2026-2027
Port Angeles School District Coaches Handbook

Coaches in the Port Angeles School District play a critical role in supporting the growth, safety, and well-being of student-athletes. In addition to promoting skill development and positive team culture, coaches are expected to uphold professional and legal responsibilities in all aspects of their work.

These responsibilities include the following core duties:

- Duty to Warn
- Duty to Provide Appropriate Activities
- Duty to Provide Safe Facilities
- Duty to Provide Safe Equipment
- Duty to Train and Instruct
- Duty to Supervise
- Duty to Provide Proper Discipline
- Duty to Provide Safe Transportation
- Duty to Keep Athletes Safe and Healthy
- Duty to Provide Appropriate Emergency Care
- Duty to Document and Report

The sections that follow outline expectations, procedures, and requirements aligned to these duties and are designed to support coaches in fulfilling their responsibilities in accordance with district policy and Washington Interscholastic Activities Association standards.

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Section 1 - Safety

Care, Supervision and Student Safety

Aligned Duties

- Supervise
- Provide Safe Facilities
- Provide Safe Equipment
- Keep Athletes Safe and Healthy
- Provide Appropriate Emergency Care

1.1 Supervision Responsibilities

Coaches are responsible for the supervision and safe release of student-athletes during all team activities.

Start and End of Activities

- Arrive prior to practice to ensure safe conditions
- Do not allow unsupervised use of facilities or equipment
- Remain until all students are safely picked up or released
    - If a student is not picked up at a reasonable time, the parent/guardian must be contacted.
    - If a student is abandoned or a parent/guardian cannot be reached after a reasonable period, contact school administration or local law enforcement for assistance.
    - If a student is picked up late continually, communicate with parent/guardian and athletic director.

Locker Rooms and Privacy

- Monitor locker rooms while maintaining student privacy
- Announce presence before entering when appropriate
- Use an additional approved adult when available

Events and Travel

- Supervise athletes before, during, and after contests
- Ensure safe release following events
- Have parental/guardian permission to release student to travel separately from the team
- Make sure students follow the expected behavior while traveling
- See Section 4 for transportation procedures

1.2 Practice and Competition Safety

Coaches must plan and conduct activities that are safe, developmentally appropriate, and responsive to conditions.

Progression and Conditioning

- Progress intensity gradually, especially at the start of a season
- Include warm-up and cool-down in all sessions
- Avoid excessive or punitive conditioning
- ***Follow district guidelines for weight room use in Section 4***

Environmental Conditions

- Monitor heat, cold, air quality, and weather conditions
- Follow WIAA Heat Index Guidelines
- Follow Washington State Department of Health Air Quality Guide
- At the first sign of lightning (sight or sound), stop activity and seek safe shelter a minimum of 30 minutes

Hydration and Rest

- Provide regular hydration opportunities
- Allow rest based on conditions and intensity

1.3 Facilities Safety

Coaches must ensure facilities are safe for use and report any hazards.

Reporting and Maintenance

- Report hazards to the Athletic Director or appropriate staff
- Submit maintenance requests through the Athletic Director for needed repairs or improvements
- ***See Section 4 for maintenance request procedures***

Shared/Off-Campus Facilities

- Ensure safety at all sites
- Be aware of emergency access and procedures

Access and Security

- Allow only authorized individuals in activity areas
- Secure facilities and ensure students exit safely

1.4 Equipment Safety

Coaches must ensure equipment is safe, properly used, and maintained.

Expectations

- Inspect equipment at the beginning and end of the season
- Remove damaged or unsafe equipment immediately
- Ensure proper fit and required use of safety equipment
- Teach and reinforce proper use
- Follow equipment requirements established by the WIAA

Hygiene and Sanitation

- Athletic equipment and gear must be clean before use and cleaned at the end of the season
- Cleaning should follow recommendations from the WIAA and equipment manufacturers
- Shared equipment should be monitored to reduce the spread of illness and skin infections
- ***See Section 4 on use of High School laundry facilities***

Reporting and Replacement

- Report equipment concerns to the Athletic Director
- Follow district procedures for replacement in Section 4

1.5 Student Health, Injury, and Return-to-Play

Coaches are responsible for promoting the health and safety of student-athletes, preventing injury, and following appropriate procedures when injuries occur.

Health and Injury Prevention

- Monitor student-athletes for signs of injury, illness, or distress
- Use appropriate progression in conditioning and skill development
- Avoid excessive or unsafe physical demands

Illness and Communicable Conditions

- Do not allow participation for athletes exhibiting symptoms that may pose a health risk
- Monitor for dehydration, heat illness, poor air quality, and skin infections

Injury Response and Reporting

- Stop activity immediately when an injury is suspected

- Ensure the athlete is evaluated appropriately
- Notify parents/guardians as soon as reasonably possible
- ***Follow district procedure for Incident Reporting in Section 4***
- ***Follow district procedure for Concussion Protocols in Section 4***

Section 2 - Instruction

Instruction, Training, and Program Design

Aligned Duties

- Provide Appropriate Activities
- Train and Instruct

2.1 Practice Planning and Organization

Practice Planning

- Practices should be planned in advance (written or clearly structured)
- Each practice should include:
    - A defined objective or focus
    - Skill development aligned to team goals
    - Appropriate warm-up and conditioning
    - Opportunities for application (e.g., drills, game-like situations)

Organization and Flow

- Practices should run efficiently with minimal idle time
- Transitions between activities should be quick and purposeful
- Equipment and space should be set up to maximize participation
- Coaches should establish routines that support consistency and efficiency

Pacing and Progression

- Activities should be developmentally appropriate for age and skill level
- Instruction should progress from simple to complex
- Physical demands should be appropriate and aligned to conditioning goals
- Adjust pacing based on athlete response and engagement

Preparation and Readiness

- Coaches should arrive prepared with a plan and necessary materials
- Facilities and equipment should be checked prior to use (see Section 1)

- Practice plans should reflect season goals and program priorities

Attendance and Documentation

- Coaches must take attendance at each practice and team activity
- Attendance must be recorded in Final Forms in a timely and accurate manner

2.2 Instruction and Skill Development

Instructional Clarity

- Clearly explain and demonstrate skills and expectations
- Use concise language and modeling to support understanding
- Check for understanding before and during activities
- Be aware of athletes who may need additional support with verbal or written instruction

Skill Development and Progression

- Teach and reinforce fundamental skills at all levels of play
- Use a logical progression from basic to advanced skills
- Break down complex skills into manageable components
- Provide opportunities for repetition and application
- Emphasize fundamentals to improve performance and reduce risk of injury

Demonstration and Modeling

- Coaches should model skills when appropriate
- If a coach is unable to physically demonstrate a skill, a qualified staff member or student-athlete should be used to model proper technique
- Demonstrations should reflect correct form and safe execution

Feedback and Correction

- Provide feedback that is:
    - Timely
    - Specific
    - Focused on improvement
- Reinforce correct technique and effort
- Correct errors in a way that supports continued learning and confidence

Engagement and Participation

- Maximize active involvement of all athletes
- Avoid long lines, excessive waiting, or inactive time
- Use small groups or stations when appropriate

Differentiation

- Adjust instruction based on athlete ability, experience, and learning needs
- Provide additional support, alternative explanations, or modifications when needed
- Ensure all athletes have opportunities to improve and succeed

2.3 Culture, Engagement, and Athlete Development

Team Culture and Environment

- Establish a team culture built on respect, responsibility, and sportsmanship
- Set clear expectations for behavior, effort, and accountability
- Reinforce positive behaviors and address concerns early
- Model composure and professionalism in all situations

Engagement and Participation

- Ensure all athletes are actively engaged during practices and team activities
- Promote effort, teamwork, and accountability
- Minimize exclusionary practices or favoritism
- Encourage multi-sport participation and overall student involvement

Inclusion and Equity

- Provide equitable access to instruction, participation, and development opportunities
- Be mindful of individual differences, including skill level, background, and identity
- Support an environment where all students feel safe and valued
- Follow district, state, and WIAA expectations related to inclusion and nondiscrimination

2.4 Program Development and Athlete Growth

Goal Setting and Development

- Establish clear goals for both team and athlete development
- Communicate expectations for growth, effort, and performance
- Align goals with program standards and season objectives

Monitoring Athlete Growth

- Observe and assess athlete progress throughout the season
- Use performance data, observation, and feedback to guide development
- Adjust coaching strategies based on athlete needs and progress

Program Alignment

- Collaborate, when possible, with other coaches in the program to ensure consistency in expectations, terminology, and skill development
- Support a developmental progression from middle school to high school programs
- Reinforce program values and standards across all levels

Student Development Focus

- Promote leadership, responsibility, and teamwork
- Encourage multi-sport participation and well-rounded student involvement
- Support the academic and personal growth of student-athletes

Reflection and Improvement

- Reflect on coaching practices and program effectiveness
- Identify areas for growth and implement changes to improve the program
- Seek feedback from athletes, staff, and administration when appropriate

Section 3 - Conduct

Conduct, Communication, and Relationships

Aligned Duties

- Provide Proper Discipline
- Warn

3.1 Professional Conduct and Ethics

Professional Standards

- Coaches are expected to model respect, integrity, and sportsmanship at all times
- Behavior should reflect positively on the school, program, and community
- Concerns regarding the program or district should be addressed through appropriate internal channels, not in front of athletes, families or on social media.

Sportsmanship and Role Modeling

- Model respectful behavior toward opponents, officials, teammates, and spectators
- Promote good sportsmanship among student-athletes
- Address unsportsmanlike behavior immediately and appropriately

Language and Demeanor

- Use school-appropriate language at all times
- Do not use profanity, derogatory language, or demeaning communication
- Maintain emotional control, especially in high-pressure situations

Professional Boundaries

- Maintain appropriate adult-student boundaries at all times as taught in the Safe Schools Vector Training
- Avoid situations that could be perceived as inappropriate or unprofessional
- Interactions with student-athletes should remain focused on the educational and athletic setting

3.2 Communication with Athletes, Families, Staff, and Community

Approved and Preferred Communication Methods

- The following are District approved forms of communication with student-athletes and families:
    - SportsYou
    - Final Forms
    - Email
- Paid coaches must use their district-issued email account for all school-related communication
    - When emailing a student-athlete, a parent/guardian should be included
- Coaches must not call or text student-athletes directly
- Phone communication with parents/guardians is permitted when appropriate; however, in emergency situations, coaches are expected to call and/or text to ensure timely communication

Communication with School Staff and Administration

- Coaches report directly to the Athletic Director
- The Athletic Director and athletic department will communicate with coaches via email and phone
- Coaches are expected to respond to communication in a timely manner
- Important information (e.g., injuries, incidents, parent concerns) must be shared promptly
- Keep the Athletic Department in the loop on events or activities teams will do outside scheduled practice and competitions.

Collaboration and Professional Communication

- Coaches should communicate respectfully and professionally with all school personnel

- Support academic expectations and collaborate with staff when appropriate
- Address concerns through appropriate channels, not in public or in front of students

Preseason Meeting with Families

Expectations:

- Coaches must conduct a preseason meeting with student-athletes and families prior to the start of competition.
- This meeting is a critical component of the coach's duty to warn and establish clear expectations for the season.

Required Topics:

- Inherent Risk of Sport
  - Coaches must verbally communicate the inherent risks associated with the sport
  - All student-athletes and families must complete and sign required inherent risk forms through Final Forms prior to participation
- Equipment Expectations
  - Review required equipment for participation
  - Clearly communicate any equipment not provided by the district
- Behavior Expectations
  - Review expectations for student-athletes and families
  - Include expectations for conduct at practices, contests, and school events
- Transportation Expectations
  - Review team travel procedures and expectations for the season

Chain of Communication for Concerns

Concerns should be addressed in the following order:

1. Student-athlete communicates with the coach
2. Parent/guardian communicates with the coach
3. Coach and Athletic Director involvement
4. School administration involvement (if needed)
5. District-level support (if necessary)

3.3 Professional Responsibilities & Compliance

Minimum Requirements to Coach:

Paid Coaches

- Must be at least twenty-one (21) years of age and a high school graduate (or equivalent)
- Must complete the district background check upon being hired

Volunteer Coaches

- Must be at least eighteen (18) years of age and a high school graduate (or equivalent)
- Must complete the district background check annually

Required Annual Training:

- Complete the WIAA General Rules Clinic
- Complete the sport-specific rules clinic
- School District training (Vector Safe Schools)

Required Certifications (must be current):

- First Aid and CPR/AED (every 2 years)
- Concussion Management (every 3 years)
- Sudden Cardiac Arrest Training (every 3 years)

Ongoing Coaching Education:

- Before the beginning of the third year of coaching, all coaches (paid or volunteer) must complete a district-approved Coaching Principles training that includes a minimum of five (5) hours of instruction.
- This requirement may be met through one of the following:
    - District-approved Coaching Principles course
    - National Federation of State High School Associations (NFHS) Coaches Fundamentals Course
    - Washington Interscholastic Activities Association Coaches School
    - Other WIAA- or district-approved coaching education programs
- After initial completion, coaches must renew coaching education every three (3) years to remain eligible to coach.

Sport-Specific Requirements (as applicable):

- Additional certifications may be required for certain sports
    - Football (every 2 years)
    - Cheer (every 2 years)
        - head coach only
    - Swimming (every 2 years)
    - Diving (every 2 years)
    - Pole vault (every 2 years)
- Coaches must meet sport-specific safety training requirements before supervising athletes

Paying for Certificates:

- All required certificates by the District and/or WIAA will be paid for by the Athletic Department. Contact the Athletic Office on payment options before purchase.

- All certificates not required by the District and/or WIAA will be funded by the coach

Accountability:

- Coaches who do not meet WIAA or district requirements are not eligible to coach or supervise student-athletes.

Student-Athlete Compliance

- All eligibility requirements are governed by
  - District Procedure 2151P – Interscholastic Activities
  - WIAA Handbook
- Questions about Student-Athlete edibility, contact the athletic office

Section 4 - Operations

Operations, Compliance, and Program Management

Aligned Duties

- Document and Report
- Provide Safe Transportation

"This section outlines the operational procedures coaches must follow to effectively manage their program. Detailed processes may be supported through Athletic Department guidance and District Procedure 2151P."

4.1 Transportation & Travel Operations

Coaches are responsible for ensuring safe, organized, and timely team travel. Team travel is an extension of the school day; all school and athletic expectations remain in effect.

Transportation Scheduling (Pre-Trip Planning)

- Coaches must plan transportation based on roster size:
  - 14 or fewer athletes → District vans
  - More than 14 athletes → Bus may be requested
- Sport-specific considerations may apply (e.g., teams over 14 may still use vans)
- If district transportation is unavailable:
  - Alternative transportation may be arranged with school administration approval
- If a coach transports students:
  - Must be a paid coach

  - Submit and cleared Divers Abstract paperwork to the athletic office
  - Share a copy of vehicle insurance
  - Must follow district driving policies
  - Can receive a district-approved stipend (round trip rate)

Travel Roster Submission

- For trips departing during the school day:
  - A travel roster must be submitted to the Athletic Office via email
  - Due no later than 7:00 a.m. the day of travel (or the day prior)

Departure Procedures

- All student-athletes must report at the announced departure time
- Transportation will depart on time
- Coaches must take attendance prior to departure

Electronic Device Expectations

- All electronic devices must be collected in designated storage upon entering district transportation.
- No personal electronic devices are to be used while traveling to away events. Videotaping or recording is strictly prohibited at any time during travel.
- Coaches may allow students to use school-issued Chromebooks during travel strictly for homework purposes.
- Coaches will allow students access to their phones during both travel and competition for approved medical needs (e.g., blood sugar tracking) or emergencies.
- Upon arrival at the destination, phones will remain locked in the storage container for the duration of the competition.
  - The head coach may allow student-athletes to hold onto their own phones upon arrival.
- If the coach chooses to hold onto the phones, they are returned to students after the competition at the following times:
  - When a student is officially released to a parent/guardian/adult to travel separately from the team
  - At the start of the post-competition meal
    - If there is no post-competition meal, then upon boarding the transportation for the return trip home.
- The above rules apply to all travel legs of overnight and postseason trips. Coaches may return phones to students at the hotel or between scheduled competition blocks.

Travel to and from Contests

- Student-athletes are expected to ride district-provided transportation to and from contests
  - Exceptions may include:
    - School-related conflicts

        - Family not returning to Port Angeles
        - Postseason (district/state) situations
        - Administrative approval
    - If a student has been approved to travel home separately after an away contact, the coach will complete the following
        - **Step 1:** The coach makes direct visual and verbal contact with the parent, guardian or approved adult
        - **Step 2:** The parent or approved adult physically signs theirs name next to the students name on the coaches' roster

Behavior & Conduct During Travel

- Student-athletes represent their school and community during travel
- Expectations include:
    - Respect toward drivers, staff, and the public
    - Appropriate behavior in all settings
- Facilities and transportation must be left in equal or better condition

Off-Campus Practice and Home Game Transportation

Unless the school district explicitly provides transportation, the district is not responsible for the transportation a student takes to off-campus practices or home competition sites. Coaches must clearly communicate to families that managing travel to these local events is a parental responsibility, while still ensuring that all practice locations and schedules are shared in a timely manner.

Student Transportation Options May Include:

- Parent/guardian transportation
- Carpooling
- Walking or biking
- Public transportation (e.g., city bus)
- School bus routes that stop near practice facilities

Coach Responsibility

- Communicate practice locations and schedules clearly with students and families
- Address any access concerns proactively to ensure equitable participation
- Direct questions or concerns to the Athletic Office

4.2 Facilities & Equipment Management

Coaches are responsible for the proper use, scheduling, and care of district facilities and equipment. All facility use must be coordinated through the Athletic Department and appropriate district personnel

Facility Scheduling & Priority Use

- Teams practicing and competing on the high school campus have first priority for facility use during their designated season
- In-season teams should have a scheduled 2nd location for practices if the first one is unavailable
- Off season teams using facilities or open gym/field must schedule with the Athletic Director
- Teams using off-campus facilities must:
    - Coordinate scheduling directly with the appropriate site personnel and Athletic Director
    - Communicate schedules and changes with the Athletic Director

Facility Access (Keys & Entry)

- Coaches needing access to facilities must:
    - Submit requests through the Athletic Director
    - The Athletic Director will submit a key request to the maintenance office
- Coaches are responsible for:
    - Securing facilities after use
        - If a coach is the last person in the facility, they must secure the building by clearing out rooms, locking doors, and closing all windows. This check is required unless a building custodian or administrator is already on-site to lock up.
    - Ensuring keys are not shared with unauthorized individuals

Maintenance Requests

- Any facility or equipment issue requiring repair, adjustment, or attention must be reported to the Athletic Director
- The Athletic Director will:
    - Submit a maintenance request to the district maintenance office
- Coaches should report issues promptly to ensure safe practice and competition environments

Equipment Storage

- Each program will be assigned a designated storage area
- Coaches are responsible for:
    - Keeping storage areas organized and clean
    - Ensuring equipment is secured and locked when not in use
    - Monitoring access to prevent loss or damage

Laundry Facilities

- Use of school laundry facilities must used by coaches and posted rules in the laundry facility must be followed.
- Clean up after use
- Use the provided laundry detergent. Communicate with the Athletic Director if more needs to be ordered.

4.3 Inventory, Equipment & Uniforms

Coaches are responsible for tracking, maintaining, and collecting all issued equipment and uniforms.

Inventory Management

- Coaches must keep accurate records when issuing and collecting gear
- Use of Final Forms for inventory tracking is recommended
    - Alternative tracking systems may be used, but coaches must ensure that all inventory is accurately recorded and properly archived for future reference.

End-of-Season Collection

- Coaches must collect all issued equipment at the end of the season
- Coaches must report to the Athletic Office any student-athletes who have not returned equipment
- Students who fail to return equipment may be subject to fines or fees

Disposal of Equipment and/or Materials

- Disposal of any district equipment or athletic materials must follow District Policy 6881. Coaches must follow these steps before any items are discarded, given away, or sold:
    - **Step 1:** The head coach must communicate damaged or obsolete items to the Athletic Director. Together, they will write a brief rationale listing the items and their quantities, and assign a nominal value based on condition (e.g., $5–$10 per jersey, or $0 if heavily damaged).
    - **Step 2:** Before any public sale, the equipment and materials must be offered to other school buildings or district departments for a two-week period.
    - **Step 3:** Any items remaining after two weeks will be sold at to the public (students, alumni, and parents) to buy as memorabilia, with all proceeds deposited directly back into the ASB fund.

4.4 Financial Procedures

As public-school employees, coaches are legally responsible for the proper stewardship, accountability, and ethical use of all public and student funds. For reference, coaches should review and follow the 10 Golden Rules of Finance

ASB and District Funds

- District Athletic funds are strictly reserved for basic materials required to compete in each sport. Individual team Associated Student Body (ASB) funds are used for extra, miscellaneous, or program-specific enhancements.
- Teams operate on a strict four-year rotation for purchasing new uniforms using designated ASB funding.
- Coaches must communicate with the ASB secretary on all requested purchases prior to spending. You must keep and submit all itemized receipts of purchase to the ASB office.
- Each spring, head coaches must complete an ASB budget sheet to project all revenue and expenses for the following school year.

Fundraising

- All planned fundraisers for the upcoming year must be included on the spring ASB budget sheet.
- When conducting any fundraiser, the program must have a clear, written plan detailing exactly what the generated funds will be used for.
- All fundraising activities must receive prior administrative approval and strictly follow ASB financial compliance guidelines.
- For more information visit Fundraising Best Practices

Booster Clubs

- Booster clubs operate as separate, external 501(c)(3) non-profit organizations and are legally district from school-governed ASB accounts.
- The booster club makes its own decisions regarding expenditures and what they wish to purchase, though close collaboration with the coaching staff is highly recommended to align with team needs.

4.5 Scheduling & Extended Programs

Scheduling of contests, practices, and extended programs must be coordinated with the Athletic Director to ensure compliance with league, district, and Washington Interscholastic Activities Association (WIAA) regulations. Coaches must remain in compliance with all WIAA rules regarding both in-season and out-of-season activities.

League Scheduling

- The Athletic Director, in coordination with the Olympic League, will develop the initial league schedule

Non-League & Additional Contests

- The Athletic Director and coaches will collaborate to schedule:
    - Non-league contests
    - Additional league contests (if applicable)

- Coaches must:
    - Receive Athletic Director approval prior to confirming any contests
    - Ensure schedules do not exceed WIAA game/match limitations

Schedule Changes & Cancellations

- Coaches must communicate with the Athletic Director and Athletic Office regarding:
    - Canceled contests
    - Rescheduling opportunities
- All changes must be approved and coordinated through the Athletic Department

Practice Scheduling & Communication

- Coaches are responsible for:
    - Establishing practice schedules aligned with facility availability
    - Communicating schedules and updates regularly to student-athletes and families

Weight Room Scheduling and Use

- Coaches request weight room time in advance through the Athletic Director
    - In-season teams have priority over out of season teams for weight room access
    - The Athletic Director will confirm and reserve the space with the requested dates and times
- Coaches supervising students use of the weight room must hold a current NFHS Strength and Conditioning certification
    - Certification is required prior to supervising and must remain current
- Students may not be in the weight room unsupervised
- All coaches and student must follow the posted weight room rules and expectations
- Coaches may submit timesheets for weight room supervision
    - $15 per session
    - Maximum of 40 sessions per year
- Gym equipment is not permitted to be used outside the weight room.

Out-of-Season Activities (Open Gym/Field)

- All out-of-season activities must comply with current WIAA regulations
- Participation must be voluntary
- Coaches must ensure compliance with WIAA contact and coaching limitations

Summer Practice and Camps

- Teams who will participate during the summer season from June 1st – July 31st must have a summer team created in Final Forms. Students will sign up through Final Forms and must be up to date on their physical and other forms.
- Coaches planning to attend or organize summer team camps must:
    - Submit plans for school board approval

    - Meet required deadlines (typically April prior to the summer season)
- Camps must align with district expectations and WIAA guidelines

Outside Instructors / Specialists

- Coaches bringing in outside instructors, trainers, or specialists must:
    - Communicate plans with the Athletic Director in advance
    - Ensure alignment with district policy and WIAA rules

4.6 Reporting, Records & Program Documentation

Coaches are responsible for accurate reporting, record-keeping, and communication to ensure student safety, program accountability, and proper recognition of student-athletes.

Incident Reporting

- Incident reports must be completed within 24 hours of any incident occurring during a school-sponsored activity
- If an Athletic Trainer is present and manages the incident:
    - The Athletic Trainer will complete the incident report
- All incident reports must be submitted to the Athletic Director
- Concussion Protocols follow the same incident reporting steps. Additional Steps are as follows:
    - High School
        - Students will be evaluated based on their most recent baseline concussion test, administered by the Athletic Trainer
        - The Athletic Trainer manages the concussion evaluation and recovery process
        - Once cleared, the Athletic Trainer will complete and submit the Return to Practice and Competition Form to the Athletic Director
    - Middle School
        - Students must be evaluated and cleared by a licensed healthcare provider before returning to participation
        - Coaches may consult with the Athletic Trainer for guidance, but clearance must come from a healthcare provider

Stat Records, Awards & Recognitions

Team & Individual Records

- Coaches must maintain accurate records of:
    - Individual and team statistics
    - Program records and historical achievements

        - Contact the Port Angeles Hall of Fame to share and archive records and achievements
- Record-keeping supports:
    - Student-athlete recognition
    - End-of-season awards
    - Program record boards
- Any new school record must be:
    - Verified by the coach
    - Communicated to the Athletic Director

Awards & Recognition

- Coaches must maintain accurate records to support:
    - Team awards
    - Varsity letter eligibility
    - League and postseason recognition
- All-league awards are determined by the league under the direction of the Athletic Director serving as league commissioner
- Communicate with the athletic office before purchasing awards

Letter Awards (High School)

- Letter requirements are determined by the head coach or activity advisor
- Coaches must:
    - Clearly communicate sport specific criteria to participants prior to the season
    - Submit criteria to the Athletic Department
- In addition to meeting the sport specific criteria, students can letter if they:
    - Complete the season in good standing
    - Meet team and program expectations
    - Not be under suspension or in violation of the Athletic Code at the conclusion of the season
- Communicate with the athletic office on ordering and distributing letter areas

4.7 Volunteer Coaches

All volunteer coaches must be approved, cleared, and supervised in accordance with district requirements prior to working with student-athletes.

Recommendation & Approval

- The head coach initiates the process by recommending a volunteer coach to the Athletic Director
- The Athletic Director will:
    - Contact the recommended individual
    - Determine whether to move the candidate forward in the onboarding process

Onboarding Requirements

- Volunteer coaches must complete all district and WIAA required clearances and certifications prior to beginning coaching duties
- Required items are completed through Final Forms and the District Office

Supervision Requirements

- Volunteer coaches:
  - May assist with instruction and team activities
  - May not independently supervise student-athletes
  - Must always be under the direct supervision of a paid coach

Annual Requirements

- Volunteer coaches who wish to continue from year to year must:
  - Complete a background check annually through the District Office

4.8 Program Evaluation & Feedback

Coaches are responsible for participating in end-of-season evaluation processes to support program improvement, accountability, and alignment with district expectations.

Assistant Coach Evaluations

Head coaches are responsible for completing end-of-season evaluations for all paid assistant coaches. These evaluations must be:

- Completed using the district-approved evaluation form.
- Shared with the Athletic Director prior to or during the head coach's evaluation meeting.

Head Coach Evaluations

Head coaches will participate in an in-person evaluation meeting with the Athletic Director. To ensure a productive review of the season, head coaches must:

- Submit Assistant Evaluations: Present or verify the digital sharing of all assistant coach evaluation forms.
- Equipment Inventory: Bring and share a copy of the most updated equipment inventory for their program.

Athletic Director Responsibilities

The Athletic Director will:

- Evaluate head coaches using district-approved evaluation criteria during the scheduled in-person meeting.
- Review assistant coach evaluations as part of overall program oversight.
- Verify the accuracy and submission of the program's equipment inventory.

Student & Family Feedback

- End-of-season student-athlete and parent/guardian surveys will be administered by the Athletic Director through Final Forms
- Survey results will be:
    - Reviewed by the Athletic Director
    - Shared with head coaches to support program reflection and growth