



# Administrative Procedure

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|------------------|------------------------------|--------------------|
| Category:        | Procedure:                   |                    |
| <b>Students</b>  | <b>School Athletic Clubs</b> |                    |
| Descriptor Code: | Issued Date:                 | Revised Date:      |
| <b>AP-J-460</b>  | <b>May 2010</b>              | <b>August 2013</b> |

1  
2 Refer to policy J-460.  
3  
4 Each Athletic Club shall have a Club sponsor who is a Knox County Employee (certified or classified),  
5 responsible to the school principal.  
6  
7 A sponsor and/or Coach/Consultant must attend **all practices and competitions** (see note below).  
8  
9 Each sponsor shall keep on file at a central location current proof of physicals and insurance for each Athletic  
10 Club member (notes from parents **are not allowed**). Students who do not have proof of health insurance  
11 will be **required to purchase school insurance**.  
12  
13 No student shall be allowed to participate in any form of practice or competition until the sponsor has on  
14 file evidence of a physical examination by a medical doctor or nurse practitioner and a signed statement by  
15 the parent/guardian giving the student permission to participate.  
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17 All Athletic Club money shall be deposited to the school account by the Athletic Club sponsor.  
18  
19 Off Campus practices and competitions shall require an “Off Campus Trip Form” completed by the sponsor  
20 and approved by the principal.  
21  
22 Sponsor – One or more Knox County Schools employee(s) that serves as an advocate for a School Athletic  
23 Club is responsible for all paperwork and ensures that the club adheres to the Knox County Schools policies.  
24 Sponsor is responsible for supervising Coach/Consultant, if applicable.  
25  
26 Consultant/Coach – The expert in the sport that attends all practices and competitions. If the coach is not a  
27 Knox County employee, he/she must pass the same required background checks as KCS employees,  
28 including a drug test.  
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