



Cedarville Schools
Athletic Handbook

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THE ADMINISTRATION OF INTERSCHOLASTIC ATHLETICS

Philosophy of Cedarville Athletics

Every activity sponsored by the Cedarville Jr. or Sr. High School should provide a meaningful educational experience for all who participate. It is our objective to develop in each student athlete habits and attitudes, which are favorable in our society.

The leadership of our coaches should reflect, by example and attitude, the type of character we wish to develop in our athletic program. Winning should always be stressed, but never at the expense of lowering any moral or legal standard as outlined by the Cedarville Board of Education, Arkansas High School Activities Association, or game rules.

Coaches should consider these facets in the development of our athletes:

- Our student athletes should be provided leadership enabling them to develop spiritually, as a member of the family unit, socially and intellectually
- Good coaches are good people and we want our student athletes to reflect their coaches "attitudes and characteristics" through their athletic experience
- Broad participation will be stressed at the Jr. High level and will become more selective at the Sr. High level.

Interscholastic sports are extracurricular; therefore, they are not substitutes for a strong academic program. The poor academic achiever can ill afford the time required for participating in most athletic activities.

Mission Statement

It is the desire of the Cedarville School District to promote the physical, mental, social, emotional, and moral well-being of all the participants in the athletic programs provided. Athletics is an effective tool in preparing our youth in a positive manner to enter and contribute to our society.

Do to our society's structure; an individual needs to understand the need for rules, laws, and regulations. Athletics is a means to an end, when coaches can instill in our athletes the understanding that self-discipline is a necessary quality in the development of a citizen's character and work habits.

Chain of Command

Board members
Superintendent Building
Principal
Athletic Director
Head Coach
Assistant Coach

Objectives of the Athletic Department

The competitive world, among children as well as adults, is neither gentle nor overly kind. In such a world, however, the youngster under wise direction begins to grow toward social maturity by learning to:

1. Suffer mild hurts, mental and physical, in silence;
2. Control emotional outbursts;
3. Overcome feelings of fear;
4. Restrain the outward expression of sudden impulses; and
5. Understand and endure delays in getting what he or she wants.

The coaches and athletic director are primarily responsible for implementing these goals and objectives, understanding that no student is obligated to take part in athletics.

Athletics is a privilege, not a right. Since it is a privilege, the coach will have the authority to revoke the privilege when rules are broken.

Each athlete will realize that the school wishes the athlete to reach his or her very best achievement level, both in life and in interscholastic athletics. With this in mind, the Athletic Department will work to:

1. Help athletes develop attitudes that must be a part of each individual for success in athletics and life.
2. Encourage athletes physically, mentally, and socially as they develop an appreciation for sports. They should become aware that this will take strength and courage.
3. Base all teaching and learning situations on a sound, progressive educational approach. Successful coaching is teaching at its best.
4. Include continuous coaches' training with constant evaluation and improvement of techniques in order for our programs to be outstanding.
5. Develop all programs in such a manner that the end result will be unity, harmony, and success. Mass participation is to be emphasized and encouraged below the ninth (9th) grade level.
6. Attempt constantly to motivate athletes to be better students.
7. Coaches should display approval for school life and classroom achievement.
8. Instill in all athletes the desire to represent their school and community in a manner that will make school administrators, teachers, parents, and towns people proud of them.
9. Emphasize to athletes, at all levels of competition, the realization that athletic competition is a privilege that carries definite responsibilities with it. Some responsibilities are training, loyalty, eligibility, improvement, courage, and perseverance.
10. Promote diligent preparation. To attain success in athletics, the participants must train their minds and bodies to respond instantly and effectively to multitude of situations that may arise during the course of play. This, of course, parallels success in later life.

Coaches Code of Ethics

All coaches assume certain obligations and responsibilities to the game they coach to their players and fellow coaches. It is essential that every member of the profession be constantly aware of these obligations and responsibilities with the purpose in mind:

- That the coaching profession will always remain an honorable profession
- That each member is to conduct himself/ herself in such a manner as to maintain the dignity and decency of the profession.

Coaches Responsibility to the Players

Parents trust their dearest possessions to the coaches' charge and the boys and girls who have played under them are finer and more decent for having done so.

The coaches should never place the value of victory above that of instilling the highest desirable ideals and character traits in their players.

The safety and welfare of the players should always be uppermost in their minds

The players must never be sacrificed for any personal prestige or glory.

Coaches Responsibility to the School

The coaches should remember that they are on constant public display as representatives of their school. It is important therefore that:

1. They conduct themselves in such a way as to maintain the principle of integrity and the dignity of their school.
2. School policies regarding the athletic program are to be adhered to both to the letter and to the spirit.
3. They remember that other members of the faculty also have an interest in the school and the students.
4. Their conduct must be such that no criticism arises concerning their efforts to develop the common interest and the purpose of their school.

Other General Coaches Responsibilities

1. Game officials must have the respect of the coaches and players if they are to do their job effectively. Off and on the field criticism of officials and players to the public will be considered unethical.
2. At least one coach per sport will attend official rules meetings.
3. The coaches' relationship with sports writers, radio, and television commentators should be one of courtesy, honesty, and respect.
4. Coaches will avoid the practice of stressing player injuries, disciplinary measures, academic difficulties, or eligibility problems to the media. These matters are "family affairs" and the less said in public the better.

5. The booster club helps all coaches and teams and is of value to the programs and to the school. Any time they need our help we need to do whatever is within our own realm to help them support our student athletes.

The Pirate Head Emblem

There are many different types of Pirate head emblems. Check with the athletic director before ordering items that will have our emblem printed on them to make sure that we stay as consistent as possible to using the same one.



Cedarville School Colors

The official school colors for both the Jr. and Sr. High programs are Royal blue and New Gold. Coaches are not to alter the mascot or the colors in any way without permission from the athletic director and the administration. Athletes that wear headbands, elbow pads, kneepads, gloves, wristbands, etc... must use the school colors or the neutral colors such as white, gray, or black.

ATHLETIC BUSINESS

Budget Preparation

1. Each sport will operate within a budget that is prepared by the athletic director and the administration.
2. The head coach of each sport at each level will submit an inventory to the Athletic Director within two (2) weeks after the close of their season. They will also turn in their "needs" list at this time.
3. Budget revenues come from gate receipts and ticket sales from athletic events and the transfer of funds from the general operating fund.
4. Other money can be received through fundraisers and the booster club to help out with each sport.

Contracts- Officials

All contracts will be filled out and signed by the athletic director for each sport. The athletic director will check with the head coach to see if any specific official or organization is requested not to be used.

Contracts- School

All contracts will be filled out and signed by the athletic director for each sport. The head coach will give the athletic director their completed schedule as soon as it has been completed so that these can be processed.

Equipment

1. The head coach of each sport at each level will submit an inventory to the athletic director within two (2) weeks after the close of their season. They will also turn in their "needs" list at this time.
2. No equipment will be purchased without a purchase order that has been approved by the athletic director and the signed by the superintendent.
3. The head coach will check all equipment upon its arrival and sign off on the shipping ticket.
4. Coaches will teach players to respect their equipment.
5. It is the head coach's responsibility to see that all equipment is kept clean, in good repair, and paid for by the athlete if lost.
6. Equipment should not be worn outside of school participation.
7. Dressing rooms, lockers, and equipment rooms should be clean and orderly at all times with equipment properly stored.
8. Coaches will keep accurate records when issuing equipment to players.
9. Players should be informed, at the beginning of the season, the responsibility of returning all equipment they have been issued.
10. Athletes will be held financial responsible for the replacement of the equipment if lost or damaged. A list of players who owe money for lost or damaged equipment should be turned in to the building principal.
11. No other equipment should be issued to any person owing money without the approval of the Athletic Director, as well as the student will not be allowed to go to the next sport until all financial obligations have been met.

Insurance and Medical Policies

1. The school district has purchased a group accident insurance program covering students while practicing for and competing in interscholastic sports and AAA sanctioned events. Students are covered by the accident policy while they are participating in sport and AAA activities that are school scheduled, supervised, and funded during the regular school term. Make sure they know that all injuries that are going to have a claim filed must be done so within three (3) days of the accident.
2. Any injuries requiring a doctor's care should be noted and a doctor's release required before the athlete is allowed to play or practice or have the parent/ guardian sign a release statement.

3. The coach in charge will assess injuries not requiring a doctor's note in order to determine the athlete's ability to play or practice.

Injury Treatment Procedure

1. Administer first aid when applicable.
2. If the injury is diagnosed as serious, contact the athlete's parent or guardian as soon as possible, as well as notifying the building Principal.
3. After it has been determined you need to send the athlete to the hospital or doctor's office, a school official or coach should accompany the athlete if the parents are not available.
4. The coach in charge should fill out an accident report form in the Superintendent's office as soon as possible following the incident because every student is covered under school insurance.

Injury legal implications

Based upon recent court litigation, it is imperative that administrators and coaches should be accountable in two (2) instructional areas:

1. Properly instructing our athletes in the appropriate skills of their sports.
2. Adequately informing and warning parents and athletes of the potential dangers involved in the sporting activity if the student does not use the proper technique that is being taught.

It is imperative that coaches provide good supervision in practice sessions, locker rooms, shower areas, training rooms, and all phases of away games.

Horseplay can cause injury and we should be aware of the legal implications that could arise from these acts.

Another excellent means of preventing injury is checking the protective equipment and make sure it fits properly.

We want to remember that it is much easier to prevent an injury than it is trying to help someone following an injury.

Inventory

1. An end-of-season inventory is an important task of each head coach.
2. This inventory provides the coach with a checklist upon which to base his or her equipment order for the following year.
3. A detailed inventory for each sport should be submitted to the athletic director within 2 weeks after the end of their season.
4. This inventory should also include a request for needed equipment for the following year to help aid in ordering and budgeting.
5. It also serves as a way to double-check to make sure players have returned all the items that were checked out to them.

6. An accurate inventory is also needed to provide the insurance information needed by the front office.
7. A complete inventory for the overall athletic program will be kept by the Athletic Director for viewing at any time.

Maintenance

The head coaches of each sport will be responsible for the care of their fields, the cleanliness of their dressing rooms, and the care of the gymnasium. Special requests can be put into the athletic director or head of maintenance if help is needed or special items are to be used.

Program Organization

1. High school teams will have a Varsity and Jr. Varsity when numbers allow.
2. Junior High will have a Varsity, 8th grade, and 7th grade teams when numbers allow.
3. National Federation and AAA rules will govern all athletic play.
4. The in-season sport will always take precedence over the off-season sport.
5. The head coach of each team will assist the Athletic Director with scheduling, contracts, and securing game officials.
6. Boys and girls coaches should coordinate the use of the high school and elementary gyms for practice time.
7. The elementary gym will be reserved for our athletic teams Monday thru Friday until 5:30.
8. Little league will have precedence over this gym on the weekends.
9. Each team will have an assistant coach to help with practices and games.
10. Each team will incorporate an off-season program that will include weight lifting to help athletes strengthen their bodies and help with the prevention of injuries.
11. Spring sports (baseball, softball, and track) in Sr. High are offered after school so off-season can take place during the school day.
12. The head coach of a particular sport may set any additional team rules. These rules will become the foundation to the procedures for that team.

Purchasing

All purchases must have prior approval on a school purchase order by the Athletic Director, who will then submit it to the Superintendent for final approval.

Any unauthorized purchases will be the responsibility of the individual making the purchase.

Items being paid for by the athletes must be marked as such and will not be ordered until paid for by the athlete.

Raising Money

All coaches are encouraged to be a part of fundraisers that will help supplement our athletic budget.

- Any money collected must be deposited into the athletic account,

- Money must be "earmarked" for your specific team for later use as you see fit.
- Deposits should be made with the Athletic Deposit Form only.
- All fundraisers must be cleared and approved through the Athletic Director and/or building principal.

Record Keeping

Within two (2) weeks of the conclusion of each sports season, each head coach will submit the following information in an "end of the season" report to the Athletic Director to include:

1. Recommendations for program improvement.
2. Recommendations concerning coaching staff.
3. Equipment inventory.
4. Request for equipment or supply order for the next season.
5. Season statistic totals with selections to All-District, Region, or State teams.
6. A list of players who participated along with the award winners for the end of the year athletic banquet.

Scheduling

Head coaches will have the liberty to make out their own non-conference schedule after plugging in the mandatory conference dates. This schedule must take into consideration other school activities when possible and be cleared through the athletic director.

Transportation

1. Bus requests must be made out at least five (5) days prior to needed date. Turn them into the athletic director for approval and he will get them to the transportation director.
2. Bus requests for a whole scheduled season may be done at one time. Attach the sport schedule to the request and turn it in at least two (2) weeks prior to the first contest.
3. The coach should check the bus before leaving and report any damage.
4. After trips, the coach should check the bus and return it in a clean condition
5. Athletes should be properly supervised on all trips.
6. The coach will have a seating chart for each trip.
7. The coach will turn in a copy of his travel list, which includes everyone's name and phone number, to the athletic director before departing for each trip. A copy of this should be kept with the coach at all times as well.
8. Athletes must travel to athletic contests in the bus provided by the school, but do not have to ride the bus home.
9. Each coach will have a travel list that must be signed by the parent or legal guardian at the game in order for their child to be released from the responsibility of the coaches and the school

Use of School Facilities

1. It is important for coaches to communicate with their building principal and Athletic Director in regards to the use of school facilities.

2. Keep them informed of weekend or holiday practices, etc., which are not a part of the regular routine.
3. Do not loan your keys to anyone to use our facilities without the consent of the Athletic Director or building principal.

GENERAL PROCEDURES

Absentee Policy

It is essential that team members be present for practice in order to prepare for upcoming games and improve their skills during the off-season. Each head coach will develop the specifics of their absentee policy before the school year starts and do so under the following guidelines:

1. Absentees will be recorded and kept just like a regular classroom situation
2. Excused or unexcused absences will be determined by the head coach
3. Additional running will be required for an excused absence to replace lost conditioning and to keep team unity
4. Whatever the amount set for an excused absence, double that amount for an unexcused absence
5. Unexcused absence results in lost playing time in a game: such as a quarter, a half, or a whole game
6. An athlete must attend at least four (4) periods of the day to participate in that night's event. Extenuating circumstances may be allowed and must have administration approval.

Alcohol, Tobacco, or Non Prescription Drugs

The use of alcohol, tobacco, or non-prescription drugs is known to be detrimental to the individual as well as the team represented. Athletes should never use these as it has been proven that those who refrain from their use have better performance levels than those that feel the need *to* use them. The coach should handle each case firmly and consistently and should always inform the Athletic Director of each case and the action taken by the head coach.

Athletic Booster Club

Coaches should encourage parental participation in this organization. You will be asked to help with getting parents to work in the concession stand and fill in yourself from time to time.

Awards Banquet

The Athletic Booster Club sponsors an All Sports Banquet for the Senior High sports and an All Sports Assembly for the Junior High sports. These events are held during the month of May. The coaching staff bases the awards given out on statistics and agreement between them.

Coaching Clinics

Coaches are encouraged to attend clinics to advance their education in their sport and keep up with best practices.

The school will pay the registration, meals, and motel costs for the State clinic and one (1) other clinic during the course of the year.

Travel reimbursement will be made to one vehicle for an in-state clinic, but not an out of state clinic.

A school vehicle can be used.

Development of Each Sport

The head coach of each sport on the varsity level is responsible for that sport from 12th grade through the 7th grade in the area of coaching techniques, fundamentals, etc.

This should allow the head varsity coach the ability to supervise and establish the overall program and maintain a "feeding" system of athletes to the varsity level.

Jr. High head coaches should make this "feeder" system as easy as possible for the head varsity coach and the athletes.

Discipline

1. The best means for a coach to be taken serious by his or her athletes is to be a strong disciplinarian.
 - Athletes must be taught to understand the need for discipline in any education work experience.
 - How a coach handles disciplinary situations greatly determines his or her effectiveness.
 - It is the weak coach who leaves the discipline to others or neglects it completely.
2. The coaching staff is usually in the best position to decide what shall be done when rules are violated, however the Athletic Director and building principal should be kept informed when any serious violations occur.
 - School rules and policies must be adhered to at all times:
3. In dealing with all situations, it must:
 - consider what is best for the overall athletic program
 - consider what is best for the offending athlete
 - recognize one student should never be considered more important than the school and team he or she represents
4. Suspension of an athlete in major discipline situations is usually the best action by a coach, as:

- It is the most strongly felt by the individual
 - It makes it clear to the team that such behavior will not be tolerated.
 - It will also make clear to the individual that the team can still function and perform effectively without them
5. Regular attendance at practice should be encouraged by the head coach.
- Any athlete who does practice should not play (absentee policy).
6. Any student who is in ISS or OSS should not attend practice or games until suspension time has been completed.

Dress and Grooming

Participation in athletics is voluntary on the part of the students. To be an athlete there are certain standards that must be maintained, one of which is acceptable grooming. The head coach as deemed necessary for efficient performance, safety, health, and hygiene will make specific policies concerning the appearance of athletes.

- The AAA does not allow the wearing of jewelry during any contest and it should not be worn in practice for the same safety reasons.

Eligibility

All athletes must achieve academic levels for eligibility as set forth by the Arkansas Athletic Association and the State Board of Education.

In order to maintain participation eligibility it is required that athletes:

1. Be in good standing with the school and reflect good citizenship.
2. Any conduct, whether in school or outside of school, which constitutes infractions of the law or brings embarrassment to the school, will result in a review of eligibility.
3. If the offense warrants such action, either temporary or permanent suspension of eligibility may result.

Each head coach shall present to the Athletic Director a roster of athletes to be certified as eligible to participate in AAA sponsored activities no later than one (1) week before the first contest in that sport.

Faculty Relations

All coaches should strive to maintain a good relationship with the faculty, administration, and other coaches. You cannot expect to gain the respect and cooperation you need from others unless you show an interest in and concern about their areas as well.

Coaches must be good teachers and carry out all their responsibilities as members of the staff.

Lettering in a Varsity Sport

Completion of the sports season is required in order for the student to qualify for a varsity letter award. An exception would be an injury, which prevented further participation.

- No award will be presented to an athlete suspended for the remainder of the season, even if it occurs in the last few weeks.
- Each coach handles the ordering of jackets for his team members.

Media Relations

It is each coach's responsibility and duty to see that their team gets the publicity they deserve. We all enjoy seeing our accomplishments in the news and the players are no different.

- After games, call in scores and details in time to make the next day's paper.
- Be cooperative with the radio and television people
- Keep your comments positive.
- Above all, do not discuss team or individual problems with the media.

Morals

It is imperative as a staff that:

- Coaches refrain from the use of profanity.
- Coaches establish unity and loyalty to fellow coaches.
- Coaches present themselves as positive role models.
- Coaches must not allow their personal life to become a problem at school.

Participation and Sharing Athletes

1. No student can participate or practice during an ISS or OSS situation until their suspension has been completed
2. Students must attend school for at least four (4) periods on the day of a contest or they cannot participate.
3. Athletes will be encouraged by all coaches to participate in as many sports as their interests and abilities will allow.
4. No coach shall ever attempt to influence an athlete to give up participation in one sport in order to devote more time or concentration on another sport. This "recruiting" from another sport will not be tolerated.
5. If an athlete wants to drop a sport, direct them to the head coach of that sport, who will discuss the matter with them.
6. In-season sports have priority over all other sports. If the gym is to be used on bad weather days, it is the head coach's responsibility to inform the other staff members of

what he will need. (PREPARATION AND COMMUNICATION ARE THE MOST VALUABLE ASSETS).

7. If two sports have conflicting schedules, the athlete and the head coaches will come to an agreement on the sharing of the athlete's time.
8. If no agreement can be reached, then the athlete will need to declare which sport is his/her priority, then that sport will take precedence.
9. If an athlete quits a sport before the season is over, he/she must be released before they can go to the other sport.
10. Remember that the athletes you keep will want to quit if they are not getting playing time
11. If an athlete is not contributing to your program, especially if they are involved with another program, you need to talk to them ASAP about their playing time to avoid unnecessary conflicts.
12. Hand out practice and game schedules at the start of the season. Ask athletes to tell you of any problems they may have in fulfilling their obligation for any of these practices or games. Athletes that cannot attend after school or post season contests may not need to play in the regular season.

Passes and Coaches Cards

1. The school will pay coaches' memberships into the AHSCA each year for all staff members.
2. If extra passes are needed for family just request them from the Athletic Director.
3. District and home passes are available.

Practice Policy

1. Students should know the approximate length of practices so they can make arrangements for transportation, meals, etc.
2. Water breaks should be given during hot weather and monitored.
3. All practices should be organized to involve a minimum of idle time for the athletes.
4. All practices should involve a proper warm-up.
5. At any detection of lightning, athletes should be moved indoors.

Recruiting by Colleges

In the event a college recruiter should contact an athlete personally, he or she has an obligation to work through his or her coach.

- The coach should be informed of such contact as soon as possible.
- College recruiting and NCAA Clearinghouse information are available in the counselor's office.

Scouting

Each head coach will determine if scouting is needed by an assistant coach.

Student Managers

The head coach of each sport will approve these students. They should:

- Be trained to become a vital member of the team
- Not be ridiculed or abused by the players
- Attend practices and games
- Be supervised just like the players

STAFF RESPONSIBILITIES

Athletic Director Duties

The Director of Athletics shall have the responsibility of general supervision and coordination of the competitive sports programs of both the Jr. and Sr. High schools.

The Athletic Director:

1. shall provide direction, guidance, and leadership in the improvement and effective operation of the overall athletic program;
2. shall support the policies of the school district; and
3. shall promote the fullest development of the ability, talent, character, and personality of each individual.

In this capacity, the director of athletics shall be charged with the following specific responsibilities:

1. Organize and administer in cooperation with the building principals.
2. Execute Board of Education and Administrative policies in the area of assignments.
3. Oversee and approve professional development hours for coaching staff in reference to clinics, rules meetings, etc...
4. Attend State Conference and complete two (2) classes per year for leadership in Athletic Administration as part of professional development.
5. Oversee the maintenance of athletic facilities and playing surfaces for all athletic teams
6. Assist in the evaluation of policies and makes recommendations for change.
7. Works closely with principals and other staff members in developing interest and appreciation for the overall program.
8. Develop and implement Student Athlete Handbook and the Athletic Department Handbook and keep them updated.
9. Assure district compliance to both the Arkansas Athletic Association and Arkansas Department of Education requirements. This includes overseeing the Supplemental Instruction Program.
10. Recommend to the Superintendent the professional personnel required for implementing the programs.
11. Evaluate and counsel annually with all coaches on the competency of their coaching and leadership performance.

12. Advise and recommend the assignment of coaching personnel keeping in mind their teaching requirements to the school.
13. Advise and recommend the replacement of coaching personnel.
14. Conduct the interview process when filling coaching vacancies and report the finalist to the Board of Education for final approval.
15. Attend football, basketball, and spring sport district meetings as the school's voting representatives
16. Attend State Activity District meetings as the school's voting representative.
17. Assist coaches in scheduling and contacting officials.
18. Complete and sign game contracts with opposing schools and officials.
19. Receive purchase orders from coaches and approve them before they go to the Superintendent for final approval.
20. Work with the budget for each team, along with inventory to make decisions of future purchases of needs and wants for each team.
21. Coordinate with the Transportation Director on bus requests for all away games for all athletic teams.
22. Oversee all pre-game and half-time activities at all athletic events and coordinate shared time between visiting and home team's band and cheerleader squads.
23. Assume the role of Tournament Director for invitational tournaments or District tournaments when assigned to our school.
24. Serve as the district liaison for the booster club.
25. Any other duties as assigned by the Superintendent

Head Coaches Duties

1. Supervise and coordinate the work of their assistant coaches
2. Assist the athletic director in developing and directing a comprehensive Program of athletics (both in-season and off-season) in both the Jr. and Sr. High schools
3. Conduct a parents meeting before the season starts to cover AAA rules as well as school and team rules, then have the parent and student sign off on the release form in the front of their student athlete handbook and turn it in. Players shall not be allowed to participate if this form is not submitted
4. Receive approval from the Athletic Director when s/he or any of his/her assistants are to be out of school to attend clinics, meetings, or conferences. A professional meeting request must be filled out
5. Assume responsibility for the general management of the athletic fields and facilities including use, care, and maintenance
6. Make a travel list that includes the names and phone numbers of every one on the bus. The list shall be kept with the coach at all away games along with a copy submitted to the Athletic Director
7. Fill out a transportation request and give to the Athletic Director for approval so he can get it to the Transportation Director at least five (5) working days before

- the contest to secure your bus. A full season schedule can be attached to one request, but this method should be done as soon as possible
8. Complete a seating chart for all bus trips. This chart should be left with the travel list as well being kept with you
 9. Submit an eligibility list for their sport to the Athletic Director at least one week prior to their first contest
 10. Closely monitor athletes' grades and keep them on track for eligibility
 11. Submit a list to the counselor a list of names of athletes to be scheduled to the athletic period. Any additions will require your signature
 12. Attend all league meetings when their sport is an item of discussion
 13. Attend required rules meetings sponsored by the AAA
 14. Assume total responsibility for allowing a player to play or practice when the athlete is alleged to be ill or injured. They shall work closely with physicians and parents to determine whether an athlete participates or not. The coach will abide with all decisions
 15. Meet with the visiting team upon arrival and treat them in a professional friendly manner
 16. Work with the Jr. High coaches to assure the coordination and success of each sport
 17. Assure that each student in their program has a physical and has completed the proper forms for release (handbook) before being allowed to participate
 18. Assist with the running of tournaments, meets, and other athletic events that the athletic department sponsors
 19. Keep accurate records and statistics for their teams and gain the deserved publicity for their team members. Keep an accurate record of attendance that clearly states the difference between excused and unexcused absences
 20. Set the parameters of their absentee policy before their season starts
 21. Give the Athletic Director an updated inventory, a request for needed equipment and supplies, and a list of All-District, Region, or State players along with your list of school award winners within two (2) weeks of the end of your season
 22. Fill out and submit the game reports mandated by the AAA. Any penalty levied for failure to submit the required report will be paid by the coach
 23. Present an organized method that is approved beforehand by the Athletic Director if it is necessary to cut the squad size down
 24. They will be responsible to see that all school equipment and clothing are worn only at time designated by the coach.
 25. Care for injured players. Refer them to the hospital or doctor's office in case of emergency. Parents should always be contacted if possible whenever injuries occur.
 26. Make every effort to call or visit if an athlete is hospitalized. Make sure a school representative stays with the athlete until a family member arrives
 27. Jr. High head coaches should teach the type of offense, defense, and drills using the same terminology that are suggested by the head coach.
 28. Jr. High head coaches should implement an off-season program under the direction of the head coach and Athletic Director.

Assistant Coaches Duties

1. Perform the duties that are assigned by the athletic director and head coach of the sport they coach.
2. Be loyal to the head coach and to the school and the athletic program.
3. Keep the overall philosophy of the school district and the athletic program and strive to meet those goals and follow the policies of the athletic department.
4. Keep the health and welfare of the student athletes in mind.
5. Exercise concern in the care and condition of the athletic equipment
6. Make every effort to increase their knowledge of the sports they coach by attending clinics, meetings, and studying the sports they coach.
7. Strive to be the best classroom teachers they can be and have a good relationship with students, faculty, and staff.
8. Be prompt and courteous at all times and teach the same traits to the athletes.
9. Perform any and all duties that the Athletic Director or head coach might require of them.

Staff / Administrative Relationships

The following guidelines are designed to instill a professional working relationship between coaching staff members and school administration:

1. Assignments for assistant coaches
 - a. The head coach of each sport shall have a coaching assignment for each assistant coach, which explains his or her general responsibilities
 - b. Policies used by the head coach need to be given to the assistants so that they can follow them
 - c. Minor details and other instructions may be covered verbally in staff meetings, along with practice instructions for each day.
2. Altercations
 - a. Head coaches should immediately discuss misunderstandings or infractions of instructions with the assistant.
 - b. This should never take place on the field or court, but in a private conference away from the athletes and the general public.
 - c. When and if it is determined that the assistant is not going to respond favorably to your suggestions or assignments, the head coach should inform the Athletic Director about the unsatisfactory services of the assistant.
 - d. At this time an informal meeting between the coaches involved and the Athletic Director can be scheduled, at which time the problem will be discussed and resolved
 - e. It should be kept in mind that the sooner problems can be dealt with, the more likely a solution can be found.

- f. An assistant coach should follow the same procedure if he or she is dissatisfied with his or her associations with the head coach.

3. Report of unsatisfactory service

- a. If altercations continue to take place, then the head coach can suggest terminating the services of an assistant coach.
- b. This must be submitted to the Athletic Director in writing and include the reasons for the dismissal.
- c. Prior documentation of earlier altercations must be presented at this time also.
- d. Similar procedures will be followed if the Administration and/or Athletic Director are not satisfied with the services of a head coach.

4. Dismissal

All dismissal procedures will follow the Teachers Fair Dismissal Act.

5. Changing of coaching assignments

- a. Any coach that desires to terminate his or her own services in any particular sport may do so by notifying the Athletic Director.
- b. Every effort will be made to fulfill that request as long as it is done in a timely manner and does not disrupt the overall program at that time.

Public Relations

Our athletic programs need the respect of the community before the community will strongly support them. Winning is not the only means of gaining respect, as good public relations involves many different facets.

The most important means of developing a good relationship between an athletic program and the community is by keeping the fans and parents informed of:

1. what will take place
2. what is taking place
3. what has taken place.

It is also important for coaches to strive to develop a good rapport with non-coaching faculty members. Not only do we have an obligation to teach individuals to be committed to their teams, we must promote commitment to other endeavors as well. Suggestions are:

1. Cooperating in their endeavors
2. Attending their performances
3. Making sure that your athletes are giving a strong effort in their classroom
4. Being the best possible teacher in the classroom

Coach, Player, and Parent Conferences

If the need for a conference between Coaches, Players, and Parents should arise, the following procedure should be followed:

1. Immediately following an event is not the time to try to conference and will not occur. Make an appointment the following school day to discuss the situation.
2. Player position or playing time will not be discussed. That is the right of the coach to determine each. The coach will discuss what your child needs to do to improve.
3. Other players will not be discussed.
4. Be courteous at all times. It is acceptable to disagree without being disagreeable.

Most Common Problem Areas

1. Keeping athletes informed

We must inform athletes as to State and District policies of eligibility, attendance, and good citizenship.

2. Promptness to practice

- a. Coaches must be prompt in arriving for practice
- b. Coaches must remain until practice is over supervising athletes until they have vacated the building.
- c. Athletes should not have to wait on a coach; someone should be in a supervisory role.

3. Securing and locking down facilities

- a. It is imperative that all doors be secured and locked any time that no coaches are present.
- b. Check to see that lights and showers are off and alarm is set if you are the last to leave.

4. Precautions to prevent injuries

- a. Make sure that we take all the precautions necessary in order to protect our athletes from unnecessary risk of injuries
- b. Use preventive teaching techniques in contact drills
- c. Supervision of dressing facilities and practice areas. Dressing rooms are particularly susceptible to hazing and bullying.

5. Precautions to prevent theft

- a. Make sure above everything else that the doors to the locker rooms stay locked once they are vacated.
 - b. After this time, no other athlete should be allowed in the dressing room unless he is with a coach.
 - c. Have players collect and put valuables in the coach's office if necessary.
6. Enforcing discipline policies
 - a. Have your policies set before the season starts.
 - b. By doing this and sticking to them you can enforce them fairly and properly.
7. Supervision
 - a. Make sure that athletes are not left alone at any time.
 - b. This cannot be stressed enough because if something happens, you will be held accountable by a court of law, no questions asked
8. Communication with team member
 - a. Make sure you explain to a team member any changes in his or her playing status, along with the reasons for such changes.
 - b. This is especially true if the player has been starting or playing a considerable amount.
 - c. Remember that a player that does not know what or why something is Happening.
9. Reduction in team size
 - a. Each coach has the option to do this
 - b. Make sure that all the guidelines to your decisions are in place and followed before the season ever starts.
10. Enforcing district tobacco policy
 - a. We must all support and enforce the district's policy by discouraging student use of tobacco in any form.
 - b. Remember this is also a state mandate as well.
 - c. Lead by example
11. Sportsmanship by example
 - a. Development of good sportsmanship by the actions of each coach needs to be a top priority.
 - b. The community's perception of you and how their children are being treated is formed by these actions.
 - c. Technical fouls and Unsportsmanlike penalties should rarely be called on a coach, but never on an assistant coach. Excessive technical fouls will result in disciplinary action

12. Keeping Athletic Director informed of potential problems

- a. Lines of communication should always be kept open.
- b. Continually keep the Athletic Director informed of situations that may cause confrontation with players, parents, etc.

CDL License

All coaches are required to hold a Commercial Driver's License.

- Any physical or medical conditions that relate to your driving must be consulted with the Transportation Director.
- You will have first priority to drive your own teams on athletic trips.
- If for any reason your CDL is suspended or revoked, your teaching and coaching positions will be subject to review and may be terminated.

EVALUATION OF COACHES

Process

The athletic director will evaluate all coaches, head and assistants using the District Evaluation Form for coaches.

1. This form can be found in the next section under Forms.
2. This evaluation will be from evidences sighted during both practice and game situations throughout the time frames mentioned below.
3. All evaluations will be followed with a post conference meeting.
4. This evaluation is separate from the evaluation that you will receive as a teacher.

Time Frame

All members of the coaching staff will be evaluated during the year. Fall/Winter sport head coaches will be evaluated each year as follows:

1. First evaluation will come at the end of the football season (November).
2. Focus will be on football coaches for In-Season work and basketball coaches for Pre-Season/ Off-Season work.
3. Second evaluation will come at the end of basketball season (February).
4. Focus will be on basketball coaches for In-Season work and football coaches for Off-Season work.
5. Spring sport evaluations will come at the end of the school year (May).

Assistant coaches will also be evaluated by the head coach of their sports and will be discussed during the head coaches' formal meeting.

FORMS

District

The following forms are to be used in the fulfillment of your duties as a coach. These forms are available in the office:

- Professional Meeting Request
- Use of Facilities Request
- Transportation Request
- Reimbursement Form
- Deposit slips for athletic money
- Travel Lists
- Bus seating charts
- Remediation Notification Form
- Parental Consent, Acknowledgement, and Release Form
- Physical Form used by the Complete Knee Center
- Coaches Evaluation Form

AAA

These forms can be found in your AAA packets that you receive as a head coach. Other needed forms can be downloaded from the AAA website which is ahsaa.org and go to Information

Driver Pay

Coaches who drive to the bus to games are compensated for this duty. The following procedure must be adhered to for compensation to occur:

1. A Pre-Trip Inspection form must be completed and signed.
2. Any request for compensation must be made within two (2) weeks of the end of the season.
3. Exception is Basketball who shall submit twice; once before the Christmas Holiday Break and once at the conclusion of the season.

Cheerleading

Expectations of the Team:

The cheer team will attend clinics/camp during the summer. You must attend camp and practices prior to camp to remain on the team.

The tentative practice schedule will be followed, and calendars will normally be posted in advance. Outside activities and work will need to be planned around this calendar. If possible, please plan vacations around AAA dead weeks.

Cheer takes priority over all other activities. Missing scheduled practices or games due to work/non-related school activities is unexcused. Three unexcused absences can result in dismissal. Attendance will be mandatory for any rescheduled games due to ice/snow days, etc...

Members of the Spirit Teams will be expected to be model citizens at all times, both in and out of uniform, and abide by the practices and procedures of the Cedarville Cheer Teams and Cedarville Schools Handbook.

Disrespect to Cheer Coaches and bad attitudes WILL NOT be tolerated.

You are responsible for following an A.U.P (acceptable use policy) in regards to any and all social media: facebook, text messaging, twitter, retweets, youtube, instagram, etc. Consequences for poor decisions in this area will be administered. Any questions, ask.

You are to promote school spirit and good sportsmanship.

Every team member is to master all cheers, chants, and routines.

Team members must cooperate with coaches, Cedarville staff, teachers, administrators, and fellow students and teammates.

Senior leadership will be in charge of a variety of tasks. Senior Leaders will be those seniors who were on the team the previous year. The seniors of the team are to be respectful of their teammates and coach and show no partiality to team members. All junior varsity and varsity members will mentor younger teams.

Everyone must attend ALL practices, events, camp, and other activities.

They are to follow the team rules, AAA rules, and school rules and understand the consequences of not following these rules.

Inappropriate behavior will not be tolerated.

Academics are the priority over this sport. Zeroes will not be tolerated. Failure to complete work or not turn in work can result in being benched or excused from cheering/dancing at practice/games to complete assignments. These absences will be unexcused. Three (3) unexcused absences can result in dismissal.

Each team member is required to participate in any and all volunteer functions and fundraisers during the season. Everyone is required to participate in community service projects.

The Cedarville Cheer Coaches reserve the right to dismiss members that do not meet expectations.

Time Requirements:

The cheer team requires the longest commitment of time/energy. We begin “working” immediately after tryouts (usually after April 1) and end in February/March after basketball season is over.

We will not practice during dead weeks.

Practices will be 8th hour for high school for 2014-15 school year, during the day over summer, after school, and on specific weekends as needed, especially during competition season. These practices will be scheduled on a calendar.

ALL team members will be expected to attend ALL practices, camp, games, competitions, and other events.

Expenses:

Team members will be expected to pay for camp(s), shoes, bloomers, warm-ups, team bag, socks, bow, and other miscellaneous items.

Uniforms will be issued to cheerleaders. You are responsible for the care and upkeep of your uniforms and will be held responsible for damages.

Fundraisers will be provided to offset expenses. It is the cheerleader’s job to participate in the fundraisers. You can help make your payments this way, but only the ones who participate will receive proceeds from the fundraisers

Demerit System

DEMERITS (number will vary with degree of infraction) – The Cedarville Spirit Coaches will hold all cheerleading participants to the same standard of behavior as all participants in any other program or activity sponsored by the Cedarville School District.

- Uniform—not clean, wrong one: one (1)
- Undergarment showing: one (1)
- Late for game, practice, or other activity (not informing coach in advance): one (1)
- Not participating in class or project: one (1)
- Leaving class, game, practice, or other activity (not informing coach in advance): two (2)
- Unexcused absence from game, class, practice or other activity without permission: five (5)
- Poor sportsmanship : one (1)
- Causing dissention between members of any Cedarville organization or fellow cheerleader: one (1)

- Talking while someone else is speaking or performing: one (1)
- Truancy (anytime): (2)
- Improper practice uniform ex. no shoes, no shorts or pants, etc.: one (1)
- Not dressing out for practice or class: one (1)
- In School Suspension (ISS): one(1) per day assigned
- Jewelry of any kind in uniform at game, practice, or performance: one (1)
- Insubordination (not cooperating): one (1)
- Profanity (any time): one (1)
- Gum chewing at pep rallies, games, or practices: one (1)
- Public display of affection (PDA): one (1)
- Each article of uniform unworn or unkempt: one (1)
- Complaining or making negative comments about cheerleading activities, captain, coach, or team members: one (1)
- Talking/laughing during stunt performances: one (1)
- Not participating in fundraising events: two (2)
- Talking on cell phone during game or practice without permission: two (2)
- Posting to inappropriate social media: three (3)
- Out of School Suspension (OSS): subject to immediate dismissal

DISMISSAL

Cheerleaders can be dismissed:

1. for repeated violations of cheerleading procedures
2. any behavior deemed inappropriate by sponsor and/or administrator
3. possession or use of tobacco products, alcohol or drugs
4. Cheerleaders will be dismissed after acquiring ten (10) demerits

MERITS

Merits are given for conduct above and beyond the expectations of a cheerleader. Demerits earned under the Attendance, Tardies, and Performance Behavior can be canceled out by acquiring **five (5) merits for every one (1) demerit. Merits cannot cancel demerits earned for Misconduct.**

Merits can be earned for:

1. Honor roll or above each nine weeks: three (3)
2. Perfect attendance at school (all day, each class) for each nine weeks: three (3)
3. Perfect attendance at all practices and performances each nine weeks: two (2)
4. Special assignments, performances, and volunteering, etc. : one (1) to five (5)

Disclaimer

This handbook is not designed to be totally comprehensive in nature. Other issues not covered may occur and will need to be addressed. The administration of Cedarville Schools is committed to ensuring that the athlete has the best possible experience while participating in athletics.

Thank you for allowing your child to participate.

Parental Consent, Acknowledgement, and Release Form

This page must be returned to the coach before participation is allowed.

1. I hereby give consent for my son/daughter to participate in interschool sports and competition.
2. I understand that participation is a privilege and that participation may require practice outside of the school day.
3. I understand that my son/daughter is responsible for the return of all athletic equipment issued by the school and that I am financially responsible for any lost or damage equipment beyond the scope of normal usage.
4. I understand that participation may necessitate an early dismissal from class and travel with the coach and/or representatives.
5. I understand that a current physical examination, within the last 12 months, must be on file prior to participation.
6. I consent to the disclosure by my son/daughter's school to the Arkansas Activities Association of all requested scholastic and attendance records as required.
7. I consent for my son/daughter's photo to be used in the school posters or be given to the media for coverage of their team's performance.
8. I know and acknowledge that my son/daughter knows all the risks involved in athletic participation, understands that serious injury and even death is possible in such participation and chooses to accept any and all responsibility for his/her safety and welfare while participating in athletics. With full understanding of the risks involved, I release and hold harmless my school, the schools involved the Cedarville School District, and the Arkansas Activities Association of any and all responsibility and liability for any injury or claim resulting from such athletic participation because of any accident or mishap involving the athletic participation of my son/daughter.
9. I hereby give consent, in case an injury occurs, for the coach to secure treatment at the best facilities available to them. The Cedarville School District and/or other individual schools will not be responsible for payment of any bills resulting from athletic injuries.

We have read the Student Athlete Handbook and the Parent Consent, Acknowledgement, and Release Form. We understand and accept the statements herein.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Home Phone Number: _____

Emergency Phone Number: _____