



ATHLETICS HANDBOOK

2024-25

Beau Arney - Athletic Director

VERSION 6.1_072224_HB

TABLE OF CONTENTS

I.	INTRODUCTION	3
II.	CONTACT INFORMATION & MAP	4-5
III.	PHILOSOPHY	6
IV.	ENVIRONMENT	6-7
V.	ROSTERING	7-8
VI.	PLAYING TIME	8
VII.	COACHES INFORMATION	8-11
VIII.	ATHLETE & PARENTS EXPECTATIONS	11-15
IX.	ADMINISTRATION MANAGEMENT	15-21

ATTACHMENTS

A -	HEAT INDEX CALCULATION	22-23
B -	APSAP UNIFORM DISTRIBUTION AND COLLECTION	24-26
C –	8th GRADE RECOGNITION FORMS	27-28
D –	COACHES ACKNOWLEDGEMENT	29
E –	STUDENT AND/OR PARENT ACKNOWLEDGEMENT	30

I. INTRODUCTION

Welcome to an exciting year of athletics at Anchorage School. For those that are returning for another season, thank you for continuing to show interest and share your expertise at our school. For those of you that are joining athletics for the first time at Anchorage School, we are excited and appreciative of you making the decision to share your time. Without the assistance from dedicated staff, parents and community members, we would not be able to have the quality programs that we offer to our students. The Anchorage Public School Athletic Program (APSAP) Advisory Group meets to discuss and work on ways to improve athletics at Anchorage School. Everyone is encouraged to attend these meetings as their schedule allows. A schedule of meetings can be found on our school website. This handbook is designed to be a comprehensive resource to guide coaching, student, and parent expectations for the APSAP. If you find areas of this document that could be refined or expanded, please let school administration know as we strive to continuously improve our athletics program and value your input. We hope your experience will be rewarding. Thank you again for your willingness to participate and have a great season.

GO ANCHORS!

II. CONTACT INFORMATION & MAP

Anchorage Police Department

11506 Park Road

Emergency Dial: 911

Non Emergency: (502) 244-0562

Anchorage Middletown Fire & EMS

Anchorage Station:

1400 Evergreen Road

Emergency Dial: 911

Non Emergency: (502) 245-7555

Anchorage Public School

11400 Ridge Road

Anchorage, KY 40223

Phone and Fax: (502) 245-2121

Anchorage Independent School District Board Office

Phone and Fax: (502) 245-8927

Karen Solise - Superintendent

karen.solise@anchorage.kyschools.us

(502) 245-8927, Ext. 3102 office

Jeff Rogers - Principal

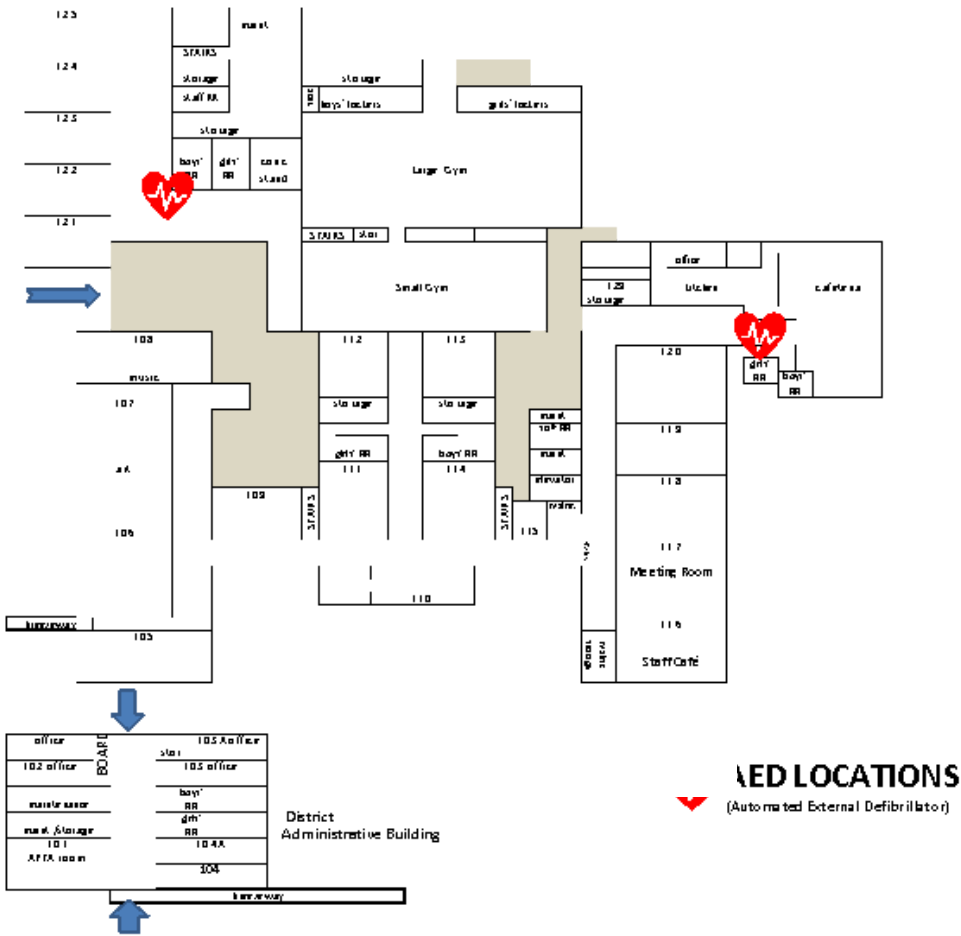
jeff.rogers@anchorage.kyschools.us

(502) 245-2121, Ext 3207 office

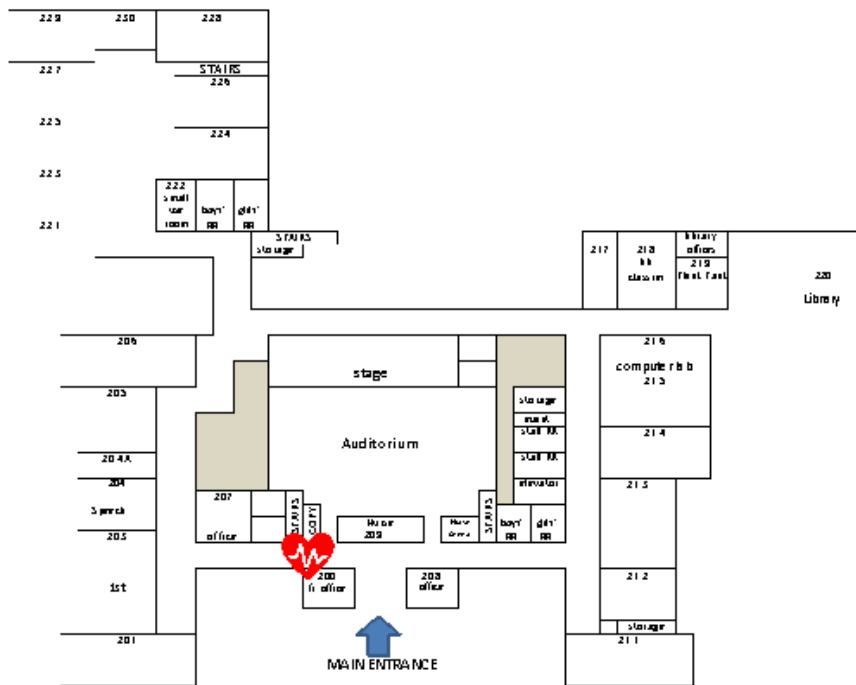
Additional information for administrative contacts can be found on the Anchorage School website at

<https://www.anchorage-school.org/domain/10>.

Anchorage School, Lower Level, 2023-2024



Anchorage School, Upper Level, 2023-2024



III. PHILOSOPHY

The purpose of the Anchorage Public School Athletic Program (APSAP) is to provide opportunities for students to:

- Participate on a team in order to learn the values of team building, working together and playing together.
- Learn about good sportsmanship, equity, effort, valuing others, enthusiasm and spirit of fair play.
- Belong to a school team and a team sport.
- Value the skills and abilities of others on their team.
- Understand the value athletics may add to their lives.
- Create a healthy identity, which includes exercise through athletics.

IV. ENVIRONMENT

- a. **Civility.** Any individual associated with Anchorage athletics should be polite and helpful while interacting with parents, visitors, student athletes, and members of the public. Individuals who come onto district property or contact the employee on school athletic business are expected to behave accordingly. Employees who fail to observe appropriate standards of behavior are subject to disciplinary measures including removal from property, or in the case of employees or coaches, termination.
- b. **Disrupting the Educational Process.** Any employee who participates in or encourages activities that disrupt the educational process may be subject to disciplinary action, including termination. Behavior that disrupts the educational process includes, but is not limited to: 1. Conduct that threatens the health, safety, or welfare of others; 2. Conduct that may damage public or private property (including the property of students or staff); 3. Illegal activity; 4. Conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; 5. Conduct that disrupts delivery of instructional services or interferes with the orderly administration of the school and school related activities or District operations.
- c. **Supervision of Coaches.** Coaches shall answer directly to the Athletic Director

or designated representative who shall be responsible for the day-to-day administration of the school's athletic program. Although s/he may assign duties to other staff members, the Athletic Director shall retain the responsibility for satisfactory conduct of all participants. All employees are expected to use sound judgment in the performance of their duties and take reasonable and commonly accepted measures to protect the health, safety, and well-being of others, as well as District Property. In addition, employees shall cooperate fully with all the investigations conducted by the District as authorized by policy or law.

- d. **Safe Working Environment.** It is the intent of the Board to provide a safe and healthy working and learning environment for all employees and students. Employees will report any security hazard or conditions they believe to be unsafe to their immediate supervisor. In addition, employees are required to notify their supervisor immediately after sustaining a work-related injury or accident. A report should be made within 72 hours (or three calendar days) of the occurrence and prior to leaving the work premises, UNLESS the injury is a medical emergency, in which case the report can be filed following receipt of emergency medical care. In order to eliminate or minimize occupational exposure to bloodborne pathogens, employees must comply with the District's Bloodborne Pathogen Control Plan. When bodily fluid spills occur, employees shall follow procedures posted in each school building or worksite.

V. ROSTERING

Athletes are rostered on teams according to their current grade level. The athletic director shall determine the appropriate number of needed players to field a team and whether there is enough interest to enter a team in the league for each given season.

- a. **Specific Game Player Shortage:** When league rules allow, players may "play up" on an as-needed basis if an older team does not have adequate numbers for a game due to injuries or absences. The intent of "playing up" on an as-needed basis is to permit game play without forfeits. Once a shortage is identified for a particular game by a head coach, the head coach will alert the Athletic Director of the shortage and contact the head coach of the younger team in order to ensure that an offer to play up is communicated to the younger team members. An offer

to “play up” will be on a game-by-game basis. It is the intent of this policy that the opportunity to “play up” will be made equally available to the entire grade level of athletes below the affected older team. Members of the older team should not receive reduced playing time simply for younger players with stronger skill sets. Coaches must have parental consent for younger players to play on the older team for a specific game.

- b. **Multiple teams.** In certain cases, grades may have enough players signed up to create multiple teams for such grades. In such cases, the Athletic Director will determine how many teams will be created, although each team will be required to maintain adequate numbers as determined by the Athletic Director. It is also the Athletic Director’s responsibility to determine the method by which teams will be divided, whether by skill selection or random rostering, depending on the leagues and sports involved.

VI. PLAYING TIME

APSAP is a competitive program, thus playing time is not equal for all athletes, but it is imperative that coaches encourage and support a positive team spirit. APSAP coaches are expected to provide all participants the opportunity to participate in each contest if the student athlete is in good academic, behavior and practice attendance standing.

We encourage students that strive for more playing time to ask themselves the following questions:

- Am I the first one to practice and the last one to leave?
- Do I give 100% effort 100% of the time?
- Do I bring effort and energy to practice every day?
- Do I support my teammates and show it?
- Do I ask questions?
- Do I work on developing my skills in the offseason?

VII. COACHES INFORMATION

- a. **Coaches Expectations.** Coaches have a tremendous influence on both athletes and spectators. It is the expectation of APSAP that coaches take their

roles as a coach seriously and show respect for all involved, modeling good sportsmanship always. The following are the responsibilities of an Anchorage School coach before, during, and after each game and practice:

- i. Maintain appropriate behaviors and embrace sportsmanship toward officials, players and coaches.
 - ii. Develop respect by example in appearance (coach's shirts are supplied by the Athletic Director to wear during games), behavior, language, and conduct during practices and contests.
 - iii. Provide proper supervision of athletes and demonstrate respect for the well-being of the athletes.
 - iv. Demonstrate competence and knowledge in rules, fundamentals, techniques, and strategy pertaining to the sport.
 - v. Maintain individual and team discipline and control.
 - vi. Utilize practice time for both individual and team development.
 - vii. Respect and enforce APSAP procedures and guidelines.
 - viii. Communicate effectively and develop a positive rapport with athletes, parents and Athletic Director.
 - ix. Coaches are expected to complete trainings before being able to coach in any capacity (practice or games)
- b. **Meetings & functions:** In addition to leading athletes during practices and competitions, coaches will track sports physicals and attend the pre-season coaches meeting, parent/player meeting, end-of-season celebration, and post-season wrap-up meeting. Coaches are additionally asked to complete an end-of-season survey to drive APSAP continuous improvement efforts.
- c. **End of day procedures for Coaches:**
- i. Ensure practice/competition areas are clean.
 - ii. Secure equipment in storage containers.
 - iii. Lock storage room door(s).
- d. **Dismissal Procedures:** Coaches are to set expectations with parents and be accountable themselves that practice times are as stated. Practices should not significantly run over the scheduled practice time, nor should coaches dismiss students early. Coaches are to utilize contact information available in TeamSnap to contact parents if their athlete is not picked up within five (5) minutes of the posted end time to obtain permission to have the student walk

home. Coaches should remain on premises with student athlete until alternative arrangements have been made. Perpetual offenders should be reported to the Athletic Director or Superintendent for further discussions

e. On-boarding/Pre-Season Checklist for Coaches:

	Return signed employment contract to Finance Officer
	Complete KHSAA Safety Course. (Renew every 2 years) https://khsaa.org/safety_course/
	Complete CPR/First Aid/AED Training and/or provide current certification card to the Athletic Director prior to hosting your first practice. (Renew every 2 years; reimbursable cost) https://shopcpr.heart.org/heartsaver-first-aid-cpr-aed-online
	Participate in pre-season, in-person cardiac event rehearsal. Complete and submit “Compliance with Automated External Defibrillator (AED) Requirements” form (05.4 AP.23) and submit to Superintendent.
	Complete the Child Abuse and Neglect Training and Test. (Renew every 2 years) 1. Training: https://youtu.be/94pUuurkWH4 2. Test: https://forms.gle/XSNNvC7nGz1SSXzF8
	Complete the Restraint and Seclusion Training and Test. (Renew annually) 1. Training: https://docs.google.com/presentation/d/1_XpoGKpkedlv2Zf7auR1ZgcmNZ_IKjWYonpMHW1LOyA/edit#slide=id.p1 2. Test: https://docs.google.com/forms/d/1HZD3Y1z5AggMUsHdBNHzXZgZAN_MJuBepEljx7XkS2Y/edit
	Complete background check forms and obtain keycards with/from the District Office Manager.
	Familiarize yourself with location(s) of safety equipment. Obtain medical backpacks from the Athletic Director.
	Accept Teamsnap invitation and ensure functionality. Request training from the Athletic Director, if needed. Registered athletes are automatically populated on your TeamSnap roster during registration.
	Discuss practice times with the Athletic Director to develop a mutually agreed upon schedule. The Athletic Director will provide the game schedule when available.

	With Athletic Director, schedule date, time and location for mandatory Parent/Player meeting. The AD will provide Parent/Player packet template.
	Send introductory communication to your team via TeamSnap to include coaches bio and contact info, parent/player meeting details, practice schedule, game schedule (if available) and volunteer needs.
	New coaches, submit sizing for your coach's shirt.
	Review all the guidelines and procedures detailed in the Athletics Handbook.

VIII. ATHLETE AND PARENT EXPECTATIONS

a. Athlete Requirements

- i. **Acknowledgement:** Upon registering to participate in an extracurricular program, students agree to:
 1. Maintain a grade point average of no less than 2.0
 2. Receive no failing grades in any school course, and receive nothing less than a Satisfactory conduct grade in any subject.
 3. Practice skills independently to develop skills to the best of his/her ability.
 4. Model good sportsmanship behavior by word and deed.
 5. Support coach and team members in all that he/she says and does.
 6. Be a positive influence on the team and represent APS in a positive way.
 7. Uphold the APSAP philosophy.
 8. Arrive for practices/games only at the times communicated by the coach, remain in designated practice area at all times, and exit the facility promptly after the practice/game ends.
 9. Attend player/parent meetings and complete end-of-season survey.
- ii. **Grades:** Students may participate on an APSAP team if they have a grade point average of at least 2.0, no failing grades in any subject, and nothing less than a Satisfactory conduct grade in any subject. The Athletic Director will pull grades from Infinite Campus. If a student does

not meet the eligibility requirements, the coach(es) and parents will be notified by the Athletic Director on a Mondays. The period of ineligibility to participate in practices and games is one week from the notification (Tuesday - Monday). After the ineligibility period has expired, a student may be reinstated to the team if the grades/conduct marks are raised to passing/satisfactory levels. Eligibility determinations are made on Mondays.

- iii. **School Attendance:** On the school day of an extracurricular activity, a student is required to be in attendance at school for a minimum of 210 minutes in order to participate.
- iv. **Practice Attendance:** The time commitment associated with APSAP teams is typically limited to three-times per week for athletes and coaches (includes practices + competitions). Athletes should make every effort to attend practices and games, but notify coaches via TeamSnap when a conflict arises.
- v. **Consequences:** Consequences for not meeting expectations set forth for student athletes are as follows:
 1. 1st infraction – conference with student and coach
 2. 2nd infraction – conference with student, parent and coach
 3. 3rd infraction – conference with student, parent, administrator and coach with possible suspension from team/club
 4. 4th infraction – conference with student, parent, administrator and coach with possible removal from team/club
 5. Consequences may be more punitive than those listed above, even resulting in immediate removal from the team, for serious infractions. When determining responses to misconduct, coaches and/or administrators will consider factors such as age, developmental level and other factors, as appropriate.

b. Parent Requirements

- i. Parents should offer support and encouragement to their child, but never fill them with false hopes that lead to disappointment.
- ii. Coach Communication. If parents have concerns with the playing time their child is receiving, they must first ask for a private meeting with the coach to share their perspective. Parents shall wait 24-hours before

contacting a coach directly when a conflict regarding playing time arises.

1. If a parent disregards the 24-hour requirement and approaches a coach at an event, the following will occur:
 - a. The parent will be escorted out of the event.
 - b. The parent will not be allowed attendance for 2 anchorage extra-curricular events/activities held at APS. (2 separate occasions- Specifically, if there are 2 games on a given night, that would account for 1 event).
- iii. **Volunteer Requirements.** Each player's family is required to work two (2) shifts during the season.
 1. The following is a list of volunteer duties. Not all duties are applicable to all sports.
 2. For parents that do not fulfill their obligation to serve in 2 volunteer roles in the season, the parent will be asked to donate \$25 for each of the 2 roles expected to fulfill. (total of \$50).
3. **Volunteer Duties:**
 - a. **Admission Table (1 shift)**
 - i. Arrive 30 minutes before game and stay at table until game is over or the volunteer for the next game arrives. Collect cash or check-in attendees with Ticket Spicket system.
 - b. **Concession Stand (1 shift)**
 - i. Arrive 30 minutes before game. The administrator on duty will provide the concession stand with a cashbox upon arrival. Stay at concession stand/table until game is over or the volunteer for the next game arrives. For the last game of the day, complete cash box closeout as instructed. Give the cash box to the administrator on duty before leaving.
 - c. **Scorekeeper/Clock and Book (1 shift)**
 - i. Arrive 15 minutes before game and stay for the duration of the game. Administrator on duty will

provide instructions.

- ii. This position has historically been popular with high school students looking to complete service hour requirements. Contact the athletic director prior to the game for volunteer opportunities.

d. Uniform Distribution and Collection (2 shifts)

- i. Distribute and collect uniforms at beginning and end of season. A full detailed sheet with instructions is in Attachment B.

e. Assist with Picture Day with Outside Photographer (1 shift)

- i. Be onsite and help organize the players on the scheduled picture day. Provide the photographer with the name of each player when it is their turn. Call parents whose players are not in attendance in case they simply forgot in an attempt to have 100% participation.

f. End of Year Celebration (2 shifts)

- i. Plan, organize and execute the end of season celebration for the team. Budget is \$5/athlete. Coach will provide certificates to each player.

c. Team Parent (fulfills the two shift volunteer requirements)

- i. Coaches may name a team parent to oversee all volunteer duties associated with a team. In the event that a team does not have a designated team parent, it is the responsibility of the coach to ensure that all tasks are completed.
- ii. The idea behind a team parent is to help support both the coach and athletic department with all the team duties that fall outside of actual coaching.
- iii. The following are tasks that may be delegated to a designated team parent:
 - 1. Oversee the collection of uniforms from all team members (if no volunteers).
 - 2. Make sure that all volunteer positions are filled and executed for

the season.

3. In addition, the coach may have miscellaneous items that they need help with that are not listed here.

IX. ADMINISTRATIVE MANAGEMENT

a. **Athletic Director Role.** The Athletic Director is the head of the school's athletic program and manages the following for Anchorage School:

- Recruiting, training and management of coaches
- Collecting participant registrations and fees
- Administering and Initial Set-up of TeamSnap for each team
- Selecting leagues for APS participation/membership
- Scheduling athletic contests, practice sessions and professional yearbook photography
- Cancellation and rescheduling of Athletic Events
- Securing officials/referees
- Coordinating event workers and ensuring coaches secure volunteers
- Supervising operations of concession stands and admissions
- Purchasing and inventorying uniforms and equipment
- Hosting tournaments
- Game Manager

b. **Equipment, Supplies & Facilities**

i. **Medical Backpacks:** A backpack is provided to each head coach and will contain the following important items:

1. First Aid Kit
2. Instant ice packs (when available, coaches are encouraged to utilize bags of ice)
3. Hand sanitizer spray
4. Self-adherent bandage wrap
5. Elastic bandage wrap
6. Medical waste disposal bags
7. Binder for storing copies of sports physicals

Any supervising coach that is working with athletes away from the Head Coach will need to obtain a Medical Kit as well. It is

imperative to have this kit on hand for all practices and games. Coaches should contact the Athletic Director or School Bookkeeper prior to your upcoming practice or game for restocking.

- ii. **Equipment Storage:** Coaches should contact the Athletic Director or Director of Maintenance when ready to access the team's equipment. The District Office Manager will issue keys/keycards for accessing the facilities and storage rooms necessary for each sport. Storage rooms need to be locked by the coaches after each practice session.
 - 1. **Field Hockey, Soccer, Lacrosse, Track & Cross Country:** Equipment for these sports, including APSAP portable tents, is typically housed in the Outdoor Equipment Storage room located on the outside of the building near the cafeteria restrooms or in the white storage bin located on the sports field sideline.
 - 2. **Basketball/Volleyball:** The storage room located behind the basketball goal in the large gym on the end of the court near the concession stand is utilized for storage of basketballs and volleyballs. If coaches are issued a ball storage bag to utilize for their team to carry balls with them throughout the season, the bag of balls should be returned to the Athletic Director at the end of the season.
 - 3. **Cheer:** Signs can be stored in the PE Office during the season for easy access. Please coordinate in-season storage and access plan for gymnastic mats with the Athletic Director or District Director of Maintenance.
- iii. **Uniforms:** The Anchorage Athletics department maintains a significant athletic uniform inventory across eight sports disciplines. New, high-quality uniforms are purchased each year on a replacement cycle. In addition, replacement purchases are made annually for uniforms that are returned stained, damaged, or not returned at all.
 - 1. In the event a uniform is misplaced or damaged by an athlete, the school will bill families a \$100 uniform replacement fee.
 - 2. Additional procedures for uniform distribution and collection are

outlined in Attachment B to the Athletics Handbook.

- iv. **Microphone:** When using the gym microphone during practices or games, adults must supervise all use of this equipment. The microphone must be neatly returned after each practice or game.
- v. **Restrooms:** Outdoor restroom door locks are on a timer to coincide with the practice and home game schedule. Indoor restrooms located near the concession stand are to be reserved for fans during home games. Athletes should utilize the restrooms in the locker rooms during games.

c. Safety & Supervision

- i. **Sports Physicals:** A student athlete will not be allowed to practice or play without a completed sports physical turned in to the district. All sports physicals should be turned in at the administration office during regular work hours (M-F; 7:30 - 4:00). Parents are instructed to return a hard copy of the three required pages of a current KHSAA sports physical for their child to the District Office Manager. It is the responsibility of the coach to obtain copies of the sports physical for every player on their roster from the Athletic Director. Coaches shall become familiar with medical issues noted in each physical. Physical copies should be stored in the provided binder in the medical backpack so they are in the coaches possession at all times during practice and games. Coaches shall not allow an athlete to participate in an APSAP practice or game until they have obtained a copy of the physical. Upon completion of the season, the copies of the sports physicals should be returned to the school for shredding. Blank physical forms are available on the school's website.
- ii. **Concussion Protocol:** Concussion training is included in the KHSAA Safety Course.
- iii. **Heat Index Procedures:** The Athletic Director and individual coaches are responsible for checking and recording the heat index prior to every practice session or game that takes place outside between April 15 and September 15 or until ambient temperatures drop below 84 degrees in the Fall, whichever occurs later. The heat index gauge and paperwork are stored outside of the Principal's office. Coaches will

confirm such readings with the Athletic Director prior to practice. For practices or games starting immediately after school (3:00/3:15), the Principal, or designee, will check and record the heat index prior to 2:30pm on days when the heat index may be a factor. The Athletic Director or Principal will then notify coaches and parents through TeamSnap if the after-school practice needs to be cancelled due to heat index or incremental weather. The KHSAA heat index calculation chart is available as Attachment A.

- iv. **Supervision of Athletes:** A certified coach or APS staff member must provide direct supervision to athletes at all times. Volunteers cannot be substituted as direct supervisors. The coach should immediately notify the Athletic Director or Superintendent of all injuries that require medical attention.
- v. **Supervision of the Athletic Program:** The Athletic Director and other APS administrators share the role of providing oversight at all home athletic contents and ensuring the facilities are set up for each event and then secured upon conclusion of the event.

d. Communications.

- i. **TeamSnap:** The communications platform for all APSAP teams is TeamSnap. The Athletic Director administers this online platform for school, registrations are collected through TeamSnap and coaches will be given managerial access to their team's page. Coaches should download the TeamSnap app for on-the-go use and utilize the TeamSnap website when additional functionality is desired. Coaches will use the "Availability" feature on TeamSnap to monitor athlete availability for planning purposes.
 - 1. Coaches are to utilize TeamSnap for all non-urgent communications with their athletes and parents.
 - 2. In the event that a practice or game needs to be rescheduled, coaches are to notify the Athletic Director via email, copy the District Office Manager on the email and make the change in TeamSnap. Parents have the option to add their child's cell phone number to their family's TeamSnap account in order for the athlete to also have visibility to the schedule and team

communications.

- ii. **Parent/Player Meeting:** Prior to the start of the season, the Athletic Director and coach must coordinate a date, time and location for the Parent/Player Meeting. Coaches should coordinate schedules in an attempt to host only one meeting per sports discipline per season, with breakout sessions as individual teams, if desired. These meetings should be added to the TeamSnap calendar. Uniforms can be distributed at these meetings.
 - iii. **Weekly News:** Coaches are encouraged to email a short blurb for inclusion in the Weekly News to the Communications Coordinator by Tuesday of each week during the competitive season. Photographs are welcome to be included as well. The APSAP updates will be included in the Weekly News that is delivered electronically to the entire school community on Thursdays and the Principal can include in the weekly announcements to the students.
 - iv. **Yearbook:** Each year the school's yearbook includes professional photos of all APSAP teams. These photo sessions are arranged by the Athletic Director and the schedule will be communicated to coaches when available. Parents will receive instructions and ordering information via TeamSnap when available. APSAP strives to capture photographs for all teams in a particular season during one session in order to maximize the photographer's time and minimize the disruption to team practices. It is requested that all coaches be present and wear their Anchorage Athletics coach's shirt for the team photograph.
 - v. **General Communication:** The Athletic Director or Superintendent should be notified when issues arise with athletes, parents and/or spectators.
- e. Recognitions, Celebrations and Sprit Wear**
- i. **Team Stores:** Upon registration for a team, athletes may receive a link via TeamSnap to purchase sports-specific merchandise from the school uniform vendor. These team stores are only open for a short window in order for the merchandise to arrive during the season. All purchases are optional. Merchandise will ship directly to home address from the vendor.

- ii. **8th Grade Recognition:** The school/ Athletic Director will direct an 8th grade recognition to honor 8th grade team members and their parents. The school/Athletic Director will create and follow a budget for this ceremony. Each team should host an 8th grade recognition ceremony to honor the 8th grade team members and their parents. The Coach or Athletic Director may enter the date of the 8th grade recognition event into TeamSnap. Coaches and team parent volunteers should encourage parent attendance for the 8th grade recognition event. With the help of the assigned parent volunteer (typically a 7th grade parent), the 8th grade recognition form should be completed and collected from each 8th grade team member.
 - 1. It is suggested that each 8th grader write a short meaningful note to their parents thanking them for their support and give this to their parent(s), along with a rose supplied by the school, during the ceremony. (Hint: Having the 8th grade athletes write the thank you notes and complete their form during the last ten minutes of a practice prior to the ceremony is a great means to ensure all players complete this request).
 - 2. The team parent should contact the APS Bookkeeper for instructions on purchasing flowers for the ceremony. In order to be reimbursed for the expense, a PO must be issued prior to making the purchase. The Athletic Director, Head Coach, or designee, should read the information submitted on the form about each player during the ceremony.
- iii. **End-of-Season Celebration:** Coaches should work with a parent volunteer to plan an end-of-season celebration for their athletes. The budget for this event is \$5 per athlete.
- iv. **Participation Certificates:** The Athletic Director will supply a Participation Certificate for each athlete to the coaches prior to the end of the season. The Coach will sign each of these certificates and then present them to the players during the end-of-season celebration.

f. APSAP Meetings

- i. **Meeting Dates.** Meetings are typically held every three weeks, in the APTA office (located in the District Office Building), on Tuesdays at

1:45 p.m. unless noted otherwise. Exact dates are posted on the Anchorage School website. Please refer to the school website for most up-to-date information, as dates/times may change throughout the year: <https://ky50000749.schoolwires.net/domain/59>

- ii. The Athletic Director chairs APSAP Advisory Group meetings. These meetings are open to the public and focus on administration of end-of-season surveys to inform continuous improvement efforts, development of an annual budget for athletics, drafting sports-related communications to the school community, annually updating handbooks, evaluating opportunities to expand/enhance athletic opportunities for APS students, supporting the Athletic Director on day-to-day processes, responding to immediate issues and developing coaches templates and standard processes
- iii. **Future Changes.** Although every effort will be made to update the handbook on a timely basis, Anchorage Public School reserves the right and has the sole discretion to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The district reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

Heat Index Calculation and Chart

ACTIVITY CESSATION CHART

UNDER 95 DEGREES HEAT INDEX OR WBGT 86.9 AND BELOW
<p>a) All sports</p> <p>(1) Water should always be available and athletes be able to take in as much water as they desire;</p> <p>(2) Optional water breaks every 30 minutes for 10 minutes in duration to allow hydration as a group;</p> <p>(3) Have towels with ice for cooling of athletes as needed;</p> <p>(4) Watch/monitor athletes carefully for necessary action; and</p> <p>(5) Re-check temperature and humidity every 30 minutes if temperature rises in order to monitor for increased Heat Index.</p>
95 TO 99 DEGREE HEAT INDEX 95 DEGREES TO 99 DEGREES HEAT INDEX OR WBGT 87.0 TO 89.9
A) ALL SPORTS
<p>a) All sports</p> <p>(1) Water should always be available and athletes should be able to take in as much water as they desire;</p> <p>(2) Mandatory water breaks every 30 minutes for 10 minutes in duration to allow for hydration as a group. In sports or sport-activities with multiple simultaneous contests or practices, the required monitoring and rest breaks shall be taken at the same time for all contests or practices;</p> <p>(3) All breaks shall be taken in areas outside of direct sunlight;</p> <p>(4) Have towels with ice for cooling of athletes as needed; and</p> <p>(5) Watch/monitor athletes carefully for necessary action.</p> <p>b) Additional Steps for Contact sports and activities with additional required protective equipment:</p> <p>(1) Helmets and other required equipment (by rule) should be removed when athlete not directly involved with competition, drill or practice, and it is not otherwise required by rule;</p> <p>(2) Reduce time of outside activity. Consider postponing practice to later in the day; and</p> <p>(3) Re-check temperature and humidity every 30 minutes to monitor for increased Heat Index.</p>
100 DEGREES (ABOVE 99) TO 104 DEGREES HEAT INDEX OR WBGT BETWEEN 90.0 AND 91.9
<p>a) All sports</p> <p>(1) Water should always be available and athletes should be able to take in as much water as they desire;</p> <p>(2) Mandatory water breaks every 30 minutes for 10 minutes in duration to allow for hydration as a group. In sports or sport-activities with multiple simultaneous contests or practices, the required monitoring and rest breaks shall be taken at the same time for all contests or practices;</p> <p>(3) All breaks shall be taken in areas outside of direct sunlight;</p> <p>(4) Have towels with ice for cooling of athletes as needed;</p> <p>(5) Watch/monitor athletes carefully for necessary action;</p> <p>(6) After uniform by removing items if possible and permissible by rules;</p> <p>(7) Allow for changes to dry T-shirts and shorts by athletes at defined intervals;</p> <p>(8) Reduce time of outside activity as well as indoor activity if air conditioning is unavailable; and</p> <p>(9) Postpone practice to later in day.</p> <p>b) Additional Steps for Contact sports and activities with additional required protective equipment:</p> <p>(1) If helmets or other protective equipment are required to be worn by rule or normal practice, suspend practice or competition immediately and resumption may not occur until the index is 99 degrees or below;</p> <p>(2) For sports that do not have mandatory protective equipment, reduce time of outside activity and consider postponing practice to later in the day; and</p> <p>(3) Re-check temperature and humidity every 30 minutes to monitor for changes in Heat Index.</p>
ABOVE 104 DEGREES HEAT INDEX OR OVER 92 WBGT
<p>a) All sports</p> <p>(1) Stop all outside activity in practice and/or play, and stop all inside activity if air conditioning is unavailable.</p>
CONTINUAL USAGE AND MONITORING
<p>a) This procedure is to be used until such time as the temperature is below 84 degrees as no combination of heat and humidity at that level will result in a need to curtail activity.</p> <p>b) The KHSAA will use September 15 as the standard date for the recording of the Heat Index forms in the fall, and April 15 as the start date in the spring.</p> <p>c) Member schools should remember that the monitoring shall continue any time that a combination of heat and humidity at that level could result in a need to curtail activity (an ambient temperature of 83 degrees or higher).</p>



APSAP Uniform Check-Out/Distribution

1. Contact the athletic director for a team roster with requested t-shirt size to use as a guide for uniform size distribution.
2. Obtain your uniform bin from the athletic director. A complete inventory of all uniforms is done prior to the season starting. There is a hard copy of the current inventory with sizes, and where applicable jersey numbers, of all items in the bin. All uniforms are stored in clear bags and labeled with the size and jersey number, if applicable.
3. Also included in the uniform bin are multiple blank distribution sheets with fields that need to be filled out by the team uniform volunteer. A signature field is included. **The parent or player must sign the sheet when the uniform is checked-out.**
4. Work with the team coach to determine the day/time they would like uniforms to be distributed. The coach will need to send this communication to families through TeamSnap.
 - a. HINT: It typically works well to distribute uniforms after a practice at the beginning of the season or at the parent meeting.
 - b. HINT: It also works well for the distribution to take place in the cafeteria. There is plenty of room to organize your bin by size. It is also helpful to have the restrooms available in case an athlete would like to try on the uniform to ensure proper fit.
5. Each athlete will receive 1 complete uniform set (1 bag) each season. If a replacement is needed, for whatever reason, you must get written approval from the athletic director.
6. As the uniform volunteer, it is your responsibility to ensure each athlete on the team has a uniform prior to the first game or team photo, whichever occurs first.
7. Once you have completed the distribution portion of the sheet, scan or take a photo and email it to the coach and athletic director. Ensure that all the fields, including signature lines and volunteer contact information are filled in. Keep the completed distribution sheet in the uniform bin. You will need it again at the end of the season.
8. Do not take the uniform bin off school grounds. When you are not actively distributing uniforms, the bin should be stored in the uniform closet, located in the cafeteria.

Uniforms should NOT be checked out to athletes by anyone other than the team uniform volunteer!



APSAP Uniform Turn-In/Collection

1. Upon completion of all games, tournaments and team photos for the season, uniforms need to be turned in promptly. Spring teams need to finish uniform collection prior to the end of the school year.
2. Work with the coach to communicate your chosen uniform collection date and time to the team. **Athletes will need to turn in the complete uniform in an undamaged and clean condition. Uniforms need to be bagged and labeled with size and jersey number, if applicable.**
 - a. HINT: The end of season celebration has typically been a good time to collect uniforms.
3. At the time a uniform is returned, the uniform volunteer should check uniforms for sizing, completeness, rips/tears, stains, and cleanliness prior to marking a uniform as “turned in”. Once this is checked, the parent, player or collector needs to sign the original excel sheet under “turned in”.
 - a. HINT: It is a good idea to bring Ziploc bags and sharpies with you on uniform collection day in case athletes return their uniform without a proper storage bag.
4. It is your responsibility to collect all uniforms from the players on the team. If an athlete does not return uniforms on the designated collection date, the uniform volunteer should reach out to that family to arrange a plan for uniform collection.
5. Within two weeks of the completion of the season, the uniform volunteer should schedule a time to return the collected uniforms to the Athletic Director. In addition to the completed distribution sheet, prepare a list of the athletes that did not return uniforms for the athletic director. Parents will be charged a \$100 fee if their player’s uniform has not been turned in within two weeks of the season ending. Athletes with an outstanding uniform balance will be unable to sign up for future extracurricular activities at APS.
6. Together with the athletic director, you will return all collected uniforms that are clean, complete, bagged, and correctly labeled to the storage bin and update the bin inventory sheet. The athletic director will make any adjustments to the online inventory and re-order replacement uniforms if necessary.

**Uniforms should NOT be checked in by anyone
other than the team uniform volunteer!**

APSAP UNIFORM DISTRIBUTION SHEET

SPORT: TEAM (Grade level(s), Red/Blue, et c):

SEASON:

UNIFORM VOLUNTEER NAME:

DISTRIBUTION DATE:

UNIFORM BRAND / DESCRIPTION:

PHONE:

EMAIL:

CHECK-OUT/DISTRIBUTION				TURN-IN/COLLECTION			
First Name	Last Name	Top Size	Top Number, if applicable	Bottom Size	# of pieces	Parent/Athlete Signature	Notes, if not complete



**Anchorage Public School Athletics
8th Grade Parent Recognition Night**

Action	Comments	Owner	Target Date(s)	Completed?
Schedule 8th Grade Parent Night	Identify home game date for 8th grade parent night. Should consider the best time for parent attendance (not an early game).			
Schedule photographer	Team and individual player pictures can be taken on the same night as parent night. Photographer can stay and take 8th grade parent/child pics at half time. Consider having someone take some action shots too.			
Identify Emcee/Parent Night Facilitator	Could be the team coach, APS Athletic Director or APS Principal			
Confirm 8th grade player roster	Create list of 8th grade players			
Send Parent Communication	Notify 8th parents once date is set			
Tools and Setup	Schedule amplifier and microphone, if needed Confirm bleacher locations (for soccer)			
Gather 8th Grade Recognition Forms	Attend a practice and have 8th graders complete recognition forms (see attached form)			
Type up forms	Consolidate and type up answers to forms so that emcee can easily read them (see attached template)			
Order Flowers	Obtain a Purchase Order from Roxane Grayson. Order flowers for 8th grade parents. Kroger will do roses with grocery wrapped in cellophane.			
Parent Communication	Send any logistics/process updates to parents so that they know what to do for the event.			
Execute Event	8th grade students line up and parents line up in alphabetical order. Student presents flowers to parents and walks to center of court/field with parents. Emcee reads student's recognition form while student is walking out with parents. Photographer takes pictures on the side immediately after each student/parent presentation (need to keep process moving since halftime is limited).			
Send pictures to parents	Email or print 8th grade pictures and send to parents			



**Anchorage Public School Athletic Programs
(APSAP)**

8th Grade Recognition Form

Student's Name:	
Parents' Names:	
Number of Years Playing This Sport For Anchorage:	
Best Memory of Playing For Anchorage:	
Most Influential Person In Your Life & Why?	
Where Will You Attend High School Next Year?	



APSAP Pre-Season Coach's Acknowledgement

Complete and return this form to the Athletic Director prior to the start of your season:

Initial	Acknowledgement
	All of my athletes have current KHSAA physicals. I have read each and I have checked that all parts are completed and signed and do not expire during this season.
	I have made a copy of each physical to keep in my possession at all times.
	I have conducted a parent meeting and discussed the team's rules and consequences.
	I have made sure that the athletes/parents know where to locate the Parent/Student Handbook that contains the Extracurricular Programs Handbook.
	I understand that I must report any unsafe playing areas or equipment to the Superintendent immediately. I must also report any equipment that needs to be replaced immediately.
	I have turned in my Athletic Emergency Plan for home events to the Superintendent.
	I have updated my CPR/AED/First Aid and completed all training and background check requirements outlined in the on-boarding/pre-season checklist. I understand that all assistant coaches must have completed these requirements as well in order to supervise athletes without me present.
	A keycard and medical backpack were checked out to me. I will return both of these items promptly at the end of the season.

This is a basic checklist. All other duties and responsibilities of a coach should be covered throughout the season (i.e. heat index, coaches survey, etc).

Sport: _____

Head Coach's Signature: _____

Printed Name: _____

Date: _____



PARENT OF STUDENT ATHLETE ACKNOWLEDGEMENT

The purpose of the Anchorage Public School Athletic Program (APSAP) is to provide opportunities for students to:

- *Participate on a team in order to learn the values of team building, working together and playing together.
- *Learn about good sportsmanship, equity, effort, valuing others, and the enthusiasm and spirit of fair play.
- *Belong to a school team and a team sport.
- *Value the skills and abilities of others on their team.
- *Understand the value athletics may add to their lives.
- *Create a healthy identity, which includes exercise through athletics.

If parents have concerns with the playing time their child is receiving, they can ask for a private meeting with the coach to share their perspective. Parents shall adhere to the 24-hour grace period rule for contacting a coach directly when a conflict arises. Parents should not criticize the coach in public, as it detracts from our student athlete's experience. Always offer support and encouragement to your child but never fill them with false hopes that lead to disappointment.

If a parent disregards the 24-hour rule and approaches a coach before that time lapse or at an event:

- a. The parent will be escorted out of the event.
- b. The parents will not be allowed attendance for 2 anchorage extra-curricular events/activities held at APS. (2 separate occasions- Specifically, if there are 2 games on a given night, that would account for 1 event)
- c. The game/event which is escorted out, does not count toward the 2 games/events.

As a parent of a student athlete, I understand that I am expected to:

1. Support the philosophy of athletics at APS, as shared above.
2. Understand the philosophy of APS is to provide students with play time and opportunities for playing time, develop skills, and to experience individual growth.
3. Exhibit good sportsmanship in both victory and defeat.
4. Model encouragement and support of my student athlete and teammates.
5. Adhere to the 24-hour rule noted above before contacting a coach.

Child Printed Name: _____ **Sport:** _____

Parent Printed Name: _____

Signature: _____ **Date:** _____