



Columbia Coaches Handbook

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Columbia, a tradition of excellence,

“Act like champions, prepare like champions”

The purpose for CHS athletic programs is outlined in the Athletic Handbook as the following:

As a compliment to its academic courses, Columbia School District offers extracurricular programs which include athletics, academic teams and a variety of clubs involved in non-graded activities. The purpose of these programs is to provide instruction in areas of student interest, to develop self-discipline, to develop pride and dignity, develop sportsmanship and teamwork, to develop successful competitors, to help prepare student for the competitive work after school, to develop leaderships skills and to allow students to responsibly represent Columba School. Representing Columbia School is both a responsibility and a privilege. Therefore, it requires that those involved meet a higher standard than other students.

All members representing CHS as a member of a team are expected to meet these expectations.

Indicators of teaching self-discipline:

- Be on time
- Dress appropriately
- Use proper language
- Display self-control at all times
- Attend all games and practices

Indicators of representing Columbia High School and our community responsibly:

- Dress appropriately as a team for both home and away games
- Display exemplary conduct at all times when they are representing CHS
- Positive appearance (e.g. No Hickeys, etc.)
- Display a positive attitude
- No mouthing off to coaches, players, referees and /or fans.

Indicators of developing successful competitors are:

- Both players and coaches demonstrate willingness to improve throughout the season
- Players demonstrate improved skill levels
- Player and coaches display a positive attitude
- Athletes play and practice hard
- Athletes are coachable throughout the season
- Athletes are having fun
- Dedication is demonstrated by practice attendance, as well as attendance at summer camps and other off-season activities
- Coaches show a willingness to seek out and attend professional development opportunities
- Coaches inspire athletes to improve their skills during the off season
- Coaches inspire younger kids to participate

Coaching Requirements

1. All coaches (both paid and volunteer) must meet the following qualifications and complete the following trainings through Final Forms prior to the start of their respective sport season:
 - a. Fingerprints and valid background check through the District Office
 - b. Current 1st Aid/CPR Card (every 2 years)
 - c. WIAA General Rules (Every Year)
 - d. WIAA Sport Rules Clinic (Every Year)
 - e. WIAA concussion Management (Every 2 years)
 - f. WIAA sudden Cardiac Arrest (Every 3 years)
 - g. Football only – Tackling Training (Every 2 years)
 - h. Cheer only – Stunt Certification

**There is a \$200 fine from the WIAA if the training/certification are not up to date. Communicate with the Athletic Director if you are having trouble accessing any of the trainings. If coaches fail to meet deadlines, then the coach will be responsible for the fee.*

2. Understand WIAA rules and regulation in/out of season. Your particular sport rules are online in the WIAA handbook. Go to: wiaa.com click on RESOURCES>HANDBOOK. Go to the index to find information/rules for your sport. The handbook has other information regarding general rules and regulations.
3. Continue to study and improve your knowledge. (Clinics, training films, your game film, internet)
4. Follow purchasing procedures with your AD. Get permission and official ASB approval before spending money and/or starting any fundraising activity.
5. Review student handbook and athletic code. Enforce all WIAA and school rules.
6. Prepare practice schedule to handout at the beginning of each season, that includes the entire season including practices that will occur during holidays. Make sure the AD has a copy. Notify AD if the schedule is modified.

Columbia School District Athletics

Code of Conduct

1. Authority structure

Teams cannot be successful if they lack discipline. Coaches should carefully plan practices and expectations to develop team unity and discipline. Players and parents should review team expectations and determine if they can make a commitment to that program.

Players will be expected to follow all team rules, attend every practice, represent our school in a positive light and follow coach's directions.

The Coaches

No program will be successful without strong leadership. The Columbia School District understands that if our coaches are not supported it will dramatically reduce their effectiveness.

Therefore, leadership needs to support our coaches during the season. Each coach will be evaluated at the end of the season.

Coaches determine playing time and what position a player will best help the team.

Coaches are expected to set and demonstrate high standards, both on and off the field. Coaches cannot tolerate players who are demonstrating poor sportsmanship and are expected to correct these behaviors immediately

- Dirty play, arguing with officials, mouthing off to a player, fan or coach, inappropriate language, fighting, yelling at teammates, hazing are among behaviors that cannot be tolerated.

Coaches are expected to attend all practices and games. Any exceptions must be approved by the athletic director.

Coaches are required to develop a practice syllabus for the season. The syllabus should contain a safety plan for practices and away games, a list of drills, warmup activities and safety training that will be taught to athletes. This is a living document coaches are encouraged to constantly add drills and practice activities. According to board policy these need to be approved by the athletic director prior to using them in practice. The athletic director needs to make it a priority to get these updated in a timely matter for coaches. A daily practice schedule will help create more organized practices, coaches should keep a copy of their daily practice schedules noting all safety instruction. These need to be on file and a copy turned into the AD at the end of each season.

Parent Meeting

Each coach will schedule a parent meeting on the first day of practice. Parents are expected to attend. Coaches will distribute team rules and practice schedules (to include Holiday practices). The purpose of this meeting is to review team rules with the parents and players. Parents should also be notified of any missing paperwork. Parents also have the chance to ask questions. The parent needs to sign off that they can support the team's rules and their child can play.

Coaches are expected to have all paperwork collected by the second day of practice. Players without a current physical and proof of insurance are not allowed to practice.

The role of the parent

1. Parents need to review team rules, WIAA rules and determine if they are willing to accept and meet those expectations.
2. Any behavior that undermines our coaches is not productive and ultimately hurts our programs.
3. Parents are expected to follow the complaint procedures.
4. If a parent determines that they can no longer support the coach or team expectations, they should consider whether or not they should let their child participate on that team.

Chain of command

Board (while in session)-Superintendent-Principal-Athletic Director-Coaching Staff-Player

Complaint procedure

If a player has an issue with a coach, they should first request a meeting with a member of the coaching staff.

If unresolved, a parent can schedule a meeting with a member of the coaching staff.

1. All meetings with a coach should be scheduled in advance
2. Never confront a coach right before or after a game while emotions are elevated
3. Do not disrupt practices to confront a coach
4. The coach can request that an administrator attend the meeting
5. If unresolved, parents and coaches are welcome to schedule meetings and work their way up the Chain of command

6. All roles listed above should first be asked if they have followed the complaint procedure

2. Practice

Attendance at all practices, team meetings and games is a requirement to be a member of an athletic team at Columbia School. Coaches will provide complete practice schedules at the first practice, athletes are expected to attend all practices. There will be a penalty for all missed practices.

A. Excused Absences

To be considered an excused practice, players should personally notify one of the coaches as soon as they know they will have to miss a practice. No later than the start of the missed practice. The Head coach will determine if the practice is an excused or unexcused absence. Things such as family emergencies, illness, doctor's appointments and school-related absences may be considered an excused absence. The Head coach makes the determination and applies the appropriate level of discipline. In the case of a family emergency that requires a student to miss multiple days, one step of consequence will be applied.

1st excused absence - Coach determines the penalty

2nd excused absence - Miss ¼ of the next game.

3rd excused absence - Miss ½ of the next game

4th excused absence - Miss all of the next game

5th excused absence - Miss the next two games.

6th excused absence - Meet with coach to determine if you can stay on the team and miss at least two games

Parent notes are not excused absences. Homework or make-up work is not considered a school-related absence; you will need to find time outside of practice time to work on schoolwork. If you make a commitment to this program, you will be expected to be committed for the entire season. If school, family or other issues make you frequently absent from practice, we will need to re-evaluate whether or not you should be in the program.

B. Unexcused Absence

This is an absence where either coach was not notified prior to the practice or does not fit the category of an excused absence.

1st unexcused absence – Miss the next game you are otherwise eligible to play in

2nd unexcused absence – Suspended in basketball, Baseball, volleyball for 2 games, Football and Track, one game.

3rd unexcused absence – Removed from the team

C. Refusal to play

If an athlete is eligible to play in a game and refuses to participate for any reason

1st offense – removed from the team for the remainder of the season

Quitting rule will be applied to the next season the athlete turns out for

D. Tardy

Athletes are expected to be at all practices and games at the time requested by the coach

- 1st to 3rd offense – coaches are expected to provide an appropriate punishment. This may include extra conditioning or reduced playing time

- 4th plus – player sits a half a game for each tardy

E. Dress

Each coach will establish a dress code and share that at the first practice.

- Players are expected to meet coaches' expectations

F. Team concept

Being a member of a team is an honor. All of our programs need to emphasize putting the team first.

A. Destructive conduct

Using social media or any other platform of any kind to disparage the program, coaches or teammates may result in removal from the team.

B. Insubordination

Any player who refuses to follow a reasonable request by a coach is insubordinate. This cannot be tolerated. Coaches need to address this immediately.

1st time – Coach determines consequence

2nd time – Player sits for a quarter

3rd time – Removed from the team

G. Expectations for injured players

1. Players who are injured are expected to attend practice, do the things they can do to maintain conditioning and watch to learn any new plays or drills that are introduced.
2. Injured players are expected to be on the sidelines during games cheering for their teammates.
3. The exception: injured players are excused from practice for medical appointments, PT sessions: no consequences for missing these practices.
4. In extreme cases where the injury is so severe that travel is difficult or staying at practice is too painful, players may be excused until the injury improves to point they can attend practices.

Columbia Coaches Code of Conduct

It is the duty of all concerned with high school athletics to:

- Emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
- Stress the value derived from playing the game fairly.
- Show cordial courtesy to opposing teams, fans and officials.
- Respect the integrity and judgement of sports officials
- Achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
- Encourage leadership; use of initiative, and good judgement by the players on a team.
- Recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individual players.
- Remember that an athletic contest is a game – not a matter of life or death for players, coaches, schools, officials, fans, community, state or nation.

Procedures for injuries (Emergency Plans)

- Each coach should develop an emergency plan that includes having basic first aid materials readily available and parent contact information.
- Coaches will also develop a plan for injuries that may occur at away games.
- All plans should be reviewed by the Athletic Director before the first practice.
- It is the coaches' responsibility to see that an injured athlete is given proper first aid, and parents are contacted for any injuries that require more than basic first aid.

Varsity Letters

- To earn a varsity letter: The following minimum standards apply
- Football, Basketball: Play in 25% of the quarters the varsity teams competed in.
- Volleyball, Baseball, Fast pitch: Play in 25% of the games or innings that the varsity team completed in.
- Injury exception: Started in 25% of the regular season games, innings or sets.
- Track: earn 25 team points during the season.

Coaches Checklist of duties/responsibilities

1. Ensure all athletes have completed their paperwork.
2. Establish practice plans to ensure that students are safe, conditioned and each athlete has an opportunity to learn fundamentals each day.
3. Establish and enforce team rules.
4. Hand out a season practice schedule on the first day of practice.
5. Enforce all WIAA, coaches' handbook, district and team rules.
6. Complete all required coaches' requirements
7. Supervision
 - a. Coaches are responsible to supervise students from the end of the last class or (the time players are released from class for a game) until practice is dismissed and students have left the school.
 - b. On non-school days' coaches need to be at practice from the expected arrival time until the last students leaves.
 - c. Locker rooms can be a place with a lot of potential issues. Coaches are responsible to ensure student safety in the locker rooms.
8. Complete a roster and get that to the AD
9. Coaches are responsible to check out, check in equipment and ensure it is taken care of.
10. Coaches are responsible to organize their team awards
11. Follow proper procedures for all expenditures and fund raising activities.
12. End of season review
 - a. Within 2 weeks AD should schedule a meeting with the coach to review the season, complete inventories and discuss next season plans.
 - b. Share summer plans

Transportation

- All students are expected to travel with the team to games.
- Parents can with proper approval sign students off the bus on the return trip
- Coaches are responsible to supervise student behavior on the bus
- Coaches are expected to have students keep the busses clean

Concerns

Legitimate grievances

1. Failure to provide due process in disciplinary action
2. Failure to provide a fair tryout for the team
3. Mistreatment of athletes: inappropriate language, derogatory remark, etc.

Non-legitimate grievances:

1. Playing time issues
2. Athlete not playing the right position
3. X and o's/strategy of the coach
4. Won/Loss record of the coach

Minimum Player requirements

In order to offer a team, the following minimum numbers apply: If we cannot field a team, we will do our best to give our students a chance to compete in a Coop with another district. Only players who originally turned out for the Lions team are eligible to join a Coop.

Basketball: 7 players

Volleyball: 8 players

Baseball/Softball: 12 players

Football: 13 players

Track: 2 players

Note: If the team is one player short, there will be a mandatory parent meeting. All parents will need to attend a mandatory parent meeting to be poled to see if they will commit to ensuring their kids will attend all practices, follow rules and make grades or if they would rather we seek a coop. If a team falls 2 or more players short, team folds and we seek a coop option.

All counts will be determined by the Athletic Director: count will be during the first three days of practice based on the number of student-athletes actively participating in practice, who will also meet all eligibility requirements.

If a team has to cancel two games during the season due to lack of players, the season is cancelled.