



ST. LANDRY PARISH SCHOOL BOARD

COACHES HANDBOOK

ST. LANDRY PARISH SCHOOL BOARD

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Supervisor of Athletics
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VISION:

St. Landry Parish School District will promote excellence in education for all citizens.

MISSION STATEMENT:

The mission of the St. Landry Parish School Board is to ensure high quality instruction while working collaboratively with families and communities to maximize every student's potential.

CORE VALUES

Children First

Educate the Whole Child

Honesty

Integrity

Equity

Character

Community and Family Involvement

Safety

Accountability

No Political Agendas

Excellence

TABLE OF CONTENTS

Subject	Page
St. Landry Parish Board Members.....	i
Code of Ethics for Coaches.....	ii
Table of Contents.....	iii
Sportsmanship.....	A & A1
St. Landry Parish High Schools.....	B
St. Landry Parish Tournaments & Track Meets	B-1
St. Landry Parish Jr. High/Elementary Schools.....	B-2 & B-3
Rules & Regulations for Jr. High Participation	B-4, B-5 & B-6
St. Landry Parish Coaches Allotments.....	C
Non-Faculty Coaches	C1
St. Landry Parish Coaches' Pay Schedule.....	D & D-1
Job Description of an Athletic Director.....	E & E-1
Duties Pertaining to Athletic Events.....	F
Atheltic Director's Record Keeping.....	G
LHSAA Compliance Rules Checklist.....	G-1
Job Description of a Head Coach.....	H & H-1
Job Description of an Assistant Coach.....	I & I-1
Coaching Responsibilities.....	J, J-1 & J-2
Coaches Letter of Appointment.....	K
Staff Organization.....	L
St. Landry Parish Athletic Compliance Form.....	L-1 & L-2
Parental Release Forms.....	M, M-1 & M-2
Requirements for Coaches to Drive Athletic Buses	N
St. Landry Parish Athletic Drug Testing Policy	O & O-1
St. Landry Parish Alcohol & Tobacco Policy	P, P-1 & P-2
Coaches Evaluation	Q

SPORTSMANSHIP

Sportsmanship can never be over emphasized. As defined by the Louisiana High School Athletic Association, the responsibility of the principal is as follows: "The administrator must establish the importance of the fundamentals of good sportsmanship in the minds of the entire school family and all those who associate with any of the schools' activities. The quality of sportsmanship displayed at athletic contests reflects the leadership provided by the principal."

The principal and the athletic director should meet periodically with his/her coaching staff to develop education strategies designed to improve the attitudinal postures of all constituencies as they pertain to sportsmanship.

With this in mind, the following points should be stressed:

1. Coaches are teachers first. Such things as cursing referees, students, or each other, or the use of racial or ethnic slurs will not be tolerated.
2. When talking to the press, do not use referees as an excuse for losses. Referees are human and will make mistakes. DO NOT criticize referees to the Press, to your players, or to your fans.
3. The throwing of objects or the placing of objects on the playing field or basketball court is inexcusable.
4. Coaches in St. Landry Parish will not be hired or fired on win/loss records but on personal integrity and the ability to develop a willingness to excel on the part of their players.
5. All schools must turn in a St. Landry Parish Athletic Compliance Form before the beginning of each sport season.
6. Students learn from the behavior of coaches, whatever that behavior is.

Poor sportsmanship is not a legacy that we want to leave the students of St. Landry Parish. In order to assure that we develop a reputation for sportsmanship, strategies designed to improve the attitudes of coaches, faculty, players, members of the student body, and fans as they pertain to sportsmanship must be implemented and maintained.

The people who are appointed as coaches should be of the highest quality to exemplify to the participants the desired type of individual to be developed from the athletic program.

Measurement of the success of the leadership should not be in terms of the tangible evidence of the victory and defeat record, but in the intangible personality development factors that are an outgrowth of the major objectives of the athletic program.

The athletic program should always be in conformity with the general objectives of the school, and the athletic administration should be in line with the general policies of the institution. At no time, should the program place the total education curriculum secondary in emphasis; the program should function as a part of the whole curriculum and should constantly strive for the development of a well-rounded individual, capable of taking his place in modern society.

It is the duty of all concerned with school athletics:

- (1) To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
- (2) To eliminate all possibilities that tends to destroy the best values of the game.
- (3) To stress the values derived from playing the game fairly.
- (4) To show cordial courtesy to visiting teams and officials.
- (5) To establish a happy relationship between visitors and hosts.
- (6) To respect the integrity and judgment of sports officials.
- (7) To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
- (8) To encourage leadership, use of initiative, and good judgment by the players on the team.
- (9) To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
- (10) To remember that an athletic contest is only a game--not a matter of life or death for player, coach, school, official, fan, community, state or nation.

ST. LANDRY PARISH HIGH SCHOOLS

<u>School & Address:</u>	<u>Class:</u>	<u>Grade:</u>	<u>Main Office Phone & Fax:</u>	<u>Athletic Dept. Phone #:</u>	<u>Mascot:</u>
Beau Chene High 7076 Hwy. 93 Arnaudville, LA 70512	AAAA	9 - 12	662-5815 662-3688 (F)	662-5589 or 662-5467	Gators
Eunice High 301 South Bobcat Eunice, LA 70535	AAAA	9 - 12	457-3011 457-3720 (F)	457-5501	Bobcats
North Central High P. O. Box 10 Lebeau, LA 71345	A	6 - 12	623-4239 623-5360 (F)	623-4966	Hurricanes
Northwest High School 3746 Hwy. 104 Opelousas, LA 70571	AAA	9 - 12	543-2001 543-8796 (F)	543-7365	Raiders
Opelousas High School P. O. Box 1269 Opelousas, LA 70571	AAAA	9 - 12	942-5634 942-6219 (F)	942-4910 or 948-3967	Tigers
Port Barre High School P. O. Box 69 Port Barre, LA 70577	AA	5 - 12	585-7256 585-2290 (F)	585-2339 or 585-7292	Red Devils

ST. LANDRY PARISH TOURNAMENTS & TRACK MEETS

St. Landry Parish Public Schools are to participate in all Parish Championships. All parish non-public schools belonging to the Louisiana High School Athletic Association (LHSAA) are invited to participate also. The only stipulation is that schools cannot choose sports in which their school is strong. Non-public schools wishing to participate in all Parish Championships are encouraged to do so. All St. Landry Parish schools belonging to the LHSAA are invited to all meetings pertaining to Parish tournaments and track meets. The St. Landry Parish schools who do attend these meetings will have one (1) vote in any decision to be made concerning the tournaments and meets.

Football Jamboree, Tournaments, Track Meet & Schedule

Football Jamboree

2016 Beau Chene
2017 Port Barre
2018 Opelousas High
2019 Eunice
2020 Northwest
2021 North Central

All (6) six public high schools will compete in the St. Landry Parish Football Jamboree on the Friday prior to the first regular football game.

Baseball

2016
Baseball Coaches voted on playing a Parish Jamboree hosted by Port Barre High School with the exception of Eunice High School who will be hosting there own Jamboree.

Track

2016 Port Barre
2017 Opelousas
2018 Northwest
2019 Eunice
2020 North Central
2021 Beau Chene

The date for the meet will be on the first Friday in April, unless the date falls on Good Friday, then the meet will be held on the Monday before Good Friday.

Basketball

2016 Port Barre
2017 Eunice
2018 Opelousas High
2019 North Central
2020 Beau Chene
2021 Northwest

The date for the tournament will be the week after the State Playoffs in Football.

Softball

2016
Softball coaches voted on playing a Parish Jamboree (Varsity & J.V.) for the first time (2011) at Beau Chene.

ST. LANDRY PARISH 7-8 GRADE SCHOOLS

<u>School & Address:</u>	<u>Sports Played:</u>	<u>Grade:</u>	<u>Main Office Phone & Fax:</u>	<u>Athletic Dept. Phone #:</u>	<u>Mascot:</u>
Arnaudville Elementary P. O. Box 770 Arnaudville, LA 70512	Track & Football combined w/ Leonville Volleyball & Basketball @ school	5 - 8	754-5320 754-5326 (F)	754-8594	Bears
Eunice Jr. High 751 W. Oak St. Eunice, LA 70535	Track Football Basketball	7 - 8	457-7386 457-1764 (F)	457-8444	Bobcats
Krotz Springs Elementary P. O. Box 456 Krotz Springs, LA 70750	Track Basketball Football w/ Port Barre Middle	K - 8	566-3585 566-3585 (F)	566-2222	Mustangs
Lawtell Elementary P. O. Box 238 Lawtell, LA 70550	Track Football Basketball Volleyball	K - 8	543-2315 543-7901(F)	N/A	Trojans
Leonville Elementary P.O. Box 30 Leonville, LA 70551	Track & Football Combined w/ Arnaudville Elem. "Teche" Basketball & Volleyball @ school	K - 8	879-2385 879-7914 (F)	879-2809	Lions
Washington Elem. 1530 Hwy. 10 Washington, LA 70589	Basketball Football & Track @ NCHS	K-8	826-7433 826-5276 (F)	826-7022	Lions

ST. LANDRY PARISH JR. HIGH/ELEMENTARY SCHOOLS

North Central Middle P.O. Box 10 LeBeau, LA 71345	Track Basketball Football	6-8	623-4966	623-4239	Hurricanes
Opelousas Jr. High P.O. Box 112 Opelousas, LA 70571	Track Basketball Football Volleyball	7 & 8	942-4957 942-2659 (F)	948-6289	Tigers
Plaisance Elementary 3264 Hwy. 167 Opelousas, LA 70570	Track Basketball Football	5-8	826-3335 826-7062 (F)	826-7402	Indians
Port Barre Middle P.O. Box 69 Port Barre, LA 70577	Track Basketball Football	5 – 8	585-7256 585-2290 (F)	585-2339	Red Devils
Sunset Elementary 236 Church Hill Street Sunset, LA 70584	Track Basketball Football	5-8	662-3194 662-3478 (F)	662-7070	Panthers

RULES GOVERNING ATHLETIC PARTICIPATION
IN ELEMENTARY / JR. HIGH SCHOOLS
7TH & 8TH Grade Programs

1. THE EMPHASIS AT THE ELEMENTARY LEVEL MUST BE ON FUNDAMENTALS AND MAXIMUM PARTICIPATION.
2. A qualified teacher who is a coach on the coaching staff shall coach teams. There will be three (3) major sports for boys of this age group: football, basketball and track. There will be three (3) major sports for girls of this age group: volleyball, basketball and track.
 - a. A parish league football schedule for the Jr. High teams will be followed. One for large schools and one for smaller schools.
 - b. A parish league schedule will be made for basketball. One for large schools and one for smaller schools.
 - c. Each high school will be asked to host a Jr. High school track meet with the last meet in April being recognized as the Parish championship meet.
 - d. Volleyball teams will make their own schedule with Parish and non-Parish teams.
3. Age Eligibility:
 - a. Elementary / Jr. High athletes must not have reached their 15th birthday by September 1st.
 - b. The LHSAA academic rules will be followed: "A student must pass 75% of his/her courses and maintain at least a C average per semester to be eligible for the next semester." A student who was retained will not be eligible to play sports for the 1st Semester.
 - c. A roster of all eligible players must be submitted to the Supervisor of Athletics. The list must be completed and signed by the principal, coach and athletic director of the elementary / Jr. high School. No student can participate until his name, date of birth and student number has been submitted.
 - d. Should there be any questions concerning the eligibility of a particular athlete, the Supervisor of Athletics will need to be contacted. The Athletics' Supervisor will then contact the computer center at the St. Landry Parish School Board to ascertain the correct information (i.e. age, grades, etc.) of the athlete in question.
 - e. ** THERE WILL BE NO EXCEPTIONS TO THE ELIGIBILITY RULES.**
4. **All students who are participating in athletics must have a physical exam.** This exam shall be given by the students' family physician, or the physician provided by the school.

5. All students participating in athletics must have proof of health insurance.
6. All students must have their parent's written permission to participate before they are allowed to take part in any sport. Included in this permit, will be a release form that the school will not be liable for any injury, which might occur at the school and/or on school sponsored trips.
7. The head football coach of the high school will serve as coordinator of the Jr. High and high school athletic program and said coach will operate as such within the administrative framework of the principal of the Jr. High or elementary school.
8. Coaches at the Jr. High or elementary level should work closely with the head Coach at the high school to correctly incorporate the same basic offense and defense and to use similar terminology, drills, etc.
9. Jr. high and elementary coaches must assist with the August workouts beginning with the sixth week of the National Federation Football calendar. This must be verified by the principal of the high school for payroll purposes.
10. The athletic director and coaches at the high school in turn should show interest and in addition, should cooperate with the Jr. High and elementary coaches. Jr. High and elementary athletes should be recognized at least at one varsity football and basketball game each year.
11. The high school must attempt to assist the Jr. High and elementary schools with both personnel and equipment whenever possible.
12. Emphasis is to be placed on skillful performance, maximum participation, healthful play and good sportsmanship, rather than on championship and All-Star teams.
13. Elementary, Jr. High and high school coaches must assist with St. Landry Parish sponsored tournaments, jamborees, track meets, etc.
14. Coaches must recognize that they are employed as teachers first and foremost. Athletics, however, are not to be neglected so that coaches can take graduate courses, referee, umpire, etc.
15. The purpose of any school activity should be to help students better themselves academically, socially, morally and physically. Therefore, the Athletic Department will keep this philosophy uppermost in mind and feel that any course of action taken relative to the participating status of a student should be governed by what is best for the individual to help him/her develop better mental, physical, moral and social skills. The athletic departments at the Jr. High schools will strive to do their best to provide the most for the complete development of every student in the St. Landry Parish School system.

16. Students in 7th and 8th grade who attend MACA, SLATS, and CAPS, can participate in athletics, as long as it's at the student's zoned school. Assigned School Transfer students attending SLATS & CAPS must participate at the school in which they registered. MACA, those students would be eligible to participate at the school they would be originally zoned to attend, if they were not attending MACA. Students must meet the cut off age and all academic requirements as it is written in the St. Landry Parish Coaches Handbook. Parents are also responsible for transportation to and from the zoned school that their children will be participating in athletics. **Note:** Both Principals must be in agreement of the participation. The child cannot be a discipline problem. If any defiant behavior occurs, the child shall not be able to participate in athletics.

ST. LANDRY PARISH COACHES ALLOTMENT

4A & 5A Schools:

1 Head Football Coach / Athletic Director
9 additional slots for male & female athletics

3A Schools:

1 Head Football Coach / Athletic Director
7 additional slots for male & female athletics

1A & 2A Schools:

1 Head Football Coach / Athletic Director
5 additional slots for male and female athletics

NOTE: Extra slots will be given to schools with the following sports:

1 slot for volleyball
1 slot for boys' soccer
1 slot for girls' soccer
½ slot for tennis
½ slot for cross country
½ slot for weight training

Jr. High Schools with football:

1 Head Coach
2 additional slots

Middle Schools with no football:

2 coaching slots

Port Barre Middle / High School & North Central Middle / High School:

3 additional slots

**** One Slot is equivalent to one coaching position (Must coach at least 2 sports)**

**** A One-half Slot is equivalent to a ½ coaching position (Must coach no more than one sport)**

Non-Faculty High School Coaches

All high schools should follow the **LHSAA handbook** for coaching requirements (Pp. 43-46).

Non-faculty coaches may be hired if there is a shortage of faculty coaches available to fill the coaching allotment at any parish school. Schools will comply with the following requirements:

1. Principal and Athletic Director must agree to have said person on coaching staff;
2. The school must have a coaching slot available for a person to be paid. He/she may work as a non-paid, volunteer coach, if no slot is available;
3. Coaching duties, responsibilities and Parish/school policies will be reviewed with the coach by the Principal and Athletic Director;
4. The individual must complete the Coaches Education and Certification Program (CECP) which is offered by the LHSAA;
5. The individual must have a background check, including a drug test and finger printing, completed before he/she can work with students. This background check will be paid and directed by the St. Landry Parish School Board office.
6. If the individual will be paid, his/her pay will be based on the St. Landry Parish Coaches' Pay Schedule. Non-faculty coaches pay will be based on a BA degree with zero (0) years of experience.
7. ** Jr. High non-faculty coaches are volunteer, non-paid coaches. The CECP course is not required but a background check is required.

ST. LANDRY PARISH COACHES PAY

1. The salary percentage shall be calculated on the basis of the current St. Landry Parish Teachers' Salary Schedule for classroom teachers. The maximum index allowed shall be .19 for any coach and/or Athletic Director.
2. The Principal and Athletic Director shall assign coaches to various coaching positions as indicated by the salary schedule. They will also assign all summer work assignments.
3. The number of coaches allotted to each school is based on the class size of the school and the number of sports offered as indicated in the St. Landry Parish Coaches Handbook. They will also assign all summer work assignments.
4. High school coaches who coach one sport will work two (2) weeks in the summer. Coaches who coach two sports will work four (4) weeks and Athletic Directors will work five (5) weeks. Jr. High Coaches will work three (3) weeks; one sport coaches will work 1 ½ weeks.
5. If a coach chooses not to work in the summer, the pay index is reduced by 20%.

The following salary schedule is for teachers who acquire additional time beyond their regular scheduled school day in coaching interscholastic athletics. The principal will be in charge of designating duties to the coaches at their school. Written documentation of each coach's responsibility must be submitted to the Supervisor in charge of athletics at the St. Landry Parish School Board Office by the end of the first week of school. The maximum index allowed shall be .19 per coach / Athletic Director. * Non-faculty coaches will be paid .01 less than faculty coaches per sport and will be based on a first year teacher (no experience) with a B.S. degree.

High School Coaches

Name of Position/Sport	Index	Non-Faculty CECP Coaches
Athletic Director	.09	--
Head Football	.10	--
Head Basketball (Boys or Girls)	.09	--
Head Baseball	.08	.07
Head Track (Boys or Girls)	.08	.07
Head Softball	.08	.07
Head Volleyball	.07	--
Head Soccer	.07	.06
Head Powerlifting	.07	.06

Assistant High School Coaches

Name of Position/Sport	Index	Non-Faculty CECP Coaches
Football	.06	.05
Basketball (Boys & Girls)	.06	.05
Baseball	.06	.05
Track (Boys & Girls)	.06	.05
Softball	.06	.05
Volleyball	.05	.04
Soccer	.05	.04

Other Sports Offered

Name of Position/Sport	Index	Non-Faculty CECP Coaches
Weight Lifting (Off Season)	.04	.03
Tennis	.04	.03
Cross Country	.04	.03

Jr. High Coaches

Name of Position/Sport	Index
Head Coach / Athletic Director	.015
Football	.045
Basketball (Boys & Girls)	.045
Track (Boys & Girls)	.04
Volleyball	.04

JOB DESCRIPTIONS

Title: Athletic Director

Qualifications: Valid teacher certification

Reports: Principal of the High School

Supervises: Coaches at the high school and the assigned feeder schools

Job Goal: To provide each enrolled student of secondary school age an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of fair play.

1. **Supervision:**

- a. To supervise the athletic programs in consultation with the principal, parish athletic director and/or superintendent.
- b. To recommend coaching personnel and to evaluate their performances.
- c. To act as a consultant to the administration and coaching personnel on matters pertaining to the athletic program.
- d. To hold meetings with coaches, parents and athletes whenever necessary; to keep them informed of all matters pertaining to the athletic program.
- e. To supervise all athletic facilities; schedule practice use; recommend maintenance and repairs.
- f. To supervise and coordinate the budget for all sports.
- g. To complete Athletic Compliance Forms for all sports and return to the Central Office before the start of each sport season.
- h. To schedule, organize and supervise the random drug testing of all high school athletes.
- i. To communicate and work with the Athletic Trainer assigned to the school.

2. Administrative:

- a. To schedule all interscholastic athletic activities.
- b. To represent the school in all athletic business at district meetings.
- c. To enforce and interpret all athletic regulations as specified by the State Association, the district, and the Central Office.
- d. To prepare the bus transportation schedule for all athletic trips and work with the supervisor of transportation in the implementation of the schedule.
- e. To assist the administration in preparation of the pass list and to administer the issuance of complimentary passes for the school.
- f. To act as tournament manager for all district and parish activities that is assigned to the school.
- g. To make all necessary arrangements for all non-school facilities needed in the athletic program; for example, golf courses, swimming facilities, cross country courses, etc.
- h. Continuously perform other duties as assigned by the Principal and/or Central Office supervisory personnel.
- i. Make all necessary arrangements for the maintenance of playing fields and facilities.
- j. Arrange the practice schedules for the coaches on the fields and in the gymnasiums.
- k. Provide for the physical examination of all athletes prior to the beginning of each season.
- l. Administer the insurance program covering school athletes, and assume responsibility for all processing of reports and claims.
- m. Keep records of the results of all high school athletic contests, and maintain a record file of all award winners, stating the date and type of the award, including athletic scholarships.
- n. Plan and supervise an annual recognition program for school athletes.
- o. The athletic director of the senior high will serve as coordinator of the junior high and middle school athletic programs and will operate as such within the administrative framework of the principal of the junior high or middle schools.
- p. Work with the Athletic Trainer to develop an emergency medical plan for practices and games.

DUTIES PERTAINING TO ATHLETIC EVENTS

A. Release of publicity

To release to the press and radio publicity on upcoming events in athletics and on all special activities in which the high schools participate.

B. Home activities

To attend all home athletic events; to be responsible for over-all supervision; to obtain adequate personnel to ensure smooth operation on all fronts; to have police protection available when needed.

C. Pre-game and half-time programs

To coordinate with appropriate personnel the starting and stopping time schedules for bands, pre-game ceremonies, and half-time program.

D. Notifying principal

To make recommendations to the principal regarding the conduct of each activity.

E. Faculty help

To work with the principal to determine the need and to establish a schedule of specific assignments and reporting times for all personnel involved with duties pertaining to the activity. For example: policing, ticket sales, etc.

F. Game program

To assist the school in obtaining from visiting teams the information to be included in the individual game program.

G. Liaison

To inform visiting teams and officials of the pertinent details of their participation--time schedule; dressing facilities, etc.

H. Supervision of press box

To supervise arrangements in the press box for the official personnel having duties there during football games, baseball games, and track meets.

I. Medical personnel in attendance

To arrange to have medical personnel present at all home football games.

J. Printed schedules

To develop schedule posters and pocket schedules as needed for use in publicizing all programs.

ATHLETIC DIRECTOR'S RECORD KEEPING

A certain number of records should be kept by the Athletic Director with the majority of the needed information being regularly submitted by the coaches. Record keeping is essentially good business practice and material thus collected can be of great value for anticipating and capitalizing on trends, for use as a valid reference source and for establishing necessary good public relations with the media. Good record keeping indicates to the administration that the athletic department is efficient and capable, and a credit to the school system. Records commonly maintained by the Athletic Director include:

- (1) Athletic Compliance Form;
- (2) Insurance Assurance for all athletes;
- (3) Season report from each head coach at the end of the individual season,
TO INCLUDE:
 - scores of every contest held;
 - records (school, league, district, state) established by team or individual participant;
 - honor and award winners;
 - individual participation summaries;
 - recommendations for seasons to come.
- (4) Annual inventory - at the end of the season and prior to ordering for the next season;
- (5) Budget request - from each coach; final request to administration;
- (6) Eligibility lists - kept up-to-date for all individual and team participants;
- (7) Letter Awards;
- (8) Financial reports - income and expenditures - gate receipts by sports;
- (9) Minutes of all meetings concerned with athletics, at all levels;
- (10) Schedules of all sports - compiled in a continuing file;
- (11) Injury records; and
- (12) Any and all other records pertinent to the efficient operation of the athletic programs.

CHECKLIST FOR REQUIRED FORMS / DOCUMENTATION

(Subject to Inspection by LHSAA Rules Compliance Team)

	<u>Form Documentation</u>	<u>Properly Signed</u>	<u>On File In School Office</u>	<u>Remarks</u>
1.	Student's Cumulative Record/Official Transcript *	<u>N/A</u>	<u>Yes/No</u>	_____ _____
2.	Student's Legal & Acceptable Proof of Birth *	<u>N/A</u>	<u>Yes/No</u>	_____ _____
3.	Student's Medical History Evaluation *	<u>Yes/No</u>	<u>Yes/No</u>	_____ _____
4.	Student's Medical Examination Form *	<u>Yes/No</u>	<u>Yes/No</u>	_____ _____
5.	Student's Athletic Participation Parental Permission Form *	<u>Yes/No</u>	<u>Yes/No</u>	_____ _____
6.	Student's Substance Abuse/Misuse Contract *	<u>Yes/No</u>	<u>Yes/No</u>	_____ _____
7.	Current Eligibility Lists	<u>Yes/No</u>	<u>Yes/No</u>	_____ _____
8.	Current Faculty Coaches' Roster Form	<u>N/A</u>	<u>Yes/No</u>	_____ _____
9.	Current Non-Faculty Coaches' Roster Form	<u>N/A</u>	<u>Yes/No</u>	_____ _____
10.	LHSAA Classification Enrollment Form and Enrollment Report to LA Dept. of Education (Classification Years Only)	<u>Yes/No</u>	<u>Yes/No</u>	_____ _____
11.	Financial Information (If Possible)	<u>N/A</u>	<u>Yes/No</u>	_____ _____

**** For Each Student Athlete, If Applicable ****

Title:	Head Coach of Individual Sport
Qualifications:	Valid Teaching Certificate
Reports:	To the Athletic Director
Supervises:	Assistant Coaches of same sport and assigned feeder schools
Job Goal:	To be responsible for the coaching and thorough conditioning of all athletes in his/her sport. To follow all rules of the LHSAA, parish policy and school policy. To carry out all responsibilities required to field a quality athletic team.

The major responsibilities of head coaches are listed below as a guide for carrying out assigned duties. Additional responsibilities may be inherent in individual programs for various coaches; these should be delegated by the Athletic Director.

Program Responsibilities:

1. Complete Athletic Compliance Form before the start of each sport season;
2. Has full responsibility for the over-all supervision of his program, including Freshman and JV teams;
3. Is in charge of assignments and duties of assistant coaches working in his Sport;
4. Is responsible for keeping practice periods for his sport within the confines of the time specified by the Athletic Director; and is to keep the director informed of practice schedules during any holiday period;
5. Is responsible for the general upkeep and protection of equipment under his jurisdiction;
6. Reports weekly while his sport is in season to the Athletic Director with regard to the developments in his program;
7. Is directly responsible for a complete inventory of the equipment used for his sport, to be made at the end of each season;
8. Writes at the end of his season an annual report evaluating his program and making recommendations for improvements;
9. Is responsible for keeping records as requested by the Athletic Director;

10. Is responsible for drafting and submitting a budget for his sport;
11. Has the main responsibility for striving to build good sportsmanship and developing good public relations in the school and community; and
12. Schedule and conduct meeting with parents of athletes prior to the start of the season to discuss all rules, policies and any aspects of the program that parents need to know.

Personnel Responsibilities:

1. Is responsible for assuring that he and his assistants know the rules in the State Association Handbook and at all times abide by them;
2. Is responsible for seeing that each athlete has had a physical exam subsequent to the start of practice, and has adequate insurance coverage as specified by the State Association and local policy;
3. Is responsible for the general health and welfare of students in his sport and gives appropriate attention to athletes who are injured, ill, or otherwise incapacitated;
4. Is responsible for the actions and conduct of his team whenever they are under his jurisdiction;
5. Is responsible for seeing that the members of his team are dressed appropriately for trips to other schools;
6. Is responsible for clearing with the principal, the departure time for trips that involve loss of school time; and for seeing that the faculty is given adequate and appropriate notice;
7. Is responsible for seeing that all participants have transportation home when returning from road trips in late evening hours;
8. Makes recommendations for letter awards, and is responsible for clarification of the award policy to athletes;
9. Shall take appropriate action to see that his play areas, shower, and locker rooms are clean and safe for student participation;
10. Is responsible for explaining all district policies, including the Athletic Code, to all members of the team; and
11. Continuously perform all duties assigned by the principal, athletic director or central office personnel.

Title: Assistant Coaches

Qualifications: Valid Teaching Certification

Reports: Head Coach

Job Goal: To assist the head coach in carrying out assigned responsibilities

Primary Responsibilities:

A. Year Round:

1. Have understanding knowledge of rules and regulations regarding the sport as presented in the State Athletic Association Handbook;
2. Keep abreast of all rules and rule changes;
3. Keep abreast of new developments, innovative ideas and techniques by attendance at clinics, workshops, and reading in the field; and
4. Assist head coach in carrying out assigned responsibilities.

B-1. Before the Season

- a. assist head coach in proper registration of all athletes;
- b. assist head coach in making systematic issuance of equipment;
- c. assist head coach in providing accurate information needed to compile eligibility lists and other reports; and
- d. meet with the squad to discuss all rules and regulations, with specific emphasis on the Athletic Code.

B-2. During the Season

- a. assist in implementing athletic objectives outlined in Coaches Handbook;
- b. assume responsibility for constant care of equipment and facilities;
- c. assume supervisory control over athletes and teams assigned and all athletes when such control is needed;

- d. be in regular attendance at all contests and practice sessions;
- e. apply discipline in a firm and positive manner;
- f. emphasize safety precautions; be aware of best training procedures and injury preventive action;
- g. conduct self and teams in an ethical manner during contests and practice;
- h. instruct players in rules of the game, rule changes, new developments and innovative ideas; and
- i. carry out all "Regulations for Coaches" as described in the Handbook.

B-3. End of Season

- a. assist in return, storage, and inventory of school equipment;
- b. recommend athletes for awards;
- c. recommend facility maintenance and improvements;
- d. recommend equipment to be purchased;
- e. recommend school improvements; and
- f. make reports as requested by head coach and athletic director.

Additional Responsibilities:

Additional responsibilities occurring during the season may be assigned, such as:

- scouting opponents
- equipment supervisor
- publicity reports
- filming

Other:

Continuously perform other duties as assigned by the Head Coach/Athletic Director or Principal.

COACHING RESPONSIBILITIES

Any coach in charge of athletes at any level and in any sport will be expected to maintain a high degree of integrity for carrying out concomitant duties and responsibilities. Enumerated below are those most often encountered:

A. Coaches' Duties:

1. Assign managers and the duties each is expected to perform.
2. Be first to arrive and make sure that you are the last to leave. Check to be sure that showers, lighting, and doors are secured.
3. Be certain that each boy/girl has a medical examination before he/she participates in any preseason practice or competition.
4. Check all players for insurance.
5. Be sure that each player has a parental permission slip on file.
6. Check all players for eligibility.
7. Prepare a complete roster of players and necessary information so that certified lists of eligibility may be sent to competing schools.
8. Have first aid equipment handy at all times.
9. Assign one manager on the field and one in the equipment room at all times.
10. Demonstrate the manner in which equipment is to be worn, how to take care of it and how it is to be hung in lockers.

B. Coaches' Dress:

Coaches should be dressed in appropriate workout attire during practice. Students, parents, and faculty have a right to be concerned about a coach who teaches a sport in school clothes, as they would a classroom teacher who comes to school in gym clothes. Coaches should dress appropriately for all contests and trips.

C. Coaches' Responsibilities on Trips:

1. Hold a group meeting before each departure to firm up general directions. Have each player check equipment and assume responsibility for it throughout the trip.

2. Prepare ahead a checklist of needed equipment so that nothing is forgotten by the managers.
3. When players arrive back at school, the coach must be sure that each individual has a way home.
4. Make provisions for safekeeping of all valuables.
5. The coach or a designated assistant or manager should check the dressing rooms, hotel rooms, restaurant and bus as soon as the athletes have left the facility. This will help prevent the loss of clothing and equipment and give the coach information as to the condition of the property.
6. Impress upon the students that the use of obscene language will not be tolerated. Set the standards of behavior and hold them.
7. Check the athletes out on the type of clothing to wear; exact time of departure from home and approximate time of arrival home. Encourage the students to inform their parents of these facts in order to be able to handle emergencies.

D. Bus Conduct:

- a. Managers and players must see that the bus is clean at the end of the trip.
- b. Do not tolerate horseplay, loud talking, and shouting out of windows.

E. Use of Opponents' Dressing Facilities:

Coaches should discuss with team members the appropriate conduct when using the dressing facilities of the opponents. Note the general condition of the dressing rooms both upon arrival and departure to forestall vandalism. Coaches should have their dressing room locked during their team absence. Carrying out these procedures may save the school some unfavorable publicity.

F. Attendance at Rules Meetings:

When rules meetings are held for a specific sport, all coaches in that sport are to attend the meetings. The head coach will be responsible for seeing that his assistants are in attendance.

G. Practice - Days & Times:

General comment - starts on time and ends on time. You are not improving your athletic program by jeopardizing your relationship with parents and administrators by holding late practices. The less you can disrupt the family dinner hour, the more apt you are to have favorable reaction from parents to the athletic program.

1. All practices are to be supervised by certified coaches at all times.
If a coach is unable to be present, practice should not be held.
2. Sundays and Special Holidays: Sunday meetings or practice sessions of squad members should be severely limited. Thanksgiving and Christmas should be treated the same as a Sunday. Practice during the more extended vacations may be scheduled at the discretion of the coach with approval of the administration.

H. Posting Game Rosters:

1. All coaches are required to post their team rosters by the last practice prior to an interscholastic contest. This posting enables the team member to inform parents concerning making an athletic trip or suiting up for a home game.
2. A coach should always make clear to a team member any change in status and the reasons for such change, especially if the individual has been suiting up for games. Both good public relations and maintenance of team morale are involved.

I. Other:

Continuously perform other duties as assigned by Principal, Athletic Director or Central Office Supervisory Personnel.

NOTE: On the following page is a copy of the St. Landry Parish Coach's Letter of Appointment. One should be on file in the School Board Office before the start of each school year.

COACH'S LETTER OF APPOINTMENT

STATE OF LOUISIANA, PARISH OF ST. LANDRY

Extra-curricular activities are distinguished from the core curriculum designated as Bulletin 741.

Consequently, the coach serves at the pleasure of the Superintendent. Additionally, coaches do not come under Louisiana Tenure Laws as enunciated in R.S. 17:441 et sequitur.

I, _____,
accept the additional duties of _____

at _____
(Name of School)

I understand that I will serve at the pleasure of the Superintendent and I will be paid according to the St. Landry Parish Coaches Salary Schedule. I am authorizing the school board to add this separate pay to my contractual teacher's salary. However, I fully understand that this additional compensation does not form a part of my teacher's salary.

Superintendent

Date

Principal

Date

Coach

Date

"An Equal Opportunity Employer"

STAFF ORGANIZATION

To implement smooth and forthright working relationships within the athletic department, the following procedural guidelines are recommended.

1. The head coach should have in writing, the definite assignment instructions and outlines of general responsibilities for assistants to follow. Minor details and other instructions may then be covered verbally, as needed.
2. Head coaches should immediately discuss misunderstandings or infractions of instructions with the assistant.
3. Head coaches should inform the athletic director about unsatisfactory service of an assistant or his failure to carry out assignments. An informal conference will be held between the athletic director, head coach and the assistant to discuss the problem. An assistant may also request a conference with the athletic director regarding problems that he/she may be having in his/her coaching assignment.
4. Head coaches desiring to recommend changes among assistants should notify the athletic director no later than two (2) weeks following the close of the sports season. Before any decision is made regarding any assistant, a conference will be held between the athletic director, head coach and assistant involved to discuss the manner in which the assigned responsibilities have been carried out.
5. Assistant coaches will be notified in writing if their services are to be terminated, with reasons listed for the dismissal. Notification will be given no later than three (3) weeks following the termination of the season.
6. Similar principles will be followed if the athletic director feels that a head coach's services have not been satisfactory. The school principal, parish athletic supervisor and assistant superintendent will be included in the conferences with the head coach and athletic director.
7. Coaches desiring to terminate their services in any sport must notify the athletic director in writing within two (2) weeks after the termination of the sport.

ST. LANDRY PARISH ATHLETIC COMPLIANCE FORMS

On October 9, 1986, St. Landry Parish initiated a procedure requiring each school participating in interscholastic athletics to submit Athletic Compliance Forms. Prior to the start of each sport's season, a copy of the form on the following page must be submitted to the School Board Office along with a copy of the school's sports schedule. This is a procedure to verify communication between principal, athletic director and head coaches of all sports in a school.

A copy of the Athletic Compliance Form is on the following page.



Patrick D. Jenkins,
Superintendent

St. Landry Parish School Board

1013 East Creswell Lane
P.O. Box 310
Opelousas, LA 70571
Phone: 337-948-3657
www.slp.k12.la.us

ST. LANDRY PARISH ATHLETIC COMPLIANCE FORM

Each athlete participating in athletics at _____
(School)
in _____ is in compliance with the following:
(Sport)

1. Covered by proper medical insurance.
2. Parent's/guardian's signature on form which releases the St. Landry Parish School Board from any liability in event of accident or injury to students.
3. Parent's/guardian's signature on athletic participation consent form for each sport.
4. Passed a medical examination by a licensed physician.
5. That all athletes in this sport receive thorough and ongoing instruction in sportsmanship.
6. In compliance with all of the L.H.S.A.A. rules and regulations.
7. All rules and regulations adopted by the St. Landry Parish School Board as stated in the St. Landry Parish Athletic Coaches Handbook.

NOTE: In addition, that the athletic director, head coach, and assistant coaches have a clear understanding of all duties and responsibilities assigned to them.

Principal's Signature

Athletic Director's Signature

Head Coach's Signature

Date

"An Equal Opportunity Employer"

PARENTAL RELEASE

Whenever a student engages in an interschool athletic program, he/she shall have parental consent. The parent shall also sign a release form, which shall release the St. Landry Parish School Board, the elementary, Jr. High and/or high school and the coach from any liability in the event of an accident or injury to the student.

All students who participate in interschool athletics shall have family and/or school insurance, which shall cover them in case of an accident.

The LHSAA provides a parental consent form, which must be completed and signed by the parent/guardian and the athlete. On the next two pages, are samples of Release/Waiver forms that can be used at the high school and/or Jr. High level.

ST. LANDRY PARISH
ATHLETIC RELEASE FORM

My son/daughter _____ has my permission to
STUDENT'S NAME

participate in _____ at _____.
SPORT SCHOOL

The St. Landry Parish School Board is proud of its Athletic Program. Outstanding coaches are hired so that your child will receive proper training in all of the sports offered. Excellent equipment is purchased to minimize the possibility of injury. The St. Landry Parish School Board is aware, however, that accidents do occur and strongly recommends that you insure your child in some way.

PLEASE CHECK ONE OF THE FOLLOWING AND SIGN:

_____ **A.** My son/daughter has the school insurance and I agree not to hold the St. Landry Parish School Board and/or _____ School responsible for any medical expenses due to injuries received from participation beyond those paid by the insurance company.

_____ **B.** I have my own policy and will not hold the St. Landry Parish School Board and/or _____ School responsible for any medical expenses due to injuries received from participation.

Name of My Insurance Company

Policy Number

Date

Parent/Guardian

Date

Principal

ST. LANDRY PARISH SCHOOL BOARD
PARENTS' WAIVER

Date: _____

This is to certify that my child, _____, has my permission to
train and compete in athletics at _____ School.

I assume, for myself, full responsibility should any accident occur to him/her
either in training for such competition or in the competition itself, or in traveling to and
from various sites where contests are played or practices are held.

Signature of Parent / Guardian

Insurance Company

Policy Number

REQUIREMENTS NECESSARY FOR COACHES
TO DRIVE ACTIVITY / ATHLETIC BUSES

1. Must be at least 21 years of age;
2. Must have Driving Record Check from the records at the Department of Public Safety;
3. Must have a C.D.L. License – can be obtained from the Office of Motor Vehicles;
4. Must undergo eight (8) hours of inservice training, which is held once every other year by the St. Landry Parish School Board and the Louisiana Department of Education (Please inquire with the Supervisor of Transportation for dates of inservice);
5. Must have classroom training by the St. Landry Parish School Board at the central office;
6. Must complete a C.D.L. physical examination every year; and
7. Must submit to random drug testing.

ST. LANDRY PARISH ATHLETIC DRUG TESTING POLICY

The **St. Landry Parish School Board** recognizes that athletics is not a mandatory part of school curriculum. Therefore, student participation is not required by school policy or law. However, the nature of athletics, together with the societal problems which a student-athlete encounters, entail that the **St. Landry Parish School Board** adopt steps to help protect the sanctity of high school athletics and to help assure that an athlete will be provided the maximum safety available. The hereinafter specified drug testing procedures have been enacted by the **St. Landry Parish School Board** for the following basic reasons:

1. To test for any substance which could allegedly provide an unfair advantage over those who do not use such substances, (i.e, substances believed to or which actually enhance athletic performance); and
2. To test for any substance which may impair one's athletic or activity performance or pose a threat to his safety or the safety of others, (i.e., any substance that may be mind altering, addictive or illegal).

It is the position of the **St. Landry Parish School Board** that drug testing procedures are embraced by both parents and athletes to help achieve maximum protection of high school athletics without compromise to the athletes' opportunities to compete safely, fairly and competitively.

The Athletic Director at the school will organize and schedule the random drug testing for 10% of the male and female high school athletes. He will coordinate this with the drug testing company three (3) times a year. The St. Landry Parish School Board will fund this program. On page O-1, a sample drug policy is found. The school may use this policy or adjust it as approved by the Administration and Athletic Director.

HIGH SCHOOL DRUG POLICY

Random selection of athletes in grades 9-12, both male and female. This will be done three (3) times every school year at about 10% of the total athletes.

1st Positive Test Result: Parents and student must meet with the principal and athletic director. Counseling must begin for the student to remain eligible. Parents will be required to pay for 2nd and 3rd tests. Students will be retested within 30-45 days.

2nd Positive Test Result: Student will be suspended from sports until the 3rd test is administered.

3rd Positive Test Result: Student will be suspended from sports for one calendar year. At this time, the administration and athletic director will determine if the student will be allowed to return, pending a negative drug test and proof that the student attended counseling.

INTERSCHOLASTIC ATHLETICS
ALCOHOLIC BEVERAGES AND TOBACCOS

The St. Landry Parish School Board is interested in a program of education which encompasses the intellectual, social, and ethical well-being of all students entrusted into its care, and all the parishes public and parochial schools participating in athletic programs have requested assistance in preventing the consumption of alcoholic beverages at high school athletic contests.

Therefore, the St. Landry Parish School Board does hereby commend the law enforcement agencies of the Parish for their past support and does solicit future cooperation in the enforcement of the policy banning the consumption of alcoholic beverages at all high school athletic contests, and the Superintendent and his staff shall be directed to obtain all possible publicity through the news media and any other sources available for public assistance of said policy.

Likewise, the St. Landry Parish School Board, for the well-being of students and fans, has banned smoking and use of tobacco products on all school properties including gymnasiums, outdoor athletic fields and the like.

ATHLETIC DISCIPLINARY POLICY

The athletic programs for the St. Landry Parish School System give each student athlete the privilege each year to become a member of the team. Athletics is an important phase of a high school education and must be based upon the same sound philosophical principles that guide the academic disciplines.

It is with this philosophy in mind that St. Landry Parish School System student athletes are afforded the opportunity to develop into intellectual, responsible, successful contributors to society, and with the knowledge that athletics play an integral part of the student-athletes educational aspect, the following guidelines are stated:

- I. Grades – Eligibility is enforced under the guidelines of the Louisiana High School Athletic Association (Refer to LHSAA Official Handbook and St. Landry Parish Athletic Handbook)
- II. Attendance – Adhere to the guidelines of the St. Landry Parish School System and the LHSAA. Student athletes are required to attend school daily. If some medical or serious personal complications arise, the student athlete or parent must call the coach to inform him/her of the situation. This call must be made before practice begins that day.
- III. Practice – Each student athlete is required to attend practice daily; unless excused by the coach of the sport involved or by administrative excuse. Failure to comply will result in discipline and/or suspension from the team.
- IV. Discipline – Student athletes are required to follow the rules and regulations as they are determined by the St. Landry Parish School Board. If a student athlete is sent to detention or in-school suspension, he/she will receive disciplinary action from the coach.

If a student athlete is suspended from school, he/she will be indefinitely suspended from the team. However, he/she can be given the opportunity to return to the team after the successful completion of the disciplinary action administered by the coach subsequent to approval by the principal and athletic director. The student athlete will also be required to confirm to the sportsmanship rules as stated in the LHSAA Handbook.

St. Landry Parish student athletes of any age who exhibit unexemplary conduct in or out-of school or competition (namely the buying, selling, possession, or use of tobacco, alcohol or drugs, fighting, stealing, lying, possessing false identification, forgery, cheating, vandalizing, trouble with the policy, or other unacceptable conduct) will be suspended from interscholastic competition in accordance with the formal suspension policy.

In addition, the following violations are considered to be very serious: organizing or having parties where drinking or use of controlled substance takes place, selling or distributing controlled substances, being charged with or committing a felony.

All disciplinary action will be reasonable and based on the specific circumstances and facts as determined by the school administration.

The application of this policy will be carried out by the school base athletic director and the coaches under the supervision of the principal and parish athletic director.

The above disciplinary policy will be thoroughly thought out in all situations and that reasonable, fair and impartial decisions will be made by the coach in accordance with their judgment and the betterment of the team. To ensure that equitable discipline (suspension periods and extra work) is given all student athletes suspended, regardless of sex, coaches will submit the proposed disciplinary plan to the athletic director and obtain his/her approval prior to administered the disciplinary action.

St. Landry Parish School Board

Department of Athletics

Code: O – Outstanding**S – Satisfactory****NI – Needs Improvement****Article I. US – Unsatisfactory****Article II. NA – Non applicable****Coach** _____**School** _____**Assignment** _____**Assessor/Designee** _____**Principal** _____**Date** _____

Each coach is to be assessed only on criteria applicable to his assignment.

A. Administration	O	S	NI	US	NA
1. Knowledge of LHSAA and SLPSB guidelines and policies					
2. Adherence to SLPSB and LHSAA policies including legal proof of birth, physical forms, SLPSB waivers, Athletic Participation Form, Substance Abuse Contract, copy of current grades, etc.					
3. Care of equipment (issue, inventory, cleaning, etc.)					
4. Organization of staff					
5. Organization of practices					
6. Communication and cooperation with other sports and coaches					
7. Communication and cooperation with athletes and parents					
8. Communicates effectively with school personnel, booster club, and other community supporters					

Comments: _____

B. Skills	O	S	NI	US	NA
1. Knowledge and presentation of fundamentals					
2. Conditioning					
3. Game preparation					
4. Prevention and care of injuries (follow-up with parents)					

Comments: _____

C. Relationships	O	S	NI	US	NA
1. Enthusiasm					
a. in working with students, faculty and booster club					
b. in promoting the sports					

Comments: _____

Article III. 2. Discipline	O	S	NI	US	NA
a. is consistent and firm but fair					

Comments: _____

D. Article IV. Performance	O	S	NI	US	NA
1. Appearance and execution of team on the field or floor					
2. Conduct of players during practice and games					
3. Conduct of coach during practice and games					

Comments: _____

E. Article V. Self-Improvement	O	S	NI	US	NA
1. Attends in-district meetings and clinics					
2. Attends out-of-district clinics and statewide coaching meetings					
3. Develops network with other coaches – middle school, high school, and college					
4. Playbook and practice schedules					

Comments: _____

 Coach's Signature Position Date

Article VI. Assessor's Signature Principal's Signature