Legal proof of birth
 - B. Current Medical Examination Form. Medical exam shall be valid for 1 calendar year. Physicals on or after April 1 shall be valid for the entirety of the following school year.
 - C. Completed and properly signed Student Participation Clearance Form
 - D. Official copy of grades readily available
 - E. Transfer forms must be sent to MHSAA for all new students transferring from another school or district.
5. High school students shall take the required number of subjects for graduation and conduct himself/herself appropriately.
6. Middle school students shall take 4 basic courses (any subject that meets the equivalent of at least 250 minutes per week or meets the MDE requirement) and conduct himself/herself appropriately.
7. A student must be an amateur in order to be eligible to represent his/her school.
8. **Residence** - Student/athlete must attend school in the district where family actually resides. Exceptions, consult MHSAA Handbook.

AGE REQUIREMENTS

1. A student becomes ineligible if he/she has reached his/her 19th birthday before August 1 of that school year.
2. If student becomes 19 on or after August 1, he/she shall be eligible for the remainder of the school year, if he/she meets all other eligibility rules.
3. A 7th grader must not have reached 14 years of age prior to August 1.
4. An 8th grader must not have reached 15 years of age prior to August 1.
5. A 9th grader must not have reached 16 years of age prior to August 1.

LENGTH OF ELIGIBILITY

Upon entering the 9th grade for the first time, a student shall be eligible for competition on high school athletic/activity teams for 4 consecutive years.

SCHOLASTIC REQUIREMENTS

1. Each student athlete is required to make satisfactory progress toward graduation.
2. According to Mississippi law, a student must maintain a grade point average of at least a 2.0 or "C" average in order to participate in interscholastic sports/activities. Grade point averages will be calculated at the conclusion of the 1st semester using the semester averages of all courses the student is taking. Students who do not have a 2.0 or "C" average for the 1st semester will be ineligible for the 2nd semester.
3. At the end of the school year, each student's grade point average for the year will be assessed. This assessment will reflect the average for the entire year using the final grades for each course. A student who does not have a grade point average of at least a 2.0 or "C" average will be ineligible for the fall semester.
4. High school eligibility begins when a student enters 9th grade. To be eligible for the fall semester a student must be promoted to 9th grade with at least an overall 2.0 or "C" average of all eighth grade courses.

5. A student may become eligible for the 2nd semester only once during his/her high school career if he/she fails the year-end average the previous year, by achieving at least an overall 2.0 or "C" average at the end of the 1st semester.
6. Summer school credits earned by a student in an accredited summer school shall be considered in determining his/her scholastic eligibility. Only 1 credit per year may be used for eligibility. Course must be completed and recorded in counselor's office on or before the 1st day of the school year.
7. Credit recovery courses and accredited correspondence courses may be accepted in determining eligibility provided the course has been completed and recorded prior to the 1st day of the following year/semester.
8. A student who meets promotional requirements at the end of the school year but is retained in the same grade shall be ineligible for 1 year.

SCHOLASTIC REQUIREMENTS JUNIOR HIGH/MIDDLE SCHOOL

1. For participation on the junior high/middle school level, a student must be promoted (if not promoted, they are ineligible for the entire year) and have passed any 4 basic courses with a 2.0 or "C" average the previous semester. The year-end average of 4 basic courses passed will be used to determine eligibility for the fall semester. The same guidelines apply at the end of the 1st semester for spring participation. Students must be on track to be promoted to be eligible.
2. A student on the junior high/middle school level, who was promoted but is not eligible at the beginning of the school year due to his academic average, may become eligible for the second semester only once during the student's junior high/middle school career by passing four basic courses with an overall average of 2.0 at the end of the 1st semester.

7th and 8th GRADE PARTICIPATION ON THE HIGH SCHOOL LEVEL

1. In order to participate in the fall, a student must be promoted (if not promoted, they are ineligible for the entire year) having passed the 4 core courses (English, math, science and social studies), and the average of those 4 core courses must be a "C" or above. For spring semester eligibility, the student does not have to be passing all 4 core courses, but the average of those 4 core courses must be a "C" or above.
2. Students who are allowed to participate on a high school team in any sport/activity shall not be allowed to participate on a junior high team in the same sport/activity at the same time or at a later date.

SPECIAL EDUCATION REQUIREMENTS

Special education students making satisfactory progress according to the committees reviewing their IEP shall be academically eligible. Special education students must maintain attendance according to district policy, be assigned a date entering 9th grade corresponding to other students of that age and be subject to all other rules and regulations of the MHSAA.

Mississippi High School Activities Association Handbooks and all district handbooks are on file in the office of the principal and athletic director.

JR HIGH FOOTBALL REGULATIONS

The following regulations shall govern junior high school football activities:

1. No school shall be permitted to engage a team in a competitive contest that does not conform to the rules of eligibility approved by the state association of conference, governing the respective school program of athletics.
2. No school shall play more than 8 regular scheduled football games in 1 season.
3. 7th grade football practices will start when school opens.
4. 7th/8th and 9th grade football practice will start 4 weeks prior to the first game and ends with the district championship game.
5. First week of practice must be in shorts and helmets.
6. No junior high school can have more than 1 football practice per day.
7. Football practices are not to exceed 2 hours, including conditioning.
8. Spring football practice is limited to 2 weeks (1 week in shorts and 1 week in pads).
9. A player shall not play in more than 4 quarters per week.

10. A 7th grader or 8th grader will have 2 timeouts per half.
11. All of the kicking game will be played by the high school rules.
12. Every effort should be made to play each boy in every game.
13. If a player is a starter on the 9th grade team, he cannot play on the 8th grade team.

JR VARSITY AND VARSITY PARTICIPATION BY A JR HIGH ATHLETE

The following rules and regulations are for junior high student athletes participating on the junior varsity and varsity high school athletic teams:

1. 7th and 8th graders will not be allowed to participate on a high school football or basketball team.
2. 7th and 8th graders may be selected to play on the high school athletic teams if a special committee (principals, counselor, coach, high school coach, and athletic director) approves them. Things that must be considered are age, maturity, emotional stability, size, strength, and scholastic average.
3. All students who are in the 9th grade are eligible to participate at the high school level.
4. In the spring sports, a junior high school student who desires to participate on a high school level must be selected for that sport before or no later than January 10th. The coach must submit a list of those participating in the related sport to the athletic department and to the principal of the participant's junior high school.
5. All regulations set up in the MHSAA Handbook will be the same for 9th and 9th graders, with the exception of passing the 4 basic subjects of math, English, science, and social studies with the GPA of 2.0 or above.
6. Participation by junior high students at the high school level is unusual. The limited number involved presents a transportation problem for the district in that the participants will be at a different campus and will often be practicing or competing in different places. Therefore, the athletic department must require that transportation is the responsibility of each participant's parents or a person specifically designated by the parent in a written waiver.
7. Application for extra ordinary participation must be submitted to the athletic director. The application will be submitted to the appropriate principal who will meet with the review committee. Appeals of decisions not considered in the best interest of the student will be made to the superintendent and school board.

RULES AND REGULATIONS

The athletic director and the senior high school and junior high school coaches have agreed upon these regulations. Within the framework of this plan, provisions are made for the resolution of such problems as may grow out of participation of school athletes in the activities program. All sport activities will be governed by the rules and regulations setup in the District IV, District VIII, and MHSAA Handbooks. In addition, the Harrison County School District will follow the rules and regulations listed below for sports activities:

1. A student shall not be permitted to practice or compete in interscholastic athletics for a school until he/she has the parent consent form signed by a parent or legal guardian. This consent form must be on file in the office of the coach.
2. All athletic participants must have a physical examination before he/she is allowed to practice or play in a sport. The pre-physical form and physical exam records must be on file in the office of the coach. All physicals are good for one calendar year. Physicals on or after April 1 shall be valid for the entirety of the following school year.
3. If an athlete is not at school at least 60% of the school day, suspended from school, in school suspension, or attending Alternative School he/she is not eligible to play in a game.
4. Students leaving campus during the school day must be officially "checked out".
5. If an athlete shows lack of self-discipline, or poor attitude in fulfilling his/her commitments to the athletic program, he/she shall be suspended from athletic participation in that particular sport or any other sport for the remainder of that season.
6. If an athlete boycotts the team for any reason, he/she shall be suspended from participation in that particular sport or any other sport for the remainder of that season.
7. If an athlete is not eligible at any one of the Harrison County Schools for any reason, including disciplinary actions, he/she is not eligible for participation at any of the other Harrison County Schools.
8. A student must be academically eligible to participate in athletics, refer to the Academic Rule.
9. If an athlete quits a sport after the first regular season game, he/she is not eligible to participate in another sport unless there is an agreement between the two coaches who are involved.

10. After an athlete has been selected for participation in a particular sport in the Harrison County School District, the athlete can only be dismissed from the team for the following reasons: poor academics, discipline problems, and positive drug screening results.
11. Hazing or initiations will not be allowed and such acts that occur could lead to suspension or dismissal from the team.

GENERAL INFORMATION

ADMISSION PRICES 2018-19

HCS D Season Pass Adult Pass \$60.00 Student Pass \$20.00
 Nontransferable admittance to home athletic events excluding tournaments and MHSAA playoff games at D'Iberville HS, Harrison Central HS, West Harrison HS, D'Iberville Middle, North Gulfport, North Woolmarket, and West Wortham.

HCS D Employee Card (admits employee only) excluding tournaments and MHSAA playoffs

HCS D Senior Citizen Card (age 65 or older) excluding tournaments and MHSAA playoffs

District VIII Pass (signed and of current year, admits spouse also) excluding tournaments and MHSAA playoffs

MHSAA State Pass (admits one)

HIGH SCHOOL FOOTBALL	General Admission	\$6.00
ALL OTHER HS SPORTS	General Admission	\$5.00
ALL JUNIOR HIGH SPORTS	General Admission	\$5.00

The MHSAA will set admission prices for all playoff games. Beyond the district level of competition only MHSAA state passes will be honored.

ASSIGNMENT OF TEACHER/COACHES

In the selection and assignment of teacher/coaches to teaching and coaching duties, effort shall be made to control the total work load of each since it is evident that the level of instruction and standard of student achievement can be adversely affected should an imbalance exist in either area. In competitive sports programs, it shall be the policy to assign teacher/coaches to the various sports upon the recommendation of the athletic director or principal.

ATHLETIC EQUIPMENT AND SUPPLIES

1. Athletic equipment and supplies are purchased annually for the athletic program subject to budgetary allocations approved by the school board.
2. The coach in charge of a particular sport will be responsible for making an accurate inventory of equipment no later than 15 days after the official close of that sport.
3. This inventory report should be made in duplicate and on approved forms, 1 copy to the athletic director and 1 copy to the coach.
4. All equipment must be bid and purchased according to the school board policy. **NO PURCHASES WILL BE MADE WITHOUT A PURCHASE ORDER.** Any coach making a purchase without a purchase order will be responsible for payment.
5. All athletic equipment and supplies must be stored and secured by the head coach of each sport.
6. School athletic equipment is not to be worn by athletes except during practice and game periods. This means warmups, sweatshirts, jerseys, shoes, etc. should not be worn in school except on special recognition days.
7. COACHES, BE VERY CAREFUL WITH YOUR KEYS.
8. See that all equipment is well cared for and each athlete is well fitted with proper gear.

AWARDS POLICY

The Athletic Department will provide all participants in athletics with a certificate (Jr High, Jr Varsity, or Varsity). Senior lettermen will also receive a senior award. Five trophies plus an academic award per team will be provided for football and three trophies plus an academic award per team will be provided for all other sports.

If the sport's booster club cannot afford a banquet meal, the athletic department will provide a meal allowance of \$7 per athlete. Coaches are responsible for getting the Athletic Department the required information needed to provide these items.

The following qualities of performance have been approved by the athletic director and coaches in selecting award winners in athletic competition in high school:

1. The extent of game participation in current season.
2. The number of years in athletic participation.
3. Growth in team spirit.
4. Dependability, both on and off the field.
5. Attitude toward practice and training rules.
6. Sportsmanship
7. Attitude and behavior in the classroom or on the campus. If an athlete's behavior or attitude drops below the standard deemed acceptable by his coach, he/she is subject to having to relinquish his/her award.
8. If equipment is lost or not returned following the season, all awards will be withheld until such equipment is returned or paid for.
9. If a player is injured, it shall be left up to the discretion of the coach whether he/she letters or not.
10. To be eligible for a letter, a player must be a member of the team at the end of the sport season in which he/she was participating.
11. All school athletic awards should be made at a school assembly or banquet.

BOOSTER CLUBS

The Harrison County School Board recognizes the value of community support groups in relation to the student activities program of the Harrison County Schools and encourages the participation of interested persons in Booster Clubs and other such organizations whose purpose is to support student activities through fund-raising, increasing attendance, promoting greater community awareness of specific programs, and developing ways in which to recognize outstanding student achievement.

Realizing that there are potential areas of disagreement between Booster Clubs and the professional staff member(s) responsible for specific student activities, the Board clearly places full responsibility for the development and implementation of student activities upon the principal of the school and the staff member(s) assigned to direct a specific activity, subject to administrative direction by the superintendent. The Board expressly denies to any support group any delegation of authority for the operation and direction of any student activity and limits such support assistance to these areas: fund-raising to support approved activities of a team, club, or other student group; programs designed to promote awareness of and attendance at student activities; projects centered in the recognition of individual and group achievements; and programs designed to inform members of upcoming events and activities of the team or other student group. It is the district's intent that all students in sport and activities programs will be treated in an equitable manner in regard to recognition and awards. In order to develop a harmonious and constructive relationship between support groups and the school administration and staff, the Booster Club should work with and coordinate all activities with the principal or his/her designee, discussing tentative plans and activities with the principal or his/her designee prior to consideration by the general membership. Prior written approval must be given by the principal for raising funds, for other programs involving contributions to students, schools, or the school district, or for use of facilities. All funds required for a construction project or a project altering buildings or grounds must be available prior to Board approval required to begin the project. A copy of the constitution and by-laws of each Booster Club or support group must be on file in the district office, and the organization must operate according to the rules established in its constitution and by-laws.

BOOSTER CLUBS – FINANCES

All clubs and organizations must conform to all accounting procedures as established by the Harrison County Schools, and all expenditures involving contributions to students, schools, and the school district must be approved by the principal. The following policies regarding the finances of Booster Clubs of the Harrison County School District shall be in effect:

1. FUNDS RECEIVED - Each organization will continue to have its own checking and/or savings accounts for the deposit of its funds. The treasurer of the organization shall maintain a copy of all deposits, withdrawals, bank statements and other financial records pertinent to the account(s). Such information will be used to prepare a monthly financial report.
2. EXPENDITURES - All checking and/or savings accounts of the organization shall require the signature of the organization's treasurer and at least one other individual designated by the organization, with an alternate to sign in the absence of either.
3. OTHER
 - A. Each organization shall present a monthly financial report to its membership, using reporting forms supplied by the school business office. A copy of this report shall be submitted to the school business office no later than the 15th day following the end of the reporting month.
 - B. Annually, the retiring treasurer shall submit a written inventory of equipment owned by the organization, giving a description of the equipment with serial numbers or other identification, location, and name of custodian.
 - C. The organization shall maintain a perpetual inventory of fund-raising merchandise.
 - D. The organization shall appoint an auditing committee from its membership. This committee will make a review of the treasurer's books and financial records and issue a written report covering its examination prior to turning the records over to the newly elected officers.
 - E. Minutes of all meetings and actions of the organization will be kept for review for a period of not less than five (5) years.

CHEERLEADERS

To be eligible for cheerleading, the athlete must follow all rules and regulations under the MHSAA on eligibility requirements. If a cheerleader is not at school at least 60% of the day, suspended from school, or in school suspension, he/she is ineligible to cheer that day.

Students will be evaluated first by faculty members in the following categories: enthusiasm, self-discipline, cooperation, promptness, and respect to faculty and students. A final tryout will be judged by a committee from outside the school.

All parents and cheerleaders must sign a form stating that they understand all rules, regulations, and requirements of a cheerleader. The cheerleader squad should be elected from the entire student body rather than a selective grade level.

To tryout for cheerleader in the Harrison County School District a student must be enrolled and attending a school in the Harrison County School District. The student must comply with all rules and eligibility under the Mississippi High School Activities Association.

1. To tryout for cheerleader at D'Iberville High School, the student must be enrolled and attending D'Iberville High School, D'Iberville Middle 8th grade, or North Woolmarket 8th grade.
2. To tryout for cheerleader at Harrison Central High School, the student must be enrolled and attending Harrison Central High School, North Gulfport Middle 8th grade, or West Wortham 8th grade.
3. To tryout for cheerleader at West Harrison High School, the student must be enrolled and attending West Harrison High School, North Gulfport Middle 8th grade, or West Wortham 8th grade.
4. To tryout for cheerleader at D'Iberville Middle, the student must be enrolled and attending D'Iberville Middle
5. To tryout for cheerleader at North Gulfport 7th/8th Grade, the student must be enrolled and attending North Gulfport 7th/8th Grade or be attending the 6th grade at a North Gulfport feeder school (Lyman, Orange Grove, Three Rivers, BelAire, Crossroads, Pineville, or River Oaks).
6. To tryout for cheerleader at North Woolmarket 7th/8th Grade, the student must be enrolled and attending North Woolmarket 7th/8th Grade or be attending the 6th grade at a North Woolmarket feeder school (North Woolmarket, Woolmarket, or River Oaks).
7. To tryout for cheerleader at West Wortham 7th/8th Grade, the student must be enrolled and attending West Wortham 7th/8th Grade or be attending the 6th grade at a West Wortham feeder school (West Wortham, Saucier, or Lizana).

COACHING - CODE OF ETHICS

In becoming a member of the coaching profession, a person assumes a certain obligation and responsibility to the sport, to players, and to his/her 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 his/her profession. In his/her relationships with players under his/her care, the coach should always be aware of the tremendous influence that he/she wields for good or bad. Parents entrust their dearest possession to the coaches, and the coaches, through their own example, must always be sure that the young people who have played under him/her are finer and more decent individuals for having done so. The coach should never place the value of a win above that of instilling the highest desirable ideals and character traits in his/her players. The safety and welfare of the players should always be uppermost in his/her mind, and they must never be sacrificed for any personal prestige or selfish glory.

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, nor has any coach guilty of such teaching any right to call himself/herself a coach. The coach should set the example for winning without boasting and losing without bitterness. A coach who conducts himself/herself according to these principles need have no fear of failure, for in the final analysis, the success of a coach can be measured in terms of the respect he/she has earned from his/her own players and opponents.

The essential qualities desired in coaches are HONESTY and INTEGRITY. Coaches whose conduct reflects these two characteristics will bring credit to the coaching profession, to their particular sport and to themselves. It is only through such conduct that the profession can earn and maintain its rightful place in our educational program and make its full contribution to the American way of life.

1. No members of the teaching/coaching staff are to use tobacco on school facilities or in the presence of athletes.
2. Proper language shall prevail in all situations, both by coach and players.
3. CONDUCT ON THE FIELD - We as coaches often become over excited during the heat of a contest. We must display the example of good sportsmanship that we are trying to teach. Defend the rights of yourself and your team at all times, but do not over do your differences with officials. Never engage in an exchange of words with spectators during the contest. Remember the eyes of all the students, spectators, and your team are always on you. Be discreet when reprimanding an athlete in front of his/her peers or spectators.
4. FACULTY RELATIONS - Coaches and fellow teacher relationships should be positive at all times. The classroom teacher is as eager as you to see individuals succeed. If one of your players is having difficulty in a particular class you should attempt to assist the student and teacher in solving the problems. Contact with the student and teacher should be in a professional, ethical manner.
5. PRESS RELATIONS - News reporters will contact you from time to time. Be sure that you mean what you say - they will quote you. Careful, statements you make can often save you and your players, as well as the school, embarrassment.
6. CUTTING AND DROPPING OUT - Cutting shall be done at the discretion of the coach. A conference should be held with all students to be cut from a squad after tryouts in order to encourage the student to try again and to avoid poor relations. Cutting should be done only in those sports where it is absolutely necessary. Any student dropping out of a sport has an obligation to confer with the coach involved. The coach should do his/her utmost to encourage this.
7. Coaches are to refrain from removing teams from the playing area until the contest is completed. Once a contest is started, it is in the control of the officials.

COACHING - GENERAL INFORMATION

1. COACHING CLINICS – coaches may be given financial aid to help attend clinics. The coach may be reimbursed when he/she turns in his/her receipts.
 - A. Clearance must be received from the athletic director before attending clinics at school expense.
 - B. HCSD does not provide professional leave for coaching clinics.
 - C. MAC dues may not be included in expense receipts from clinic.

2. Coaches are required to be present at all games for the sport that they coach, unless an emergency dictates otherwise, you must have a qualified replacement.
3. Coaches should have correct knowledge of the rules and procedures concerning athletic injuries.
4. Each head coach is to be evaluated annually by his/her principal and athletic director. Each assistant coach should be evaluated annually by the head coach of his/her particular sport. The evaluation and recommendation relative to re-employment as a coach should be submitted to the athletic director.
5. Expense vouchers are to be returned to the athletic director's office no later than 5 days following the trip.
6. There will be no Sunday practice in junior and senior high school.
7. All fund raising projects must first be approved by the principal. All coaches must receipt all moneymaking projects into that sports activity fund. Proper distribution of money will be given to the coach upon request from the principal.
8. Gyms should not be left open for use by outside groups unless the coach personally supervises and closes the gyms.
9. Use of athletic facilities must be cleared by the athletic director and the principal of the school.
10. Every coach is expected to have complete knowledge and understanding of the Mississippi High School Activities Association Handbook of Rules and Regulations as well as the regulations and policies of the Harrison County School District.
11. All high school head coaches must be members of the MHSAA.
12. Each coach will make every possible effort to assure that all athletes exhibit behavior beyond reproach in the classroom and on the campus. The coach should work closely and cooperate with the principal and classroom teachers to promote in the athlete the best sort of leadership and attitudes.
13. If a person is employed as a coach/teacher, he/she will not be permitted to resign from a coaching assignment and retain the teaching position unless the coaching assignment can be reassigned to another teaching position. If a staff member is employed as both coach/teacher and is not recommended for reemployment as a teacher, his/her employment shall be terminated. These positions shall be considered inseparable in matters of staff reduction, recommendation for reemployment, and job termination.

COACHING - CRITERIA FOR COACHING SUPPLEMENTS

1. The length of the season beyond the teacher contract period is determined by the administration.
2. The length of the season beyond the school day during teacher contract period is set by the administration.
3. Planning preparation, complexity of duties in a sport, number of participants, number of assistants, liability/injury element, travel and number of scheduled contests, care, inventory and accountability of equipment are all primary responsibility factors.
4. Experience is based on actual experience as a coach, not as a teacher.
5. Contract days are set by the Superintendent.
6. Annual increases are not automatic but are based on years of experience and the evaluation and approval of the Director of Athletics.

FACILITY USE FEES

Fees for using HCSD athletic facilities may be waived when:

1. Any camp or clinic sponsored by the booster club as a fund raiser with the coaches volunteering their time and expertise.
2. Any camp or clinic where there are no fees charged to the participating students.
3. Any camp or clinic where the coaches are volunteering their time and expertise and the profits are designated for the benefit of the sports program.

Fees will be paid to the host school when:

1. Any camp or clinic where the participating students are charged a fee and the school coaches or others receive wages for hosting the event.
2. Any camp or clinic that is sponsored by any agency that is not a part of the HCSD.

All requests of facilities usage must be approved by the superintendent or the school board.

JOB DESCRIPTION - DIRECTOR OF ATHLETICS

The Director of Athletics shall serve as a coordinating staff member to principals, teacher/coaches, and general administrative officers, for the organization and operation of all physical education and athletic programs in the Harrison County School District.

These programs are as follows: Physical education programs on all grade levels. D'Iberville HS, Harrison Central HS, and West Harrison HS, D'Iberville Middle, North Gulfport Middle, North Woolmarket Middle, and West Wortham Middle Schools interscholastic programs.

The duties of the athletic director are as follows:

1. Coordinating and scheduling competitive events to avoid conflicts in the use of sports facilities and to insure their best use.
2. Coordinating the use of facilities for all sports.
3. Coordinating athletic schedules so they will not conflict with test schedules, etc.
4. Direct maintenance and care of facilities designed for sports activities.
5. Coordinate the inventories of athletic equipment and advise teacher/coaches on requisitioning for new equipment.
6. Process request for transportation for athletic events, payment of officials, game guarantees, and for other expenditures related to the sports program.
7. Prepare budgets for the sports program in the respective schools to be submitted to the assistant superintendent of personnel and finance.
8. Advertise and prepare bids for equipment and other supplies used in athletic and physical education programs.
9. Direct sale of tickets for all athletic contests to which admission is charged.
10. Submit such reports as may be required by the business manager to insure proper accounting and auditing of athletic funds.
11. Arrange for payment of all workers involved in athletic contests.
12. Make recommendations to the principal for the employment of professional personnel including the recommendations of coaches.
13. Release information regarding ticket sales, schedules, etc. from the athletic director's office.
14. Schedule all interscholastic sports in collaboration with the head coaches of various sports.
15. Keep a complete record of all receipts in athletics. Any athletic receipt should come through the athletic office.
16. Make arrangements for food, lodging, and transportation for all athletic teams both in and out of town.
17. Be responsible for securing adequate personnel for the operation and game management of all sports such as ticket sellers, ticket takers, police officers, press box assignments, and game officials.
18. Direct and organize all junior high and senior high track meets.
19. Be responsible for a function at the end of the year honoring all athletes that do not have booster clubs.
20. Grant permission for broadcasting sports events as well as make assignments for broadcasting space.
21. Compile athletic handbook to set up rules and regulations for all local sports.
22. Responsible along with head coach for all athletic insurance claims and forms providing information to parents.
23. Organize with local physicians a time, place, and date for yearly physicals for all athletes.
24. Evaluate each head coach annually at the conclusion of his/her sport season.
25. Prepare and present annually financial reports, budgets, and proposed ticket admission prices concerning athletic events for approval of the school board.
26. See that all athletic programs comply with the Education Reform Act and insure that all student athletes have the best educational opportunities made available to them.
27. Make proposals and recommendations concerning coaching supplement changes.

JOB DESCRIPTION - ATHLETIC COACHES

1. POSITION - Administrative interpretation of the basic requirements for all coaching positions.
2. RESPONSIBILITIES - In addition to the responsibilities listed by the various head coaches, each is required to administer the program under the supervision of the athletic director. The coach must also be responsible for the normal duties delegated to another coaching interscholastic competition for the health

and safety of the players, inter school relations, scouting, informing players in regard to eligibility rules, care of equipment, and general ethics involved in coaching.

3. DUTIES - All members of the coaching staff should consider the teaching of character, self-discipline, respect, honesty, responsibility, and sacrifice just as important as winning.

Coaches should strive to win at all times, but not at the cost of injury to an athlete or by breaking any rules. Each coach should provide the participant with tremendous desire to win. Each member of the staff whether, head coach or assistant, should be dedicated to the job. The long hours and tense situations are to be concerned with an overall successful athletic program, not with just the sport he or she is coaching. A situation of harmony and cooperation should exist among the athletic staff, between staff and faculty, and between staff and community. The athletic staff should cooperate fully with the various media.

JOB DESCRIPTIONS - HEAD COACHES ALL SPORTS

1. The coach will serve under the principal of their respective schools.
2. The coaches will be responsible to the athletic director for their overall coaching duties and responsibilities.
3. Publicity is a must for our athletic department. It is the coaches' responsibility to give news regarding progress in practice, to prepare pre game write-ups, to report individual performances, and give game results of the sport involved.
4. Be personally responsible for the coaching and thorough conditioning of all students out for his/her sport.
5. Be personally responsible for laying down and carrying out training rules for his/her squad.
 - A. Letters to parents at the beginning of the season explaining the rules and how much their help and cooperation will do to keep the squad in top physical condition.
 - B. Letters to parents after the season is over thanking them for the cooperation and interest shown in the development of their boys/girls.
6. Be personally responsible for his team dress, actions, behavior in games, practice sessions, trips, locker rooms, or on any occasion where his/her sport personnel is taking part as a team representing his/her school.
7. Conduct himself/herself so that he/she will be above criticism at all times.
8. Be personally responsible on trips for maintaining strict supervision of team members. Supervision of teams can be a simple matter if duties are equally assigned to assistant coaches before the trip.
9. Be personally responsible for taking care of equipment after contests, locker room supervision, before and after practice and games, home and away.
10. See that all boys/girls out for his/her sport has a physical examination, parent consent form signed, and eligibility clearance for interscholastic competition.
11. Make a roster sheet of the complete squad for the athletic director and eligibility coordinator.
12. Select student managers and train them as to their duties on trips, practice sessions, and games.
13. Instruct his/her squad as to proper care of their equipment on the field, in the locker room, and on trips.
14. Collect and inventory equipment immediately at the close of the season.
15. Provide a system of awarding "letters or certificates" concise enough so that no team member may feel he/she has been discriminated against. Explain the criteria to the team at the opening of the season.
16. Each coach must establish the eligibility of an athlete prior to practice and/or participation in any sport.
17. Each coach must provide all required paperwork to the eligibility coordinator for his school to ensure athlete eligibility.
18. Assume a strong leadership in directing his/her assistants. There must be no doubt as to who is responsible for the successful running of his/her team.
19. Take personal interest in students and their problems; do counseling whenever and wherever necessary.
20. Promote morale and team spirit. Stress the benefits derived from wholesome athletic competition.
21. Must not officiate games or contest or hold any other jobs or allow assistant to do so if it takes him/her or assistants away during practice or games.
22. All requests by coaches for work to be done on field or in the buildings must be in writing to the athletic director who will consult with the proper authorities for approval.
23. Exemplify good sportsmanship by abiding by the rules of both conducts of play and courtesy of human relations.
24. Cooperate fully with the athletic director so that the athletic program is labeled an "efficient system".
25. Be responsible to see that every injury is properly taken care of and that injured players are not used.
26. Adhere to all policies and guidelines set forth in the Harrison County Athletic Handbook.
27. Encourage athletes to compete in other sports, never discourage an athlete from competition.

28. Conduct in service clinic during off-season with staff and junior high coaches.
29. Each head coach will be evaluated annually by the principal and the athletic director.

JOB DESCRIPTION - ASSISTANT COACHES

1. The assistant coaches will serve under the principal of their respective schools.
2. The assistant coaches will be responsible to the head coach for their coaching assignments and other responsibilities.
3. Conduct himself/herself so that he/she will be above criticism at all times.
4. Make a thorough preparation for carrying out his/her responsibilities at all practice/game sessions.
5. Constantly seek to improve his/her teaching methods.
6. All assistant coaches will be assigned specific areas of responsibility. Some of these areas are - Equipment, Training Room, Practice Field Equipment, Film Study, Weight Room, Laundry and Other Various Assignments.
7. Each assistant coach will be evaluated annually by the head coach of his/her particular sport.

JOB DESCRIPTION - GAME ADMINISTRATORS

The MHSAA requires that each host school have a game administrator that is in charge of each athletic contest. The principal of each school is to properly plan for game administrators to be present at all home contests. The use of proper event planning will, hopefully, insure the successful hosting of the event.

1. **QUALIFICATIONS** - Staff member employed by Harrison Co. School District.
2. **REPORTS TO** - Principal and/or Athletic Director
3. **JOB GOALS** - To supervise home/away athletic events with emphasis on events prior to, during, and following game operations.
4. **EVALUATION** - Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of professional personnel.
5. **PERFORMANCE RESPONSIBILITIES** - Acts as crowd control person, moves about in area he/she is to supervise, assures that the security plan on file with the MHSAA is strictly adhered to, responsible for duties assigned by Principal and/or Athletic Director, i.e., tickets, gate and ticket personnel, visiting team, band and cheerleaders, performs other such duties and responsibilities as the Athletic Director may assign.

Prior to any varsity contest the game administrator is required to conduct a pregame meeting with the game officials, security, and both head coaches. The purpose of this meeting is to make sure that all individuals understand their role in the athletic contest. They should understand the level of expected conduct each is to display.

MEDICAL INFORMATION

1. Responsibility of parents
 - A. Parents must file insurance claims for athletic injuries.
 - B. Parents are responsible for picking up claim forms from the school office and taking them to the hospital, doctor, and emergency room.
2. Emergency evacuation for injured
 - A. Call the ambulance and direct them to evacuate the injured participant to the nearest hospital, or the hospital designated by the parent.
 - B. Send a coach or athletic trainer to the hospital with the injured player.
 - C. Inform parents of the injury and action that has been taken. Use discretion in this matter; try not to alarm the parents; be optimistic and thorough in giving correct information. This is a job for a coach; not a student, manager, or a trainer.
 - D. Several days following the injury, a telephone call or personal visit to the home is a MUST. Never permit a player to feel he/she is forgotten due to an injury.
 - E. A written detailed report shall be sent to the athletic director/principal, on the accident.
3. Each player in football is required to wear a mouthpiece in practice and games. Each athlete is required to use all protective equipment pertaining to that sport.

PUBLICITY

1. The coach in charge of each squad will be held primarily responsible for publicity regarding his squad. This is to include pre game reports, game stories, etc.
2. To insure your sport adequate publicity among high school students, we are asking you to hand in announcements that you wish to be read to the students at least 30 minutes before announcements are read.
3. News regarding ticket sales, schedules, etc. shall come from the athletic director's office.

SAFETY PROCEDURES FOR ATHLETICS

A major portion of injuries sustained in athletics are caused by:

1. Faulty or inadequate equipment or facilities.
2. Lack of knowledge or skill by participant.
3. Poor leadership.
4. The nature of the game itself.

It is the responsibility of all of us to take every measure possible to minimize the number and degree of seriousness of athletically connected injuries. It is imperative that the following safety procedures be strictly adhered to:

1. Ascertain that the physical facilities are safe and free of hazards.
2. Provide immediate first aid care to all injuries regardless of how minor they may appear.
3. Ascertain that participants are in adequate physical condition for the activity in which they are involved.
4. Provide the participants with the fundamentals needed for the sport in which they are participating.
5. In football, neither the teaching of, nor the use of, spear-tackling nor head blocking will be permitted.
6. Take frequent water breaks.
7. Postpone or cancel athletic contests or practice sessions whenever playing or practice conditions are unsafe, especially during lightning.
8. Notify the athletic director and officials when a change or cancellation of athletic events occurs.

SPORTS

The program of interscholastic athletics at the junior and senior high school level is an extension of the educational program. In providing these educational experiences, qualified persons are employed to serve in a dual capacity as teachers and coaches. Under the direction of the principal and athletic director, personnel are selected who not only are qualified to train and supervise students in competitive sports, but also are professionally prepared as teachers. Students participating in the competitive sports program are thus under the direction of a competent person exercising professional judgment where the best interests of youth are to be served.

The competitive sports program for the junior and senior high schools are as follows:

Junior High - Baseball, Basketball, Cheerleading, Cross Country, Fast Pitch Softball, Football, Soccer, Track, Volleyball

Senior High – Archery, Baseball, Basketball, Bowling, Cheerleading, Cross Country, Dance Team, Football, Golf, Powerlifting, Soccer, Softball - Slow Pitch and Fast Pitch Softball, Swimming, Tennis, Track, and Volleyball

STAR SPORTSMANSHIP REQUIREMENT

Every school that is a member of the MHSAA is required to go through the Star Sportsmanship program. Below is the requirement that was passed by the MHSAA:

1. Coaches, student-athletes, cheerleaders, and dance participants in middle school and high school sports will be required to complete the Star Sportsmanship online program which is endorsed by the MDE, MAC, and the MHSAA.

2. It will be the responsibility of the head coach of each sport to insure that his or her team's student/athletes and assistant coaches complete the Star Sportsmanship program.
 - A. Junior high and middle school coaches and students must complete the Star Program before their sports season ends.
 - B. High School coaches and students must complete the Star Program before post-season play begins in their sport.
3. Star Sportsmanship rosters of high school teams participating in the playoffs will be checked along with the required playoff eligibility rosters turned in by participating schools. Star Sportsmanship schools will be notified prior to the first playoff contest of coaches and players who have not completed the program.
 - A. The high school head coach will not be allowed to participate in post-season play until all players and assistant coaches have completed the Star Sportsmanship program.
 - B. Middle schools will be randomly checked to insure completion of the Star program. A \$500 fine will be assessed to middle school teams not completing the program.
4. Any coach or player who is ejected must complete the Star Sportsmanship program (if it has not already been completed) plus the remedial module Take 2 before the ejected coach or player can once again participate.

The following must complete the Star Sportsmanship program:

1. Any coach or player who has not already gone through the training must complete it. All new coaches must complete the training.
2. Any cheer or dance coach or participant who has not already gone through the training must complete it.
3. Band, choral, and speech and debate participants must complete the training.
4. Coaches are encouraged to use the parent module at their team meetings.

Middle school students who have gone through the middle school version do not need to go through the high school version if they are moving to the high school. Their Star Sportsmanship certification is still effective.

To access the program, go to the MHSAA website - www.misshsaa.com, double click on "Star Sportsmanship School Finder" to get your school's code. The training may be done on any computer.

TOTAL NUMBER OF CONTESTS

Under no circumstances will teams exceed the total game limit. A student/athlete may not exceed the normal game limit during the week.

Jr High/Middle Schools/Junior Varsity – No state championships

Only 2 playing dates may be used during the school week for all athletic activities.

Junior high's sport season is the same as the senior high. Junior high school may play their first contest during the week of the senior high's first game, and they must have 15 days of football practice.

Maximum Number of Contests

Baseball	20 Games
Football	8 Games
Cross Country	8 Meets
Swimming	9 Meets
Basketball Girls/Boys	16 Games + 2 Tournaments
Soccer Girls/Boys	12 Matches + 2 Tournaments
Track Girls/Boys	8 Meets
Tennis Girls/Boys	10 Matches
Volleyball	12 Matches + 2 Tournaments

Volleyball: At each site a player will be limited to 5 sets total on the varsity and junior varsity teams.

Any school that participates in other athletic events must request permission from the MHSAA office and be given the right to play and receive the maximum number of contests. Although the junior high season is

shorter, the athletic contest should be played within the same season as the high schools. Junior highs / middle schools will be allowed 2 playing dates per week for athletics. Any extra contest must be approved through the MHSAA office.

Junior Varsity Teams - Maximum Number of Contests

Football	8 Games
Softball	20 Games
Cross Country	11 Meets
Swimming	9 Meets
Basketball Girls/Boys	16 Games + 1 Tournament
Soccer Girls/Boys	12 Games + 1 Tournament
Powerlifting	4 Meets
Baseball	20 Games
Golf	8 Matches
Tennis	10 Matches
Volleyball	18 Matches + 2 Tournaments

The majority of jv team games with the exception of football are played on the same day as the varsity sport. A player may only play 9 innings of softball or baseball with the exception of an extra inning to determine a winner. All jv team games operate within the same time frames as varsity sports. Volleyball: A player will be limited to 5 sets on the varsity and jv teams. For example, a player may play 3 games on the varsity team and 2 games on the jv team.

Varsity Teams

Maximum Number of Contests

Football	12 Games, 1 / week
Swimming	8 Meets, 1 / week
Slow Pitch / Fast Pitch Softball	26 Dates, 2 / week
Cross Country	11 Meets
Volleyball	22, 2 / week, Weekend Tournaments
Soccer	21 Games, 1 per school week
Basketball	26 Games, 1 / school week
Powerlifting	4 Meets, 1 / school week
Bowling	12 Meets
Tennis	18 Matches, 2 / school week
Golf	16 Matches, 2 / school week
Track	12 Meets, 1 / school week
Baseball	26 Games, 1 / school week

CLASSIC GAMES

2 classic games are allowed for all sports except football. Only 1 classic game for football. The game will count on the overall record, but not on the tiebreaker.

Classic games will not count toward the maximum number of contests. Jamborees may be held in football (2 quarter scrimmages), basketball, baseball, slow pitch softball, and fast pitch softball. Jamborees, with approval from the MHSAA, may be played 1 week prior to classic games.

ACADEMIC ACTIVITIES

Band, Choral, Speech and Debate. These activities will also be limited to one contest per week.

SPRING FOOTBALL

Must follow MHSAA regulations - Spring football training may be conducted during the 2nd semester of the school year (3 days in shorts and headgear and 10 out of last 12 days in full gear). Schools are permitted 21 days to practice 15 times.

SUMMER

Summer is defined as the time extending from the last day of school for students until August. A coach may not coach an independent team of high school age except during the summer.

There will be a dead week in July. The date of dead week will be decided by the athletic director and MHSAA. During the designated dead week, there shall be no athletics or activities (including weightlifting).

Football - 7 playing dates for 7 on

Fast Pitch and Slow Pitch Softball - 12 dates for games

Basketball - 12 dates for games

Baseball - 12 dates for games

Volleyball – 12 dates for games

Soccer – 12 dates for games

All sports may participate in 2 approved team camps, which will not count against the 12 dates.

The athletic program will not be responsible/liable for any injury when summer practices are being held.

TRYOUTS

A tryout period shall be held in all sports before any players are cut from the squad. Tryouts must be approved by the Harrison County School District Athletic Department and the MHSAA.

TRAVEL

All travel arrangements will be made by the athletic director after consulting with the coach involved. Coaches are responsible for bus request forms and for turning them into the athletic director so travel arrangements can be made.

1. All out of state contests or camps must be approved by the Harrison Co. School Board prior to trip.
2. A travel list of athletes should be turned into the principal by noon 1 day prior to departure.
3. Athletes must travel on school-sanctioned vehicles to out of town events.
4. Teams will return to school immediately following the contest unless an event is scheduled for the following day in which the team is participating.
5. Only students eligible according to MHSAA rules will make the traveling squad.
6. All athletes must return with the squad unless he/she is released in the custody of his/her parents. Permission to do this may be given ONLY after the head coach has talked with the parents of the athlete. All cases of this type must be settled prior to departure.
7. Certified employees who drive athletic trips will be paid \$50.00 per trip in the 4 county radius (Harrison, Hancock, Jackson, and Stone) and will be paid \$60.00 for trips outside of the 4 county area.

TRAVEL - SUPERVISION OF ATHLETES ON BUSES AND ATHLETIC TRIPS

1. Each time a bus is used to transport athletes to and from an athletic contest, a coach must ride in the bus with the squad. We cannot permit our athletes to be transported unless they are properly supervised.
2. The coach riding the bus is to see that the boys/girls conduct themselves as gentlemen and ladies at all times.
3. Obscene language or roughhouse tactics will not be tolerated.
4. Any athlete who does not conduct himself/herself properly is to be disciplined immediately by the coach in charge.
5. The good behavior and discipline of his squad is the coach's responsibility at all times.
6. All buses shall be left clean following the trips. This is the responsibility of the coach in charge. The coach will not be paid for driving the trip if the bus is left unclean.
7. All bus permits should be properly kept up with and turned into the athletic director's office on a monthly basis.
8. Absolutely no radios, tape players, or headsets will be allowed on buses to and from athletic contests.

TRAVEL - MEALS AND HOTELS

1. Meal reservations will be made by the athletic director after conferring with the coach involved.
2. Time and distance are factors to be considered.
3. Meal arrangements will include only members of travel squad, coaches, and bus drivers.
4. Coaches must submit receipts for all meal/hotel to the athletic director's office within 5 days after the event.
5. Coaches should verify with cafeteria manager when sandwiches are scheduled for a trip.
6. Hotel reservations, if necessary, will be made by the athletic director after consulting with the coach involved.