USD #417
Coaches
Handbook
2018-2019
School Year

I. Mission Statement of the Athletic Department

Morris County USD 417 considers athletics to be an integral part of a comprehensive high school and junior high school. Our program provides experiences that will help students physically, mentally, socially and emotionally. It is recognized that school athletic programs are educationally based and we have an obligation to fulfill this element of our school programs. It is our belief that by promoting sportsmanship at all levels, the athletic program instills pride, reinforces a sound value structure, and enhances individual self-esteem. It also promotes the image of our school and our district.

The athletic mission of the USD 417 community is to develop character and integrity of student/athletes through the virtues of encouragement, hard work, and commitment while promoting a competitive spirit.

II. Injuries

Athletes are to be informed by the coaches to report all injuries to them. This includes injuries that occur both on and off the playing field. Injuries should be referred to the trainer for diagnosis. If no trainer is available, a member of the staff certified in first-aid should do the evaluation. If an injury requires post practice care such as ice, elevation, anti-inflammatory medications, or the injury caused the student to miss practice the coaching staff is required to inform the student's parents that evening. **If an injury requires professional medical attention, an injury report is to be filed with the building AD. The report is to be turned in within 24 hours or on the Monday following a Friday/weekend occurrence.**

An athlete that received medical attention (whether it be at the school site or visiting a doctor/hospital on their own) is NOT allowed to return to practice or participate in a contest until the trainer and/or athletic department and head coach receive written permission from his/her physician. The head coach will turn all releases in to the athletic director.

USD 417 Head Injury Guidelines:

If a student suffers, or is suspected of having suffered a concussion or head injury during a sport competition or practice session, the student:

(1) must be immediately removed from the contest or practice; and

(2) may not again participate in practice or competition until a physician has evaluated the student and provided a written clearance for the student to return to practice and competition.

The National Federation (NFHS) and the KSHSAA recommend that the student should not be cleared for practice or competition the same day the concussion consistent sign, symptom or behavior was observed.

III. Facilities and Equipment

It is the coach's responsibility to see that the equipment for their sport is properly secured and stored at the end of the season. A full inventory on the athletic director's form is required to be turned in 2 weeks after the completion of their season. All school issued equipment is to be returned to the coach following the season. The coach is to maintain

an inventory of his/her equipment and submit that inventory at the conclusion of each season. If equipment/uniform is not returned, any and all awards earned by an athlete will be withheld until such equipment is returned or restitutions have been made.
Coaches are encouraged to assist with improvements to their facilities. However, any and all alterations must be coordinated through the athletic director to ensure that district procedures and guidelines are not violated.
Facilities are not exclusive to a particular sport. Sports that are in season have priority of facility usage. The care of that facility during practice time is the responsibility of the coach. All staff are responsible for all facilities at all other times. Leave the facility better than you found it. There are some specific items that all need to be concerned with:

- No shoes (except wrestling) allowed on the wrestling mats
- No tables or chairs are to be left in the gyms (if you use tables or chairs in the gym, take them out when you are finished)
- Storage space is limited. Make sure items are stored properly in the storage closest so as not to limit access.

FACILITIES USED BY STUDENTS FOR ATHLETICS ARE TO BE SUPERVISED BY AN ADULT AT ALL TIMES. A DISTRICT EMPLOYEE CANNOT CHECK OUT HIS/HER KEYS TO A NON-DISTRICT EMPLOYEE. IF A DISTRICT EMPLOYEE ALLOWS ANOTHER ADULT INTO A BUILDING TO SUPERVISE STUDENTS, THE DISRICT EMPLOYEE IS STILL RESPONSIBLE FOR THESE STUDENTS AND THE CLEAN UP AND LOCK UP OF THAT FACILITY.

IV. Athletic Travel

District Bus/Van Transportation:
Transportation arrangements utilizing district bus or vans shall be arranged by the head coach and Athletic Director. Departure times should be requested that allow for adequate (Approximately 1 hour prior to game time) warm-up time for the team at the destination but departure times should also be requested to minimize loss of school time. Coaches are to submit their team's travel needs at the beginning of their season. In the event that a contest has to be rescheduled or new contest is scheduled, coaches are to contact the athletic director to have those transportation arrangements made.
Students will only be allowed to ride home with another parent with approval from the student's parents and school officials. Parents will have to sign a district permission form releasing the district of any liability and specifically naming the other parent to whom we are to release their child. It is desired that this form be signed and returned to the athletic director by 9:00 am the morning of the event. **See Alternate Transportation Form on District Website**
Parents are required to sign-out their students if they are taking them home privately.
High school students must provide their own transportation, or walk, for practice that is held off the CGJSHS grounds. A Parental Authorization form is to be on file before practice starts. See Practice Transportation Authorization Form online.

***Students that have been suspended from riding district busses are not allowed to ride the bus for athletics or activities and will only be allowed to compete/preform if they are brought to the event by their parent(s).**

Coach's responsibilities while traveling on bus:

- Provide the driver with the roster of players that will be traveling upon entering the bus. (Roster should include list of Emergency Contacts and Telephone Numbers)
- Sponsors are encouraged to have the address and location of the destination. If parking instructions are available, please give those to the driver.
- If additional stops are to be made, those must be on the transportation request (eating at restaurants, stopping for coaches to board bus, etc.
- Drivers will inform sponsor of seating arrangements of the groups. Generally this is boys in the front, girls in the back.
- It is the coach's responsibility for player conduct while traveling. Coaches must take an active role in the student behavior to support a safe trip. Please sit throughout the bus and refrain from constant cell phone use.
- Food may be permitted. Any trash is the responsibility of the player. Liquids must be in a plastic bottle with a screw-top lid. No exceptions. This includes sponsors and coaches.
- Provide the driver with the roster of players that will be traveling home upon departure.
- All trash must be placed in provided containers prior to end of trip. Sponsor will walk through bus to ensure this.
- Sponsors will wait until all students have rides home upon arrival back at school.

2**. Lodging**

When it is necessary for teams to stay overnight for multiple day contests/tournaments, the athletic director will make lodging arrangements. A roster of athletes and coaches is to be submitted and the number of rooms will be calculated based upon 4 athletes per room and 2 coaches per room.

3. **Conduct**

Athletes are to be supervised by school personnel at all times while attending out of town trips. Athletes and coaches are representatives of the school and their dress should be appropriate for the designated activity. Athletes who violate conduct expectations will be suspended from their activity until a conference has occurred with the AD and coach. A team taking a trip beyond regulary scheduled games or practice, such as watching a college game, is permissable if approved through the Athletic Director and Transportation Director. There are stipulations that must be met:

- A bus driver must be available and willing to drive that date
- All expences for the trip will be paid for by the team or non-school group including: mileage, driver's wage, driver's meal(s) and a ticket to the event for the driver

V. Standards for Athletic Awards and Presentations

Each sport has a minimum standard for awarding a letter. That lettering requirement should be written down and communicated to parents in their preseason meeting. When an athlete receives their first athletic letter, they will be given a chenille letter. For all letters received thereafter only a service bar will be issued.

Season record sheets are to be turned into the athletic director two weeks following the conclusion of the season. The coach will issue letter certificates.

Coaches are to adhere to lettering standards. Special considerations such as managers, 4-year senior participants, and injured athletes should be submitted to the athletic director for review. Any athlete who quits, resigns or is dismissed from a team before the season has ended, forfeits all rights to earn a letter in that sport, **and forfeits any right to be nominated for post-season honors.**

VI. Post Season Celebrations

Post-season celebrations are at the head coaches' discretion; they are to celebrate the team's achievement. Post-season celebrations are for individual teams and not to combine high school and middle school teams.

VII. Practices

Practices are to meet the following guidelines:

- Coaches should have a written practice plan for each practice conducted.
- Each practice plan should have water breaks written into the schedule.
- All elements of practice are to be monitored by a staff member. Senior/captains do not have the authority to begin any phase of practice in the coaches' absence. This includes warm-up/stretching and cool-down sessions.
- Coaches should be the first to arrive and last to leave the practice facility. Practice facilities are not to be unmonitored. At least one coach should be present at the site until all athletes have gone.
- Practices should be limited to 2.5 hours in length.
- Practices are NOT to be conducted on Saturday or Sunday (including "optional practices"). Were there a rare occasion where during a weekend seeding meeting that a postseason game is assigned to a Monday, an exception may be granted by the district athletic department. The district athletic department must approve any exceptionality for a practice on the weekend.
- Inclement weather warnings are issued by the athletic director or building administration. These warnings are initially issued by text message. Inclement weather warnings are non-negotiable and are to be acted upon immediately. Emergency action plans should include procedures for dealing with weather issues.
- In the advent of potential weather issues including thunderstorms or excessive heat cautions will be sent by 2:30 PM by way of email and text message.
- In the event of school being cancelled, all practices, games, and activities will be cancelled as well. ***Exceptions are possible if there were to be a KSHSAA**

event the next day or a game/tournament were still carried out as scheduled. The schools administrative team will grant any exception.

Holiday Practice/Activity Limitations for USD 417

- New Year's Day* - No Practice/Activity to be held; No open gyms.
- Martin Luther King, Jr. Day – Coach's/Sponsor's discretion
- George Washington's Birthday – Coach's/Sponsor's discretion
- Memorial Day - Coach's/Sponsor's discretion
- Independence Day – No Practice/Activity to be held; No open gyms
- Labor Day* - No Practice/Activity to be held; No open gyms
- Columbus Day - Coach's/Sponsor's discretion
- Veterans Day - Coach's/Sponsor's discretion
- Thanksgiving Day - No Practice/Activity to be held; No open gyms
- Christmas Day - No Practice/Activity to be held; No open gyms

** These holidays are ones that fall in a manner that families may take extended vacation time. These are also holidays that fall within a sport/activity season where events may be scheduled within a day or two of the holiday and it does serve the "team/group" to be able to hold a practice in preparation for that event. In this case, the coach/sponsor may ask the Athletic/Activities Director for permission to hold a practice on this holiday. If permission is granted but a student is unable to attend due to a family obligation, there is to be no repercussion toward the student including having to "make up" something, i.e. conditioning.*

Definitions –
No Practice; No open gyms – Coaches/Sponsors will not schedule a practice and they will not open a gym for students. Coaches/Sponsors are not to make arrangements with athletes/students to hold an informal practice or open gym elsewhere.

Coach's/Sponsor's Discretion – These holidays typically occur during a specific sport/activity season during the school year. Typically school is in session or there is a professional development day on these holidays. For those coaches/sponsors whose sport/activity is in season, they may schedule practice on this holiday. If there is a conflict with a family event on this day and a student is unable to attend due to a family obligation, there is to be no repercussion toward the student including having to "make up" something, i.e. conditioning.

VIII. From the KSHSAA Manual:

During the school year but not during the season of sport/activity:

- A school coach may not coach their athletes in the same sport.
- A school coach may coach senior athletes in the same sport following the conclusion of the school season.
- A school coach may not check out player equipment to students (helmet, pads, team jersey, pants, etc.).
- A school coach may check out team equipment to students (balls, implements, etc.).
- A school coach may attend camps or clinics.
- A school coach may not attend camps or clinics with their athletes.

- Students may attend camps or clinics but may not attend camps with their coach.
- A school coach may transport (but not in school vehicles) students to non-school competitions in their sport.
- A school coach may not be reimbursed for transportation costs by the school or booster club.
- A school coach may not transport students to camps or clinics in their sport.
- Students may play on non-school teams but there are restrictions on the number of same school squad teammates, which may be on a roster, practice, or play together on non-school teams.
- School conditioning programs may not be sport specific and shall only include weights, running, conditioning and general skill development (not a sport specific skill).
- Sport specific equipment may not be used in conditioning programs.
- Off-season conditioning programs must be open to the entire student body and participants must furnish their own clothing.

During the school year and during the school season of activity:

- A student may not practice with or play on a non-school team in the same sport/activity.
- A student may play on a non-school team in a different sport (subject to the school squad limitations).
- A student may receive private instruction at any time of the school year (NOTE: Private is defined as one student receiving instruction from one person during the period of instruction).
- A student may not attend camps or clinics in the same sport/activity.
- A student may attend camps or clinics in different sports/activities.
- A student may serve as a clinician for a camp conducted by their school coach for their sport/activity.
- A student may not serve as a clinician for a camp conducted by outside agencies.

During the summer:

- All school coaches **may** attend camps or clinics.
- Students **may** attend camps or clinics.
- A school coach **may** transport (but not in school vehicles) students to non-school competitions in their sport. (Schools or booster clubs may not reimburse the coach for transporting students.)
- A school coach **may** transport (but not in school vehicles) students to camps/clinics in their sport. (Schools or booster clubs may not reimburse the coach for transporting students.)
- All school coaches **may** coach teams including students who would play for the coach the following year from the Saturday immediately preceding Memorial Day through Saturday of SCW #2.
- Beginning Sunday of SCW #3 and ending Saturday of SCW #4 **football,**

volleyball and basketball coaches may instruct students in groups limited to a maximum or three for basketball, four for volleyball, five for 8-man football and six for 11-man football when those students initiate a request for individual help/coaching instruction from their coach. (Coaches are not permitted to require players to attend sessions)

- During SCW #3 & 4 a **basketball, volleyball or football coach may** supervise an open-gym but no instruction may be given.
- Beginning Sunday of SCW #5 and concluding Sunday of SCW #7 only voluntary weights and conditioning programs are permitted. **Football, volleyball and basketball coaches may not** have contact with their athletes for sport specific instruction.
- Coaches other than basketball, football and volleyball coaches **may** continue coaching summer teams during SCW # 3, 4, 5, 6. They may not conduct a camp or clinic for their potential players during these weeks.
- Coaches **MAY NOT REQUIRE** students to attend camps/clinics/individual work out sessions, or weights and conditioning during the summer.
- Coaches in all sports **may** conduct a one-week sports camp for team members who would be on their team next year. These camps must conclude on Saturday of SCW #2.
- Students are considered part of the high school program immediately upon graduation from the junior high or middle school. Students are considered a member of the middle/junior high school program immediately after being promoted to the 7th grade.
- Coaches **may** supervise conditioning programs, which are not sport specific for the students who may play for the coach the next school year.
- During the summer period, students **may** play on teams, which include any number of students from their same school squad. There are no roster limitations on students from the Saturday before Memorial Day until the Tuesday after Labor Day.
- A school coach **may** check out team equipment to students (balls, implements, etc.)
- To be eligible to attend a coach's one-week camp, students must have been enrolled and in attendance at the coach's school the previous year.
- New students attending a junior high/middle school or high school for the first time must have been enrolled and in attendance at that middle/junior high school's feeder school (s) the previous year.
- New students (summer transfer) must pre-enroll at the new school before attending a coach's camp.
- Students are limited to attending only one coach's camp per sport.

IX. Coaching Expectations

The following are coaching expectations that are necessary and required in all sports. These expectations are a summary of the administration, coaching, performance, relationship, and legal elements by which our coaches are evaluated.

Administration of the Sport

- Communicate team policies, goals, and selection processes to athletes and parents at preseason parent meetings.
- Make sure that all athletes participating have submitted a KSHSAA Physical Form, Concussion Form, and Code of Conduct Form to the athletic director.
- **Inform athletes of the risk of injury.**
- Game/Meet Preparation-See that equipment setup, transportation, and itineraries are accounted for.
- Practice/Game Supervision-Delegate staff to see that practice and locker facilities are monitored at all times. Be the last ones to leave the building. Check to see that the locker room and building are locked.
- Maintain accurate individual and team statistics. Provide a season summary of team record at end of season to the AD.
- Complete and submit all tournament forms before deadline dates.
- Award letters and post-season awards at the appropriate time.

Coaching:

- Teach sportsmanship and respect for authority.
- Be knowledgeable and a teacher of fundamentals of the sport.
- Condition athletes to meet the sport's physical demands.
- Uniformly evaluate the skills of your players and quantitatively document those skills when squad selection/player cuts are necessary.
- Prepare athletes mentally, physically, and emotionally for the contests.
- **Show self-control and poise at contests. <u>Proper sideline decorum is essential</u>.**
    - **If a coach is ejected from a game or event, they will be subject to any KSHSAA requirements as well as the following;**
        - **1st Offense: At minimum, a formal written reprimand.**
        - **2nd Offense: At minimum, a one game suspension.**
- Scout and prepare for opponents.
- Evaluate players after each contest.
- Be knowledgeable about the prevention and care of athletic injuries.
- Be a good role model for your players and the community.
- Prepare your assistants. Coach your coaches.

Performance:

- The team and players should exhibit sound execution of the fundamentals of the sport.
- Practices should be organized. There should be a seasonal outline as well as lesson plan for every practice.
- The team and players should exhibit positive attitudes and cooperative teamwork.
- All athletes should display good sportsmanship at all times.
- Expectations for winning –
    - Varsity

- Win against inferior talent
- Win a minimum of 50% against similar talent

Non-Varsity:

- Winning is important but is not the end goal. Development of skills and playing time should be a bigger priority. No records or standings are kept for non-varsity contest

Relationships:

- Maintain working relationship with head and assistant(s) coaches. Head coach is responsible for evaluation of assistants.
- Cooperate with other coaches in the administration of your program.
- Cooperate with other faculty in their academic requirements of your athletes. Attend all professional development in services before any practice.
- Maintain a good relationship with the media and provide program/athlete information for local media.
- Keep players informed about their progress.
- Use fair and impartial treatment of all players.
- Work for the future of each player (job, college, scholarship)
- Keep parents informed.
- Support and work with the booster club.
- Assist with the administration of league, regional, and state tournaments.

Professional Growth:

- Attend coaches' meetings and KSHSAA rules meetings.
- Attend clinics/workshops (USD 417 will reimburse up to the cost of the KSHSAA Coaching School for each coach)
- Be a member of local, state or national associations.
- Read current literature pertaining to the sport (books, magazines, special circulations).

Legal Duties of a Coach:

- Provide a safe practice or competitive environment.
- Properly plan and supervise all practices and competitions.
- Develop site-specific emergency response plans.
- Evaluate athletes for injuries and respond with approved first-aid/emergency response techniques.
- Watch for any indications of head injuries and follow the proper protocol if there is any indication of head injury or concussion. Always error on the side of caution in this matter.
- Match or equate athletes appropriate with focused attention to maturity or

developmental differences. Using non-students, other than USD 417 staff, for any physical contact drills or scrimmages is prohibited.

- Provide or maintain appropriate, safe, and properly fitted equipment.
- Supervise appropriately before, during, and following practice, conditioning or competition.
- Keep thorough records.
- Know, document, post, and implement school and team policies.

X. Evaluation

Head coaches will be evaluated within 3 weeks of the conclusion of the season; the coach should set up a meeting time with the AD. At this time all post season records should have been submitted on a Google Doc including a final team roster, a list of all results for the program that season, a list of letterman and any other applicable post season awards, an up to date inventory, and a Wants, Needs and Wish list for the future of the program. Prior to that meeting the coach should complete an evaluation of his/her assistant(s), a self-evaluation, and a season record sheet.

XI. INSURANCE

A student participating in interscholastic athletics shall be provided insurance through the Kansas State High School Activities Association against injury or any mishap as a result of their participation in a KSHSAA sanctioned activity. KSHSAA insurance coverage begins after the first $25,000 dollars of expenses, which is the parent/guardians responsibility.

XII. Dual Participation

This policy must be adhered to in order to guarantee protection and cooperation for the coaches, participants, administration and parents.

1. Dual sport participation will be determined through an application process.
2. Students wishing to be a dual sport participant must attain a cumulative 3.0 GPA to be considered for dual participation.
3. Students must declare a primary activity prior to the start of dual sport participation.
4. Parents, coaches, student and Athletic Director must be present at a conference to discuss expectations of the student from each coach.
5. Acclimation Period- The first two weeks of the season will be an acclimation period. At the end of 2 weeks of practice there will be a meeting to include student, both coaches, AD and parents to discuss the students role on each team and make a calendar that includes:
    a. Playing dates for both activities and participation in those dates
    b. Practice and competition times and dates
    c. Travel expectations and arrangements for competition dates and practices

    Any general adjustments needed to give the student the best ability to be successful may be made at this time. The student will also be allowed to choose

one sport at this time with no repercussion. **No student may start dual sport participation after the 2-week Acclimation Period.**

6. Designated primary sport will ALWAYS take precedent on days of conflict.
7. Students may participate in only 10 competition dates that affect loss of school time. No student shall participate in more than 2 "all day" events. Exceptions must be approved by the administration.
    a. Total dates for activities are:
        i. Baseball / Softball: 10 dates (20 games)
        ii. Track: 8 events
        iii. Golf: 8 events
        iv. Volleyball: 36 competition points
        v. Cross Country: 8 dates

    * Competition dates exclude regional, sub –state and state level competitions
8. Dual participation will only be allowed in fall and spring competition seasons
9. Were a student to quit a sport after the 2-week acclimation period they would be held to the schedule they had created.
10. Students will not be allowed to drive to competition events. Parent(s) must provide transportation and accompany students to "extra" competition dates.
11. Adjustments of the student's plan may be made with mutual consent of all parties involved to assure success of the student.

XII. Principles of a 7-12 Program

Varsity:

- To enhance technical and fundamental skills
- To promote team unity
- To compete at the highest level
- To help student/athletes obtain college opportunities
- To compete for FHL and 3A championships

Junior Varsity:

- To enhance skills for varsity competitions
- To improve skills in competition settings
- To familiarize squad members' competition strategies
- To win competitions but not at the sacrifice of the overall development of all student athletes

Freshman:

- To develop fundamental skills
- To teach basic competition strategies
- To encourage student/athletes to continue their participation in the program throughout high school
- To win competitions but not at the sacrifice of the overall development of all student athletes

Junior High School:

- To introduce fundamental skills and plays used by the high school program
- To teach individuals how to work as a group
- To allow each player a chance to play

- To promote our program via summer camps
- To have fun and promote your particular sport

Elementary:

- To promote our program via summer camps
- To be visible in the schools and community
- To promote your particular sport