

Athletic Handbook USD #226

**including philosophy, responsibilities,
management, job descriptions and
evaluation instrument**

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STATEMENT OF PROGRAM PHILOSOPHY

Interscholastic athletic programs should be regarded as an integral part of the total educational programs and should be conducted so they are worthy of such regard. Athletic participation is not a right but a privilege and all athletes should conduct themselves accordingly. It should also be stated that education is of the utmost priority. The responsibility for that education comes before athletics.

I. Aims or Objectives of Athletics

- A. To help prepare the athlete for life experience through competition.
- B. To teach pride, discipline, and respect for self and others.
- C. To enhance individual leadership qualities.
- D. To teach, expand and develop the physical skills necessary to compete.
- E. To provide for positive mental attitudes and social relationships.
- F. To instill a feeling of accomplishment as an individual and as a team member.
- G. To provide the athlete with the best possible opportunity to compete.
- H. To provide a mechanism to ensure continuity between programs grades 7-12.

II. Code of Ethics

- A. U.S.D. No. 226, Meade will honor contracts regardless of possible inconvenience or financial loss.
- B. Our representatives will study the rules of the game, observe the work of other coaches or officials and will at all times attempt to improve themselves and the game.
- C. Our representatives will conduct themselves in such a way that attention is drawn to the young people playing the game.
- D. Our representatives will maintain their appearance in a manner befitting the dignity and importance of the game.
- E. Our representatives will cooperate with the news media in the interpretation and clarification of rules and/or other areas relating to good sportsmanship but will not make statements concerning officials' judgment following games.
- F. Our representatives will uphold and abide by all rules of the KSHSAA as well as the SPIAA League.
- G. Our representatives will cooperate and be professional in their association with other coaches or officials and will do nothing to cause them public embarrassment.
- H. Our representatives will keep in mind that the game is more important than the wishes of an individual.

III. The Board of Education is responsible for the following areas:

- A. Interpreting the needs of the community.
- B. Developing policies in accordance with state statutes and regulations and in accordance with the educational needs and wishes of the people of U.S.D. No. 226.
- C. Approving means by which professional staff may make these policies effective.

- D. Evaluating the interscholastic activities program in terms of its value to the community.

REQUIREMENTS FOR COACHING EMPLOYMENT

I. Certification

The Board of Education believes that each athletic coaching assignment normally should be under the supervision of a qualified and duly appointed certified faculty member. However, there may be situations in which certified and qualified faculty members are not available or are not the best available individual to supervise/coach the activity. At least one certified faculty member should be employed for each activity. After an effort has been made to secure the services of a qualified and certified faculty member, a qualified non-faculty individual may be employed, and if such an individual is not available, a qualified non-certified individual may be employed.

II. Coaching Qualifications

To qualify for employment as a coach, the applicant should have preparation in each of the following areas:

- A. A course, workshop, or proof of competency in first aid and CPR.
- B. A course or workshop in the prevention and care of athletic injuries.
- C. A course, workshop or clinic in the specific sport, or one season of verified internship under an experienced head coach (head coaches only).
- D. Approval by the KSHSAA after having met all association requirements.

The above guidelines should be met before a coaching contract will be issued.

III. Coaching Assignment Procedures

The following regulations will be in force when coaching vacancies arise based upon recommendations of the Kansas State High School Activities Association and following the KSHSAA guidelines:

- A. The Principal shall survey the coaching staff in March of each year to determine coaches' intention for the following year.
- B. At the April Board of Education Meeting, recommendations for coaching assignments for all Fall and Winter sports will be made. Coaches of spring sports will be notified in April that contracts for spring sports will be awarded in June after completion and evaluation of their current season.
- C. When vacancies develop or new positions are added to the coaching staff, the following actions shall be taken:

1. The Principal shall post the position to determine whether or not any present staff members have interest in the position.
 2. Once interested candidates are identified, the Principal shall determine whether or not the interested person(s) possess the minimum qualifications necessary to perform the responsibilities of the position.
 3. The Principal shall then notify interested candidates concerning whether or not further consideration will be extended based upon individual qualifications.
- D. The Principal shall then recommend the best-qualified candidates to the superintendent, using the following sequence of sources for the coaches as per recommendations of the KSHSAA:
1. Certified faculty assigned in the building in which the coaching vacancy exists.
 2. Certified faculty assigned to a building other than where the vacancy exists.
 3. Substitute teachers.
 4. Non-faculty school employees.
Individuals who are not employed by the school district in any capacity, such as college students, residents of the community, etc.
Note: Individuals employed as coaches from categories 3 and 4 above, will be compensated, assigned and evaluated by using the same procedures and guidelines that are followed for all other coaching positions.
- E. If a teacher at one building level is assigned to a coaching position in another, the principal is authorized to make a reasonable effort to schedule the person's teaching assignment, either on a temporary or permanent basis, to assist the coach in performing the athletic responsibilities; however, the individual's teaching assignment shall not be unduly impaired by this scheduling arrangement, and it must be understood that such arrangements can be made only in isolated situations.
- F. When a coach is assigned to a position in a building other than the level of the teaching assignment, the coaching assignment will be reviewed on an annual basis by both building principals involved. The purpose of this reconsideration will be to determine whether or not it is desirable to continue the coaching assignment, which causes scheduling difficulties at both levels. Factors to consider in this matter shall include but not be limited to the following:
1. The level of competition being coached.
 2. Normal practice and game times.
 3. Availability of other candidates.

IV. Terms of Coaching Contract

All coaching assignments shall be for one school year. A supplemental contract shall be executed according to the adopted salary schedule.

- A. Each head coach shall schedule a conference with his/her principal no later than one month after the final contest of the season to evaluate the program. The head coach will be evaluated (in writing) to superintendent.
- B. The head coach shall evaluate assistant coaches in writing to the principal.
- C. If the performance is evaluated less than satisfactory, the principal has the responsibility of recommending to the superintendent a non-renewal of contract for the next year.
- D. Subject to the requirements of law, the Board of Education has final authority for employing or discontinuing employment of coaching personnel.

V. Non-Faculty (Rule 10) Coaches Guidelines

- A. Coaching positions that are filled with a person that is not a certified faculty member of the U.S.D. No. 226 Meade present some unique problems in the administration of the athletic program:
 - 1. Recruiting, selecting, orienting and supervising non-faculty coaches.
 - 2. Communication between the Principal and the coach.
 - 3. Limited school day and interpersonal relationship between the player and the coach.
 - 4. Philosophical difference concerning academics, program goals, bench decorum and public relations with parents and fans.
 - 5. Time conflicts between the coach's occupation and coaching responsibilities.
 - 6. Filing reports with the Athletic office and collecting, care and storage of equipment are not a priority of the non-faculty coach.
- B. Therefore, the non-faculty coach needs to place special emphasis in becoming more familiar with the philosophies, goals and objectives of the athletic department by:
 - 1. Meeting the coaching qualifications required of all coaches.
 - 2. Meeting with the principal prior to the start of the season for indoctrination in the athletic policies and regulations found in the athletic handbook. (All non-faculty coaches must attend this meeting prior to the start of their sport season).
 - 3. Calling the office daily or as determined on a pre-arranged basis with the principal.
 - 4. Attending all program staff meetings or holding periodic conferences with the head coach.
 - 5. Following all procedures found in the respective coach's job description.
 - 6. Setting aside time before or after practices to meet individually with team members.

7. Conferring with the principal during the last week of the season to discuss the end of season reports, and the collection and storage of equipment.
8. Being loyal to the school, its tradition, and supporting all of the programs by attending as many athletic contests as possible.
9. If at all possible, being a substitute teacher in the building where the coaching assignment is made.

VI. Non-discrimination Policy

It is the policy of this district to provide equal opportunities for employment, retention and advancement of all people regardless of race, color, creed, national origin, political affiliation or sex.

The purpose of this policy is to accomplish the following:

- A. To provide ALL students with an opportunity to relate to and learn with members of various racial and ethnic backgrounds and to increase knowledge and enhance inter-cultural understanding.
- B. To provide equal opportunities to all students for participation in all of the educational programs under the direction of the school system, including extra-curricular activities.
- C. To insure equal opportunities for the employment, promotion and transfer of all persons.

The Board of Education encourages all personnel in the school district to assist in the accomplishment of this goal through their personal commitment to the concept of equal opportunity for all people regardless of race, color, creed, national origin, political affiliation or sex.

COACHING EXPECTATIONS AND RESPONSIBILITIES

(see appendix I)

I. Coaches' Professional and Personal Relationships and Expectations

The need for precise job description specifications is becoming obvious with the stronger emphasis on credibility and accountability in coaching. There is a definite need for precise criteria to measure coaching accomplishments within the framework of the U.S.D. No. 226 Meade objectives for their activity programs. These major performance areas stand out above the others:

A. Rapport

A coach must be able to develop a good rapport with any number of individuals and groups; team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.) the community as a whole, spectators, officials, fellow coaches in the conference, media representatives and the parents of his/her players. Good rapport and an image of competency are invaluable for the coach.

B. Cooperation

The district expects a maximum of cheerful give and take between all individuals associated in any degree with the comprehensive program. Coaches must work hand in hand with their principal and other members of their staff.

C. Leadership

Diligence, enthusiasm, honesty and a love for the game are all part of a professional pride that should be exhibited by any coach. Personal appearance, dress and physical condition should all be exemplary. Dressing appropriately for practice, following practice schedules and building positive attitudes are very important.

D. Discipline

Every facet of discipline is the coach's responsibility. Individually, the coach becomes a model of all that the program represents – observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season- at home and away, and the conduct of the crowd- especially where the student body is concerned. Desire **to do well; to win well, to lose well**, should be emphasized. Staff, players and spectators should be motivated toward established goals.

E. Improvement

A coach must constantly take advantage of opportunities presented for self-improvement. Attendance at district meetings, rules clinics, special workshops and clinics in specific fields and similar in-service training programs is a must. Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and fuller performance. Keeping abreast of current literature in professional journals, newspapers and magazines, and utilizing enrichment material available in other media forms is also expected.

F. Motivational Techniques

The coach must constantly implement positive teaching and coaching strategies. Belittling student athletes (publicly or privately), physically or verbally harassing student athletes, or privately or publicly chastening student athletes are not consistent with the "teaching" and "coaching" philosophy of activities in U.S.D No. 226 Meade.

G. Encouraging Participation

Coaches at all levels of participation in U.S.D. No. 226 Meade shall seek to maximize the level of participation in their activity. Discouraging remarks and practices that would discourage students from participation in any activity will be avoided.

II. Coaching Techniques

- A. Use sound, positive and acceptable teaching practices.
- B. Run well-organized practice sessions.
- C. Complete pre-season planning well in advance of starting date.
- D. Adhere to a highly efficient and technically sound program of injury prevention. When injuries do occur, follow a prescribed routine and maintain good communications with patient, trainer, doctor and parents.
- E. Construct a well-organized game plan.
- F. Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning and replacement. All purchasing should be accomplished through the allocated budget.
- G. Keep assistant coaches, student managers and statisticians well informed as to what is expected. Cooperate fully with maintenance staff, transportation people and others similarly involved in the overall program.

III. Athletic director Responsibilities

- A. Is responsible to the building principal, the superintendent and the Board of Education.
- B. Works directly with the principal and booster club on matters relating to awards and awards banquets.
- C. The district AD's give general supervision to the coaching staff and the entire athletic program. The AD's will:
 - a. Evaluate each head coach according to the evaluation schedule established by the building principal. **See Appendix iv.**
 - b. Meet regularly to coordinate the facilities, evaluations, scheduling of events and programs.
 - c. Coordinates middle school and high school athletics to ensure continuity in each program.
 - d. Conducts regular meetings of all coaches in each athletic program before, during and after the season to ensure coordination and continuity in each program.
 - e. Document all meetings through written agendas and minutes. Copies will be given to the building principals.
- D. Develops and recommends the athletic budget to the building principal.

- E. Is responsible to recommend purchase and write requisitions for approved items.
- F. Arranges athletic schedules in consultation with coaches and the building principal.
- G. Provides a regular (monthly during the school year) report for the Board of Education (written or in person) regarding the athletic program.
- H. Prepares and receives proper signatures for all athletic contracts.
- I. Maintains good relations with the various school publics and actively promote athletics as a valuable part of the school program.
- J. Maintain a system of checking the student's eligibility on a weekly basis. Any student who is in violation of the school's eligibility policy will be ruled ineligible to participate in activities the following week.
- K. Arranges team travel in coordination with all coaches, the principal and the transportation director.
- L. Arranges and supervises game administration:
 - a. Prepares officials contracts.
 - b. Contacts officials for all hosted events that require officials.
 - c. Assigns district personnel to extra duty as it relates to the administration of the athletic events.
 - d. Prepares locker rooms and security for all home events.
 - e. Hosts the officials for the contest.
 - f. Recommends maintenance of the facilities to the district maintenance director.
 - g. Checks on clean up of facilities after events.
 - h. Attends Kansas State High School Activities Association meetings.
- M. Acts as administrator in charge at all athletic events, including crowd control, unless other arrangements are approved through the building principal.
- N. Is responsible for maintaining letter records and statistics of records.
- O. Maintains inventory records in the athletic office.
- P. Fill out and mail necessary forms in compliance with KSHSAA and league regulations.

IV. Head Coach Responsibilities

- A. Is directly responsible to the athletic director and building principal.
- B. Organizes and supervises practice sessions and schedules.
- C. Works with the athletic director on travel requirements for the team.
- D. Recommends and requests equipment purchase through the athletic director.
- E. Grows professionally through attendance at coaching clinics and rules meetings.
- F. Delegates responsibility to assistant(s).
- G. Works with the athletic director on schedule development.
- H. Recommend athletes for rewards.
- I. Works with student athletes and parents in gaining scholarship offers.
- J. Furnishes team lists to the athletic director for compliance with KSHSAA and league regulations.
- K. Is responsible for the conduct of student athletes under his/her coaching supervision at home or away.
- L. Organizes and controls storage of equipment in his/her coaching area and the security thereof.

- M. Maintains accurate inventories, a system of assigning equipment and a system of checking equipment in.
- N. Provides an end of season report that shall include the season record to the athletic director and board of education.
- O. Supervises student managers.
- P. Is responsible to designate a person to provide game results promptly to local and regional news media immediately following each home contest.
- Q. Is responsible for program development through the organization of weekend, pre or post season activities that will provide district grade school students opportunities to learn fundamental skills of the coached activity and to interact in these activities with high school student athletes.

V. Assistant Coach Responsibilities

- A. Is responsible to the head coach of the sport or activity in which he/she is working.
- B. Will attend all practice sessions and meetings when requested to do so by the head coach.
- C. Will perform the duties assigned by the head coach.
- D. Grows professionally through attendance at coaching clinics and rules meetings.
- E. Should be involved along with head coach in the selection of athletes who are to receive letters and or personal awards of achievement.

**JOB DESCRIPTION AND
ATHLETIC COACH PERFORMANCE EVALUATION REPORT
Meade Schools, U.S.D. No. 226
(Appendix ii)**

**JOB DESCRIPTION AND
ASSISTANT COACH PERFORMANCE EVALUATION REPORT
(Appendix iii)**

**COACH PERFORMANCE EVALUATION SCHEDULE
(Appendix iv)**

ANNUAL BUDGET

I. Budget Responsibilities

- A. Head coaches are responsible for making budget requests for their entire program in the areas of uniforms, equipment, books, clinics, and fundraisers. Assistant coaches in each program will make their budget requests through the head coach.
- B. Coaches should use the following criteria for developing their budgets:
 - 1. Present inventory of uniforms and equipment.
 - 2. Condition and age of existing equipment.
 - 3. Uniform rotation plan in force.
 - 4. Number of teams and athletes in the program.
 - 5. Equipment rule changes.
 - 6. Projected long-range needs of the program.
 - 7. Projected assistance from the school board/booster club.
- C. Head coaches will submit the budget requests for the next year two weeks after the end of their season or at post-season evaluation conferences with the athletic director. Budget requests shall be on the appropriate forms and be accompanied by the end of season inventories for their sport.
- D. The annual budget shall be prepared by the athletic director and principal in April and be submitted to the Superintendent and Board of Education for approval.
- E. The principal and athletic director's budget responsibilities are threefold:
 - 1) Project the total gate receipts and other revenues of the activities;
 - 2) analyze the coaches' requests by sport to determine the amount to be budgeted for each respective sport within the limits of the total budget;
 - 3) prepare the budget request in the non-coaching facets of activities operation. In most cases this would include:
 - a. Officials
 - b. Transportation
 - c. Operating personnel (gate help, police, etc.)
 - d. Clinics – tournaments
 - e. Medical supplies
 - f. Equipment repair
 - g. Other miscellaneous equipment (from list)

PURCHASING

I. Procedures for Purchasing

All purchasing of athletic equipment must be done through the athletic director and principal and must be within the approved budget. Listed below are guidelines for the purchasing of athletic equipment and supplies:

- A. The requesting coach must submit to the athletic director the desired purchases on a district requisition form. Competitive bids or quotations are preferred for larger purchases.
- B. The athletic director will determine which supplier will receive the order based on budget, price, quality and delivery time. If prices are in the same range, consideration will be give to local dealers and those who best stand behind the product.
- C. The athletic director and principal will sign the requisition to be processed by the District office.
- D. The coach will check in received orders and will report to the athletic director if the order is short or defective.
- E. Coaches or persons, who purchase equipment without a purchase order, or prior approval, will be held responsible to personally pay for this equipment.
- F. If an emergency arises and/or the team is out of town and the principal cannot be reached, only then can minor equipment be purchased. (\$50.00)
- G. Coaches are not to bill personal items to the school account with athletic suppliers.
- H. U.S.D. No. 226 Meade will provide a single student activities budget to each school. The principal and athletic director will determine line-item budgets or allocations for individual activities.

INVENTORY OF EQUIPMENT

I. Procedures for Inventory of Equipment

Head coaches will be responsible for the care, issuing and storage of athletic equipment and uniforms for their programs.

- A. The head coach shall provide to the Athletic Director an equipment-uniform checkout sheet showing the items issued to each team member at the start of each season. All uniforms shall be marked for permanent identification.
- B. Head coaches will submit their athletic inventories to the Activities Director within two weeks of the end of the season or at their post-season evaluation conference along with next year's budget request. (Inventories should be maintained on a computerized spreadsheet or database.)
- C. Once equipment and uniforms have been used to a point where they are no longer serviceable, the following procedure will be used for disposal:
 1. Uniforms may be sold through the school office at the reduced price or thrown away.
 2. Equipment may be sold or given away with a written liability release.
 3. Rejected football helmets shall be sawed in half before disposal.

- D. During the season all equipment shall be secured in the proper storage areas after each contest or practice. Within the two-week inventory period at the season's end, all equipment and uniforms shall be cleaned and stored in the designated areas until the following year.

ATHLETIC EQUIPMENT AND FACILITIES

I. Issuing of Athletic Equipment

Each head coach is directly responsible for the care and control of all equipment used in his/her program.

- A. The athletic director will be responsible to see that all equipment is numbered when received by the department prior to equipment issue by members of the coaching staff.
- B. A control system will be established using "Player Equipment Information Cards" for each athlete and a "Master Athletic Equipment Check-Out Sheet" to be turned in to the athletic office.
 - a. Both athletic equipment controls shall be kept current by the coaches at all times.
 - b. The coach shall retain the cards for end of season equipment check-in.
 - c. Students who do not return all school owned equipment shall not receive grades nor an official transcript from the school until the equipment is returned or paid for.
- C. Coaches should carefully consider the selection of all student equipment managers and thoroughly explain their duties. These individuals are the key to good equipment control and maintenance.
- D. The head coach, although he/she may delegate the issuing of equipment to assistant coaches and managers, is ultimately responsible for the issuing of athletic equipment to all team personnel. The coach issuing equipment must have the knowledge to insure properly fitting equipment.
- E. Players are to be instructed in the proper use, care (washing) and maintenance of their equipment at the time of issue. This is particularly important for safety equipment.
- F. All athletes receiving equipment will be responsible for the equipment issued. If the equipment is lost or has had abnormal usage, the athlete will be charged accordingly.
- G. Periodically, coaches shall inspect equipment and facilities during the season.
 - 1. Helmets, protective gear, nets, supporting poles, etc. may break or deteriorate and become unsafe during the course of the year.
 - 2. Deactivate unsafe or defective equipment.
 - 3. Facility hazards should be reported to the Athletic director immediately.

- H. All general equipment used by more than one sport (video equipment, pylons, etc.) will be stored in a specific area. Always return equipment to this area promptly for others to use.

II. Use of athletic Equipment and Facilities

It is important to emphasize to all athletes their responsibilities as squad members to take good care of school equipment and facilities and to report any abuses to their coach or the Principal. Replacing equipment and repair to facilities can only result in a loss of moneys that could be used elsewhere in the athletic program.

- A. Athletic department-issued equipment is to be worn only during practice sessions and interscholastic contests, or by permission of coaches. At no time are athletes to wear school-issued equipment or uniforms for:
 - 1. Gym classes
 - 2. Work or job
 - 3. Socially
 - 4. School wear (see policy below)
- B. Varsity level teams may wear uniform tops or game jerseys on certain game days only. Normally, the wearing of school athletic items will be reserved for special occasions.
- C. In particular sports where athletes personally buy a portion of their practice or game uniforms, these may be worn at the discretion of the athlete.
- D. Warm-up jackets (tennis, golf, cheerleaders, etc.) may be worn to and from school, but only on contest days. Shoes, if supplied by the school, are never to be worn as a school item.
- E. Athletic equipment of the school district will not be loaned to outside groups except with the approval of the principal in unusual circumstances.
 - 1. Approval will be received through the office of the Principal.
 - 2. For liability reasons, the use of school equipment is discouraged and in the unusual circumstance, a liability release is needed.
- F. All athletic facilities use will be scheduled by the athletic director upon request of the coach.
 - 1. Facility schedules will be kept by the principal and athletic director.
 - 2. Head coach in each sport will meet with the athletic director prior to the start of the season for the purpose of scheduling facilities.

III. Collection and Storage of Athletic Equipment

Coaches are responsible for collecting all equipment that is dispersed during the year. Experience dictates that if equipment is collected immediately after the season, more of it comes back with

less effort. In fact, coaches are encouraged to collect uniforms and other equipment on the day of, and directly after their last contest.

- A. The head coach shall supervise the collection, inventory and storage of all the equipment within his/her sports program.
- B. As athletes turn in their equipment, it should be checked off of his/her equipment card noting the condition of all returned equipment.
- C. If any equipment is lost or has abnormal usage, the athlete shall be charged replacement costs.
 1. The coach shall inform each athlete he/she will not receive any athletic awards until all financial obligations are met.
 2. Players still delinquent at the end of the school year will not be allowed to take final examinations until this obligation is fulfilled.
- D. Within two weeks after the season's end, all equipment is to be collected, cleaned, inventoried and stored in the designated (central) storage area.
 1. No equipment is to be discarded without the approval of the Athletic director.
 2. Equipment to be repaired/reconditioned shall be marked appropriately and stored in the central storage area.
 3. Make sure that all clothing equipment (game and practice uniforms) is either laundered or dry cleaned and repaired before being stored away.
- E. The head coach shall turn in his/her equipment inventory with any outstanding player obligations and next year's budget request at the end of the year evaluation conference two weeks after the last contest.
 1. In the inventory, the number of items, the description of the equipment, cost of the equipment when new, and the condition of the equipment should be listed (For condition: a. excellent, b. good, c. fair, d. poor, e. discarded). Number of discarded items must also be listed.
 2. Keep your equipment clean, repaired and in one control area when not in use.

PRACTICE SESSIONS

I. Coaches Responsibilities

A. Participant Requirements Prior to First Practice

1. All eligibility requirements have been satisfied
2. Complete physical examination form
3. Completed emergency medical cards
4. Completed parent-athlete responsibility acknowledgement forms
5. Fees paid (if any)

B. Practice Policies

1. The morning following the first official practice, each coach shall submit a "squad roster" to the athletic director of all candidates trying out.
2. Practice sessions shall be scheduled so as to create the minimum amount of daily conflict with normal family activities of the participants.
3. Practice sessions should be well planned, well structured, and should not exceed two hours, (immediately following the end of the school day) excluding time required for dressing and showering.
4. In sports where it is necessary to schedule separate, back-to-back practices due to a lack of facilities, the last practice session must be concluded by 8:30 p.m.
5. Coaches who wish to continue practice beyond the completion of their scheduled practice time should receive prior clearance from the athletic director and principal.
6. Coaches and managers should be the first to arrive and the last to leave the practice sessions. At no time are athletes to practice by themselves.
7. All equipment used in practice sessions shall be returned to its proper storage location at the end of each practice. The practice area must be policed and secured.
8. A student absent from school may not practice on that day unless:
 - a. He/she returns to school by 12:10 p.m.
 - b. An acceptable parent or doctor's excuse is submitted to the principal or coach.
 - c. Permission is granted by the principal
9. Upon completion of all afternoon classes, athletes are to take all needed items (coats, boots, books, etc.) to their athletic lockers in order to avoid entering hall areas after 4:00 p.m.

II. Restricted Practice Days

A. Weekend and Holiday Practices

1. All practices are to be held on school days if at all possible. Saturday practices are to be discouraged. Wednesday practices must be completed no later than 6:30 PM. Sunday/holiday practices will be permitted only:
 - a. By varsity level teams upon permission of the principal
 - b. When a varsity contest has been scheduled the following day
 - c. When a tournament or play-off contest falls on the following day
 - d. Approved weekend and holiday practices are to be considered voluntary...no disciplinary actions should be levied against players who do not attend.
2. All Sunday practices allowed must be conducted between 2:00 and 4:00 PM and shall not exceed two hours in length.
3. If permission to conduct a Sunday or special holiday practice is granted, the total length of the practice session may be no longer than two hours. The entire session on Sundays must be conducted between the hours of 2:00 and 4:00 pm

B. Vacation Practices

All practices during these periods will only be permitted upon the permission of the building principal.

C. Early dismissal of School or Emergency Closing

1. In the event there is a scheduled early dismissal of school, practices may be held at that time only provided the coach(s) are available. Normally, the dismissal results in the coach attending a meeting, seminar or workshop during this period.
2. Emergency weather conditions may result in an early dismissal or extended period of school closing. Varsity level teams only may practice during this period upon permission of the building principal.

SQUAD SELECTION

I. Philosophy

It is our philosophy of athletics and our desire to see as many students as possible participate in the athletic program at U.S.D. No. 226, Meade. Obviously, time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport. However, when developing policy in this regard, please strive to maximize the opportunities for our students without diluting the quality of the current program or future programs.

II. Cutting Policies

No team cuts will be made. Cheerleaders will be selected according to approved policy found in principal's office.

III. Team Selection and Playing Time

The selection of all team members and all playing time shall be the **sole responsibility** of the coach in charge of the team. Coaches are encouraged to use professional judgment in maximizing the opportunities for our students to participate. See **I. Philosophy above**.

LOCKER ROOM AND RELATED FACILITIES

I. Locker Room Responsibilities

A. Security

1. Each coach is responsible for the action of members of his/her squad from the time they report to the locker room for practice until they leave the building after practice.
2. It is the coach's responsibility to be present at the time that the athletes are to report for practice, games, meets, home or away, **and stays until the last athlete has left**.

3. The coach shall see the lights and showers are turned off, the doors are locked, equipment is locked up and the room left as neat as possible.
4. Since many coaches will be using the locker room office area (coaches' office), each coach must make an effort to keep this area as neat and clean as reasonably possible. The custodians will clean this area once a week.
5. Each coach shall keep a numerical and alphabetical record of the locks and lockers used by his/her squad. This record should include lock combinations. A copy of this record shall be made available to the Principal.

B. Control of Keys

1. All keys to the building, locker rooms, equipment rooms, etc., will be issued to coaches by the principal. All coaches will return their keys to the principal on the final day of the school year, unless permission has been granted for summer use of athletic areas.
2. Coaches are not to give athletes their keys at any time. Managers may use coaches' keys during practice sessions, but managers are not to have their own keys.
3. If keys to the athletic area are lost, the coach should report this to the principal immediately.

II. Locker Room Procedures

A. Athlete Rules

1. Roughhousing and throwing towels or other objects are not allowed in the locker room. Hazing of other players is not allowed.
2. All showers must be turned off after showering. The last person to leave the shower room is expected to check all showers.
3. No one except coaches and assigned players is allowed in the locker room.
4. No glass containers are permitted in locker rooms without the permission of the principal.
5. All spiked or cleated shoes must be put on and taken off outside of the locker room in extreme muddy weather conditions. No metal or hard plastic spikes or cleats are ever allowed in any other part of the school building.
6. Equipment must be removed from all lockers by the end of the first school day following the conclusion of each sports season.

III. Equipment and Training Rooms

A. Controls

1. Each coach is responsible for making sure that the equipment room is locked at all times except when equipment is being issued or received.
2. Athletes are not to be in the training room unless they are being examined or receiving treatment by the trainer or a coach. All use of the medical or rehabilitation equipment in the training room must be by authorized and qualified personnel of the school district.

ATHLETIC INJURIES

I. Injuries and Accidents

A. Responsibilities

1. Injuries to athletes will occur in interscholastic athletics at all levels regardless of the amount of precautions taken; such as safe playing conditions, proper coaching techniques, the best safety equipment and the required warnings of injury. Realizing this fact, it is recommended that, whenever possible, the U.S.D. No. 226 Meade enlist the services of qualified training staff for athletic programs.
2. The trainer, when present, will have the responsibility of administering to all injured athletes and making the proper recommendations.
3. In the event the trainer is not present, the coach in charge of the activity is to assume the responsibility. He/she must be prepared to recognize and properly administer first aid or refer injuries to the appropriate medical personnel.
4. No member of the coaching staff should overstep his/her bounds and attempt to diagnose or treat an injury. Since athletes are bound to have injuries, the coach must understand first aid and be ready to administer it. In addition to knowing what to do, he/she should know what not to do.
5. It is the responsibility of the head coach in charge of a team to have a complete first aid kit, in sanitary condition, at every practice and contest.
6. An ambulance should be at all home football games.

B. Emergency procedures.

1. Check for consciousness and the vital signs (breathing and pulse); look for abnormally displaced body parts. If unconscious, assume injured athlete may have a spinal injury.
2. Take appropriate steps to control excessive bleeding.
3. Movement of the injured should be kept to a minimum.
4. Keep the injured as warm and comfortable as possible, except with heat related illnesses.
5. When there is any question as to the extent, seriousness or nature of the injury by the trainer/coach, seek professional medical help immediately.
6. Notify the parents of the injured athlete immediately.
 - a. Parents should assume the responsibility of contacting the family physician for any injury.
 - b. Less serious injuries – have parents provide transportation for necessary medical attention.
 - c. In more serious injuries and professional medical help is not readily available, the emergency squad should be called.
7. The athletes' parents' home and work phone numbers, other contact person, preferred physician and preferred hospital all should be carried at all times in the team's medical kits.
8. If the parents are not available, a member of the coaching staff will accompany the athlete to seek the necessary medical attention, taking a copy of the KSHSAA physical form. He/she should continue to try to contact the parents.
9. Notify parents of all noticeable injuries, illnesses, infections, etc. The parents should always make contact with the family physician.

II. Accident/Injury Report Procedures

A. Reporting Procedures

1. The trainer/coach will complete an athletic injury report immediately following all athletic injuries or accidents that involve any student under their control during a practice, contest or while traveling to or from a contest.
2. The report shall be turned into the principal's office the following morning with the coach/trainer and athletic director retaining a copy.
3. Copies of the report shall be immediately given to the principal and sent to the parents and district office.
4. Coaches should follow up on all injuries by attempting to personally contact the parents.
5. Accident and Injury forms are found in the building office and Appendix iv of this handbook.

B. Return to participation

1. Athletes that have been out of action for a time because of illness and injury, and were under the treatment of the trainer or family physician, must have a written statement allowing return to competition.

MISCELLANEOUS ATHLETIC POLICIES

I. Undue Influence for Participation

- A. It shall be the philosophy of the U.S.D. No. 226 Meade athletic departments that athletes shall enjoy as many sport seasons as the student-athletes and their parents wish them to participate in without influence from any coach to specialize in one sport. All coaches should actively encourage participation in other sports.

II. Release from Class

- A. All interscholastic athletic contests should be scheduled so that students miss a minimum number of classes for travel to away games.
- B. Head coaches should make arrangements with the Principal to have students excused from class because of travel requirements only when absolutely necessary.
- C. It is the responsibility of the athletes to see their teachers the day before class if they are to miss because of an athletic contest. All work shall be made up at the convenience of the teacher. Students are encouraged to attend the class at another hour on the same day they are to miss the class, if possible and if it is convenient for the teacher.

- D. All coaches shall submit a list of all squad members, managers, etc., to be excused, several days in advance. Athletic trip list forms will be available in the athletic director's office.

III. Coach's Responsibility for Preventive Procedures

It is assumed that the coach of the athletic team will be a positive role model for his/her athletes throughout all practice sessions and games. This would include providing proper example of a sportsmanlike attitude toward the opposing team and coaches. Negative motivational techniques meant to inspire a team are considered detrimental to overall sportsmanship and to the preparation for a particular game. While such motivational techniques are questionable, at best, in professional athletics and college level sports, they certainly are considered inappropriate at the high school and junior high levels.

The coach's conduct at an athletic event should provide proper sportsmanship for and by his/her team as follows:

- A. Athletes should be taught to avoid physical confrontations with members of the other team.
- B. Players should be taught that, should one of their teammates become involved in a physical confrontation, all others are to avoid becoming involved in the physical confrontation, even under the guise/excuse of trying to separate them.
- C. Players should be taught that if a confrontation does occur on the field or court, the coaches and the officials would separate the involved individuals.
- D. The head coach should direct the assistant coach to assume immediate responsibility for those athletes on the bench who are not involved in the physical confrontation. For example, the assistant coach to the varsity basketball team would immediately turn to the players on the bench and verbally instruct them to remain in their seats.
- E. Coaches should forewarn all athletes on their teams that involvement in a physical confrontation will result in the consideration of not only removing the athletes from the sporting event for the rest of the day, but also the possible suspension from subsequent games.
- F. The behavior of the coach must at all times be marked by dignity and self-control. He/she should not, at any time, use provocative language or engage in any un-sportsmanlike actions or tactics. He/she must avoid any actions or remarks, which would tend to incite the displeasure of the spectators or provoke disorderly behavior. If the coach, as a professional educator, cannot exercise emotional control under stress, then such behavior cannot be expected from the young people on the team nor from the heterogeneous combination of spectators in the stands.
- G. The coach will immediately discipline any player who intimidates an official, or displays un-sportsmanlike behavior.

- H. Coaches must control their emotions by eliminating any show of outrage of discontent over an official's call.
- I. Coaches should never seek out an official at anytime.

IV. Trophy Display

- A. All league and state trophies will be displayed in the appropriate trophy cases.
- B. Trophy case display windows are not to be used for posting of notices or as a bulletin board.
- C. Trophy cases will be maintained by the principal.

V. Practice Schedules

- A. Practice schedules will be drawn up by the head coaches and with the approval of the Principal.
- B. When practices are held in the gymnasium prior to an athletic contest, the practice session must be completed by 20 minutes prior to game start.
- C. All locker rooms being used by visiting teams must be available 30 minutes before a schedule game start.

VI. Repair

Coaches receiving athletic equipment that has been repaired must keep invoices, packing slips, etc. These should be given to the Athletic Director immediately.

VII. Arrival of New Equipment

When new equipment arrives at the receiving area, the head coach will check it in and have it delivered to the proper storage area.

VIII. Videotape Machine

A coach desiring use of this machine should present to the principal a master schedule, listing all practice and game/meet contests to be videotaped. Several students will be assigned to tape practices, games, etc. All these students will be admitted free to all regular season athletic events, and provide a meal allowance determined by athletic director for all away games.

IX. Game Supervision

- A. The Athletic director, or the designated game or meet manager by assignment, is responsible for supervision at interscholastic contests.

- B. Head coaches are responsible for squad members, including managers, etc., during athletic contests.
- C. Cheerleading must be supervised as specified by the building principal.
- D. In limited cases, head coaches will be designated for supervision of their athletic contest. Coaches at lower levels will be required to accept this responsibility on a regular basis. With the number of scheduled contests, it is impossible for the athletic director and principal to be physically present at every event.

X. Complaints (KN Complaints – Board Policy)

- A. The board encourages all complaints regarding the district to be resolved at the lowest possible level. For example: an issue of playing time for an athlete must be resolved with the coach involved.
- B. It must be fully understood that the coach is the person solely responsible for squad selection, playing time, player development, and the style of play. Therefore, it is essential all issues or concerns should be directed to the coach or to the administrator in charge for resolution to the concern.
- C. In the event that a complaint cannot be resolved at the lowest level, it may be necessary to refer the concern to the building principal. The building principal will hold an informal conference with the parties involved in an effort to resolve the matter. Should it become necessary, the complaining party should be made aware and provided a copy of district policy KN Complaints.

XI. Problems That Occur

Any problems relating to athletics should immediately be drawn to the attention of the Principal. Head coaches should attempt to handle all problems within their own department.

XII. Team Pictures

The athletic director will establish a picture day early in the season, enabling all of the teams to take a group picture.

XIII. Activities Awards

Each school will maintain a building level letter and award policy. It should be shared with student athletes and their parents at the beginning of each season.

XIV. Team Travel

- A. The head coach is responsible for the conduct of players and all others on the bus.

- B. The coach and the driver are responsible for the safety of all passengers.
- C. All players and others riding the bus are expected to return by the same means.
- D. Only the head coach may make alternative transportation arrangements. An athlete may be given permission to return home with his parents with a confirmed request from the parent.
- E. Under no circumstances should a participant be allowed to ride with another student.
- F. Students should be discouraged from riding home with another player's parents and must have a parent permission note.
- G. The coach should report any damage to the host school's locker room or facility promptly to the principal.
- H. Coaches are reminded to promote responsibility and sportsmanship while visiting.
- I. The dress of the team shall be appropriate to the manner of travel. They should be clean and neatly dressed.
- J. If cars or other non-bus transportation is used, it must be driven by an adult and approval cleared with the building principal and transportation director.

XV. KSHSAA and League Regulations

- A. Each coach shall make themselves aware of the regulations that govern competition. Effort shall be made to avoid any violation of these regulations. Violations that do occur shall be reported to the KSHSAA by the athletic director and principal.
- B. All questions regarding these regulations should be discussed with the athletic director.
- C. Each coach shall attend necessary league meetings that are called by the league president.

XVI. Weight Training

A weight training program for athletes will be conducted during the off-season under the supervision of a qualified teacher or coach selected by the athletic director and/or principal.

XVII. Student Meal Reimbursement

Each student participating and represent the school will be reimbursed for one (1) meal providing the activity is away for a period of two (2) meals. The first meal will be the responsibility of the student to either brown bag or purchase his/her meal. All additional meals of an extended stay, after the first meal, will be provided at a predetermined allowance rate per meal. This will apply to all sports, forensics, music or any group competing or representing the school under the auspices of the KSHSAA. (Clubs that have moneymaking projects are not to be included.)

XVIII. Overnight Lodging

Overnight travel in excess of 150 miles from Meade High School will be considered for overnight lodging approval. If a departure time from MHS earlier than 6:30 AM is required, overnight lodging approval may be considered. Additional funding requests, outside the athletic department budget, for overnight travel must be made to the superintendent of schools.

XIX. Non-varsity participation

In each non-varsity contest, as many athletes as reasonably possible should be used. Each player should be provided as much opportunity for experience as is reasonably possible.

XX. Statistics and Records

Head coaches are responsible for maintenance of statistics, scorebooks and records for their particular activity. Copies of these records should be turned in to the athletic director after each season. Coaches are responsible to provide prompt information after each concerning stats, game summaries, and articles to the local media, including the Meade County News and any other local publications. Good public relations is a key ingredient to a successful program.

XXI. Coaching Activities During Instructional Time

Sales representatives and college coaches should not visit member of the coaching staff during a regular class period unless given prior permission by the principal, and when a student athlete is involved, the additional permission of the classroom teacher and coach of such athlete.

XXII. Lettering Requirements

All lettering requirements are listed in the Junior and Senior High School Handbooks.

XXIII. Drug Policy

The district approved drug and alcohol policy is located in the Junior and Senior High School Handbooks.

APPENDIX i

COACHING EXPECTATIONS

1. Treat all players equal.
2. After chewing a player out, be sure to stop by sometime that same day and make him/her feel like coming back tomorrow.
3. Support your players.
4. Try to make every athlete feel important.
5. If you criticize, do it to the player's fact...not downtown. Always end your criticism with something positive about the individual.
6. Stimulate a desire in the player to be the best.
7. Always keep control of yourself and make sure your players keep control of themselves.
8. Don't ever let an athlete loaf, no matter who he is.
9. Coach before you criticize.
10. What you teach is the most important, not what you know.
11. Your practice plans are very important. Know what your are going to do in practice.
12. Enthusiasm is contagious.
13. Fundamentals are the most important factor of an athlete.
14. Coaches will never argue in front of players. Any disagreement should be dealt with after practice in the office. Never criticize another coach in front of an athlete, and never let an athlete be disloyal to a coach or teammate.
15. Be concerned about injuries of any player (mental and physical).
16. Don't ever threaten a player unless you plan to back it up.
17. Encourage athletes in classroom work and keep check on them.
18. Make athletics fun for the players.
19. Do not cuss in front of an athlete.
20. Work with every athlete in our program regardless of what problems may arise.
21. Show class at all times.

from: **THE CHRISTIAN ATHLETE**
Fellowship of Christian Athletes, KC, Missouri

APPENDIX ii

**JOB DESCRIPTION AND
ATHLETIC COACH PERFORMANCE EVALUATION REPORT
Meade Schools, U.S.D. No. 226**

Note: The evaluator shall conduct four observations throughout the season. Two practice sessions (one early in the season and one late in the season) and two games. One practice session and one game shall be unannounced.

Coach's Name	School	Sport & Position
School Year		

PERFORMANCE:	RECOMMENDATION:	OBSERVATION
DATES:		

Satisfactory _____	Needs Improvement _____	Unsatisfactory _____
Continued Employment _____	Termination _____	

Evaluation indicates S (Satisfactory), NI (Needs Improvement), U (Unsatisfactory) or NO (Not Observed) on the line preceding each numbered item.

GENERAL RESPONSIBILITIES

1. Is familiar with the athletic policies of the league, the school, KSHSAA and U.S.D. No. 226 Meade.
2. Is responsible to Principal and Athletic director for the entire program. This includes managers, student assistants and athletic trainers.
3. Attend coaches' meetings, clinics, in service programs.
4. Is available to counsel all participants in decision-making relative to academic, vocational or daily problems.
5. Cooperates with Principal and Athletic director, all other coaches/sponsors and athletic trainers to upgrade total athletic program.
6. Cooperates with teaching staff, parents, members of the news media and other citizens to insure exemplary public relations.
9. Oversees the safety conditions of the facility or area in which assigned sports activities are conducted at all times the athletes are present.

9. Promotes respect by example through appearance, manners, behavior, language and conduct during practices and contests.
10. Is prompt and consistent in meeting team for practices and contests.

MAJOR PRE-SEASON RESPONSIBILITIES

1. Cooperates with other coaches in conditioning programs to promote physical fitness.
2. Provides pre-season information to students and parents to inform them of the philosophy of the program and of the rules and regulations (schedules, practice times and attendance policy.)
3. Secures medical clearance of squad candidates according to the Kansas State High School Activities Association rules.
4. Submits alphabetized list of candidates, identified by grade and section to the Principal for purpose of determining whether a student is eligible to compete in the program.
5. Is responsible for the U.S.D. No. 226 Meade athletic participation/parental consent forms to be accurately completed prior to submitting them to the Principal.
6. Informs parents and students of the insurance policies available through the school district.

MAJOR IN-SEASON RESPONSIBILITIES

1. Checks eligibility list at least four days prior to the date of the first game.
2. Issues equipment to players and maintains records of issued items.
3. Supervises assistant coaches, assigns their respective duties and conducts staff meeting as necessary.
4. Plans, organizes and implements the following through written practice (lesson) plans:
 - _____ a. teaching basic fundamentals;
 - _____ b. works to develop the basic skills of the activity;
 - _____ c. game strategy, including situational strategy;
 - _____ d. rules and techniques;
 - _____ e. game management (including time management).

5. Properly supervises student-athletes under immediate care and specifically fulfills a coach's responsibilities in conjunction with district, region and state contest.
- _____ 6. Maintains discipline on and off the court and requires students to represent Meade Schools in a positive manner at all times.
7. Inculcates good health habits in squad members, including the establishment of sound training rules.
- _____ 8. Requires teams to dress appropriately according to established dress code policy to and from all contests.
9. Maintains properly supplied first aid kit and emergency care cards at all times.
10. Implements procedures for handling injuries and completing injury report forms for student health records and insurance purposes.
11. Takes proper care of equipment, supplies and facilities.
12. Assist the Principal and Athletic director in pre-game preparations.
13. Provides an atmosphere conducive to good sportsmanship and assists visiting teams, coaches and officials.
14. Teaches student-athletes to use only legitimate and ethical means in attempting to win a game.
15. Reports varsity game scores and other pertinent information to local and regional newspapers, radio and television stations in a timely fashion following games.
16. Evaluates and rates officials, turning in all reports required by the district, league and KSHSAA.
- _____ 17. Is fair and consistent in administering team rules including attendance, behavior, dress, etc.
- _____ 18. Coach attempted to get as much playing time as possible for all athletes through the use of "C" team, JV and Varsity competition.

MAJOR POST-SEASON RESPONSIBILITIES (Items to be submitted to the Athletic director)

1. List of collected, inventoried and stored equipment.
2. List of squad members who completed the season and any special awards.
3. Season record (opponents and scores, any championships won and any outstanding achievements by a player, such as most points scored in a game, high scorer for a season, etc.) provided to the journalism and yearbooks staffs as well as local and regional news media.
4. Detailed list of players who failed to return issued school equipment.
5. Recommended purchases for next season delivered to the Athletic director.
6. Recommendations, if any, for next year's schedule delivered to the Athletic director.
7. Evaluate total program and submit any recommendations for program improvement to the Athletic director.

EVALUATOR'S EXPLANATION OF ALL UNSATISFACTORY RATINGS:

Evaluator's Signature Date

Coach's Comments:

*Coach's Signature Date

_____ I have reviewed this evaluation
evaluation

_____ I have reviewed this

Principal Date
Date

Superintendent

* Signifies only that individual has read this report.

APPENDIX ii

**JOB DESCRIPTION AND
ASSISTANT COACH PERFORMANCE EVALUATION REPORT**

To be completed by the evaluator of the specific sport upon receipt of the head coaches evaluation of the assistant.

Coach's Name
School Year

School

Sport & Position

**PERFORMANCE:
DATES:**

RECOMMENDATION:

OBSERVATION

Satisfactory _____

Needs Improvement _____

Unsatisfactory _____

Continued Employment _____

Termination _____

Evaluation indicates S (Satisfactory), NI (Needs Improvement), U (Unsatisfactory) or NO (Not Observed) on the line preceding each numbered item.

- _____ 1. Demonstrates loyalty to school and head coach.
- _____ 2. Displays enthusiasm in coaching the sport.
- _____ 3. Acts as a positive role model for athletes
- _____ 4. Has the ability to motive the students
- _____ 5. Develops a positive rapport with the head coaches.
- _____ 6. Communicates effectively with the head coach.
- _____ 7. Works cooperatively with other assistant coaches.
- _____ 8. Interacts appropriately with parents.
- _____ 9. Provides appropriate supervision of players.
- _____ 10. Maintains discipline in a fair and consistent manner.
- _____ 11. Contributes to the planning of practice/game strategy.
- _____ 12. Organizes and prepares appropriately for practices/games.
- _____ 13. Is prompt in meeting team for practices/games and meetings.

- _____ 14. Fulfills responsibilities assigned by the head coach.
- _____ 15. Demonstrates a willingness to assume extra duties.
- _____ 16. Looks for ways to improve the program.
- _____ 17. Demonstrates knowledge of the sport and rules.
- _____ 18. Effectively teaches and demonstrates fundamental skills.
- _____ 19. Improves the skill and technique of those plays for which the assistant is responsible.
- _____ 20. Can adequately assess the skill level of players.
- _____ 21. Attends in-service opportunities to enhance professional advancement and all meetings required by the district.

COMMENTS:

 Evaluator's Signature Date

Coach's Comments:

 *Coach's Signature Date

_____ I have reviewed this evaluation
 evaluation

_____ I have reviewed this

 Principal Date
 Date

 Superintendent

* Signifies only that individual has read this report.

APPENDIX iii

**JOB DESCRIPTION AND
ASSISTANT COACH PERFORMANCE EVALUATION REPORT**

To be completed by the head coach the specific sport and given to the evaluator in charge.

Coach's Name School Sport & Position School Year

PERSONAL QUALITIES

- _____ 1. Demonstrates loyalty to school and the head coach.
- _____ 2. Displays enthusiasm in coaching the sport.
- _____ 3. Acts as a positive role model.
- _____ 4. Ability to motivate the students.
- _____ 5. Interacts appropriately with the athletes.
- _____ 6. Interacts appropriately with parents.
- _____ 7. Demonstrates good rapport with the coaching staff.

COACHING QUALITIES

- _____ 8. Demonstrates knowledge of the sport and rules.
- _____ 9. Recognizes the individual differences and abilities.
- _____ 10. Provides appropriate supervision of the players.
- _____ 11. Provides input on practice and game strategy prior to game, during and after games.
- _____ 12. Effectively teaches fundamental skills.
- _____ 13. Organizes and prepares appropriately for games and practices.
- _____ 14. Is punctual to practices, games, meetings, etc.
- _____ 15. Maintains discipline in a fair and consistent manner.
- _____ 16. Attends in-service opportunities to enhance professional advancement and all required meetings
- _____ 17. General knowledge of first aid and safety procedures.

Head Coaches Signature Date Assistant Coach's Signature Date

APPENDIX iv

COACH PERFORMANCE EVALUATION SCHEDULE

Each athletic director and/or building principal will be in charge of the following the evaluations of the head coach of the following athletic programs:

CROSS COUNTRY	Building Principal
GIRLS' TENNIS	High School AD
JH FOOTBALL	Building Principal
JH VOLLEYBALL	Building Principal and/or AD
HS FOOTBALL	High School AD
HS VOLLEYBALL	High School AD
BOYS JH BASKETBALL	Junior High AD
GIRLS JH BASKETBALL	Junior High AD
BOYS HS BASKETBALL	High School AD
GIRLS HS BASKETBALL	High School AD
BOYS' TENNIS	Building Principal and/or AD
HS GOLF	Building Principal and/or AD
JH TRACK	Building Principal
HS TRACK	Building Principal
WEIGHTLIFTING	Building Principal

Each evaluation must be reviewed and signed by appropriate building principal. Each coach is responsible for evaluating assistant coach according to the Athletic Handbook Policy.