ATHLETIC GUIDELINES
FOR
HIGH SCHOOLS

FAYETTE COUNTY PUBLIC SCHOOLS
701 East Main Street
Lexington, Kentucky 40502

Revised June 2012
Approved by the Board of Education on June 25, 2012
"The Board of Education of Fayette County does not discriminate on the basis of sex in the educational programs or activities that it operates, and is required by Title IX of the Education Amendments of 1972 (P.L. 92-318) not to discriminate in such a manner; further the Board of Education does not discriminate on the basis of disabling condition, in treatment, admission or access to, or employment in, its programs or activities, as required by the Rehabilitation Act of 1973 (P.L. 93-112), as amended, Section 504; nor does the Board of Education discriminate on the basis of race, color, national origin, religion, age, creed, political affiliation or marital status in the education programs or activities it operates."
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FAYETTE COUNTY PUBLIC SCHOOLS

Board of Education

Mr. John Price, Chair
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Mr. Daryl Love

Tom Shelton, PhD, Superintendent of Schools

Mrs. Vicki Ritchie, Director of High Schools

Mr. Don Adkins, Director of Athletics
ACKNOWLEDGMENTS

Appreciation is expressed to the following for their contributions to the revision and reorganization of these guidelines:

Mrs. Vicki Ritchie, Director of High Schools:
Mr. Don Adkins, Director of Athletics

Athletic Directors:

Chad Luhman, Bryan Station High School
Amanda Christensen, Henry Clay High School
Mike Kinney, Lafayette High School
Andy Sirginnis, Paul Laurence Dunbar High School
Joe Ruddell, Tates Creek High School

The Kentucky High School Athletic Association (KHSAA) Handbook has also been a valuable resource. Relevant sections of the KHSAA Handbook have been reproduced to make this guide more useful to coaches and administrators.
MISSION STATEMENT

Fayette County Public High School Athletic Directors shall implement all guidelines of the Fayette County School Board, School SBDM Guidelines, Kentucky High School Athletic Association (KHSAA), and Federal Laws to ensure fairness, safety, and equity for all students participating at any level of athletics in Fayette County Public High Schools.

ATHLETE PARTICIPATION PHILOSOPHY

It shall be the philosophy of the Fayette County Public Schools’ Athletic Departments that athletes shall enjoy as many sport seasons as the student-athletes and their parents wish them to participate in without influence from any coach to specialize in one sport. All coaches should encourage participation in other sports. In order to embrace this philosophy, our coaches agree that:

• Once the season has started no athlete which is dropped from one squad for disciplinary reasons, or who “quits” shall be eligible to compete in another sport for that particular season. No athlete may start (or try-out for) another sport until the previous one has been completed and all school equipment is turned in.

• Students may participate on teams during the same season if it is acceptable to both coaches and it does not interfere with school work.
High School Athletic Advisory Board Membership

District Wide Athletic Director

One High School Athletic Director

One High School Administrator

One Board Member

One Parent Representation

One Male Sport Participant

One Female Participant

One Male Sport Coach

One Female Sport Coach

*Serving One Year Rotation Basis*
SECTION I

HIGH SCHOOL ATHLETICS
SECTION I – HIGH SCHOOL ATHLETICS

1. Athletic Programs Offered in High School
   A. Fall Sports
      
      | Girls’          | Boys’          |
      |-----------------|----------------|
      | Cross Country   | Cross Country  |
      | Golf            | Golf           |
      | Cheerleading    | Soccer         |
      | Soccer          | Football       |
      | Volleyball      |                |
   
   B. Winter Sports
      
      | Girls’          | Boys’          |
      |-----------------|----------------|
      | Cheerleading    | Basketball     |
      | Basketball      | Swimming/Diving|
      | Swimming/Diving | Wrestling      |
      | Bowling         | Bowling        |
      | Archery         | Archery        |
   
   C. Spring Sports
      
      | Girls’          | Boys’          |
      |-----------------|----------------|
      | Softball        | Baseball       |
      | Track and Field | Track and Field|
      | Tennis          | Tennis         |
      | Bass Fishing    | Bass Fishing   |
   
   D. All sports can be organized on varsity, junior varsity and freshmen team levels.

2. High School Authorized Coaching Staff for Athletic Programs
   (See Appendix J)

3. Scheduling Policies and Guidelines for High School
   
   A. All schedules of athletic events must be approved by the principal of the high school. The athletic schedule shall fulfill all conference, district, or regional requirements as set forth by the Kentucky High School Athletic Association (KHSAA).
   
   B. When possible, games should be scheduled with schools so that travel distances will be minimized.
   
   C. When possible, games should be scheduled with schools of comparable size and classification.
   
   D. Scheduling of facilities, practice times and game times for both boys and girls shall be in keeping with applicable provisions of Title IX.
   
   E. Games should be scheduled to avoid conflicts of sports being scheduled on the same date at a school.
   
   F. Homecoming activities will not be scheduled when Fayette County Public High Schools are playing each other.
   
   G. No regular season games may be scheduled on a date that would require loss of school time for travel or play, unless approved by the Director of High Schools.
   
   H. When possible, games should be scheduled to avoid semester ending exams.
4. Admission Prices for Athletic Contests

Adult admission for the following sports: Volleyball, Football, Soccer, Basketball, and Track $6.00; Students $4.00; Baseball and Softball Adult $4.00, Students $2.00; Children under six (6) no charge; Stand alone freshman JV games Adults $3.00, Students $2.00.

A. Admission Prices for Special Athletic Events

- The admission prices for all special athletic events including, but not limited to, bowl games, classics, tournaments, invitational competitions and double header games.
- Multiple events School’s Discretion
- Children (under 6 accompanied by an adult) No charge
- Tickets to all special athletic tournaments for which admission is charged shall be sold until the end of the game. No passes will be accepted for special events.

B. KHSAA passes, trainer passes, administrator passes, and 10th and 11th region referee passes are good at all regular season games.

C. Gold cards issued to senior citizens by the Fayette County Public Schools are to be honored for free admission to any regular season Fayette County Public School athletic function.

D. Complimentary athletic season passes shall be issued by each high school for distribution to coaches and school personnel. The distribution of complimentary season passes shall be at the discretion of the principal of each school. There will be fifty (50) athletic passes per school and they will be uniform for all schools.

5. Purchasing Procedures for Athletic Equipment and Maintenance and Inventory of Equipment

A. Bidding and purchasing is a district responsibility. A school does not operate as a separate entity, but as a part of the school district. Schools may legally purchase athletic supplies, equipment and uniforms from district bid vendors, the State (Kentucky) bid vendors, University of Kentucky bid vendors and Kentucky Purchasing Cooperative bid vendors. Before purchases are made, contact the appropriate vendor to determine if items are available. If items are not, the district should advise if items must be bid.

B. Individual schools may make direct purchases of miscellaneous items, after approval of the Principal, if the amount of purchase is less than $2,500 of like items (items of a like nature, function, and use) and are not available through an approved bid vendor. Purchases which exceed $2,500 for like items shall have three (3) quotes solicited and the lowest quote used in accordance with the applicable Kentucky Revised Statutes, State Regulations, the model procurement code and the purchasing policies of the Fayette County Public Schools (see A above).

C. All requisitions for athletic equipment shall be authorized by each school principal. Such requisitions shall precede the advertisement of bids for such equipment.

D. Principals, coaches, school athletic directors, school directors, and the Supervisor of Purchasing will work cooperatively in the establishment of bid dates, bid specifications, bid evaluations, and delivery dates.

E. The bid equipment shall be ordered through the Department of Physical Support Services, received and processed through the Fayette County Public Schools’ Warehouse, and subsequently delivered to each individual school. Each school shall be responsible for paying for the cost of such equipment.

F. These guidelines do not preclude additional purchases by individual schools from the successful bidder(s) as per the terms of the bid, nor do these guidelines preclude the direct purchase of miscellaneous items, or items in small quantities (less than $500 of like items) so long as such purchases are in accordance with the applicable statutes, policies, and regulations, including the model procurement code (see A in this section).
G. Maintenance and Equipment – The maintenance and storage of athletic equipment and supplies is the responsibility of each individual school.

H. Inventory of Equipment – Each athletic director shall organize an inventory of athletic equipment and supplies by coaches in each sport. This inventory shall be taken annually, and copies shall be submitted to the school principal.

6. Employment of Game Officials
   
   A. Officials who are employed by the Fayette County Public Schools to officiate a regular scheduled contest shall be properly licensed by the Kentucky High School Athletic Association.
   
   B. Coaches or persons connected with the competing schools shall not officiate at contests, unless the written consent of all competing schools is given.
   
   C. The Commissioner of the Kentucky High School Athletic Association has established bureaus to assign officials. The Fayette County Public High Schools shall employ officials assigned by the bureaus of the KHSAA.
   
   D. The athletic director, head coach, or the principal of the school shall promptly notify assigned officials whenever a contest is postponed or canceled.
   
   E. Game officials must complete a W-9 for the district and provide invoice of services rendered (actual signature on standard invoice or purchase order) prior to being compensated.
   
   F. Fayette County Public Schools will follow the guidelines and fee schedules set by the Kentucky High School Athletic Association (KHSAA) for contest officials. Refer to the KHSAA Officials Licensing Guidebook for additional information.

7. KHSAA By-Laws and the National Federation Rules and Requirements for Coaches
   
   Bylaw 27 – Requirement for Coaches and Others Working with High School Teams – Please refer to the current Kentucky High School Athletic Association Handbook.

8. Tournaments
   
   The KHSAA Constitution, By-Laws and Tournament Rules set forth the requirements and regulations governing all championships of the KHSAA. Please refer to the current Kentucky High School Athletic Association Handbook.

9. Eligibility Requirements
   
   The eligibility requirements set forth in this section are in accordance with the eligibility requirements of the KHSAA. In some instances an eligibility requirement may exceed that of the KHSAA, but none of the eligibility requirements are below the KHSAA standards. There are other athletic eligibility requirements set forth by the KHSAA that are not addressed in this document, but all eligibility requirements of KHSAA are to be followed.
   
   A. Full-Time Student Requirements – A student trying out for, participating in and helping with the athletic program must be a full-time student enrolled in the Fayette County Public Schools.
   
   B. Parental/Guardian Permission (See Appendix B)
   
   C. Requirement – A student may try out for, help with, or participate in the athletic program when the student and the parent/guardian have acknowledged the receipt of a copy of the eligibility rules and regulations as promulgated by the KHSAA and the State Board of Education regulations (See Appendix A).
   
   D. Physical Examination (See Appendix B)
E. KHSAA Form – The KHSAA furnishes a form entitled Eligibility Rules and Regulations which includes the following:

1. KHSAA Eligibility Rules and Parental Permission Form. Eligibility requirements are revised periodically. Current by-laws may be found in the Kentucky High School Athletic Association Handbook (See Appendix A).

2. Part I – Athlete Information; Part II – Medical History; Part III – Physical Examination (See Appendix B).

3. Part IV – Emergency Permission Form (See Appendix B).

4. Part V - Consent to Participate, Acknowledgment of Risk, Acknowledgement of Eligibility Rules, Liability Waiver and Consent and Release (for parent and student signature) (See Appendix B).

   a. This form will be sent to the school principal from the KHSAA prior to the beginning of the school year. Each student who desires to try out for and/or participate in a KHSAA sanctioned sport shall be required to have items 3 and 4 above, signed by the parent/guardian and himself/herself, and item 2, above, signed by the physician giving the student the physical examination.

   b. These signed certificates must be returned to the coach before an athlete tries out for, practices, or participates in any KHSAA sanctioned sport. The coach shall carry a copy of these forms at all times.

   c. These forms are to be kept on file in the school until the eligibility of the student athlete expires.

G. Age Requirement – A student who becomes nineteen (19) years old before August 1 shall be ineligible for interscholastic athletic competition. A student who becomes nineteen (19) on or after August 1 shall remain eligible for the entire school year.

H. School Attendance District Residence Requirements – A student participant in the athletic program must be a bonafide resident in the school’s assigned attendance district, and meet KHSAA established residence requirements, unless one of the following conditions occur:

   · Students are transferred according to a redistricting plan approved by the Fayette County Board of Education.

   · Students enrolled and attending minimum class requirements in one of the Board approved programs listed below are eligible for athletic participation at that school upon qualification and acceptance into that program prior to or upon entering the ninth (9th) grade. These Board approved programs with minimum class requirements are:

     ▶ Spanish Immersion at Bryan Station High School – Students must take the Spanish Immersion Class in grades 9-12 and a science class in Spanish in grades 9-11.
     ▶ Information Technology Career Academy at Bryan Station High School
     ▶ Accelerated Cluster at Henry Clay High School - Students must be enrolled in three (3) core academic gifted/talented classes plus the Seminar Class.
     ▶ SCAPA at Lafayette – Students must be enrolled in two (2) SCAPA classes all the time.
     ▶ Pre-Engineering Program at Lafayette High School
     ▶ Math, Science and Technology Center at Paul Laurence Dunbar High School:
       - Ninth (9th) grade students must be enrolled in three (3) out of nine (9) classes offered.
       - Tenth (10th) grade students must be enrolled in five (5) out of nine (9) classes offered.
       - Eleventh (11th) grade students must be enrolled in four (4) out of nine (9) classes offered.
       - Twelfth (12th) grade students must be enrolled in five (5) out of nine (9) classes offered.
classes offered.

Accelerated Cluster for Excellence (ACE) Pre-Diploma Programme at Tates Creek High School. Students must be enrolled in the ACE Pre-Diploma Programme full-time in grades 9-12.

International Baccalaureate Diploma Programme at Tates Creek High School

ESL Programs

- Students enrolled in grades 9-12 who have participated in any level of athletics including cheerleading following enrollment in grade 9 and attend a school via an out-of-area request or renunciation of custody, shall be ineligible for athletic participation for one calendar year from date of enrollment.

- Students enrolled in grades 9 and 10 who participate in any level of athletics who withdraw from approved programs are ineligible for athletic participation if they remain at school.

- Students who are children of certified staff at a Fayette County Public High School are eligible for athletic participation at that high school.

- Students who have been transferred by the Board of Education as a result of disciplinary action (expulsion or extended suspension) shall be ineligible to participate in athletics for one calendar year from the date of the Board decision for expulsion or extended suspension. This one year period of ineligibility may be reduced by the superintendent in order to comply with the board’s order if it permits the student to return to a school and provides the option for athletic participation.

- Home Schooled Students

Unless that student is enrolled full-time (minimum four hours of instruction) at the local high school or under that local Board of Education, he/she may not participate in KHSAA sanctioned athletic programs. In order to represent a member school, a student must be a full-time student at a KHSAA member school or at a feeder school under the same local Board of Education as the member school.

Fayette County Academic Grade Requirement – Students in grades 7-12 will be eligible to try out for participation in extracurricular activities when they have achieved an overall 2.0 average for the semester preceding tryouts, if in grades 9-12 and been promoted if in middle school or have been promoted to the 9th grade. The grade for health and the grade for physical education are to be averaged as one grade for health/physical education.

Each school council may establish its own academic grade requirements for that individual school. These requirements may not be lower than Kentucky High School Athletic Association (KHSAA) standards. Any new requirements must be developed in writing and distributed to all athletic participants prior to the beginning of the athletic season.

I. KHSAA Eligibility Rules
Proper Grade Level Requirements for Students in All Schools Districts

On the first day of each school year, a student must be at his/her proper grade level. To be considered to be at the proper grade level, a student must have been enrolled during the previous grading period, and must be on schedule to graduate on the first day of school. For the verification of this provision, all course work, including summer and correspondence work, must be complete by the first day of the school year for the student body.

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

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

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

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

e. The eligibility of a student failing to meet the provisions of subsections (a) through (d) listed above may be reinstated a maximum of one time. This reinstatement is possible by the student passing twenty-five percent (25%) of the requirements of the district for graduation during the year he/she is ineligible. He/she, upon reinstatement, shall remain eligible as long as he/she passes twenty-five percent (25%) of the requirements of the district for graduation during each subsequent year.

### CREDIT REQUIREMENTS FOR FIRST DAY OF SCHOOL

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<th>Graduation Requirement</th>
<th>First Year (Normally Grade 9)</th>
<th>Second Year (Normally Grade 10)</th>
<th>Third Year (Normally Grade 11)</th>
<th>Fourth Year (Normally Grade 12)</th>
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J. Continual Progress During the School Year

A weekly grade check will occur to assure that students are passing (cumulatively for the credit period) in at least four hours of instruction as defined by Kentucky Board of Education Regulations (of the six hours of instruction required) or six block classes acceptable to graduate in order to be eligible to participate in athletics during the next seven day period. Non-credit classes are not considered academic classes. Athletes who fail to meet weekly grade checks are ineligible for both competition and practice. No special tests or recitations are to be given for the purpose of making the students eligible.

K. Pre-Secondary School Students

Pre-secondary school students (grades 7-8) participating in athletics representing a KHSAA member school shall be passing in at least two-thirds of the subjects in which they are currently enrolled in order to be eligible.
Students enrolled in a high school on block schedule shall be passing six (6) academic classes. Non-credit classes are not considered academic classes.

10. Conduct of Participants/Helpers in Athletic Events

A student under suspension from the school (Statement on Rights and Responsibilities and Student Code of Conduct) shall not be permitted to participate in practice sessions or athletic events during the suspension period.

A. Bylaw 7. Conduct – Student or Other Representative Under Penalty

Any student, contest official or other official school representative who is under penalty or discipline or whose conduct is such as to reflect discredit upon the school or the KHSAA is not eligible.

11. Athletic Seasons

A. The beginning and ending of the athletic season for each sport is set forth in the specific provisions for each sport in these Athletic Guidelines. There are no authorized extended athletic seasons outside of these guidelines, including organization of summer leagues or teams.

B. Contests shall be scheduled so that there are not four (4) consecutive days of competition on any Monday through Thursday period while school is in session.

C. For all interpretations and regulations concerning the ending of the school year, including restrictions on coaching involvement, the end of the school year shall be defined as the earlier of the last day of school or May 31.

D. Bylaw 26. Summer Sports and Sports/Activities

1. Section 1. School Team Play in Summer

Member schools may participate in sanctioned play during the summer to complete spring seasons in baseball, softball, tennis and track and may begin sanctioned regular season play and practice as defined by Bylaw 25 prior to the opening of school in cheerleading, cross county, football, golf, soccer, and volleyball. Only participants eligible during the spring semester may compete on the school teams. All KHSAA eligibility rules apply, and full control of the summer program shall remain with the participating high school and the principal of that school.

2. Section 2. Summer Dead Period

Students may not receive coaching or training from school personnel (either salaried or non salaried) and school facilities, uniforms, nicknames, transportation or equipment shall not be used each year in any KHSAA sanctioned sport or cheerleading squad during the period beginning with June 25, and going through July 9. School funds may not be expended in support of interscholastic athletics in any KHSAA sanctioned sport during this period. These restrictions shall not apply to postseason wrap-up activities, celebrations and recognition events relating to a spring sports team at a school which participated in KHSAA state championship play in that particular sport during that particular year.

12. Out-of-Season Conditioning Programs

A. A coach could aid in the skill building for an out-of season conditioning program of running, weight lifting, or sport specific skills.

B. The conditioning program must be open to all student athletes, male and female. All students participating in the conditioning program must be covered by the school’s insurance, either the athletic insurance or the student accident insurance.
C. A coach must be present to provide **DIRECT SUPERVISION** of student athlete participants in the conditioning program. The school insurance is in effect when the conditioning program is an approved school activity and when a coach is present to provide direct supervision of student athletic participants.

D. Any out-of-season conditioning program is voluntary for the student athletes and shall not be a prerequisite for participation in any sport.

E. Out-of-season conditioning programs are not to interfere with the student athlete’s participation in regular in-season sport.

F. If practice is held off campus, it must be approved by the principal. Coaches must be present for athletes to be covered by insurance.

13. **Facilities for Practice and Games**

A. Facilities used for practices and games shall be checked daily for safety hazards by a school staff member as assigned by the principal.

B. The Department of Physical Support Services shall provide the maintenance of facilities including mowing, and seeding. Special maintenance requests for these services shall come from the principal. All other maintenance and care, such as watering grass, marking fields for play is the responsibility of the school.

14. **Travel for Games**

A. Travel to games out of Fayette County for players, coaches, and student helpers may be by Fayette County Public School bus when buses can be scheduled or by approved commercial transportation. The students on the bus shall be under the direct supervision of a team coach.

   1. Coaches must request buses three (3) weeks in advance.
   2. Coaches should run a copy of their schedule on the back of the Parent Permission Travel form and it should be signed and kept on file with the head coach.
   3. Trips that are overnight, out-of-state, in excess of 150 miles and/or by commercial carrier require Board approval.
   4. Overnight and out-of-state trips require approval from the school’s Gender Equity Committee.

A. When school buses are not used, parents/guardians of the team participants shall be notified by the coach prior to the first scheduled meet, that if transportation for trips away from Lexington is provided, it will be by private vehicle or public transportation not covered by fleet insurance purchased by the Fayette County Board of Education.

B. Student participants shall not be allowed to drive to contests outside of Fayette County.

C. Travel to games in Fayette County, transportation may not be provided.

D. **Rental of Vans**

   1) No fifteen (15) passenger vans can be rented.
   2) If any vehicle is rented full coverage insurance must be purchased.

15. **Scrimmage Rule**

A. Each school is limited to two preseason (prior to the first legal date for playing a contest) scrimmages of any type with players other than members of the squad at all levels of play (grades 9-12) in each sport. All scrimmage contests must be reported to the KHSAA by the team coach on forms provided by the Commissioner’s office. This is for **all** levels of play (grades 9-12), not each level of play. If the JV team from school A were to play a JV team from school B, and then the
varsity team from school A play against the varsity team for school C, that would be two total scrimmages and the limit would be reached. For this reason, coaches at different levels within a school and at sites where many teams are present, should coordinate the schedule of scrimmages to eliminate this problem.

B. A scrimmage shall be counted if one or more participants from different schools engage one another in any way. This includes any team camp held during the normal practice period for a sport (i.e., Football, July 15 through teams’ elimination from playoffs). Teams attending camps at the same site should exercise extreme caution not to violate this provision. All scrimmaging, regardless of levels of play, is subject to the total time limit of three hours.

C. Any scrimmage must be completed in one session of no more than three hours and coaches must be on the field or in the vicinity of the playing floor. The scrimmage is not to resemble game conditions in that aggregate score and time may not be kept and must be reset following each playing period. Schools can charge admission, sell concessions, pay officials, etc., to a scrimmage game and it is recommended that officials be utilized for all scrimmage contests.

16. Practice Sessions

A. No practice sessions are permitted in any Fayette County Public High School on the following holidays: Presidents Day, Thanksgiving Day, Christmas Day, New Year’s Day, and Martin Luther King Jr. Day. Any exception for practice must have prior approval of the building principal and the Director of High Schools. Practice shall not be held on Sundays unless under extenuating circumstances and approved by the building principal and the Director of High Schools.

B. Practice sessions shall not be permitted in any Fayette County Public High School on days when the school is closed because of inclement weather or other emergency conditions. If conditions improve and are considered safe, the Director of High Schools and the high school principals may grant permission to practice.

C. No player shall be penalized for missing practice during a holiday, inclement weather, emergency conditions, or Sundays if he/she has a valid reason and has cleared his/her absence with the coach for the sport involved.

D. Practice sessions are defined as a period of time spent in instructing, trying out and/or preparing for the competitive athletic event. The practice session shall include:

1. structured, organized practice activities
2. the direct supervision of a coach
3. length of time for practice sessions shall not exceed two (2) hours, excluding the time required for dressing and showering.

E. Heat Index Precautions.

17. Awards Policies

Awards policies are not to exceed KHSAA guidelines.

18. Sportsmanship

See Appendix R.

19. Safety and First Aid Procedures

School administrators and coaches shall strive to see that athletics provide a safe, healthy experience for participants and helpers and shall take appropriate measures to minimize the number and degree of seriousness of athletic injuries. The following safety procedures are essential.

A. Number of Players

A team shall consist of the number of players that the coaching staff can properly supervise.

B. Safety Procedures for Athletics
1. Always stress safety.

2. Require players to warm up thoroughly before participating and cool down thoroughly after participating.

3. Stress safety in teaching techniques and elements of play.

4. Analyze injuries to determine their causes and attempt to formulate ways to prevent such injuries in the future.

5. Discourage the use of tactics and techniques that lead to injuries.

6. Structure and plan practice sessions carefully and see that they are neither too long nor too short.

7. Provide adequate personal protective equipment (PPE). Careful attention shall be given to proper fitting and adjustment of equipment.

8. Equipment shall be properly maintained and not altered in any way.


10. Stress that athletes should always inform the coach of any injury.

11. The coach is responsible for creating an atmosphere that motivates fair play, self-control, consideration for others, and proper conduct in all situations.

12. Emergency numbers shall be available for immediate use.

13. Participants or helpers who have had injuries should be checked very carefully before being allowed to further participate, practice, or play. Athletes with injuries who have been treated by a physician must have the physician’s permission before being permitted to participate, practice, or play.

14. The coach shall be knowledgeable of the medical services capabilities of the host school at away games.

15. An emergency action plan must be developed by the coach and the athletic trainer for each sport. This plan must be followed in case of an emergency.

C. First Aid Procedures for Athletics

1. The Student Accident Information Form (Appendix F) shall be completed on all athletically connected injuries. One (1) copy shall be kept on file in the school and the other copies shall be sent to the Division of Risk Management and Safety.

2. All injuries shall be inspected thoroughly, and if there is the slightest question in regard to the degree of injury, always treat the injury as serious.

3. Precautions shall be taken for excessive heat during practice and games. This is particularly important for summer or hot weather activities. Coaches shall be aware of and take measures to prevent heat exhaustion, heat stroke, and other related heat injuries. (See Appendix G and H.)

4. First aid treatment and care shall be administered, whenever possible, by properly trained personnel.
D. Communication Procedures for Injury

1. Have access to a working phone with the necessary keys to enable you to get to the phone.

2. List of emergency phone numbers:
   a. ambulance/rescue squad
   b. parents/guardian
   c. team physician/family physician
   d. school administrator
   e. athletic trainer

E. Procedures/Medical Evacuation Plan for Serious Injury

1. Survey the accident scene.
2. Remain calm.
3. Check for the following:
   a. breathing
   b. bleeding
   c. choking
4. Send for help:
   a. Call for ambulance or rescue squad (9-1-1)
   b. Report injury to administration.
   c. Administration shall call parents.
5. Render First Aid
   a. Keep victim calm and immobile until medical help arrives.
   b. Try to make victim as comfortable as possible.
   c. Administer to injury within the boundaries of your knowledge and capabilities.
   d. Treat for shock.

REMEMBER you should administer first aid within your capabilities. Treat all injuries as serious.

20. Division of Law Enforcement

The Director of the Department of Law Enforcement will assign appropriate levels of officer coverage at both high school and middle school athletic events. The assignments will be based on collaboration with school administration, athletic directors, and school law enforcement officers.

Any additional law enforcement coverage for special events would be requested by the principal and/or the athletic director prior to the event (3 weeks).

21. Crowd Control Procedures

At the beginning of each school year the administration of the school shall contact the appropriate personnel of the Division of Law Enforcement to discuss the duties, responsibilities, and procedures for crowd control when it is anticipated that there will be a large attendance at athletic events (see Appendix E).

22. Insurance Coverage for Athletic Participants

A. Athletic insurance is currently provided by the Fayette County Board of Education.

B. The student athletic insurance covers, on a blanket basis, all players, managers, statisticians, cheerleaders and helpers in any capacity while trying out for and/or participating in any of the interscholastic athletic or cheerleading programs listed at the beginning of Section 1 of these guidelines, and while participating in out-of-season conditioning programs and summer activities, as long as such programs and activities are under the supervision of a Board of Education employee. The insurance also covers travel directly to and from practice, competition, and out-of-season conditioning programs and summer activities, provided such group is at the time under the supervision of the proper adult authority.
Student athletic insurance is required for all participants for several reasons. The two most important reasons are:

1. To guarantee that all participants have insurance coverage.
2. To provide for coverage of claims which the primary insurance company does not pay.

Many of the main benefits, policy limits, terms, conditions, and exclusions relating to the student athletic insurance are described in a summary located on the Risk Management and Safety page on the District’s Web site. A copy of the student athletic insurance claim form may also be found on the Risk Management and Safety page.

C. Procedure for filing a claim:

1. Pickup claim form from the school Athletic Director’s or principal’s office.
2. Have a school official complete and sign the school’s portion of the claim form.
3. Parent or guardian must complete “Parents” portion of the form. Please be sure to sign authorization.
4. Mail completed form, itemized medical bills and evidence of other insurance payments or denials to the student athletic insurance company at the address listed on the student athletic insurance claim form.

Please Note:

1. The student athletic insurance is “excess insurance.” This means amounts which might otherwise be payable under the student athletic insurance will be reduced by the total amount of medical care benefits available under other insurance plans. Before a claim is filed with the student athletic insurance company, a claim should first be filed with the student’s or athlete’s personal or group insurance company. Copies of itemized medical bills and evidence of other insurance payments or denials should then be included with the student athletic insurance claim form when it is sent to the student athletic insurance company.

2. Do not delay in filing claims. The student athletic insurance provides coverage only if the first expense is incurred within 26 weeks after the accident and other expenses are incurred within 1 year after the accident.

D. The Student Accident Information Form should be completed for all serious injuries as determined by the Coach or Athletic Director. The coach should note on the form that this was a KHSAA event. (Appendix F)

23. Procedures for Athletic Complaints

When a complaint is filed in writing relative to any phase of the athletic program, a conference between the complainant and the coach will be held. If the complainant deems the response unsatisfactory, he or she shall then meet with the school athletic director, followed by a meeting with the principal, if necessary. If the complainant is still not satisfied he or she shall be advised that the response can be appealed in accordance with the appeals procedures established in Board of Education Policies. While the above complaint process may be appropriate for general athletic matters, nothing prohibits an individual from reporting allegations of misconduct directly to the principal.

24. Responsibilities of Athletic Coaches, School Athletic Directors, and High School Principals

A. The responsibilities of the head coach are outlined in Appendix L.
B. The responsibilities of the assistant coach are outlined in Appendix M and N.
C. The responsibilities of the high school athletic director and assistant athletic director – discretionary position are outlined in Appendix O and P.
D. The responsibilities of the high school principal for the athletic program are outlined in Appendix Q.
E. No volunteer coaches are allowed to be a member of the coaching staff.
Participation of 6th, 7th and 8th Grade Students on High School Athletic Teams

A. Students in grades 6, 7 and 8 are eligible to try out for a high school team if they meet all Kentucky High School Athletic Association (KHSAA) requirements and PROVIDE THE FOLLOWING DOCUMENTS TO THE HIGH SCHOOL ATHLETIC DIRECTOR:

1. Completed Physical Form
2. Signed Parent Permission Form
3. Grade report from the prior school year, indicating that passing grades were received in eighty percent (80%) of all classes taken.
4. Current grade report indicating that passing grades meet the middle school or high school Grade Point Average (GPA) requirement (the higher requirement will be used) to be eligible to participate at the high school.
5. Middle school game and practice schedule, if applicable.

B. Pupils in middle school shall at no time be absent from any part of the school day to participate with a high school team other than district, regional, or state competition or with prior approval of the middle school principal.

C. Athletic participation for students in grades 6, 7 and 8 is categorized as sports offered at both middle school and high school (Football, Volleyball, Basketball, Track*), team sports offered only at the high school (Baseball, Softball, Soccer) and individual sports offered only at the high school (Cross Country, Swimming, Golf, Tennis, Wrestling, Track*). The 6th grade cannot participate in Football, Wrestling or Soccer according to KHSAA regulations.

A student who participates at both the middle school and high school in a sport offered at both schools will only be allowed to participate in one level (freshman, junior varsity or varsity) at the high school in addition to participation in the middle school sport.

A student who participates in a team sport offered only at the high school will be permitted to participate in two levels (freshman, junior varsity or varsity) at the high school.

A student’s participation in an individual sport offered only at the high school will be determined by that student’s ability to exhibit a performance level which will enable the student to compete in a meet and/or match depending on KHSAA’s definition of event.

*Track offered at both middle school and high school and having a performance level to participate in a KHSAA sponsored event is an exception allowing middle school students to participate at both middle school and high school.

D. Initial eligibility and weekly grade checks shall be the responsibility of the high school athletic director for as long as the middle school student participates on the high school team.

1. Athletic director shall give a list of middle school students participating at the high school level to the participating middle school students’ principals.
2. Middle school principals shall send current weekly grades of each participating athlete to the high school athletic director. The high school athletic director shall use the higher weekly grade requirement (middle school or high school) to determine the eligibility of middle school students participating in high school athletics.
3. Middle school principals shall notify the high school athletic director of any disciplinary action taken against a middle school student participating at the high school. The high school athletic director shall enforce the disciplinary action taken against the middle school student as it pertains to participation at the high school level.
4. High school athletic director shall notify the middle school principal of any disciplinary action taken against a middle school student participating on a high school athletic team.
E. Athletic Directors of Fayette County encourage all middle school participants to first honor middle school athletics.

1. High School Athletic Directors cannot deny participation to 7th and 8th graders on high school teams pursuant to KRS.156.070 (subsection 2.c).

26. Cancellations of Games

   A. When schools are closed because of inclement weather or other emergency conditions, the principal and director of high schools, in consultation with the superintendent, will make a determination as soon as possible if athletic contest(s) scheduled for that day will be played.

   B. When inclement weather or other emergency conditions exist and school is not in session, weekends and/or holidays, the principal and director of high schools in consultation with the superintendent, will make a determination as to athletic competition depending on current conditions.

   C. When school is in session and inclement weather or other emergency conditions occur during the school day, the principal and director of high schools in consultation with the superintendent, shall make a determination as to athletic competition with school dismissal.

27. Student Attendance

   Student athletes must attend school the day of a contest in order to be eligible to participate, practice, or tryout. (Attendance must be for at least a half-day.)

28. Equipment

   A. Equipment “provided by the school” is property of the Fayette County Public Schools and must be returned at the end of the season. This equipment is purchased by the school through fund raising, gate receipts and donations.

   B. Any equipment not furnished by the school should be provided by the student. Any student who cannot afford to purchase the equipment shall not be prohibited from participation. The school shall assist the student in acquiring the equipment through the use of athletic funds, booster support or donations as appropriate.

29. Facility Usage (See Appendix Y)
SECTION II

SPECIFIC PROVISIONS FOR HIGH SCHOOL SPORTS
1. Archery – Boys and Girls – No provisions from KHSAA at this time.

2. Bass Fishing – Boys and Girls – No provisions from KHSAA at this time.

3. Baseball - Boys

   A. KHSAA Rules and Limitation of Season

      1. Following the opening day of school, there shall be no organized baseball practice prior to February 15.

      2. There shall be no more than two (2) scrimmages or practice games prior to the first regular season contest of that year.

      3. The first game shall not take place prior to the Monday following the conclusion of the second state basketball tournament of that year.

      4. A maximum of thirty-six (36) games may be played prior to the beginning of KHSAA state championship tournament competition (district).

      5. The opportunity to participate in regular season contests ends at all levels of play (grades 9-12) on the Saturday preceding the first KHSAA Tournament (District, Region, or State), with the exception that the varsity team may practice and play through its elimination from KHSAA sanctioned tournament play. Following elimination, there shall be no further practice or play during the remainder of the academic school year.

      B. Each Fayette County Public High School Varsity Team must play at least two (2) regular season games each year with every other Fayette County Public High School (home and home).

4. Basketball – Boys and Girls

   A. KHSAA Rules and Limitation of Season

      1. Following the opening day of school, there shall be no organized basketball practice prior to October 15.

      2. Prior to the opening game of regular season play, a basketball team may have only two (2) scrimmages or practice games with players other than members of the squad.

      3. The first basketball game shall not take place prior to the Monday following Thanksgiving.

      4. No member school shall play more than twenty-three (23) basketball games during the regular season. A maximum of two (2) tournaments may be included in any manner other than counting each game played against the limit of twenty-three (23) games. Any two tournaments played during the regular season may be counted as one game per tournament, against the limit of twenty three (23) provided that neither tournament necessitates the team playing more than four (4) games. Any game played over the limit of four in any one tournament shall be counted against the limit of twenty-three (23) games.

      5. The opportunity to participate in regular season contests ends at all levels of play (grades 9-12) on the Saturday preceding the first KHSAA Tournament (District, Region, or State), with the exception that the varsity team may practice and play through its elimination from KHSAA sanctioned tournament play. Following elimination, there shall be no further practice or play during the remainder of the academic school year.

      6. The Board of Control may waive provision(s) (2) and/or (4) of this Bylaw to allow member schools to participate in Hall of Fame Classic Contests. Rules on participation in
the Classic shall be made by the Board of Control and published in the Athlete Magazine as a part of the official record of the Association.

7. KHSAA ByLaw 8. Contestant on Other Teams, Post Season and All-Star Games

Any student who after enrolling in grade nine (9) has been a contestant in football or basketball at any level (grades 9-12) and has eligibility remaining in that sport may not participate on any non-school sponsored team or in any all-star game in that sport or any variation of that sport from the first day of school through the last scheduled contest played in that sport (including KHSAA sanctioned post-season) by that school unless it has been sanctioned by the Board of Control. Following the team’s last scheduled game (including post season), there are no restrictions on play in that specific sport for the student-athletes.

C. Each Fayette County Public High School Varsity Team must play at least two (2) regular season games each year with every other Fayette County Public High School (home and home).

3. Bass Fishing – Boys and Girls – No provisions from KHSAA at this time.

4. Bowling-Boys and Girl

A. KHSAA Rules and Limitation of Season

1. The first organized practice for the winter games shall not take place prior to October 15.
2. There shall be two (2) preseason scrimmages or practice games prior to the first regular season game of that year.
3. There shall be a maximum number of 22 days of competition at each level. Once the season has begun all dates of competition (including tournaments) matches shall be counted toward the limit of 22.
4. Competition will consist of regular and baker games as well as total pin fall, for a total of seven (7) possible points each match.
5. It is the school’s responsibility to secure a facility to bowl and establish a schedule.
6. For additional rules and regulations visit the KHSAA website.

5. Cross Country – Boys and Girls

A. KHSAA Rules and Limitation of Season

1. The first organized practice for the fall varsity (grades 9-12) season shall not take place prior to July 15.
2. There shall be no more than two scrimmage or practice meets prior to the first regular season contest of that year.
3. The first meet of the season shall not take place prior to the Monday of Corresponding Week 8.
   a. The season shall consist of a maximum of thirteen (13) meets including invitational meets.
4. The opportunity to participate in regular season contests ends at all levels of play (grades 9-12) on the day prior to the first day for varsity level competition in KHSAA sanctioned post-season events, with the exception that the varsity team may practice and play through its elimination from KHSAA sanctioned tournament play. Following elimination, there shall be no further practice or play during the remainder of the academic school year.

B. Each Fayette County Public High School will participate in a yearly city meet. The city meet will only comprise the five (5) Fayette County Public High Schools. The match will be run in a tournament format and the number of places awarded will be by a vote of consensus from the five
6. Football - Boys

A. Sports Specific Limitations

1. Organized non-contact practice shall not begin prior to July 15. During this non-contact period, a helmet, shoulder pads and shoes are the only football equipment that may be worn. The first date of practice in full pads shall be the earlier of August 7 or seven (7) week days (not counting Saturdays and Sundays) prior to the opening day of school (which shall be defined as the day prior to the classes starting for the student body) but under no circumstances can be prior to the fourth Friday before the first regular season playing date. After contact practice (practice in pads) has begun and prior to the first day of classes for the students, no school may conduct multiple on field practice sessions in pads (e.g., two-a-days or three-a-days) on consecutive days (e.g., two-one two-one format). After the opening day of the school year, no school may conduct multiple on-field practice sessions in pads (e.g., two-a-days or three-a-days) on a day in which school is in session. All schools shall submit all required documentation to verify the proper execution of the practice regulations, including scrimmage, contact and heat/safety regulations and recommendations.

2. There shall be no more than two (2) scrimmages or practice games per member school (grades 9-12) prior to the opening varsity game of the season with players other than members of the squad.

3. The first game at any level shall not take place prior to the Friday eleven (11) weekends prior to the weekend of the first round of the state playoffs.

4. A maximum of ten (10) regular season games may be played.

5. The opportunity to participate in regular season contests ends at all levels of play (grades 9-12) on the Saturday preceding the first KHSAA Tournament (District, Region or State), with the exception that the varsity team may practice and play through its elimination from KHSAA sanctioned tournament play. Following elimination, there shall be no further practice or play during the remainder of the academic school year.

B. Each player, in order to be eligible to participate against another school, shall have taken part in a minimum of ten (10) practice periods extending over a period of ten (10) days during the preceding three weeks.

7. Every player must have five (5) days of practice without pads to become acclimated to heat conditions immediately prior to the first day of practice in pads.

8. Each football school may conduct ten (10) practice periods of not more than two (2) hours in length and not more than one practice per day over ten (10) days during the three (3) calendar school weeks following the school’s elimination from post-season play in basketball. All equipment authorized by the football playing rules may be used during this period. There can be no inter-school competition during this period, and all participants must be eligible according to all KHSAA eligibility rules.

9. KHSAA ByLaw 8. Contestant on Other Teams, Post Season and All-Star Games

Any student who after enrolling in grade nine (9) has been a contestant in football or basketball at any level (grades 9-12) and has eligibility remaining in that sport may not participate on any non-school sponsored team or in any all-star game in that sport or any variation of that sport from the first day of school through the last scheduled contest played in that sport (including KHSAA sanctioned post-season) by that school unless it has been sanctioned by the Board of Control. Following the team’s last scheduled game (including post season), there are no restrictions on play in that specific sport for the
student-athletes.

B. Each Fayette County Public High School must play at least one (1) game each year with every other Fayette County Public High School.

C. Provisions for Safety and First Aid

1. The team physician is required to be in attendance at every home varsity football game. The team physician is to understand that he/she shall be on call during practice sessions.

2. A trainer shall be present at the field for every home junior varsity football game.

D. Warning Statement to Football Players About the Use of the Football Helmet

On the first day of organized football tryout and/or practice, the head coach shall read, explain, and discuss the NOCSAE Football Helmet Warning Statement and the Statement of Shared Responsibility for Sports Safety. (See Appendix T)

7. Golf – Boys and Girls

A. KHSAA Rules and Limitation of Season

1. Organized practice shall not take place prior to July 15.

2. There shall be no more than two (2) practice matches prior to the first regular season contest of that year.

3. The first match shall not take place before the Monday eight (8) weeks prior to the Monday of the week of the first round of KHSAA sanctioned post-season play.

4. The season shall consist of a maximum of twenty (20) rounds of golf against other school representatives (minimum nine holes). Any team reaching this limitation shall have its regular season end immediately. Any forfeit fees necessitated by match cancellations after this date shall be paid, and the forfeit win shall NOT be counted against the game limit for the opponents.

5. The opportunity to participate in regular season contests ends at all levels of play (grades 9-12) on the day prior to the first day for varsity level competition in KHSAA sanctioned post-season events, with the exception that the varsity team may practice and play through its elimination from KHSAA sanctioned tournament play. Following elimination, there shall be no further practice or play during the remainder of the academic school year.

B. Each Fayette County Public High School will participate in a yearly city match. The city match will only be comprised of the five (5) Fayette County Public High Schools. The match will be run in a tournament format and the number of places awarded will be by a vote of consensus from the five (5) Fayette County coaches.

8. Soccer – Boys and Girls

A. KHSAA Rules and Limitation of Season

1. The first organized practice for the fall varsity (grades 9-12) season shall not take place prior to July 15.

2. There shall be no more than two (2) scrimmages or practice games prior to the first regular season contest of that year.
3. The first match shall not take place prior to the Monday of Corresponding Week 7.

4. A season will consist of a maximum of seventeen (17) games. A maximum of two (2) tournaments may be included in any manner other than counting each game played against the limit of seventeen (17) games. Single elimination tournaments in which every team in the tournament is finished playing upon their first loss are eligible to be counted as one game against the limit of seventeen (17) games. All other formats of tournaments are eligible to be counted as two games against the limit of seventeen (17) games. Any team playing more than four (4) games in any one tournament shall have each additional game played over four (4) counted against the limit of seventeen. Any game played over the limit of four in any one tournament shall be counted against the limit of seventeen (17) games.

5. The opportunity to participate in regular season contests ends at all levels of play (grades 9-12) on the Saturday preceding the first KHSAA Tournament (District, Region, or State), with the exception that the varsity team may practice and play through its elimination from KHSAA sanctioned tournament play. Following elimination, there shall be no further practice or play during the remainder of the academic school year.

B. Each Fayette County Public High School Varsity Team must play at least one (1) regular season game each year with every other Fayette County Public High School.

9. Softball - Girls

A. KHSAA Rules and Limitation of Season

1. Following the opening day of school there shall be no organized practice prior to February 15.

2. There shall be no more than two (2) scrimmages or practice games prior to the first regular season contest of that year.

3. The first game shall not take place prior to the Monday following the conclusion of the second state basketball tournament of that year.

4. A maximum of thirty-six (36) games may be played prior to the beginning of KHSAA state championship tournament competition (district).

5. The opportunity to participate in regular season contests ends at all levels of play (grades 9-12) on the Saturday preceding the first KHSAA Tournament (District, Region, or State), with the exception that the varsity team may practice and play through its elimination from KHSAA sanctioned tournament play. Following elimination, there shall be no further practice or play during the remainder of the academic school year.

B. Each Fayette County Public High School Varsity Team must play at least two (2) regular season games each year with every other Fayette County Public High School (home and home).

10. Swimming/Diving - Boys and Girls

A. KHSAA Rules and Limitation of Season

1. Following the opening day of school, there shall be no organized practice prior to October 1.

2. There shall be no more than two (2) practice meets prior to the first regular season contest of that year.
3. The first meet shall not take place prior to November 15.

4. The season shall consist of a maximum of fifteen (15) meets.

5. The opportunity to participate in regular season contests ends at all levels of play (grades 9-12) on the day prior to the first day for varsity level competition in KHSAA sanctioned post-season events, with the exception that the varsity team may practice and play through its elimination from KHSAA sanctioned tournament play. Following elimination, there shall be no further practice or competition during the remainder of the academic school year.

B. Pool Facilities

Pool facilities are acquired with Board of Education financial assistance by the coach for the school's swimming team. The pool and surrounding area shall be checked before each practice or meet for health and safety hazards.

C. Each Fayette County Public High School will participate in a yearly city meet. The city meet will only be comprised of the five (5) Fayette County Public High Schools. All, and only sanctioned KHSAA State Champion events, will be scored to determine points toward Fayette County Public School Championships. The number of places awarded will be by a vote of consensus from the five (5) Fayette County High School coaches.

11. Tennis – Boys and Girls

A. KHSAA Rules and Limitations

1. Following the opening day of school, there shall be no organized practice prior to February 15.

2. There shall be no more than two (2) practice matches prior to the first regular season contest of that year.

3. The first match shall not take place prior to the Monday following the conclusion of the second state basketball tournament of that year.

4. The season shall consist of a maximum of twenty-two (22) matches. Any team reaching its limitation shall have its regular season end immediately. Any forfeit fees necessitated by match cancellations after this date shall be paid, and the forfeit win shall NOT be counted against the game limit for the opponents. Any four (4) invitational tournaments shall count as one (1) match each against this limit. All dual matches shall count as one (1) match each against this limit.

5. The opportunity to participate in regular season contests ends at all levels of play (grades 9-12) on the day prior to the first day for varsity level competition in KHSAA sanctioned post-season events, with the exception that the varsity team may practice and play through its elimination from KHSAA sanctioned tournament play. Following elimination, there shall be no further practice or play during the remainder of the academic school year.

B. Each Fayette County Public High School will participate in a yearly city match. The city match will only be comprised of the five (5) Fayette County Public High Schools.

12. Track – Boys and Girls

A. KHSAA Rules and Limitation of Season

1. Following the opening day of school, there shall be no organized practice prior to December 1.
2. There shall be no more than two (2) practice meets held by each team and such shall be held on or before the Monday of NFHS calendar week 38.

4. The first meet (indoor or outdoor) shall not take place before the Monday of NFHS Calendar Week 28

5. The track season shall consist of a maximum of nineteen (19) meets. All meets, regardless of format or of being indoor or outdoor meets, shall count against the limit of meets.

6. The opportunity to participate in regular season outdoor contests season ends at all levels of play (grades 9-12) on the day prior to the first day for varsity level competition in KHSAA sanctioned post-season events, with the exception that the varsity team may practice and play through its elimination from KHSAA sanctioned tournament play. Following elimination, there shall be no further practice or play during the remainder of the academic school year.

B. Each Fayette County Public High School will participate in a yearly city meet. The city meet will only be comprised of the five (5) Fayette County Public High Schools. All, and only sanctioned KHSAA State Champion events, will be scored to determine points toward Fayette County Public School Championships. The number of places awarded will be by a vote of consensus from the five (5) Fayette County High School coaches.

13. Volleyball - Girls

A. KHSAA Rules and Limitations of Season

1. The first organized practice for the fall varsity (grades 9-12) season shall not take place prior to July 15.

2. There shall be no more than two (2) scrimmages or practice games prior to the first regular season contest of that year.

3. The first match shall not take place prior to the Monday of Corresponding Week 6.

4. The season shall consist of a maximum of twenty (20) matches. In any three (3) invitational or other type tournaments, the matches played by a member school shall count as only one match for each tournament.

5. The opportunity to participate in regular season contests ends at all levels of play (grades 9-12) on the Saturday preceding the first KHSAA tournament (District, Region or State), with the exception that the varsity team may practice and play through its elimination from KHSAA sanctioned tournament play. Following elimination, there shall be no further practice or play during the remainder of the academic school year.

B. Each Fayette County Public High School Varsity Team must play at least one (1) regular season game each year with every other Fayette County Public High School.

14. Wrestling - Boys

A. KHSAA Rules and Limitation of Season

1. Following the opening day of school, there shall be no organized practice prior to October 15.

2. There shall be no more than two (2) practice meets to the first regular season contest of that year.

3. The first match shall not take place prior to the Monday of Corresponding Week 21.

4. A school may schedule a maximum of seventeen (17) matches in each weight class. Tournaments or contests involving three (3) or more schools shall count as one (1) match toward the match limit.

5. The opportunity to participate in regular season contests ends at all levels of play (grades 9-12) on the day prior to the first day for varsity level competition in KHSAA sanctioned post-season events, with the exception that the varsity team may practice and play through its elimination from KHSAA sanctioned tournament play. Following elimination, there shall be no further practice or play during the remainder of the academic school year.
6. The KHSAA and the National Federation of State High School Associations will establish official weight classes.

B. Each Fayette County Public High School will participate in a yearly city match. The city match will only be comprised of the five (5) Fayette County High schools. The match will be run in a tournament format and the number of places awarded will be by a vote of consensus from the five (5) Fayette County coaches.

15. Cheerleading

A. KHSAA Rules and Limitation of Season

1. The first organized practice shall not take place prior to July 15.

2. Cheerleaders are limited to a maximum of three (3) competitions during the school year not including in-game competitions that each are sponsored by an organization that adheres to and enforces the Stunt Limitations of the National Federation Spirit Guide. This does not include in-game competitions. The KAPOS Sweet Sixteen and KAPOS At-Large Competitions shall not count toward the three-competition limit. Any preliminary competitions that progress to district, region, state and/or national level will be considered as one competition. The Sweet Sixteen and KAPOS At-Large Competitions held in conjunction with the KHSAA district, region and state basketball tournaments shall not count toward the three (3) competition limit. Any preliminary competitions that progress to a district, region, state and/or national level will be considered as one competition.

3. The opportunity to cheer or enter cheerleading contests ends at all levels (grade 9-12) for that academic year on or before April 1. After April 1, schools are permitted to designate a single two-week tryout period following which there shall be no further practice or competition until the end of the academic school year.

B. Tryout Clinics

Cheerleading tryouts shall be arranged at each school in order to minimize disruption to spring sports. This should give students an opportunity to participate in more than one sport. Students involved in spring sports will not be held to mandatory clinics or practices until their sport is over. Dates for tryouts must be approved by the School Athletic Director in order to check for conflicts.

C. Parent Permission/Physical Form

Cheerleaders must use the same form as participants in all other sports.

D. Schedule for Cheerleading

The principal and the coach shall coordinate the scheduling of cheerleading participation at athletic events and competitions.

E. The following activities and equipment are not required and shall not considered to be a pre-requisite to be a high school cheerleader:

1. summer cheerleading camp
2. dance lessons
3. gymnastics lessons
4. matching shorts and shirts for camp
4. warm-up suits

F. Cheerleading Competitions
1. Kentucky Association of Pep Organization Sponsors (KAPOS) Regional Competition is required for all Fayette County Schools.

2. Competitions for high school cheerleading squads involve district, regional, and state basketball tournaments, and invitational tournaments. These competitions are sponsored by the KHSAA and KAPOS.

G. Only twelve (12) cheerleaders will be allowed on the sideline during Fayette County Public High School basketball games. During pre-game introductions and time-outs, all squad members may be on the floor.

H. National Federation High School Cheerleading/Spirit Regulations

Each year in all National Federation High School sports regulations, one of the main objectives is risk and safety minimization. Included with the 2006-07 Spirit Rule Book mailing to all cheer coaches sent on August 9, 2006, was a letter was regarding specific regulations for cheerleading involved in the sport of basketball. These regulations were outlined in the risk management section of the rule book as follows:

Rule 2-1-8 states: *Stunts must not be performed during a basketball or volleyball game when the ball is in play, including free throws in basketball and just prior to the serve in volleyball;*

Rule 2-1-9 states: *Spirit participants must not perform warm up stunts on the court or sideline area during player warm-up if an alternate area is available. If no appropriate alternate area is available, the coach must take reasonable precautions to minimize the risk for participants; Note: See suggestions in Coaches Responsibilities;*

Rule 2-1-10 states: *Spirit participants must remain outside the playing area during a 30-second or less time-out in a basketball game;*

Rule 2-1-13 states: *Spirit participants must not stand behind the free throw lane extended during a basketball game. Rationale: These changes help those schools that have no alternate area/facility/gymnasium to warm up or practice before the game.*
SECTION III

APPENDICES
ADMINISTRATORS AND COACHES
It is the obligation of KHSAA member school representatives to ensure that this form is distributed in its entirety to each prospective student athlete.

STUDENTS, PARENTS AND GUARDIANS
It is the obligation of each person desiring to participate on any team at any level at a KHSAA member school and that student’s parent or legal guardian to read and be aware of all pages of this form, and to sign in the relevant locations, and return pages 7-10 to the member school.

MEDICAL PROFESSIONALS
If you are producing this form for mass use, you must include all 10 pages in your distribution.

Dear Parent or Guardian:
Kentucky High School Athletic Association (KHSAA) rules require all participants in interscholastic athletics and parents/guardian to acknowledge receipt of the eligibility rules as promulgated by this Association and the Kentucky Board of Education Regulations. If you have questions concerning these regulations, please direct them to your high school principal. This form is for information only. For the full text of any KHSAA Bylaws, consult the KHSAA Handbook or web site (http://www.khsaa.org). Please continue to support your child and your local high school by attending and supporting high school activities, “An Integral Part of Education”.

STATEMENT OF HAZARDS IN PARTICIPATION IN ATHLETICS
Playing, practicing to play, helping with, or participating in any manner in any sport can involve many risks of injury. Because of the risk of participating in sports, the student should recognize the importance of following the coaches’ instructions regarding playing techniques, training and other team rules and obey such instruction.

CATASTROPHIC INSURANCE COVERAGE
The KHSAA provides excess catastrophic insurance coverage for all student athletes at no cost to member schools. This plan has a $25,000.00 deductible. Your child will be covered under this plan during the prescribed dates and activities, effective the date you complete and return the attached acknowledgment form to the school principal. This is an “excess” policy, meaning personal insurance and other school insurance policies are to be exhausted before this plan is implemented. The plan provides coverage for students who meet all eligibility requirements while engaging in, practicing for, or traveling to or from, all activities under the jurisdiction of the KHSAA and the direct supervision of a school employee, and has many other provisions and benefits.

No pupil shall be eligible to represent his/her high school in any interscholastic athletic event (practice or play) unless he/she has been examined by a Health Care Provider as detailed in Bylaw 2 and has proof of insurance to the $25,000 catastrophic floor. Parents should present this form to your Health Care Provider for his/her signature following his/her examination of your child. The physical examination is valid for participation in athletics for one year from the date signed. Return completed form to your high school Principal to be maintained by the school.

Bylaw 2. Physical Examination, Parental Consent and Insurance
Sec. 1) Physical Examination and Parental Consent Requirements
The Superintendent or Principal shall have each student who is trying for a place as a participant on an athletic team or cheerleading squad present a physician’s certificate certification signed by a physician, physician's assistant, advanced registered nurse practitioner, or chiropractor if performed in the scope of practice (as defined in KRS Chapter 312) which shall state that he/she is physically fit to participate without undue risk. The parent's consent for the child's participation and acknowledgment of receipt of the eligibility rules as promulgated by the Association and Kentucky Board of Education regulations in writing shall also be required.

Sec. 2) Requirement for Insurance
Any student, prior to participation or trying for a place on an athletic team or cheerleading squad shall have in place medical insurance with coverage limits up to the deductible the KHSAA Catastrophic Insurance program and such insurance shall remain in force throughout participation. It is the responsibility of each member school to ensure and certify that each student has insurance coverage throughout the school year.

Bylaw 3. Age
Sec. 1) Age Restriction
Pursuant to KRS 156.070(2) (e), a student who becomes nineteen (19) years old before August 1 shall be ineligible for interscholastic athletic competition. A student who becomes nineteen (19) on or after August 1 shall remain eligible for the entire school year.

Sec. 2) Waiver Provision
The Board of Control and the Commissioner may waive the provisions of this regulation and the student shall be eligible for high school athletics in Kentucky if the written documentation is provided to clearly demonstrate that the student:

a) Qualified for exceptional children services and had an individual education program developed by an admissions and release committee (ARC) while the student was enrolled in the primary school program;

b) Was retained in the primary school program because of an ARC committee recommendation; and

c) Has not completed four (4) consecutive years or eight (8) consecutive semesters of eligibility following initial promotion from grade eight (8) to grade nine (9).

The Board of Control and the Commissioner may not adopt administrative procedures that allow for waiver of this rule under any other condition.

Bylaw 4. Enrollment
Sec. 1) Maximum Number of Semesters
a) Students promoted from grade eight (8) to grade nine (9) shall have four (4) consecutive calendar years of eligibility from the date of first such promotion by the school provided the student is eligible according to this and all other Association bylaws. Such eligibility shall conclude with the completion of the spring sports season following the fourth year. No additional eligibility may be granted in a case where the grant would allow a student to compete in all or part of the fifth competitive season in a single sport following the initial promotion by the school from grade eight (8).

b) The Commissioner or 3oard of Control Through the Due Process Procedure, may grant additional eligibility in the case where is has been documented by the attending physician, Principal and Superintendent that severe illness or injury has prevented the student from receiving necessary education services and the right to an education has therefore been impacted rather than simply the loss of athletic privilege. Such grant of eligibility may only be made in the cases in which the student-athlete would remain eligible by other Association bylaws. Nothing about this provision shall include additional eligibility strictly for loss of participation due to sports related injuries. No additional eligibility may be granted in a case where the grant would allow a student to compete in all or part of the fifth competitive season in a single sport following the initial promotion by the school from grade eight (8).

c) No student having been enrolled in the fourth (4th) grade or in any grade through twelfth (12th) shall be eligible for interscholastic athletics at the high school level (grades 9 through 12) for more than a total of one (1) year in each grade and applicable eligibility shall begin in the first year enrolled in that grade. Students repeating a grade for any reason are ineligible to participate in interscholastic athletics at the high school level (grades 9 through 12) during the second year in that grade. The penalty for violation of this rule shall be the loss of one of the four years of eligibility after being promoted from grade nine (9). Policies regarding the participation of repeating students at the levels of play below high school interscholastic athletics shall be determined by the school
council pursuant to KRS 160.345 (2) (i).

d) Pupils in grades 4-8 may play on the high school team if such participation is not in conflict with Section (c) above, and the time so played shall not be counted on the eight (8) semester limit. EXCEPTION: Students below grade nine (9) may not participate on the varsity team in contests in the sports of football, soccer, and students enrolled below grade seven (7) may not participate on the varsity level in wrestling. The provisions of this restriction shall not apply to non-varsity teams participating in these sports.

Sec. 2) Responsible Parties

Any public elementary or secondary school or school employee or official who knowingly allows participation of an ineligible player under the provisions of this bylaw, or who, through reasonable diligence, should have known of such ineligibility, shall be considered in noncompliance with state accreditation standards or guilty of willful neglect of duty or breach of contract. Such shall apply not only to coaches, but also to personnel supervising coaches; such as, but not limited to an athletic director, an assistant principal, a principal, an assistant superintendent, a superintendent, or a school board member.

Sec. 3) Deadline for Enrollment

On Friday of each grading period, a student in grades nine (9) through twelve (12) must be enrolled as a full-time student in at least four hours of instruction as provided in Kentucky Board of Education regulation 702 KAR 7:125 (of the six hours of instruction required) or the equivalent of four hours of instruction acceptable to graduation at the member school he/she desires to represent in order to be eligible for athletics. A student must have enrolled as a bona fide full-time undergraduate student no later than twenty (20) school days after the beginning of the semester to be eligible during that semester.

Sec. 4) Enrollment Elsewhere

No student who is enrolled or connected with any other school than the one he/she represents shall take part in any contest. In the case of an all-boys high school, girl cheerleaders from affiliated neighboring girls school may be accepted.

Bylaw 5. Minimum Academic Requirement

Sec. 1) Proper Grade Level Requirement for Students in All School Districts

On the first day of each school year, a student must be at his/her proper grade level. To be considered to be at the proper grade level, a student must have been enrolled as a full-time student during the previous grading period, and must be on schedule to graduate with his/her class on the first day of school. For the verification of this provision, all course work, including summer and correspondence work, must be complete by the first day of the school year for the student body.

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

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

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

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

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

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

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

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

Sec. 2) One-time Reinstatement of Students Failing to Meet Normal Progress Requirements

The eligibility of a student failing to meet the provisions of subsections (a) through (d) above may be reinstated a maximum of one time. This reinstatement is possible by the student passing twenty-five (25) percent of the requirements of the district for graduation during the year he/she is ineligible. He/she, upon reinstatement, shall remain eligible as long as he/she passes twenty-five (25) percent of the requirements of the district for graduation during each subsequent year.

Sec. 3) Continual Progress During the School Year

On a weekly basis, a student shall also be passing (cumulatively for the credit period) in at least four hours of instruction as defined by Kentucky Board of Education regulations (of the six hours of instruction required) or the equivalent of four hours of instruction acceptable to graduation in order to be eligible to participate in athletics during the subsequent week (Monday through Sunday period) and through the next opportunity to examine grades in this manner. On its membership form, each member school shall designate the day of the week, approved and documented through local policies, that the grades shall be examined for the student-athletes within that school in order to make this determination. Absent any other determination, this weekly check of grades shall be conducted on each Friday of each grading period or on the last day of classes preceding that particular Friday if no classes are conducted on that particular Friday. No special tests or recitations are to be given for the purpose of making the student eligible.

Sec. 4) Pre-Secondary School Students

Pre-secondary school students (grades 4-8) participating in athletics representing a KHSAA member school shall be passing in at least two-thirds of the subjects in which they are currently enrolled and be in compliance with all other bylaws in order to be eligible.

Bylaw 6. Transfer Rule - Domestic Students

Sec. 1) Domestic Student Transfer

Any student who has been enrolled in grades nine (9) through twelve (12) and has participated in any varsity contest in any sport at any school following enrollment in grade nine (9) and who then transfers schools shall be ineligible for interscholastic athletics at any level in any sport for one year from the date of enrollment in the new school.

The Commissioner has discretion (but is not required) to waive the period of ineligibility set forth above if one or more of the following exceptions in Section 2 has been met. Determinations of whether a student shall be granted a waiver pursuant to this rule shall be based on the circumstances existing as of the date of enrollment at the new school.

Sec. 2) Discretionary Exceptions for Waiver

a) BONA FIDE CHANGE IN RESIDENCE - The period of ineligibility may be waived if there has been a bona fide change in residence by the parents and student that precedes a student’s change of schools.

For purposes of this bylaw, a bona fide change of residence means the moving of the permanent residence of the entire family of the student and his/her parents from one school district or defined school attendance area into another school district or defined school attendance area prior to a change in enrollment of the student. A student who becomes emancipated does not have a bona fide change of residence by virtue of his/her emancipation and change of residence for purposes of this bylaw.
b) DIVORCE - The KHSAA will not recognize a legal separation as grounds for waiver of the provisions of this bylaw. The period of ineligibility may be waived in the event of a dissolution of marriage (i.e. a final and legally binding divorce decree from a court of competent jurisdiction) of the parents and a change in the residence of the student pursuant to a court order granting custody of the child to one of the parents with whom the student shall reside. In the event joint custody is awarded to both parents, for purposes of this bylaw, the student shall initially be eligible where either parent resides. After initially establishing eligibility with one parent, all subsequent transfers will require a period of ineligibility of one year. If neither parent retains the former residence, the parents shall designate one of their new residences (mother or father) for the purpose of this bylaw, such designation to be reviewed and approved by the Commissioner. If a student subsequently decides to return and reside with the other parent in a different school district following this initial designation, the student shall be ineligible for one year.

c) GUARDIANSHIP/CHANGE OF CUSTODY - The KHSAA shall not recognize guardianship or similar arrangements made, for purposes of this bylaw. The period of ineligibility may be waived where it is shown that custody of the student has been taken from one or both parents by a person or entity having legal custody of the student. The person or entity having legal custody of the student shall be a court of competent jurisdiction and under circumstances indicating: (1) the parent(s) is/are unfit or (2) the court finds that the health and welfare of the student would be better served by the change in custody.

d) DEATH - The period of ineligibility may be waived in the event the death of one or both of the student’s custodial parents creates such circumstances that the transfer to another secondary school is deemed appropriate.

e) BOARDING SCHOOLS - The period of ineligibility may be waived on a one-time basis for students entering a boarding school on a full time basis as a boarding school student.

f) NON ATHLETIC PARTICIPATION FOR AN ENTIRE SCHOOL YEAR - The period of ineligibility may be waived in the event that the transferring student did not participate in an interscholastic contest at any level in any sport while enrolled in grades nine through twelve at the sending school during the entire academic school year immediately preceding the change in schools.

g) REASSIGNMENT BY BOARD OF EDUCATION - The period of ineligibility may be waived if the student has changed schools through a properly documented reassignment of the Board of Education to another school in the district. To meet this exception for a reassignment, assignment may include, but are not limited to, the closing or opening of a school due to consolidation, merger, opening of a new school, or another type of opening or closing or assignment through KRS 158.6455 or other applicable adopted regulation. Such assignment may be to the public school district should a private, parochial or independent school close.

h) TRANSFER FROM NON-MEMBER SCHOOL - The period of ineligibility may be waived for a student transferring from a non-member school located in Kentucky whose athletic participation has been limited primarily to other non-member schools.

i) MILITARY ASSIGNMENT - The period of ineligibility may be waived for a student transferring in a situation where documentation is presented to verify that the change in education and living arrangements is directly related to an order from any branch of the United States military service, including the reserve components.

Sec. 3) Specific Restrictions Resulting in Denial of Waiver

Satisfying of one of the exceptions (a through i) will not be considered valid and a waiver of the period of ineligibility shall not be granted—

a) If the change in schools is to nullify or circumvent the actions of representatives or rules of the previous school or if the student left the sending school under penalty which would have resulted in their ineligibility at the sending school;

b) If the satisfying of one of the exceptions occurs after the enrollment at the new school;

c) If the change in schools is motivated in whole or part by a desire to participate in athletics at the new school;

d) If the satisfying of one of the exceptions is used or manipulated for the purpose of gaining athletic eligibility;

e) If the satisfying of one of the exceptions by the student and the parent(s) does not reasonably precipitate a transfer to the new school.

Sec. 4) Other Transfering Student Restrictions and Procedures

a) The Commissioner may, as he/she deems necessary, appoint or hire a committee or investigator to conduct any inquiry or investigation concerning any issues arising under this bylaw or any other bylaw.

b) If any member school files a written objection to the factual validity of the certification before the conclusion of the period of time to which the period of ineligibility would normally apply, along with the specific detailed basis for such, then a complete investigation shall be conducted by the KHSAA and a ruling shall be issued through the Commissioner’s office.

c) No student enrolled in grades 4-12 who has participated in a first team game shall be eligible to represent a second member school during that school year unless that student would qualify for a waiver of the period of ineligibility in accordance with provisions (a) through (i) above.

d) A student is ineligible for athletics in this state if he/she transfers from another state if he/she was or would have become ineligible in the state from which he/she transfers.

Bylaw 7. Transfer Rule - Non-Domestic Students

Sec. 1) Foreign Exchange Students

Foreign exchange students attending school in Kentucky shall be considered ineligible for the first calendar year following enrollment. If placed in a KHSAA member school under the auspices of approved student exchange programs or in other circumstances approved by the Board of Control within Board policy, these students may be declared eligible and not be subject to the initial one-year period of ineligibility.

b) In order to be considered for a waiver, the following conditions must exist:

1) The student shall be in compliance with all U.S. Immigration and Naturalization Service regulations;

2) The student shall be in the first and only year as an exchange student;

3) The student shall not be a graduate of a the 12th or terminating grade or its’ equivalent in either the U.S. or his/her home country;

4) The student shall be in possession of a complete transcript of records that has been translated into English prior to the request for eligibility;

5) The student shall be in possession of a J-1 student education visa issued by the U.S. Immigration and Naturalization Service;

6) The student’s placement must not have been a “direct placement” into a KHSAA member school;

7) The student’s host family shall not pay any tuition or fee normal to the attendance at the KHSAA member school, all such fees shall be paid by the student’s family;

8) All travel fees shall be paid by the student’s family; and

9) The student’s host family shall not include members of the coaching staff at the KHSAA member school at which participation is desired and shall not include exchange agency representatives.

c) To be considered for approval by the Board of Control, a foreign exchange program shall assign students to schools by a method that ensures that no student, school or interested party may influence the assignment for athletic or other purposes.

d) The student, the principal or designated representative of the member school, and a representative of the placement agency...
shall sign and attest to certification that the athlete complies with
the eligibility rules of the KHSAA and shall not be eligible under
any circumstances for more than one year of athletic participation
if the first year period of ineligibility is waived.
Sec. 2) Additional Eligibility for Exchange Students
Any student having made election to apply for the waiver of the first
year of ineligibility and having been granted a waiver of the normal
period of ineligibility under subsection (a) above shall not be eligible,
under any circumstances, for more than one (1) school year while
enrolled in grades 9-12 in Kentucky.
Sec. 3) Students Not Coming Through Exchange Programs
Any student desiring to participate in athletics who does not meet the
criteria listed in Bylaw 7 may seek a waiver of the one-year ineligibility
period through the KHSAA Due Process Procedure.

Bylaw 8. Contestant On Other Teams, Post Season and All-Star Games
Any student who after enrolling in grade nine (9) has been a
contestant in football or basketball at any level (grades 9-12) and
has eligibility remaining in that sport may not participate on any non-
school sponsored team or in any all-star game in that sport or any
variation of that sport from the first day of school through the last
scheduled contest played in that sport (including KHSAA sanctioned
post-season) by that school unless it has been sanctioned by the Board
of Control. Following the team’s last scheduled game (including post
season), there are no restrictions on play in that particular sport for the
student-athletes.

Bylaw 9. Other Eligibility Requirements and Regulations
Sec. 1) Graduates and College Students
Any student who has graduated from a secondary school, or who
has ever played on a college team, is thereafter ineligible to play on
a high school team.
Sec. 2) Practice of Ineligible Students
Unless ineligible due to the provisions of Bylaw 11 (Sportsmanship,
being ejected from a contest), any student who is not eligible for
competition during a team’s next contest/meet/match/game shall
not practice with the team.
Sec. 3) Conduct - Student or Other Representative Under Penalty
Any student, contest official or other official school representative
who is under penalty or discipline or whose conduct is such as to
reflect discredit upon the school or the KHSAA is not eligible.

Bylaw 10. Recruitment
Sec. 1) Foreword
Pupils (both domestic and foreign) at any grade level shall not
be recruited to a member school of the KHSAA for the purpose of
participating in athletics, including recruitment under the guise of
academics.
Sec. 2) Definition
Recruiting is defined as an act, on behalf of or for the benefit of,
a school, which attempts to influence a student to transfer to a
member school for the purpose of participating in athletics. A school
official utilizing an intermediary, such as, but not limited to a peer,
another school employee, a student, a parent or a citizen, for the
purpose of recruiting a student athlete shall be in noncompliance.
a) An athletic coach or any other member of the school staff shall
not influence a student even if the student, his/her parents or any
intermediary from another school makes the initial contact. In
this situation, a coach or staff member (paid or unpaid) should
immediately refer the person(s) to the school principal.
b) Influencing a student shall include, but shall not be limited to the
promise or instilling the expectation of an athletic advantage,
playing time, employment of the student or his/her parents or
relatives, housing for the student or his/her parents, scholarships
or financial aid for which other members of the student body are
not generally eligible, or any other material or athletic reward
for which other members of the student body are not generally
eligible.
Sec. 3) Penalty
Any representative of a member school knowingly allowing the
recruitment of a student for the purpose of participating in athletics
or who should have known of such recruitment shall be guilty of
willful neglect of duty, misconduct, and/or breach of contract. Such
shall apply not only to coaches, but also to personnel supervising
coaches, such as, but not limited to an athletic director, an assistant
principal, a principal, an assistant superintendent, a superintendent
or a school board member. This regulation shall also apply to students
or their parents.

Bylaw 11. Practice of Sportsmanship
Sec. 1) Sportsmanship Obligation
It is the clear obligation of principals, coaches, faculty members,
boards of education, and all official representatives of member
schools to practice the highest principles of sportsmanship and
the ethics of competition in all interscholastic relationships with
fans, officials, players, coaches, official representatives of member
schools, and the general public. The Commissioner and the Board of
Control shall have the full authority to suspend the coach, student,
or any member school whose representatives may be convicted on
competent evidence of the violation of this obligation. Any violation
of this rule in any interscholastic contest shall be immediately
reported to the Commissioner by the principal(s) of the school(s)
involved, and by the game officials who work in the contest.
Sec. 2) Illegal Equipment
It shall also be considered a violation of this rule if any school or
school representative(s) uses or allows the use of illegal equipment
which gains a competitive advantage in the contest and which is
expressly prohibited by the rules adopted for that sport. Violations
of this particular provision may result in punishment by the
Commissioner in accordance with the provisions of this bylaw and
in accordance with KHSAA Bylaw 33, Penalties.
Sec. 3) Requirement for Reinstatement
Any student, coach, or official team representative ejected from an
interscholastic contest due to a violation of this obligation must be
reinstated by a member of the Commission prior to returning to
interscholastic contests. Any student or coach using insulting
language to another player or coach or to any official in any
interscholastic contest, or who has been ruled out of such a contest
because of unsportsmanlike tactics, shall be disqualified from athletic
competition until reinstated by the Commissioner.
Sec. 4) Reporting Requirement and Permanent Suspension
The name of the student or coach shall be reported to the Commissioner
by the principal of the school than that student attends. When
an official disqualifies a student or coach, he/she shall report the
disqualification to the principal or his/her representative and to the
KHSAA office. If the Commissioner finds upon investigation that the
offense was sufficiently serious, the offender shall be permanently
disqualified.

Bylaw 12. Amateur/Awards
Sec. 1) Amateur Status
A student who represents a member school in an interscholastic
sport shall be an amateur in that sport. An amateur athlete is one
who engages in athletic competition solely for the physical, mental,
social and pleasure benefits derived from said participation.
An athlete forfeits amateur status in a sport by:
a) Competing for money or other monetary compensation (allowable
travel, meals and lodging expenses may be accepted);
b) Receiving any award or prize of monetary value not approved by
this Association;
c) Capitalizing on athletic fame by receiving money or other gifts of
monetary value not specifically approved by Section 2 or 4 of this
rule (scholarships to institutions of higher learning are specifically
exempted);
d) Signing a professional playing contract in that sport; or
the receipt of pay for instructing, supervising or officiating in an organized youth sports program
or recreation, playground, or camp activities shall not jeopardize amateur status. “Organized youth sports program” includes both
school and non-school programs.
Sec. 2)Awards

a) Awards governed herein and received by a student-athlete while representing a member school include awards received by a student-athlete while enrolled during the academic year as a regular student or awards received by a student-athlete while representing the school at any other time.
b) Awards received by a student-athlete participating in an event while not representing the school, shall conform to the regulations of the recognized amateur athletic organization(s) associated with the event. If no such limit exists for the amateur organization, the limit shall be $300. At no time shall the student-athlete be permitted to receive cash for this type of participation.
c) Awards presented by a member school conference, or approved agency must be uniform for all team members receiving the award.

Sec. 3) Non-Permissible Awards

The following awards are prohibited:
a) An individual may not receive a cash award for athletics participation. An individual may not receive a cash equivalent item (i.e., an item that is negotiable for cash or trace other services, benefits or merchandise) for athletic participation.
b) Gift certificates and merchandise items that cannot be properly personalized shall be prohibited.
c) Cash or any other award that an individual cannot receive under these rules may not be forwarded in the individual's name to a different agency or individual.

Sec. 4) Type of Awards

a) Awards for recognition of interscholastic athletics participation (letter awards) may be presented each year by a member school. In addition, the school may present senior awards and awards in recognition of special attainments or contribution to a team's competitive season (i.e., scholar-athlete, most improved player, etc.)
b) Awards for participation in special events (post season tournaments) and established regional or national recognition awards (Mr./Miss Basketball, All-State, etc.) may be presented only by the management of such an event, awards program, or by a school that has had or will have a team or individual participate in the event/sport.
c) The total value of any award presented for high school competition shall not exceed $300, except awards presented by the Association or a member school for participation in KHSAA sponsored events.
d) Schools or conferences may not present individual awards to student-athletes for specialized performances in particular contests or events or during a limited time period (i.e., "player of the game" or "player of the week"). However, an organization such as the humanists or other outside agency may recognize a student-athlete's outstanding performance in a particular contest or during a particular time by presenting a certificate, plaque or medal valued at less than $50. It is not permissible for such an organization to provide any other tangible item or award.

Bylaw 13. Financial Aid

Sec. 1) Definitions for this bylaw

a) Tuition—means the amount of necessary fees, costs and other charges to attend a member school as determined by that member school's published scale of charges. The tuition at the member school shall be the same for all students in like situation irrespective of participation in athletics and shall not include room and board expenses.
b) Classification of Schools - means the classification of the member schools as follows: (1) A1- District operated general program or multi-program schools; (2) D1 – Kentucky Department of Education operated schools (Blind and Deaf); (3) F1- Federal Dependent Schools; (4) J1- Roman Catholic schools; (5) M1 - Other Religious schools and (6) R1-Private non-church related schools.
c) Public Schools- means the member schools receiving funding from the Kentucky Department of Education or comparable federal sources. Public schools shall include the member schools which are classified as A1, D1 or F1.
d) Non-Public Schools—means the member schools not receiving funding from the Kentucky Department of Education or comparable federal sources. Those schools shall include the member school which are classified as J1, M1 and R1.
e) Non-Public School Zone — means the zone to which each non-public school is assigned. The four current non-public school zones are Covington, Lexington, Louisville and Owensboro. These non-public school zones shall be comprised of the counties contained in the geographic alignment related to the archdiocese of the same name.
f) Non-Public School Governing Board— means the entity having oversight over the member school. For purposes of this bylaw, the "governing board" of a non-public school shall be determined by the school type. For J1 schools, the "governing board" shall be the archdiocese and geographic references shall be the counties included in the non-public school zone of the school. For the R1 and M1 schools, the "governing board" shall be as defined by the governance structure of the institution.
g) Immediate Family—means the student's father, mother, brother, sister, step-father, step-mother, step-brother, step-sister, husband, wife, aunt, uncle, grandparent.
h) Financial Aid— means any and all aid given to a student which reduces tuition, including, but not limited to, awards, reductions and waivers.
i) Need-Based Aid— means the amount of financial aid that an independent financial analysis of the student's financial aid application demonstrates that the student needs to pay tuition to attend a member school, provided such analysis is performed by an agency approved by the Board of Control.
j) Merit Aid—means financial aid awarded by the member school based solely on academic performance which is available to the entire student body through a competitive application process and that the selection of the recipient(s) is based on published objective criteria which may not include athletic achievement or ability.
k) Merit Aid Test— means the academic assessment or placement test approved by the Board of Control prior to its administration.
l) Merit Aid Test Date—means be the date submitted by each member school for the administration of the merit aid test.
m) Financial Records— means the records related to any financial aid analysis of the student including but not limited to, immediate family's records of the method and sources for all tuition payments.

Sec. 2) Non-Permissible Financial Aid

A student shall be ineligible to participate in interscholastic athletics if the student:
a) Receives financial aid beyond the limits defined in Section 1(a) except for merit aid allowed under this bylaw, and waivers of tuition for non-domestic students ruled eligible under Bylaw 6, Section 2 (Foreign Exchange);
b) Receives merit aid based on an unapproved merit aid test;
c) Receives merit aid based on a merit aid test not administered on an approved merit aid test date;
d) Receives merit aid greater than twenty-five percent (25%) of the tuition at the member school;
e) Receives merit aid from a member school that has already given merit aid to the greater of five (5) percent of its student body or five students;
f) Receives financial aid that is not available to the entire student body by published objective criteria;
g) Receives financial aid from a funding source that is not under the custody and control of the member school and/or its governing board;
h) Receives any financial aid other than the permitted need-based aid or merit aid detailed above from a member school, any other
entity governed by that member school’s governing board or any representatives of the member school;
i) Receives any financial aid that is indirectly or directly related to athletic achievement or ability;
j) Has any part of the financial obligation to the member school paid directly or indirectly by individuals outside of the student’s immediate family; or
k) Does not agree to complete disclosure of financial records as defined in this bylaw upon request of the KHSAA and its officials, employees and agents.

Sec. 3) Financial Aid Restrictions and Reporting
All member schools shall annually report detailed financial aid information to the KHSAA including, but not limited to:
a) Tuition schedule and/or other fees applicable to the student body at the member school;
b) The merit aid test being utilized by the school and the merit aid test date; and
c) A detailed listing of the amount of financial aid awarded by the member school including but not limited to:
1) The need-based aid each student-athlete is eligible to receive based on the report of the approved independent agency;
2) The merit aid given to each student and the qualifying score used to make the determination;
3) The amount of need-based aid awarded to each student; and
4) A specific listing of the sports in which each student participates.
Name (Last, First, Initial) __________________________ School Year ____________
Home Address (Street, City, State, Zip): __________________________
Gender ________ Grade ________ School __________________________
Date of Birth: ________________ Birth Place (County, State): ________________
Attendance History
<table>
<thead>
<tr>
<th>Grade</th>
<th>School Name</th>
<th>School Year</th>
<th>Varsity Play – (Yes/No)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td></td>
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<tr>
<td>10</td>
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<td>11</td>
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<tr>
<td>12</td>
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</tbody>
</table>

I am planning to participate in the following (circle all you might try to play):
- Baseball
- Basketball
- Cross Country
- Football
- Golf
- Soccer
- Softball
- Swimming
- Tennis
- Track and Field
- Volleyball
- Wrestling
- Archery
- Bass Fishing
- Bowling
- Cheer
- Other

PART II - MEDICAL HISTORY

Parent and student complete this part and present to the authorized health care provider before the physical.

CHECK THE APPROPRIATE RESPONSE TO EACH ITEM:

1. Have you ever been hospitalized?
   YES  NO

2. Have you ever had surgery of any kind (e.g., tonsillectomy)?
   YES  NO

3. Are you presently taking any medications or pills?
   YES  NO

4. Do you have any allergies (medicine, bees, or other insects)?
   YES  NO

5. Have you ever passed out during exercise?
   YES  NO

6. Have you ever been dizzy during or after exercise?
   YES  NO

7. Have you ever had chest pain during or after exercise?
   YES  NO

8. Have you ever had high blood pressure?
   YES  NO

9. Have you ever been told you have a heart murmur?
   YES  NO

10. Have you ever had racing of your heart?
    YES  NO

11. Has anyone in your family died of heart problems before 50?*
    YES  NO

12. Do you have any skin problems? (itching, rashes, acne)
    YES  NO

13. Have you ever had a head injury?
    YES  NO

14. Have you ever been knocked out or unconscious?
    YES  NO

15. Have you ever had a seizure or suffer from epilepsy?
    YES  NO

16. Have you ever had a stinger, burn or pinched nerve?
    YES  NO

17. Have you ever had heat related problems?
    YES  NO

18. Have you ever been dizzy or passed out in the heat?*
    YES  NO

19. Do you cough heavily, or breath heavily during activity?
    YES  NO

20. Do you use any special equipment (e.g., knee brace)?
    YES  NO

21. Have you had any problems with your eyes or vision?*
    YES  NO

22. Have you ever sprained/strained, dislocated, fractured, broken or had repeated swelling or other injuries of any bones?*
    YES  NO

23. Are you missing one of any paired organs (e.g., eyes)
    YES  NO

24. Have you ever been diagnosed with any form of asthma?
    YES  NO

25. Are you using an inhaler for asthma?
    YES  NO

26. Are you diabetic?
    YES  NO

27. Do you administer insulin to yourself?
    YES  NO

28. Are you presently using tobacco in any form?
    YES  NO

29. Do you have a history of sickle-cell anemia in your family?
    YES  NO

30. Have you had any other medical problems?
    YES  NO

31. Have you had a medical problem or injury within the last year?
    YES  NO

32. Can you swim?
    YES  NO

33. When was your last tetanus shot?
    YES  NO

Please explain any YES answers from questions 1-31:
PART III - PHYSICAL EXAMINATION

This part must be completed by an authorized health care provider named in Bylaw 2.

PATIENT NAME: ____________________________________________

<table>
<thead>
<tr>
<th>Height: ______</th>
<th>Weight: ______</th>
<th>BP: ______ / ______</th>
<th>Pulse: ______</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vision: R-20/____</td>
<td>L-20/____</td>
<td>BOTH-20/____</td>
<td>CORRECTED? Y N</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Normal</th>
<th>Abnormal</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEART</td>
<td></td>
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<tr>
<td>Rhythm (Regular/Irregular)</td>
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<tr>
<td>Murmur (supine)</td>
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<tr>
<td>Murmur (standing)</td>
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<td>ENT</td>
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<td>Lungs</td>
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<td>Skin</td>
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<td>Abdominal</td>
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<td>Genitalia</td>
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<td>Musculoskeletal</td>
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<td>Neck</td>
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<td>Shoulder</td>
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<td>Elbow</td>
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<td>Wrist</td>
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<td>Hand</td>
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<tr>
<td>Back</td>
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</tr>
<tr>
<td>Knee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ankle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foot</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dental</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

After having reviewed the data above and the student’s medical history, I make the following recommendations on participation in athletics:

1. Cleared

2. Cleared after additional evaluation for

3. Restricted from participating in the sports of

4. Cleared only to participate in the sports of

Recommendations/Restriction (attach additional if necessary)

In accordance with KHSAA Bylaws, I have examined the physical condition of the student and find the said student to be physically fit to practice for and participate in interscholastic athletic contests.

Provider’s Name (please print)

Authorized Signature

Address:

City/State/Zip

Date:

Phone

This Physical Examination is valid for one year from date administered should be kept in a secure location until the student has exhausted eligibility, graduated from high school and reached the age of 19.
PART IV – CONSENT INFORMATION TO PARTICIPATE, ACKNOWLEDGMENT OF ELIGIBILITY RULES, LIABILITY WAIVER AND CONSENT AND RELEASE

As parent/legal guardian, I agree to allow my child to participate in interscholastic athletics.

The student and parent/legal guardian recognize that participation in interscholastic athletics involves some inherent risks for potentially severe injuries, including but not limited to death, serious neck, head and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular skeletal system, and serious injury or impairment to other aspects of the body, or effects to the general health and well being of the child. Because of these inherent risks, the student and parent/legal guardian recognize the importance of the student obeying the coaches’ instructions regarding playing techniques, training and other team rules. By signing this form, the student and parent/legal guardian acknowledge that the student’s participation is wholly voluntary and to having read and understood this provision.

The student and parent/legal guardian individually and on behalf of the student, hereby irrevocably, and unconditionally release, acquit, and forever discharge the KHSAA and its officers, agents, attorneys, representatives and employees (collectively, the “Releasees”) from any and all losses, claims, demands, actions and causes of action, obligations, damages, and costs or expenses of any nature (including attorney’s fees) that the student and/or parent/legal guardian incur or sustain to person, property or both, which arise out of, result from, occur during or are otherwise connected with the student’s participation in interscholastic athletics if due to the ordinary negligence of the Releasees.

The student and parent/legal guardian acknowledge that they have read and understood the KHSAA Bylaws 1 through 33 by distribution at http://www.khsaa.org/handbook/. Please be aware that a student is subject to the one-year period of ineligibility in Bylaw 6, otherwise known as the “Transfer Rule,” upon participation in any varsity contest regardless of the amount of participation or lack thereof.

The student and parent/legal guardian agree to abide by the KHSAA Bylaws and Due Process Procedure as now enacted or later amended. The student and parent/legal guardian further acknowledge that they agree to abide by the rulings of the Commissioner, Assistant Commissioner, Hearing Officer and Board of Control.

The student and parent/legal guardian acknowledge that the student must have insurance coverage up to a limit of $25,000 in order to be eligible to participate in interscholastic athletics.

The student and parent/legal guardian, individually and on behalf of this student, give the high school, the KHSAA and their representatives permission to release this student’s demographic information (including motion picture and still photography) and participation statistics (including height, weight and year in school, participation history and other performance based statistics) and other information as may be requested, and agree that the student may be photographed or otherwise digitally or electronically captured during school-based competition and such image or other report may be used without permission or compensation.

The student and parent/legal guardian consent to this student receiving a physical examination as required by the KHSAA.

The student and parent/legal guardian, individually and on behalf of this student, consent to the high school and the KHSAA and their representatives to use and disclose the necessary personally identifiable information from the student’s education records including academic, financial and health care information, to third parties including school representatives, coaches, athletic trainers, medical facilities, medical staffs, KHSAA legal counsel and the media, for the purpose of receiving proper/necessary medical care and complying with the KHSAA bylaws, including making determinations regarding eligibility to participate in interscholastic athletics and any administrative or legal proceedings resulting from participation or attempted participation in interscholastic athletics, without such disclosure constituting a violation of my rights under the Family Educational Rights and Privacy Act. I further release the high school, the KHSAA and their representatives from any and all claims arising out of the use and disclosure of said necessary personally identifiable information. I also agree to release to the high school, the KHSAA, and their representatives, upon request, the detailed and completed application for financial aid.

The student and parent/legal guardian, individual and on behalf of the student, hereby acknowledge that they are aware of and will review if desired, the education materials available through the KHSAA, the Centers for Disease Control and other agencies regarding education all individuals with respect to nature and risk of concussion and head injury, including the continuity of play after concussion or head injury.

The student and parent/legal guardian, individual and on behalf of the student, hereby consent to allow the student to receive medical treatment that may be deemed advisable by the high school, the KHSAA, and their representatives in the event of injury, accident or illness while participating in interscholastic athletics, including, but not limited to, transportation of the student to a medical facility.
PART V - STUDENT AND PARENT/GUARDIAN ACKNOWLEDGMENT OF RISK, ELIGIBILITY RULES, LIABILITY WAIVER AND CONSENT AND RELEASE AND EMERGENCY PERMISSION FORM

This part must be completed by student and custodial parent / guardian). This form must be reproduced in order for a copy to travel with respective athlete.

STUDENT AND PARENT/GUARDIAN ACKNOWLEDGMENT OF RISK, ACKNOWLEDGEMENT OF ELIGIBILITY RULES, LIABILITY WAIVER AND CONSENT AND RELEASE

__________________________
Students’ Name (please print)  

__________________________
School

__________________________
Student and Parent/Guardian Address including City, State and Zip

__________________________
Signature of Student  

__________________________
Date

Please list above any health problems/concerns this student may have, including allergies (medications / others) and any medications presently being used

__________________________
Name of Parent(s)/Guardian(s) who has/have custody of this student (please print)  

__________________________
Emergency Phone Number

__________________________
Signature of Parent(s)/Guardian(s) who has/have custody of this student

__________________________
Date

REQUIRED INSURANCE INFORMATION (KHSAA Bylaw 2)

__________________________
Insurance Carrier  

__________________________
Policy Number

EMERGENCY CONTACT INFORMATION

__________________________
Name (please print)  

__________________________
Relation to Student

__________________________
Emergency Contact Address, including City, State and Zip

__________________________
Daytime Phone  

__________________________
Cell Phone

EMERGENCY TREATMENT INFORMATION

The following information is recorded solely for potential hospitalization and emergency care needs and is not required to be recorded on this form. However, those failing to provide this information should be aware that this might be required by emergency treatment facilities prior to rendering service, and failure to provide could result in lack of appropriate care.

__________________________
Social Security Number

__________________________
Birth Date

The student and parents/guardian must read this statement carefully and sign where required. This form must be completed before the student participates (hereinafter including try out for, practice and/or compete) in interscholastic athletics. This form should be kept in a secure location until the student has exhausted eligibility, graduated from high school and reached the age of 19.
PARENTAL PERMISSION FOR
EXTRA-CURRICULAR ACTIVITY/STUDENT TRANSPORTATION

This form is used to establish formal parental permission for student transportation.

I, __________________________, parent/legal guardian of ____________________, hereby grant permission to Fayette County Public Schools to transport my child to the activities listed on the attached schedule. My child participates in the extra-curricular activity of __________________________ at ______________________ School. I acknowledge the attached activity schedule denotes the destination(s), date(s), and departing time(s) from school. The return to school will be immediately after the activity has concluded.

In the event Fayette County Public Schools are not providing transportation, I acknowledge and understand the mode of transportation is noted on the activity schedule.

By signing this form I am acknowledging and agreeing to the mode of transportation to be used. I do further certify that I am of full legal capacity to execute this authorization.

Date:_____________________________

________________________________________
PARENT/LEGAL GUARDIAN

11/06
Division of Law Enforcement

The following is a general description of law enforcement officers’ responsibilities and duties during athletic events:

A. Prevention of Crime
   1. Protection of spectators and participants
   2. Patrol of grounds and facility
   3. Investigation of incidents (crime, etc.)

B. Protection of Fayette County Public Schools’ Property and Personal Property
   1. Prevention of thefts
   2. Prevention of vandalism
   3. Provide money escorts

C. Traffic Control
   1. Supervise traffic on Fayette County Public Schools' property
   2. Supervise parking
   3. Investigate automobile accidents

D. Crowd Control

   Assist school officials in:
   1. Supervision of spectator flow
   2. Supervision of spectator conduct

E. Public Relations
   1. Assist spectators
   2. Assist participants and officials
   3. Assist students
CROWD CONTROL PROCEDURES

1. At the beginning of each school year, the principal will meet with the Division of Law Enforcement in order that adequate protection will be available to control the spectators before, during, and after the game. Develop a plan of action for measures to be taken in the event of trouble.

2. Supervision on the parking areas during the game is advised. The parking area should be well lighted.

3. Ticket takers should be advised to screen for trouble makers and alert Security Personnel. Spectators will be required to pay full ticket price until game is concluded.

4. The visiting school should be contacted as early as possible to discuss crowd control procedures for the game, parking sites, bleacher areas, loading and unloading buses and automobiles.

5. Secure stadium and gymnasium gates and doors, prior to scheduled opening time.

6. Have adequate number of ticket takers, ticket sellers, entrances, exits, concession stands, etc., to minimize congestion.

7. Arrange for and provide supervision to continue until all spectators have left, including the team bus.

8. If special seating areas are to be roped off, have this done before the gates are opened. Provide a special seating for the visiting team's band.

9. Allow no spectators onto the sidelines. The few people, other than the players, coaches, managers, and "chain gang," will be issued VISIBLE SIDE LINE PASSES.

10. Keep lines of communication open to administrators of visiting schools.

11. Provide for supervision during half-time. Supervision is necessary to help direct the crowd, keep spectators off the playing field, and prevent loitering.

12. Team, band, and pep buses should depart as soon as possible after the game.
FAYETTE COUNTY PUBLIC SCHOOLS
STUDENT ACCIDENT INFORMATION FORM

1. School Student Attends: __________________________ Location of Accident: __________________________
2. Name of Student: ___________________________ DOB: __________________________ Sex: ______
3. Student’s Address: __________________________ Phone Number: __________________________
   Address               City, State          Zip Code
4. Name of Parent/Guardian: __________________________
5. Date of Accident: ___________________________ Time of Accident: ___________________________
6. Place Of Accident:
   _____ Classroom
   _____ Gym
   _____ Stair
   _____ Bus Stop
   _____ Ball Field
   _____ Cafeteria
   _____ Playground
   _____ Library
   _____ Music
   _____ Parking Lot
   _____ Scratch
   _____ Steps
   _____ School Bus
   _____ Soccer Field
   _____ Hall
   _____ Sidewalk
   _____ Restroom
7. Nature of Injury:
   _____ Bruise
   _____ Turned Ankle
   _____ Burn
   _____ Sting
   _____ Mashed
   _____ Cut
   _____ Bump
   _____ Dental
   _____ Concussion
   _____ Seizure
   _____ Sprain
   _____ Fracture
   _____ Pulled muscle
   _____ Fainted
   _____ Abrasion
   _____ Scratch
   _____ Nose bleed
   _____ Dislocation
   _____ Puncture
   _____ Bite
8. Part of Body Injured:
   _____ Head
   _____ Lip
   _____ Shoulder
   _____ Stomach
   _____ Toe
   _____ Face
   _____ Leg
   _____ Foot
   _____ Mouth
   _____ Other
   _____ Knee
   _____ Hand
   _____ Elbow
   _____ Tooth
   _____ Ear
   _____ Finger
   _____ Wrist
   _____ Nose
   _____ Chest
   _____ Hip
   _____ Arm
   _____ Side
   _____ Neck
   _____ Ankle
   _____ Back
   _____ Eye
9. *Give a detailed description of how the accident occurred & activities engaged in at the time of the accident:

10. Witnesses (Name, Address & Phone)

11. Degree of Injury: (Note: If serious injury, please notify the Division of Risk Management & Safety at 381-3827 ASAP)

   Death_______ Permanent Injury_______ Serious but not permanent_______ Minor_______

12. Days absent from school ______
13. Was Parent, Guardian or Next of Kin Notified? Yes____ No____
14. Does the Student Have School Insurance? Yes____ No____
15. Immediate Action Taken
   _____ None Needed
   _____ Sent to Physician
   _____ First Aid
   _____ Sent Home
   _____ Sent to Hospital

Signature of Person in Charge at Time of Accident: __________________________ Date Reported ______

NOTE: KEEP PINK COPY FOR SCHOOL FILE, SUBMIT WHITE AND YELLOW COPIES TO THE DIVISION OF RISK MANAGEMENT AND SAFETY. ATTACH MEDICAL BILLS IF AVAILABLE.
* (Attach additional pages and job requests if needed)
PRECAUTIONARY PRACTICE MEASURES TO PROTECT PLAYERS FROM EXCESSIVE HEAT

Extreme heat and humidity mandates that certain precautions be taken to protect your players from heat related injuries and illnesses.

PRECAUTIONS: These precautions apply to all practices.

1. Players should be cautioned by the coaches as to signs and symptoms of heat exhaustion, and players should be instructed to notify the coaches immediately when certain signs and symptoms of heat exhaustion occurs to them. Example: dizziness, blurred vision, nausea, severe cramping. Players should be taken out of practice immediately and first aid should be administered immediately. Heat illness is a completely preventable illness but can be a life threatening emergency if left untreated. Heat illness is cumulative. Once an athlete stops sweating and their skin becomes red, these individuals need to be transported immediately to an emergency room. Instruct players to monitor their teammates on the signs and symptoms of heat illness.

2. Acclimate your players slowly to the heat and be aware that younger athletes may be more susceptible. Do not practice vigorously at first. Changing practice time to earlier or later in the day may be necessary.

3. Be aware of the overweight athletes and also that most of your players will be out of condition. These are two (2) prime causes of heat exhaustion.

4. The first five (5) to seven (7) days of practice shall be in shorts and helmets. (Helmets apply only to football.)

5. Unlimited water shall be made available at practice. Your players should drink plenty of water - more than usual - proper diet habits, i.e., fruit, sports drinks, no soda or anything with caffeine. Drink fluids throughout the day to establish a proper hydration level.

6. Check humidity levels on practice days and on the field if possible. Humidity is extremely important in the cause of heat related injuries.

7. In excessive heat, coaches will develop procedures to check weight before and after practice. Continued weight loss during practice will cause heat exhaustion.

8. Practice time should be a maximum of 1 hour and 30 minutes in length. A break for water should be given every 30 minutes of 5 to 10 minutes.

9. Please advise your players that too much salt intake can be harmful. (salt tablets)

10. Football helmets should be removed whenever possible.

11. If symptoms of heat exhaustion occur in any player, special attention and supervision should be given to the player. Treat all heat related injuries as serious.

12. Coach will notify principal, Athletic Director or District Athletic Director or Director of High Schools of any heat related injuries and concerns.
PRECAUTION MEASURES TO PROTECT PLAYERS FROM EXCESSIVE HEAT DURING ATHLETIC GAMES

Extreme heat and high humidity mandate that precautions be taken at athletic events to protect players from heat related injuries and illness.

PRECAUTIONS: These precautions apply to both home and away games.

1. Players should be cautioned by the coaches as to signs and symptoms of heat exhaustion. Players should be instructed to notify the coaches immediately when they experience certain signs and symptoms of heat exhaustion. Example: dizziness, blurred vision, nausea, severe cramping. Players should be taken out of the game immediately and first aid should be administered immediately. Heat illness is a completely preventable illness but can be a life threatening emergency if left untreated. Heat illness is cumulative. Once an athlete stops sweating and the skin becomes red, the athlete should be transported immediately to an emergency room. Instruct players to monitor their teammates on the signs and symptoms of heat illness.

2. Pre-game warm-ups should be shortened to include only stretching exercises.

3. A pre-game meeting should be held with the coaches of both teams and the game officials to alert the officials to be observant of players that appear to be sluggish and extremely tired due to the heat.

4. A plan should be formulated in the pre-game meeting of the coaches and officials as to what measures will be taken during all sports (soccer, baseball, track, golf etc.).
   a. to possibly shorten the game, especially the last half of the game, and
   b. to provide for lengthening the breaks between quarters in football up to 5 minutes and between halves up to 20 minutes, if needed.
   c. increase frequency of water breaks during game.

5. Be certain that your team physician will be and is present at home football games.

6. Extra amounts of water and ice should be provided by the school for team use.

7. When a player comes out of the game, he/she should remove any non-essential equipment (this would include but not be limited to helmets, shoulder pads, goalie shirts, goalie gloves) and be provided sufficient water to cool down. Consideration should be given to all players on the sidelines, especially players that have been involved in the game, to be permitted to remove any head covering.

8. Treat ALL heat related injuries as serious. Special attention and observation should be given to all players that have experienced any symptoms of heat exhaustion.
INTRODUCTION
Following months of study, after one year of implementation and in an effort to help protect the health and safety of student-athletes participating in high school sports, the Kentucky Medical Association Committee on Physical Education and Medical Aspects of Sports issued a recommended procedure to the Kentucky High School Athletic Association for immediate implementation in 2002. This procedure called for the determination of the Heat Index (using on site devices to measure Temperature and Relative Humidity), and a guideline for activity to be conducted at that time based on the Heat Index reading. Though other procedures and measurements were considered, the application of the Heat Index appeared to be most readily implementable on a state wide basis, and appeared to be reliably tested in other areas.

Through the first five years of use of the procedure, minor adjustments were made in the reporting requirements, and the on site devices to be used. In May, 2005, the Board of Control through its policies directed that all member school comply with the testing and reporting requirements. In October, 2006, the member schools of the Association overwhelming approved at their Annual Meeting, a proposal to make such reporting not simply a Board of Control policy, but a school supported and approved Bylaw as it approved Proposal 9 to amend KHSAA Bylaw 17 (full details are available at http://www.khsaa.org/annualmeeting/20062007/annualmeetingproposals20062007.pdf).

In March, 2007, the Kentucky Medical Association Committee on Physical Education and Medical Aspects of Sports recommended the elimination of all devices with the exception of the Digital Sling Psychrometer as a means of measuring at the competition/practice site.

GENERAL PROCEDURE
The procedure calls for the determination of the Temperature and Relative Humidity at the practice / contest site using a Digital Sling psychrometer. It is important to note that media-related temperature readings (such as the Weather Channel, local radio, etc.), or even other readings in the general proximity are not permitted as they may not yield defensible results when considering the recommended scale. The readings must be made at the site. Neither the KHSAA nor KMA has endorsed any particular brand of psychrometer and receives no endorsement fee or other consideration for any device sold. There are several models on the market that will properly perform the functions, including companies such as Medco and others. The KHSAA or your local Certified Athletic Trainer has easy access to catalogs with this type of equipment. In addition, the KHSAA web site has a variety of links to various dealers.

INDOOR AND OUTDOOR VENUES
While much of the original discussion concerning this package centered on outdoor sports, the Kentucky Medical Association Committee on Physical Education and Medical Aspects of Sports has advised the KHSAA that indoor sports, particularly in times of year or facilities where air conditioning may not be available, should be included in the testing. Such has been approved by the Board of Control as policy requirement. The recommendations contained in this package clearly cover both indoor and outdoor activity, as well as contact and non-contact sports.

PROCEDURE FOR TESTING
Thirty (30) minutes prior to the start of activity, temperature and humidity readings should be taken at the practice / competition site.
The information should be recorded on KHSAA Form GE20 and these records shall be available for inspection upon request. All schools will be required to submit this form. For 2007, there will be online reporting for submitting this form.
The temperature and humidity should be factored into the Heat Index Calculation and Chart and a determination made as to the Heat Index. If schools are utilizing a digital sling psychrometer that calculates the Heat Index, that number may be used to apply to the regulation table.

If a reading is determined whereby activity is to be decreased (above 94 degrees Heat Index), then re-readings would be required every thirty (30) minutes to determine if further activity should be eliminated or preventative steps taken, or if an increased level of activity can resume.

Using the following scale, activity must be altered and / or eliminated based on this Heat Index as determined –

<table>
<thead>
<tr>
<th>Under 94 degrees Heat Index</th>
<th>All sports</th>
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<tbody>
<tr>
<td>Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.</td>
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<td>Optional water breaks every 30 minutes for 10 minutes in duration</td>
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<td>Ice-down towels for cooling</td>
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<td>Watch/monitor athletes carefully for necessary action.</td>
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<tr>
<th>94 degrees to 98 degrees Heat Index</th>
<th>All sports</th>
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<tr>
<td>Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.</td>
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<tr>
<td>Mandatory water breaks every 30 minutes for 10 minutes in duration</td>
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<td>Ice-down towels for cooling</td>
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<td>Watch/monitor athletes carefully for necessary action.</td>
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<td>Contact sports and activities with additional equipment</td>
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<tr>
<td>Helmets and other possible equipment removed while not involved in contact.</td>
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<tr>
<td>Reduce time of outside activity. Consider postponing practice to later in the day.</td>
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<tr>
<td>Re-check temperature and humidity every 30 minutes to monitor for increased Heat Index.</td>
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<tr>
<th>99 degrees to 103 degrees Heat Index</th>
<th>All sports</th>
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<td>Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.</td>
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<td>Mandatory water breaks every 30 minutes for 10 minutes in duration</td>
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<td>Ice-down towels for cooling</td>
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<td>Watch/monitor athletes carefully for necessary action.</td>
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<td>After uniform by removing items if possible</td>
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<td>Allow for changes to dry t-shirts and shorts.</td>
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<td>Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.</td>
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<td>Postpone practice to later in day.</td>
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<td>Contact sports and activities with additional equipment</td>
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<td>Helmets and other possible equipment removed if not involved in contact or necessary for safety. If necessary for safety, suspend activity.</td>
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<td>Re-check temperature and humidity every 30 minutes to monitor for increased Heat Index.</td>
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<tr>
<th>Above 103 degrees Heat Index</th>
<th>All Sports</th>
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<tr>
<td>Stop all outside activity in practice and/or play, and stop all inside activity if air conditioning is unavailable.</td>
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This procedure is to be used until such time as the temperature is below 80 degrees as no combination of heat and humidity at that level will result in a need to curtail activity. The KHSAA will use September 15 as the standard date for the return of the Heat Index forms but reminds its member schools that the monitoring shall continue until such a time that no combination of heat and humidity at that level will result in a need to curtail activity.

**SUMMARY**

Though much more scientific information and other alternative methods for determining Heat Index and participation restrictions are being studied, these initial steps should help ensure the health and safety of the participants in high school sports. Adherence to these guidelines represents a conscious effort by the interscholastic community to emphasize health and safety on a much higher level than any loss of competitive preparation. Any further revisions or enhancements will be distributed to the members of the KHSAA.
### Heat Index Calculation and Chart

**Temperature (in Fahrenheit)**

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<td>134</td>
<td>137</td>
<td>140</td>
<td>143</td>
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</tbody>
</table>

### Notes:
- **All sports:** Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
- **Optional water breaks every 10 minutes for 10 minutes:** If athletes are not able to take in as much water as they desire.
- **Ice down towels for cooling:** Use ice down towels for cooling.
- **Wet T-shirt test:** Use a wet T-shirt test for cooling.
- **Heat stroke:** Consider heat stroke as a possible outcome.

### Outdoor Activities:
- **All outdoor activities:** Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
- **Optional water breaks every 10 minutes:** If athletes are not able to take in as much water as they desire.
- **Ice down towels for cooling:** Use ice down towels for cooling.
- **Wet T-shirt test:** Use a wet T-shirt test for cooling.
- **Heat stroke:** Consider heat stroke as a possible outcome.

### Additional Tips:
- **Drink plenty of water:** It is important to drink plenty of water to stay hydrated.
- **Stay cool:** Stay cool by wearing light-colored clothing and staying in the shade when possible.
- **Monitor temperature and humidity:** Keep an eye on the temperature and humidity levels to avoid overheating.
- **Take breaks:** Take frequent breaks to rest and recover.
- **Stay alert:** Stay alert for signs of heat stress and seek medical attention if necessary.

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**Explanation:**
- The chart above provides guidance on heat index for different combinations of temperature and relative humidity.
- The values are derived from empirical data and are used to determine the appropriate precautions for outdoor activities.
- The chart is based on the assumption that athletes are well-acclimated to the heat.
- For more detailed information, consult the referenced sources provided in the chart.

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**References:**
- National Weather Service
- American College of Sports Medicine
- United States Armed Forces

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**Note:**
- The chart is intended for educational purposes and should not replace professional medical advice.
- Always consult a medical professional for advice on heat-related conditions.

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**Additional Resources:**
- [Heat Stress Chart](https://www.weather.gov/heatstress)
- [Heat Index Calculator](https://www.weather.gov/heatindex)
- [Heat Stroke Prevention](https://www.mayoclinic.org)
The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic program is designed to enhance student achievement and should not interfere with opportunities for academic success. The welfare of each child shall be of utmost importance at all times. To recognize the importance of a high standard of ethics, sportsmanship and personal conduct on the part of all coaches the following guidelines have been developed:

The coaches have the responsibility not to neglect their academic duties. Practice length and times should not conflict with class preparation and responsibility.

The coaches have the responsibility to be aware of the tremendous influence they have in the education of student participants and, thus should never place the value of winning above the value of instilling the highest desirable ideals of character.

The coaches have the responsibility to uphold the honor and dignity of their professions. In all personal contact with student participants, school officials, state governing associations, the media, and the public, the coaches shall strive to set an example of the highest ethical and moral conduct.

The coaches have the responsibility to maintain open lines of communication with parents, guardians, participants and community.

The coaches have the responsibility to take an active role, in the prevention of drug, alcohol and tobacco abuse and under no circumstances should authorize their use. Furthermore, all coaches shall refrain from personal use of drugs, alcohol and tobacco while performing their assigned coaching duties, or in the presence of students.

The coaches have the responsibility to promote the entire interscholastic program of the school and direct their program in harmony with the total school program.

The coaches have the responsibility to be thoroughly knowledgeable with state association policies/rules, district policies, contest rules and are responsible for their interpretation to team members and parents. The spirit and letter of the rules should be regarded as mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.

The coaches have the responsibility to actively use their influence to enhance sportsmanship among participants, spectators, support groups, pep clubs, and administrators. Furthermore, at the completion of the contest, coaches and participants should demonstrate good sportsmanship by shaking hands.

The coaches have the responsibility to show respect for and support of the contest officials. The coaches should not indulge in conduct which will incite players or spectators against officials. Public criticism of officials is unethical.

The coaches have the responsibility to avoid abusive, vulgar and profane language whether directed at participants, spectators, contest officials or opponents.

The coaches have the responsibility not to request from faculty members special consideration for student participants.

The coaches have the responsibility to only scout opponents by those means that have been adopted by the league, school district, and/or state governing associations.

The coaches shall never recruit or entice players, by any means, to attend a school other than their district school assigned by the Board of Education.

Signature __________________________________________ Date: ______________
Listed are maximum numbers of coaches allowed per sport for the Fayette County Public Schools

<table>
<thead>
<tr>
<th>FALL</th>
<th>WINTER</th>
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<tbody>
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<td>4 Assistants</td>
</tr>
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<td>Softball:</td>
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- After reviewing the job description, each head coach in consultation with athletic director, will recommend to the principal the salary for discretionary coaching positions.
- The head coach evaluates each assistant coach on an annual basis. (See Appendix L)
- Student Teachers: Individuals who are assigned to high schools by a college/university for the intended purpose of completing their student teaching are permitted to volunteer within the athletic program at the assigned school. This will allow these individuals, if they so choose, under the supervision of the head coach to gain leadership experience in an extra-curricular activity. These individuals will not be monetarily compensated. Upon completion of student teaching their involvement with assigned school will cease.
PROCEDURES FOR PAYMENT OF ATHLETIC PARAPROFESSIONALS

Principal’s Responsibilities

As with all Personnel decisions relating to Supplemental Duty, the Principal is ultimately responsible for:
1. Recommendation for selection of paraprofessional coaches for employment;
2. Authorization for payment of paraprofessional coaches;
3. Oversight of the process outlined below.

Athletic Director Responsibilities

● AD has applicant fill out online athletic application packet. Applicant will contact the Classified Personnel Office to obtain information/forms regarding the 10 finger crime check and the TB skin test/physical. This must be done at least 2 week prior to the prospective coach assuming any coaching responsibilities. This process is completed before coming into contact with children.
● Once application process is complete and HR sends letter to AD informing them of potential coach eligibility to serve:
  ○ AD must send roster of such prospective coaches, with the Principal’s signature, to the Middle or High School Director and to the Classified Personnel Office by July 1 for fall sports, October 1 for winter sports and February 1 for spring sports.
● Obtain from the head coaches the following information to be given to the bookkeepers:
  Sport
  ○ Coach’s Name
  ○ Social Security Number
  ○ Position being paid for
  ○ How much to be paid
  ○ Funding Source (whether Board or booster funded)
  ○ Whether the coach is certified, classified or a non-district employee
● AD should explain process to booster clubs and they should understand that this budget item is coming and they are expected to pay it.

Bookkeeper Responsibilities

● Bookkeeper works with the Athletic Director on obtaining lists from head coaches regarding their respective sports for each season (fall, winter and spring).
● Bookkeeper enters the information on to the attached spreadsheet and calculates a total for the booster-funded positions.
● Bookkeeper then issues a check for the appropriate amount from the athletic accounts affected, made payable to FCBE and send to Financial Services using the following codes 110-1990-PA. The payment to Financial Services must include employer paid fringes. The appropriate percentage should be added to cover the cost of employer paid fringes incurred by the District, such as Medicare, FICA, CERS, workers comp, and unemployment insurance in addition to the supplement amount. Please check with the Budget and Staffing Office to determine what the appropriate additional percentage should be for certified, classified and non employee personnel.
● A memorandum should be included when sending the check that indicates the names of the coaches to be paid from these funds. The Financial Services Department will forward the name(s) of the coach and the account code from which they will be paid to the Classified Personnel Office.
● Deadline for sending payment:
  ○ Fall sports September 1
  ○ Winter sports December 1
  ○ Spring sports April 1
● Bookkeeper sends an email to the appropriate coaches advising them of the amount their booster groups need to reimburse the accounts.
TITLE OF JOB: High School Head Coach

RESPONSIBLE TO: Principal of School

RESPONSIBILITIES:

1. Plans, conducts, and supervises the specific sport for which he/ she is responsible, consistent with the Kentucky High School Athletic Association Rules and Regulations, Fayette County Board of Education Policies, Regulations, Administrative Directives, and the Fayette County Public Schools Athletic Guidelines. In addition to the coaching duties, the coach is responsible to the school principal to complete the full work schedule of the school day.

2. Shall have completed sixty-four (64) semester hours of college credit from an accredited college or university as documented by an official transcript.

3. Head coach must complete all KHSAA required courses (Coach’s Class, Medical Symposium, CPR Training, Sport Specific Rules Clinic, and Coaches Education and Safety Classes).

4. Determines eligibility of team members along with the principal, consistent with the KHSAA Constitution, By-Laws and Tournament Rules and with the Fayette County Board of Education Policies including the Athletic Guidelines.

5. Is responsible for the proper control and conduct of the team members at all practice sessions, home and away games.

6. Works with the principal and the school athletic director in developing game schedules.

7. Is responsible for directly supervising and conducting practice sessions as set forth in the special provisions for sports in the Athletic Guidelines, and games played during the season.

8. Attends one rules interpretation clinic recognized by the KHSAA in that sport during the current season (mandated by KHSAA only for head coaches of football, basketball wrestling, soccer, volleyball, track, softball, baseball, and cheerleading).

9. Teaches players to observe the highest degree of sportsmanship.

10. Exercises self-control at all times by setting an example of the highest degree of sportsmanship.

11. Exercises self-control at all times in the use of proper language and actions towards players.

12. Is responsible for issuing, maintaining, storing, and taking inventory of all equipment and supplies.

13. Ascertains that equipment, facilities, and conditions ensure the health and safety of team members in practice sessions and games.

14. Has final authority in the selection of team members.

15. No administrator is permitted to coach.

16. Head coach must get prior approval for all hiring of assistant coaches from the Principal and Athletic Director.

17. The Head Coach must complete all required KHSAA on-line responsibilities including but not limited to rosters, schedules, pictures, etc.

18. Must attend financial training provided by the Board of Education.

19. Oversees and coordinates all financial matters that pertain to their extra-curricular or co-curricular activities.
Appendix M

FAYETTE COUNTY PUBLIC SCHOOLS
Lexington, Kentucky

JOB DESCRIPTION

TITLE OF JOB: High School Board Paid Assistant Coach or Discretionary Assistant Coach

RESPONSIBLE TO: Head Coach

RESPONSIBILITIES:

1. Assists the head coach in planning, conducting, and supervising the specific sport for which she/he is responsible. In addition, the assistant coach is responsible to the school principal to complete the full work schedule of the school day.

2. Shall have completed sixty-four (64) semester hours of college credit from an accredited college or university as documented by an official transcript.

3. Assistant coach must complete all KHSAA required courses (Coach’s Class and CPR Training).

4. Assists the head coach in selecting team members.

5. Assists the head coach for the proper control and conduct of the team members.

6. Carries out all specific assignments made by the head coach.

7. Under the direction of the head coach, is responsible for directly supervising and conducting practice sessions as set forth in the special provisions for sports in the Athletic Guidelines, and games played during the season.

8. Remains currently knowledgeable of the sport.

9. Exercises self-control at all times by setting an example of the highest degree of sportsmanship.

10. Exercises self-control at all times in the use of proper language and actions toward players.

11. Assists the head coach in issuing, maintaining, storing, and keeping the inventory of all equipment and supplies.

12. Assists the head coach in ascertaining that equipment, facilities, and conditions ensure the health and safety of team members in practice sessions and games.

13. Must meet minimum Kentucky High School Athletic Association age requirements.
TITLE OF JOB: Discretionary Assistant Coach

RESPONSIBLE TO: Head Coach

RESPONSIBILITIES:

1. Assists the head coach in planning, conducting, and supervising the specific sport for which he/she is responsible. In addition, the discretionary coach is responsible to the school principal and athletic director to complete the full work schedule of the school day.

2. Shall have completed sixty-four (64) semester hours of college credit from an accredited college or university as documented by an official transcript.

3. Assistant coach must complete all KHSAA required courses (Coach’s Class and CPR Training).

4. Assists the head coach in selecting team members.

5. Assists the head coach for the proper control and conduct of the team members.

6. Carries out all specific assignments made by the head coach.

7. Under the direction of the head coach, is responsible for directly supervising and conducting practice sessions as set forth in the special provisions for sports in the Athletic Guidelines, and games played during the season.

8. Remains currently knowledgeable of the sport.

9. Exercises self-control at all times by setting an example of the highest degree of sportsmanship.

10. Exercises self-control at all times in the use of proper language and actions toward players.

11. Assists the head coach in issuing, maintaining, storing, and keeping the inventory of all equipment and supplies.

12. Assists the head coach in ascertaining that equipment, facilities, and conditions ensure the health and safety of team members in practice sessions and games.

13. Must meet minimum Kentucky High School Athletic Association age requirements.
FAYETTE COUNTY PUBLIC SCHOOLS  
Lexington, Kentucky

JOB DESCRIPTION

TITLE OF JOB: High School Athletic Director

RESPONSIBLE TO: Principal of School

RESPONSIBILITIES:

i. Helps supervise the entire athletic program for the school, consistent with the Fayette County Board of Education Policies, Regulations, Administrative Directives, and the Fayette County Public Schools Athletic Guidelines for High Schools. In addition, the school athletic director is responsible to the school principal to complete the full work schedule of the school day.

2. The Athletic Director cannot serve as a head coach.

3. Position must be filled by a certified employee.

4. Is responsible for all athletic weekly grade checks.

5. Athletic Director or designee will chair the Gender Equity Committee, mandated by the Kentucky High School Athletic Association (KHSAA) and is responsible for reporting all KHSAA Title IX compliance reports, surveys, participation lists, eligibility lists, Title IX reports and coordination of athletic drug testing policies.

6. Under the direction of the principal, provides leadership in coordination of the athletic program for the high school.

7. Assists the principal in the planning of orientation of new athletic personnel.

8. Assists the principal in improving the athletic program.

9. Assists the principal in purchasing athletic equipment.

10. Assists the head coach in the preparation of all game contracts specifying dates, time, and location, and keeps all signed contracts on file and current for all sports.

11. Under the direction of the principal, performs assigned duties for all home athletic events.

12. Assists the head coach in making the proper request through the Transportation Department for all game transportation requirements (tentative) at least three weeks prior to the first game of the season.

13. Maintains master schedules of all athletic events which have been approved by the principal, and submits a copy of the master schedules to the Fayette County Schools’ Director of High Schools and district Athletic Director.

14. Assists the head coach in purchasing and monitoring inventory of all equipment and supplies.

15. Assists the head coach in ascertaining that all equipment, facilities, and conditions ensure health and safety of team members in practice sessions and games.
16. Assists the head coach, and in consultation with the Athletic Trainer, assure that all first aid supplies and equipment for all athletic teams are available.

17. Assists the school administrators and coaches in issuing and collecting the required physical examination and parent permission forms.

18. Advises and consults with principals/coaches on all athletic fund raising activities. Will also oversee and coordinate all financial matters that pertain to the athletic program at their school.

19. Serves as the designated liaison to the Associate Director of Plant Operations to ensure safe, playable conditions for all athletic facilities.

20. Works directly with the Fayette County Public Schools’ Director of High Schools and district Athletic Director relative to the county-wide coordination of athletic matters.

21. The athletic director nor Fayette County Public Schools’ are not responsible for the oversight of any sub sport activity.
FAYETTE COUNTY PUBLIC SCHOOLS
Lexington, Kentucky

JOB DESCRIPTION FOR ATHLETICS

TITLE OF JOB: Assistant Athletic Director – Discretionary Position

RESPONSIBLE TO: Principal of School

RESPONSIBILITIES:

1. Helps supervise the entire athletic program for the school, consistent with the Fayette County Board of Education Policies, Regulations, Administrative Directives, and the Fayette County Public Schools’ Athletic Guidelines.

2. Position must be filled by a certified employee.

3. Under the direction of the principal and athletic director provides leadership in coordination of the athletic programs for the high schools.

4. Assists the principal in improving the athletic programs.

5. Assists the director in improving the athletic programs.

6. Under the direction of the principal and athletic director performs assigned duties for home athletic events (specifically tournaments).

7. Helps coordinate master schedules of all athletic events which have been approved by the principal.

8. Assists the head coach in ascertaining that all equipment, facilities, and conditions ensure health and safety of team members in practice sessions and games.

9. Assists the head coach in maintaining the needed first aid supplies and equipment for all athletic teams.

10. Assists coaches in making proper request through the Transportation Department for all games transportation requirements (tentative) at least three (3) weeks prior to the first game of the season.

11. Assists the school administrators and coaches in issuing and collecting the required physical examination and parent permission forms.

12. Works directly with the Fayette County Public Schools’ Director of High Schools and district Athletic Director relative to the county-wide coordination of athletic matters.

13. Assists the school administrators and coaches in all matters concerning Title IX compliance.
JOB DESCRIPTION FOR ATHLETICS

TITLE OF JOB: High School Principal

RESPONSIBLE TO: Director of High Schools

RESPONSIBILITIES:

1. Is ultimately responsible in all matters which concern athletics in the school.
2. Is responsible for the planning and coordination, with the coaches and school athletic director, of the total athletic program for the school, consistent with the KHSAA rules and regulations, Fayette County Board of Education Policies, Regulations, Administrative Directives and the Fayette County Public Schools’ Athletic Guidelines.
3. Exercises control over all matters involved in the management of the school's athletic program and, as principal of a member school of the Kentucky High School Athletic Association, is responsible to the constitution and By-Laws of the Association.
4. Requires all participants in interscholastic athletics and their parents or guardian to acknowledge receipt of the eligibility rules as promulgated by the KHSAA and Kentucky State Board of Education regulations prior to certifying to their eligibility.
5. As principal of member school of KHSAA, files annually at the end of the school year, a list of all students who participated in any KHSAA sanctioned sport.
6. Files KHSAA application forms annually in early August including the name of the coach for each KHSAA sanctioned sport.
7. Provides for the safety and protection of the game officials, when applicable, by
   a. providing a secured, private dressing room
   b. allowing no one to enter officials dressing room
   c. providing protection of officials until they are dressed and gone from the school premises
8. Is present, or designates representative to be present, at every interscholastic contest at home or away.
9. Takes charge of the public address system and provides pre-planned directions in case of an extreme emergency such as bomb threat, fire, etc. (See Appendix S)
10. Ascertains that equipment, facilities and conditions ensure the health and safety of participants, and spectators.
11. Directs students with the help of coaches and faculty, to exercise self-control, good conduct, and good sportsmanship at athletic events.
12. Develops with the coaches and school athletic director, a budget for the total athletic program for each school year.
13. Authorizes all expenditures from the school's athletic budget.

14. Contacts the visiting Fayette County Public School's principal to discuss and develop an itinerary for the evening's events in conjunction with basketball and football games.

15. Works directly with personnel of the Division of Law Enforcement for preparing for any athletic event when it is anticipated that there will be a sizeable number of spectators in attendance.

16. Works directly with the Fayette County Public Schools’ Director of High Schools and district Athletic Director relative to the county-wide coordination of athletic matters.

17. Has final authority for the selection of judges for cheerleader tryouts.

18. Shall annually review the Athletic Guidelines with all high school coaches.
FAYETTE COUNTY PUBLIC SCHOOLS
SPORTSMANSHIP EXPECTATIONS

“The Kentucky High School Athletic Association requires officials to enforce sportsmanship rules for athletes and coaches. We will not tolerate negative statements or actions between opposing players, especially trash-talking, taunting or baiting of opponents. If such comments are heard or actions seen, a penalty will be assessed immediately. We have been instructed not to issue warnings. Let today’s contest reflect mutual respect.” -- KHSAA Handbook --

The following behaviors are unacceptable at Fayette County Public High School athletic events, violators will be requested to leave the premises; extreme violation or repeated instances of unacceptable behavior will results in permanent exclusion from Fayette County Public Schools athletic events:

1. Verbally berating players, coaches, officials, administrator or spectators.

2. Use of obscene language or gestures directed at players, coaches, officials, administration or spectators.

3. Any use of physical violence or the threat of violence directed at players, coaches, officials, administration or spectators.
BOMB THREATS DURING ATHLETIC EVENTS

A. Due to the excitement and various types of people that an athletic event draws, a bomb threat (if not handled in an orderly fashion) could result in complete pandemonium which could further result in serious injuries. If a threat is made during an athletic event, a possible means of delivering the message is by note. If a threat is delivered in writing, or by messenger, or posted in the building, the recipient of the note or letter must protect it against further handling by anyone else. The sender's fingerprints may be obtained from the envelope/paper containing the warning. If the written threat states that an explosive device is in a certain area on that day, bomb threat procedures adopted by the district will be followed.

1. The paper/envelope containing the threat, along with the names of all known persons who have touched the paper and the envelope, will be turned over to the Law Enforcement Officer in charge.

2. If a threat is made by telephone, the procedure is the same as for a threat received during school hours.

B. If a threat is received during an athletic event, these procedures are to be followed:

1. Once the threat is received, the Principal and the Division of Law Enforcement shall be immediately informed.
   
   ii. The Principal shall implement the bomb threat procedures.

SHOULD AN EVACUATION BE NECESSARY THE FOLLOWING PROCEDURE WILL BE FOLLOWED:

a. The public address system or similar device should be utilized to announce the following:

   "THE SAFETY OF THIS FACILITY HAS BEEN THREATENED AND WE MUST EVACUATE THE BUILDING IMMEDIATELY."

   The evacuation should be implemented by first removing the players and referees from the floor or field. Secondly, remove the occupants of the press box or score table. This action should result in making the evacuation of the spectators simpler. NO SCHOOL OFFICIAL, PLAYER, REFEREE OR PARTICIPANT (cheerleaders, band, etc.) SHALL BE ALLOWED TO REMAIN IN THE STADIUM OR GYMNASIUM.

   After evacuation, the Division of Law Enforcement shall be responsible for searching the building and grounds. The first area to be searched will be the area where the teams, referees, etc., will be housed. The second area to be searched will be the areas accessible to the public; i.e., rest rooms, concessions, bleachers, etc. The third area to be searched will be the playing field and surrounding school property within the stadium or gymnasium.
C. If a suspected explosive device is located prior to or during the search, the following relocation procedures are to be utilized:

1. It is necessary for each school to have a prearranged area for relocation of a suspected explosive device. Depending on the type of explosive, it may become necessary to detonate the explosive immediately. If time allows relocation of the device, it will be relocated by the LEXINGTON-FAYETTE URBAN COUNTY POLICE BOMB SQUAD to prevent unnecessary damage to school property.

2. The relocation area must be an area away from the evacuated persons and away from the school building. The area should also be located in an area to prevent damage of the immediate residences, streets, business establishments, etc. (if possible).

3. The Division of Law Enforcement will survey for suitable areas for relocation purposes. By having a prearranged area, time will be saved in case the area is needed. Upon decision of an area for each school, the Principal will be notified.

D. Announcement of re-entry or facility status will be made by the Principal as follows:

"THE BUILDING HAS BEEN SEARCHED AND NO EXPLOSIVE DEVICES HAVE BEEN DISCOVERED."

AT NO TIME will it be stated that the facility is "CLEAR" or "SAFE" for re-entry if evacuation has been implemented. Any follow-up announcements should NOT state the facility is "CLEAR" or "SAFE". There is no way of being positive that the facility or area is clear or safe.
Appendix T

FOOTBALL HELMET REQUIREMENTS

NOTE: It is mandatory for the head coach to read these statements to all football players followed by explanations and discussions. Further, this statement is to be posted in a conspicuous place in the football dressing room.

NOCSAE FOOTBALL HELMET WARNING STATEMENT

Do not use this helmet to butt, ram or spear an opposing player. This is in violation of the football rules and such use can result in severe head or neck injury, paralysis or death to you and possible injury to your opponent. No helmet can prevent all head or neck injuries a player might receive while participating in football.

SHARED RESPONSIBILITY FOR SPORT SAFETY

1. Serious head and neck injuries, leading to death, permanent brain damage, or quadriplegia (extensive paralysis from injury to the spinal cord at the neck level), occur each year in football. The toll is relatively small (less than one fatality for every 100,000 players, and an estimated one nonfatal severe brain and spinal cord injury for every 1000,000 players, and an estimated one nonfatal severe brain and spinal cord injury for every 100,000 players), but persistent. They cannot be completely prevented due to the tremendous forces occasionally encountered in football collisions, but they can be minimized by manufacturer, coach and player compliance with accepted safety standards.

2. The NOCSAE seal on a helmet indicates that a manufacturer has complied with the best available engineering standards for head protection. By keeping a proper fit, by not modifying its design, and by reporting to the coach or equipment manager any need for its maintenance, the athlete is also complying with the purpose of the NOCSAE standard.

3. The rules against intentional butting, ramming, or spearing the opponent with the helmeted head are there to protect the helmeted person much more than is the candidate for catastrophic injury. For example, no helmet can offer protection to the neck, and quadriplegia now occurs more frequently than brain damage. The typical scenario of this catastrophic injury in football is the lowering of one's head while making a tackle. The momentum of the body tries to bend the neck after the helmeted head is stopped by the impact, and the cervical spine cannot be "splinted" as well by the neck's muscles with the head lowered as with the preferred "face up, eyes forward, neck bulled" position. When the force at impact is sufficient, the vertebrae in the neck can dislocate or break, cause damage to the spinal cord they had been protecting, and thereby produce permanent loss of motor and sensory function below the level of injury.

4. Because of the impact forces in football, even the "face up" position is no guarantee against head or neck injury. Further, the intent to make contact "face up" is no guarantee that the position can be maintained at the moment of impact. Consequently, the teaching of blocking/tackling techniques which keep the helmeted head from receiving the brunt of the impact are now required by rule and coaching ethics, and coaching techniques which help athletes maintain or regain the "face up" position during the milieu of a play must be respected by the athletes.
KHSAA BYLAW 27 . REQUIREMENT FOR COACHES AND OTHERS WORKING WITH HIGH SCHOOL TEAMS

Sec. 1) Definitions

a) Level 1 Coaches
   i) The local school district superintendent shall categorize an individual seeking a coaching position as Level 1 if such individual meets the following criteria prior to assignment to coaching duties:
   ii) A certified teacher and member of the regular school system faculty, employed a minimum of three (3) regular periods for teaching classes, including physical education; for supervision of study halls; and/or exercising responsibilities in other activity assignments within the school schedule.

b) Level 2 Coaches
   i) An individual seeking a coaching position shall be categorized as Level 2 if such individual meets the following criteria prior to assignment to coaching duties by the local school district superintendent and does not meet the qualifications of Level 1:
      1) Shall be 21 years of age.
      2) Shall not be a violent offender or convicted of a sex crime as defined by KRS 17.165 that is classified as a felony.
      3) Shall submit to a criminal record check under KRS 160.380.
      4) Shall have graduated from a public or accredited high school and hold a provisional or standard teaching certificate or having completed sixty-four semester hours of college credit from an accredited college or university as documented by an official transcript or be a graduate from a public or accredited high school and be in compliance with the local district standards for serving as an approved substitute teacher as approved by the Education Professional Standards Board.
      5) Prior to assuming duties, Level 2 coaches shall successfully complete training provided by the local school district. The training shall include, but not be limited to, information on the physical and emotional development of students of the age with whom the Level II coach will be working, the district’s and school’s discipline policies, procedures for dealing with discipline problems, and safety and first aid training. Follow up training shall be provided annually.
## Assistant Coach Evaluation Form

**Sport**: ____________________________  **Head Coach**: ____________________________

**Assistant Coach**: ____________________________  **Position**: ____________________________

<table>
<thead>
<tr>
<th>Needs</th>
<th>Effective</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Loyalty to head coach and system</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>2. Knowledge of sport</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>3. Teaching ability</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>4. Ability to motivate</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>5. Rapport between coach and players</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>6. Supervision of players in locker room and other areas</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>7. Care of equipment</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>8. Intensity of interest in coaching this sport</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>9. Rapport between coach and rest of coaching staff</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>10. Accepts duties by head coach</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

**General Evaluation of this coach by:**
- **Head Coach**: ______  Date: ________________
- **Athletic Director**: ______  Date: ________________

**COMMENTS:** ______

The Coach’s signature indicates only that all phases of the appraisal have been conducted with the full knowledge of the Coach.

**Head Coach’s Signature**: ____________________________  **Date**: ________________

**Assistant Coach’s Signature**: ____________________________  **Date**: ________________

**Athletic Director’s Signature**: ____________________________  **Date**: ________________

**Circle one:**
- **Successful**: To be eligible for future assignment
- **Needs Improvement**: To be recommended for future assignment, provided an understanding can be reached in areas where improvement is suggested
- **Unsatisfactory**: Not to be recommended for future assignment

Copies need to be kept on file with the Head Coach and Athletic Director.
Lexington Catholic - Lexington Christian Academy - Fayette County Public High Schools Agreement

In agreement to continue scheduling of athletic contests between Fayette County Public Schools (FCPS), Lexington Catholic High School (LCHS) and Lexington Christian Academy (LCA) beginning in the 2011-12 school year, all parties agree to abide by the following terms which become effective immediately as of the date of signing this agreement by all three parties.

All references below to “sport” or “sports” refer to KHSAA sanctioned sports.

References below to ineligibility in terms 1 and 2 mean that a student may not participate in game competition or practice for any sport at any level for one full calendar year from the initial date of enrollment at the applicable high school. Students affected by this rule may participate in off-season athletic training and conditioning activities per KHSAA guidelines and in which no coaching supervision is provided.

1. Participation in the 8th grade “play-up” rule.

   If a Fayette County area student plays a high school varsity sport as an 8th grade student, then transfers from the FCPS system to LCHS or LCA, or the reverse, as a freshman student, he or she will be ineligible in all sports practice and competition at all levels for one year from the initial date of enrollment for their high school freshman year.

   Example: If an 8th grade student at Beaumont Middle School plays a varsity sport at Dunbar High School then enters LCHS or LCA as a freshman, that student will be ineligible for all sports participation (practice and games) at any level for one calendar year from the first day of enrollment at LCHS or LCA.

2. Fayette County high school transfer students.

   2.1 Any Fayette County high school student who transfers from a FCPS to LCHS or LCA or the reverse after the first day of enrollment of their freshman year or subsequent years, who has not participated in a high school sport, will be eligible to participate in freshman or junior varsity sports only, for one calendar year from the date of enrollment at the new school.

   2.1.2: An exception to rule 2.1 will be in the case of a student who will participate in a sport which does not offer freshman and junior varsity competition. In such case, the student may participate in varsity practices and team competitions but may not be included in official individual or team statistics or scoring for one calendar year from the date of enrollment.
2.2 Any Fayette County high school student who transfers from a FCPS to LCHS or LCA or the reverse after the first day of enrollment of their freshman year or subsequent years, who has participated in a high school sport, will be ineligible for all sports participation (practice and games) for one full year from the date of enrollment at the new school.


An entering freshman student who has transferred after the 8th grade from a Fayette County public middle school to LCHS or LCA or from a Fayette County Catholic/LCA elementary school to a Fayette County public high school will not be eligible to play any sport at the *varsity* level during his/her freshman year. Such students will be able to play at the freshman and junior varsity level.

This rule is superseded in the case where an 8th grade student has “played up” as an 8th grader at a Fayette County school on the varsity level, in which case term # 1 above will apply.

In the case of an 8th grade student transferring from one school system to the other during the 8th grade year, the determinate school will be the one at which the student was enrolled as of the first day of the school year.

4. *Formation of the Fayette County High School Athletics Appeals Panel*

The Fayette County High Schools Athletics Appeals Panel will be assembled to serve as an appeals review and decision-making committee of all Fayette County student transfer situations impacted by the terms of this agreement. The appeal panel will review all situations in which athletics is considered a possible primary deciding factor as to why the transfer occurred.

The panel will be composed of five total representatives, including a chairperson who will be mutually determined and selected by the Fayette County Public Schools Superintendent, the President of LCHS and Superintendent of LCA. LCHS and LCA each have one representative seat on this panel. FCPS has two representatives.

The panel will meet as needed to consider cases brought forward per the request of the parent(s) or legal guardians of students whose transfer may be affected by this agreement. Cases will also be considered in which there may be extenuating personal, family or financial circumstances which could warrant possible exception to the terms of this agreement.

*Final decisions by the panel will be made by a majority vote of the five-member panel.*
All parties agree to abide by the decisions rendered by the panel.
5. **Guardian Letter of Acknowledgement**

A parent or legal guardian of all entering 8th grade students and high school students who plan to participate in athletics at the high school level will be required to sign a letter of acknowledgement prior to sports participation confirming that they are aware of these guidelines affecting their child's eligibility.

6. **Terms and Conditions:**

Any of the three parties (FCPS, LCHS, LCA) may opt out of this agreement at any time. Notice of intention to do so should be provided by the departing party in writing (hard copy or electronic) to representatives of the other two parties at least 30 days in advance of the date at which the departing party wishes to decline participation in the agreement.
Address Verification

Must be completed and returned with other required materials (physical, insurance, etc.) allowing student participation in ________________ athletics.

I, ____________________, parent/legal guardian of ____________________, verify that
(Full Name)                                (Student’s Name)
____________________________________________________

(Street Address)                                    (City, State ZIP)

is the address where ____________________ resides with me.
(Student’s Name)

I understand that my student athlete must live with me within the ________________ attendance area
or have specific permission to attend ________________ in accordance with Fayette County
Board Policy 9.11 in order to participate in any school activity. I also understand that KHSAA shall not
recognize guardianship or similar arrangements for purposes of eligibility.

I understand that if it is discovered that my student is not eligible under this guideline that she/he may be
subject to penalty up to and/or including one school year of ineligibility and forfeiture of games won in
which she/he played.

My signature below verifies that I have read and understand this information. I also understand
that if I or if my child moves while enrolled, I will notify the school in writing and I will
personally notify the coach.

_________________________  ________________
(Signature)                  (Date)
### FACILITY USAGE APPLICATION
#### 2012-13

**Part I to be Completed by Applicant** (Please Type or Print; Attach Extra Sheets If Necessary)

<table>
<thead>
<tr>
<th>Name of Organization / Applicant:</th>
<th>Name of Authorized Representative:</th>
<th>Telephone Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address:</th>
<th>Fax Number:</th>
<th>Email Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City / State / Zip:</th>
<th>Name of Liability Insurance Co.:</th>
<th>Insurance Policy Limits:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Type of Organization (If Applicant is an Organization):**
- [ ] School
- [ ] “Official” School-Related Group (PTA, Booster Club, etc.)
- [ ] SBDM Club Sport
- [ ] Civic
- [ ] Charitable
- [ ] Government
- [ ] Non-Profit
- [ ] Religious
- [ ] Commercial (For Profit)
- [ ] Other: ___

**Name & Telephone Nos. of Individual Primarily Responsible for Facility & Conduct of Persons Using Facility:**
- Primary Person: ___
- Phone #: ___
- Emergency Phone #: ___

**School at Which Facility is Located:**

<table>
<thead>
<tr>
<th>Anticipated # of Participants / Attendees:</th>
</tr>
</thead>
</table>

**Description of Proposed Activities, Including Detailed Description of Any Tents, Stages, or Other Structures to be Erected (Attach Extra Sheets if Necessary):**

**Is this a school-related fundraiser?**
- [ ] Yes
- [ ] No

**Will inflatables be used?**
- [ ] Yes
- [ ] No

**Is this a school-related fundraiser?**
- [ ] Yes
- [ ] No

**Will admission be charged?**
- [ ] Yes
- [ ] No

**Will concessions or other items be sold?**
- [ ] Yes
- [ ] No

**If a non-District labor force will be used for any purpose, will it include anyone convicted of a crime?**
- [ ] Yes
- [ ] No

**Facility or Area within Facility Being Requested:**
- [ ] Baseball Field
- [ ] Track
- [ ] Kitchen
- [ ] Library
- [ ] Football Field
- [ ] Softball Field
- [ ] Cafeteria
- [ ] Classrooms(s): ___ (#)
- [ ] Gymnasium
- [ ] Tennis Courts
- [ ] Auditorium
- [ ] Other:

**Types & #. of District Employees Requested:**
- [ ] Custodial: ___ (#)
- [ ] Law Enforcement: ___ (#)
- [ ] Tech. Support: ___ (#)
- [ ] Food Service: ___ (#)
- [ ] Other: ___ (#)

**Equipment Requested (Audio / Video / Lighting / Athletic Equipment / etc.):**

**Specific Date(s) Facility to be Used:**
- [ ] Time(s) Facility to be Used (Include Adequate Time for Setup & Cleanup): ____

<table>
<thead>
<tr>
<th># of Hours to be Used:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Times of Actual Event:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Times of Building Access by Applicant:</th>
</tr>
</thead>
</table>

On behalf of the Applicant, I confirm that I have read and understand all terms and conditions of usage set forth in the Facility Usage Contract on the District’s Web site.

Applicant Signature:

By: ________________________________

Signature of Authorized Representative

Title: ________________________________

Date: ________________________________

Applicant – Send Application to Principal/Designee for Approval

(Over)
### Part II to be Completed by School
(Please Type or Print; Attach Extra Sheets If Necessary)

<table>
<thead>
<tr>
<th>Is the Facility Available &amp; Approved for Use by the Applicant on the Date(s) &amp; at the Time(s) Requested?</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="#" alt="Yes" /> <img src="#" alt="No" /> If no, indicate reason: _____</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Will the Proposed Use of the Facility Involve a School Activity?</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="#" alt="Yes" /> <img src="#" alt="No" /> (If a school initiates a request to collaborate on an activity that is in the school’s plan or program and if the school maintains primary control of the activity, then it is a school activity).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is the Proposed Usage a Fundraiser by a School-related Group?</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="#" alt="Yes" /> <img src="#" alt="No" /> If “Yes,” name of school-related group: _____</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Will the Proposed Use of the Facility Require the Presence of One or More District Employees to Maintain the Care, Safety &amp; Security of the Facility?</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="#" alt="Yes" /> <img src="#" alt="No" /> If “No,” indicate below why the presence of a District Employee will not be needed:</td>
</tr>
<tr>
<td><img src="#" alt="☐" /> The facility is an outdoor facility of a type which does not require a District Employee.</td>
</tr>
<tr>
<td><img src="#" alt="☐" /> Other: _____</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If the Presence of One or More District Employee(s) Is Required, Will It be Necessary for Such Employee(s) to Work Overtime (i.e., to be Overscheduled)?</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="#" alt="Yes" /> <img src="#" alt="No" /> If “No,” indicate below why it will not be necessary for District employee(s) to work overtime:</td>
</tr>
<tr>
<td><img src="#" alt="☐" /> Applicant will be conducting after-school activities for students during scheduled custodian hours.</td>
</tr>
<tr>
<td><img src="#" alt="☐" /> One or more District employees will already be present during Applicant’s use of the facility and no cleanup will be required to be ready to conduct school the next school day.</td>
</tr>
<tr>
<td><img src="#" alt="☐" /> Other: _____</td>
</tr>
</tbody>
</table>

**List Below Only Those OVERTIME Hours to be Worked by District Employees (Attach Extra Sheets if Necessary):**

<table>
<thead>
<tr>
<th>Types &amp; # of District Employees Assigned:</th>
<th>Name(s) of Employees Assigned:</th>
<th>Date(s) Assigned:</th>
<th>Overtime Hours Assigned (In and Out):</th>
<th>Total # Overtime Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="#" alt="☐" /> Custodial:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="#" alt="☐" /> Food Service:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="#" alt="☐" /> Law Enforcement:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="#" alt="☐" /> Tech. Support:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="#" alt="☐" /> Other:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**List All Equipment Approved for Use:**

---

**Principal/Designee Signature:**

By: ____________________________________________ Date: __________________

Signature of Principal/Designee __________________________ Date: _____________

---

**Principal Forward Completed Form to:**

Fayette County Public Schools, Department of Physical Support Services, 400 Springhill Drive, Lexington, KY 40503 (Phone: 859.381.3826 Fax: 859.381.3852) or lisa.clark@fayette.kyschools.us
BACKGROUND AND RATIONALE:

Pursuant to Board Policy 05.3, the District is required to recover costs associated with the use by outside groups of facilities and grounds for non-school activities. In order to recover utility, maintenance, personnel, and other operational costs, a Facility Usage Hourly Rate Schedule has been developed. The Hourly Rate Schedule is revised annually to accommodate changes in District costs and needs and is presented to the Board for its information.

Utility/Maintenance Fees are designed to recover expenses associated with utilities such as electric, gas, water, and sewer; and expenses associated with facility maintenance and wear and tear. The utility component of the Utility/Maintenance Fees is customarily increased each year to account for annual increases in utility costs. The utility component of the 2012-13 Utility/Maintenance Fees remains the same as its 2011-12 counterpart. Maintenance and wear and tear costs have been established at 200% of utility fees for high school football fields; and at 25% of utility fees for all other facilities.

Personnel Fees are designed to recover expenses associated with the compensation of District personnel assigned to oversee the use of District facilities. Personnel Fees are established by using the maximum level for the appropriate grade on the single salary schedule, plus 25% for benefits, times 150% for overtime. Due to a 2.0% classified salary increase and an increase in overall benefit costs, the 2012-13 Personnel Fees are approximately 3.0% higher, overall, than their 2011-12 counterparts.

Rental Fees are only applied to rentals initiated by non-commercial organizations other than school-related, charitable, civic, governmental, non-profit, and religious groups. Where applicable, Rental Fees are charged in addition to Utility/Maintenance and Personnel Fees. Each Rental Fee is established at 50% of the sum of (a) the applicable Utility/Maintenance Fee, plus (b) an amount equal to the Personnel Fee for 1 custodian (or, in the case of a kitchen rental, the Personnel Fee for 1 food service worker).

The Hourly Rate Schedule is customarily updated on July 1 of each year. Groups or individuals using District facilities or grounds are subject to the rates in effect at the time facilities or grounds are used.

PROPOSAL:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Funding Source</th>
<th>Recurring/Nonrecurring</th>
<th>Measurable Expected Impact and Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility usage hourly rate schedule for 2012-13 school year</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>To set facility usage hourly rates in order to recover costs in connection with use of school facilities by outside organizations for non-school activities.</td>
</tr>
</tbody>
</table>

STAFF CONTACT: Mary H. Wright, COO @ 381.4165

POLICY REFERENCE: Board Policy 05.3 – Use of School Facilities and Equipment

RECOMMENDATION: The 2012-13 Facility Usage Hourly Rate Schedule is presented for information purposes only.

— See Hourly Rate Schedule, Next Page —
## FACILITY USAGE HOURLY RATE SCHEDULE
### FOR SCHOOL YEAR 2012 - 2013
(Effective July 1, 2012)

<table>
<thead>
<tr>
<th>TYPE OF ROOM / FACILITY</th>
<th>UTILITY / MAINTENANCE FEE</th>
<th>PERSONNEL FEE*</th>
<th>RENTAL FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASSROOM / LIBRARY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Elementary</strong></td>
<td>$9.35</td>
<td>See Personnel Fees Below *</td>
<td>$26.45</td>
</tr>
<tr>
<td><strong>Middle School</strong></td>
<td>$16.60</td>
<td>See Personnel Fees Below *</td>
<td>$30.05</td>
</tr>
<tr>
<td><strong>High School</strong></td>
<td>$21.95</td>
<td>See Personnel Fees Below *</td>
<td>$32.75</td>
</tr>
<tr>
<td>AUDITORIUM:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>High School</strong></td>
<td>$45.75</td>
<td>See Personnel Fees Below *</td>
<td>$46.10</td>
</tr>
<tr>
<td>CAFETERIA:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Elementary</strong></td>
<td>$18.45</td>
<td>See Personnel Fees Below *</td>
<td>$31.00</td>
</tr>
<tr>
<td><strong>Middle School</strong></td>
<td>$27.55</td>
<td>See Personnel Fees Below *</td>
<td>$35.50</td>
</tr>
<tr>
<td><strong>High School</strong></td>
<td>$45.75</td>
<td>See Personnel Fees Below *</td>
<td>$44.65</td>
</tr>
<tr>
<td>KITCHEN:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Elementary</strong></td>
<td>$9.35</td>
<td>See Personnel Fees Below *</td>
<td>$27.40</td>
</tr>
<tr>
<td><strong>Middle School</strong></td>
<td>$18.45</td>
<td>See Personnel Fees Below *</td>
<td>$31.95</td>
</tr>
<tr>
<td><strong>High School</strong></td>
<td>$24.10</td>
<td>See Personnel Fees Below *</td>
<td>$34.75</td>
</tr>
<tr>
<td>ATHLETIC FACILITY:</td>
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<tr>
<td>GYMNASIUM:</td>
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<tr>
<td><strong>Elementary</strong></td>
<td>$14.70</td>
<td>See Personnel Fees Below *</td>
<td>$29.10</td>
</tr>
<tr>
<td><strong>Middle School</strong></td>
<td>$18.45</td>
<td>See Personnel Fees Below *</td>
<td>$31.00</td>
</tr>
<tr>
<td><strong>High School</strong></td>
<td>$64.20</td>
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<td>FOOTBALL FIELD:</td>
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<td>BASEBALL FIELD:</td>
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<td>See Personnel Fees Below *</td>
<td>$39.30</td>
</tr>
<tr>
<td>SOFTBALL FIELD:</td>
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<td>See Personnel Fees Below *</td>
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</tr>
<tr>
<td>OTHER:</td>
<td>$18.45</td>
<td>See Personnel Fees Below *</td>
<td>$31.00</td>
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</tbody>
</table>

* **PERSONNEL FEES**

**CUSTODIAL:** The Personnel Fee for custodians is **$43.50 per custodian per hour**. As a general rule, at least one custodian or other type of District employee is required to be on duty for all rentals. If the District determines additional custodial or other personnel are required, the applicant will be charged accordingly.

**FOOD SERVICE:** The Personnel Fee for food service workers is **$45.40 per worker per hour**. At least one food service worker is required to be on duty at all times for rentals involving kitchen areas -- no exceptions. If the District determines additional food service personnel are required, the applicant will be charged accordingly.

**TECHNICAL SUPPORT:** The Personnel Fee for technical support personnel is **$48.80 per technician per hour**. As a general rule, at least one technician is required to be on duty during the use of school-owned technical equipment (audio, video, lighting, etc.). If the District determines additional technical support personnel are required, the applicant will be charged accordingly.

**SECURITY:** The Personnel Fee for law enforcement personnel is **$57.00 per officer per hour**. If the District determines security is required for an activity, at least one District law enforcement officer must be on duty at all times designated by the District. If the District determines additional law enforcement personnel are required, the applicant will be charged accordingly.
I acknowledge receipt of the 2012-13 Athletic Guidelines for High Schools.

Signature: ____________________________________________

Date: ________________________________________________