

ATHLETIC HANDBOOK

JACKSON PUBLIC SCHOOL DISTRICT

ADMINISTRATION

Dr. Errick Greene, Superintendent

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Athletic Philosophy

The philosophy of Jackson Public Schools (JPS) Athletic Programs is based upon the development of the scholar-athlete from the inside out. JPS Athletic Programs seek to transform lives by altering hearts not behavior. JPS Athletic Programs strive to teach scholar-athletes to become self-directed, self-disciplined, self-monitored and self-corrective while operating in a team-first environment.

Core Traits of JPS Athletic Program

Staff & Player Development – We believe in the continuous education of all JPS coaches and scholar-athletes. We seek to prepare customized training sessions for coaches and scholar-athletes that are relevant to the development of each individual coach and scholar-athlete.

District Unity - JPS athletic programs seek to establish the concept of “family” among schools. We believe that healthy rivalries make us all better. We will not speak negatively about our sister schools and will quickly admonish anyone who does.

Graduate and Win - We believe that scholar-athletes that participate in JPS athletic programs will be equipped with an excellent start to becoming successful in their personal lives after their playing days are over. **If scholar-athletes are successful academically, they will also be successful on the track, field and court.**

Excellence Without Excuse – We rally around doing more with less. We don’t believe in making excuses, we “find a way”. Athletic programs will not improve or develop without strong leadership and a relentless work ethic.

Community Service - We believe in sharing the gifts and abilities that we have been blessed with and helping those that are less fortunate than we are. We believe in teaching service in every phase of our athletic programs.

Mission Statement

To develop coaches and scholar-athletes through world-class learning experiences to attain an exceptional knowledge base, critical and relevant skill sets, and the necessary dispositions for great success.

Vision Statement

At Jackson Public Schools we prepare scholar-athletes to achieve globally, to contribute locally, and to be fulfilled individually.

Coaching Ethics (Mississippi Association of Coaches)

As a Coach I am expected to:

1. Exemplify the highest moral character, behavior and leadership.
2. Respect the integrity and personality of the individual athlete.
3. Abide by the rules of the game in letter and in spirit.
4. Respect the integrity and judgment of sports officials.
5. Demonstrate a mastery of and continuing interest in coaching principles and techniques through professional involvement.
6. Encourage a respect for all athletes and their values.
7. Display modesty in victory and graciousness in defeat.
8. Promote ethical relationships among coaches.
9. Fulfill responsibilities to provide health services and an environment free of safety hazards.
10. Encourage the highest standards of conduct and scholastic achievement among all athletes.
11. Seek to inculcate good health habits including the establishment of sound training rules.
12. Strive to develop in each athlete the qualities of leadership, initiative, and good judgment.

Coaching Supplements

Coaching Supplements are based on:

- Contract days approved by the school board.
- Years of coaching experience.
- The length of season beyond the teacher contract.
- Planning, complexity of duties, number of participants, number of assistants, number of scheduled games and accountability of equipment.
- Evaluations and budget considerations.

Interscholastic Policies

Interscholastic athletics is part of the regular school program and is to be under the same administrative structure as all other school programs in the Jackson Public School District. Only students enrolled in grades 7-12 are allowed to engage in interscholastic athletics.

All interscholastic athletic events in which JPS participates will be conducted under the rules and regulations of the Mississippi High School Activities Association (MHSAA).

Eligibility for competitive athletics in grades 7-12 is determined according to the rules of the MHSAA. Students must meet all requirements established by the MHSAA and JPS.

It is the sole responsibility of the head coach of the sport involved to ensure that all requirements have been met and all documentation is properly on file prior to any practice or game.

Para-Professional Coaches

Steps to hire a Para-professional coach:

1. Head Coach introduces coaching candidate to the school's administrative team.
2. Coaching candidate fills out volunteer form and has it signed by the principal.
3. Coaching candidate schedules appointment to meet with Executive Director of Athletics.
4. A background check is then scheduled with the JPS Campus Enforcement Department. There is a \$32 fee (money order or cashier check).
3. The school athletic director must submit a written request to MHSAA.
4. The para-professional must take the Fundamentals of Coaching and the American Red Cross Safety course by going online to www.nfhslearn.com. The Fundamentals of Coaching course is \$75.00 and the Red Cross Safety course is \$50.00. Payment for these courses is made to the National Federation of High Schools. No money is sent to the MHSAA or JPS.
5. After completion of the course, the certificate of completion can be printed directly from the website. A copy of each certificate must be kept on file in the school's AD office.
6. Once approved, para-professional coaches must complete CPR training and remain certified in CPR, complete free online Concussion in Sports course and the online NFHS Sportsmanship program. Certificates of completion should be kept on file in the school athletics director's office.
7. Additionally, all cheer coaches must be AACCA safety certified. The AACCA certification is good for four years. The cost of the AACCA Spirit Safety Course is \$75.00. Online registration is through the NFHS website, www.nfhslearn.com.

Game Uniforms

The Head Coach is responsible for the inventory of game uniforms and also keeping uniforms looking good. Game uniforms for each sport will be replenished every 4-5 years or as needed. The school will be responsible for purchasing any uniforms outside of this time period. All uniforms must be approved by the Executive Director of Athletics and the building principal before order is made. Even if JPS is not purchasing the uniform it still must be approved by the Executive Director of Athletics.

Athletic Periods / After School Conditioning Workouts

- For students who do not have an athletic period in a particular sport, permission from MHSAA may be granted to have workouts after school. These workouts must be limited to conditioning and weightlifting only for a 50-minute period - no balls, bats, or equipment other than weights will be allowed.
- Students who have an athletic period in a particular sport are not allowed to participate in after school workouts for that same sport.

- Coaches are responsible for all student-athletes listed on their class rosters during athletic periods. Coaches must follow school procedures for reporting students who fail to show up for class.
- Coaches should ensure that all scholar-athletes are with coaches and in appropriate locations when tardy bell sounds.
- Coaches should periodically evaluate class rosters and make a request in writing to school administrators and counselors for removal of students who no longer participate in that particular sport.

Professional Development (Clinics)

Coaches should pursue professional development opportunities during their off season. There are several college coaches and high school coaches in the Jackson Metro Area that will be willing to collaborate with you. Coaches should also read and study to improve their craft. A coach who attends a clinic or schedules an appointment to collaborate with colleagues during school hours should get approval from their principal and fill out appropriate forms. All coaching clinic fees must be paid for at the school level.

If a coach would like to invite a certain speaker in to speak to coaches district wide, please contact the Executive Director of Athletics to discuss and make possible arrangements. There are funds available to pay speakers.

Team Selection and Tryouts

Coaches are encouraged to keep as many student-athletes on the team as possible without unbalancing the integrity of the sport. Obviously, time, space, facilities, equipment and other factors place limitations on the size of the squad. Coaches must get tryout dates approved by their building principal, district athletic director and MHSAA. Tryouts should not conflict with other sports. Tryouts should be organized to evaluate a player's skill not physical conditioning.

Choosing members of athletic squads shall be the sole responsibility of the head coaches of those teams with assistance from their staffs. Prior to tryouts, the coach shall provide the following information to all candidates for the team:

- Number of players that will be selected.
- Dates and times for tryouts
- Criteria that will be used in selecting the team
- Practice requirements for being on the team.

All students that try out for the team must have a current physical and a signed parent consent form on file with the head coach of that sport.

Relationship with Officials

- Get to know them
- Learn their names
- Earn their respect
- Maintain discipline of your players & coaches
- Look professional
- Admit mistakes
- Know rules
- Never use profanity
- Don't use the race card
- Do evaluations immediately after the game
- Scratch unwanted officials

Canceling or Postponing Games

Please follow these steps when canceling or postponing games:

- Confer with school principal and district athletic director before canceling any previously scheduled game.
- Let opponent know that the game is canceled or postponed as soon as possible. If game is being postponed, work with opponent's coach/administration and your administration to reschedule quickly.
- Contact officials to inform them of cancelation.
- Contact transportation to cancel bus.
- Contact Campus Enforcement to inform them of cancelation.
- Contact Game Announcer, Chain Crew (football) and Clock Operators.
- Contact Concession Workers.
- Ask Sherwin Johnson from the Public Engagement Office to inform the media.
- Utilize remind 101 and school call outs to inform fans of the game change.

Things to consider when postponing events:

- Poor field conditions
- Expectation of inclement weather
- Travel for opposing team and spectators
- Damage to equipment needed to host game
- Safety of spectators

Preseason Parent / Player Meetings

Prior to the start of each season the head coach is required to schedule a meeting that includes assistant coaches, parents and players. The school athletic director or/and principal should be present at the meeting also. The head coach should inform all parties of the meeting time and date well in advance. A personal invitation should be extended to parents 1 week before the meeting takes place. Meeting handouts should include practice and game schedules, parent policies and player guidelines. A meeting

agenda along with the meeting time, date and location should be emailed to the district athletic director at least 1 week prior to the meeting. Preseason meetings should not last more than 90 minutes. Below is a sample meeting agenda.

- I. Introduction
 - a. Introduce you and your assistants.
 - b. Help the parent(s) know who you are so they can begin to trust you.
 - c. Explain why you love to coach.
 - d. Let your assistants introduce themselves.
- II. Coaching Philosophy
 - a. Explain how you feel about winning and where it fits into developing your athletes physically, mentally and socially.
 - b. Explain the concepts of team, hard work and leadership.
- III. Program Specifics
 - a. Describe a typical team practice
 - b. Describe your game day routine
 - c. Describe team travel
 - d. Describe your off season program
 - e. Discuss equipment needs
- IV. Player Responsibilities / Policies
- V. Parent Responsibilities / Policies
- VI. Coach Responsibilities / Policies
- VII. Questions
 - a. Don't become offended if parents question your philosophy and other program details.
 - b. Remember the main purpose of the parent orientation meeting is to establish lines of communication.
- VIII. Closing
 - a. Reiterate your coaching philosophy.
 - b. Express gratitude for parental support in carrying out your coaching philosophy.
 - c. Remind the parents that the development of the student athletes is your primary concern.

Additional Items You May Want to Discuss

1. Program Philosophy / Core Traits
2. Role of the Athlete
3. Role of Coach
4. Role of Parent
5. High School Eligibility
6. NCAA Eligibility
7. College Scholarships
8. ACT

9. Behavior at School
10. Appearance
11. Dress Code
12. 9th grade, JV & Varsity
13. Athletic Periods
14. Practice Times, Attendance
15. Sports Medicine Trainer: Hydration, Saturday Morning Clinic
16. Equipment
17. Insurance, Physicals, Parent Consent, Concussion
18. Driving Cars
19. Discipline & Expectations
20. Drugs & Alcohol
22. Procedure for meeting with a coach
23. Jobs

Athletic Transportation & Team Travel

1. Coaches and players are expected to ride the mode of transportation provided by JPS to and from any athletic event or school district sponsored function. Coaches may choose not to offer district transportation if it is more convenient for the team and their families. On occasions student-athletes may be permitted to leave an event with parent(s) if prior arrangements have been made with the head coach.
2. All out of state and overnight trips must be approved by the JPS school board. Out of state contest must be approved by MHSAA.
3. Only current team members, managers and coaches are allowed to travel with the team.
4. There should be at least one coach on each bus.
5. The Head Coach is responsible for making sure all buses are clean and free of equipment upon returning to the school.
6. Teams should be prepared to leave their school at the time listed on the bus request.

Team Meals

Meals will be provided for teams that travel at least 50 miles one way. The head coach should make arrangements with the cafeteria manager if scholar-athletes will miss lunch because of team travel. Be sure to speak with the cafeteria manager, well in advance, to make sure that items needed for lunches are in stock. Team meal counts will be taken from each team's DragonFly roster.

Athletic Equipment Purchases & Policies

1. Athletic equipment and supplies are purchased annually for the athletic program. Purchases are subject to budgetary allocations approved by the school district.
2. The head coach of a particular sport will be responsible for making accurate inventory of equipment no later than 15 days after the official end of their season.
3. Inventory reports should be turned in to Coach Wansley no later than 15 days after the official end of their season.
4. All equipment must be purchased according to district policy. **No purchases will be made without a purchase order.** Any coach making a purchase without a purchase order will be responsible for payment.
5. Athletic storerooms shall serve as receiving and disbursing points for all supplies and equipment.
6. Athletes shall not wear school athletic equipment except while participating in that sport.
7. Athletic equipment should be stored and secured by the head coach of each sport.
8. School owned equipment should not be loaned to outside groups without approval of the athletic director.
9. Athletic equipment that was issued and not returned must be paid for by the student.

Athlete Sport Participation

1. Student-athletes shall be allowed to participate in as many sport seasons as the athlete and their parent's desire. **A coach should never encourage a student-athlete to specialize in a sport.** All coaches should encourage participation in other sports.
2. A student-athlete who is dropped or quits an athletic team may not join another athletic team until the conclusion of the season of the team that they are no longer part of.

High School Eligibility

A student is not considered eligible to participate in practice or games until the following documents are on file and data has been entered in the DragonFly eligibility program. These forms are only good for one calendar year and need to be completed at the start of each season. It is the responsibility of the head coach of each sport to see that all of the required documents are secured from each student and parent before he or she is permitted to participate. The NFHS sportsmanship program course needs to be completed once during the athlete's career unless the athlete is ejected from a contest.

- Physical
- Parent Consent
- Concussion
- NFHS Sportsmanship Certificate
- Minimum of 70 average in all classes for the semester

Middle School Eligibility

A student is not considered eligible to participate in practice or games until the following documents are on file and data has been entered in the DragonFly eligibility program. These forms are only good for one calendar year and need to be completed at the start of each season. The NFHS sportsmanship program only needs to be completed once during the athlete's career unless the athlete is ejected from a contest.

- Physical
- Parent Consent
- Concussion
- NFHS Sportsmanship Certificate
- Must be promoted to the next grade having passed the four core courses (English, Math, Science and Social Studies), and the average of these four core courses must be a 70 or above.

Age and Entry Requirements

- If a student becomes 19 on or after August 1, he / she shall be eligible for the remainder of the school year, if he / she meet all other eligibility rules.
- A seventh grader must not have reached 14 years of age prior to August 1.
- An eighth grader must not have reached 15 years of age prior to August 1.
- A ninth grader must not have reached 16 years of age prior to August 1.

Transfer Students

A student that was not enrolled in JPS the year prior to sports participation is considered a transfer student. Before transfer students are eligible to participate in contests the TRANSFER form must be completed by previous school and MHSAA. Transfer students must also have all other information in the DragonFly eligibility program before they are eligible to compete in contests. **No student that is enrolled in another school district shall be allowed to participate in practice or games in JPS. This also includes summer league games and practices.**

Field House

- Student-Athletes should be supervised at all times.
- All doors inside field house should remain locked.
- Only Coaches, Trainers, or student managers should get ice from ice machines.
- Make sure all doors are locked and alarm is set if you are the last coach to leave.
- Lock gates to athletic facility if you are the last coach to leave.
- Only coaches are allowed to use washer, dryer.

- Only coaches are allowed to adjust TV's or music.
- No throwing footballs, baseballs, softballs, etc. inside the field house.
- Head coaches should make sure team locker room is kept clean.

Weight Room

- Student-Athletes should be supervised at all times.
- Shirts & shoes are required.
- No outside food or drinks.
- Make sure all weights are racked properly when workouts are complete.
- Weight facility is for current JPS athletes. Former athletes or visitors must be the guest of a current coach. Visitors may not be left alone in the weight room.
- In-season sports have weight room / field house priority after school.
- All athletes lifting weights must be under the supervision of a coach.
- No outside groups are allowed to use the weight room without prior approval from the Director of Athletics.

Training Room

- Student-Athletes should be supervised at all times.
- Shirts & shoes are required.
- No outside food or drinks.
- Only Coaches, Trainers, or student managers should get ice from ice machines.
- Training room is for current JPS athletes. Visitors may not be left alone in the training room.
- All athletes receiving treatment must be under the supervision of a coach or athletic trainer.

Team Practices (During Season)

- All athletic teams should hold practice regularly during their season.
- All practices should have a start time and an end time that students and parents are aware of.
- Coaches should have a well thought out practice plan from start to finish.

Purchasing Procedures

- Secure quote from current vendor
- Determine whether this will be a district purchase or a school purchase.
- Turn in quote to Athletic Director's office or Principal's office
- Athletic Director's office or school office manager request requisition

- Business office creates Purchase Order
- Purchase Order goes through approval process
- Purchase Order is sent to Athletic Director or school office manager.
- Purchase Order is sent to vendor.
- Vendor ships merchandise or services are rendered.
- Coach confirms receipt of all merchandise.
- Invoice is received by Athletic Director or school office manager.
- Invoice signed and submitted to accounts payable for payment.
- Confirm payment with vendor.

Note: For purchases over \$5,000, two written quotes signed by the vendor must accompany purchase request. Purchases over \$25,000 must go through the bid process.

Recruiting

Recruitment of students for athletic purposes that reside outside of your school's attendance zone is strictly prohibited by the Jackson Public School District.

"Athletic Recruiting" is defined as the use of undue influence and/or special inducement by anyone connected directly or indirectly with a MHSAA school in an attempt to encourage, induce, pressure, urge, entice, a prospective student of any age to transfer to or retain a student at a school for the purpose of participation in interscholastic athletics.

Game Administrator

All athletic events hosted inside JPS are required to have a game administrator present. A game administrator does not always need to be a principal or assistant principal. However, for athletic events that draw larger crowds a principal or assistant principal is required to be present. The game administrator is responsible for supervising security and teachers that are on duty. The game administrator is also responsible for showing hospitality to visiting teams, visiting fans and officials. Prior to each contest the game administrators are required to conduct a meeting with the game officials and both head coaches. The purpose of this meeting is to make sure that all individuals understand proper sportsmanship, security locations, athletic trainer location and where the game administrator will be located during the contest.

State Passes

Only current coaches, administrators, retired coaches and their spouses are eligible to purchase a state pass.

Summer Activities

Summer activities shall extend from the last day of school for students until August 1. There should be a designated “Dead Week” for all schools. During the “Dead Week”, there shall be no athletics or activities. Listed below is the maximum number of playing dates for each sport:

Football – 7 playing dates for 7 on 7

Fast Pitch – 12 dates for games

Basketball – 12 dates for games

Volleyball-12 dates for games

Soccer-12 dates for games

Dead Week

The “Dead Week” is a week during the summer that each school decides that there will be no athletic activities during that period. This includes meetings. Each school should send their selected dates to the district athletic director so he can file with the MHSAA.

Custodians

Custodians responsible for general cleanliness of athletic facilities. Coaches are still responsible for keeping facilities clean. The custodian will empty trash, deodorize restrooms, clean up after games, etc.

Scrimmages / Practices

A member school shall be prohibited from participating in any interscholastic athletic event that is not sanctioned by MHSAA.

Two MHSAA member schools are NOT allowed to practice or scrimmage against one another during the school year.

Fund Raising

Policy

The athletic department does not encourage fund-raising projects, but from time to time coaches may desire to sponsor a fund raiser to create monies for a particular need.

Procedures

Prior to the beginning of the project, the coach in charge shall file a written fund raiser request with the building principal stating:

1. Type of fund raiser
2. Product to be sold
3. Length of the fundraiser
4. Quantity to be ordered
5. Anticipated profit
6. Use of the profit

All fund raisers must be approved by the athletic director, principal and assistant superintendent before fund raising project begins, even if it is sponsored by a booster club. No road blocks shall be used as fund raisers. Each organization may have a maximum of two fund raisers per year.

Use of Athletes

Since team members are being used in the project, they will need to know what they are going to sell, what the money is going to be used for, and what benefit they will receive personally. They should also be made aware of their liability should they lose their fundraising items or money.

Coaches' Responsibility

Coaches involved with the fund raiser are responsible for the overall success of the project. They need to keep accurate records and will be held accountable for all money and items.

Financial Accounting

1. Prior to ordering any items for a fund raiser, the coach in charge must secure a purchase order.
2. All money collected from the sale of fund-raising items must be turned in to the school office bookkeeper on a daily basis for deposit in the athletic fund of the activity account. The coach will be issued a receipt for these deposits.
3. All profits from fund raising shall remain in the athletic fund until the coach in cooperation with the AD expends the money for its intended purpose.
4. Monthly financial statements with bank statements for booster clubs should be submitted to head coach and athletic director.
5. JPS employees should not sign checks or handle money taken up by booster clubs.
6. Fund raising should not disrupt the natural flow of the school day.

BSN / Nike

BSN / Nike and JPS are official partners. A three-year agreement was approved by the school board commencing July 1, 2021 to June 30, 2024. Nike is the official clothing brand of JPS High Schools. Uniforms, shoes and coaching apparel, for football, basketball, soccer, baseball & softball purchased by the district must be Nike. No other major brands may be purchased with district funds during this 3-year period. JPS will receive incentive funds that will be put back into our athletic programs at the end of each year. Coaches should not ask BSN salesmen to give them anything for doing business with them. This has been taken care of in the incentive rewards that each team receives.

Team Pictures

Prior to the start of each sport's season each team should set aside a day for team photos. Please work with other teams that start their season at the same time when scheduling picture dates if possible.

Teacher / Coaching Duties

In the selection and assignment of JPS employees for teaching and coaching duties, effort shall be made to control the total work load of each since it is evident that the level of instruction and standard of student achievement can be adversely affected should an imbalance exist in either area. In competitive sports programs, it shall be the policy not to assign a JPS employee to coach more than two varsity sports. Coaches will be required to assist other sports anytime their school is hosting a home contest. Administrators will assign coaches responsibilities as needed. All coaches must complete courses in Coaches First Aid, CPR, Concussion Protocol and NFHS Sportsmanship. Cheer coaches must also be AACCA certified.

Removal of Students from Class

The removal of a student from class for participation in an athletic event works a hardship on both the teacher and the student. Removal of students from class should be held to a minimal in all sports. No student should be removed from class without permission from the principal.

Scheduling Games

The head coach of each sport is responsible for making their team's schedule in collaboration with the district AD and the building principal. Consideration of a team's fan base, classification and talent level are important factors to consider. The district level AD must approve all games before they are considered final. State and national testing dates, as well as, Wednesdays and Sundays should be avoided when scheduling games. However, it may be necessary to

reschedule a contest on a Wednesday, this shall be a last resort. Coaches should consider the amount of academic time missed when confirming a schedule.

Faculty Relations

Coaches and fellow teacher relationships should be positive at all times. Coaches should not isolate themselves from the other members of the staff. Our coaches should join courtesy committees, attend school functions, and etc. Coaches should never ask a teacher to change a grade for athletic eligibility. An effort should be made by coaches to get to know all staff members especially those who teach their scholar-athletes.

Following up with Injured Athlete

- * Call athletic trainer.
- * Look up student's emergency information.
- * Call ambulance (if needed). Never send an athlete to the hospital alone.
- * A **COACH** should notify parents of the injury and the action that has been taken. Use discretion in this matter; try not to alarm parents.
- * Fill out injury form and submit to the district level athletic director.
- * Inform your school administration.
- * Follow up with a phone call or a personal visit. Never permit a player to feel they are forgotten due to an injury.

DragonFly

DragonFly MAX is an electronic health record designed to save coaches and parents time and ensure the athlete is healthy and ready to participate in athletics. Parents can fill out required forms on line and submit electronically. There is also a series of health questions for parents to complete. Coaches and athletic trainers can have instant access to medical forms for each athlete on their electronic devices. Each school has an instructional flyer with step by step instructions for the parent, coach, athlete and school administrator. Each head coach or designee is required to create an account in order to approve the forms once they are submitted by parents.

School Zones

JPS Scholar-Athletes must attend the school in the zone in which their parent / legal guardian is a bona fide resident in order to be eligible for participation.

A district approved transfer may not carry immediate athletic eligibility. Students on a district approved transfer may be required to sit out one season of competition if the transfer is deemed to be for athletic purposes.

A parent / legal guardian can have no more than one bona fide residence at any given time. A bona fide residence is one where the family actually lives. This means the specific dwelling in which the family cooks, eats, and sleeps on a regular basis and claims as its sole or primary place of residence.

A change of residence for the purpose of creating athletic eligibility shall not be considered a bona fide change of residence, unless the move is made 60 days prior to the beginning of school.

7th & 8th Grade Participation on the High School Level

JPS 7th & 8th Grade Scholar-Athletes may participate in sports at the high school in their feeder pattern or special program school that they currently attend. High school participation will be granted only if that sport is not offered at the middle school or after the middle school season is over. Students that participate in varsity athletics at their special program school as a middle school student have the option to return to their home school one time without losing a year of competition.

Jackson Public School District Assistant Coach Job Description

- * The assistant coach will report to the building principal of their respective schools.
- * The assistant coach is responsible to the district athletic director for their overall coaching duties and responsibilities.
- * The assistant coach is responsible to the head coach.
- * The assistant coach is responsible for demonstrating initiative while working with head coach.
- * The assistant coach is responsible for consistently displaying good work ethic.
- * The assistant coach is responsible for being organized and prepared each day.
- * The assistant coach is responsible for developing athletes under the direction of the head coach.
- * The assistant coach is responsible for providing meaningful input to the head coach.
- * The assistant coach is responsible for working well with other assistant coaches.
- * The assistant coach is responsible for controlling his / her emotions.
- * The assistant coach is responsible for commanding the respect of athletes.
- * The assistant coach is responsible for teaching proper technique as directed by the head coach.
- * The assistant coach should demonstrate a desire to learn and grow.
- * The assistant coach is responsible for assisting in overseeing the year-round strength and conditioning program.
- * The assistant coach is responsible for performing additional responsibilities as assigned by the head coach.
- * The assistant coach is responsible for assisting head coach in preparing facilities to host an event.
- * The assistant coach is responsible for handling minor problems within the program.
- * The assistant coach is responsible for being a good role model for players.
- * The assistant coach is responsible for placing the welfare of the athlete above winning.

Jackson Public School District Head Coach Job Description

Coaching Performance

- * The head coach will report to the building principal of their respective schools.
- * The head coach is responsible to the district athletic director for their overall coaching duties and responsibilities.
- * The head coach is responsible for providing an environment that makes participation enjoyable.
- * The head coach is responsible for maintaining team discipline in a firm and consistent manner.
- * The head coach is responsible for developing team-confidence and team-determination.
- * The head coach is responsible for motivating and inspiring athletes to become better people and players.
- * The head coach is responsible for the morale of the team.
- * The head coach is responsible for preparing for practices so that maximum instruction is presented daily.
- * The head coach is responsible for making sure that proper fundamentals are being taught.
- * The head coach is responsible for developing and communicating a specific role for each player on the team.
- * The head coach is responsible for analyzing and correcting technique errors and schematic errors.
- * The head coach is responsible for preparing his team for any situation that may happen during a contest.

Overall Program Operation

- * The head coach is responsible for overseeing the entire program middle school to varsity.
- * The head coach is responsible for overseeing a year-round strength and conditioning program.
- * The head coach is responsible for monitoring the academic performance of his athletes.
- * The head coach is responsible for being aware of each athlete's home situation.
- * The head coach is responsible for the direction of the program.
- * The head coach is responsible for developing well rounded student-athletes.
- * The head coach is responsible for communicating with parents and booster clubs.
- * The head coach is responsible for leading his team in community service projects.
- * The head coach is responsible for the cleanliness of athletic facilities.
- * The head coach is responsible for preparing facilities to host an event.
- * The head coach is responsible for submitting paperwork in a timely manner.
- * The head coach is responsible for storing equipment properly during the off season.
- * The head coach is responsible for handling minor problems within the program.

Personal and Professional Qualities

- * The head coach is responsible for being a good role model for assistant coaches and players.
- * The head coach is responsible for placing the welfare of the athlete above winning.
- * The head coach is responsible for commanding the respect of the athletes.
- * The head coach is responsible for controlling his / her emotions.
- * The head coach should always be looking to improve his / her team.

Hinds County School District Assistant Coach Evaluation Form

Assistant Coach: _____ School: _____

Head Coach: _____ Sport: _____ Date: _____

O-Outstanding	S-Satisfactory	N-Needs Improvement	U-Unsatisfactory		
1. Demonstrates loyalty to head coach.	O	S	N	U	
2. Demonstrates initiative to make program better.	O	S	N	U	
3. Demonstrates a good work ethic.	O	S	N	U	
4. Demonstrates professionalism.	O	S	N	U	
5. Willingness to make sacrifices.	O	S	N	U	
6. Evidence of organizational skills.	O	S	N	U	
7. Ability to develop athletes.	O	S	N	U	
8. Provides meaningful suggestions and input.	O	S	N	U	
9. Works well with staff.	O	S	N	U	
10. Takes constructive criticism well.	O	S	N	U	
11. Ability to control emotions.	O	S	N	U	
12. Ability to demonstrate patience.	O	S	N	U	
13. Commands respect of athletes.	O	S	N	U	
14. Demonstrates part, part, whole teaching.	O	S	N	U	
15. Is prepared well for practices & games.	O	S	N	U	
16. Displays maturity.	O	S	N	U	
17. Displays a desire to learn and grow.	O	S	N	U	

18. Coaches with enthusiasm.	O	S	N	U
19. Cares for athletes beyond the field or court.	O	S	N	U
20. Handles problems effectively.	O	S	N	U
21. Performs additional responsibilities as assigned by head coach.	O	S	N	U
22. Cares for equipment.	O	S	N	U
23. Good role model for student-athletes.	O	S	N	U
24. Ability to motivate student-athletes.	O	S	N	U
25. Position players know assignments.	O	S	N	U
26. Manages time well.	O	S	N	U
27. Exhibits general knowledge & skills of all positions.	O	S	N	U
28. Uses players effectively.	O	S	N	U
29. Interest in coaching this sport.	O	S	N	U
30. General opinion of this coach by head coach.	O	S	N	U

Recommendations and Commendations:

1. _____

2. _____

Signature of Head Coach

Date

Signature of Assistant Coach

Date

Hinds County School District Head Coaches Evaluation Form

Coach: _____ School: _____ Sport: _____

O-Outstanding S-Satisfactory N-Needs Improvement U-Unsatisfactory

COACHING PERFORMANCE

1. Has a general knowledge of all positions and strategies of the sport.	O	S	N	U
2. Prepares for practices so that maximum instruction is presented daily.	O	S	N	U
3. Hires and maintains quality assistant coaches.	O	S	N	U
4. Staff uses a variety of coaching techniques for individual and group instruction.	O	S	N	U
5. Equal emphasis is placed on each phase of the game.	O	S	N	U
6. Team is prepared well for each game situation.	O	S	N	U
7. Has a plan in place to develop athletes for a specific role.	O	S	N	U
8. HC & Staff demonstrates the ability to teach fundamentals.	O	S	N	U
9. HC & Staff demonstrates the ability to analyze and correct errors.	O	S	N	U
10. Develops good team spirit and morale.	O	S	N	U
11. Motivates and inspires athletes to become better people.	O	S	N	U
12. Develops team-confidence and team-determination.	O	S	N	U
13. Maintains team discipline in a firm & consistent manner.	O	S	N	U
14. Provides an environment that makes participation enjoyable.	O	S	N	U

OVERALL PROGRAM OPERATION

15. Works with middle school & oversees middle school program.	O	S	N	U
16. Works with and oversees 9 th grade & JV programs.	O	S	N	U
17. Oversees year-round strength & conditioning program.	O	S	N	U
18. Has a system in place to monitor academic performance and to provide appropriate support for academic success.	O	S	N	U
19. Is aware of each player's home situation.	O	S	N	U
20. Has a clear vision for the future of program.	O	S	N	U
21. Former athletes come back and are welcome.	O	S	N	U
22. Team & coaches are involved with community service projects.	O	S	N	U
23. Provides opportunities for team to socialize outside of practice.	O	S	N	U
24. Communicates effectively with assistant coaches.	O	S	N	U
25. Communicates effectively with booster club & parents.	O	S	N	U

26. Has an intentional plan to develop well-rounded student-athletes.	O	S	N	U
27. Maintains cleanliness of athletic facilities.	O	S	N	U
28. Athletic facilities are prepared when hosting a game.	O	S	N	U
29. Submits required paperwork in a timely manner.	O	S	N	U
30. Stores equipment properly during off season.	O	S	N	U
31. Maintains & keeps up with uniforms / equipment.	O	S	N	U
32. Handles problems effectively.	O	S	N	U

PERSONAL AND PROFESSIONAL QUALITIES

33. Takes constructive criticism well.	O	S	N	U
34. Ability to control emotions under stress.	O	S	N	U
35. Ability to demonstrate patience.	O	S	N	U
36. Commands respect of athletes.	O	S	N	U
37. Exhibits ethical behavior.	O	S	N	U
38. Places the welfare of the athlete above winning and will not sacrifice values or principles to win.	O	S	N	U
39. Displays maturity.	O	S	N	U
40. Displays a desire to learn and grow.	O	S	N	U
41. Coaches with enthusiasm.	O	S	N	U
42. Good role model for student-athletes.	O	S	N	U
43. General opinion of this head coach.	O	S	N	U

Comments on the above items:

Item# _____

Item# _____

Signature of Coach

Date

Signature of Athletic Director

Date

Signature of Principal

Date