



2018-2019

COACH HANDBOOK

Philosophy

In addition to fully participating in the academic program, all students are encouraged to participate in athletics. The athletic experience is an essential part of many students' overall education. Athletics plays a significant role in developing positive self-esteem and a sense of well-being. To this end, the goal at every level of athletics is to strive for excellence. Student growth and development is positively impacted when students engage in a strong academic program and participate in a strong athletic program. While learning fair play, teamwork and self-discipline, student-athletes must be challenged at the level or skill they bring to the sport. Athletes, male and female, shall be afforded the opportunity to participate at the most appropriate level to achieve optimal personal growth. Athletes must have the opportunity to develop their skills and reach their maximum potential in a well-coached environment.

The athletic program must be flexible and reflect the Waitsburg vision, mission, values and culture in order to address the needs of its entire student population. Athletics is to teach an appreciation of skills and contributions, commitment towards a common goal, and enjoyment in physical activity. Athletics promotes physical and mental health and contributes to the ability to interact socially. Athletics nurtures friendships where one might not expect it and fosters a sense of pride in self and the community that lasts far beyond life at school.

Division of Skill

- **Middle school** athletic programs are developmental and yet offer students competition.
- The **Junior Varsity level** develops advanced skills and abilities in students in grades 9-11 in preparation for the Varsity program. Exemplary sportsmanship is a high priority and winning is a goal.
- The **Varsity program** is an advanced program. Athletes in grades nine through twelve who compete at the Varsity level must have high level skills and abilities. Varsity athletes are program leaders both off and on the field/court. Exemplary sportsmanship and winning are high priorities.

Coaching Code of Conduct

It is the duty of all coaches involved in middle school and high school athletics to adhere to the following:

1. Uphold the honor and dignity of the profession. In all personal contact with student athletes, parents, 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.
2. Emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
3. Eliminate all negative behaviors which detract from the values of the competition.
4. Conduct oneself in a professional manner, i.e. (1) no foul nor profane language; (2) do not allow oneself to reach a state of anger.
5. Be cordial and courteous to visiting teams, officials and fans.
6. Respect the integrity and judgment of the sports' officials.
7. Understand and accept the rules of the sport and standards of eligibility.
8. Develop leadership in students and motivate through positive incentives, recognition and good judgment.
9. Include all team members in activities and maintain an appropriate, professional coach/athlete relationship at all times.
10. Believe that athletics are to promote the physical, mental, moral, social, and emotional well-being of the individual players in a safe and supportive environment. Never belittle or demean a player.

11. Respect and honor the beliefs and sensitivities of all players, coaches, parents, administrators, and referees. Any dissatisfaction you want to express will be stated in a private forum and in a restrained and civil manner.

12. Adhere to all WIAA rules and School District policies.

13. Answer directly to the athletic director who will evaluate your performance during the season and following the season.

14. Maintain a standard of zero tolerance for harassment, discrimination, bullying, intimidation, hazing, initiation and report any incidents of such to the administration.

15. Teach student athletes safe and healthy fitness techniques.

16. Maintain a standard of zero tolerance for drug enhanced body building.

17. Lead by example and respect all persons regardless of ethnicity, culture, race, religion, national origin, gender or disability.

18. Adhere to FERPA and HIPPA.

Pre-season Checklist for Coaches:

1. Attend preseason coaches meeting and rules clinic (the rules clinic is available online).

2. Conduct a preseason parent meeting to review academic expectations, training rules, travel plans/procedures and the code of conduct.

3. Be knowledgeable of Coaches Handbook, School District Athletic Code of Conduct, and School District Student Handbook.

4. Meet with potential athletes to gather and give pertinent information including written training rules. Submit all written training rules to administration.

5. Clear all fund raising activities through a building principal and handle all money in accordance with District procedures.

6. Know the budget and work within it.

7. Adhere to the standard that all paid and volunteer coaches are authorized through Human Resources and pass a background check.

8. Evaluate practice areas for usage and safety.

9. Submit work orders in a timely manner to administration for any maintenance necessary.
10. Ensure that all equipment is safe and ready for start of the season.
11. Ensure that all assistant coaches have a clear understanding of their duties.
12. Restock the medical kit as needed.
13. Develop criteria for selecting student athletes (if a cut is necessary per district athletic code).
14. Ensure that all athletes participating have valid physicals prior to the first practice.
15. Ensure that all athletes and parents have signed all required paperwork to include concussion forms, insurance forms, health information form and athletic code of conduct.
16. Review list for participation fee and make sure students have paid before the first game.

In-Season Checklist for Coaches:

1. Develop and maintain a current team roster inclusive of all pertinent information regarding the team.
2. Ensure that all athletes are academically eligible to participate in extracurricular activities.
3. Review athletic academic expectations, rules, code of conduct, the criteria and process for team selection, and all other expectations with athletes.
4. Maintain a record of wins and losses of all competitions.
5. Provide stats and contest results to media as needed (varsity only).
6. Prepare organized daily practice schedules (be organized).
7. Know the facility and report to administration any problems and maintenance issues that may arise.
8. Confirm preparations regarding the facility, equipment, special requests, training and personnel needs with the Athletic Director.
9. Keep administration informed of any athlete disciplinary problems or parent issues.

10. Maintain attendance records.

Post-Season Checklist for Coaches:

1. Complete an end of the season report which includes a record of varsity letter recipients.
2. Complete the records upgrade for the sport (overall record, individual records, etc.).
3. Present awards to athletes at the end of the season (formal or informal).
4. Prepare a uniform and equipment inventory and store all equipment and uniforms; submit inventories to administration, and submit any items for repair to administration before scheduled evaluation.
5. Submit to administration a requisition for all items needed for the next season.
6. Recommend to administration any program improvements such as, scheduling, field work and staff needs.
7. Complete written evaluations of coaches and submit to administration no more than two weeks following the end of the season.
8. Meet with administration to review program goals, expectations, and evaluations.
9. Collect keys from assistant coaches and submit to administration.
10. Make sure all donations of time and money are appropriately acknowledged.

Conflict Resolution

Participating in athletics can be an emotional and time consuming experience. From time to time, conflicts between student athletes and coaches may arise. The following process is in place for student athletes and their parents to follow to resolve conflicts and/or issues between coaches and athletes.

Step 1: Individual Athlete - Coach Contact

The athlete involved is to speak to the coach about the problem as soon as possible.

Step 2: Parent/Athlete - Coach Contact

The parent/athlete should set a time to meet individually with the coach.

Meetings will not be scheduled:

- 24 hours prior to or immediately following a contest,
- during an active practice session, or
- during a time when other coaches, parents or athletes are present.

Step 3: Parent/Athlete - Athletic Director contact

If satisfactory resolution is not reached through direct contact with the coach, the parent/athlete should contact the athletic director. If the meeting with the parent/athlete and athletic director does not result in a satisfactory conclusion, the athletic director will schedule a meeting involving all concerned parties in an attempt to reach a satisfactory resolution.

Any comments, concerns or issues brought to the attention of the Athletic Director will be addressed. While there can be no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of different perspectives and experiences can lead to more productive relationships and clearer understanding in the future.

Step 4: Parent/Athlete- Administrator/AD/Coach contact

If after Step 3, satisfactory resolution has not been reached, the parent and athlete should contact the building principal, unless they are the current athletic director, in which case contact the superintendent to schedule a meeting with all concerned parties.

Step 5: Parent/Athlete – Board of Directors

If there is no resolution at Step 4, the parent/student athlete may ask to be put on the board agenda to address the Board of Directors in executive session in an effort to resolve the issues.

Retaliation

There is a perception by some that when one voices an opinion or concern about a coach or the Athletic Program, the athlete will be subject to retribution by either a coach or other staff members. The Athletic Director and coaches are committed to ensuring there shall be no retribution, in any form, against any athlete for raising an issue or concern. If at any time, an athlete/parent suspects that some form of retribution surfaces as a result of voicing a concern, or opinion, he/she should contact the school’s Athletic Director immediately.

**WAITSBURG/PRESCOTT ATHLETIC COMBINE
POLICY FOR TEAM SELECTION FOR HIGH SCHOOL SPORTS**

TEAM/SQUAD DEFINITION

There are two levels of play for team sports in the Waitsburg High School Athletic program: Varsity and Junior Varsity. Not all sports will have all two levels. The number of athletes turning out for a sport and the number of players needed on the court/field will determine how many levels will be developed during a season.

The Head Coach of each team sport is responsible for identifying which individual athletes are qualified to play at which level. Athletic ability is not the only selection criteria used to determine level of play. ‘Coach’ ability, as well as, demonstrated leadership skills and positive, supportive attitudes on the field or court are other criteria

which will be used. Additionally, an athlete may be moved from level to level throughout the season. Communication is key to keeping athletes and coaches informed as the status of individual athletes on a team.

Varsity

As defined by the WIAA, “a varsity squad is the group of individuals who represent a member school at the highest level of competition in a sport.” These athletes who have exhibited a high level of skills and abilities, leadership qualities and are ‘coach’-able can expect to play at this level. Exemplary sportsmanship and winning are high priorities.

Junior Varsity

The junior varsity (JV) team is composed of athletes who have been chosen to substitute at the varsity level and of athletes who are being prepared to play at the varsity level. JV athletes may ‘swing’ between varsity and JV or “C” squad and JV. Exemplary sportsmanship is a high priority and winning is a goal. Typically an assistant coach will be assigned responsibility for coaching the JV team during competitions.

LIMITATION OF TEAM MEMBERSHIP POLICY

The coach of each sport, along with the approval of the Athletic Directors, will determine minimum and maximum team membership limits.

Financial Procedures

Fundraising Procedures

- All fundraisers will be pre-approved by the building administration.
- Prior to the fundraiser:
Request a cash box from the district business manager at least one day in advance of your event.
- Make arrangements with the office manager and/or school secretary to pick up the cash box
- At the conclusion of the fundraiser
Count the money and fill out the “Cash Reconciliation form”
Return the cash box to the office manager and/or school secretary or an administrator.
If you have an event that covers more than one day, the money should be secured in the safe each night.
- All bills need to be turned into the office immediately following the event for payment by the office manager. Bills are not to be paid out of the cash box.

- The office manager and/or school secretary will provide upon request an accounting of the fundraiser.

Purchasing Procedures

- In order to purchase items that will be paid for by the school, you **MUST** request Purchase Order in advance and receive approval for the purchase in advance. If you do not obtain a purchase order, the school **WILL NOT** be obligated to pay the invoice and you will be held personally responsible for the invoice.
- Obtain approval for all purchases through the building Athletic Director. The building Athletic Director will assist with completion of the PO and provide information as needed to the district business administration.

Student Payments

- Advisors and coaches will not collect money unless previously approved by the administration or office manager and/or school secretary.
- All payments by students are to be made to the office by the student or parent.
- The student will be given a receipt to show the advisor as proof of payment.
- Items should not be distributed to students until they have provided proof of payment.

Waitsburg School District Sports Program

Coaches Commitment

As a coach, I understand my responsibilities for coaching at Waitsburg School District. I have received, read, and understand the coach’s handbook. Failure to comply with the guidelines outlined in this Coaches Handbook may result in probation, suspension, or termination.

I, _____, will follow the guidelines outlined in this Coaches Handbook.

Coaches Signature

Date

Administrator

Date