

**PUTNAM COUNTY HIGH SCHOOL
ATHLETIC HANDBOOK
2017-2018**



**Putnam County High School
300 War Eagle Drive
Eatonton, Georgia 31024
706-485-9971
Principal: Mr. Marc Dastous
Assistant Principal: Dr. Fancia Harris
Athletic Director: Mr. Jack Williams**

Visit us on the web: <http://pchs.putnam.schooldesk.net>

The Athletic Department is an integral part of the educational environment at Putnam County High School. We believe athletics has a major role in the development of our young people physically, as well as mentally. Participation in the athletic program is a privilege granted to the young men and women of our school in return for compliance with certain rules and regulations. Athletic competition adds to the PCHS spirit and helps all students, spectators as well as participants, develop pride in their school and community. Every student athlete, through their public participation, is an ambassador of our school and community. We expect excellent behavior from all of our student athletes both on and off the playing field. All student athletes will adhere to the BOE Student Code of Conduct.

The Athletic Department at PCHS provides a comprehensive program of team and individual sports opportunities – including football, basketball, cross country, fast-pitch softball, baseball, soccer, golf, tennis, track, volleyball and cheerleading.

PURPOSE

The purpose of the Putnam County High School Athletic Handbook is to provide coaches, student athletes, and parents/guardians with the necessary information to make the athletic experience a rewarding one for all involved. Please take the time to familiarize yourself with the rules and regulations which govern the PCHS Athletic Program. In addition, each coach and student-athlete is responsible for adherence to the rules and regulations of the Georgia High School Association (www.ghsa.net).

PROFILE

Putnam County High School (PCHS) offers athletic opportunities for students in grades 9 through 12 on varsity, junior varsity.

PCHS currently sponsors the following activities for the fall, winter, and spring seasons:

FALL

VARSIITY

Volleyball
Competition Cheerleading
Cross Country (B & G)
Fast Pitch Softball
Football

JUNIOR VARSITY

Cheerleading
Cross Country (B & G)
Fast Pitch Softball
Football

Middle School

Football
Fast Pitch Softball
Cheerleading
Cross Country

WINTER

VARSIITY

Basketball (B & G)
Cheerleading

JUNIOR VARSITY

Basketball (B & G)
Cheerleading

Middle School

Basketball (B)
Cheerleading

SPRING

VARSIITY

Baseball
Golf (B & G)
Soccer (B & G)
Tennis (B & G)
Track (B & G)

JUNIOR VARSITY

Baseball
Golf (B & G)
Soccer (B & G)
Tennis (B & G)
Track (B & G)

Middle School

Baseball
Soccer
Track

*** Teams will be sponsored depending on the interest of student athletes.

*** 8th Graders may not participate on JV sports at PCHS. An 8th grader may not displace a PCHS athlete in the 9th-12th grade.

**PUTNAM COUNTY HIGH SCHOOL
TICKET PRICES
2017-2018**

VARSITY FOOTBALL	\$7.00 6.00 25.00 20.00	All tickets @gate Pre-Sale Game Day Adult Season Pass Student Season Pass
J.V. FOOTBALL	\$5.00 2.00	Adult Student
SOFTBALL	\$5.00 2.00 25.00	Adult Student Season Pass
VOLLEYBALL	\$5.00 2.00	Adult Student
BASKETBALL	\$6.00 40.00 20.00	All Tickets Season Pass Student Season Pass
SOCCER	\$ 5.00 2.00 20.00	Adult Student Season Pass
BASEBALL	\$5.00 2.00 20.00	Adult Student Season Pass

Middle players will be allowed free admission to games of the sport they are participating in. (Middle School coaches or A.D. will send/email pass list to Paula McAlum.

1. Football players will be admitted free to home football games if they are wearing their game jerseys.
2. Basketball players can be admitted to home basketball games if they are wearing an approved t-shirt or jersey (Coaches will work out the system that works for them)
3. Soccer/Track players will be allowed to stay for soccer matches after they have completed practice, or they can enter through the back gate
4. Baseball, Softball will follow same procedures as Football and Basketball

*** Playoff game prices are set by the GHSA. Playoff ticket prices will be release for the post season. Prices above are regular season only.

***NOTE: Ticket prices may increase without notice.

ATHLETIC BEHAVIOR CODE

The athletic program is an important and integral part of the total school environment at Putnam County High School. It is open to participation by all students regardless of individual differences. Through voluntary participation, the student athlete gives time, energy, and loyalty to the program. She/he also accepts the training rules, regulations, and responsibilities which are unique to an athletic program.

It is our desire that all individuals (athletes, coaches, officials, spectators and supervisors) involved with interscholastic athletics will display behavior that reflects the ideals of sportsmanship, ethical conduct and a sense of fair play. It is important for all to recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individual players.

Participation in athletics is a privilege, which carries with it varying degrees of honor, responsibility and sacrifice. Since competition is a privilege and not a right, those who choose to participate shall be expected to follow the rules established by the PCHS Athletic Department and other specific coaches' rules for their particular sport.

Please remember that most of all, it is the duty of all parties concerned with high school athletics to remember that each individual athletic contest is only a game and should be kept in that perspective.

CODE OF ETHICS

The Varsity Head Coach should make sure all athletes understand and sign the Code of Ethics. A copy should be given to the Athletic Director and the Head Coach should keep a copy on file as well. All coaches must enforce on a consistent basis the expectations set on the code of ethics.

The athlete is expected:

- To conduct themselves in a mature fashion at all times.
- To display a sense of pride and commitment when representing Putnam County High School.
- To respect the facilities of host schools and the trust entailed in being a guest.
- To be a positive role model for other students and athletes in academics, language, dress, behavior, both on and off the playing area. Remember that a student athlete assumes a leadership role and that younger students emulate their behavior.
- To be a positive role model to other students and athletes by not attending nightclubs, or other places of entertainment, which serve alcohol.
- To be respectful of those in authority.
- To attend school regularly and be punctual to class.
- To always be a good sport and demonstrate self-control and mutual respect at all

times.

- To use self-discipline in coping with stressful situations.
- To avoid the use of profanity, abusive language or gestures in dealing with opponents, officials or spectators.
- To abstain from the use of alcohol, drugs, and tobacco at all times.
- To accept decisions of officials without question.
- To accept victory with grace and defeat with dignity; poor winners or losers do a disservice to themselves. A true sportsman does not offer excuses for failures.
- To avoid displays of self-glorifications and always put the team first.
- **PLAY FOR THE LOVE OF THE GAME.**

Violators of this code are subject to suspension/dismissal from the team.

CODE OF ETHICS-COACHES

The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each child should be treated as though they were the coach's own and their welfare shall be uppermost at all times.

- **The coach** must be aware that they have a tremendous influence, either good or bad, on the education of the student athlete and thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.
- **The coach** must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, athletic directors, school administrators, the Georgia High School Association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- **The coach** shall take an active role in the prevention of drug, alcohol and tobacco abuse and under no circumstances should authorize its use.
- **The coach** shall promote the entire interscholastic program of the school and direct their program in harmony with the total school program. **Any coach** who directly or indirectly pressures the student athlete not to participate in the entire interscholastic program will jeopardize their position as a coach in this program.
- **The coach** shall be thoroughly acquainted with the contest rules, and is responsible for their interpretation to team members. The spirit and letter of 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.
- **Coaches** shall actively use their influence to enhance sportsmanship by their spectators, working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

- **Contest Officials** shall have the respect and support of the coach. The coach shall not indulge in conduct which will incite players or spectators against the officials. Public criticism of officials or players is unethical.
- **Before and after contests**, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.
- **A coach** shall not exert pressure on faculty members to give student athletes special consideration.
- **It is unethical** for coaches to scout opponents by any means other than those adopted by the region and/or state high school athletic association.
- **A coach** shall facilitate and support the desires of the student athlete's academic, athletic, civic, and spiritual growth.
- The **Head Coach** should attend all practices and games/events. Any exceptions to this must be approved by the Athletic Director
- Coaches are personally responsible for any fines he/she received from GHSA

DISCIPLINE

The Putnam County High School Athletic Department expects excellence in all of our student athletes and their behavior both on and off the playing field. We believe that athletics play a major role in the development of our young people. We do not condone the violation of various training rules or the violation of our athletic code of conduct, which each athlete must sign prior to participation. Our expectation is that these rules and conduct codes are followed. However, we do realize that violations may occur both during the season and during the off-season. We, as an athletic staff, have developed the following as our "Discipline Policy."

The following are **minimum** punitive consequences; coaches/administrators have the ability to assign additional disciplinary actions, including dismissal from the team, upon the approval of the principal.

Drugs and Alcohol (controlled substances)

IAW – Putnam County Charter School District Policy

Honesty Policy – In the event that a student admits their violation of the Code of Ethics, prior to an administrative investigation, a first offense suspension will be reduced by 5%. Depending on the length of the season a minimum suspension of one game will be enforce.

Other Misconduct – The coaching staff reserves the right to administer consequences for misbehavior subversive to good order and discipline on the athletic team. Such behavior may or may not be specified in the preceding written rules.

The statements above are in effect outside the realm of the normal school day which is governed by the school administration and for all times during the student's tenure as a student athlete. The offenses listed above would have to be discovered by an administrator, coach, parent/guardian, or teachers.

EXPECTATIONS OF SPECTATORS

All Putnam County school community members are expected to behave responsibly while at school and while participating in athletic contests at PCHS and/or during school events at other campuses. During the season, student athletes must conform to several Athletic Department policies as outlined in this handbook.

The spectator is expected:

- To conform to accepted standards of good sportsmanship and behavior.
- To show respect and positive support for officials, coaches and players, prior, during and after the game.
- To recognize that good sportsmanship is more important than victory by approving and applauding good team play, individual skill, and outstanding examples of sportsmanship and fair play exhibited by either team.
- To participate in cheers that support, encourage and uplift the teams involved.
- To understand that school athletics is an extension of the classroom, offering learning experiences for the student athletes.
- To treat visiting teams and officials as guests, extending every courtesy. Be modest in victory and gracious in defeat.
- To understand that schools are responsible for the conduct of their respective spectators **whether home or away**.

Violators of this code are subject to eviction from the event and possibly being banned from future events at PCHS.

ATHLETE/PARENT/COACH COMMUNICATION PROCESS

It is our expectation that communication will be encouraged and maintained between and among parents, student athletes and coaches. Parents are entitled to answers to legitimate questions regarding their child's performance and/or status. We understand during the season, concerns may arise. Our philosophy at PCHS is that we are student athlete advocates. The following communication process will be followed:

- **Player** meets with the coach to discuss concerns/issues, *if unresolved...*
- **Player**, parent meets with the coach for further discussion, *if unresolved...*

- **Player**, parent, and the coach meet with the Athletic Director for further discussion, *if unresolved as a last resort...*
- **Player**, parent, coach, and Athletic Director meet with the Building Principal

PARENT/COACH COMMUNICATION

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to the student athlete. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach regarding your child's program.

Communication you should expect from your child's coach:

1. Philosophy of the coach.
2. Expectations the coach has for your child, as well as all the players on the squad.
3. Locations and times of all practices and contests.
4. Team requirements (i.e. fees, special equipment, off-season conditioning).
5. Procedures should your child be injured during participation.
6. Discipline that result in the denial of your child's participation.

Communication coaches expect from parents:

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts *well in advance*.
3. Specific concern in regard to a coach's philosophy and/or expectations.

As your children become involved in the program, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged.

Appropriate concerns to discuss with coaches:

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

It is difficult to accept your child not playing as much as you may hope. **Coaches are professionals.** They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other topics, such as those listed below, must be left to the discretion of the coach.

Issues not appropriate to discuss with coaches:

1. Team strategy.
2. Play calling.
3. Playing time.
4. Team position
5. Other student-athletes.

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

If you have a concern to discuss with a coach, the procedure you should follow:

1. Call to set up an appointment.
2. If the coach cannot be reached, call the Athletic Director at 706-485-9971
3. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

THE NEXT STEP

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1. Call and set up an appointment with the Athletic Director to discuss the situation
Jack Williams, Athletic Director
jack_williams@putnam.k12.ga.us
(706) 485-9971 ext. 1233
2. At this meeting the appropriate next step can be determined.

Since research indicates a student involved in co-curriculum activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided makes both your child's and your experience with the PCHS Athletic Program less stressful and more enjoyable.

**ATTENDANCE POLICY FOR
ATHLETIC PARTICIPATION**

1. A student athlete must be in attendance for at least a half day in order to participate in a practice or game.(Must be at school by 11:00)
2. A student athlete that has been assigned to OSS may not participate in a practice or a game until the OSS has been satisfactorily completed. (Out-of-school suspension is effective from the time the disposition is assessed until the beginning of the first day that the student is back in school).
3. Students may NOT participate in athletic events (GAMES) if he/she has been

assigned to ISS/OSS on that school day. ISS begins the morning of the first day and ends the next school morning. Students assigned to ISS will be allowed to attend afternoon practice on the days they are in ISS.

4. A student athlete who goes on a field trip is not considered absent.
5. All student athletes are required to attend all scheduled team practices and contests unless specifically excused for medical, religious, or other reasons deemed appropriate by the coach and/or athletic director.
6. Student athletes should be prepared to practice on weekends and during school vacations. Outside commitments that restrict practice attendance on weekends and during school vacations are not acceptable. Student athletes who miss practice will be subject to discipline by the coach. This policy does not apply to absences for religious reasons.
7. Student athletes cannot miss practices or events to attend other extra-curricular activities. This is one of the sacrifices student athletes must make and is essential to team building.
8. It is recommended that parents plan vacations so as not to conflict with their son's/daughter's participation on a team.

ATHLETES GOING FROM ONE SPORT TO ANOTHER

Whenever students enlist in the athletic program by joining or trying-out for a specific team, they assume a responsibility and commitment to that team and coach. Dropping out of a sport is discouraged. On occasion however, an athlete may find it necessary to drop a sport for a good reason. Dropping a sport and subsequent transferring to another sport shall be governed by the following guidelines:

1. A student athlete who wishes to leave a team and/or transfer to another may do so provided s/he leaves while in good standing and only after discussing with the coach the reason for leaving. All issued equipment must be returned.
2. No changing of teams will be allowed after the second week of a season or after the final cut has been made on the team being dropped or the team to be joined.
3. **The student athlete must meet the requirements for the new sport before he/she may participate in an athletic contest.**
4. A student athlete who is dismissed from a squad for disciplinary reasons (i.e.: violation of the code of conduct, insubordination, excessive unexcused absences, etc.) shall not be allowed to participate in another sport for the remainder of the sports season or until the period of suspension expires. If an athlete quits a team before the season ends and is not in good standing, he/she may begin a new sport until the prior season sport season has ended.
5. If the student athlete loses equipment, s/he will have to pay for it **before** they start the new sport. When the student athlete is cleared from their previous sport, s/he can begin the new sport. **The student athlete may not begin a new sport until s/he is cleared from their previous sport.**
6. If a student athlete is new to a sport, s/he will need to turn in the physical form and school athletic packet with all the appropriate information filled out completely before

they begin practice. **Then, the coach will check the eligibility. This may mean the student athlete does not start immediately in the new sport.**

AWARDS/LETTERING

PCHS Lettering Policy.

Varsity Lettering Requirements by Sport

Option 1 Participate 2 years at the Varsity level, turn in all uniforms,

Option 2 Pay all associated fees and turn in all uniforms pay all associated fees as well as.....

1. Baseball/Softball
Play in at least $\frac{1}{2}$ of the total varsity innings that occur in the regular season
2. Basketball (Boys and Girls)
Participate in a minimum of $\frac{1}{2}$ quarters at the varsity level.
3. Cross Country (Boys and Girls)
 - a. Being one of the top 7 runners on the team will earn one point for each event.
 - b. Other runners can earn 1 point by running a time under 20 minutes in a meet.
 - c. A total of 7 points must be accumulated to letter.
4. Golf (Boys and Girls)
 - a. Play one of the first 5 positions in at least 6 varsity matches during the season.
 - b. Any player on the sectional team
5. Tennis (Boys and Girls)
 - a. Attend practice regularly
 - b. Participate in $\frac{1}{2}$ of the varsity matches
6. Track (Boys and Girls)
 - a. Earn a minimum of 20 points for the season from varsity meets and improvements (Individuals earn points scored in a varsity meet and relay points are divided evenly between 4 members – Individuals earn 1 point for each season best or 2 points for each personal record of returning athletes).
 - b. Place at conference or have an individual result that would have placed at conference the previous year
 - c. Finish the seasons as one of the top 3 season bests on the team in an individual event
7. Volleyball
Play in at least $\frac{1}{2}$ of the varsity games during the season
8. Soccer (Boys and Girls)
Play in at least $\frac{1}{2}$ of the halves
9. Cheer
Participation in 6 regular season competitive meets
10. Football
Play in $\frac{1}{2}$ of the quarters of the varsity season

****In all cases, the Head Coach has the discretion to consider an athlete who has an exception to the requirements and can determine if he/she has qualified for a letter jacket. Athletic Director or Principal must approve (i.e. an injured player who continues to attend all practice sessions and it is reasonable to assume that he would have participated in ½ the quarters played, had he not been injured.)

Athletes must complete their season in good standing with all teams and Putnam High School Athletic Policies.

First Letter in any sport – Letter given with sport embroidered on it.

Patches – Patches are awarded for:

- Region Championships
- State Championship
- Individual State and Region Championships

Academic Awards – Each sport will be encouraged to award at least one competitive academic award.

Additional Awards – Each coach is at liberty to present additional awards at the team awards Ceremonies. Coaches are responsible for ordering and purchasing these awards and setting the criteria for these awards as per the agreement with our athletic department.

BUDGET/INVENTORY

The Head Coach of each sport will submit a yearly budget/inventory to the Athletic Director. Fall and Winter sports are expected to submit their budget no later than three weeks after their season has ended. Spring sports will submit their budgets/inventory two weeks after the conclusion of their season.

Coaches need to submit their budgets on the template provided by the Athletic Department. Coaches will work with the Athletic Director and Principal on their particular budgets. Coaches are strongly encouraged to use approved fundraiser to help supplement their Athletic budget.

CHECKLIST

A post-season checklist/ inventory must be completed at the conclusion of the season.

COACHING EXPECTATIONS

All athletic programs at PCHS are governed by the rules and regulations of the Georgia High School Association (GHSA). It is the responsibility of each coach, and especially each Varsity Head Coach, to see that all rules and regulations are followed at all times. The Varsity Head Coach will be in control of the athletic event in which they are the Varsity Head Coach and will report directly to the Athletic Director, who in turn, reports to the Principal. School Administration is in control at all activities in the school. Head Coach must be present at all practices and team events/games/contest. ANY exception to this must be approved by the Athletic Director. All fundraisers must be approved by the Principal prior to beginning any fundraising event. Please make sure the AD has a copy of any information, notes or memos sent home to parents.

ASSISTANT COACH MAJOR RESPONSIBILITIES:

- To carry out the aims and objectives of the athletic program as outlined by the Varsity Head Coach.
- To instruct student athletes in individual and team fundamentals, strategy and physical training necessary for them to realize a degree of individual and team success.

SPECIFIC DUTIES:

- Assist the Head Coach in scheduling, providing transportation to athletic contests and other special athletic events. Head Coach is ultimately responsible.
- Assist in the necessary preparation to hold scheduled athletic events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees.
- Provides documentation to the Athletic Director to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
- Provides proper safeguards for maintenance and protection of assigned equipment sites.
- Present at all practices, games and while traveling, provides assistance and guidance to and safeguards for each participant.
- Directs student managers and statisticians on respective teams.
- Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary. Contact parents when a student athlete is dropped or becomes ineligible.
- Accountable to the Varsity Head Coach for all equipment. Collects and receipts the cost of any equipment lost or not returned. Arranges for issuing and storing equipment and submits to the Varsity Head Coach an annual inventory and current records concerning same.
- Monitors equipment rooms and coaches' offices and authorizes who may enter.
- Assist in securing all doors, lights, windows and locks before leaving the facility, if the janitorial staff is not on duty.
- Instills in each student athlete a respect for equipment and school property, its care and proper use.
- Assists the Varsity Head Coach in carrying out their responsibilities.

- Instructs team members as to changes in the rules and teaches fundamentals of the sport as outlined by the Varsity Head Coach.
- Works within the basic framework and philosophy of the Varsity Head Coach of that sport.
- Attends all staff meetings and carries out scouting assignments as outlined by the Varsity Head Coach.
- Assists in the planning and implementation of both in-season and out-of-season conditioning and weight programs.
- Strives to improve skills by attending clinics and using resources made available by the Varsity Head Coach.
- Performs such other duties that are consistent with the nature of the position and that may be requested by the Varsity Head Coach.

**COMPETITIVE INTERSCHOLASTIC
ACTIVITIES IN GRADES 9-12:
NO PASS / NO PARTICIPATE**

Every Varsity Head Coach is responsible for familiarizing himself/herself with the state and county eligibility requirements and assuring the local administration that there are no violations. Every Varsity Head Coach, in conjunction with the local school Athletic Director, must complete and submit completed eligibility forms to GHSA.

Eligibility must be in the G.H.S.A. office **20 days** before the first date allowed for competition by the G.H.S.A. Every coach should read and be very familiar with the G.H.S.A. Constitution and By-laws and State Policy IDE (No Pass/No Play) concerning eligibility and follow the directions carefully. All coaches should familiarize themselves with Putnam County eligibility standards.

For transfer students, coaches need to be sure the information listed below is correct:

- ✓ Who did he/she live with and where did he/she live prior to moving to the Putnam school district?
- ✓ Exact date he/she moved and who he/she moved with.
- ✓ Where he/she now lives and with whom?

To be eligible for high school competition, students must satisfy the following requirements:

- 1. First year students - Rising 9th graders** are eligible academically. Second semester first-year students must have passed courses carrying at least 2.5 Carnegie units the previous semester in order to participate.
- 2. Second year students - Rising 10th graders** must accumulate five (5) Carnegie units in the first year, and passed courses carrying at least 2.5 Carnegie units in the previous semester.

3. **Third year students- Rising 11th graders** must accumulate eleven (11) Carnegie units in the first and second years, and passed courses carrying at least 2.5 Carnegie units in the previous semester.
4. **Fourth year students - Rising 12th graders** must have accumulated seventeen (17) Carnegie units in the first three years, and passed courses carrying at least 2.5 Carnegie units in the previous semester.

Loss of Eligibility: Student assigned to an alternative school or on out-of-school suspension for disciplinary reasons, or adjudicated to YDC, lose their eligibility. Suspension is considered to have ended when the student is physically readmitted to the classroom.

EQUIPMENT

It is important to emphasize to all student athletes their responsibility as team members to take good care of school equipment and report any abuses to their coach or Athletic Director. Replacing or repairing equipment is expensive.

1. Athletic Department issued equipment is to be worn only during practice and interscholastic contests, or with the permission of the coach. At no time are student athletes to wear school issued equipment or uniforms for:
 - a. Physical education classes.
 - b. Work or job.
 - c. Social events.
2. A student athlete may wear their entire uniform, uniform top or game jersey only under the direction of their coach.
3. Each student athlete is solely responsible for all the equipment and uniform components signed out in their name. Lost, stolen or intentionally damaged uniforms or equipment must be replaced at the student athlete's expense.
4. A student athlete must immediately report any loss, theft or damaged equipment or uniform to their coach. Lost, stolen, or intentionally damaged uniforms or equipment must be replaced at cost. Cost may include replacing a complete set when items cannot be replaced individually. The student athlete is notified in writing of the amount they owe.
5. All uniforms and equipment must be returned in good condition and on the date specified by the coach, or the student athlete will be charged the replacement cost. Compensation is ***required regardless of whether or not the student athlete still has the item! Student athletes will not be permitted to practice or tryout for another sport until the school is compensated for all unreturned items.***
6. Each Varsity Head Coach is directly responsible for the care and control of all equipment used in their program.
7. Each Varsity Head Coach must establish a system to distribute and collect athletic

- equipment.
8. The Varsity Head Coach is ultimately responsible for the issuing of equipment to all team personnel. However, each coach must have the knowledge to ensure properly fitting equipment.
 9. All coaches must instruct players in the proper use, care (cleaning), and maintenance of their equipment at the time of issue.
 10. All coaches must periodically inspect and review the equipment issued to the student athletes to ensure safety. Equipment may break or deteriorate and become unsafe during the year. Coaches are required to replace unsafe or defective equipment. Facility hazards should be reported to the Athletic Director immediately.

All equipment purchases should follow this procedure:

- ✓ Varsity Head Coaches or their designee should contact several vendors to insure the lowest cost for the needed items. If possible try to order from BSN first.
- ✓ A purchase order form should be filled out and signed by the Athletic Director and the Principal prior to placing the order. Funds should be available in appropriate account prior to order being placed.
- ✓ When items arrive, the Varsity Head Coach or their designee should verify contents for quality and quantity shipped. (Return packing slip to Paula McAlum (ASAP!))
- ✓ When packing slip has been returned bookkeeper check P.O. # for accuracy

EQUITY IN SPORTS ACT

The PCHS Athletic Director has been assigned to render decisions regarding complaints relating to sex equity issues.

Parents and/or the student may contact the Athletic Director to complete the appropriate form for filing a complaint.

1. Once filed with the Athletic Director, a written decision will be made within 30 days.
2. A copy of the decision will be provided to the complainant.
3. A complainant has the right to appeal the decision to the local board of education within 35 days of the date decision.
4. A complainant may appeal a decision of a local board.

FACILITIES

The supervision and care of all facilities is a part of the overall public relations effort of the individual Varsity Head Coach. Supervision must be provided by an adult anytime students are in the dressing rooms or using other school facilities.

Members of the faculty may not give permission for non-school use of school facilities. No keys are to be loaned or duplicated except by permission of the Principal and/or the Athletic Director. No student manager is to have keys.

The Varsity Head Coach is responsible for checking out all aspects of the physical facilities on which games are to be played at least five days before the first contest. This check should include such things as: scoreboard, lights, field equipment, dressing rooms, rest rooms, safety or stadium seats, press box, public address system, benches, fences, gates, goals, setting up game field's ,courts etc.

INSURANCE

A student athlete must have adequate health insurance in order to be allowed to participate in school athletics. Any student athlete not covered by an insurance plan must purchase the Student Accident Insurance Plan. Forms are available on the school webpage. Proof of insurance must be provided and kept on file with the completed athletic physical/injury release packet.

INJURIES

It is the Varsity Head Coach or their designee's responsibility to see that all injuries are attended to. Injuries, regardless of how minor, should be reported to the Varsity Head Coach.

If the injury only requires first aid treatment, the Athletic Trainer assigned should handle this and give the Varsity Head Coach a report on the progress. Student athletes with injuries that require medical attention should be sent to the doctor of the student athlete's choice.

The Varsity Head Coach must follow up immediately or after practice/athletic contest. Student athletes who are transported to a medical facility should be accompanied by a coach.

It is the Varsity Head Coach's responsibility to follow up. A report student athlete accident must be filed with the Athletic Director and the front office as soon as possible .Notification to the Athletic Director should be done immediately.

MEDIA

The Varsity Head Coach is solely responsible of informing the media of their schedules, scores, tournaments, special recognitions, etc. Varsity Head Coaches should make arrangements with the media in order to secure proper recognition for team and individual accomplishments.

MULTIPLE-SPORT ATHLETES

All Putnam High School student athletes, parents, and coaches should understand the importance of the multiple-sport athlete to our program. We support, encourage, and allow student athletes to participate in one, two, or three seasons as they so choose.

It should also be understood that students who are finishing one athletic season while tryouts are in progress for another season will be given special consideration and an opportunity for a delayed tryout. However, it is the duty of the athletes to discuss this with their coaches well in advance.

Injury, illness, and other special situations will be taken into consideration as well, but must be authorized by the Varsity Head Coach and Athletic Director. At no time should a coach encourage a student athlete to specialize in one or more specific programs. All coaches will support the multiple-sport concept.

OFFICIALS

The Varsity Head Coach and or Athletic Director will initiate contact with the officials' associations that are assigned by GHSA and provide them with the necessary information concerning the contests. All officials must be properly licensed by the G.H.S.A. Written contracts must be made with the officials' association and must be verified by Athletic Director and signed by the Head Varsity Coach and Principal.

In the case of cancellations, the Athletic Director/Varsity Head Coach will contact the officials. A safe place for officials to meet away from spectators should be provided for pre-game, half-time and at the conclusion of the athletic contest.

PARENT MEETING

Each Varsity Head Coach will meet with the parents of their team to explain details of the upcoming season and what is expected of the student athletes and from the coaching staff. The Varsity Head Coach will outline their philosophy, practice schedule, game schedule, tryouts, making the team, etc.

PHYSICAL EXAMINATIONS

1. All student athletes who participate in competitive interscholastic athletics and cheerleading shall have an annual physical examination prior to participation in any tryout, practice or conditioning, whichever comes first.
2. The physical examination form shall indicate approval for participation and be signed by a doctor of medicine or by a doctor of osteopathy, or a physician's assistant.

The physical examination form shall also include the date the exam was performed (month, date, and year), the student's name and the physician's signature.

The form **must** be on file for all athletes in the Athletic Director's office **prior** to participation. Physicals taken after April 1 of the previous year are good for the entire subsequent school year.

PURCHASE ORDERS

Coaches must follow these procedures when ordering equipment and supplies:

- Coaches need to obtain a purchase order form from the bookkeeper or use template provided to you.
- PO form will go to the Athletic Director for approval (**FORM MUST BE FILLED OUT CORRECTLY!**)
- If approved then it will go to the principal for his signature.
- If PO is not approved, Athletic Director will call a meeting with the coach and Principal if necessary for discussion.
- Principal will sign P.O's only after the Athletic Director has signed it.
- **If you purchase anything without an approved PO, you will be responsible for the expense.**

SCHEDULE

It is the Varsity Head Coach's responsibility to coordinate a varsity and /or sub-varsity schedule for the sport. The G.H.S.A. handbook should be strictly adhered to when scheduling events. The school calendar should be considered when making schedules. Whenever possible, coaches should hold travel to a minimum and try to avoid playing games on holidays.

Contracts for athletic events will be completed by coaches, approved and signed by Athletic Director and or Principal. Rescheduling a game due to inclement weather will be done by the individual Varsity Head Coach with the approval of the Principal and Athletic Director.

No contest should be canceled or rescheduled without contacting the building Athletic Director or Principal.

SCHOOL COLORS

Putnam County High School colors are Navy Blue, Red and White. To continue and honor our "War Eagle Pride" all athletic uniforms worn by our student athletes must have Navy Blue, White color with Red incorporated as an accent color. Only the approved, branding artwork, finalized in October 2016 should be used for all garments.

SUPERVISION

Varsity Head Coaches are responsible for the student athletes under their supervision and should be present and in control of the activities taking place while student athletes are under their care. All coaches' responsibilities start at the arrival time the student athletes have been instructed to report for practice, games, meets (home or away), and ends when the last student athlete has left. Since the coaches are required to remain until all student athletes have been picked up, transportation arrangements by parents needs to be done in advance. Parents should be on time for pick up after athletic contests and practices.

TRANSPORTATION AND TRAVEL

Trip Tracker - All transportation is the Varsity Head Coach's responsibility. It is the Varsity Head Coach's responsibility to make sure all rules and regulations of buses are followed. During an away contest the following procedures should be followed:

1. While visiting another school, student athletes representing PCHS should dress and act appropriately at all times. Student athletes are expected to travel to contests in appropriate attire as dictated by the Varsity Head Coach. Coaches inform team members of the appropriate travel attire at a pre-season meeting or on the first day of practice.
2. Student athletes are strongly advised not to travel with expensive jewelry, large amounts of cash, or other valuable items. A student athlete who does so is solely responsible the safekeeping of these items. PCHS or the host school will not be responsible for damage, loss or theft.
3. Student athletes should bring just enough money to pay for meals required during the trip. All teams are not required to stop for a meal after every away contest. Varsity Head Coaches will consider time and/or location, when deciding to stop for an after contest meal.
4. Transportation to all athletic contests is provided by the school via school bus. All student athletes and support personnel must travel to and from the contest on school transportation. Student athletes are not permitted to drive themselves, drive other students, or ride with other students to athletic contests. Exceptions may be granted for some circumstances, and only if a written request is made to the coach by the parent/guardian before the trip. The request for exception will be judged individually and may or may not be granted.
5. Student Athletes are expected to be ready to board the bus at the time designated by the Varsity Head Coach. Coaches are instructed not to wait for tardy student athletes. Habitually tardy student athletes may face disciplinary action by the Varsity Head Coach.
6. Occasionally, a team travels overnight for a contest or tournament. Student athletes are held to all school policies for the duration of the trip. Essentially, the student athlete will be "on school grounds" for the entire trip, and any violation of school policy triggers the appropriate disciplinary action by the school. If a student athlete disrupts the team or is a danger to themselves or others, the parent or guardian is called and the student athlete is sent home.

Each Varsity Head Coach is responsible for arranging transportation to away games for their particular sport. At least 15 days prior to the game/event, an Athletic Field Trip Information (Please refer to TripTracker to schedule busses) See Ms. Farley in main office if you need help. This form which includes information regarding the departure time, return time and number of buses needed. A copy of the arrangements will be provided to the Ms. Farley

If a game/contest/meeting is canceled, the Varsity Head Coach of the game/contest/meeting will notify the Transportation Director at 706-485-5798, the Athletic Director over your sport, Mrs. Wyvonnia Farley and your bus driver.

Transportation back to the school following away contests must be provided by the Varsity Head Coach. Written permission from a parent/guardian must be given to the Varsity Head Coach or their designee in order for their student athlete to return home by transportation other than that provided by Putnam County Charter School System. A sign out sheet must be used. (See sample attachment at end of handbook)

TRY OUTS AND TEAM SELECTION

Our philosophy of athletics is driven by a desire to see as many students as possible participate in the athletic program at Putnam County High School.

We encourage coaches to select as many student athletes as possible without compromising the integrity of their sport. Time, space, facilities, equipment, athletic ability and other factors will place limitations on the most effective squad size for any particular sport. However, when developing procedure in this regard, Varsity Head Coaches will strive to maximize the opportunities for student athletes without diluting the quality of the programs. Choosing the members and captains of an athletic team is the sole responsibility of the Varsity Head Coach.

Prior to trying out, the Varsity Head Coach will provide the following information to all candidates for the team:

- ✓ Extent of the tryout period.
- ✓ Criteria used to select the team.
- ✓ Number of students to be selected.
- ✓ Practice commitment for those who make the team.
- ✓ Game commitments.

Sports are competitive and team rosters are limited. All students who try out may not be selected for the team. In all possible situations, student athletes will be told by the Varsity Head Coach or their designee when they have been cut. If circumstances dictate, rosters of the student athletes who made the team may be posted at a location designated by the Varsity Head Coach.

It should be noted that making a Junior Varsity or a B team does not mean that the student athlete will automatically make a Varsity team in the future. The student athlete will have to tryout each year to earn a position on a Varsity team.

There may be some overlapping of sports seasons. Student athletes who are participating in a previous season's sport may not quit that sport to practice in another. There is no penalty or disadvantage in the second sport because of this rule.

The goals of the tryout process are as follows:

- To judge the relative ability of the student athletes and determine which student athletes are likely to contribute the most to the program.
- To select the student athletes that will benefit the most from the experience.
- To maintain a roster size that maximizes practice and playing opportunities for all participants.
- To maintain a roster size that can be properly uniformed and equipped within the financial constraints of the Athletic Department budget.
- Students may be removed or excluded from participating in extracurricular activities as deemed necessary by the school principal based on academic and conduct standings. Student enrolled in alternative settings for discipline concerns will not be allowed to participate in extra-curricular activities until the student completes one semester with good conduct after being enrolled in the alternative setting. Students may petition the school principal for a waiver to participate immediately after the being enrolled in the alternative setting.

Georgia High School rules require that, in order to be eligible to participate and/or try-out for an athletic contest, a student must be enrolled at the school seeking eligibility or, in the case of 8th grade student, must be enrolled in a feeder school. Students who are "planning" to move to Putnam County, but who are not yet enrolled in the system, are not eligible to try out for any GHSA sponsored activity until they are actually enrolled in school.

WEIGHT TRAINING ROOM

Statement of Student Responsibilities for Weight Room Use

1. No loitering.
2. No horse playing.
3. Follow designated work-out, rules and schedule.
4. Only exercises from the approved list of exercises should be used (developed by the strength coach).
5. All injuries should be reported immediately.
6. All free weight exercises should be spotted by a person or persons physically able to assist with the weight.
7. Do not bang weights.
8. All weight equipment should be checked before being used by the student athlete to make sure it is in working order and it is safe to use. Immediately report any equipment malfunctions to a coach, supervisor, attendant, or instructor.
9. Clothing appropriate for weight lifting should be worn: athletic shoes, socks, properly fitted shorts, t-shirt. Jewelry and loose fitting clothing are prohibited. Towels are essential for wiping down equipment before use.

10. The student athlete should warm-up before attempting lifts with heavy weights.
11. Lifting belts should be worn for any exercise when the back is not supported.
12. All weights should be returned to the racks when they are not in use. Do not remove weights from lifting area.
13. No food or drink is allowed in the weight room.
14. Clamps (collars) must be used on all free weight equipment.
15. No unattended personal equipment (books, book bags, clothing, etc.) should be left in the weight room.
16. No student athletes will be allowed in the weight room without proper adult (school) personnel.

Use of Proper weight lifting techniques is essential for student safety.

Social Media

Playing and competing for the Putnam County High School is a privilege. Student- athletes at PCHS are held in the highest regard and are seen as role models in the community. As leaders you have the responsibility to portray your team, your School and yourselves in a positive manner at all times. Sometimes this means doing things that are an inconvenience to you, but benefit the whole team. Facebook, Twitter, Instagram and other social media sites have increased in popularity globally, and are used by the majority of student- athletes here at PCHS in one form or another.

Student- athletes should be aware that third parties - - including the media, faculty, future employers and recruiters, officials - - could easily access your profiles and view all personal information. This includes all pictures, videos, comments and posters. Inappropriate material found by third parties affects the perception of the student-athlete, the athletic department and the School. This can also be detrimental to a student- athletes future and employment options, whether in work, college, professional sports or in other industries.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

- Photos, videos, comments or posters showing the personal use of alcohol, drugs and tobacco e.g., no holding cups, cans, shot glasses etc.
- Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Pictures, videos, comments or posters that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
- Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another institution; taunting comments aimed at a student-athlete, coach or team at another institution and derogatory comments against race and/or gender). No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug use).
- Content online that would constitute a violation of recruiting (examples: commenting publicly about a prospective student-athlete, providing information related to sports wagering activities; soliciting impermissible extra benefits).
- Information that is sensitive or personal in nature or is proprietary to the PCHS Athletic Department or the School, which is not public information (examples: tentative or future team schedules, student-athlete injuries and eligibility status, travel plans/itineraries or information).

Putnam County High School Athletic Handbook Acknowledgment Form

Student Athlete: _____ Sport(s): _____

As the parent or guardian of this student athlete, I have read and understand the Putnam County High School Athletic Handbook. I recognize that my child must abide by all policies therein in order to remain eligible to participate in the Athletic Program, and understand that violating the policies will result in the loss of that privilege. Therefore, I support and accept the policies of the school, including those that prohibit the use of alcohol, drugs and tobacco, while my child is involved in any athletic activity.

Signature of Parent or Guardian

Date

As a student participant in the PCHS athletic program, I have read and understand the Putnam County High School Athletic Handbook. I recognize that I must abide by all policies therein in order to remain eligible to participate in the athletic program, and understand that violating the policies will result in the loss of that privilege. Therefore, I support and accept the policies of the school, including those that prohibit the use of alcohol, drugs and tobacco, while I am involved in any athletic activity.

Signature of Student Athlete

Date

The student athlete is expected:

- To display a sense of pride and commitment when representing Putnam County High School.
- To be a positive role model for other students and athletes in academics, language, dress, and behavior.
- To be respectful of those in authority.
- To attend school regularly and be punctual to class.
- To be a positive role model to other students and athletes by not attending nightclubs, or other places of entertainment, which serve alcohol.
- To always be a good sport and demonstrate this in your actions.
- To use self-discipline in coping with stressful situations.
- To abstain from the use of alcohol, drugs, and tobacco at all times.
- To accept decisions of officials without question.
- To avoid displays of self-glorification and always put the team first.

Student Athlete: _____ Date: _____
Signature

Parent or Guardian: _____ Date: _____
Signature

Putnam County High School
Statement of Student Responsibilities for Weight Room Use

1. No loitering.
2. No horse playing.
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5. All injuries should be reported immediately.
6. All free weight exercises should be spotted by a person or persons physically able to assist with the weight.
7. Do not bang weights.
8. All weight equipment should be checked by the athlete before using to make sure it is in working order and it is safe to use. Immediately report any equipment malfunctions to a supervisor, attendant, or instructor.
9. Clothing appropriate for weight lifting should be worn: athletic shoes, socks, properly fitted shorts, t-shirt. Jewelry and loose fitting clothing are prohibited. Towels are essential for wiping down equipment before use.
10. The athlete should warm-up before attempting lifts with heavy weights.
11. Lifting belts should be worn for any exercise when the back is not supported.
12. All weights should be returned to the racks when they are not in use. Do not remove weights from lifting area.
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15. No unattended personal equipment (books, book bags, clothing, etc.) should be left in the weight room.
16. No student athletes will be allowed in the weight room without proper adult (school) personnel.

Use of Proper weight lifting techniques is essential for student safety

STATEMENT OF UNDERSTANDING

I have read, been given an opportunity to ask questions about, had any questions answered, and fully understand the student policies for weight room use. "Failure to observe these rules will result in suspension of the use privilege of the Weight Room. I hereby voluntarily assume and understand all risks and responsibilities associated with participation of Weight Room activities." I understand that the policies are developed for my safety; however, they cannot prevent all injuries in a weight room. I understand that weight lifting is a dangerous activity and injury can occur.

STUDENT'S SIGNATURE

DATE _____

PARENTAL CONSENT

DATE: _____

**COACHES
2017-2018**

<u>POSITION</u>	<u>COACH</u>
Football, Head Coach	Kyle Gourley
Football, Asst. Coach	Shaun Pope
Football, Asst. Coach	Matt Riden
Football, Asst. Coach	Paul Stokes
Football, Asst. Coach	Brandon Sanders
Football, Asst. Coach	Charles Winslette
Football, Asst. Coach	Alexander Banks
Football, Asst. Coach	Larry Lee
Football, Asst. Coach	Bill Waters
Basketball, Head Girls	Jerusha Hudson
Basketball, Asst. Coach	Shanqueetay Easley
Basketball, Boys Head Coach	Johnny Williams
Basketball, Asst. Coach	Paul Garland
Volleyball, Head Coach	Karen Sinclair
Volleyball, Asst. Coach	Allain Boothe
Softball, Head Coach	Peyton Roth
Softball, Asst. Coach	Glenn Morris
Baseball, Head Coach	Matt Riden
Baseball, Asst. Coach	Kyle Gourley
Baseball, Asst. Coach	Paul Garland
Soccer, Girls Head	Brandi Barling
Soccer, Asst. Coach	Peyton Roth
Soccer, Boys Head	Candace Burrell
Soccer, Asst. Coach	Mark Silva
Tennis, Boys Head Coach	Paul Stokes
Tennis, Girls Head Coach	Rhett Roberts
Tennis, Asst. Coach (Boys)	Michael Blom
Tennis, Asst. Coach (Girls)	Karen Sinclair
Track, Head Coach (B/G)	Shaun Pope
Track, Asst. Coach (Boys)	Gary Waller
Track, Asst. Coach (Girls)	Jerusha Hudson
Cross Country, Head Coach (B/G)	Andrew Grodecki
Cross Country, Asst.(B/G)	Jonathan Deen

Golf, Boys Head Coach	Mark Adams
Cheerleading, Head Coach	April Smith
Cheerleading, Asst.	Melissa Burke
Cheerleading, Asst	Taronica Burke
Cheerleading, Asst.	Shanqueetay Easley
Athletic Trainer	Billy Petite, Head Trainer
Athletic Director (PCHS)	Jack Williams
Athletic Director (PCMS)	Emmett Clower