

TABLE OF CONTENTS

Bethlehem High School

- 1 Athletic Philosophy

Sportsmanship

- 2 KHSAA/Archdiocese Sportsmanship

Student and Parent Information

- 3 Athletic Department Rules and Expectations
Athletic Dress Code
KHSAA Eligibility Guidelines
Statement of Hazards in Participation in Athletics
- 4 Medical Insurance
Responsibility for Equipment
Bethlehem Academic Policy
Drugs, Alcohol, and Tobacco Policy
Drug Testing Program
- 5 Chain of Command
Information for the College Bound Student-Athlete
To Contact the NCAA Clearinghouse
NCAA
National Junior College Athletic Association
NAIA

Job Descriptions

- 6 Athletic Director
- 7 Assistant Athletic Director
Head Coach
- 8 Assistant Coach

Coach, Parent & Student Athlete Guidelines

- 9 Archdiocesan/KHSAA Requirements
Expectations of Bethlehem Coaches
Supervision of Athletes
- 10 Budgeting
Scheduling
Transportation of Student Athletes
Spirit Days
- 11 Recruitment
Dealing with the Media
Open Gym/Fields
- 12 General Knowledge of KHSAA Rules
Middle School Athletic Participation Policy

Booster Club Information

- 13 Bethlehem High School Booster Club Guidelines

Athletic Department

- 14 Athletic Department Directory

The Administration, Athletic Department, and coaching staff of Bethlehem High School believe that athletics have a significant influence on American culture and society and enjoy unique status in the American value system. We believe that participation on an interscholastic athletic team is a worthwhile experience, which all students should have the opportunity to pursue. Bethlehem's mission is to allow each student to discover and appreciate their own talents, and to celebrate the talents of their peers, but most of all, to discover that each one of us was created by God for a unique purpose. Students who choose to participate in our athletic program will be expected to conform to basic standards of conduct and to demonstrate a degree of self-discipline and self-sacrifice for the welfare of their team. Athletes will also be expected to demonstrate respect for the dignity and rights of those they compete against, good sportsmanship, and respect for authority.

In order to more fully realize the educational value of athletics, the athletic program will emphasize the following principles:

- That a sound program of athletics makes an important contribution to the sense of community that exists within the school and among its various stakeholders.
- That participation in athletics enhances the personal and social maturation of Student-Athletes.
- That participation in athletics often provides Student-Athletes with opportunities to experience the world beyond the school boundaries and, consequently, contributes to their growth and development.
- That, while respecting individual achievement, there is inherent value in the pursuit of team accomplishments.
- That, coaches can, and often do, serve as primary counselors or adult mentors to Student-Athletes.

Objectives of Participation:

- To promote athletics as an integral component of the educational experience at Bethlehem High School.
- To teach Student-Athletes to strive for excellence.
- To promote growth and development of the Bethlehem Athletic Program that will increase participation, encourage spectator attendance at contests, and provide impetus to support facility improvement and ongoing maintenance.
- To create an environment which provides adequate and natural opportunities for physical, mental, and emotional growth of Student-Athletes.
- To identify and enhance the skills required for individual and team success.
- To promote team play and its inherent ability to develop personal characteristics such as loyalty, cooperation, and fair play.
- To set personal and team goals.
- To educate Student-Athletes with regard to the values of lifelong fitness.
- To promote participation by providing a wide range of athletic opportunities.
- To promote the self-discipline and emotional maturity required to make decisions under pressure.
- To develop an understanding of the value of athletics within the context of the entire educational experience.

We believe that a sound program of athletics serves as an important learning experience for each participant, allowing us to see ourselves beyond our own school boundaries.

The Kentucky High School Athletic Association (KHSAA) requires officials to enforce sportsmanship rules. High School athletics must emphasize positive values. All parties should work hard to create a sense of teamwork, responsibility and perspective. Officials expect good behavior and will quickly penalize misconduct. We encourage and appreciate the help of all spectators in achieving these aims. Let every competition reflect mutual respect among all in attendance.

Bethlehem High School, along with the other Catholic high schools in the Archdiocese of Louisville, affirm and support the sportsmanship expectations of the KHSAA. We believe that sports can be a means for student-athletes to learn lessons in Christian identity, sportsmanship, competition, leadership, cooperation, self-discipline, goal setting and fair play. Athletics play an important part in helping the individual develop a healthy self concept as well as a healthy body. Athletic competition can help students, participants and spectators develop pride in their school.

THIS WE BELIEVE ABOUT ATHLETICS

Every athletic activity should teach player and spectator:

- to be a responsible and contributing member of the team and school.
- to make selfless efforts in working with others to reach a common goal.
- to overcome barriers in the way of achieving full potential and success.
- to play and live by the rules that protect the rights of all.
- to show appreciation and respect for the efforts of others, whether they are teammates, opponents, officials, coaches or spectators.
- to keep these activities and games in proper perspective.

In practice, this means:

We expect coaches to serve as a positive example of fair play, sportsmanship, and respect towards their own, and opposing players, coaches, and game officials.

We expect players to serve as a positive example for spectators, by exercising self-control and good sportsmanship, and by accepting both victory and defeat with pride and compassion.

We expect cheerleaders and students to keep all cheers positive; to avoid efforts to distract the opposing team's efforts; to refrain from rubbing-in defeat.

We expect students to respect the players and supporters of the opposing team, in word and action, before, during and after the game.

We expect parents and other spectators to obey the KHSAA Rules and State Laws, that forbid the sale and use of alcoholic beverages at high school contests.

Athletic Department Rules and Expectations

- Student-Athletes must abide by all school rules.
- Student-Athletes must show good sportsmanship, social behavior, care of school equipment, and care of public & private property at all times.
- Student-Athletes must abide by guidelines of the Drug, Tobacco & Alcohol Policy of Bethlehem High School.
- Student-Athletes must be on time for all practices, meetings and games.
- To avoid miscommunication and unrealistic expectations, parents and students must understand that:
 - Practices/contests are often scheduled on Saturdays and during vacation periods.
 - Athletes are required to participate in all practices/contests unless excused by the coach.
 - Excessive unexcused absences will result in disciplinary action, which might include dismissal from the team,
 - Squad selection is based on ability; “cuts”, playing time and substitutions are made at the discretion of the coach
 - Student-Athletes must obey dress code, curfew and other rules as provided by each individual coach.

Athletic Dress Code

Practice gear for players should be:

- Short sleeved tee shirts for all – male/female – (no sleeveless/cutouts)
- Sports bras should not be visible at any time
- Shirts/shorts are not to be changed in public – restrooms are available for changing.

KHSAA Eligibility Guidelines

In order to participate, the KHSAA requires the following from Student-Athletes.

- Physical Examination attesting that the Student-Athlete is physically fit to engage in exercise without undue risk
- Student-Athlete and Parent agree to abide by KHSAA guidelines.
- Signed parental consent for participation in athletic activities.
- Passing Grades in a minimum of six (6) full credit courses (see Bethlehem Academic Policy).

Statement of Hazards in Participation in Athletics

Playing, practicing to play, helping with, or participating in any manner in any sport can be a dangerous activity involving many risks of injury. The dangers and risks of playing, practicing to play, helping with, or participating in sports include, but are not limited to the following: death, serious neck, head, and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular skeletal system, and serious injury or impairment to other aspects of the body, general health, and well-being.

Medical Insurance

KHSAA requires insurance for all athletes while practicing for, competing in, or traveling to and from contests as representatives of the Bethlehem Athletic Program. You must have a primary insurance carrier and provide proof of insurance.

Responsibility for Equipment

Student-Athletes are expected to take reasonable care of all equipment supplied to them. Replacement cost for equipment that is lost or damaged due to carelessness or other misuse will be assessed to the Student-Athletes.

Bethlehem Academic Policy

All Bethlehem students who choose to participate in the athletic program are subject to the following Academic Standards:

- When weekly eligibility checks are published each week throughout the school year, any Student-Athlete with more than one course average below 70% will be declared immediately ineligible for further participation. This period of ineligibility will continue a minimum of one week until the Student-Athlete is passing a minimum of six (6) full credit courses.
- Any Student-Athlete who is declared ineligible will be notified by the Athletic Director, who will also inform the parents of the ineligibility. The Athletic Director will notify all parties when reinstatement occurs.

Drugs, Alcohol, and Tobacco Policy

Bethlehem High School is committed to the education and personal growth of its students. This commitment acknowledges the need to provide a school environment that is safe and free from drugs. In this regard, Bethlehem has adopted a very specific drug policy for all students. This policy is detailed in the school's Student/Parent Handbook on page 44.

Drug Testing Program

A mandatory drug-testing program for athletes was implemented prior to the 2004-2005 school year. A copy of the drug-testing program will be given to each athlete prior to the season.

Chain of Command

The Bethlehem athletic experience is one that we hope provides satisfaction for all participants and their parents. It is inevitable, however, that individuals may have questions or concerns during the course of the year. When issues or concerns arise during the course of an athletic season, parents and Student-Athletes should always consult with the appropriate coach as the initial step in the clarification process. In the event that the issue cannot be satisfactorily resolved at this stage, it is then appropriate for the athletic director to become involved. If the issue is still unresolved at this point then the principal should be contacted for further disposition. Any further review will be handled through the School Board Appeals Process. (Refer to the Bethlehem High School Handbook pg. 47)

Information for the College Bound Student-Athlete

The athletic program at Bethlehem High School counts many student-athletes who complete their competitive athletic participation when they graduate from high school. However, Bethlehem student-athletes do have the talent, desire, and opportunity to continue their participation at institutions of higher learning. To provide the best and most current information to student-athletes and their families, Bethlehem High School recommends the NCAA and NAIA websites. For the NCAA site go to www.NCAA.org and move your cursor to the Academics & Athletes tab. Click on Eligibility and Recruiting in the menu. From this screen, you will find access to a great deal of information for the prospective college Student-Athlete. Click on the Initial Eligibility Clearinghouse button for registration information. For the NAIA site go to www.playnaia.org and click on the NAIA Eligibility Center for registration information.

To contact the NCAA Clearinghouse

NCAA Clearinghouse

301 ACT Drive

P.O. Box 4043

Iowa City, IA 52243-4043

Fax: 319/337-1556

(Transcripts and test scores may not be sent via fax.)

Clearinghouse customer service representatives are available from 8:00 AM to 5:00 PM, Central time, Mon. through Fri. by calling 877/262-1492.

NCAA

The National Collegiate Athletic Association

700 W. Washington Street

P.O. Box 6222

Indianapolis, Indiana 46206-6222

Phone: 317/917-6222

Fax: 317/917-6888

NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION

National Junior College Athletic Association Clearinghouse

1755 Telstar Drive, Suite 103,

Colorado Springs, CO 80920

Phone: (719) 590-9788

Fax: (719) 590-7324

NAIA

NAIA Eligibility Center - Transcripts

P.O. Box 15340

Kansas City, MO 64106

Athletic Director

- Is the chief administrator of the Athletic Department at Bethlehem High School.
- Serves as the Principal’s designee in all matters pertaining to the school’s athletic programs.
- Keeps the Principal effectively informed about athletic issues.
- Provides leadership for the Athletic Department and places it in the proper educational perspective.
- In conjunction with the Principal and School Board establish policy for the Athletic Department and are ultimately responsible for its implementation.
- Works with each coach and the school’s Director of Finance to establish a budget for each sport. The Athletic Director/Assistant AD, along with the Director of Finance, approves all purchase orders made by the Athletic Department, including booster club purchases, pays all the bills for the department and maintains the necessary financial records for the Athletic Department.
- Works with each coach to establish a schedule for each sport.
- Works with Assigning Secretary to secure game officials for each contest.
- Works/meets with each coach to insure that all coaches have fulfilled necessary requirements mandated by the KHSAA.
- Works with each coach to insure that all athletes, before beginning to participate, have completed all requirements mandated by the KHSAA.
- Works with each coach to insure full compliance with all KHSAA eligibility requirements.
- Evaluates the performance of each coach on an annual basis.
- Maintains permanent records for each sport.
- Keeps informed of the rules and the regulations of the total athletic program.
- Oversees the academic eligibility of students according the Bethlehem’s Academic Policy.
- Performs other athletic related duties that may be deemed the responsibility of the Athletic Director by the principal of Bethlehem High School.

It is the Athletic Director’s responsibility to make sure all athletes meet the eligibility required by the KHSAA. Before each student participates in practice, the coach should

- Verify the age of each student that is participating in a sport. A student cannot participate in sports if they have reached the age of 19 years prior to August 1 of that school year.
- Verify that each student that is participating in a sport is enrolled at Bethlehem High School and has met eligibility requirements.
- Ensures that each student has completed a physical exam and turned in the proper forms.
- Ensures that each student has turned in the parental permission form (properly signed).
- Ensures that each student has knowledge and understanding of KHSAA rules and regulations.
- Ensures that each student has returned Insurance form along with \$40 insurance/testing fee.

STUDENTS ARE INELIGIBLE FOR PRACTICE UNTIL ALL OF THESE RECORDS AND MONIES HAVE BEEN TURNED IN.

- A student cannot participate in sports unless they have the following credits:
 - Grade 9 – promoted from the 8th Grade
 - Grade 10 –5.5 credits
 - Grade 11 – 12
 - Grade 12 – 19
- Transfer students must be looked at individually as the total credits needed for graduation may vary because of our requirements for Religion.
- At the end of the season, the coach/assistant coaches are required to see that all uniforms have been turned in; equipment is taken up and stored securely.

Assistant Athletic Director

- Ensures that all coaches have turned in proof of insurance/monies/physicals/ and any other necessary paper work in regard to KHSAA rules.
- Distributes budget information to coaches and booster clubs.
- Assists AD with discretionary reports, budgets and finances.
- Assists AD with athletics programs.
- Assists AD as requested with any and all items in regards to the Athletic Program.

Head Coach

- Is familiar with ALL requirements in this Handbook, and ensures that all assistant coaches are aware of these requirements.
- Is familiar with the budget of his/her sport. The coach must see that he/she stays within the confines of their budget.
- Works with Athletic Director to establish a schedule for his/her sport. If Athletic Director allows coach to do his own schedule, it will be submitted to the Athletic Director for approval
- Completes all requirements mandated by the KHSAA for coaches.
- Collects and maintains proper records/forms.
- Supervises the athletes entrusted to them at practices, games, in locker rooms, on benches, before and after practice and games.
- Maintains program discipline by establishing rules and policies for athletes to adhere.
- Submits a copy of rules/regulations/policies along with your criteria for lettering and earning awards (which should be significant) to the Athletic Director for approval prior to the beginning of the season. After approval, these criteria for lettering and earning awards and rules/regulations/policies need to be communicated to your team and copies distributed to the Student-Athletes at the beginning of the season.
- Holds a parent meeting in which you communicate practice schedules and important information. Note that you will inform them of any changes on a timely basis. Adhere to practice and game schedules.
- Provides the Director of Transportation with a list of transportation needs.
- Inspects practice and game areas for unsafe conditions.
- Ensures the field/gym is clear before and after practice.
- Evaluates equipment and report defective equipment to the Athletic Director. No student is allowed to participate using defective equipment.
- Secures all team areas and equipment after each day's activity.
- Distributes, tracks, and collects all equipment that is provided to the student by the school.
- Accounts for all equipment and uniforms issued in your specific sport. Collect the cost of any equipment or uniforms lost or not returned. Submit an annual inventory and current records concerning equipment and uniforms.
- Properly marks and identifies all equipment before issuing or storing.
- Monitors all assistant coaches on the interaction with media.
- Communicates appropriately with media, parents and Student-Athletes

Assistant Coach

- Is familiar with ALL requirements and policies in this Handbook.
- Understands the proper administrative chain of command and refers all student and parent request through those channels.
- Assists in preparation of facilities as required for scheduled sporting events and practice. Adheres to practice and game schedules.
- Assists the head coach in collecting forms that provide the participation documentation required by KHSAA bylaws and Bethlehem High School.
- Provides supervision of each participant in all practices and contests.
- Assists the head coach in all equipment duties plus cleaning of field/ gym before and after use.
- Assists the head coach in carrying out his responsibilities.
- Performs such other duties that are consistent with the nature of the position and that may be requested by the Head Coach, Athletic Director, and/or the Principal

Archdiocesan/KHSAA Requirements

All Coaches are required by the Archdiocese of Louisville to have an initial background check and safe environment training. (The Archdiocese of Louisville requires all new coaches to attend a Safe Environment Workshop prior to his(her) first season). All Coaches are required by the KHSAA to be certified in CPR and AED training. Coaches are also required to attend a Sports Safety Training (Medical Symposium) every other year that is sanctioned by KHSAA. New coaches to the profession or school are also required to complete the KHSAA Approved coaches Education Program within one year of the initial assignment to coaching duties or prior to the legal start of practice for the next competitive season in any particular sport to which the individual is assigned, whichever occurs first. All coaches (head and assistant) shall annually attend at least one online rules interpretation clinic conducted by representative of the KHSAA in the sport in which they coach and the school desires to enter a team in postseason play, provided these clinics are conducted under the authorization of the Commissioner. It is the responsibility of each coach to fulfill these requirements. The Athletic Director will have information as to the dates and times when these requirements can be fulfilled.

Expectations of Bethlehem Coaches

Bethlehem coaches are educators and leaders of the young people they coach. Parents and Student-Athletes can expect that Bethlehem coaches will:

- Place the well being of their athletes ahead of the desire to win. “Athletes first, winning second.”
- Exemplify high standards of moral character with respect to Bethlehem core values.
- Provide appropriate and reasonable supervision of athletes.
- Recognize the inherent individual worth of each athlete.
- Use appropriate language when communicating with athletes; use of profanity and degrading of the student athlete is prohibited.
- Effectively communicate program philosophy, goals, schedules, and practice schedules to athletes and parents, through a parent meeting to be held pre-season.
- Provide a safe environment for practice and participation.
- Respect the integrity and judgment of game officials.
- Encourage and promote a healthy respect for the entire athletic program.
- Establish and enforce training rules that reflect the positive values of abstaining from the use of drugs, alcohol, e-cigarettes and tobacco.
- Abstain from the use of alcohol and tobacco products around Bethlehem students and athletes at practices, athletic events, and KHSAA sanctioned events.
- Avoid any personal remark in regards to Bethlehem Athletics on any form of social media.

Expectations of Student Athletes:

- Abide by all of the school rules
- Show appreciation and respect for others, whether they are teammates, opponents, officials, coaches or spectators
- Show good sportsmanship, social behavior, care of school equipment, care of public and private property
- Be a responsible and contributing member of the team and school
- Abide by the Alcohol, Drug, Tobacco and E-Cigarette Policy
- Follow the rules established by each individual coach
- Work together as a team to reach a common goal
- Serve as a positive example by accepting both victory and defeat with grace and compassion

Expectations of Parents of a Student Athlete

- Model good sportsmanship
- Refrain from any negative personal and social media communications
- Do not verbally abuse an official
- Let your child's coaches coach
- Do not make excuses for your child nor let them make excuses
- Follow the chain of command protocol
- Refrain from the possession and use of alcohol at high school contests.

Supervision of Athletes

The coach/ assistant coaches are responsible for supervising the athletes entrusted to them from the time the first student arrives until the last student departs. This includes the practice field, locker room, waiting for practice or games and waiting for rides after practice or games. A student should NEVER be left unattended. Coaches should not allow any form of hazing. Proper conduct and dress policies need to be enforced. Overnight stays should have a curfew enforced, proper supervision, sufficient chaperones, and behavior conducive to excellent representation of Bethlehem High School. All coaches and athletes must adhere to the Bethlehem High School Field Trip Guidelines.

Budgeting

- Each coach has a discretionary fund (that is funded in the Athletic Budget) and covers equipment, awards, medical supplies, coach's clinics, tickets, entry fees and other discretionary expenditures. The athletic budget covers transportation, officials, medical symposiums, and field maintenance. Booster clubs would be responsible for raising additional funds for enhancement of the sports programs. Booster chairs, the Athletic Director, and coaches will work together to create a budget for the upcoming year and monitor their budget with consideration to long-range goals. Plans and programs needs should be identified and prioritized.
- Purchase orders are to be used for any expenditure. These are to be submitted (prior to purchase) to the Athletic Director/Assistant AD for approval, who in turn will submit the request to the school office for processing.
- The Athletic Director, Asst. Athletic Director and all coaches' salaries and related costs are derived from the general operational income from the school.

Scheduling

The coach should meet with the Athletic Director to determine who will make the schedule for that sport. If the coach is making the schedule, the coach should understand the maximum number of games allowed by KHSAA. The coach should understand that the KHSAA does not allow games to be played on four consecutive days. After the schedule is complete, it shall be subject to the approval of Athletic Director. Only the Athletic Director or Principal should sign contracts.

Transportation of Student-Athletes

Coaches should work with the Director of Transportation to determine how their team will be transported to games (See form). Students are not permitted to transport themselves to away games unless it is a local game (e.g. a game versus Nelson County or Bardstown, plus a game versus Washington Co. for students in Springfield, etc.) Students are never permitted to transport other students to a game. **If a student rides the bus to a game, they must ride the bus home unless they are leaving with their parent, who must have the coach's permission verifying that student is going with the parent(s).** If the parent requests that the Student-Athlete ride/go with someone else's parent, this must be in writing and/or verified with the parent, in person or over the phone.

Spirit Days

On special occasions teams may request a "team spirit day". These are limited to two per regular season. One "team spirit day" the entire team must wear the same jersey (color & type), or warm-up shirts or team t-shirts. All other student dress requirements apply on this "team spirit day". Also, all coaches must have the design of any team t-shirt approved for appropriateness by the Athletic Director prior to purchase of said t-shirt.

Recruitment

Coaches are never to try to influence any athlete to attend Bethlehem High School. Influencing an athlete can include but not limited to the promise of playing time, housing or financial assistance. Even if an athlete or parent approaches you first, you should immediately refer this person to the school principal. Be polite, but be clear that you cannot talk to them about their athletic participation at our school because it could be misconstrued as recruiting.

Communication with the Media

In your position as coach, you will be the spokesperson for the school. You will be asked to make comments about your team, opponents, and the way games were played. Never criticize game officials, another school, player or coach publicly to the media. Coaches should also try not to be seen as bragging about their team or players. This may put you and your team in a bad light as well as motivate future opponents. When talking to the media, please understand anything you say could end up in print and once it is there, it cannot be erased.

Open Gym / Fields

Open gym or open fields mean opening up school facilities for free play by athletes out of season. This is forbidden by KHSAA rules unless this is advertised to all members of the student population. KHSAA rules forbid coaches from playing with athletes in their sport. Coaches are allowed to have Open gym or open fields during the season of that sport as long as the student is supervised. Open gym or open fields is permitted during the summer after school is out (or May 31, whichever comes first) and before school is back in sessions with the exception of the **DEAD PERIOD**.

Any organization other than Bethlehem High School must enter into a rental agreement with School Authorities for use of facilities (meeting insurance requirements).

General Knowledge of KHSAA Rules

It is the responsibility of each coach/ assistant coach to know general rules mandated by KHSAA for their sport. If you do not know these rules the Athletic Director can supply you with a book or you may search the website, www.khsaa.org. Coaches should be especially informed of the following:

- The KHSAA has a start date for practice in each sport. No practice may begin before that date.
- The KHSAA has a maximum number of games allowed in each sport.
- The KHSAA has a dead period in the summer when NO athlete can do anything with sports that involve the school. Summer Dead Period: Students may not receive coaching or training from school personnel (either salaried or non salaried) and school facilities, uniforms, nicknames, transportation or equipment shall not be used each year in any KHSAA sanctioned sport or cheerleading squad during the period beginning June 25 through July 9.
- The requirements that each student must meet in order to be eligible are listed in this Handbook. The Coach/Assistant Coach must verify that all of these requirements have been met prior to the student being allowed to practice at the high school level. The attached form must be signed and returned to the Athletic Director to be kept on file.

Middle School Athletic Participation Policy

- In accordance with the KHSAA guidelines, public and private schools may allow limited participation from Middle School students in non-contact varsity sports designated as swimming, volleyball, basketball, softball, baseball, and track. (Middle School students may participate in soccer at the JV level if there are no juniors/seniors participating). Bethlehem High School addresses this policy for the following reasons:
 - To assure current Bethlehem students priority access to our athletic programs
 - To give our feeder Middle School students the opportunity to interact with the Bethlehem community. We want students to view Bethlehem as their high school.
 - To protect and strengthen the athletic programs of our feeder Middle Schools.
- Bethlehem High School allows varsity participation from Middle School students enrolled in our KHSAA designated area when the following circumstances are met:
 - The feeder school does not offer that particular sport OR the feeder school's season has ended for the year.
 - Bethlehem's team does not have enough players to compete on the varsity or junior varsity level.
 - A conference must be held prior to participation between the parents, coach, and athletic director to determine academic eligibility, compliance of all school and team rules, and a review of expectations for future competition.
 - The principal retains the right to amend this policy for just cause.

Bethlehem High School's Booster Club Guidelines

It is acknowledged Bethlehem boosters are the lifeline to the many exceptional successes that we are capable of accomplishing. We appreciate and acknowledge all the boosters accomplish. However, there is a need for some guidelines to insure the Bethlehem's Athletic Program remains free from any infringement of school or KHSAA rules or regulations. Here are Bethlehem Guidelines for our booster clubs:

- Booster Chair(s) should attend a meeting with the Head Coach/Athletic Director.
- Assign duties to Booster Club with head coaches' input (e.g. striping fields, providing lunches, scheduling workers, placing/removing equipment from field [before and after games], general clean-up of facilities, etc.)
- Each coach has a discretionary fund (that is funded by the athletic budget) and this covers equipment, awards, medical supplies, coaches' clinics, entry fees and other discretionary expenditures. Booster Clubs are for raising additional funds for enhancements of the sports programs. Booster Chairs and coaches should work together. Plans and program needs should be identified and prioritized.
- Fund-raising Procedures: All fund-raising proposals shall be submitted to the Director of Advancement for approval.
- 25% of all fund-raising will go into the facilities improvement account. (Signage is excluded from the 25%). Major facility improvement may need additional funding from booster clubs.
- All expenditures of funds must have a purchase order and be approved through the Athletic Director/Assistant AD prior to the purchase of items. Purchase orders are available from the Athletic Office or Assistant AD's office.
- Signage request must be approved by the Director of Advancement and is exempt from the 25%.
- Any items purchased by booster clubs become the property of Bethlehem High School.
- All monies raised by the Booster Club must be turned over to the AD/Assistant AD in a timely manner.

 ATHLETIC DEPARTMENT DIRECTORY

Name	Position	Phone Numbers
Keith Graham	Athletic Director	348-8594 ext. 238
Patty Nevitt	Assistant AD	348-8594 ext. 215
David Carrico	Archery - Boys/Girls	270-766-8781
Roger Robinson	Baseball	502-510-6363
Robert Troutman	Basketball - Boys	502-348-8594
Jason Clark	Basketball - Girls	502-249-1824
Jennifer Koch	Cheer	502-275-9385
Jimi Burris	Cross Country - Boys/Girls	502-468-5018
Bryan Walker	Football	502-348-8594
Christi Medley	Boys/Girls Golf	348-8594 (ext 217)
Kelly Harrison	Soccer - Boys	502-348-8594
Dan Rossoll	Soccer - Girls	502-349-8353
Shaun Smith	Softball	502-500-3532
Fran Spaulding	Swim - Boys/Girls	348-8594 (ext 206)
Justin Koch	Tennis - Boys/Girls	502-275-9385
Bryan Walker	Track & Field - Boys/Girls	502-348-8594
Mike Shay	Volleyball	502-572-6812
Tom Hamilton	Principal	348-8594 (ext 203)
Mary Ann Downs	Dean of Academics	348-8594 (ext 216)
Ron Koontz	Dean of Students	348-8594 (ext 205)
Barbara Greenwell	Director of Finance	348-8594 (ext 202)
Christi Medley	Director of Advancement	348-8594 (ext 217)
Rita Koontz	Guidance Counselor	348-8594 (ext 211)