

Mayflower Athletic Program

Coaches Handbook



**Mayflower School District
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Revised 8/3/15

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1.1 INTRODUCTION

Mayflower School District Interscholastic Athletic Program

The purpose of this handbook is to aid Mayflower coaches in their administrative functions including coach evaluations. Each coach should read this document carefully in conjunction with the student/parent athletic handbook. It will answer many questions related to athletic policy as established by this department, the administration and the Mayflower School Board.

This handbook should be used in conjunction with the teachers' and students' handbooks that contain expanded information on many of the topics included in this handbook, in particular the school's discipline policy.

Any questions or proposed changes to this handbook should be forwarded to the Athletic Director.

1.2

Dear Coaches,

Welcome to another year of Mayflower Athletics. The challenge is before us. Let's be ready to take it on with energy and enthusiasm. Be prepared to support each other as well as your players through the ups and downs of the seasons. Challenge your athletes to be the best they can be from attitude, work ethic, citizenship, sportsmanship, team work, to the classroom. Success is most often measured by wins and losses in athletics but should really be measured by individual and team improvement. Athletics teaches great life lessons that we all can and will use for the rest of our lives. Take pride in helping our athletes learn these admirable qualities.

I want to thank you in advance for all your hard work and dedication. Let's work together to make this a great year. GO EAGLES!

Sincerely,

Brent Stallings,
Athletic Director

Chapter 2

Coaching Roles and Responsibilities

2.1. Mayflower School District – Coaches' Qualifications

Each coach must be in compliance with the following:

- Arkansas's Code of Ethics for Public School Employees
- Mayflower School District Personnel Policy Handbook
- State of AR or AAA Coach Certification
- CPR Certification
- First Aid Certification
- d Annual Mayflower Coaches Meeting/Workshop ^{Atten}
- Commercial Drivers License Required
(Exceptions may be allowed by Superintendent or Principal in writing)

2.2. Coaches' Meeting/Workshop

The Athletic Director conducts a mandatory Coaches' Meeting/Workshop at the beginning of every school year. Each coach must attend the applicable session and/or other sessions as required by the athletic director or principal. The purpose of the meeting/workshop is to inform new coaches and update returning coaches regarding the athletic program. Topics covered include but are not limited to:

Athletic Program Review

- Philosophy of the Athletic Department/Mayflower School District
- Chain of Command
- School District Policies regarding Athletics
- Budget Development
- Medical Supervision
- Title IX
- AAA Updates
- Transportation

Review Coaches' Handbook

Reinforce Proper Planning

- Setting Goals
- Season Planning
- Practice Plans

Communication

- Team
- Individual
- Parents
- Athletic Administration

Season Evaluation

- Coach
- Team
- Individual

Round Table-Issues

- Mentorship

2.3. Coach Responsibilities

2.3.1 JOB DESCRIPTION - Athletic Director

Job Title: Director of Athletics

Reports to: High School Principal

Dept. /School: Athletics

Primary Purpose:

Direct and manage the overall program of extracurricular and intramural athletics for the district; Work to provide each student with opportunity to participate in an extracurricular athletic activity and ensure compliance with all state, Arkansas Athletic Association and local requirements; To support, supervise, and evaluate all coaches of the District in all sporting and AAA areas

Qualifications:

Education/Certification:

- Master's degree from an accredited college or university
- Valid Arkansas teaching certificate
- Administration Certification

Special Knowledge/Skills:

- Knowledge of overall operations of an athletic program
- Knowledge of state and AAA policies governing athletics
- Ability to interpret policy, procedures, and data
- Ability to manage budget and personnel and coordinate district functions
- Strong communication, public relations, and interpersonal skills

Experience:

- Three years successful teaching and coaching experience

Major Responsibilities and Duties:

Program Planning

1. Direct and manage district's athletic program and facilities
2. Establish physical and academic eligibility requirements for participation in each sport, and verify each athlete's eligibility
3. Maintain an active program that promotes good sportsmanship and student development
4. Obtain and use evaluative findings (including student achievement data) to gauge athletic program effectiveness and ensure that program renewal is continuous and responsive to student needs
5. Plan necessary time, resources, and materials to support accomplishment of department goals

Athletic Events

1. Prepare and approve all interscholastic game schedules

2. Arrange transportation, lodging, and meals for out-of-town athletic events
3. Manage district athletic operations by directing ticket sales, employing game officials, and ensuring preparation of facilities
4. Oversee process of cleaning, repairing, and storing all athletic equipment
5. Coordinate the use of all athletic facilities by non-school groups
6. Plan, organize, and supervise all athletic awards programs

Student Management

1. Implement district student management policies, communicate expected student behavior related to athletics, and ensure enforcement of student discipline in accordance with Student Code of Conduct and student handbook
2. Establish and maintain open lines of communication by conducting conferences on vital issues with parents, students, and teachers

Policy, Reports, and Law

1. Implement the policies established by federal law, state law, State Board of Education rule, AAA rules, and local board policy in area of athletics
2. Compile, maintain, file, and present all physical and computerized reports, records, and other documents required

Budget and Inventory

1. Administer the athletic budget and ensure that programs are cost effective and that funds are managed prudently
2. Compile budgets and cost estimates based on documented program needs
3. Initiate purchase orders and bids in accordance with budgetary limitations and district policies
4. Maintain a current inventory of supplies and equipment and recommend disposal and replacement of equipment when necessary
5. Approve and forward purchase orders for athletic department to accounting department

Personnel Management

1. Prepare, review, and revise job descriptions for athletic department
2. Recruit, select, train, and supervise all athletic department personnel and make sound recommendations about personnel placement, assignments, retention, discipline, and dismissal
3. Evaluate job performance of coaches to ensure effectiveness
4. Develop training options and/or improvement plans for coaches to ensure exemplary operation in area of athletics

Community Relations

1. Articulate the district's mission and goals in the area of athletics to the community and solicit its support in realizing this mission
2. Demonstrate awareness of district and community needs and initiate activities to meet those needs
3. Use appropriate and effective techniques to encourage community and parent involvement

4. Develop an athletic booster club and support its activities

Supervisory Responsibilities:

Supervise and evaluate the performance of coaches and support staff

Working Conditions:

Maintain emotional control under stress; Frequent district and statewide travel; occasional prolonged and irregular hours

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

2.3.1 JOB DESCRIPTION - Coach

Job Title: Coach

Reports to: Principal/Athletic Director

Dept. /School: Assigned Campus

Primary Purpose:

The job of a Coach involves teaching fundamentals of a particular game/sport and making sure these instructions are used. To work collaboratively and effectively with the Athletic Director and Principal, as well as, all other members of the school/s to ensure that the sporting program is highly competitive, ethically, professionally and effectively managed. The philosophy and operation of the program is aligned with the District's policies, guidelines, mission and conform to AAA requirements. All state and federal laws and regulations are to be followed.

Qualifications:

- Meet AAA requirements

Education/Certification:

- Bachelor's degree from accredited university
- Valid Arkansas teaching certificate with required endorsements for subject and level assigned

Special Knowledge/Skills:

- Leadership and teaching skills
- Effective communication skills
- Strong organizational and multi-tasking skills
- Ability to motivate a team of athletes
- Creative, observant, persistent, confident and focused
- Knowledge of sport or game assigned
- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong Interpersonal skills

Experience:

- At least one-year student teaching or approved internship

Major Responsibilities and Duties:

Program Planning & Compliance

1. Manage, maintain and prepare the sport program and facilities
2. Responsible for coaching strategies and day to day management of student athletes and teams.
3. Work effectively and collaboratively with the campus and district-level administration and staff, in compliance with District and State rules, policies and law, to establish physical and academic

eligibility requirements for participation and to accurately verify each student's eligibility for athletic participation

4. Maintain an active and successful program that supports campus and District efforts to promote academic achievement, good sportsmanship, citizenship, character and student development
5. Plan necessary time, resources, and materials to support the athletic program
6. Follow all requirements established by federal law, state law, State Board of Education and AAA rules, and District policy
7. Support the Athletic Director in compilation, maintenance, and filing of all physical and computerized reports, records, and other documents required to meet policy, regulations and law
8. Work collaboratively and effectively to ensure that communication (initiated and/or in response to inquiry) reflects adherence to District established procedures and priorities and values

Educational Mission and Student Management

1. Work effectively and collaboratively to ensure implementation of District student management policies, communicate expected student behavior related to athletics, and ensure enforcement of student discipline in accordance with the athletic handbook
2. Work effectively and collaboratively with the campus administration to establish and maintain open lines of communication by conducting conferences on issues with parents, students, and teachers, as appropriate
3. Work effectively and collaboratively to support the student management and educational program needs of the campus
4. Work effectively and collaboratively to ensure that the athletic program and staff is fully supportive of the overall educational mission, vision, goals and values of campuses and the District

Personnel Management

1. Supervise assigned support staff and assistants
2. Head Coach to assign coaching duties to assistant coaches with collaboration with the Athletics Director and Principal.
3. Head coach to be part of evaluation process of assistant coaches in collaboration with Athletics Director and Principal

Community Relations

1. Work collaboratively and effectively with District staff to ensure that the role of athletics is accurately articulated and integrated within the overall scope, vision and goals of the District
2. Work collaboratively and effectively to assess the athletic program's role in partnering effectively and appropriately to serve the interests of community and school
3. Work collaboratively and effectively with the campus administration and the Athletic Director to provide guidance and support regarding athletic booster club activities

Working Conditions:

- Mental Demands/Physical Demands/Environmental Factors:
- Maintain emotional control under stress
- Frequent district and statewide travel
- Occasional prolonged and irregular hours

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

2.4. Pre-season Checklist (To be completed prior to the first contest)

Coaches' Pre-Season Checklist

1. Procure and review the current copy of the AAA Policies and Procedures Manual for their sport from the www.ahsaa.org website
2. Work with the Athletic Director in scheduling scrimmages
3. Plan and schedule a regular program of practice in season
4. Organize a person/s to keep statistics for the season at the coach's discretion
5. Have gathered, by arranging with the equipment manager, all equipment needed for practice. Recommend the purchase of equipment, supplies and uniforms as appropriate.
6. Develop a packet for distribution to parents at the pre-season meeting that contains goals, expectations, practice and game schedules and any other pertinent information.
7. Call a meeting of all athletes prior to the start of the season for that sport
8. The Athletic Director will complete the eligibility list. When the final eligibility lists have been prepared, the Head Coach will be given a copy. The Head Coach is to check for any additions or deletions. Any student whose name is not on the list is ineligible. Always check for new student athletes to be added to the list. All new student athletes must be cleared through the Athletic Director's office before being issued equipment or practicing
9. Update rosters throughout the season with the Athletic Department as changes occur.
10. Distribute the following forms to the student athletes and submit the completed copies to the Athletic Director: Note, all forms must be completed and on file with the Athletic Director before the student athlete may participate in practices or be issued equipment or uniforms.
 - Emergency Cards
 - Student Athletic Agreement (to include Expectations, Code of Ethics, Award Criteria, receipt of receiving student athletic handbook)
 - Parent Athletic Agreement (to include Expectations, complaint procedure, Code of Ethics, Award Criteria, Consent form, receipt of receiving student athletic handbook)
 - Proof of Student Athletes Insurance
 - Practice Schedule
11. The Head Coach will be responsible for assigning lockers as applicable
12. Check the practice schedule, game schedule and transportation times in the Athletic Director's office. Any changes in schedules, rescheduling, practice slots, officials, scrimmages and transportation times are determined by and must be cleared by the Athletic Director and Principal. Any problems, concerns, frustrations should be addressed to the Athletic Director only.
13. Coaches must report all student athletes' injuries that require medical attention outside the school to the Athletic Director and School Nurse. Insure all accident reports are completed.
14. Inventory lists to be compiled and filed with the Athletic Director

15. Complete any AAA requirements and forms with the assistance of the Athletic Director

2.5. In-Season Checklist

Coaches' In-Season Checklist

1. Student athletes are supervised at all times.
2. Student athletes are ready promptly for games.
3. All injuries must be reported.
4. All coaches and student athletes appear neat and well groomed for all trips and competitions as directed by the coach.
5. All trips leave as scheduled. Any person(s) not on the bus ready to leave on schedule is to be left behind.
6. All student athletes must ride to an event on transportation approved by the school. Coaches have the discretion to release a student from an event providing a release form is signed by the parent or legal guardian. (Coach approved exceptions may be allowed.)
7. Report scores to media as appropriate.
8. Disciplinary action involving suspension or expulsion of a team member must be reported to the Athletic Director.
9. Individual and team statistics should be kept for every event as per coach's discretion.
10. All coaches, who are also on the teaching staff, must attend faculty meetings, department meetings, parent and guidance conferences and meetings or conferences called by the Principal or Athletic Director, unless there is prior approval.

2.6. End-of-Season Checklist

Coaches' End-of-Season Checklist

1. At the close of each season, the coach must list the names of all student athletes who have satisfactorily completed the season on the awards form, indicating whether the athlete has earned a letter, certificate, etc. This list must be given to the Athletic Director.
2. All uniforms and equipment must be collected and returned to the coaches with an inventory list given to the Athletic Director.
3. Submit end of season team and individual statistics to the Athletic Director.
4. Sign award certificates within one week of the close of the season.
5. Schedule an appointment with the Athletic Director for the purpose of evaluation and submit a report summarizing the season.
6. Inform the team about and promote the awards ceremony which will be for each sport.

2.7. Evaluation Process

All coaches are evaluated based on the Mayflower Public Schools Coaches Evaluation Process.

All coaches are evaluated annually, at the end of each season. Each coach is responsible for completing their self-assessment and scheduling a review meeting with the Athletic

Director no later than two weeks after the season has ended.

The types of evaluation include:

- **Coach's Self-Assessment** – each coach is expected to complete a self-assessment and submit it to the Athletic Director at the end of each season.
- **Head Coach Feedback** – each head coach is expected to provide feedback regarding their assistant coaches at the end of each season and submit them to the Athletic Director.
- **Athletic Director Evaluation** – the Athletic Director evaluates each coach based on his observations, the self-assessment completed by the coach, and feedback from head coaches, student athletes and/or parents as determined by the Athletic Director. (The Principal is to complete the evaluation if the A.D. is not a certified administrator.)

2.8. Hiring Process

The Licensed Personnel Policies will be followed when hiring all coaching positions.

Coaches shall be hired in accordance with the following criteria in order of priority:

A. QUALIFICATIONS

- CPR Certification & First Aid Training
- Playing experience
- Certification
- Courses, clinics and workshops attended
- CD Licensure
- References

B. COACHING PHILOSOPHY

- Development of whole person
- Tolerance of diversity
- Organizational ability
- Consistent with the philosophy of the athletic handbook

C. COACHING EXPERIENCE

Chapter 3

Athletic Department

3.1. Athletic Department

The Mayflower School District's Athletic Program is managed and administered by the Athletic Department, headed by the Athletic Director, and is responsible for the interscholastic athletic teams at both the High School and Middle School. The Athletic Department is headquartered at the High School Gym facility.

The key contacts for the Athletic Department are:

| | |
|-----------------|------------------------------|
| John Gray | Superintendent |
| TJ Slough | H.S. Principal |
| Joe Allbritton | H.S. Assistant Principal |
| John Pipkins | M.S. Principal |
| Kim Koch | M. S. Assistant Principal |
| Christie Burns | Senior High School Counselor |
| Brent Stallings | Athletic Director |
| Terry Dycus | School Nurse |

Coaching Staff

| | |
|-----------------|--|
| Brent Stallings | Head Sr. Boys Basketball, Asst. Jr. Boys Basketball |
| Steve Herron | Head Softball |
| Joe Allbritton | Head Baseball |
| Delanie York | Head Sr. / Asst. Jr. / 7th Volleyball; 7th Girls Track |
| Kait Smith | Asst. Sr. / Head Jr. Volleyball; Bowling |
| Todd Langrell | Head Sr. / Asst. Jr. Football; Sr. Boys Track |
| Dale Jones | Asst. Sr. / Jr. Football; Jr. Boys Track |
| Jeff Hill | Head Jr. / Asst. Sr. Football; Asst. Softball |
| John Pipkins | Cheerleading |
| Coty Storms | Head Jr. / 7 th Girls Basketball; Asst. Baseball |
| Lacy Frost | Head Sr. / Asst. Jr. Girls Basketball; Jr. Girls Track |
| Mike Harville | Head Jr. / 7 th / Asst. Sr. Boys Basketball; Golf; 7 th Boys Track |
| Chance Lefler | 7 th Football, Asst. Sr. Football; Asst. Sr. Girls Basketball |
| Ryan Easley | 7 th Football; Sr. Girls Track |

3.2 Mayflower Athletic Budget

3.2.1 Uniform Rotation Schedule

| | | |
|-----------------|----------------------|------------|
| Senior Cheer | Sr. Boys Basketball | Softball |
| Junior Cheer | Sr. Girls Basketball | Volleyball |
| Football (Home) | Jr. Boys Basketball | Baseball |
| Football (Away) | Jr. Girls Basketball | Track |

Uniform expenses will differ each year depending on what sports are up for uniforms each year. In most years \$10,000 to \$15,000 will cover uniform expenses. If a team needs to supplement a uniform when it is not there turn they can purchase it with their equipment budget. The years that we have to purchase Football uniforms will be our greatest cost. The other years will be at the lower scale. Every fourth year Track gets a larger budget in order to purchase large budget field equipment (hurdles, blocks, vault poles, etc.).

Each budget will be reviewed by the Athletic Director, Junior and Senior Building Principals, and Superintendent. Personal items such as socks, head bands, knee pads, shoes, hats, gloves (batting, receiver, bowling, golfing) may not be purchased with district money. All equipment purchased must be taken up at school or season end. Money left over at the end of the year will be used to purchase training equipment (weight bars, plates, etc.); no money will carry over to the next season.

3.2.2 Equipment Budgets

| | | |
|------------|------------------|----------------------------|
| Football | 40% Normal Year | 50% Uniform Year |
| Basketball | 14% | |
| Cheer | 3% Normal Year | 13% Uniform Year |
| Softball | 5% Normal Year | 15% Uniform Year |
| Baseball | 6% Normal Year | 16% Uniform Year |
| Volleyball | 3.5% Normal Year | 13.5% Uniform Year |
| Track | 3% Normal Year | 13% Uniform/Equipment Year |
| Golf | 3% | |
| Bowling | 1.5% | |

3.2.3 UNIFORM ROTATION SCHEDULE

| 2015-16 | | | 2016-17 | | |
|----------------|-------------|--------------|----------------|-------------|--------------|
| Junior Cheer | 13% | \$4550 | Football | 50% | \$17500 |
| Basketball | 14% | \$4900 | Basketball | 14% | \$4900 |
| Volleyball | 13.5% | \$4725 | Track | 13% | \$4550 |
| Football | 40% | \$14000 | Baseball | 6% | \$2100 |
| Baseball | 6% | \$2100 | Softball | 5% | \$1750 |
| Softball | 5% | \$1750 | Volleyball | 3.5% | \$1225 |
| Track | 3% | \$1050 | Cheer | 3% | \$1050 |
| Golf | 3% | \$1050 | Golf | 3% | \$1050 |
| <u>Bowling</u> | <u>1.5%</u> | <u>\$525</u> | <u>Bowling</u> | <u>1.5%</u> | <u>\$525</u> |
| Total | 99% | \$34,650 | Total | 99% | \$34,650 |

| 2017-18 | | | 2018-19 | | |
|--------------|------|---------------|--------------|------|---------------|
| Football | 40% | 14,000 | Football | 50% | 17,500 |
| Cheer | 13% | 4550 | Basketball | 14% | 4900 |
| Basketball | 14% | 4900 | Baseball | 16% | 5600 |
| Softball | 15% | 5250 | Softball | 5% | 1750 |
| Baseball | 6% | 2100 | Track | 3% | 1050 |
| Volleyball | 3.5% | 1225 | Volleyball | 3.5% | 1225 |
| Track | 3% | 1050 | Cheer | 3% | 1050 |
| Golf | 3% | 1050 | Golf | 3% | 1050 |
| Bowling | 1.5% | 525 | Bowling | 1.5 | 525 |
| Total | | 34,650 | Total | | 34,650 |

3.2.4 Miscellaneous Budget

Tournament and entry fees will be paid for out of Gate Receipts.

| | |
|---------------------|-----------------|
| Baseball | Tournament Fees |
| Softball | Tournament Fees |
| Volleyball | Tournament Fees |
| Track | Entry Fees |
| Golf | Tournament Fees |
| Cheer | Entry Fees |
| Gate Keepers | |
| Clock /Book Keepers | |

3.2.5 Maintenance

Much of the Maintenance cost will be paid for out of gate receipts

| | |
|------------|------------------------------------|
| Football | Field Paint, Herbicide, Fertilizer |
| Basketball | Floor Refinish, |
| Baseball | Herbicide, Fertilizer, Chalk |
| Softball | Herbicide, Fertilizer, Chalk |
| Track | Repaint Lines |

3.2.6 Large Equipment Purchases

These items must be planned for in advance if possible allowing the district to

Prepare a budget.

Volleyball Net

Baseball Backstop Netting

High Jump Pit

Pole Vault Pit

Shot Ring

Discus Ring

Paint Rig

Crushed Brick

Chapter 4

Athletic Associations

4.1 Arkansas Athletic Association (AAA)

Mayflower High School is a member of the AAA. The basic purpose of the AAA, as an organization of secondary schools, is to serve the interests of, and to act for the member school of the Association in all matters pertaining to interscholastic athletics. As such matters are delegated by local school boards and Superintendents to the principal of the school, the AAA's responsibility is directly and immediately to the AAA member schools through their principals.

All contact between member schools and the Association shall be made through the principal of the school, and the Association shall rely only on decisions made known to it through the principal, and it is specifically understood that the Association shall have no direct contact with any other administrative officers of the school unless the principal delegates his authority in writing and such is on file in the AAA office.

The AAA can be contacted at:

| | |
|-----------|---|
| Phone - | 501-955-2500 |
| Fax - | 501-955-2600 |
| Website - | http://www.ahsaa.org/ |

4.2 AAA Handbook

The AAA Handbook is issued yearly and is the reference in which all activities are listed with specific guidelines regarding player eligibility, non-school competition, requests for eligibility ruling, new programs, protest procedure, classification of schools, starting and ending dates, tournament requirements and formats, specific playing rules, game and practice limitations, sports' officials' fees, sanctioning procedures for athletic competition, and past record and championships.

Copies are available and pertinent information is reviewed at the seasonal coaches meeting. If you have any questions regarding any aspect of the Association and you do not have a handbook, copies are available in the offices of the Athletic Director and the principal.

4.3 National Federation

The AAA is a member of the National Federation of High School Athletic Associations whose rules govern the various sports.

4.4 Federation Rule Books

Federation rule books are distributed to the coaches. Additional copies may be purchased at the NHIAA office (Telephone: 603-228-8671).

Chapter 5

Regulations, Procedures, and Guidelines

5.1 Announcements

Morning announcements and results of games should be placed in the Athletic Director's mailbox prior to 7:00 A.M. each day.

5.2 Overnight Trips

Any trip that includes student-athletes staying overnight requires specific planning and must have the approval of the Superintendent prior to booking the trip. Provisions must be made to provide for adequate supervision throughout the duration of the trip. Trip approval forms are to be completed.

5.3 Postponements

If a game or practice must be postponed, the Athletic Director or his designee shall reschedule with the other school. All of those involved will be notified of the decision. The Athletic Director or his designee has the authority to postpone matches and needs to consider the following factors:

1. Playing conditions of the field
2. Safe travel
3. Weather conditions and forecast
4. Advice from administration
5. Consider Conference and AAA rules

5.4 Press Releases

The school policy is the Superintendent is responsible with all communications to the media. The Superintendent gives permission to the head coaches to communicate with the media about the teams and competitions. The head coaches are to notify the Superintendent of any media contact. In times of any controversy the athletic staff and Superintendent are to work together on press releases.

5.5 Public Relations

The following guidelines are suggested in dealing with the media:

1. Always promote athletics and the programs of Mayflower School District.
2. Always be positive in your approach.
3. Promote your particular sport. You, more than anyone else, know what you are trying to do, how you hope to accomplish this, and who will make it possible.
4. **Never** say anything detrimental about a student athlete, another school, team, or an official.
5. Encourage your student athletes to support other Mayflower High School teams and activities, as well as visiting teams.
6. Establish good relations with the parents or guardians of your student athletes and the Booster's Club. All parental correspondence should be cleared with the Athletic Director

and the Principal, when appropriate.

7. All coaches should give their student athletes the benefit of available publicity.
8. Communicate all game results to media as requested. Sample of agencies can include:
 - Arkansas Democrat-Gazette
 - The Log Cabin
 - Fox 16
 - KATV
 - KTHV

5.6 Release from Class

Academics have priority over athletic events. Students can be released from class with prior notice to the teachers so necessary academic requirements can be completed. Sufficient prior notice to the teacher is necessary so academic requirements may be met. It is the basic policy of the Mayflower School District to keep to the very minimum the number of times that a student is given permission to leave class for participation in extra-curricular activities. Any dismissals of student athletes for athletic events will be determined by the Athletic Director after conferring with and the approval of the principal.

Under most circumstances, it appears that the normal dismissal time is suitable for the release of student athletes.

If approved, the coach must submit a notice, with the names of student athletes, placed in the teachers' mailboxes and the attendance monitor prior to the athletic contest.

(i) EARLY DISMISSAL

During the course of the season, teams may be dismissed early from classes to participate in an athletic event. The athlete is responsible and accountable for all class work and assignments.

IN THE EVENT OF AN OFFICIAL SCHOOL CLOSING OR EARLY DISMISSAL DUE TO INCLEMENT WEATHER, ALL SCHEDULED PRACTICES AND CONTESTS WILL BE CANCELLED, UNLESS PERMISSION IS GIVEN BY THE SUPERINTENDENT.

5.7 Scheduling

The Athletic Director will schedule all interscholastic athletic contests. Any schedule changes requested by a coach will be given consideration. No coach is to reschedule an athletic contest without prior approval of the Athletic Director.

5.8 ATHLETIC FACILITIES

The following will be expected:

1. The use of tobacco products by coaches is not allowed in or on school district property or during school sponsored athletic events and activities.
2. Coaches must be present and provide supervision as long as members of their teams are still present in the building. If parents are aware of the times that practice ends, they can be expected to be prompt and therefore cause no more than minor inconveniences. Parents should be aware of the student supervision times. A copy of any and all correspondence must be

provided to the Athletic Director and the Principal.

3. The coach, being the last person usually to leave the building or area, must make sure that the following has been accomplished:
 - All showers are turned off.
 - All lights have been turned off.
 - The locker room and gymnasium are in proper order and neat.
 - All doors are locked including the locker room, coaches' room, gymnasium, and outside doors.
 - Alarms are set if applicable.
 - Educate students on the proper use and cleanliness of facilities.

5.9 Tournaments

Decisions to bid for tournaments are made by mutual agreement with the Athletic Department and administration. Tournaments are to be supported by the Athletic Department and school/s involved. Respect, fair-play, and the principles of the athletic program are to be supported. The privilege of participation in a post-season tournament is an honor for every team and school. If we achieve that honor, we should work to support our teams and visiting teams.

5.10 Transportation

All buses will be ordered by the Athletic Director in advance to ensure availability.

Coaches are responsible for communicating bus departure times and return times so student athletes may arrange for transportation drop-off and pick-up times. In the event parent pick-up is delayed and that parent cannot be reached, the coach has the responsibility to ensure the safety of the student.

It is the responsibility of the coaches to have their teams ready to board the buses at the designated times. Student athletes not riding on school approved transportation may be ineligible for participation in that event. Coaches have the discretion to release a student to ride home with their parents or legal guardian from an event providing a release is signed by the parent or legal guardian.

The coaches are completely responsible for the conduct and actions of their players on the bus.

Coaches should inspect the bus before and after the game to check for damage and articles that have been left. Buses are to be left clean.

5.11 Weight Training Room

Coaches must be present in the weight training room in order for a team member to use the facility.

First priority for the use of the weight training room will be given to in-season coaches.

