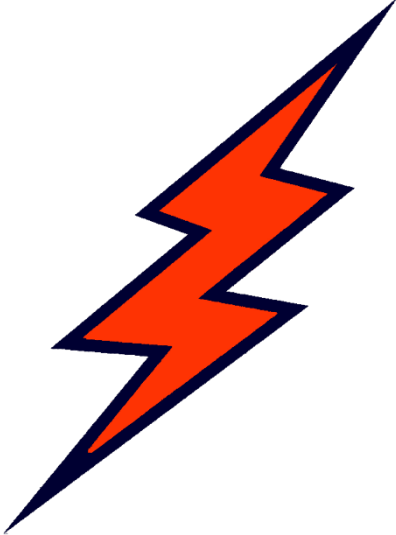


NORTH MONTGOMERY ATHLETICS



COACHES HANDBOOK

FOREWORD

This coaching handbook has been prepared for use by the North Montgomery Community School Corporation's Athletic Departments to achieve more efficient operation and to acquire a better understanding of the responsibilities, aims and purposes of the total athletic program. The policies and procedures contained within are intended to clarify operational methods with the intent of developing the best athletic program possible for the students, faculty, and citizens of this community. This handbook is to be used as a source of information.

Not all items listed in this handbook apply to both North Montgomery High School and Middle School coaches. *Items marked with an asterisk (*) only apply to the high school.*

MISSION STATEMENT

To build upon the tradition of excellence within North Montgomery athletics and to produce opportunities for physical, social, and emotional growth for North Montgomery student-athletes. To encourage and provide development for coaches who dedicate themselves to our student-athletes. To serve leaders of character and model the values that we expect our student-athletes to exhibit both on and off the field. To lead the school in a way that maximizes opportunities for students to learn in a productive and safe environment. To always be individuals of integrity, who inspire others through self-discipline, ethics, and fairness.

VISION

To provide student-athletes with the finest opportunities to excel in teamwork, sportsmanship, self-discipline, and moral character. To support the educational goals of North Montgomery High School and Middle School through an athletic department built on essential core values

CORE VALUES

Coachable Competitive Fundamental Honorable Respectable Selfless Poised Patient Credible
Optimist Kind Work Ethic Life-Balanced Honest Motivated Ambitious

NORTH MONTGOMERY ATHLETIC DEPARTMENT BELIEF STATEMENTS

- We believe that the development of our student-athletes is our highest priority.
- We believe that team comes first.
- We believe that well designed athletic programs promote community and school pride.
- We believe that student is emphasized in the term student-athlete.
- We believe that dignity, worth, and self-esteem of participants should be paramount in all athletic activities.
- We believe that the modeling of expected behavior is vital as coaches serve as role models.
- We believe winning is an attitude resulting from optimum preparation, determined effort, and a deep commitment to excel.
- We believe that positive parent support and involvement enhance student growth and program quality.

COACHING CODE OF ETHICS

INTEGRITY

The coach must act with integrity in performing all duties owed to athletes, the sport, other members of the coaching profession, and the public.

COMPETENCE

The coach must strive to be well prepared and current in order that all duties in the respective discipline are fulfilled with competence.

ATHLETE'S INTEREST

The coach must act in the best interest of the athlete's development as a whole person.

RESPECT FOR THE RULES

The coach must accept both the letter and the spirit of the rules that define and govern sport.

RESPECT FOR OFFICIALS

The coach must accept the role of officials in providing judgment to ensure that competitions are conducted fairly and according to the established rules.

RESPONSIBILITY TO OTHER COACHES

The coach's conduct toward other coaches must be characterized by courtesy, good faith, and respect.

PERSONAL CONDUCT

The coach must maintain the highest standards of personal conduct and support the principles of fair play.

RESPONSIBILITIES AND DUTIES

The **Head Coach** is the person responsible for the direction of his/her program and is charged with the behavior, safety, and welfare and the improvement of his/her team during practices and games. Head Coaches will operate their program within the philosophy of North Montgomery, organize and assist in coordinating his/her sport's total program, evaluate assistant coaches, be fully aware of legal responsibilities, order equipment with approval of the Athletic Director, keep records, recommend candidates for staff, and set the pattern for public relations that project the goals of his/her program and North Montgomery.

All **Assistant Coaches** (staff and non-staff) are charged with the basic responsibilities of being loyal to his/her head coach, be committed to the athletic program and its direction, do whatever is asked of them in support of the team and school, be aware of all legal factors in coaching and work diligently to be a positive example in his/her classroom and/or on the playing field.

The **Athletic Trainer** will work under the supervision of the Athletic Director. He/she will supervise, direct, and be responsible for: first aid, care and rehabilitation, training room rules and supervision, physical examinations, preparing athletes for contests, maintaining team, seasonal, and yearly records of injuries, training student trainers, and recommending to the Athletic Director the purchase of medical supplies and equipment.

Auxiliary Personnel such as student statisticians, student managers, etc. will operate under the guidance of each head coach they are assisting and the Athletic Director.

HEAD COACHES CHECKLIST OF RESPONSIBILITIES

The following items are to be taken care of through the cooperation of the coaching staff and athletic office. Each coach will meet with the Athletic Director at the beginning of a sport season to discuss these items and any new concerns.

1 st Parent/Team Meeting	Physical Examinations
IHSAA entries*	Rosters
Volunteer coaches	Eligibility
Lines of communication	Insurance
Clinic attendance*	Media contact
Team parents	Awards Program
Statistics/records	Inventory/Ordering
Scouting	Transportation schedules
Supervision	Lower-level teams
Student-Athlete Handbook	Awards
Public Relations	Pictures
Season End Report	Team dress
Participation Rules	Care/ Inventory of uniforms/equipment
Injury reporting/Athletic Trainer usage	Other questions/concerns

PROGRAM COACHES HANDBOOKS

It is the head coach's responsibility to develop a total program for your sport---including clinics, summer programs, middle school programs, etc. In addition, each head coach is encouraged to develop a comprehensive coach's handbook for all coaches in his/her system with guidelines for teaching the fundamentals consistently and progressively throughout the program. The handbooks should also contain any other information pertinent to coaching at each level.

INFORMATION FOR HEAD COACHES (ALPHABETICAL BY TOPIC)

ACCIDENTS

All accidents or injuries home or away, are to be reported to the Athletic Trainer as soon as possible, no matter how insignificant that accident/injury may appear at first. An accident/injury form must be filled out by the coach (if the Athletic Trainer is not at the game) and/or Athletic Trainer the day of or after the athletic contest. This is imperative in order that proper insurance coverage be dated and provided. Also, please notify the Athletic Director if the injury is serious in nature.

ALL STATE NOMINATIONS *

Varsity coaches are expected to become members of their respective coaches association in order to nominate deserving athletes for All-State and All-Star teams, especially Academic All-State. This information may be obtained through your specific coaching association. **Completed applications must be submitted to the Athletic Director one week before the due date.**

ATTENDANCE

A student-athlete must be checked into school by 3rd period at the middle school or by lunch at the high school to participate in his/her athletic event or practice. Approved field trips or school activities constitute attending school. Any exemptions (funeral, dental, doctor) must be approved through the principal's office and/or athletic office.

AWARDS DESCRIPTIONS*

It is the responsibility of the Athletic Director to keep track of the awards given to student/athletes during their time at North Montgomery. Following is the basic awards system for athletes at North Montgomery.

- ✓ **Portfolio** – an athlete will receive a portfolio after participating in their first season.
- ✓ **Certificates** – an athlete will receive a Varsity or JV certificate for their respective sport
- ✓ **Varsity Letter** – an athlete who earns their first varsity letter will receive their letter for their letter jacket.
- ✓ **3 Sport Patch** – an athlete who participates in at least 3 sports in the same school year will receive a patch for their letter jacket.
- ✓ **Blanket** – an athlete who earns 9 varsity letters will receive a NM blanket.
- ✓ **4 Year Award** – an athlete who letters in a sport four times will receive a plaque.
- ✓ **12 Letter Award** – an athlete who earns at least 12 varsity letters will receive a plaque.
- ✓ **Sport Specific Awards** – These awards are given on a limited basis and only to athletes for outstanding performance in their sport. The criteria for the awards are set by the coaches prior to the start of each season.

AWARDS PROGRAM

High School – Upon the conclusion of the season, determine a date and location for your awards program. Submit your list of team and individual awards to the awards coordinator promptly after your season. Team records, names, year in school, awards earned, awards received, special awards, MVP, etc. should be included for all levels (9th, JV and Varsity). Inform the awards coordinator the number of letters, portfolios, pictures, etc. you need well in advance of the awards program. Order your own trophies/plaques well in advance of the awards program. Submit your final season statistics and updated inventory list to the Athletic Director.

Middle school – Upon the conclusion of the season, determine a date and location for your awards program. Submit your list of team and individual awards to the awards coordinator/Athletic Director promptly after your season.

BONUS

Athletes will be supervised during the bonus period.

High School - Athletes may be allowed to enter the locker room area if they are supervised by a lay coach of that staff, and he/she is present. Athletes will not be allowed to loiter in the hallways and commons waiting for practice to begin.

Practice on bonus days will not begin before the bonus period is finished. This allows our athletes the opportunity to get help from teachers during this time without the pressure of missing practice.

Middle School – Athletes will remain is student athlete BONUS or teacher BONUS until 3:40 Monday – Thursday. This allows our athletes the opportunity to get help from teachers during this time without the pressure of missing practice. It also allows for a set study time each day for all student athletes.

CLINIC ATTENDANCE*

The athletic office wants coaches to remain current in each of their sport fields. Some of the clinics are sponsored by the IHSAA and are free. Also, your state coaches' associations have clinics that are not too costly. The Athletic Department will reimburse each coach for one coaching clinic fee per school year. Possible reimbursement for additional clinic registration and/or lodging will be handled on an individual basis. Receipts for fees will be necessary for reimbursement.

COACHES ASSOCIATIONS*

Varsity Coaches are expected to become members of their coaches association. The Athletic Department will pay membership fees for head and assistant coaches of each sport. Coaches wanting memberships in additional sports or associations will have to pay their own dues.

COACHES CONDUCT

It is imperative that coaches are continually aware of their appearance, language, body language, and sideline behavior. Each of us is representative of our own values, school philosophy, and rules of the game. We live in a fishbowl and therefore are charged with the responsibility of being seen and judged by our actions. We are to be a positive role model for all to see.

COACHES EDUCATION

All coaches, paid or voluntary, must meet IHSAA Coach Accreditation requirements prior to having contact with student athletes. This includes, but is not limited to, school sponsored conditioning and open facility sessions. Every coach is required to complete the NFHS *Concussion in Sport*, *Heat Illness Prevention*, *Sudden Cardiac Arrest*, *Students Mental Health and Suicide Prevention*, and *Protecting Students from Abuse* courses. These courses must be repeated every two years or when the edition of the course changes, whichever comes first. Coaches are responsible for providing documentation of course completion to the athletic director.

COLLEGE BOUND ATHLETES *

NCAA bylaws affect all high school athletes eligible for the NCAA Division I and II athletic scholarships or those who plan to participate in any Division I or II athletic programs as a non-scholarship athlete (walk on). These rules are found in the NCAA publication entitled, "A Guide for the College Bound Athlete" and can also be found at www.ncaa.org. All coaches are encouraged to read this information. In assisting the athlete during the recruiting process, the Principal, Athletic Director, Coach and athlete must all work together. **All student-athletes that express interest in participating in athletics at the next level, must be directed to the Guidance Office to complete the NCAA Clearinghouse Process.**

COMMUNICATION WITH THE ATHLETIC DIRECTOR

Good communication is vital to the operation of any organization and is especially true in our case. Coaches are asked to frequently check their mailboxes for memos, handouts, etc. This is especially true for non-staff coaches. Coaches should keep in mind the A.D. office is always open for any questions or concerns that they may have. Open lines of communication are key. When making decisions, consider that you are a part of a larger vision and corporation. Please come to the athletic director first with all your needs.

COMMUNICATION WITH YOUR TEAM & PARENTS

All communications with your team and parents must be administered through Sports You. The athletic director must be added as an administrator. Coaches should never communicate with a student through texting or social media.

CONCESSIONS

Each team will be responsible for working in the concession stand throughout the year under the direction of the concession manager. A schedule will be distributed at the beginning of the school year.

CPR CERTIFICATION

All coaches, paid or voluntary, must be currently CPR certified. The athletic department will pay for this certification.

DRESS (Coach and Athletes)

When traveling to activities or contests as representatives of North Montgomery Athletics, dress with class. Coaches require their athletes to dress in a cohesive and team way when traveling to away games. Coaches must hold their athletes accountable for this dress throughout the event and the travel to and from.

ELIGIBILITY

Emphasize academics with your athletes. Athletes must pass five classes per semester to be eligible. An "F" list will be distributed by the Athletic Director to all in season coaches at mid-term and at the end of each semester. It is the responsibility of the varsity coach to verify that all athletes in his/her program are passing five classes. Grade checks throughout the season are highly recommended.

Middle School – The Middle School will follow the above guidelines, but will additionally have weekly grade checks in place to support student success. Weekly grade checks will be in place throughout all seasons. Students who are NOT passing 5 of 7 classes may result in athletes being required bonus attendance and/or becoming ineligible for contests while their season is in progress.

EVALUATION

The athletic office will evaluate each varsity coach through personal contact and visitation of the coach's program. All head coaches will be evaluated through a written self-evaluation and evaluation meeting with the Athletic Director.

FACILITY, EQUIPMENT AND UNIFORM INSPECTION

All varsity coaches are responsible for routine inspection of the equipment, uniforms, and facilities they use in conjunction with their sport. They are to make sure equipment, sleds, rims, padding, helmets, diving boards, benches, chairs, etc. are safe for use. Any questionable situations are to be reported immediately to the Athletic Director.

FIRST TEAM MEETING BEFORE PRACTICE

It is fundamental that coaches are completely responsible for the behavior, safety, and welfare of their team during practices and to and from games. The first team meeting is the most important meeting you will have in terms of legal liability, setting the stage for your season's success and discipline. You may include as much as you feel necessary at this meeting, however, be sure that you stress to the parents the following items:

- ✓ You must visibly see that every athlete is "Green" on the spreadsheet provided by the athletic trainer before participation
- ✓ Make certain student handbook is reviewed by parents and students
- ✓ Specific team rules that are not covered in the student handbook (make sure AD has the rules on file)
- ✓ Transportation schedule (if completed at this point)
- ✓ Training room/athletic trainer/reporting injuries
- ✓ Varsity awards policy*
- ✓ Eligibility
- ✓ Explain about chances of injury and/parental consent form
- ✓ Schedules and important phone numbers
- ✓ Use and care of equipment- take pride in what you have
- ✓ Guidelines for conduct in practices and games
- ✓ Cover expectations for use of social media- Facebook, X, Instagram, etc...

FUNDRAISING

While the athletic department will do everything in its power to provide for all the needs of our athletic teams, it may become necessary at times to hold fundraisers. All fundraisers must be approved by completing the fundraiser approval form.

GAME DAY HELP

It is the head coach's responsibility to secure competition help. This includes but is not limited to scorers, timers, announcers, statisticians, video, clock operator, National Anthem singers, etc. and any other personnel necessary to properly conduct your event. Every attempt should be made to ensure that an adult is secured in these positions.

IHSAA RULES MEETING*

Each varsity coach is required to complete an online IHSAA rules meeting for their respective sport. This information will be emailed from the IHSAA.

IHSAA STATE TOURNAMENT ENTRIES*

All IHSAA entry lists must be completed by the varsity coach a day prior to the submission date. The athletic secretary and athletic director will complete most of the individual information for athletes, but the coach must complete other information when necessary.

INJURIES AND ILLNESS

All injuries and illness should be reported to the athletic trainer. Athletes will be evaluated and treated as needed or referred to whatever medical personnel are indicated upon consent of the parents or guardians. If the athlete's family cannot be located in an emergency situation, the athletic trainer will use his/her own discretion.

KEYS

Keys are provided for each member of the coaching staff. Keys should be checked out by the athletic director or athletic secretary. Keys become the responsibility of each coach. **Do not loan your keys to anyone and do not have any of your keys copied.** Keys must be returned to the athletic office upon completion of your coaching season assignment if you are not continuing in your role.

LEGAL DUTIES OF COACHES

Your duty as a coach is to take reasonable care of the student-athlete. This legally means that you are to act in a way that avoids creating unreasonable risk of injury to others. Not performing to a standard of care/performance can result in negligence. The standard of care/performance is the conduct expected of an ordinary, reasonable person (coach) under like circumstances.

Legal duties that have been established by courts through litigation include the following:

- ✓ Properly instruct know and teach proper techniques
- ✓ Warn of inherent dangers of sport: practice plans should reflect what was said and the date it was said and should be repeated on several occasions
- ✓ Supervise: see the last athlete gone, have enough supervisors – Hazing will not be tolerated, period – no team initiations are permitted
- ✓ Provide a safe environment: facilities, equipment maintained, properly fitted, warn of misuse
- ✓ Provide health care: physical exam, emergency care, immediate and reasonable medical assistance, rehabilitation
- ✓ Enforce rules and regulations: state rules, game rules, IHSAA rules, school rules, and specific sport rules concerning discipline
- ✓ Classify and group participants: based on skill level, age, maturity, sex, size, and experience
- ✓ Safely transport to and from contests, practices at other sites
- ✓ Follow Due Process: 14th Amendment applies to athletes as well
- ✓ Foresee potentially dangerous circumstances and situations: equipment failure, storms, facility issues
- ✓ Plan: written daily plan, safe supervision
- ✓ Keep records: answers what, where, when and how, provides solid defense against liability, shows prudence
- ✓ Evaluate: written plan to audit facilities, equipment, uniforms, time done, procedure used and who is responsible

REPORTING CHILD ABUSE

The board of school trustees of North Montgomery Community School Corporation recognizes that school officials and employees may be able to identify abused or neglected children due to their continuous contact with school age children. This board policy is intended to aid school officials and employees in complying with child abuse reporting laws (I.C. 31-6-11). The board takes this opportunity to state its support for these laws.

The State of Indiana requires by law any school official or employee who has reason to believe that a child is a victim of child abuse or neglect shall make an immediate oral report to the Department of Child Services or to local law enforcement. After the report has been made, the school employee shall notify the local building principal a report of suspected child abuse or neglect has been made to the Department of Child Services or to local law enforcement.

1. "Child abuse or neglect" as used in this policy refers to a "child in need of services" defined by I.C. 31-6-4-3 (a) (1) through (6) as follows:
2. "A child is a child in need of services if before his eighteenth birthday”:

- (1) his physical or mental condition is seriously impaired or seriously endangered as a result of the inability, refusal, or neglect of his parent, guardian, or custodian to supply the child with necessary food, clothing, shelter, medical care, education, or supervision.
 - (2) his physical or mental health is seriously endangered due to injury by the act or omission of his parent, guardian, or custodian.
 - (3) he is the victim of a sex offense under I.C. 35-42-4-1, I. C. 35-42-4-2, I.C. 35-42-4-3(a), I.C. 35-42-4-3(b), I.C. 35-42-4-4, I.C. 35-42-4-1, I.C. 35-45-4-2, or I.C. 35-46-13.
 - (4) his parent, guardian, custodian allows him to participate in an obscene performance defined by I.C. 35-30-10.1-3 or I.C. 35-30-10.1.
 - (5) his parent, guardian, or custodian allows him to commit a sex offense prohibited by I.C. 35-45-4; or
 - (6) he substantially endangers his own health or the health of another; and needs care, treatment, or rehabilitation that is unlikely to be provided or accepted without the coercive intervention of the court.”
3. "Reason to believe," as used in this policy, means evidence (such as a child's statement or appearance) which is presented to individuals of similar background and training (i.e., professional educators) would cause those individuals to believe that a child was abused or neglected.
 4. Staff personnel should be aware that they are required by state law to make the reports stated in this policy. Anyone making a report of a child who may be the victim of child abuse or neglect is granted immunity by statute from any civil or criminal liability. Persons acting maliciously or in bad faith will not be so protected.
 5. Any physical inspection or personal interview of a child will be conducted by the appropriate personnel from the local child protection service. School personnel will not contact parents to determine the cause of suspected child abuse or neglect, or otherwise investigate suspected abuse or neglect.
 6. All records of suspected child abuse or neglect will be kept confidential. The identity of a person making a report will not be revealed to the parent, guardian, custodian, or other person who is responsible for the welfare of the child named in a report.

NEGLIGENCE

What can you do to protect yourself from being found negligent? Answer: Failure to provide adequate and complete instructions about your sport and failure to warn about your sport are the most common forms of negligence. The following preventative measures must be taken:

- ✓ Coach from a written daily practice plan that outlines what is taught, safe play techniques and warnings of certain acts that are dangerous to players. Be sure this plan reflects actual dates (more than one) when you warned of dangers, that you have stresses good conditioning, talked about reporting injuries immediately to the athletic trainer, etc.
- ✓ Even though a student has been in athletics and even your sport in previous years, failure to warn is negligence.

LIMITED CONTACT

Workouts with your team may occur during the school year, out of season. Specific dates will be provided to the varsity coach from the Athletic Director. Teams are limited to three workouts per week with a maximum time of two hours per workout.

MIDDLE SCHOOL

Cooperation and loyalty are the goals at all levels of North Montgomery athletics. The high school head coach has the responsibility to work with the Athletic Director and coaches of his/her sport. Public relations, teaching fundamentals, terminology, playing time, equipment assistance, and other matters are to be worked out cooperatively to ensure the best possible experience for our athletes and coaches.

OFFICIALS

All coaches are encouraged to work with the athletic office in the selection and hiring of licensed IHSAA officials. New official's lists will be updated by the IHSAA, coaches, and the athletic office. It should be remembered that rarely do officials decide the outcome of a contest - which is left up to players and coaches. Please keep in mind that officials are guests at our school and should always be treated with respect and courtesy. After each event and prior to Sectional play, Varsity Coaches will be asked to complete IHSAA evaluations of officials. This needs to be done in a timely manner.

PARTICIPATION IN TWO SPORTS IN ONE SEASON

Athletes may participate in two sports during the same season. Before this occurs, the coaches of the two sports, the athlete and parents must meet to prepare a plan for participation in both sports.

PHYSICAL EXAMINATION

Every athlete must have a completed IHSAA physical form on file in the athletic office prior to participation in the first day of practice for the current year. Physical forms are only accepted by the Athletic Director, Athletic Secretary and the Athletic Trainer. Each varsity coach will be given access to a Google spreadsheet that has eligible athletes. Coaches should check this list regularly during summer and pre-season workouts. Coaches should not collect physical forms. *Physicals after April 1 are valid for the following school year.* Completed physicals are to always remain in the office.

PRACTICES

All team members are expected to attend all practices. The coach sets practice schedules during school vacations and only the coach can excuse an athlete from practice. Practice schedules will be made with the consultation and approval of the Athletic Director. Practices will be set up on a fair and rotating basis whenever possible. Practices (and contests) cannot be held on days when school has been closed due to severe weather without permission from the Principal, Athletic Director and Superintendent.

PRE-PARTICIPATION PRACTICES*

Prior to the date of a student's participation in the student's first Contest of the Season in a sport, the student must attend and actively participate in Eight (8) Pre-participation Practice sessions under the direct supervision of the high school coaching staff in that sport. In HS girls' golf, the Pre-participation Practice rule requires Two (2) Pre-participation Practice sessions

PUBLICITY, STATS, WEBSITE*

Each coach is responsible for contacting the local newspaper with results and keeping stats updated in Max Preps. Every effort should be made to recognize athletes through social media.

PURCHASING

Coaches shall work with the athletic office in purchasing equipment, supplies, and necessary items for their sport. No purchases will be made without the approval of the Athletic Director. At the conclusion of his/her season, the coach shall present the Athletic Director equipment and supply requests for the following season.

RANDOM DRUG TESTING PROGRAM

All athletes must have a random drug testing consent form on file before they can participate in your first season contest.

RETURN TO PARTICIPATION*

Reprinted from ISAA Rule # 9-14

A student-athlete must attend and actively participate for consecutive days during a Practice Season, Contest Season or Tournament Series to be eligible for interschool athletic competition in an Emerging or Recognized Sport.

If a student fails to attend and actively participate for consecutive days during a Practice Season, Contest Seasons or Tournament Series in an Emerging or Recognized Sport, such student shall be required to complete the following prior to participating in a Contest:

- a. attend and actively participate in all required Pre-participation Practice sessions,
- b. attend and actively participate in Two (2) school-supervised Practice sessions of normal length, which shall occur on Two (2) separate days prior to the day of the Contest if the student fails to attend and actively participate in more than Seven (7) but less than Fifteen (15) consecutive days.
- c. attend and actively participate in Three (3) school supervised Practice sessions of normal length, which shall occur on Three (3) separate days prior to the day of the Contest if the student fails to attend and actively participate in more than Fourteen (14) consecutive days.

When calculating the period of days missed, Sundays shall not be included in the count.

INTERPRETATION

Consecutive Days Missed	# of Practices Required
8 TO 14	2
More than 14	3

ROSTER SUBMISSION

Submit a roster to the Athletic Secretary, Athletic Director and Athletic Trainer for each level of your program as soon as possible. Be sure to list in numerical order by uniform with names of players, year in school, number, position, height, weight, managers, coaches and other personnel.

ROSTER TRIMMING AND CUTTING

The coaching staff is hired for their knowledge and expertise in each sport. **It is at the discretion of each sport's coaching staff to decide who will be on their team.** It may be necessary from time to time to cut athletes trying out for the team. The following criteria is to be followed:

- Every athlete trying out for a squad will be given a fair chance to make the team. Generally, this means that the athlete should be given at least **2 days** of tryout.
- Students cut from a sport have the right to receive information from the coach on how to improve their skills.
- An athlete may be dropped from a team at any time during the season. But it is an expectation that parent communication has been made and that the coach brings the athlete into the Athletic Director's office for a meeting before this option is finalized.

SENIOR NIGHT*

Determine the date for "Senior Night." It can be any home game during the season. Communicate with parents to help organize this event and with the Athletic Director to order flowers.

SCHEDULES

Coaches are encouraged to work with the athletic office to secure the best schedule available for their athletes. Changing and adding to schedules is an extremely difficult process. Time is the needed factor in securing a good change in any schedule.

SUMMER ACTIVITIES*

Be sure to review and understand the guidelines for summer contact between you and your athletes. There shall be no contact with your athletes during the IHSAA moratorium week. Moratorium week is always the week of July 4. During the summer, you may organize and coach your entire team according to IHSAA and NMCSC guidelines. Athlete participation during the summer is voluntary. A coach must not hold it against an athlete for not attending these voluntary sessions.

SUMMER PROGRAMS*

Submit the summer program proposal to the Athletic Director by April 1. This should include your youth camp flyer. Be sure to coordinate with other summer programs to avoid conflicts.

SUPERVISION

All practice and dressing areas shall be supervised until all athletes leave the area. All doors are to be locked and secured and all equipment put away before leaving the area. It is the responsibility of the head coach to see to this supervision, either personally or as a delegated duty of an assistant coach. If in doubt, lock it up! Coaches shall never leave the school grounds until all team members have gotten a ride and left the premises.

SUSPENSIONS VIA DUE PROCESS

A due process suspension (in-school or out-of-school) makes a student athlete ineligible for competition and practice for the duration of the due process.

TEAM DISCIPLINE

Make sure you have given a copy of your team rules to the Athletic Director prior to the parent/team meeting. Most importantly, make sure you know all the rules and regulations regarding athletes in the student handbook. Never discuss disciplinary actions with anyone other than your staff, the administration, and parents of that student-athlete. Remember that when talking to parents only talk about their child, and no one else. Never talk to the media without the permission of an administrator concerning discipline of any kind.

THREATENING WEATHER

The use of all outside facilities will cease when threatening weather exists. These conditions include heavy winds, thunder, tornadoes, lightning, driving rain, and excessive heat. The rule of prudent and reasonable judgment should be used. Error on the side of caution and get all students off the field as fast as possible and evacuated to each facilities Emergency Action Plan location. The recommendations of the athletic training staff will be followed in these matters.

TRANSFER STUDENTS*

Each head coach is responsible to check their candidates for the team to see if any athlete is from another school. If the face is not familiar or there is doubt, check! The IHSAA rule is that the transferring student shall not be certified or eligible to participate until an athletic transfer is received from the previously attended school and approved by the IHSAA.

TRANSPORTATION

Transportation to all events by bus or minibus is the established policy of the North Montgomery Community School Corporation. Each varsity coach must complete their transportation requests for the season through Trip Finder. The transportation department will communicate the schedule weekly. In some cases, a student-athlete may be allowed to return home with a parent if permission is given to the coach from the parent. See that your athletes do not leave trash on the bus or other vehicles. Once you arrive back at the school, do not leave until all athletes have left. All overnight trips must have field trip forms completed and approved by the school board.

VARSITY LETTER*

The intent of varsity letters is to reward varsity athletes for participation in interscholastic varsity competition. All sports are equal where consideration for earning letters is concerned. Only one letter will be given to each athlete. An athlete will receive a “NM” varsity letter patch when he/she earns his/her first varsity letter. Varsity jackets can be purchased from Topline once student-athletes earn their first varsity letter. Each sport has its specific criteria required to earn a letter. This requirement should be shared prior to the season beginning. The coach of any sport may use his/her discretion when awarding varsity letters to members of his/her team.

An athlete who is injured during the season will be considered for a varsity letter according to the athlete’s status and involvement with the team before, during, and after injury.

DEVELOP THE COACH / PARENT RELATIONSHIP

Parents are a powerful part of every athletic program. Positively involved parents can help any team or athletic program achieve its goals much more effectively. On the other hand, alienated or uninvolved parents can be devastating to the team.

- ✓ ***Get to know your parents*** – Learn their names and invite them to play important roles for the team. Send quick, personal emails praising their child for the effort or improvements that you have seen. Be as open as possible with personal contact information but do not be afraid to set some reasonable ground rules.
- ✓ ***Set your expectations clearly up front*** – Develop rules intended to support improvement, not restrict behavior. Be consistent.
- ✓ ***Encourage parents to take ownership in the program*** – Work with your core parent leadership to create well-defined, authentic participatory roles for all parents and seek them out to serve. If possible, speak with each family individually and ask them if they would be interested in the role you’ve considered for them, but be open to also listening to their ideas for serving.
- ✓ ***Make parents feel special*** – Develop activities that are parent-centric such as inviting a parent to serve as an honorary sideline or bench coach for one game, open tape sessions inviting interested parents to view and comment or recognizing parents who have contributed during time outs or between quarters at events.
- ✓ ***Recognize that you are dealing with someone’s child*** – Practice effective, empathetic, parent-like listening skills and take actions that help, not penalize, or demoralize students.

EFFECTIVE COMMUNICATION WITH PARENTS

Parenting and coaching are both extremely difficult roles. Through an effective communication strategy and a willingness to accept parents as the ultimate advocate for their children, coaches can provide the greatest benefit to student athletes. To be successful, communication is vital and requires time, good planning, and consistent delivery. The following are communication points & actions that we expect you to share formally with players & parents in the preseason parent meeting:

1. The athletic and competitive philosophy of the coach and the program he/she leads.

2. Individual and team expectations, rules, and requirements.
3. Location and times of all practices and games.
4. How will a change in practice and game schedules be communicated in advance.
5. A reasonable expectation that parents communicate the need for their child to be absent from team activities in advance.
6. Team requirements, i.e., practices, special equipment, off-season conditioning.
7. All costs required for participation include ways parents can communicate a need for financial assistance. Parents are to be reminded no student selected for a team will be denied participation (including any local or long-distance travel) because of an inability to pay for team activities.
8. Procedures to follow should a student be injured during practice or games.
9. Any discipline that may result in the denial of participation.
10. Review of the codes of ethics for students, coaches, and parents.
11. How parents can approach the coach to speak about their child's progress or participation with ground rules for these conversations.
12. Concerns about their child's behavior.
13. Ongoing communication (electronic or print) during the season providing timely information and team announcements.

APPROPRIATE COMMUNICATION

The following are important guidelines for the use of technology for athletic communications:

- ✓ All general, team-related communications, regardless of the medium, are considered public records.
- ✓ No text messages, emails or social media of a personal nature should be exchanged between coach and student-athlete. Personal communications of any kind without parental knowledge may result in employee disciplinary action.
- ✓ Methods, means, and rules for coach/player/family communications will be clearly outlined in the required pre-season meeting for players and parents.
- ✓ Any questions regarding appropriate communications with players and families should be directed to the AD.
- ✓ Coaches will not use any type of social media to voice their negative opinion on game officials, opposing coaches, opposing teams, or anyone associated with the athletic program.
- ✓ Failure to follow these regulations could lead to disciplinary action and can include dismissal as a coach. What a coach says in cyberspace is a reflection of the entire athletic program. This policy is put in place to protect the coach, athletes, and the department. Coaches put the reputation of their team and the school at risk if they use social media to voice their opinion.

Maintaining Appropriate Coach/Student Relationships

Coaches are placed in a position where they serve in a mentorship role to their student athletes. Simultaneously, the coach/student dynamic creates a situation in which the coach has power and influence that a player does not. Coaches need to always keep this in mind and ensure that their relationship to any of their students maintain a clear professional boundary, one in which they remain the role of mentor and does not slide into the role of a friend, romantic interest, etc. Interactions that blur this line are not in the best interest of the student and will not be tolerated.

Prohibition of Sexual Conduct/Relationships

Sexual conduct with or sexual relationships with students by a Corporation employee are prohibited. Any teacher, administrator, coach, school official, or staff member who engages in sexual conduct with a student may be disciplined, up to and including termination. That person's conduct also may constitute the crime of:

- A. "sexual battery," under I.C. 35-42-4-8; or

- B. "child molesting" under I.C. 35-42-4-3 in the case of a child under fourteen (14) years of age; or
- C. "child seduction" under I.C. 35-42-4-7; or
- D. "sexual misconduct with a minor" under I.C. 35-42-4-9 in the case of a child between the ages of fourteen (14) and sixteen (16).

The issue of consent is irrelevant in regard to the latter three (3) criminal charges. Any conduct that may constitute a crime shall be reported to local law enforcement.

Any employee accused of sexual conduct or a sexual relationship with a student may be placed on leave until school administrative proceedings are completed. Proven sexual relationships with a student, regardless of the age of the student, shall initiate the termination process for the employee.

The Corporation's administrators, including a Compliance Officer or designee, shall report to local law enforcement any conduct that may constitute a crime upon receiving a report of such conduct.

State law requires any teacher or school employee who knows or suspects that a child under the age of eighteen (18) is a victim of child abuse or neglect to report that knowledge or suspicion to the Department of Child Services ("DCS") immediately.

Inappropriate Boundary Invasions by Corporation Employees

The Board prohibits inappropriate boundary invasions by a Corporation employee into a student's personal space and personal life.

Examples of inappropriate boundary invasions include but are not limited to the following:

- 1 hugging, kissing, or other physical conduct with a student;
- 2 telling sexual jokes to students;
- 3 engaging in talks containing sexual innuendo or banter with students;
- 4 talking about sexual topics that are not related to curriculum;
- 5 showing pornography to a student;
- 6 taking an undue interest in a student (i.e., having a "special friend" or "special relationship");
- 7 initiating or extending contact with students beyond the school day for personal purposes;
- 8 using email, text messaging, websites, or other social media services to discuss personal topics or interests with students;
- 9 giving students rides in the staff member's personal vehicle or taking students on personal outings without administrator approval;
10. invading a student's privacy (e.g., walking in on the student in the bathroom or locker room or asking about bra sizes or previous sexual experience);
11. going to a student's home for non-educational purposes;

12. inviting students to the staff member's home without proper chaperones (i.e., another staff member or the student's parent);
13. giving gifts or money to a student for no educational purpose;
14. accepting gifts or money from a student for no legitimate educational purpose (this does not include gifts given at Christmas or at the end of the year as a "thank you" to the staff member);
15. being overly touchy with students;
16. favoring certain students by inviting them to come to the classroom at non-class times;
17. pulling a student out of class to visit with the staff member;
18. providing advice to or counseling a student regarding a personal problem (e.g., problems related to sexual behavior, substance abuse, mental or physical health, or family relationships) unless properly licensed and authorized to do so;
19. talking to a student about problems that normally would be discussed with adults (e.g., marital issues);
20. being alone with a student behind closed doors without a legitimate educational purpose;
21. telling a student "secrets" and having "secrets" with a student.

Disciplinary action, up to and including termination, may result from the violation of the above-stated boundary invasions.

Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension

The Superintendent shall report to the Indiana Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery and, in accordance with Policy 3121 - Personal Background Checks, References, and Mandatory Reporting of Convictions and Substantiated Child Abuse () and Arrests, shall suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

ADDRESSING PLAYER CONCERNS

In every case, issues are best solved at the level at which they are generated. In that regard, and in fairness to both coach and student, when a student-athlete has a concern about any issue related to their participation in sports, they should, in a timely manner, address the issue with their coach. It is expected that coaches will respond in a way that results in resolution of the issue or actions that will support the need brought to them by the student-athlete.

Parents have a right to speak directly with a coach regarding their child, but it is highly recommended that parents allow the coach and student-athlete to work on the issue prior to parental intervention.

RESPONDING TO PARENT CONCERNS

To demonstrate a commitment to productive school-home communications, coaches are asked to respond to requests from parents via phone calls, e-mail messages, and written requests within twenty-four (24) hours of

receipt of the message unless extraordinary circumstances prevail. If the message is received on Friday or the day before a break in the school calendar, every reasonable effort shall be made to respond that day, but certainly no later than the next school day.

PROCEDURES FOR PARENTS TO SET UP A MEETING WITH THE COACH

- ✓ Call or email the coach to request an appointment. If the coach cannot be reached, contact the School Athletic Director to request that a meeting be set up for you, but the concern must be presented to the coach before any direct involvement or intervention by the AD.
- ✓ Do not attempt to confront a coach before, during, or after a contest or practice. These confrontations can be emotional for parents and coaches and often hamper a successful resolution. Instead, remember what we call the "24-hour" rule when dealing with issues that may be somewhat emotional, whenever possible, parents and coaches should wait 24 hours before meeting to discuss the issue.
- ✓ It is recommended that the student-athlete attend the parent/coach meeting.

APPROPRIATE CONCERNS FOR PARENTS TO DISCUSS WITH COACHES

1. Disciplinary actions or other actions taken by a coach with a student-athlete perceived as punitive in nature.
2. The student-athlete's role on the team.
3. Evaluation of performance of the student-athlete.
4. Suggestions for ways to improve performance.
5. "Off the Field" issues that the coach may be able to help with (time management, academic, behavioral, etc.).

PLAYING TIME CONCERNS

It is often very difficult for parents to accept that their child is not playing as much as they may hope. However, it is our stance that playing time decisions rest solely with the head coach. As a school system, we are first and foremost, a learning organization, even in sports. Common sense dictates that a good coach develops every player on his/her team both for now and the future and the coach's annual evaluation will reflect how he/she provides developmental opportunities for players. At the same time, it is expected that coaches will:

- ✓ Take time to listen to parental questions and concerns
- ✓ Will respond with a clear definition of the student-athlete's role on the team
- ✓ Describe how that role will be demonstrated during games and the season (including the playing time to be expected for that role) and what must improve the student-athlete's performance for that role to change.