

# **PUTNAM COUNTY MIDDLE SCHOOL ATHLETIC HANDBOOK**



**Putnam County Middle School  
140 Sparta Hwy  
Eatonton, Georgia 31024  
706-485-8547**

Visit us on the web: [www.putnam.k12.ga.us/pcms/](http://www.putnam.k12.ga.us/pcms/)

**Jay Homan, Principal  
Emmett Clower, Athletic Director**

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## **INTRODUCTION**

The Athletic Department is an integral part of the educational environment of Putnam County Middle School. We believe that 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 PCMS 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 PCMS provides a comprehensive program of team and individual sports opportunities – including football, basketball, cross country, fast-pitch softball, baseball, soccer, track, and cheerleading.

## **PURPOSE**

The purpose of the Putnam County Middle 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 PCMS 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](http://www.ghsa.net)) as well as The Piedmont Athletic Conference.

**PROFILE**

Putnam County Middle School (PCMS) offers athletic opportunities for students in grades 6 through 8.

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

**FALL**

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

**WINTER**

Basketball (B & G)  
Cheerleading

**SPRING**

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

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

**TICKET PRICES**

**All Events**

Adults	\$5.00
Students	\$3.00

**\*\*\* Playoff game prices are set by the League.**

**\*\*\*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 Middle 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. S/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 PCMS 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 middle school athletics to remember that each individual athletic contest is only a game and should be kept in that perspective.**

## CODE OF ETHICS

The 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 Middle 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.

## DISCIPLINE

The Putnam County Middle 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)**

**First Offense** – suspension from athletic participation for a time period equal to 20% of the season or the remaining percentage (if the offense occurs at the end of a season) to be extended to the next immediate season. This period of time will be equal to one calendar year and is continuous from the date of the

infraction. **PRIME must be completed before the student athlete is eligible to be reinstated into the athletic program.**

**Second Offense** – dismissal from the team and all other teams for one calendar year from the date of the second infraction. **20 hours of community service must be completed before the student athlete is eligible to be reinstated into the athletic program.**

**Honesty Policy** – In the event that a student admits his/her 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 enforced.

**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 PCMS 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 PCMS.**

## 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 PCMS 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 results 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 706-485-8547
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 (706-485-8547)
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 middle school. We hope the information provided makes both your child's and your experience with the PCMS 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.
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). A student in ISS may attend practice but may not participate in a game until ISS has been completed. ISS begins the morning of the first day and ends at **3:00** pm. on the last school assigned day provided that all work has been satisfactorily completed.
3. A student athlete who goes on a field trip is not considered absent.
4. 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.
5. 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.
6. 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.
7. 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 subsequently 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.
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 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

Student athletes must successfully complete the athletic season to be eligible for an award including all postseason competition. Attendance at practices and competitions is an essential requirement. Awards are given by each coach for their particular sport. All guidelines for receiving an award are set by each coach with prior approval of the Athletic Director before the season starts. The criteria for awards are made known to the student athlete and parents at the pre-season meeting.

**Academic Awards** – Each sport will be required 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 these awards and setting the criteria for these awards.

## BUDGET

The Head Coach of each sport will submit a yearly budget to the Athletic Director. This budget will reflect the needs for all teams in the particular sport. Fall and Winter sports are expected to submit their budget no later than two weeks after their season has ended prior to the budgeted year. Spring sports will submit their budgets no later than April 15 each year.

Coaches need to submit their budgets on the template provided by the Athletic Department. Coaches will work with the Athletic Director on their particular budgets.

## CHECKLIST

The Head Coach is required to complete the pre-season checklist prior to the start of practice. A post-season checklist must be completed at the conclusion of the season.

## COACHING EXPECTATIONS

All athletic programs at PCMS are governed by the rules and regulations of the Georgia High School Association (GHSA) and the Piedmont Athletic Conference. It is the responsibility of each coach, and especially each Head Coach, to see that all rules and regulations are followed at all times. The Head Coach will be in control of the athletic event in which they are the 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.

### **ASSISTANT COACH MAJOR RESPONSIBILITIES:**

- To carry out the aims and objectives of the athletic program as outlined by the 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.
- 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 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 Head Coach an annual inventory and current records concerning same.
- Monitors equipment rooms and coaches' offices and authorizes who may enter.
- Secures 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 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 Head Coach.
- Works within the basic framework and philosophy of the Head Coach of that sport.
- Attends all staff meetings and carries out scouting assignments as outlined by the 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 Head Coach.
- Performs such other duties that are consistent with the nature of the position and that may be requested by the Head Coach.

**COMPETITIVE INTERSCHOLASTIC  
ACTIVITIES IN GRADES 6-12 :  
NO PASS / NO PARTICIPATE**

Every 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 Head Coach, in conjunction with the local school Athletic Director, must complete eligibility papers.

Eligibility must be in the league office **20 days** before the first date allowed for competition by the League. 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 middle school competition, students must satisfy the following requirements:

1. **Must pass at least 5 classes the semester prior to the semester in which the sport season begins.**
2. **Must not turn 16 years old before June 1<sup>st</sup> of their beginning the 8<sup>th</sup> grade**

## 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 Head Coach is directly responsible for the care and control of all equipment used in their program.
7. Each Head Coach must establish a system to distribute and collect athletic equipment.

8. The 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:

Head Coaches or their designee should contact several vendors to insure the lowest cost for the needed items. Single item purchases over \$2,500.00 should be accompanied by bids from three vendors.

- ✓ A purchase order form should be filled out and signed by the Athletic Director and the Principal prior to placing the order.
- ✓ When items arrive, the Head Coach or their designee should verify contents for quality and quantity shipped.
- ✓ The new item(s) is logged on the inventory form.
- ✓ When vendor invoice arrives, the Head Coach will approve for payment. **Refer to Putnam County Board of Education policy DK (2).**

## EQUITY IN SPORTS ACT (HB 1308)

The PCMS 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 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 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, 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 at the front office and/or the Athletic office.

## **INJURIES**

It is the 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 Head Coach.

If the injury only requires first aid treatment, the Athletic Trainer assigned should handle this and give the 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 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 Head Coach's responsibility to follow up. A report of a major or severe student athlete accident must be filed with the Athletic Director and the front office as soon as possible.

## **INVENTORY**

A yearly up-to-date inventory must be on file with the Athletic Director. The inventory will greatly enhance the budgeting process for the next year. All inventories should be submitted within two weeks following the completion of the last contest.

## **MEDIA**

The Head Coach is solely responsible of informing the media of their schedules, scores, tournaments, special recognitions, etc. The Head Coach can also assign another coach and/or a parent representative to be in contact with the media after games, tournaments, etc. Head Coaches should make arrangements with the media in order to secure proper recognition for team and individual accomplishments.

## **MULTIPLE-SPORT ATHLETES**

All Putnam Middle 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 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 Head Coach will initiate contact with the officials' associations 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 signed by the Head Coach and Principal.

In the case of cancellations, the Head Coach will contact the officials. A 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 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 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 school's bookkeeper.
- After form is filled out completely, take it to the bookkeeper, available money will be verified, and a check will be written for the amount on the purchase order form.
- PO form will go to the Athletic Director for approval.
- 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 for discussion.
- Principal will sign PO's only after the Athletic Director has signed it.
- If you purchase anything without a PO you will be responsible for the expense, unless you have prior approval from the AD.

## SCHEDULE

Schedules made by the Piedmont Athletic Conference and approved by the Athletic Director. 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 made and filed with the Athletic Director. Rescheduling will be done by the Athletic Director 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 Middle School colors are Red, White, and Navy Blue. To continue and honor our "War Eagle Pride" all athletic uniforms worn by our student athletes must have Navy Blue or White as the predominant color with Red incorporated as an accent color. **All uniforms must be approved by the Athletic Director before ordering.**

## SUPERVISION

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

All transportation is the Head Coach's responsibility. It is the 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 PCMS should dress and act appropriately at all times. Student athletes are expected to travel to contests in appropriate attire as dictated by the 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. PCMS 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. 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 Head Coach. Coaches are instructed not to wait for tardy student athletes. Habitually tardy student athletes may face disciplinary action by the 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 Head Coach is responsible for arranging transportation to away games for their particular sport. At least three weeks prior to the beginning of the season, an Athletic Field Trip Information Form must be completed and turned into the Transportation Director. 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 Athletic Director.

If a game/contest/meeting is canceled, the Head Coach of the game/contest/meeting will notify the Transportation Director at **706 -485-5798**.

Transportation back to the school following away contests must be provided by the Head Coach. Written permission from a parent/guardian must be given to the 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.

## **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 Middle 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, 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 Head Coach.

Prior to trying out, the 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 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 Head Coach.

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.
- A student athlete's prior discipline in school may affect their chances of making the team. The Head Coach reserves the right.

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, 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.

**In addition, middle school students participating in high school sports cannot displace high school students on a given team. In other words, if high school team membership is reduced at any time during the official Georgia High School Association season, middle school students will be "cut" first.**

**Administrative Bulletin 06-28(R)**

**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.**

## Putnam County Middle 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 Middle 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 PCMS athletic program, I have read and understand the Putnam County Middle 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 Middle 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 Middle School 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 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: \_\_\_\_\_

**THE MAN WHO THINKS HE CAN**

*If you think you are beaten, you are,  
If you think that you dare not, you don't,  
If you'd like to win, but you think you can't, it's almost certain you won't.  
If you think you'll lose, you've lost,  
For out in the world you'll find, success begins with a fellow's will, it's  
all in the state of mind.  
If you think you are outclassed, you are,  
You've got to think high to rise,  
You've got to be sure of yourself before you can ever win a prize.  
Life's battles don't always go to the stronger or faster man,  
But soon or later the man who wins is the man who thinks he can.*

A copy of this inspirational poem hangs on the wall in Arnold Palmer's office. Arnie has made it a practice to read the poem at the start of each day. It serves him as a source of inspiration, courage and motivation that enables him to attack whatever problems and challenges that day might bring. It works for Arnie. It will work for you. Try it.

Arnold Palmer - champion professional golfer

**COACHES  
2016-2017**

<b>POSITION</b>	<b>COACH</b>
<b>Football, Head Coach</b>	<b>Grayson Huskins</b>
Football, Asst. Coach	Cameron Harper
Football, Asst. Coach	Titus Dunn
Football, Asst. Coach	Sid Kennedy
Football, Asst. Coach	
Football, Asst. Coach	
<b>Basketball, Head Girls Coach</b>	<b>Linda Burke</b>
Basketball, Girls Asst.	Heather Suwinski
<b>Basketball, Head Boys Coach</b>	<b>Alexander Banks</b>
Basketball, Boys Assistant	
<b>Softball, Fast-pitch Head Coach</b>	
Softball, Fast-pitch Asst.	
<b>Baseball, Head Coach</b>	<b>Titus Dunn</b>
Baseball, Asst. Coach	Grayson Huskins
<b>Soccer, Head Girls</b>	<b>Julie Holloway</b>
<b>Soccer, Head Boys</b>	<b>Mehul Ghandi</b>
<b>Track, Head Girls</b>	<b>Dawn Walker</b>
<b>Track, Head Boys</b>	<b>Cameron Harper</b>
<b>Cross Country, Head Coach</b>	<b>Dawn Walker</b>
Cross Country, Asst. Coach	Chuck McMahan
<b>Cheerleading Head Coach</b>	<b>Renee Knowles</b>
Cheerleading Asst.	Brandi Huskins
<b>Athletic Director</b>	<b>Emmett Clower</b>



## — BASIC TRAINING —

1. If you open it, **CLOSE IT!**
2. If you turn it on, **TURN IT OFF!**
3. If you unlock it, **LOCK IT!**
4. If you break it, **REPAIR IT!**
5. If you can't fix it, **CALL IN SOMEONE WHO CAN!**
6. If you borrow it, **RETURN IT!**
7. If you use it, **TAKE CARE OF IT!**
8. If you make a mess, **CLEAN IT UP!**
9. If you move it, **PUT IT BACK!**
10. If it belongs to someone else, **GET PERMISSION TO USE IT!**
11. If you don't know how to operate it, **LEAVE IT ALONE!**
12. If it doesn't concern you, **DON'T MESS WITH IT!**