

Bath County School District

Athletic Coach

Handbook



2010-2011

Where Every Adult Leads and Every Child Succeeds

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Mission Statement:

It is the mission of the Bath County School District Athletic Department to inspire extraordinary student achievement.

- Provide a comprehensive athletic program that emphasizes the development of lifelong learning, values and skills through hard work, sportsmanship, ethical conduct, and fair play.
- The program is based upon open communication and mutual respect among school administration, instructors, coaches, athletes, parents and officials.
- The program serves as a positive, powerful, productive force for our schools, community and most importantly the student-athlete.

Athletic Department Objectives:

To provide an attractive program for the student-athlete:

1. Provide the student-athlete with an enjoyable and rewarding experience
2. Make player safety and welfare our highest priority

To give quality instruction in the fundamentals of each sport offered:

1. Specific athletic skills and strategies
2. Sportsmanship, ethical conduct and fair play

To be an integral part of the secondary school curriculum:

1. Inspiring all athletes to give their highest effort in the classroom, as well as, on the playing field
2. To stress the importance of self-discipline in both the classroom, the community and on the field
3. Teach our athletes that dignity, self-worth and self-esteem are achieved through hard work
4. To create a positive school climate that is enhanced when student-athletes and remaining student population work together as a team to represent their school in interscholastic competition.
5. Develop concepts of goal attainment through hard work and rigorous self-discipline, and to provide a vehicle for the development of interest in curricular school programs and for post secondary educational opportunities

To make the athletic program a source of both school and community pride:

1. Help each athlete to interact positively with faculty, community and fellow students
2. Make the team a positive influence on all who come in contact with it
3. To demonstrate the social competence of operating within a set of rules, thus gaining a respect for the rights of others, and an understanding that penalties follow rule violations.

Athletic Code of Ethical Conduct

The district shall implement the following listed standards of ethical conduct for each temporary, probationary, permanent and contracted employee of the district who provides supervisory and instructional service in interscholastic athletic programs and activities. Such person providing service shall:

1. Show respect for players, parents, other coaches and staff.
2. Respect the integrity and judgment of the game officials.
3. Establish and model fair play, sportsmanship, and proper conduct during practices/contests and in the community.
4. Establish player safety and welfare as the highest priority. If there is any question as to the extent of an injury a physician must be consulted and a written release obtained.
5. Provide proper supervision of student-athletes while under the coach's direction.
6. Use discretion and proper language when providing constructive criticism and when reprimanding players – use of profanity is unacceptable.
7. Understand the proper administrative chain of command and refer all request or grievances through proper channels, i.e. equipment purchase, fundraising, program funding, eligibility, etc.
8. Consistently require all players to adhere to the established rules and standards of the game.
9. Properly instruct players in the safe use and care of equipment and uniforms.
10. Not recruit student-athletes from other schools.
11. Not exert undue influence on a student-athlete's decision to enroll in a particular athletic program at a public or private post-secondary educational institution.
12. Not suggest, provide, or encourage any athlete to use non-prescriptive drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General, or the American Medical Association.

I have read and will adhere to the policies of the Bath County School District Coaches' Handbook and to this Code of Ethical Conduct and understand that failure to do so may result in suspension and/or dismissal from the position.

Date: _____ Coach: _____

Athletic Organizational Flow Chart

Student-Athlete



Head Coach



Athletic Director



Principal



Director of Student Athletics



Superintendent

Head Coach Job Description

Note: Coaching stipends are an annual compensation for duties fulfilled. Termination of duties during this 12 month period will result in a commensurate reduction in stipend pay.

1. Serve as liaison between the coaching staff and the Athletic Director.
2. Has a thorough knowledge of the Rules and By-Laws of the Kentucky High School Athletic Association and the Bath County School District as they pertain to his/her sport, including the clearance of all staff members and student-athletes.
3. Understands the proper administrative chain of command and refers all requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.
4. Establishes the fundamental philosophy, skills and techniques to be taught by the staff. Designs conferences, clinics and staff meetings to ensure staff awareness of the overall program.
5. Trains and informs staff and encourages professional growth by promoting clinic attendance.
6. Delegates specific duties, supervises implementation, and at season's end analyzes staff effectiveness and evaluates all assistants and volunteers.
7. Maintains discipline, mediates grievances, and works to increase morale.
8. Assists the Athletic Director in scheduling, providing transportation needs and requirements for all games, tournaments, and special sports events.
9. Assists in the necessary preparation for scheduled home sports contests or practices and adheres to scheduled facility usage times.
10. Coordinates facility needs/repairs with maintenance and school employees.
11. Provides proper safeguards for protection of assigned equipment.
13. Recommends policy, method or procedural changes to the Athletic Director.
14. Monitors the grades and conduct of his/her athletes.
15. Provides assistance, guidance, and safeguards for each participant by his/her presence at all practices, games, while traveling, and when returning from off-campus events.
16. Maintains attendance records on all coaching staff, support staff, and student athletes for all scheduled team activities, practices, and games.

17. Completes paperwork on all disabling athletic injuries on proper forms and submits to the Athletic Director by the next school day.
18. Directs student managers, assistants and statisticians.
19. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary, and contacts parents when a student is suspended, dropped or becomes ineligible (note: Team rules and disciplinary procedures must be received and notarized by each athlete and parent/guardian *BEFORE* participation).
20. Participates in the budgeting process with the Athletic Director by submitting needs for the next season.
21. Recommends/selects equipment and uniforms within budget appropriations.
22. Is accountable for all equipment in his/her program and submits notification to the Athletic Director for any equipment lost, damaged not returned or returned after the due date.
23. Arranges for issuing, storing, reconditioning of equipment, and submits annual inventory.
24. Properly marks and identifies all equipment before issuing or storing.
25. Secures all doors, lights, windows and locks and stores all equipment before leaving building or area.
26. Secures all facilities and ensures participants are supervised at all times.
27. Supervises locker room area before and after practice.
28. Instills in each player a respect for equipment and school property its care and proper use.
29. Responsible for maintaining good public relations with news media, parents, officials, volunteers and fans.
30. Responsible for reporting scores as required.
31. Responsible for arranging for substitutes because of athletic events with the Principal/designee.
32. Understands that all drivers must meet district requirements to transport student-athletes.
33. Guarantees that all district equipment including district vehicles are used for official school business only and is operated safely.
34. Adheres to appropriate and applicable accounting procedures (Redbook).
35. Encourages and supports booster/parental involvement.
36. Performs other duties which may be assigned by the Athletic Director or Principal.

Assistant Coach Job Description

Note: Coaching stipends are an annual compensation for duties fulfilled. Termination of duties during this 12 month period will result in a commensurate reduction in stipend pay.

1. Has a thorough knowledge of the Rules and By-Laws of the Kentucky High School Athletic Association and the Bath County School District as they pertain to his/her sport, including the clearance of all staff members and student-athletes.
2. Understands the proper administrative chain of command and refers all requests or grievances through proper channels.
3. Is aware of all public/staff/departmental meetings that require attendance.
4. Maintains discipline and works to increase morale and cooperation within the school sports program.
5. Assists in the necessary preparation to hold scheduled sports events or practices and adheres to scheduled facility usage times.
6. Coordinates facility needs/repairs with maintenances and school employees.
7. Provides proper safeguards for maintenance and protection of assigned equipment.
8. Provides assistance, guidance and safeguards for each participant by being present at all of his/her practices, games, while traveling and when returning from off-campus.
9. Is accountable to the Head Coach for all equipment. Assists with issuing and collecting of equipment and submits to the Head Coach annual inventory.
10. Recommends to the Head Coach budgetary items for next year in his/her area of the program.
11. Secures all doors, lights, windows and, locks and stores all equipment before leaving areas.
12. Supervises locker room area before and after practice.
13. Instills in each player a respect for equipment, school property, and their proper use.
14. Assists the Head Coach in carrying out his/her responsibilities.
15. Instructs team members as to changes in the rules and teaches fundamentals of the sport as outlined by the Head Coach.
16. Works within the basic framework and philosophy of the Head Coach of the sport.
17. Attends all staff meetings and carries out scouting assignments as outlined by the Head Coach.

18. Never criticizes, admonishes or argues with the Head Coach or any staff member within ears or eyes of players and parents.
19. Strives to improve skills by attending clinics and using resources made available by the Head Coach.
20. Responsible for arranging for substitutes as required.
21. Understands that drivers must meet district requirements to transport students.
22. Guarantees that all district equipment including district vehicles are used only for official school business and are operated safely.
23. Adheres to appropriate and applicable accounting procedures (Redbook).
24. Encourages and supports booster/parental involvement.
25. Performs other duties that are consistent with the nature of the position and that may be requested by the Head Coach.

Athletic Field Trip Basic Rules

1. The Head Coach or Athletic Director's designee must supervise any field trip.
2. All students must have an emergency form, signed by their parent(s) prior to leaving.
3. The Head Coach or Athletic Director must take roll – in duplicate. One list must be with the bus driver on the field trip, and one list must be left in the Attendance Office prior to the trip departure.
4. All field trips must be approved through and by the principal.
5. The students must ride the bus going and returning to the school. If a student is being transported back from the event by his/her parent, legal guardian, or a district approved driver, they must sign the roll sheet. A student shall not be released to anyone else.
6. Only authorized team personnel may ride the bus.
7. District bus rules apply at all times.

Procedure Prior to First Practice

1. Every student-athlete has completed the following forms: Physical Form, Emergency Notification Form and, Drug Testing Pool form.
2. Every student-athlete is scholastically eligible as verified by the Athletic Director.
3. Practice times and locations are submitted to the Athletic Director.
4. A bus schedule request has been filled out and submitted to the Athletic Director.
5. A current roster is to be submitted to the Athletic Director (and updated as required).
6. Team rules have been distributed to all participants and parents/guardians.

Procedure Prior to First Contest

1. Ensure that each student-athlete has submitted required forms.
2. Issue uniforms and equipment and keep records of all assigned equipment.
3. Submit a preliminary and final roster prior to the first contest to Athletic Director.
4. Make sure all emergency forms are in your possession.
5. Fill out a Trip Roll Sheet for each away contest. This is to be done in duplicate. One list goes with the coach/driver and one must be left in the Attendance Office prior to trip departure.

Procedure after Season is Over

1. Evaluation of all Head Coaches will be done by the Athletic Director or Assistant Athletic Director.
2. Submit attendance records to Athletic Director
3. All Head Coaches are accountable for all equipment inventories, including freshman and JV equipment.
4. All off-campus coaches must turn in all athletic keys.
5. Inventory of Equipment:
 - a) Head Coaches shall submit their athletic inventories to the Athletic Director within three weeks of the end of the season or at their post-season evaluation conference along with next year's budget request.
 - b) All uniforms shall be marked for permanent identification.
 - c) Head Coaches are responsible for the care and storage of athletic equipment and uniforms for their programs.
 - d) During the season, all equipment shall be secured in the proper storage areas after each contest or practice.
6. Begin scheduling contests for next year.
 - a) All Head Coaches are responsible for scheduling.
 - b) Season schedules are approved by the Principals and Athletic Directors.
 - c) The complete schedule (including scrimmages) must be approved by the Athletic Director before it is final. The schedule should indicate date, time, opponent, location, and bus departure time.
 - d) Schedules must be completed on dates indicated by the Athletic Director.
 - e) Consideration should be given to the amount of time students will be out of class and to the distance of the practice, games, meets, etc. Transportation costs should be considered by the coach. District policy limits competitions with schools within 75 miles. Also, there should be a balance of home and away games each year.
 - f) Any scrimmage requiring a paid official will be defined as a game.
 - g) Charge slips on any late, damaged or lost equipment should be filled out and submitted to the Athletic Director within the three week period at the season's end.

Awards and Recognition Ceremonies

Items to consider:

- | | | |
|-------------|-----------------|-------------------------|
| 1. Boosters | 4. Academics | 7. Special recognitions |
| 2. Coaches | 5. Scholarships | 8. Community Partners |
| 3. Seniors | 6. Letters | |

Extra-curricular and Co-curricular Eligibility

Co-curricular activities enrich the educational and social development and experiences of students. The Bath County School District shall encourage and support student participation in co-curricular activities without compromising the integrity and purpose of the educational program. Students in grades 7 through 12 must earn a minimum 2.0 or "C" grade point average on a 4.0 scale in order to participate in co-curricular activities. Students must also meet minimum KHSAA criteria.

Student Statisticians/Managers

These individuals are considered participants of the sporting event and should follow the same guidelines as players and cheerleaders for their sport.

Game Day Participation

In order to participate in a school-day practice or contest, a student athlete must be in attendance four periods of the school day. Field trips, Alternate Learning Experiences, concurrent enrollment, medical/dental appointments and special family situations may be excused by an administrator.

Notes on Scheduling

Season schedules must be approved by your Principal/designee and Athletic Director. Competitions exceeding mileage limits must receive Board approval prior to scheduling. Each athletic program may request Board approval for one tournament beyond set schedule. Costs associated with team activities outside of the regular program season are not supported with district funds without prior approval.

Emergency Injury Procedures

1. All coaches will complete the required safety courses prior to season activities.
2. Remind your student-athletes to report all injuries directly to the Head Coach.
3. The Head Coach must fill out and sign an accident report and turn it in to the Athletic Director by the following school day.
4. Each coach is expected to have emergency information forms immediately available.
5. When an injury occurs, follow these procedures:
 - a) Give first aid as needed. Use American Red Cross procedures. When in doubt call 911.
 - b) When a student-athlete is transported by ambulance, a coach or adult designee must accompany him/her. If the sport only has one coach, an administrative designee shall be contacted
 - c) Call parent – refer to emergency information form when parent cannot be contacted. Every coach must have this form in his/her possession and be available any place or time for everyone connected with his/her team.
 - d) Student-athlete should be turned over to parent, relative or adult designee, as indicated on the Emergency Information form. If none are available, the coach is to be considered as the parent in absentia. The coach is responsible to make sure the student-athlete receives reasonable and prudent treatment.
 - e) Accident report forms must be filled out, signed, and returned to the Athletic Director's office by the following school day.
 - f) A student-athlete who receives medical treatment from a doctor must have a written clearance to resume athletic participation.
 - g) The head coach/designee must inform the parent/guardian when an injury is reported. This applies to all injuries, regardless of severity. The notification must be as soon as practicable and properly documented.

COACH – SEASON EVALUATION

Coach's Name: _____ Sport: _____ Year: _____

Directions:

Coach is to mark assessment with an “*”

Athletic Director will mark an “X”

E = Excellent
 S = Satisfactory
 N = Needs Improvement
 U = Unacceptable

I. PROFESSIONAL AND PERSONAL RELATIONSHIPS

	E	S	N	U
1. Submits team rosters, bus request, year-end reports and program information on due dates as requested.				
<i>Coach self-evaluation</i>				
2. Understands and follows rules and regulations as set forth by the KHSAA and Bath County School District.				
<i>Coach self-evaluation</i>				
3. Works cooperatively with Athletic Director, maintenance staff, transportation, and other personnel who are part of the athletic program.				
<i>Coach self-evaluation</i>				
4. Cooperates with news media and uses media effectively to reward the effort of team/individuals.				
<i>Coach self-evaluation</i>				
5. Shows self-control and poise in areas related to coaching responsibilities, including sideline conduct toward game officials.				
<i>Coach self-evaluation</i>				
6. Provides rules and expectations to team members in writing and enforces them.				
<i>Coach self-evaluation</i>				
7. Works with team/individuals to develop appropriate goals, team spirit and unity.				
<i>Coach self-evaluation</i>				
8. Sells program to student body to maintain appropriate participation.				
<i>Coach self-evaluation</i>				
9. Has confidence and respect of student-athletes.				
<i>Coach self-evaluation</i>				
10. Participates in in-service meetings and other activities to improve coaching.				
<i>Coach self-evaluation</i>				
11. Develops relationships and works cooperatively with other coaches in the athletic program.				
<i>Coach self-evaluation</i>				

II. COACHING PERFORMANCE

	<i>Coach self-evaluation</i>			
	E	S	N	U
1. Is well versed and knowledgeable in all aspects of assigned sport and can effectively teach them.				
<i>Coach self-evaluation</i>				
2. Establishes the fundamental philosophy, skills and techniques to be taught by the staff through periodic staff meetings.				
<i>Coach self-evaluation</i>				
3. Develops a well organized practice schedule which utilizes his/her staff and team to its maximum potential.				
<i>Coach self-evaluation</i>				
4. Effectively utilizes practice time for both individual and team development.				
<i>Coach self-evaluation</i>				
5. Delegates authority with responsibility while remaining accountable for such delegations.				
<i>Coach self-evaluation</i>				
6. Develops integrity within the coaching staff, and works to make better coaches.				
<i>Coach self-evaluation</i>				
7. Understands the medical aspects of the position, including CPR, first aid, injury policies, and working with athletic trainers.				
<i>Coach self-evaluation</i>				
8. Provides leadership and attitudes that produce positive efforts by participants.				
<i>Coach self-evaluation</i>				
9. Team performance consistent with quality of athletes available.				
<i>Coach self-evaluation</i>				
10. Has individual and team discipline and control.				
<i>Coach self-evaluation</i>				
11. Develops respect by example in appearance, manners, behavior, language and conduct.				
<i>Coach self-evaluation</i>				
12. Provides an atmosphere of cooperation in being receptive to suggestions and giving credit to those responsible for success.				
<i>Coach self-evaluation</i>				
13. Is fair, understanding and patient with team members.				
<i>Coach self-evaluation</i>				
14. Shows an interest in student-athletes in off-season activities and classroom efforts.				
<i>Coach self-evaluation</i>				
15. Has awareness of legal coaching responsibilities and operates within those responsibilities.				
<i>Coach self-evaluation</i>				

:

III. RELATED COACHING RESPONSIBILITIES

	<i>Coach self-evaluation</i>	E	S	N	U
1. Is concerned about the proper care of equipment					
	<i>Coach self-evaluation</i>				
2. Follows proper purchasing procedures					
	<i>Coach self-evaluation</i>				
3. Attends to factors which relate to athletic safety.					
	<i>Coach self-evaluation</i>				
4. Is cooperative in sharing facilities.					
	<i>Coach self-evaluation</i>				
5. Provides proper supervision and security of athletic locker rooms.					
	<i>Coach self-evaluation</i>				

Comments:

Signature: _____
Coach

Date: _____

Signature: _____
Athletic Director

Date: _____

Note: The purpose of this instrument is to identify areas for program improvement. Results are not considered in the evaluation of primary teaching duties.

Coaching duties are recommended and assigned on an annual basis and are not directly associated with your primary teaching duties. Therefore, unless the incumbent resigns or is given notice, coaching assignments typically role over each school year on the recommendation of your school administrator.

SPORTSMANSHIP, ETHICS AND INTEGRITY

Keep athletics in perspective!

We believe that all people can learn; therefore, we challenge all students to excel in school and sportsmanship. Student-athletes who are good sports are positive role models within our school and the community at-large. A good sport knows that athletic competition builds character and shapes lifetime attitudes. Integrity, fairness and respect are inherent principles of good sportsmanship. With them, the spirit of competition thrives, fueled by honest rivalry, courteous relations and graceful acceptance of the results. We will provide opportunities for obtaining knowledge, attitudes, experience and skills that enable our students to be individuals prepared to assume a position of responsibility in society. We believe that promoting sportsmanship, ethics and integrity in extracurricular activities should be part of that challenge to excel. Promoting sportsmanship should be done by athletes, administrators, coaches, parents, and fans.

The Bath County School District athletic program has established guidelines to help in the promoting of good sportsmanship.

1. Treating opponents and officials with the respect that is due them as guests and fellow human beings.
2. Shaking hands with opponents.
3. Being positive with opponents, refraining from swearing or making insulting remarks to their opponents before, during, or after the contest.
4. Letting student audiences know that inappropriate behavior reflects poorly on the team.
5. Cooperating with the coaches and fellow players in trying to promote good sportsmanship.
6. Being positive with officials, without criticism for officials or coaches after the game.
7. No artificial noisemakers are permitted at indoor contests except school-approved bands.
8. No megaphones and other means of increasing the volume of the voice may be used except by the cheerleaders.

9. Only school-approved personnel such as mascots, players, and cheerleaders are permitted on the floor or field during the warm-up periods or during the contests.
10. Seating for the visitors, both student and adult, will be together whenever possible.
11. Student sections shall be designated to avoid interference with other fans
12. The home school will make sure the necessary supervisor of fans is provided. This includes police and staff supervision.
13. The official representative from the visiting school should identify themselves at the ticket booth so they can be found in case of an emergency.
14. The school's reputation should not be placed in jeopardy because of unsportsmanlike behavior.
15. Fans in attendance at afterschool events are expected to have fun by demonstrating positive enthusiasm without causing harm, danger or embarrassment to others or to the school.
16. Fans are to follow all rules that are in effect during the school day at afterschool events. (i.e. use of controlled substances, swearing, fighting, etc.)
17. Proper language is to be used. No swearing or language which is offensive to others will be tolerated. High school events are a family activity. Individual and group vulgarity is unacceptable, as is verbal harassment and booing of players, coaches and officials.
18. Obscene gestures are unacceptable.
19. Dangerous and boisterous activity, such as pushing, shoving or fighting, is not acceptable.
20. The throwing of objects at fellow spectators, band members, cheerleaders, officials, players or onto the playing surface is unacceptable, and could result in injury or the team being penalized by the game officials.
21. Respect is the key to good sportsmanship. Opponents should be respected. They are not enemies, but teenagers who happen to attend other schools.
22. Be modest and humble in victory or defeat.
23. Acknowledge good plays by both teams.
24. Work together with cheerleaders for positive chants and avoid obscene, or degrading cheers.

Promoting Sportsmanship in Your Program

No athletic director, coach, player or fan wants to see a teammate or coach penalized for personal conduct or ejected from the game, nor do they want fans interfering with play. To improve the level of sportsmanship on the field, court and sidelines and curb the number of ejections statewide, many state associations have adopted sportsmanship programs to teach coaches and students, and sometimes fans, about proper in-game conduct. One such program is the STAR Sportsmanship program, which includes online courses for coaches, players, parents and fans. Kentucky has yet to mandate the program, but any player or coach who violates the state's sportsmanship bylaws is required to complete the course.

Coaches' Pledge

As a school coach, I acknowledge that I am a role model. I know that the principles of good sportsmanship are integrity, fairness, and respect. While teaching the skills of the game, I must also teach student athletes how to win and how to lose graciously, and that sports are meant to be educational and fun. I know the behavior expectations of me by this school, this conference, and the KHSAA, and I hereby accept my responsibility to be a model of ethical behavior, integrity, and good citizenship.

Student-Athlete Pledge

As a student-athlete, I know I am a role model. I understand the spirit of fair play while playing hard. I will refrain from engaging in all types of disrespectful behavior, including inappropriate language, taunting, trash talking, and unnecessary physical contact. I know the behavior expectations of my school, my conference, and the KHSAA, and I hereby accept the responsibility and privilege of representing this school and community as a student-athlete.

Student-Athlete's Parent Pledge

As a parent, I acknowledge that I am a role model. I will remember that school athletics are an extension of the classroom, offering learning experiences for the students. I must show respect for all players, coaches, spectators, officials, and support groups. I will participate in cheers that support, encourage, and uplift the teams involved. I understand the spirit of fair play and that good sportsmanship is expected by our school, our conference and the KHSAA. I hereby accept my responsibility to be a model of good sportsmanship that comes with being the parent of a student-athlete.