



TRAINING AND
COMPLIANCE
WITH DISTRICT
POLICIES AND
PROCEDURES

Mandatory Coaches Training

Important....

Fingerprints must be submitted...



Before your season begins!

Coaching Contracts



- ★ No coach (volunteer or otherwise) may work with student athletes until HR paperwork is complete and they have been given the “green light” by Nick Wold or Kyle McKenna.
- ★ Contracts are issued for a certain number of hours maximum.
 - This is a condition of employment stated up front.
 - Do not submit time cards that exceed your number of hours unless previously arranged with the Associate Principal.
- ★ Tonight is considered Pre-Season.
- ★ Feel free to contact Human Resources with any questions – Kathleen Long at 206.236.3318.

Safe Schools Training

Completing the training in Safe Schools is **required** for you to coach in the Mercer Island School District.

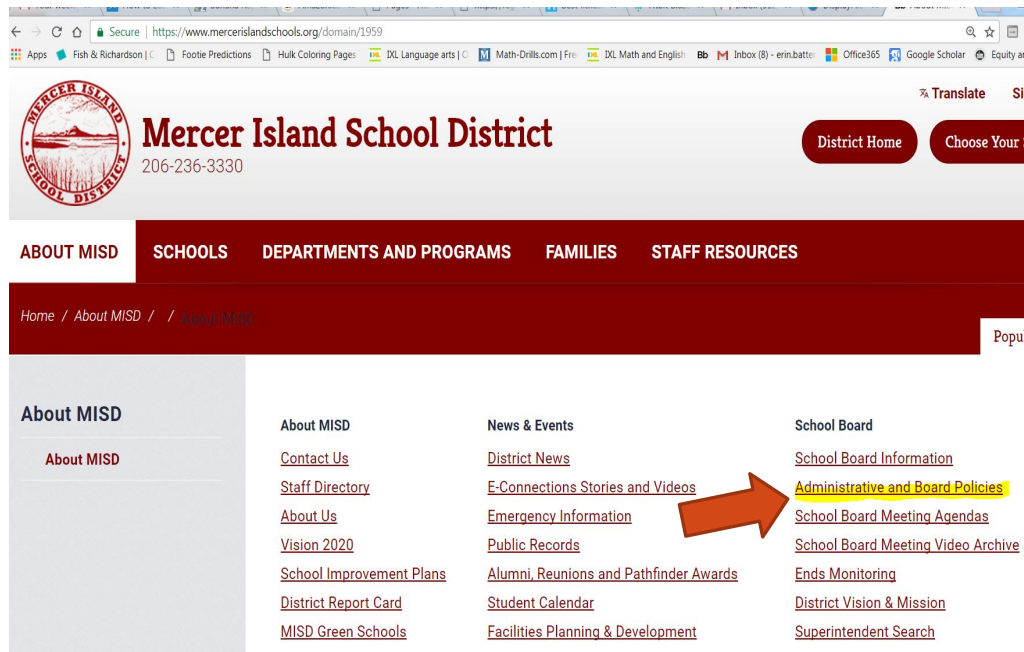
Please complete it PRIOR to the start of your season.

Contact Rosie or Kathleen if you don't get an email.



District Policies and Procedures

Where to find the information



The screenshot shows the Mercer Island School District website. The header includes the district logo, name, and phone number (206-236-3330). A navigation bar lists categories: ABOUT MISD, SCHOOLS, DEPARTMENTS AND PROGRAMS, FAMILIES, and STAFF RESOURCES. Below this, a sidebar on the left contains links for 'About MISD' and 'Contact Us'. The main content area features a 'News & Events' section with links to 'District News', 'E-Connections Stories and Videos', 'Emergency Information', 'Public Records', 'Alumni, Reunions and Pathfinder Awards', 'Student Calendar', and 'Facilities Planning & Development'. To the right of this is a 'School Board' section with links to 'School Board Information', 'Administrative and Board Policies' (highlighted with an orange arrow), 'School Board Meeting Agendas', 'School Board Meeting Video Archive', 'Ends Monitoring', 'District Vision & Mission', and 'Superintendent Search'.

About MISD

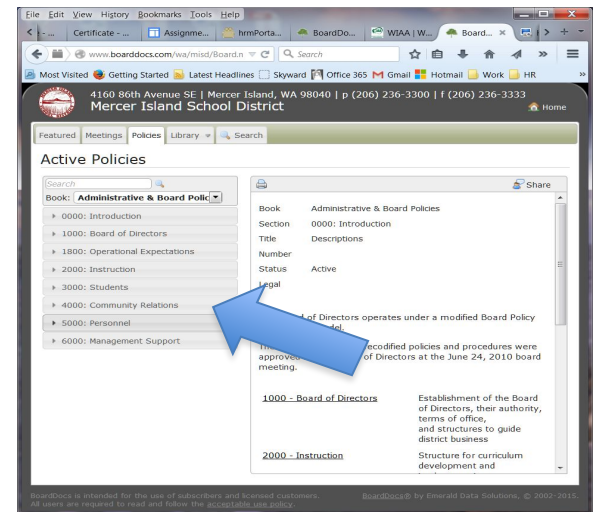
- [Contact Us](#)
- [Staff Directory](#)
- [About Us](#)
- [Vision 2020](#)
- [School Improvement Plans](#)
- [District Report Card](#)
- [MISD Green Schools](#)

News & Events

- [District News](#)
- [E-Connections Stories and Videos](#)
- [Emergency Information](#)
- [Public Records](#)
- [Alumni, Reunions and Pathfinder Awards](#)
- [Student Calendar](#)
- [Facilities Planning & Development](#)

School Board

- [School Board Information](#)
- [Administrative and Board Policies](#)
- [School Board Meeting Agendas](#)
- [School Board Meeting Video Archive](#)
- [Ends Monitoring](#)
- [District Vision & Mission](#)
- [Superintendent Search](#)



The screenshot shows the BoardDocs website for Mercer Island School District. The 'Active Policies' section is displayed, showing a list of policies. A blue arrow points to the 'Administrative & Board Policies' link in the left sidebar. The main content area shows a table of policies, including '1000 - Board of Directors' and '2000 - Instruction'.

Book	Section	Title	Number	Status	Legal
Administrative & Board Policies	0000: Introduction	Descriptions	Active		
1000 - Board of Directors		Establishment of the Board of Directors, their authority, terms of office, and structures to guide district business			
2000 - Instruction		Structure for curriculum development and			

Harassment, Hazing, Intimidation, & Bullying

Policy #3207

As a Coach:

- ★ Be familiar with:
 - policies and the indications of harassment, intimidation, and bullying.
 - expected interventions and procedures of reporting.
- ★ Be proactive.
- ★ Have the reporting form at hand.
- ★ Strategize solutions with administration.



ENOUGH ALREADY!

Harassment, Hazing, Intimidation, & Bullying Policy # 3207

★ As a Coach, be aware of:

- initiations or hazing.
- rituals which are intended to embarrass & humiliate
- activities both on AND off the field in the name of the team, including online.

★ And:

- intervene at the first sign – being proactive is expected.
- report any and all incidents to the Athletic Leadership (Nick & Kyle)
- This also can be coach to coach (nw)



Gender Identity -WIAA Handbook

- ★ Appendix 6 from the [WIAA Handbook](#) provides definitions and core values around the gender identity policy.
- ★ Please review all of Appendix 6.
- ★ All coaches are expected to be familiar with this and District policies, including Policy 3211, Transgender Students.

APPENDIX 6 – GENDER IDENTITY

DEFINITIONS:

For the purposes of this policy, the following definitions apply:

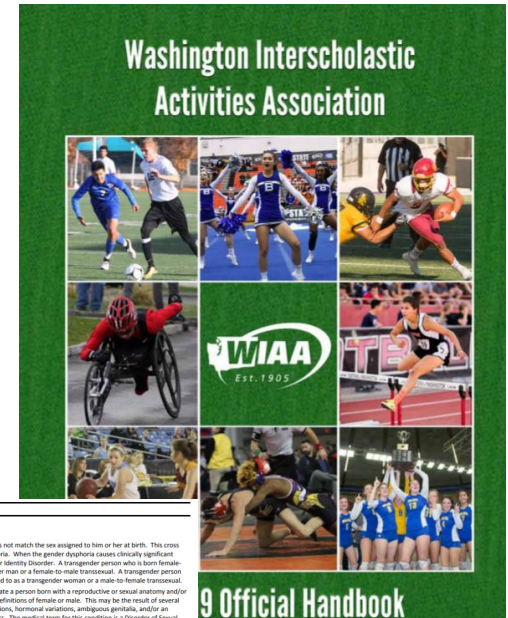
1. **Transgender Person:** A person whose gender identity does not match the sex assigned to him or her at birth. This cross gender identification is often referred to as gender dysphoria. When the gender dysphoria causes clinically significant distress or impairment, it is sometimes classified as Gender Identity Disorder. A transgender person who is born female-bodied but identifies as male is referred to as a transgender man or a female-to-male transsexual. A transgender person who is born male-bodied but identifies as female is referred to as a transgender woman or a male-to-female transsexual.
2. **Intersex Person:** "Intersex" is a general term used to indicate a person born with a reproductive or sexual anatomy and/or chromosome pattern that doesn't seem to fit the typical definitions of female or male. This may be the result of several different medical conditions involving chromosomal variations, hormonal variations, ambiguous genitalia, and/or an anatomy that includes both male and female characteristics. The medical term for this condition is a Disorder of Sexual Development of "DSD." "Intersex" is not the same as "transgender," although some people identify as both intersex and transgender. However, the two groups may face similar situations in needing to change gender designations for the purposes of participation in school activities.

3. **Gender Identity:** A person's deeply felt internal sense of being male or female.
4. **Gender Expression:** A person's external characteristics and behaviors that are socially defined as either masculine or feminine, such as dress, mannerisms, speech patterns and social interactions.

CORE VALUES:

The WIAA Gender Identity policy has been developed based on the following core values:

- Recognizing the value of extra-curricular athletics for all students
- Emphasizing that participation in extra-curricular athletics is not just allowed, but encouraged for all students
- Striving to create a Gender Identity and Expression policy that could be a model for other state associations
- Adhering to Washington state and federal law regarding gender equity and educational opportunity
- Operating from the presumption that all students will have access to programs and eligibility policies
- Enacting a policy that will maximize flexibility and privacy with minimal restrictions
- Creating a level playing field for all students
- Reducing economic barriers, especially for minority populations
- Addressing the concerns of parents, teachers and coaches through an educational component
- Acknowledging that the WIAA policy will likely need to be reviewed and revised to reflect increased medical understanding and evolving societal norms
- Grounding a policy in sound medical practice
- Preserving existing practices regarding girls' participation on boys' teams as per current WIAA policy
- Providing a space for intersex and transgender students to exist and thrive
- Reducing bullying and harassment of students



Students With Disabilities

- ★ What defines a disability?
- ★ Disabled students rights and protections
- ★ We do not seek to exclude, but look for opportunities to include
- ★ Work with the Athletic Leadership for support and guidance.



Child Abuse and Neglect (Policy 3421)



- ★ All district employees are mandatory reporters.
- ★ By law you required by law to report suspected child abuse and neglect (RCW: 26.44.030);
- ★ Reasonable cause to suspect child abuse or neglect? Report it!
- ★ Ideally reported to high school administrator (Assoc Principal, Principal).
- ★ Please read this policy thoroughly.

Conflicts of Interest & Staff Interest in Contracts/Gifts to Staff (Policy 5251 and 6151)

- ★ **Financial benefit due to your role:**
 - actions cannot benefit you financially beyond the pay for employment.
 - i.e. recruiting to other organizations that you financially benefit from (sports camps, etc.)

- ★ **Gifts:**
 - You must take precautions to avoid conflicts of interest and the appearance of conflicts of interest.
 - Decline **repeated** gifts and gifts of **significant value (\$500 max)**.

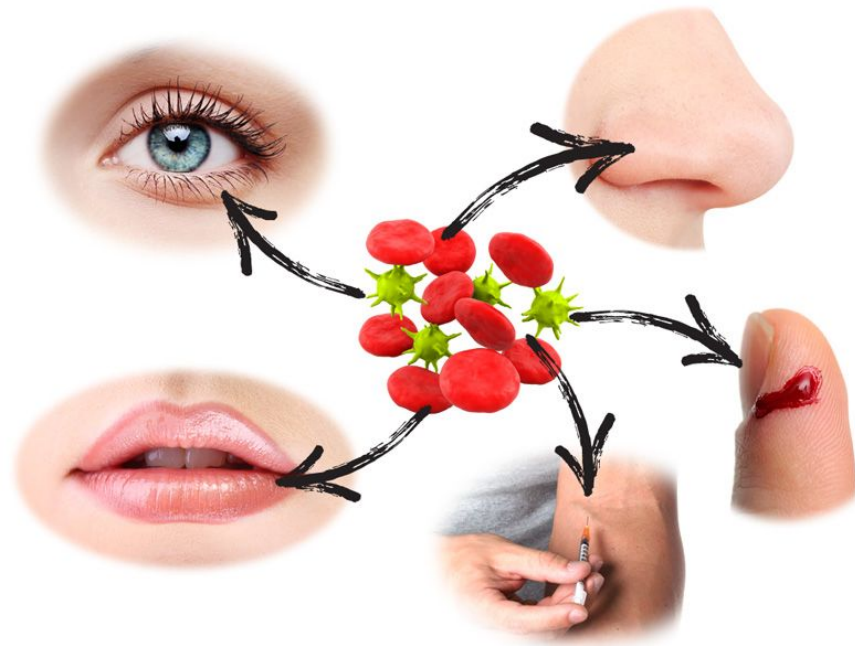


Bloodborne Pathogens



These are infectious diseases than can be transmitted via:

- ★ direct contact with blood or through contact with other bodily fluids,
- ★ blood contacts broken skin or mucous membranes of the eyes, nose, or mouth.



Bloodborne Pathogens Universal Precautions

- ★ Always wash your hands when handling bodily fluids and after using the bathroom.
- ★ Utilize gloves as needed. Dispose of properly.
- ★ Clean infected areas after a blood spill by using approved hospital-grade disinfectant.
- ★ Utilize resuscitation devices when giving CPR.
- ★ Dispose of infectious waste properly.
- ★ Obtain vaccines to protect against Hepatitis A and B



Maintaining Professional Staff - Student Boundaries (Policy 5253)

- ★ As a district employee – a public employee - ***all interactions are under the lens of public accountability.***
- ★ Please keep in mind, “how would this read as a headline?”
- ★ Your only connection to students is through the district as an employee, therefore *connecting with them under other circumstances could be misinterpreted.*
- ★ If you have pre-existing relationships with a student (e.g. they are a close family friend) please report it to the Athletics Leadership immediately.



Maintaining Professional Staff - Student Boundaries continued

- ★ Be familiar with the Personal/Family Friend language.
- ★ Be sensitive to the “appearance” of impropriety.
- ★ **Gray areas:** Contacting students via personal email and cell phone.
- ★ **Keep all communication through the most professional pathways.**
- ★ **Twitter** is the District’s recommendation for quick and far reaching communications. It is the same as texting, but it’s public.



Be Careful...

Be the Coach,
not the
Buddy!

- ★ Be vigilant at all times with your players;
- ★ Exercise great care not to behave in a manner that leads to misconduct or the perception of misconduct;
- ★ Avoid being alone with students;
- ★ Be especially guarded in physical contact;
- ★ Keep professional boundaries in conversations and relationships.

Electronic Resources Policy

(Policy 2022)

- ★ Rule of thumb: expectations for staff behavior online are no different than face-to-face interactions.
- ★ Be familiar with unacceptable uses of district technology.
 - All uses of district technology must be through the lens of being a district employee.
- ★ You must have a district email address and agree to this policy as a condition of employment.
- ★ This policy directly ties to the next policy.





- ❑ Please conduct District business using your District email;
- ❑ Head coaches will have access to their email accounts year round while assistant coaches do not. Head coaches are granted access to their email so they can engage in communications required to facilitate setting up events for the next season, etc. This communication is part and parcel to the job description of being a head coach;



- ☐ Head coaches must be conscious about WIAA rules about student contact outside of season;
- ☐ Please always use student email accounts provided by the District. If you email a student, make sure to either copy another adult in the District, multiple students, or the parent.

Expectations

- How we treat People (KIND)
 - Student Athletes
 - Parents
 - Support Staff
 - Opponents
 - Assume best intentions in people
 - solves problems

Reflecting on 18-19

Our programs / coaches

- We took good teams and improved to State and conference champions through the effort of our coaching staffs.
- We streamlined a number of our processes to raise our efficiency and equity.

We still have work to do

- We need to model the appropriate behaviors (unprepared, late, profanity & inappropriate terms)
- How are we considering the academic demand on our kids?
- Work on reinforcing clear expectations for participants and parents.
- Each program needs to develop a tiered approach to student conduct (i.e.. athletes not meeting expectations)
- Each program needs to establish a philosophy, teach it, communicate the role of each player and how they can improve, these items should also be conveyed to our parents

New to Athletics in 19-20

Barcoding for Loss Prevention

- Uniforms and other materials to be handed out to individuals have been barcoded and will be checked out similar to a textbook.
- Coaches will scan ASB card and barcode on item
- Our hope is that this leads to a more streamlined inventory.

Partnership With Adidas and Cloud9

- Athletic department will purchase new items with Adidas, using Cloud 9 as the sales contact. New uniforms will only be ordered when your team is up in the rotation. See Athletic Dept for uniform rotation info.

Coaching Boys into Men / Athletes as Leaders

- New curriculum for Boys and Girls to help prevent Domestic Violence

Medkits and Athletic Training Room

- Each team will get a medkit for the season, it is your responsibility to return it at the end of the season
- If it needs to be restocked please let me know in advance and I can restock it
- I will send out a weekly schedule with the athletic training room hours and where I will be at certain times
- Please send your athletes to me for any injury! We can rehab in my room
- For away games please send kids to come get water bottles, coolers and ice before you head out!
- Your kit needs to be returned at the end of the season

Accident Reports/Return to Play Forms

- Accident reports must be completed for all injuries that require an athlete to be seen by the trainer or a doctor.
 - Copies will be in medkits
 - Must be submitted to the AD within 24 hours.
 - ALL coaches should know this policy
- Injured athletes seen by a physician must complete a “Return to Play” form
 - Must be completed before activity of any kind
 - Requires Dr. signature
 - Jo (our ATC) must receive the “Return to Play” form prior to the athlete being cleared to participate.
 - Can be found online, with trainer or in Athletic Office
 - Please communicate frequently with Jo!
 - If any of you need my phone number please let me know!

Kyle McKenna

Experienced educator – 15 years in New York City schools

Coached football, basketball, lacrosse and boxing

Played college football

Played high school football, track, basketball and lacrosse

Father of two - Lives on MI

Active in professional development organizations

Currently an Assistant Football Coach

District Cell Phone: 206-735-0728

email: kyle.mckenna@mercerislandschools.org

Nick - 206-735-2725

Philosophy

Strive for best possible experience for all participants and stakeholders

Academic & Athletic Balance – Time Management

Accountability & Integrity

Clear Expectations

Communication

- Clear Communication through email, phone or text
- I will respond as quickly as possible
- Take attendance for practice
 - Communicate with athletes about attendance
 - **Must be present for 4 periods of school as per District Attendance policy (60%)**
- Document things throughout the season
 - Will make follow up conversations easier
- Participants should be aware of your expectations as communicated through a team code of conduct.
 - Team code is a tiered approach that has a pathway to the Athletic Code. Team code should contain quantifiable data can be used in discussions with student athletes.

Parents / Opponents

Open lines of communication between Coach & Student Athlete

- Feedback on play, attendance, playing time
 - encourage student to advocate for themselves

Parents should communicate with you through school email

As Athletic Coordinator – I am looking to create an environment where coaches/athletes thrive and are supported

- let me know if there are issues with another school / AD
- Remember all of your communication is public record so etiquette and kindness matter
- understand and know your audience (Students, parents, stakeholders, support staff, etc)

Breakout Discussion

Please discuss the following topics at your tables:

1- Do you have a team code of conduct or contract?

(opportunity to share for those that have them)

2- What are the three most important things to address in a code of conduct?

There are some examples of contracts and codes of conduct on your table:

- What do you like about the examples?
- What do you dislike about the examples?

Booster Clubs/Parents

- Gifts from Booster Clubs may not exceed \$500
- Coaches may not ask for or expect monetary gifts
- Successful Booster Club Summit last year
 - Booster Clubs communicating with each other
- We will not be purchasing anything without prior money approval - Booster clubs can email Valerie with questions
- You are responsible for your booster club and we communicate with you who communicates with your booster club
- WASBO training is preferred for booster club presidents or treasurers
- Self report if there is an issue

ASB: Fundraising/Purchasing

- All fundraisers need approval from Nick Wold - He runs the entire ASB budget
- The fundraiser approval form is available under “ASB, Clubs and Activities” on the MIHS webpage
- If you want to buy more gear, replace damaged gear, etc. fundraise and proactively communicate your intent
- Pre-Approval document
- Purchasing without collaboration or consent needs to be cleaned up in our athletics department
- Contact Valerie with questions
- Valerie.Perine@mercerislandschools.org

Coaching Contracts

- Coaching contracts will be delivered to head coach's mailbox
- Contracts are just for one season or one year
- Contracts will only be renewed if coaches are within compliance with coaching standards
- Coaches funded by the district: post-season pay begins first day after regularly scheduled league match and are allocated by weeks
- Coaches funded by booster clubs: this includes both regular season and post-season play. A separate post-season check will need to be cut.

Coaches' Requirements

- **MIHS Coaches' Handbook online training**
 - Print certificate of completion and bring to Becky
- **WIAA Online Rules Clinic**
 - All head and assistant coaches must complete the clinics by the Sunday following the completion of tryouts.
 - Login info will be sent via email by Becky LeMaster
 - Head and Assistant coaches may complete the clinics for coaching hours.
- **CPR/First Aid Cards**
 - These must be on file with Becky LeMaster PRIOR to taking the field/court/pool.
- **Coaches' Education Hours**
 - Turn these hours into Becky
 - If not compliant with required hours must have a Coach's Compliance Plan on file

Keys/Alarm Codes

- Keys are checked out through the athletic office.
- Return keys upon completion of season
- Training will provided on coding in/out of the building and signing in/out of the building.
 - If you don't sign/code in/out correctly, there is a \$100 fee charged to your ASB account. 😞

Coaching Philosophy/Lettering

- Make coaching policy clear to athletes and parents
- Specific guidelines outlined in the MIHS Coaches' Handbook for lettering athletes
- If you need to make changes to the MIHS Coaches' Handbook let us know

Cut Policies

- Cut sports must clearly identify this to participants prior to a try-out.
- Avoid posting lists - rather make personal conversations that build the student up rather than informally send them away
- Sports that cut should attempt to make decisions as quantifiable as possible and objective. This will make it easier for Coaches to explain decisions to student-athletes.
- Decisions that are purely subjective will invite closer scrutiny by student-athletes and will be more difficult for the coach to explain.
- Coaches that elect to remove a student-athlete from a non-cut sport will need to clearly explain the reasoning for removal. (team rule violation, Athletic Code, etc.)
- Always practice kindness when providing feedback to student athletes and look to provide alternatives and resources for their continued improvement.

Sportsmanship

- Coaches should set the example of our expectations
- “BE LOUD, BE PROUD, BE POSITIVE”
- Watch language and behavior
- You never know when you’re being recorded
- NO EJECTIONS!
 - 1 ejection due to abusive or violent behavior = suspension from 20% of team schedule for players and coaches (20 game schedule = 4 games) REGARDLESS of when it occurs (carries into postseason and/or following season)

Paperwork & FERPA/HIPAA

- Paperwork is a coach's responsibility, not a booster parent
- If you need any help with the paperwork, please see Becky
- Parents may not have access to other students' information found on permission slips, medical forms, etc. due to FERPA and HIPAA
- *Family Educational Rights & Privacy Act (FERPA)
- *Health Insurance Portability & Accountability Act (HIPAA)
- Students should not have access to these documents either

Legal Duties

- Duty to provide proper supervision
 - Bus, locker room, etc. - all athletes gone before you leave
- Open gym
 - If you are playing you are not supervising
- Duty to warn of inherent dangers in a sport
 - Done through eligibility paperwork, but worth reminding athletes and parents at the start of the season
- Duty to provide a safe environment
 - Report unsafe conditions to the AD
- Duty to provide health care
 - First Aid/CPR required. Utilize the trainer. Call 911 if more serious.
- Duty to teach and enforce rules and regulations
 - Read and enforce athletic code, building and team policies
- See Coaches Handbook for additional duties

Practice Regulations-WIAA

- Athletes must have 10 regularly scheduled practices in PRIOR to competing in any contest
 - Golf does not have a minimum practice requirement
 - Football & Gymnastics have additional practice requirements
- Coaches are required to keep record of attendance all season.
- Head coaches must verify attendance at end of the season for PE credit.
- Special treatment for athletes is prohibited and all athletes should be held to the same standards.

Sports & School Conflicts

- Games take priority over rehearsals and concerts take priority over practices. Period. No exceptions.
- In extenuating situations, communicate with Athletic Department
- Students should not be put in the position to choose sports or school
- School related absences from practice must be excused
 - meeting with teachers, tutors, make-up tests etc.

Professional Obligations

- All practices need to be scheduled around teachers' professional obligations (per the MIEA/MISD contract).
- If there are times during the year when a game interferes with a teachers' professional obligation, please communicate with Athletic Department in advance.
- There will be sub coverage for teacher-coaches for WIAA sanctioned events.
- Refer to Coaches Handbook for specific obligations for Head Coaches, Assistant Coaches, Volunteer Coaches, as well as, Certificated and Classified employees.
- No sub coverage for practices

Transportation/Travel Rules

- Becky LeMaster assists Patrick Rock with arranging buses for all sports
 - If there is a transportation no-show, please call athletic office
- Games with departure time during school require a WHAMMO (pre-arranged absence form)
 - These are available online and in the Attendance Office
 - Athletes abuse these slips, please pay attention to departure times
- Becky LeMaster schedules all ASB/District van use
 - Required application and approval for drivers
 - Van Use Agreement required
 - under “Coaches’ Resources” on the MIHS Athletics webpage
- Parents can pick up from events
 - Permission slip found “Athletic Forms” on MIHS athletics website
 - New permission slip required each pick up

Schedules/Facilities

- Kyle McKenna will schedule facilities and games for athletic teams.
 - this includes weight room use
 - Students must be supervised in the weight room at all times by a coach
- Please communicate with Kyle regarding any changes, additions, etc. to your schedule needs.
- Game schedules are available online through the www.kingcoathletics.com website
- Work with Rachel Hood for spaces for banquets or any third party rentals (including booster clubs)

Field Trips (including Camps/Retreats)

- All Field Trip paperwork is available online under “Coaches’ Resources” on the MIHS Athletics webpage
- Retreats and camps CAN NOT require that athletes miss days of school
- Paperwork must be submitted at least 28 days prior to an overnight trip
- Deposits, payments, rentals, etc. for field trips MUST run through ASB
- Field Trips (in relation to athletics) are:
 - Trips teams take outside of the regularly scheduled contests (like a trip to Arizona or an invitational in Portland)
 - Any trip over 75 miles
 - Any single-day trip over 75 miles (one way) requires a charter bus
- Trips by bus to regularly scheduled games are NOT field trips
- Trips via parent-driven carpools require paperwork for drivers and passengers
- Becky LeMaster can help with these details

Please see Nick prior to meeting with your parents about a trip.

Rosters

- Becky LeMaster is responsible for all things student-athlete related
- She will send you updated rosters
- ONLY students who appear on the roster are allowed to participate
 - Unless he/she brings you a pink slip signed by Becky or Kyle
- Coaches cannot accept any athlete's paperwork
- Athletes must have their athletic fee paid by 9/10/19.
- Athletes will be ineligible until it is paid
- Becky will send you a list of eligible athletes / this will require you to follow up
- All team managers must follow the same guidelines
 - They will appear on rosters when cleared as well

Grade Checks/Eligibility

- Students who did not pass 5 classes last semester will be ineligible following the first 10 days of practice through the next 5 week period
- Coaches will receive a list of these individuals
- Grade checks are conducted at the end of week # 5 of the season
- Any student who is not currently passing 5 classes at that time will be deemed ineligible for the next 5 weeks
- Academically ineligible athletes may practice but NOT compete
- Remember, this is different then students on academic alert
- Please emphasize the importance of grades!

Score Reporting

- We use WPAN to record scores
- An e-mail will be sent to you to report your scores at the conclusion of your games.
- Please submit your scores ASAP
- It is the head coach's responsibility to call/email in all scores to the media.
 - *Seattle Times* 206-464-2276/800-343-6319
 - *MI Reporter* 206-232-1215 (Ben Olson)
- KingCo sport commissioners may want you to communicate results to them as well
- Maxpreps is another area based on your sport that requires a score submission

Picture Day

- Becky coordinates all team & individual pictures
- All dates are locked, please ensure you are aware of the day you were assigned and adjust practice accordingly
- Each athlete will receive an envelope for ordering
 - The envelopes will be placed in your mailbox in the Faculty Workroom prior to picture day
 - Pictures may also be ordered online

Display Cases (Main Hall)

- currently TBD as we finish vestibule construction

MIHS Logo

- We have one official MIHS logo; this is the only logo we can use.
- A digital version of the logo is available online under “Coaches’ Resources” on the MIHS Athletics webpage.
- If you need different versions of the logo please contact Vanessa Adams at: Vanessa.Adams@mercerislandschools.org

KingCo Fall Sports Meeting

- Meeting is at 7pm on August 22nd at Newport High School.
- Mandatory for head coaches.
- Sport specific meeting with KingCo commissioners.

Parent Night/ Athletic Code Talk

- We are having our parent meeting and Athletic Code Talk on Thursday August 29.
- Athletic Code meeting is 3:15pm on 8/29 in the PAC.
 - All teams are required to attend.
- Parent Meeting begins at 6pm in the PAC
 - There will be a session for ALL parents in the PAC
 - Then there will be break-out meetings for each sport in various rooms throughout the building.
 - General meeting will be half an hour
 - Sport-specific meeting duration is at your discretion
 - Please tell parents that the meeting begins at 6pm
 - This is one opportunity we have to meet with all parents at one time.

Parent Night

- During the break-out sport-specific meetings please make sure to address the following:
 - Introduce all coaches
 - Coaching philosophy
 - Methods for feedback
 - Communication expectations
 - Athletic code (Student conversation Aug 29th, PAC 3:15)
 - Sportsmanship
 - Captains' roles and responsibilities
 - Concussion law

Pre-Season Meeting w/Athletic Coordinator

- All head coaches need to schedule a pre-season meeting with Kyle McKenna before the end of the second week of the season.
- Please read the “Coaches Checklist for start and end of season” form under the “Coaches’ Resources” section of the MIHS Athletics webpage prior to the meeting and either send it to Kyle electronically or bring it with you.

Post-Season / Meetings

- Please schedule a post-season meeting within 2 weeks of the conclusion of your season
- All head Coaches will receive an evaluation for the season from Kyle and Nick
 - student input
 - observation of practice/games
 - All Assistant Coaches will receive an EVAL from the Head Coach
- Make sure you are considering the following when the season concludes:
 - gear check in and inventory, player evaluations, surveys, parent feedback, off season communication

Banquet Expectations

- A post-season Banquet is an opportunity to celebrate the season and set a positive tone for the offseason.
- The commons is available for banquets. However, the following rules apply to all district buildings:
 - No Balloons
 - No Latex
- Please communicate and plan banquet with all stakeholders, including parents, extended family and boosters.
- Make sure assistant coaches attend and have an opportunity for input
- Recognizing each athlete should be an area of focus
- Voting on season awards (MVP, most improved etc..) should be transparent

Handbooks/Resources

WIAA Handbook

- Available online at:
[http://www.wiaa.com/ConDocs/Con1287/Handbook%20\(Web\).pdf](http://www.wiaa.com/ConDocs/Con1287/Handbook%20(Web).pdf)
- Includes all governance rules, state info, dates, regulations, etc.
- Full of resources and information

KingCo Handbook

- Available online at: www.kingcoathletics.com
- Includes league rules and information (tie-breaker language, referee no-show policy, how league championships are determined, etc.)
- The KingCo website also has all schedules up-to-date

MIHS Coaches' Handbook

Available online at:

<http://www.mercerislandschools.org/cms/lib3/WA01001855/Centricity/Domain/92/Coaches%20Handbook%202013-2014.pdf>

Thanks!

- If you have any questions about information from this slideshow, please contact Kyle at any time.
- I look forward to supporting you throughout the season – please let me know how I can help!
- Thank you for all that you do for our student-athletes; your time and dedication is much appreciated!

Coaches Certificate

- You have successfully completed two clock hours for MIHS COACHES TRAINING 2019-20.
- Please print this certificate and return to Becky LeMaster in the Athletic Office.



Printed Name/Signature

Date

AC Signature