

# Myrtle Point Jr/Sr High School

## Bobcats

### COACHES HANDBOOK



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OFFICE HOURS - Monday thru Friday 7:30 to 4:30

**Principal – Kayli Fandel**  
**Athletic Director – Jennifer Sproul**

**COMMITMENT IS EVERYTHING!**

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<b>Year Long</b>	<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Band	Volleyball	Wrestling	Track and Field
Choir	Cross Country	Basketball	Softball
	Football	Cheerleading	Baseball
	Soccer		
	Cheerleading		

# Coaches' Handbook 2016-2017

## I. INTRODUCTION

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As a coach in the Myrtle Point School District you are going to have a profound effect upon the students, the school, and the community. This manual has been prepared for you to delineate and clarify your coaching duties.

Myrtle Point Jr/Sr High School coaches are expected to devote time, energy, and effort necessary to produce an athletic program that will enhance the education of those student-athletes who participate. You can expect all possible assistance from the Athletic Director and the Administration to help you produce dedicated, competitive teams.

Because individual coaches differ in personality and coaching technique, this manual makes no attempt to tell you specifically how to coach your team. There are, however, certain standards, policies, and regulations that must be observed for the continuity within the Athletic Department.

### **Philosophy of Myrtle Point School District Athletics in Conjunction with the Oregon School Activities Association.**

Sports activities can offer students new challenges, improved skills, create a sense of accomplishment, and a great deal of fun. Student-athletes who take part in sports are better for it. They learn to take the risk of accepting new challenges while they test limits of their abilities. Participants learn to take pride in honest effort and achievement, regardless of victory or defeat. They learn the importance of teamwork in accomplishing goals. Sports can help student-athletes develop and mature emotionally, socially, as well as gain an enthusiasm for an active lifestyle. Any student wishing to participate in the Myrtle Point High School Athletic Program will be placed on a team according to their abilities.

## II. ETHICS

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In order to be an exemplary role-model for youth, you as a member of the Myrtle Point Jr/Sr High School Athletic Department should follow OAR 584-020 Teaching Standards and Practices Commission, and you should:

1. Be loyal to your superiors and support the policies set forth by the administration.
2. Teach and practice good sportsmanship.
3. Respect and support officials at all times.
4. Dress in a manner appropriate to the education profession.
5. Conduct yourself in a manner that warrants the respect and confidence of peers, students, and patrons.
6. Never publicly criticize other coaches, parents, student-athletes, officials, or administration.
7. Exercise self-control around players, officials, and spectators.
8. Avoid profanity around student-athletes.

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9. Refrain from smoking or chewing tobacco at school functions.
10. Continually seek educational and cultural advancement.

### III. PRE-SEASON EXPECTATIONS

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1. Contact the Athletic Director or immediate supervisor to whom you will be responsible, in order to ascertain what will be expected of you.
2. Familiarize yourself with the coaches' manual, The Myrtle Point High School athletic policies, OSAA guidelines, and Sunset Conference SOPs or Far West SOPs.
3. All seasons are to start as designated by the OSAA calendar. OSAA guidelines (54.C) state that you cannot encourage team members to attend out-of-season practices or camps during the Association year.
4. Be aware of the rules and any recent changes in the sport you will be coaching.
5. Provide the Athletic Director, student-athletes, and parent an outline of the upcoming season with regards to, important dates, expectations, and guidelines for the upcoming season. For fall coaches, this must be accomplished the school year prior to the students leaving for summer vacation. All other coaches must prepare their meeting a month prior to the start of the season.

### IV. OFF-SEASON EXPECTATIONS

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1. Coaches must encourage their student athletes to participate in other sports. A coach may not deter their athletes from multiple sport participation. The coach must respect the student-athletes decision and must not interfere with the student-athlete's current season.
2. Coaches are encouraged to take part in an off-season training for students that are not participating in another sport. Coaches must follow the OSAA guidelines for this participation and guidance from the Athletic Director.
3. Coaches are encouraged to take their teams to off-season camps to prepare them for the upcoming season.
4. Summer conditioning or weight programs may begin as soon as all Spring Sport Tournaments have been concluded and may run up Moratorium Week. Mandatory participation in the summer program is not required for athletic participation for the following school year. However, coaches may identify that attendance and apply it, but not limit it to playing time during the season.

### V. COMMUNICATION

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Professional communication with fellow coaches, teachers, school administrators, parents, and student athletes is an essential element of coaching. Such communication includes but is not limited to the following:

1. Team rosters should be turned in to the Athletic Director as soon as possible. The list will be used by the Athletic Director to assist you in checking eligibility, medical forms, and activity cards.
2. If players must be excused from class early in order to travel to away games, provide a list of such players to the office the day before the competition.

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3. Any changes to the practice schedule must be communicated to the players, parents, and Athletic director in a timely manner.
4. A copy of each team's rules should be on file with the Athletic Director.
5. All communication between coach and athlete will include the parent or be a group message. This includes all social media and phone communication.
6. Communication between the coach and a parent will not occur on the evening of an event.

## VI. SCHEDULING

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1. The Athletic Director and Head Coach will prepare the Official Game Schedule during the preceding school year.
2. Confirmation of the game schedule will be issued by the Athletic Director prior to the beginning of the season.
3. The Official Game Schedule will be located in the Athletic Director's office. Any changes in the schedule must be made through that office.

## VII. TRAVEL

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1. There needs to be a paid coach on the bus with students.
2. The coach should not have family members on the bus unless approved by the athletic director.

## VIII. UNIFORMS AND EQUIPMENT

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1. Each coach is responsible for ordering (by requisition only) both uniforms and equipment, for maintaining an accurate equipment inventory, and for equipment storage.
2. An equipment inventory list must be on file in the Athletic Director's office after each season.
3. After games and practices, the coach and/or team manager should examine equipment for damages.
4. Equipment may only be used for a sport sponsored by Myrtle Point High School or Myrtle Point School District. Equipment may be lent out to an agency, team, or individual only through the principal's office.
5. When ordering uniforms or equipment, buy the best affordable quality. Do not put an athlete on the field that is not properly equipped for that sport.
6. Remember the appearance of Myrtle Point High School Athletes both on and off the field reflects upon both the school and the community they represent. Lettering and pictures on any team practice or "spirit" shirts or other attire must be in good taste.
7. Student-Athletes are not allowed to enter equipment storage areas or weight rooms without being accompanied by their coach or Athletic Director.

## IX. PRACTICE SESSIONS AND GUIDELINES

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1. Volunteer coaches are not allowed at practice until it has been cleared by the District Office and the Administrative Secretary.

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2. Confer with the Athletic Director/Athletic Secretary regarding the time and place of the first day of practice and the distribution of needed equipment.
3. Be on time for all practices and insist that your assistant coaches and student-athletes are also on time.
4. Have a definite, outlined plan for each practice that is time efficient and appropriate for that day's practice.
5. Create a safe environment free of horseplay before, during, and after practice.
6. Your children should not be at practice.
7. After each practice assess your team's health.
8. Make sure all equipment is put away, and the gym, field, and locker rooms are left in good repair.
9. Practices held on weekends or holidays must be cleared through the Athletic Director.
10. When Saturday or holiday practices are held, the coach must secure the building before departure.
11. The coach must remain on the school campus until all student-athletes have departed or left campus.
12. Student must be in attendance at school for at least four class periods and Advisory, or it must be a prearranged absence in order to participate in after school athletic practices. A student may not participate in practices or games the same day as an unexcused absence or suspension.
13. Guidelines for attendance at practice will be determined by each individual coach and discussed with the Athletic Director prior to competition. Please remember that each situation is different and discretion may be used by both the coach and athletic director when making decisions.

## X. CERTIFICATIONS

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Coaches

Go to [www.osaa.org/coaches](http://www.osaa.org/coaches)

Who Needs the Test	Test Name	Renewal
ALL Coaches	Safe School	Annually
ALL Coaches	NFHS Fundamental of Coaching	One time
ALL Coaches	Concussion	Annually
ALL Coaches	Heat Acclimation & Heat Illness Prevention	Every Four Years
ALL Coaches	Steroids and Performance Enhancing Substances	Every Four Years
ALL Coaches	First Aid and CPR	Every Two Years
Football	Heads Up Football	Annually
Football	Cardiac Arrest	Annually
Football	Blocking, Tackling, and Equipment Fitting	Annually
Cheerleading	Spirit Safety Clinic	Prior to first day of Practice

Students

Physical – Every Two Years

Pay to Play – Every Season

Blue Card – Must have before they can participate each season

## XI. ATHLETIC EVENTS

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Athletic events are the culmination of hours of rigorous practice. This is your chance to showcase your team and the student-athletes that proudly represent the school and community of Myrtle Point. Being prepared and organized are crucial

1. Student must be in attendance at school for a full day, or it must be a prearranged absence. Students will receive three free excused absences per season for emergencies. A student may not participate in practices or games the same day as an unexcused absence or suspension.
2. Be sure you are clearly informed about the time and place of the contest as well as any preparations necessary for your game or activity.
3. Personally welcome visiting coaches and officials and arrange to take care of their minor needs.
4. See that your entire team is adequately and neatly uniformed and that the uniforms are worn correctly.
5. During the contest, see that Myrtle Point School District athletes not playing in the contest are in the bench area and away from the field. Show that Myrtle Point athletes are well-disciplined at all times.
6. In general, Myrtle Point Jr/Sr High School accepts all decisions of an official as final. Never allow your assistant coaches or student-athletes to direct any negative comments or actions towards game officials.
7. Students need to be signed out on the roster given to you by the Athletic Secretary. Students can only ride home with a parent/guardian. Any exceptions to this must be cleared by an administrator at least one day before the event.

## XII. ATHLETIC INJURY PROCEDURES

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1. In case of minor emergencies, take first aid precautions.
2. If the injury is not an emergency but will require medical care, notify the parents immediately.
3. No student-athlete with an incapacitating injury should be allowed to go home unless there is an adult family member on hand to receive him or her.
4. When you suspect a serious injury has occurred, implement the following procedure:
  - a. Call for professional assistance at once.
  - b. NEVER move a person with a severe injury UNLESS you must do so in order to restore breathing.
  - c. Use any reasonable methods to control bleeding, but do not apply a tourniquet unless absolutely necessary. Applying direct pressure to a wound can control most bleeding.
  - d. When dealing with bleeding problems, follow the safety guidelines set forth by the OSAA.
  - e. Keep the athlete warm and comfortable till help arrives.
5. Parents should be called at once if an athlete is taken to the hospital.
6. A coach or responsible member of the athletic department should always accompany an athlete to the hospital. The person should remain in attendance until the parents and doctor arrives.
7. Information concerning the family physician should be kept on file with the coach.
8. When an injury occurs, the proper school accident report should be filled out as soon as possible and turned in to the principal's office.
9. BEFORE PARTICIPATING IN ANY PRACTICE OR GAMES, THE INJURED PLAYER NEEDS A MEDICAL RELEASE FORM, WHICH MUST BE VERIFIED BY BOTH THE COACH AND THE ATHLETIC DIRECTOR before returning to play.

### XIII. HEALTH AND SAFETY

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For all health and safety please visit [www.osaa.org/health-safety](http://www.osaa.org/health-safety) for trainings and supporting documents.

Concussions: \*\*\* WHEN IN DOUBT, SIT THEM OUT! \*\*\* Refer to the Heads Up Concussion Guide (attached). If a student athlete has a concussion for any reason, even a car accident, the “Concussion – Return to Participation Medical Release” must be completed and be on file with the athletic office.

### XIV. ACADEMICS

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To be academically eligible for athletics, a student must be enrolled full-time in his/her school, on target to graduate based on OSAA graduation requirements, and have received passing grades and earned credits in all but one course during the previous trimester.

#### **Interscholastic Athletics and Extracurricular Programs – Board Policy IGDJ-AR**

It is the intent of the Board that all student participation in interscholastic athletics and other extracurricular programs will be governed by rules set forth in this Administrative Rule, individual group charters, and in the Athletic Handbook. Rules and regulations contained in the above-mentioned charters hand handbook will not exceed those set forth in Policy IGDJ and this accompanying Administrative Rule.

1. Students shall have written parental consent in District Athletic and extracurricular programs.
2. Students shall abide by school rules and regulations to be eligible to participate in District athletic and extra curricular programs.
3. All transportation to and from activities shall be in District-provided or District-approved transportation. Students may be released directly to a parent or legal guardian if permission is granted by the coach or director, or in an emergency situation by an administrator.
4. Academic Eligibility

Step 0: Starting the third week of the academic calendar all students involved in extracurricular activities will turn in grade checks every two weeks to the Athletic Director showing that he/she is failing no more than one class. Students are ineligible to participate in practice or events/games until the grade check is turned in.

- a. Parents of students who are failing two or more classes will be notified.

Step 1: Students who receive at least two failing grades in any class at a mid-trimester progress report will be placed on academic probation, making him/her ineligible.\*

- a. The academic probation/ineligibility will be lifted once the student presents an academic progress report to the Athletic Director showing he/she is passing all but one of his/her classes.

Step 2: Use the table below to determine eligibility for students who have failing grades at the trimester report card. \*



Number of Failing Classes	Eligibility/Ineligibility	Eligible again with only one failing class
1	Eligible	Immediately
2	Ineligible	Mid-Trimester Progress Report
3	Ineligible	Trimester Report Card

5. Academic Progress Reports:

- a. Academic Progress Report/Student Grade Check forms are available from the Athletic Director and/or the office.
- b. The responsibility of obtaining the progress report and presenting it to the Athletic Director is solely that of the student.

6. Students who do not meet the eligibility standard at the end of spring trimester will be placed on Step 2 (ineligible until the next official grading period) at the start of the fall trimester of the ensuing school year.

\*A student who is ineligible may still practice with the team, but they cannot travel or dress down for events/games.

7. **HARDSHIPS:** Students who are ineligible due to academics in the above policy may apply for a hardship through MPHS by submitting three letters explaining why they deserve a hardship. The letters should be written by the student and either a parent/guardian and/or a teacher. The hardship will be determined by the administrative team.

## XV. FINANCIAL RESPONSIBILITIES

**Purchases** – Do NOT place an order without following these procedures, or you may be personally liable for the purchase.

1. Obtain a quote or print off a cart from online
2. Fill out a requisition with the Tami Brown
3. The requisition then needs to be approved by the Athletic Director.
4. A Purchase Order (PO) number is created
5. The order will be placed by the person designated on the requisition, but only after a PO is created.
6. Your account must have all the funds available in order for the purchase to be made.

Note: This process can be fast tracked if necessary.

### Receiving Purchases

1. All invoices must be turned into Tami Brown
2. The invoice is sign by the Athletic Director
3. Payment is made

### Fundraising

1. Fill out a Fund Raising Request Form
2. Get a cash box from Tami Brown the day of the event
3. All fundraised monies must have more than one signature on the amount being deposited.

### Deposits

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1. Bring any deposits to Tami Brown on the first business day following after receiving the money.
2. You will receive a receipt for the amount deposited.

If you have any questions, use the following chain of command:

- |                      |               |              |                                    |
|----------------------|---------------|--------------|------------------------------------|
| 1. Fiscal Secretary  | Tami Brown    | 541-572-1274 | tbrown@mpsd.k12.or.us              |
| 2. Athletic Director | Kayli Fandel  | 541-572-1270 | kfandel@mpsd.k12.or.us             |
| 3. Business Office   | Dayle Baker   | 541-572-1223 | dbaker@mpsd.k12.or.us              |
| 4. Business Manager  | Claire Cotton | 541-440-4760 | claire.cotton@douglasesd.k12.or.us |

Club money should never be put in a personal account or held for any period of time.

## XVI. EJECTION POLICY

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If a coach is ejected from a competition/game, then the ejected coach must leave the contest immediately and shall remain out of "sight and sound" of the team for the duration of the contest and any other school contests that day. The coach is responsible for any fines.

The first fine for a specific sport is \$50. The second ejection in the same sport is \$100 fine. Each ejection thereafter in that specific sport is increased by \$50 increments. (1<sup>st</sup> - \$50, 2<sup>nd</sup> - \$100, 3<sup>rd</sup> - \$150, 4<sup>th</sup> - \$200... without limitation). A fine of ejection in the last contest of the season shall be increased by \$100 over the standard fine. OSAA policy charges each school/sport these fines, please see [www.osaa.org](http://www.osaa.org) Handbook/Ejection Policies.

## XVII. SUBSTANCE ABUSE AND TOBACCO POLICY

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It is the policy of Myrtle Point Jr/Sr High School to prevent and prohibit the possession, use, sale, distribution, and/or intent to distribute any illegal or controlled mood-altering chemical, medication (except medications distributed to individual athletes through the office with parent and physician permission), look-alike drug, abused chemical, inhalant, or tobacco, by any student.

Consequently, should any student, member of the school's staff or coach, witness or have evidence that a student is in possession of, using, or under the influence of any of the previously mentioned substances, the proper civil authorities will be notified. Also, that student will be dealt with according to the appropriate school's suspension and expulsion policy. Please note that rumor, hearsay and allegations will be investigated by the administration, Athletic Director and coaches of the sport in season. The proper authorities will be advised when deemed necessary.

### Activity, Drug, and Alcohol Policy

- Drug policy: As outlined in School Board Policy JFCIA
- Mandatory drug testing may be required of all students in grades 9-12 participating in extracurricular activities.

Students may be tested prior to participation in extracurricular activities. Random testing will be conducted periodically thereafter by a method determined by the district to assure the integrity, confidentiality, and random nature selection process.

Myrtle Point Jr./Sr. High School prohibits the use of and/or participation in activities that involve possession, use, sale, or distribution of alcohol, any unlawful drug, drug paraphernalia, or any substance identified as a drug, including the misuse of non-prescription drugs, or misuse of a drug prescribed by a licensed medical practitioner. If a student is participating in an extracurricular activity, and that student is found to have violated this policy outside of school or outside a school activity the following steps will be taken:

**Step One: First Violation**

The athlete shall be suspended from game participation and all extracurricular activities for 21 consecutive days. The suspension will commence on the day of the disciplinary action by the school and continue for 21 consecutive calendar days. The student will also be required to do 10 hours of community service, which must be completed at the end of the suspension (end of the 21 days). The athlete must miss a minimum of three games or contests. During the suspension the student will not participate in any activities, practices, meetings, and/or school sponsored events (which also include dances and non-academic field trips).

**Step Two: Second Violation**

As stated above, but the suspension will be for the remainder of the season and the next sport season.

**Step Three: Third Violation**

The student will be suspended from all athletic participation for the remainder of the academic year, or a full three-sport season (whichever is the longest).

**Tobacco Policy**

The use of Tobacco in any form will result in a two-week suspension from all activities for the first offense. (Note: An athlete will miss at least one game or contest during this first suspension). The second offense will result in the dismissal of that individual from the team sport they are currently participating in. Police notification will be an option of the building administration in any of the above violations.

## **XVIII. ATTENDANCE ELIGIBILITY FOR PRACTICES AND GAMES**

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The following rule and regulation regarding eligibility for practices and games have been established by the **Myrtle Point Jr/Sr High School Athletic Department**.

1. Students will attend school all day to be eligible for games. Only in extreme cases will a student be granted eligibility if classes are missed. Extreme cases will be determined by the school administration.
2. Guidelines for attendance at practice will be determined by each individual coach and discussed with the Athletic Director prior to competition. Please remember that each situation is different and discretion may be used by both the coach and athletic director when making decisions.

The coaches and/or school supervisor will enforce the above rule. Students that choose not to follow the above rules and directions of coaches or school authorities will be sent suspended indefinitely until a review occurs.

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## **XIX. UNIFORM ROTATION AND PROCEDURES**

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Uniforms will be on the rotation to be purchased by the district. Old high school uniforms will be transitioned to junior high athletics with the exception of football upon the purchase of new uniforms. The rotation below will be used:

- |                     |                      |                  |
|---------------------|----------------------|------------------|
| 1. Track and Field  | 5. X-Country         | 9. Football away |
| 2. Girls Basketball | 6. Volleyball        | 10. Softball     |
| 3. Boys Basketball  | 7. Football Home     | 11. Baseball     |
| 4. Wrestling        | 8. Jr. High Football |                  |

Two teams a year will be able to purchase new uniforms. It will look as follows:

2017-2018	Track and Field	Girls Basketball
2018-2019	Boys Basketball	Wrestling
2019-2020	X-Country	Volleyball
2020-2021	Football Home	Jr. High Football
2021-2022	Football Away	Softball
2022-2023	Baseball	Track and Field.....

## **XX. COACHES EVALUATION**

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Coaches will be evaluated at the end of each season by the athletic director and/or principal. The evaluation tool that will be used is below.

Myrtle Point High School  
HEAD COACH Post Season Feedback

Coach: \_\_\_\_\_ Sport: \_\_\_\_\_ Date: \_\_\_\_\_

4 – Mastery 3 – Proficient 2 – Developing 1 – Beginning

ADMINISTRATIVE RESPONSIBILITIES:

- \_\_\_\_\_ Cooperates with athletic office regarding preseason paperwork (rosters, athlete eligibility, and blue cards) prior to the first practice.
- \_\_\_\_\_ Submits game rosters and inventory list to athletic office one week prior to first event.
- \_\_\_\_\_ Communicates with assistant coaches in regards to roles, duties, and expectations
- \_\_\_\_\_ Cooperates with requests for information from the athletic office on time.
- \_\_\_\_\_ Abides by all relevant School Board policies and administrative guidelines.
- \_\_\_\_\_ Recommends scheduling requests to the Athletic Director.
- \_\_\_\_\_ Follows proper budget and purchase order procedures.
- \_\_\_\_\_ Maintains and updates team scores (and pitch counts) on OSAA by 10:00PM the day of a home event.
- \_\_\_\_\_ Supervises practice area and locker room when athletes are present.
- \_\_\_\_\_ Demonstrates care of school facilities and equipment.
- \_\_\_\_\_ Prepares a detailed inventory of team equipment and updates it after each season
- \_\_\_\_\_ Submits jersey inventory & list of awards winners at least one week prior to team banquet.
- \_\_\_\_\_ Supervises travel to and from events and manages athletes' travel.
- \_\_\_\_\_ Completes OSAA courses and has reviewed and signed Coaches Handbook prior to the first practice.

RELATIONSHIPS:

- \_\_\_\_\_ Demonstrates enthusiasm for working with athletes.
- \_\_\_\_\_ Communicates effectively with athletes and parents.
- \_\_\_\_\_ Establishes and maintains good rapport with faculty, administration, and coaching staff.
- \_\_\_\_\_ Promotes all school activities and encourages students to participate in a variety of activities.
- \_\_\_\_\_ Maintains cooperative relations with the media regarding team information, statistics, and interviews.
- \_\_\_\_\_ Keeps commitments and is punctual.
- \_\_\_\_\_ Shows an interest in the athletes' academic experiences.
- \_\_\_\_\_ Supports team as well as individual accomplishments.
- \_\_\_\_\_ Works with coaches at all levels to develop athletes.

COACHING PERFORMANCE:

- \_\_\_\_\_ Conducts self in a professional and sportsmanlike manner at all times.
- \_\_\_\_\_ Teaches the fundamental philosophy, skills, and knowledge essential to the sport.
- \_\_\_\_\_ Develops a well-organized practice schedule with specific objectives for each practice.
- \_\_\_\_\_ Praises athletes for positive performances.
- \_\_\_\_\_ Offers constructive criticism for poor performances.
- \_\_\_\_\_ Maintains effective individual and team discipline at practice and in games.
- \_\_\_\_\_ Provides opportunities for all members of the team to participate, depending upon their ability and effort, while maintaining a competitive squad.
- \_\_\_\_\_ Team's performance reflects enthusiasm, motivation, proper fundamentals, and sportsmanship.

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Athletic Director's Comments:

Head Coach's Comments:

\_\_\_\_\_  
Head Coach's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athletic Director's Signature

\_\_\_\_\_  
Date

The coach's signature indicates he/she has read this evaluation. The coach has twenty days to respond to any portion of this evaluation to which he/she does not agree.

Myrtle Point High School  
HEAD COACH SELF-EVALUATION FORM

Coach: \_\_\_\_\_ Sport: \_\_\_\_\_ Date: \_\_\_\_\_

Assess the team's performance this season.

Assess your performance as a head coach this season.

What are your goals for the team next season?

What are your personal goals as a head coach next season?

What is a wish list for your program prior to next season? (Equipment, events, ect)

What suggestions or recommendations do you have for the Activities Department that could help you achieve your team and personal goals?

\_\_\_\_\_  
Head Coach's Signature

\_\_\_\_\_  
Date

# HEADS+UP CONCUSSION IN HIGH SCHOOL SPORTS

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
CENTERS FOR DISEASE CONTROL AND PREVENTION



## SIGNS AND SYMPTOMS

Athletes who experience *one or more* of the signs and symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.

Signs Observed by Coaching Staff	Symptoms Reported by Athlete
Appears dazed or stunned	Headache or "pressure" in head
Is confused about assignment or position	Nausea or vomiting
Forgets an instruction	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or blurry vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to noise
Loses consciousness ( <i>even briefly</i> )	Feeling sluggish, hazy, foggy, or groggy
Shows mood, behavior, or personality changes	Concentration or memory problems
Can't recall events <i>prior</i> to hit or fall	Confusion
Can't recall events <i>after</i> hit or fall	Just not "feeling right" or is "feeling down"

**It's better to miss one game than the whole season.**

For more information and to order additional materials *free-of-charge*, visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).

June 2010

## ACTION PLAN

If you suspect that an athlete has a concussion, you should take the following four steps:

1. Remove the athlete from play.
2. Ensure that the athlete is evaluated by a health care professional experienced in evaluating for concussion. Do not try to judge the seriousness of the injury yourself.
3. Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion.
4. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says the athlete is symptom-free and it's OK to return to play.

## IMPORTANT PHONE NUMBERS

### Emergency Medical Services

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

### Health Care Professional

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

### School Staff Available During Practice

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

### School Staff Available During Games

Name: \_\_\_\_\_

Phone: \_\_\_\_\_





## The Coaches Code of Ethics

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she were the coaches' own, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the NFCA Board of Directors.

**The coach** shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

**The coach** shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

**The coach** shall take an active role in the prevention of drug, alcohol and tobacco abuse.

**The coach** shall avoid the use of alcohol and tobacco products when in contact with players.

**The coach** shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

**The coach** shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

**The coach** shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

**The coach** shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.

**Before and after contests**, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.

**A coach** shall not exert pressure on faculty members to give student-athletes special consideration.

**A coach** shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

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2017-2018

Coach \_\_\_\_\_ Date: \_\_\_\_\_

By signing below, I acknowledge that I have read the Myrtle Point Coaches Handbook and will follow the guidelines set forth by it, OSAA, and the Myrtle Point School District.

\_\_\_\_\_

Print

\_\_\_\_\_

Signature

\_\_\_\_\_

Date