

ACKNOWLEDGEMENT OF RECEIPT OF
ESTACADA SCHOOL DISTRICT'S

COACHING PACKET

For
Volunteer Coaches

This is to acknowledge that I have received a copy of the Volunteer coaching packet regarding the District's expectations, desirable characteristics for coaches and job responsibilities.

I affirm that I have read and understand this policy.
Please sign and return this sheet to the Personnel Office.

Thank you.

Signature

Date

(Print Name)

VOLUNTEER COACH - INFORMATION SHEET

NAME: _____
 SS# _____

PHONE: _____

ADDRESS: _____

CHECK YOUR COACHING EXPERIENCE BELOW:

	Head Varsity	Asst. Varsity	Junior Varsity	Freshman	Junior High	Elementary
<u>BASEBALL</u>						
<u>BASKETBALL</u>						
<u>CROSS COUNTRY</u>						
<u>FOOTBALL</u>						
<u>GOLF</u>						
<u>SOCCER</u>						
<u>SOFTBALL</u>						
<u>TENNIS</u>						
<u>TRACK</u>						
<u>VOLLEYBALL</u>						
<u>WRESTLING</u>						
<u>OTHER (specify)</u>						

INDICATE YOUR PARTICIPATION BELOW:

	College	HS	JH	Elem.	Recreational
<u>BASEBALL</u>					
<u>BASKETBALL</u>					
<u>CROSS COUNTRY</u>					
<u>FOOTBALL</u>					
<u>GOLF</u>					
<u>SOCCER</u>					
<u>SOFTBALL</u>					
<u>TENNIS</u>					
<u>TRACK</u>					
<u>VOLLEYBALL</u>					
<u>WRESTLING</u>					
<u>OTHER (specify)</u>					

Do you hold a first aid card?

Do you have ASEP training? _____

_____ Yes _____ No

If yes, expiration date: _____

If yes, expiration date: _____

List any special courses or training you have completed.

Signatures: Volunteer: _____ Date: _____

Head Coach: _____ Date: _____

Athletic Director: _____ Date: _____

Building Principal: _____ Date: _____

HEAD COACH

The Athletic Director, with approval from the Building Principal, will be responsible to establish a screening procedure to fill head coaching vacancies, and to recommend the names of one or more candidates to the Superintendent. With the Head Coach will rest the responsibility of carrying on the sport in the best interest of the school system by adhering to policies of the school board, the regulations of the school and district administration, and the Oregon School Activities Association. In addition, all head coaches must familiarize themselves with their particular league's standard operating procedures.

The Head Coach is also the Varsity Coach at the High School. Head coaches have responsibilities in two major areas – District and Team:

District Responsibilities

1. Responsible for program design, grades 7 through 12, including philosophy, system of play, sequence of instruction, etc.
2. Make recommendations to the athletic director in matters of scheduling.
3. Cooperate with all other coaches in providing the optimum sport program possible under existing conditions.
4. Make recommendations to the athletic director in matters of coaching assignments in the program.
5. Consult with the athletic director in the matter of purchases of equipment.
6. Be responsible for the marking and care of equipment, supplies, and physical properties used by the particular sport.
7. Assist the district Athletic Director in submitting the yearly athletic budget for their particular sport.
8. Must have current CPR/First Aid Card.
9. Hold pre-season parent/athlete informational meeting.
10. Must be certified in American Sport Education Program, (ASEP) coaching methods.

Team Responsibilities

1. Be responsible for scheduling of practice sessions with due consideration to the coaching staff, welfare of participants and school district guidelines.

2. Promote their sport by prompt and accurate score reporting to local media.
3. Understand that they are continually on display and must exercise good judgment in projecting positive coaching behavior (verbal and physical abuse will not be tolerated). They should also be reminded of the fact that they are legally responsible for their team's conduct during practice, while traveling, and during contests. All coaches would like their teams to project a class image. They should lead by example in that endeavor.
4. Encourage good sportsmanship, fair play and ethical conduct.
5. Encourage good scholarship and desirable pupil-teacher relationships.
6. Be certain that all squad members meet OSAA eligibility requirements and are listed on a roster filed with the athletic director prior to competition. (Grades 9-12)
7. Follow all building/district purchase order guidelines.
8. Require each participant to have a student body card before interscholastic competition begins.
9. Be certain that no pupil is permitted to participate unless in good physical condition.
10. Be certain that all team members under their direction have successfully passed a physical examination and that NO participation is allowed prior to such an examination.
11. Thoroughly explain eligibility requirements, participation rules, and the operation of the insurance program to all squad members. It is also imperative that all coaches in all sports review all sports rules, dress and grooming, training rules, etc., WITH ALL TEAM MEMBERS PRIOR TO THE BEGINNING OF THE SEASON. If a violation occurs, make sure to discuss it with athlete; don't assume he knows consequences, procedures, and recourse. Due process must be utilized.
12. Completely fill out the local injury report form and turn it in to the main office within 24 hours when pupil is referred to medical specialists.
13. Be responsible for supervision of dressing rooms. It is the coach's responsibility to see that all squad members are out of the dressing rooms, that all equipment and towels are picked up, and that the area is secure before he leaves.
14. Make recommendations to the athletic director for player awards in accordance with the procedures established by the school.

15. Conduct awards presentation for his program.
16. Perform other duties as related to their assignment and as designated by the building principal and/or athletic director.
17. Make available in writing to athletes and parents, the programs, policies, and expectations.
18. Inform the principal and athletic director of any accident, disciplinary action, or significant occurrence within the scope of the activity assignment.
19. Turn in the following to the athletic director for grades 9-12:
 - a. Completed forms with OSAA eligibility information within two weeks after the beginning of practice; one of these is necessary for each sport season.
 - b. A list of transfer students (immediately) so that OSAA certification can be promptly accomplished.
 - c. Alphabetical squad roster as soon as the squad is set (within two weeks after the beginning of practice) and update as necessary.
 - d. A squad roster, with all necessary personal data, at least one week before the first contest (number, height, weight, position).
 - e. The criteria used for receiving a varsity letter in the particular sport.
 - f. A typed alphabetical list of award winners, inventory, and season results IMMEDIATELY following the season. The salary payment of approximately 1/3 will be withheld pending successful completion of item f.

ASSISTANT COACHES

The Head Coach and Athletic Director designate assistant Coaches, with approval from the Building Principal, when necessary to carry on an effective program.

Assistant Coaches are all coaches in a sport, excluding the Head Coach (grades 7-12). The duties of assistant coaches are to carry out the program planned by the head coach; to be of whatever assistance is required; and perform delegated duties set forth by the head coach of that sport.

When the assistant coaches are given assignments, their system of play will be designated by the head coach. They have the same team responsibilities as listed for head coaches, when applicable. The assistant coaches shall carry out all policies set forth by the school officials and shall take initiative in making proposals to the athletic director for any improvements in the program. Assistant coaches must have a current CPR/First Aid card.

VOLUNTEER COACHES

The Head Coach, Athletic Director, and the Building Principal must approve individuals who volunteer as coaches. They must complete the District's Emergency Information Form, Coaching or Sport Experience Form, and the Criminal History Form.

The duties and standards of conduct for volunteer coaches are the same as for assistant coaches. Volunteer coaches must have current CPR/First Aid card.

AREAS OF MANAGEMENT

1. Insurance

Athletic insurance coverage is provided in the plan, which all students may elect at the time of payment of matriculation fees. Exceptions to this may be made in cases of the participant being covered by a comparable health and accident policy, in which case the name of the company and policy number must be filled out by the parents and/or guardians, as part of the eligibility form. Coaches must familiarize themselves with school insurance and its limits and fully explain the coverage, limitations and operation of the plan to all squad members.

2. Physicals (Grades 6-12)

Physicals may be obtained at the school at the arranged time in August, or may be given by the family doctor who is familiar with the athlete and can take more time than that given in a mass setting.

- a. Athletes are required to have a physical before turning out each year.
- b. Each year the student must have parent permission to continue in athletics.

3. Training Rules

It is believed that being an extracurricular participant in OSAA sponsored events is a privilege and with the extra returns realized by the participant go certain responsibilities. The goal of our training and conduct standards is two-fold:

- a. That no participant will ever present himself or conduct himself in a manner which will bring discredit upon himself, his team, or his school.
- b. That all participants will strive to continually improve themselves by attaining standards higher than those asked of the general student.

In order to attain these goals the following minimum standards will be in effect for all athletes of Estacada School District. An athlete will be defined as a man or woman who has turned out for an interscholastic team.

DESIRABLE CHARACTERISTICS FOR COACHES

Coaches will be judged not wholly on the basis of wins and losses, but on the effects and contributions they make as coaches to the lives of the boys and girls they have coached.

From its definition we learn that coaching is primarily teaching. The type of teaching differs from the classroom only in the nature of the subject matter, the type of laboratory, and the uniqueness of the teaching aids.

It is expected that all coaches at Estacada will possess the following:

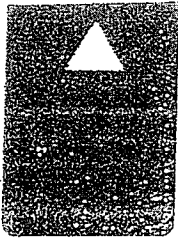
1. A thorough knowledge of the sport or subject matter.
2. Personal and moral character which will be of proper influence upon those whom he/she coaches.
3. The motivation to teach.
4. Skill and adeptness in teaching – every coach should be a competent teacher with the ability to understand the nature of those being taught.
5. An efficient sense of organization.
6. Leadership ability to motivate others.
7. Ability to relate well with adolescent youngsters in a variety of settings.

VOLUNTEER COACHES

Thank you for your interest in serving as a volunteer coach. In accordance with the District's adopted procedures, persons who volunteer as coaches must be approved by the Head Coach, Athletic Director, and the Building Principal, and must complete the District's Emergency Information form, Coaching or Sport Experience Form, and Criminal History form.

The duties and standards of conduct for the volunteer coaches are the same as for assistant coaches. (Refer to Coaches Handbook). Volunteer coaches must hold a current CPR/First Aid Card.

All coaches must be certified in American Sport Education Program (ASEP) coaching methods.



Estacada School District

Clackamas County School District 108
P.O. Box 519 · Estacada, Oregon 97023 · (503) 630-6871

NOTICE OF CRIMINAL HISTORY RECORDS CHECKS/FINGERPRINTING

TO: Applicant

Please read carefully and sign where indicated.

I understand that criminal history record checks and /or fingerprinting are required by law and/or Board policy. Employment shall be offered prior to fingerprint collection. Upon notification by the Superintendent of Public Instruction or designee or State Board of Education that an individual has been convicted or has made a false statement as to conviction of any crimes prohibiting employment or contract status with the district, the superintendent shall terminate that employment or contract status immediately.

I understand that an individual so terminated my appeal action taken by the district as a result of such checks in accordance with procedures established by law or by Board policy. Applicable appeal rights will be provided by the district upon such termination from district employment or contract status.

Any fees associated with criminal history checks and fingerprinting, not to exceed actual costs, shall be the responsibility of the individual.

Should I refuse to consent to criminal history records checks or refuse to be fingerprinted, I shall be terminated from employment or contract status by the superintendent immediately. I understand that individuals who have successfully completed an Oregon and FBI criminal history records check by a previous employer and have not since resided outside Oregon may be exempt from this requirement. It is the responsibility of the individual to inform the district of the existence of such records.

Signature of Applicant

Date

CRIMINAL HISTORY VERIFICATION OF APPLICANTS

Please type or print clearly.

As Appears on License

Name: _____ Date of Birth: _____ Sex: _____
Last/First/Full Middle MW/DD/YY

List Other Names Previously Used: _____

Social Security No.: _____ Oregon Driver License/Identification Card No.: _____

Providing your social security number on this form is voluntary. If you choose not to disclose the social security number, this will not be a basis for denial of employment or any rights, services or benefits to which you are otherwise entitled. If you do provide the number the Oregon State Police will use it as an additional identifier to search for any criminal record you may have. Your social security number will be used as stated above. State and federal laws protect the privacy of your records.

Address: _____
Full Street Address

City: _____ State: _____ Zip + 4: _____

A. Have you **EVER** been convicted of a sex-related crime? Yes No

If yes, was the conviction in Oregon or another state? (Please specify if another state.) State: _____

If yes, did the crime involve force or minors? Yes No

B. Have you **EVER** been convicted of a crime involving violence or threat of violence? Yes No

If yes, was the conviction in Oregon or another state? (Please specify if another state.) State: _____

C. Have you **EVER** been convicted of a crime involving criminal activity in drugs or alcoholic beverages. Yes No

If yes, was the conviction in Oregon or another state? (Please specify if another state.) State: _____

D. Have you **EVER** been convicted of any other crime except a minor traffic violation?(Includes Traffic Crimes) Yes No

E. Have you been arrested within the last three years for a crime for which there has not yet been an acquittal or dismissal? Yes No

Advisory: A check of the applicant's criminal history will be made by the Oregon Department of Education to verify the responses to the preceding questions.

I hereby grant to the Oregon Department of Education permission to check civil or criminal records to verify any statement made on this form. Regardless of whether the applicant grants consent, the Oregon Department of Education will conduct a criminal offender record check of applicants for the position of school bus driver, volunteer, or other prospective school employees working with or around children. The applicant is entitled to review his/her criminal history for inaccurate or incomplete information. Discrimination by an employer on the basis of arrest records alone may violate federal civil rights law. The applicant may obtain further information concerning the applicant's rights by contacting the Bureau of Labor and Industries, Civil Rights Division, State Office Building, Suite 1070, Portland, Oregon 97232, telephone 503-731-4075.

I acknowledge reading and the receipt of this notice.

Applicant's Signature: _____ Date: _____

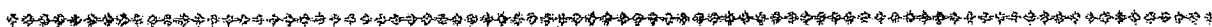
MEMORANDUM

Date: _____

To: Personnel Office

From: _____

Re: Volunteer Activities



This memorandum is to verify that I willingly agree to perform the duties of:

I agree this is a voluntary activity and I do not hold the District to any financial obligation.

Signature

Date

Estacada School District
STAFF EMERGENCY INFORMATION

EMPLOYEE INFORMATION:

DATE: _____		Home Telephone Number _____
Name _____		Work Telephone Number _____
Street Address _____		Building Location _____
City _____	Zip _____	Insurance Carrier _____

MEDICAL INFORMATION:

Your Physician's Name _____	Address _____	Telephone Number _____
Do we have your permission to contact a local physician in an emergency? <input type="checkbox"/> Yes <input type="checkbox"/> No		
List MEDICATIONS/SUBSTANCES to which you have allergic reactions: _____		

IN CASE OF AN EMERGENCY NOTIFY:

<p>1. _____</p> <p style="padding-left: 20px;">Name</p> <p>_____</p> <p>Street Address</p> <p>_____</p> <p>City State Zip</p> <p>_____</p> <p>Home Telephone Work Telephone</p> <p>_____</p> <p>Relationship to you.</p> <p>_____</p>	<p>2. _____</p> <p style="padding-left: 20px;">Name</p> <p>_____</p> <p>Street Address</p> <p>_____</p> <p>City State Zip</p> <p>_____</p> <p>Home Telephone Work Telephone</p> <p>_____</p> <p>Relationship to you.</p> <p>_____</p>
<p>3. _____</p> <p style="padding-left: 20px;">Other person(s) to notify.</p> <p>_____</p> <p>_____</p>	<p><i>DO YOU HOLD A FIRST AID CARD?</i></p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Expiration Date: _____</p>

Please return to Personnel

ESTACADA ATHLETIC DEPARTMENT

IMPORTANT DATES 2014-2015

July 27 – August 2 – Moratorium Week

AUGUST

- August 13 – Head Coaches Meeting – 6p (Aspire Room)
- *August 14 – Tri Valley Kickoff (All Fall Head Coaches)
- August 16 – CPR/First Aid Certification – Coaching Certification
- August 18 – First Official Practice Date
- August 20 – Fall Sports Parent Night – 6p (Gym)(Breakout Sessions in classrooms)

SEPTEMBER

- September 3 – First day of School
- September 22-26 - HOMECOMING WEEK (BEAT MADRAS)

OCTOBER

- October 10 – In Service Day (*NO GAMES*)
- *October 15 – Head Coaches Meeting (7am) (Aspire office)

November

- November 11 – No School (Veteran's Day)
- November 17 – Winter Sports First Practice Date
- November 21 – No School (Teacher Work Day)
- November 24 – Parent Teacher Conferences 12-8pm
- November 25 – Parent Teacher Conferences 8a-4p
- November 26-28 – No School (Thanksgiving Break)

December

- *December 16 – Head Coaches Meeting (7a) (Aspire)
- December 22-31 – No School (Christmas Break)

January

- January 1-2 – No School Christmas Break
- January 19 – No School (MLK)
- January 23 – No School (Teacher Work Day)
- January 23 – END OF 1ST SEMESTER

*** Tri Valley League Meetings TBD in August***

February

- February 16 – No School (Prez. Day)
- *February 25 – Head Coaches Mtg. (7a)

March

- March 2 – Spring Sport Practice
- March 23-27 – Spring Break

April

- April 8 – Parent Conferences 4-8
- April 9 – Parent Conferences 4-8
- April 10 – No School

May

- *May 5 – Head Coaches Mtg. (7a)
- May 25 – No School (Memorial Day)
- May 26 – SUMMER (Non OSAA)

June

- June 6 - Graduation
- June 8-9 - Finals