South Whidbey School District
Athletic Department
7-12th Grades

Coaches Handbook

South Whidbey High School
5675 Maxwelton Road
Langley, WA 98260

John Sommer
Director of Athletics and Student Safety TOSA
(360) 221-4300

The South Whidbey School District #206 (SWSD) does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Compliance Coordinator - Dr. Becky Bell
Address: 5476 Maxwelton Road, Langley, WA 98260
Telephone Number: 360-221-6100
Email: bbell@sw.wednet.edu

Section 504/ADA Coordinator - Superintendent Becky Clifford
Address: 5476 Maxwelton Road, Langley, WA 98260
Telephone Number: 360-221-6100
Email: bclifford@sw.wednet.edu

Title IX Coordinator - Dr. Becky Bell
Address: 5476 Maxwelton Road, Langley, WA 98260
Telephone Number: 360-221-6100
Email: : bbell@sw.wednet.edu

Gender-Inclusive Schools - Dr. Becky Bell
Address: 5476 Maxwelton Road, Langley, WA 98260
Telephone Number: 360-221-6100
Email: bbell@sw.wednet.edu

Appeals: https://www.sw.wednet.edu/our-district/superintendent/how-to-solve-and-issue

HIB Form: https://www.sw.wednet.edu/connect/report-safety-concern

Title IX inquiries may also be directed toward the U.S. Department of Education, Office for Civil Rights (OCR): https://www2.ed.gov/about/offices/list/ocr/index.html

Information about the nondiscrimination and sex-based discrimination policies and grievance procedures, and how to report a concern or complaint: https://www.sw.wednet.edu/resources/title-ix

Revised Aug
2026

SWSD Title IX training is available to all employees and is linked on our website here.

Non-Discrimination: Students Policy 3210 and Procedure 3210P; Staff Policy 5010 and Procedure 5010P

Sexual Harassment: Students Policy 3205 and Procedure 3205P; Staff Policy 5011 and Procedure 5011P

Table of Contents

Important Phone Numbers 3

Emergency 3

Athletic Department Philosophy 4

South Whidbey High/Middle School Athletic Department Mission 4

Goals of Our Athletic Program 4

Athletic Code 5

South Whidbey High School Code 5

Athletic Activities in General 11

Interscholastic Athletics 11

Athletic Eligibility 11

Coaching 11

Athletic Program Articulation 12

Selection of Coaches 12

Evaluation of Coaches 13

Criteria for the Evaluation of Coaches 13

What Coaches Can Expect 14

Duties and Responsibilities of the Head Coach 15

Athletic Training and Safety- Coaches' Responsibilities 16

South Whidbey High School Coaching Assignments 18

New Coaches 18

Volunteer Coaches 18

Coaches' Legal Responsibility 19

Torts in Sports 19

Accident Procedures for Coaches 20

Athletic Practice Policy for Vacation Periods (non-school days) 21

School Closure & Athletic Turnout Information 21

Responsibility & Procedures for Publicity 21

Out - Of - Season/Open Gym 22

SWHS/MS Head Coach's Pre-Season Checklist 23

Important Phone Numbers

John Sommer	Director of Athletics and Student Safety TOSA Office- (360) 221-6808 ext. 5408 jsommer@sw.wednet.edu
CJ Gray	HS Principal Office- (360) 221-6808 ext. 5406 cgray@sw.wednet.edu
Kayla Phillips	MS Principal Office- (360)221-6808 ext. 5407 kphillips@sw.wednet.edu
Kymy Johnson	ASB/Athletic Secretary Office- (360) 221-6808 ext. 5423 kyjohnson@sw.wednet.edu
Geoff Lawson	Director of Facilities Office- (360) 221-6808 ext. 5506 glawson@sw.wednet.edu
Linda Proctor	Transportation Supervisor Office- (360) 221-6808 ext. 2223 lproctor@sw.wednet.edu

Emergency

Langley Police – Non-Emergency	(360) 321-4400
Emergency	911

Welcome to Falcon/Cougar Athletics! We are proud of a long tradition of spirited play and sportsmanship in the South Whidbey community. We are committed to providing a positive experience for our athletes as part of their well-rounded education at SWHS/MS.

Please use this handbook as a reference for you to support you as the cornerstone of Falcon/Cougar Athletics. Let us know if there is anything we can do to help.

Athletic Department Philosophy

South Whidbey High/Middle School Athletic Department Mission

In partnership with our community, we are deeply committed to providing our students with the best educational experience, preparing them to become capable, creative, caring, and responsible citizens. To this end interscholastic athletics are a vital option for a well-rounded education.

Goals of Our Athletic Program

1. To support and promote successful participation and competition by as many student athletes as possible.
2. To foster the commitment to provide a supportive and safe environment for persons, facilities, and programs.
3. To include total community, staff, and student support in maintaining adequate funding sources and levels for optimum success.
4. To establish coordinated programs with school and community for increased levels of skill and pride for the athletes and the programs.
5. To promote effective and respectful communication between and among students, staff, parents, and community.
6. To nurture High Character in our athletes: Sportsmanship, teamwork, integrity, spirited play, respect, hard work, teachable spirit, and grace.

All interscholastic activities and events will be in compliance with the rules and regulations of the **Washington Interscholastic Activities Association (WIAA).** The interscholastic athletic program shall be conducted in accordance with existing SWSD Board policies, rules, and regulations.

Athletic Code

South Whidbey High School students have the privilege of participating in a variety of interscholastic sports. *This code covers all sports* and *cheerleading.* Student athletes are considered leaders of our learning community and are expected to demonstrate that leadership by following the Athletic Code below. ***This code of conduct is designed to ensure that our student athletes reflect a commitment to the school community and respect for their school, teammates, coaches, families, and themselves.***

South Whidbey High School Code

The following policies adopted by the School Board shall apply to all students who participate in the senior high school athletic programs as sponsored by Washington Interscholastic Activities Association. Students who wish to participate in athletics acknowledge they understand and will adhere to this code by signing. Upon the first signing by student/parent, the regulations outlined in this code are in effect and will remain so throughout the high school career of the student. This code will be in effect from the first day of fall sports turnout to the end of the school year.

I. BASIC CONDUCT FOR STUDENT PARTICIPANTS:

As a representative of South Whidbey High School, each student athlete is expected to conduct himself/herself at all times in a manner that will reflect the high standards and ideals of his/her team, school and community.

II. ADMINISTRATION OF ATHLETIC CODE:

The Athletic Director and a building administrator will investigate, act and decide on all cases involving violations. The administration will promptly communicate with the student athlete, parent and current coach.

III. BASIC SCHOOL POLICIES:

A. For the violation of school rules, the athlete will be treated the same as any other student, and may in addition, be penalized in accordance with this athletic code in regard to, but not limited to, truancy, tardiness, make up time, swearing, fighting, intimidation, harassment, hazing, stealing of school or personal property, discipline by teachers, bullying or harassment, or criminal activity.

B. The following rules will also apply to students:

1. Attendance: A student participating in an extra-curricular activity must be in attendance for the entire school day in order to participate in a practice or contest. A student is allowed to participate, when absent, if the student is medically excused by a doctor/dentist in writing, has a court appearance, family emergency, or the situation is deemed an emergency by the Athletic Director or Building Administrator. A student is considered absent 15 minutes after the second bell in 1st period, 5 minutes after the second bell in periods 2-4.

2. Appearance: The athlete must be clean and presentable in appearance.

a. Dress and grooming which cause disruption of the educational process or present danger to health or safety shall not be permitted.

b. The student athlete shall comply with official W.I.A.A. rules peculiar to specific sports.

Academic Eligibility: To be academically eligible, a student must have had a 2.0 GPA for the previous quarter and/or semester and must have passed 3 of 4 or 4 of 5 full-time classes. Students currently below a 2.0 GPA and/or failing more than one subject will be placed on academic probation and be ineligible for the first 3 weeks of contests during the sport season. During the probationary period, students may practice and attend team activities but not participate in contests. If a student is passing fewer than 3 classes at the mid-term or at the end

of the term, they are ineligible for 3 weeks. A student on probation may be required to obtain academic tutoring.

If a student is failing any classes or drops below a 2.0 GPA *during* the sports season in which he/she is playing, he/she is ineligible until the student is passing the required number of classes with a minimum 2.0 GPA. The student may practice, but may not participate in contests. However, head coaches have the discretion to mandate that a probationary student attend tutorials and miss practice until grades are up.

A grade check must be submitted to the Athletic Director at the end of the 5th week of Ineligibility/probation, and weekly in the case of a midseason violation. If the student is passing all classes with a 2.0 GPA, the probation is lifted. If not, the student becomes ineligible and may not participate in any competition until a grade check indicates that he/she is passing all classes, with at least a 2.0 average. This grade check will be completed by the student and submitted to the athletic director each Monday to determine eligibility for the week. This will continue until the next grading period (mid-term or term).

3. Substance Abuse: Possession of, use of, and/or traffic in tobacco, alcoholic beverages, controlled substances, and non-prescribed prescription drugs, including anabolic steroids is forbidden. Also, any student found by the school district to have violated the drug codes of the district will be subject to school discipline as well as being referred to the appropriate law enforcement agency.

a. First Violation: The penalty for a student's first-time violation of the substance rule (No. 4) Shall be suspension from interscholastic contests for one calendar year. However, the suspension will be reduced to three weeks of interscholastic contests, if the student voluntarily:

1. Admits the code violation within two (2) school business days after being questioned about the incident.

2. Agrees to a drug/alcohol assessment, performed by a certified/qualified Drug/Alcohol counselor, and follow whatever recommendations are made at the student/parent expense.

3. Participates in 8 hours of prescribed community service.

Failure to complete any of the above (1) (2) and (3) will result in the athlete's suspension from participation for one calendar year.

b. Second Violation: The penalty for a student's second violation of the substance rule shall be suspension from all athletic competition for 15 calendar months. However, the suspension may be reduced* if the student voluntarily:

1. Admits the code violation within two (2) school business days after being questioned about the incident.

2. Agrees to a drug/alcohol assessment performed by a certified/qualified Drug/Alcohol counselor, and follows whatever recommendations are made at the student/parent expense.

3. Participates in 16 hours of prescribed community service.

*The reduction of the suspension will be based on the severity of the infraction(s). General Guide- lines for second violation are:

• Two tobacco violations = 3 months suspension from athletic competition
• One tobacco, one alcohol violation = 6 months suspension from athletic competition • Two alcohol violations = 12 months suspension from athletic competition

• One tobacco, one controlled substance violation = 12 months suspension from athletic competition • One alcohol, one controlled substance violation = 12 month suspension from athletic competition • Two controlled substance violations = 12 months

Note: No second violation will result in less than 3 school calendar months of loss of athletic competition. For example: If a student has a second tobacco violation in the month of May, the student athlete would lose the opportunity to participate in athletics for the first 3 months of the next school year.

c. Third Violation: The penalty for a third violation of this rule shall be permanent prohibition from participating in any W.I.A.A. school athletic program for the remainder of the athlete's high school career.

*WIAA Position statement on chemical awareness standards for model policies for tobacco, alcohol and other drugs

Philosophy: The WIAA and its member schools recognize that the use of tobacco, alcohol and other drugs is a significant health problem for many students, resulting in negative effects on behavior, learning and their total development. The use of tobacco, alcohol and other drugs by students affect academic achievement, personal growth, extracurricular activities participation and the development of related skills. Others affected by the misuse and abuse are family, teammates and other significant persons in their lives.

The WIAA and its member schools believe that the close contact of parents/coaches, advisors, students and communities in interscholastic activities and classrooms provides a unique opportunity to observe, confront and assist one another.

It is the philosophy of the WIAA and its member schools that students should be encouraged and supported in their efforts to develop and maintain a chemical-free lifestyle.

The position of WIAA is:

1. To emphasize the health and safety of students while participating in activities and the long-term physical and emotional effects of tobacco, alcohol and other drugs on their health.
2. To promote a sense of order and discipline among students.
3. To confirm and support existing state laws which restrict the use of tobacco, alcohol and other drugs.
4. To assist schools in the establishment of policies that are consistent with WIAA minimum standards of athletic and activity eligibility.
5. To recognize and support schools that have programs to assist students who desire to resist peer pressure which directs them toward the use of tobacco, alcohol, and other drugs
6. To require local school boards of directors to adopt, administer and implement policies and procedures regarding tobacco, alcohol and other drug use by athletes.
7. To provide and assist the schools of the state in developing and administering model policies; to act as a clearinghouse for recent court rulings, opinions, trainers and facilitators.
8. *Appendix 3, WIAA Handbook 2023-24, page 83

d. Attendance at activities where illegal drugs and/or underage drinking are present is strictly forbidden. Students should leave immediately when they become aware of the illegal activity. This includes underage alcohol consumption. Students who violate this provision will receive one to three weeks suspension from interscholastic contests as determined by the athletic director and/or administrator. Any additional violations of this provision would result in progressively increased removal from interscholastic contests.

4. Hazing

It is the policy of South Whidbey High School that no student-athlete may be involved in hazing activities. **Hazing is strictly prohibited**. It is an offense whether it occurs on or off campus. Hazing is considered a violation of the Athletic Code and disciplinary action, including suspension or removal from the team, is probable.

Definition of Hazing

"Hazing" includes any act committed as part of a person's recruitment, initiation, pledging, admission into, or affiliation with a student organization, athletic team, or living group, or any pastime or amusement engaged in with respect to such an organization, athletic team, or living group that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student or other person attending a public or private institution of higher education or other postsecondary educational institution in this state, including causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm, regardless of the person's willingness to participate. "Hazing" does not include customary athletic events or other similar contests or competitions. ***A student athlete cannot consent to participate in a hazing activity***. RCW 28B.10.900

Examples of hazing include ***but are not limited to***:

- Verbal or physical abuse including swearing, yelling, beating or hurting.
- Wearing embarrassing clothing.
- Participating in calisthenics not related to the sport.
- Acting as a personal servant to players off the court or field.
- Consuming alcohol/drugs or participating in drinking contests.

Note: A penalty applied to a student in middle school for violation of the athletic code shall not carry over to high school with the exception of a non-prescribed prescription or controlled substance violation during the eighth grade.

5. Procedural Due Process Rights For Athletic Code Violations

a. During the interview process, the student shall be provided the opportunity to present his/her explanation.

b. A written explanation of the charges, evidence in support of the charges, and sanction which may be imposed along with the grievance process shall be sent to the student and parents within one school business day of the decision.

6. Participation Signatures: An acknowledgment indicating the above rules are understood and agreed will be signed by the student and parents before participation is allowed.

IV. GRIEVANCE OF ATHLETIC SUSPENSIONS:

A student or parent/guardian, who believes that they were unfairly treated, excluded or permanently dismissed from an athletic participation activity (either through the Athletic Code or individual team rules/codes of conduct) is entitled to use the following grievance process: The grievance must be made in writing to the Athletic Grievance Board via the Athletic Director. The grievance must be made within five (5) school days of the date of the suspension/removal or the grievance rights will be lost.

The Athletic Grievance Board shall consist of:

1. Principal

2. A Coach of team not involved in suspension.
3. Teacher
4. A.S.B. officer not involved in the sport
5. Student athlete not involved in the sport

The aggrieved party may file a grievance with the superintendent of schools within three (3) school days of the decision rendered by the Athletic Grievance Committee. The superintendent of schools, after hearing the case in detail, shall render a decision within ten (10) school days of the hearing.

The aggrieved party may file a grievance with the Board of Directors within three (3) school days of the decision rendered by the superintendent. The Board of Directors, after hearing the case in detail, shall render a decision within ten (10) school days of the hearing. This decision shall be final.

In all other respects, appeals will follow the grievance procedure for discipline outlined in the Student Rights and Responsibilities Handbook (Policy No. 3200).

Legal Reference: RCW 69.41.020-69.41.050 Legend Drugs-Prescription Drugs
RCW Chapter 69.50 Uniform Controlled Substance Act
RCW 28B.10.901 and 28B.10.902 Anti Hazing Law

South Whidbey Middle School Athletic Code

The following procedures shall apply to all sixth, seventh and eighth grade students who participate in the athletic program at South Whidbey Middle School.

1. BASIC CONDUCT FOR ATHLETES

Because the athlete performs in public, he/she is expected to conduct himself/herself at all times in a manner that will reflect the high standards and ideals of his/ her team, school and community.

2. GOVERNING BODY OF THE ATHLETIC CODE

An athletic board comprised of the principal, athletic director, coach or advisor of the activity will act and decide on all cases involving violation. No meeting will be held unless all members of the athletic board are present. The board's decision will be communicated to the athlete and parents within 24 hours upon completion of the hearing.

3. BASIC SCHOOL POLICIES

A. For the violation of school rules, the athlete will be treated the same as any other student, and may in addition, be penalized in accordance with this athletic code in regard to, but not limited to, truancy, tardiness, making up time, swearing, fighting, stealing/vandalizing school or personal property, discipline by teachers.

B. The following rules will also apply to athletes:

1. Attendance: A student participating in an extracurricular activity must be in attendance for the entire school day in order to participate in a practice or contest. A student is allowed to participate, when, absent, if the student is medically excused by a doctor in writing, has a court appearance, family emergency, or the situation is deemed an emergency by the Building Administrator.
2. The athlete must be clean and presentable in appearance.

a. Dress and grooming which cause disruption of the educational process or present danger to health or safety shall not be permitted.

b. The athlete shall comply with official WIAA rules particular to specific sports.

3. Academic Eligibility: Langley Middle School will use a progressive three week probationary period for athletes failing to meet academic standards. Any athlete found failing a subject on Monday and who continued failing the subject would:

Week 1: Be placed on probation. The athlete would be eligible to participate in practice sessions and games. Parents would be notified of the probation, including subject, teacher and deficiency in the class.

Week 2: Be ineligible for games, but eligible for practice sessions and meetings.

Week 3: Be ineligible for games and practice sessions.

Week 4: Be ineligible for the remainder of the season.

Any athlete who received two or more failing grades shall automatically be ineligible for athletic competition for at least one week. The athlete shall continue to attend and practice in practice and meetings specific to that sport. Again, the parents will be notified of the academic ineligibility. If the athlete is still failing two classes at the end of three weeks, he/she will be ineligible for the remainder of the season.

4. Possession of, use of, or traffic in tobacco, alcoholic beverages, illicit drugs, drug paraphernalia is forbidden.

a. The penalty for first time occurrence of this rule (4) shall be suspension from interscholastic contests for that sports season as determined by the athletic board.

b. For a second violation of rule (4) within a school year, the athlete shall be suspended from all athletic competition for the remainder of that school year as determined by the athletic board.

5. Penalties for violations of any of the above policies except rules 3 and 4 will be set by the coach or coaches of the in-season sport.

6. A penalty applied to a student in the middle school for violation of the athletic code shall not carry over to the high school.

7. Procedural Due Process Rights:

a. An oral or written notice of the charges shall be provided to the student and parents.

b. An oral or written explanation of the evidence in support of the charges shall be provided to the students and parents.

c. An oral or written explanation of the sanction which may be imposed shall be provided to the student and parents.

a. The student shall be provided the opportunity to present his/her explanation.

8. An acknowledgement indicating the above rules are understood will be signed by the student before participation is allowed.

9. APPEAL OF SUSPENSION:

A. An athletic suspension may be appealed by the student and/or the parent.

B. The request for an appeal must be made in writing to the athletic board.

C. The appeal must be made within five (5) days of the suspension or the right of appeal is

lost.

Athletic Activities in General

South Whidbey High School shall extend curriculum offerings by developing co-curricular activities at all levels. The Principal and Athletic Director are accountable for the control and evaluation of all co-curricular programs.

South Whidbey High School will provide interscholastic athletic programs as determined by student needs and interest, availability of staff and facilities, and within the financial abilities of the district as determined by the board of directors.

Interscholastic Athletics

The interscholastic athletic program at South Whidbey High School shall promote the development of student participants.

The administration shall develop program offerings, which provide equal opportunities for participants in both genders. The program offerings should be diverse in recognition of the differences, which exist among our students. All program offerings shall be subject to board approval.

Broad and extensive student participation shall be encouraged and promoted. As students progress through the athletic program, the emphasis on participation will shift toward competition at the Varsity level. Varsity-level sports are intended to provide a competitive program for selected athletes.

6th grade participation in sports is made on a sport-by-sport basis and depends on the number of athletes registered, the number of coaches and practice space. Coaches will send out emails to registered families via FinalForms about 6th grade participation in specific sports.

Athletic Eligibility

South Whidbey High School is a member of the Washington Interscholastic Activities Association (WIAA) and shall conform to WIAA rules and regulations. All student athletes are required to meet WIAA eligibility rules and regulations.

Coaching

The administration shall establish a program designed to recruit and select quality coaches for South Whidbey High School. Selection of coaches shall be based upon established criteria.

All coaches shall be evaluated annually by using established criteria. The supervision and evaluation of coaches shall be the responsibility of the Athletic Director.

All district coaches, paid and volunteer, must hold and maintain a current first aid and CPR card. Courses approved by the American Red Cross or school district approved sports medicine courses

can be used to fulfill this requirement. Completion of an approved course is good for the terms listed by the course. No coaching is allowed without a valid first aid card and CPR card.

All district coaches, paid and volunteer, must complete all required training prior to the first competition of the current season. The online Vector/Safe-Schools assignment will be provided by the Athletic Director or Human Resources. This training is an annual mandatory requirement.

Athletic Program Articulation

Program articulation is an important part of any school athletic program. The following important elements in articulated athletic programs for South Whidbey High School are:

1. Head coaches should have a major responsibility and accompanying accountability for their programs. This responsibility should include participation in hiring and evaluation of all assistant coaches.

2. Coaches should work together as a team and with the department as much as possible. Such teamwork may include attending clinics and camps together, participating in preseason conditioning, supervision of athletic facilities and coordinating scouting trips.

3. Coaches are expected to attend their season's Parent/Athlete/Coaches meeting and meet with parents. At this meeting they are expected to communicate team expectations to parents and their athletes.

Selection of Coaches

In conjunction with the Athletic Director and the district Human Resource department the selection process for coaching positions is three phases: (1) recruitment; (2) application screening and candidate interview; and (3) selection. The primary objective is to hire the best possible coaches who will most adequately fit with our Athletic program.

1. **Recruitment** - When possible, identification of needs and posting should occur as early in the season as possible. Coaches are encouraged to ask potential candidates to apply and informally meet or contact the Athletic Director.

2. **Interview and Screening Procedure** – Selected prospective coaches who pass the initial application screening may be invited to interview. The interview team will preferably include student athletes, coach, the Athletic Director and parents. The Principal and/or Superintendent may interview finalists.

3. **Selection Criteria** - Selection is the responsibility of the Principal, Athletic Director, and when appropriate the head coach. The final recommendation will be the responsibility of the Principal and the Superintendent. Candidates will be primarily selected based on the best fit for our school.

Selection of coaches shall be based upon the following criteria:

a. Years of successful experience in coaching or related experience as a player or participant.
b. Degree of success in coaching.
c. Experience at appropriate skill and age level.
d. Ability to articulate and evaluate the current state of the art (current trends) for that sport.
e. Ability to express a positive plan of action to promote a given sport.
f. References from previous employer or communities that verify good community relations skills.
g. Being an appropriate role model for students and athletes.
h. Demonstration of cooperation with the total school program.
i. Ability to teach athletic skills to students.
j. Evidence of skills in planning, organization, and attention to detail.
k. Knowledge and application of appropriate player disciplinary procedures.
l. Exhibits a high level of concern for student safety and proper conditioning.
m. Evidence of professional standing for the position.

Evaluation of Coaches

The evaluation instrument attached should be used in accordance with the following procedures:

1. All head coaches will be evaluated by the Athletic Director utilizing the criteria and indicators established in these procedures.

2. Evaluation of assistant coaches is the responsibility of the head coach with input from the Athletic Director.

3. Coaching evaluations shall be completed within 20 school days following the end of the athletic season for which a coach is being evaluated.

Criteria for the Evaluation of Coaches

Ability to Teach Athletic Skills

Your rapport with your players is very positive and it is apparent that they will ask for assistance and you allow time for the students to ask questions and get help.
The players demonstrated that they certainly understood your procedures, especially during given tasks.
You work hard on fundamentals.
You understand young people and work hard to develop each individual.
Your team and players showed improvement during the season.

Role Model for Students

You are a good role model for athletics and for the student athlete.
You have taken time to deal with issues pertinent to personal growth besides basic sport skills.
You encourage students to turn out for more than one sport.
You demand and receive good sportsmanship from your players, coaches and yourself.
You have set a positive example in word, deed and appearance.
You have a general positive attitude.

Organization and Planning

The pace and intensity of your practices encourage and demand on-task expectations and positive player behaviors.
You work hard caring for the athletic equipment.
You effectively plan daily practices.

Discipline of Students

You are firm, but fair, consistent, and willing to deal with concerns.
You communicate well with parents, teachers, and administration regarding standards.
You always respect the student's best interest.
You make sure the athletes know the training rules and regulations.
You have a coaching philosophy that adheres to the district guidelines.

Cooperation with Total Program

You are willing to spend extra time on the improvement of your sport and the total program.
You understand the role of athletics in education.
You make a strong effort to support other sports and coaches in their programs.
You have operated within district, league and W.I.A.A. rules and regulations.
You are a loyal member of the district athletic team.
You cooperate and support the building administration and athletic director.

School and Community Relations

You have maintained a good rapport with parents.
You have taken an interest in the public relations of your sport.

Concerns for Safety and Welfare of Students

You use effective guidance and techniques.
You are always concerned about the athlete's academic achievement.
You use proper supervision of athletes during games and practices.
You always respect the student's best interest.

Professional Preparation

You keep abreast of new developments and ideas.
You make participation in your sport fun.
You continue to have a high degree of professional ethics.
You have provided leadership development for your team and staff.

What Coaches Can Expect

Coaching is challenging. The Department recognizes the magnitude of the work and passion our coaches bring to the sport and to working with young people. ***The Athletic Department is committed to helping coaches be successful in meeting high expectations.***

1. Schedules will be reasonably completed prior to the start of the season. Coaches are encouraged to request schedule preferences with the AD.
2. Officials will be arranged for your sport for all competitions. Exceptions would be in cases of game postponements where the AD and Head Coach plan differently.

3. Transportation will be arranged prior to the start of the season. Any changes made to the schedule by the coach must be communicated so transportation can be arranged.
4. Athletes and Parents will be encouraged by the AD to solve problems and conflicts with coaches prior to coming to the AD.
5. Coaches will have eligibility rosters printed and available each day of practice/game.
6. Coaches will receive collaborative support from the department with student or parents' concerns to solve any problems.
7. Coaches will receive support from the athletic office with purchasing, eligibility questions, facility requests, etc. We will do our best to make things happen if we receive clear and timely communication.
8. In the evaluation process, coaches can expect direct and clear feedback. Coaches are encouraged to have a post-season debrief with the AD.
9. Coaches can expect fair and equitable treatment for coaches, athletes, and fans.
10. AD game supervision is different for each sport. Supervision is intended to be supportive of each sport where appropriate and necessary.
11. Logistical support is provided for emergency planning, training, scheduling, organizing practices, arranging for events, and the like.
12. The Athletic Department is open and responsive to appropriate and valuable feedback.

Duties and Responsibilities of the Head Coach

1. Reports to and is evaluated by the Athletic Director.
2. Supervises the assistant coaches and his/her athletic team.
3. Carries out the aims of the athletic program of South Whidbey High School.
4. Keeps abreast of new knowledge and innovative ideas and techniques by attendance at clinics and reading in his/her field and to encourage his/her assistant coaches to do the same. Attends building and league coaches' meetings.
5. Has understanding and knowledge of rules and regulations regarding his/her sport as presented in the WIAA Handbook(s).
6. Considers membership in a professional organization, such as the Washington State Coaches Association.
7. Is responsible for promoting his/her sport throughout the school district and community; works with middle school and youth program coaches and takes an active interest in their programs.
8. Monitors that every player participating must have on file with Student Accounts the following:
   -up-to-date physical
   -up-to-date parent permission, insurance and risk forms
   -be scholastically eligible
   -emergency card (A copy of which will be given to the coach)
9. Teaches athletes about sports safety and has an emergency/injury plan established.
10. Is responsible for athletes and their conduct while they are representing South Whidbey High/Middle School and the South Whidbey School District.
11. Organizes turnouts to provide the best learning opportunities for every member of the squad and staff.
12. Keeps first aid/CPR card valid. Completes annual WIAA trainings prior to the start of the season.
13. Letter requirements must be on file with the Athletic Director.

14. Keeps accurate, current inventory of equipment assigned to your sport. Turns in annual inventory within 20 days of the end of each season in which you coach.
15. Conducts pre-season, playing season and post season meeting with students to promote the sport, explain requirements, issue and retrieve necessary forms and to discuss athletic health care, development and training, care of injuries, sportsmanship, and conduct.
16. Issues and retrieves athletic equipment. All equipment needs to be marked. Arrange for cleaning, repair, storage and inventory. Holds athletes responsible for care and return of district owned equipment. Keeps accurate inventory. Turns in fine lists to Athletic Secretary when necessary.
17. Expends and raises funds in conformance with district fiscal procedure and budget; recommends budget needs, requisitions supplies and equipment within budget constraints.
18. Promotes the total sports program with student body, administration, teaching staff and the public.
19. Evaluates the sports program and provides reports and recommendations to appropriate administrator for management decision making purposes. Participates in post-season evaluation conference with Athletic Director.
20. Applies discipline consistent with school athletic rules.
21. Develops a line of communication with athletes' parents, i.e.: electronic media, clinics, social hour, parent nights, etc.
22. Is encouraged to attend at least one clinic each year relative to coaching assignment.
23. Assists the Maintenance department and Athletic Director in keeping facilities safe and playable. Notifies AD about facility needs/concerns in a timely fashion.
24. Treats officials with respect and models good sportsmanship in relationship to officials.
25. Prepares a list of duties for the manager of his particular sport.
26. Coaches must **never** leave the locker room after practice or after a game until all participants have left. Participants must **never** be left unsupervised.
27. The head coach or designated coach is responsible for seeing that the locker room is policed before leaving.
28. Arranges transportation changes through the Athletic Secretary.
29. If private cars or other means of transportation are necessary the coach must clear this with the Athletic Director. Parents can only transport their child if cleared with the Athletic Director before a contest and after a contest by arrangement with the coach in person. This should only occur in rare circumstances. Valuable team communication and bonding may occur before and after games on the buses.
30. Maintains records of team and individual accomplishments.
31. Communicates with AD, parents, students, etc., and returns all emails and phone calls.
32. Encourages athletes to be student leaders and positive members of the community. Promotes service opportunities when possible.
33. Takes appropriate action with bullying, harassment, and hazing. Bullying, harassment, and hazing are not tolerated.
34. Team rules and discipline above and beyond the Athletic Code, playing time or daily discipline will be approved by the AD.
35. Supervise student Athletes on bus rides and follow bus rules and driver instructions.
36. Performs other related duties as appropriate to the assignment.

Athletic Training and Safety- Coaches' Responsibilities

Participation in high school and middle school athletics is a privilege involving both responsibilities and rights. The athlete's responsibilities are to play fair, to give her or his best, to keep in training and to conduct herself/himself with respect to our school and the sport. In turn, she/he has the right to protection against injury assured through good conditioning and technical instruction, proper regulation, conditions of play and adequate health supervision.

Periodic evaluation of these factors will help to assure a safe and healthful experience for players. The checklist below contains the kind of questions to be answered in such an appraisal.

PROPER CONDITIONING helps to prevent injuries by strengthening the body and increasing resistance to fatigue:
1. Are prospective players given directions and activities for pre-season conditioning?
2. Is there a minimum of two weeks of practice before the first game or contest?
3. Is each player required to warm up thoroughly prior to participation?
4. Are substitutions made without hesitation when players evidence disability?

CAREFUL COACHING leads to skillful performance that lowers the incidence of injuries:
1. Is emphasis given to safety in teaching techniques and elements of play?
2. Are injuries carefully analyzed to determine causes and to suggest preventive programs?
3. Are tactics discouraged that may increase the hazards and thus the incidence of injuries?
4. Are practice periods carefully planned and of reasonable duration?

GOOD OFFICIATING promotes enjoyment of the game as well as the protection of players:
1. Are players as well as coaches thoroughly schooled in the rules of the game?
2. Are rules and regulations strictly enforced in practice periods as well as in games?
3. Are the officials doing their utmost to keep athletes safe with the support of the coaches and players?

RIGHT EQUIPMENT & FACILITIES serve a unique purpose in the protection of players:
1. Is good protective equipment provided?
2. Is careful attention given to proper fitting and adjustment of equipment?
3. Is equipment properly maintained and worn, and outmoded items discarded?
4. Are proper areas for play provided and carefully maintained?

ADEQUATE MEDICAL CARE is a necessity in the prevention and control of athletic injuries:
1. Is there a thorough pre-season health history and medical exam?
2. Is a trainer or EMS present at contests and readily available during practice sessions?
3. Does the physician make a qualified decision as to whether an athlete should return to play following injury during games, especially head injuries?
4. Is authority from a physician required before an athlete can return to practice after being out of play due to injury?
5. Is the care given to athletes by coach or trainer limited to first aid and medical prescribed services?

These activities are most likely to result in athletic accidents:
1. The greatest number of accidents occur in September and October.
2. The activities that produced the most injuries are: football, basketball, wrestling, soccer, cheer and track & field.
3. The highest number of accidents occur during practice.
4. The second highest number of accidents occur during actual interscholastic athletic competition.
5. Sprains are the most frequent type of injury followed by fractures and wounds.
6. The leg and foot are the most frequently injured parts of the body followed by the arm, hand and head.
7. The most serious kind of injuries we worry about are those to the head and/or spine.

Studies reveal that students with inadequate skills are most liable to injury. Other important factors are fatigue and inadequate conditioning.

The second step in preventing injuries is to make sure that all your athletes have had recent physical examinations. Then adopt these rules as your personal code for prevention.
1. *Never send an injured player back into a game or activity unless you clear it with your school or team physician*.
2. Never let a boy or girl attempt a stunt or any other physical activity unless they have been properly taught to execute the maneuver.

3. Teach proper skills and make sure your students and players have mastered techniques before you require them to use these techniques in games or practice situations.
4. Remove overly fatigued players from all athletic contests.
5. Introduce activities to develop physical fitness.

The third step in preventing injuries is to make sure that your equipment is in good condition. A most frequent cause of injuries is defective equipment. We expect you to conduct a periodic inspection of your facilities and equipment.

South Whidbey High School Coaching Assignments

1. Each sport will designate one (1) head coach.
2. The head coaches are responsible for their programs. Duties can be assigned to another paid district assistant coach or co-head coach, but one person is held accountable for all program activities and communication.
3. Stipends can be divided to allow for additional staff and district liability coverage. This must be preapproved through the HR department prior to the start of the season.
4. Coaches are encouraged to coach one sport at a time with the following exception: Post-season play causes overlapping.

New Coaches

All coaches must:

1) Have all required documentation on file in HR prior to the start of the season including but not limited to W-4 form, copy of social security card, copy of driver's license and I-9 form. Both background checks (Washington State Patrol and FBI) and all Sexual Misconduct Disclosure Release forms must be cleared and returned to HR prior to working with student athletes. Fingerprinting is a personal cost of approximately $60.00.
2) All mandatory Vector/Safe-Schools online training must be completed prior to the start of the season.
3) Fill out a coaching directory form- cell, email, address, home phone, etc.
4) Show proof of an up to date first aid card and CPR card.
5) Meet WIAA coaching requirements.

Volunteer Coaches

Volunteer coaches are permissible and encouraged!

Each volunteer should be selected by the head coach following the same guidelines that we use in selecting any of our coaches and must follow all procedures expected of one of our hired staff, ***including fingerprinting and required Vector/Safe-Schools online training***. They can be either staff members or non-staff but, in all cases, handle only those assignments as directed by the head coach. *The volunteer coach will receive no stipend* from the district. He/she cannot be given sole responsibility for a team at any time. The volunteer should work closely with hired staff to assist them in handling coaching priorities.

All ongoing volunteers will be introduced to the Athletic Director and listed on coach lists.

All volunteer coaches are required to meet WIAA coaches standard requirements.

All volunteer coaches must be approved by the South Whidbey High School administration, and complete the district volunteer application forms in the HR department which include:

1) Volunteer application
2) Criminal history information form
3) Fingerprinting
4) Applicant disclosure form
5) First Aid/CPR certification

Coaches' Legal Responsibility

One's legal liability for injuries in sports revolves around Tort Law. One is liable in a Tort where he/she has failed to do what is right. As a matter of law, a person has a duty to do what is right. The basic responsibility of the coach is a duty to do what a reasonable person under like circumstances would have done. A person's negligence begins when the person fails to exercise ordinary or reasonable care.

Torts in Sports

1. Duty to Supervise Athletics:

A. You must supervise.
B. Emphasize safety.
C. Be aware of the risks involved in activity.
D. Take proper and reasonable supervisory action.

2. Duty to instruct athletes:

A. You must warn participants of any dangers in the activity.
B. Instruct as to the proper techniques of the activity.
C. Detailed records of instruction and training should be maintained.

3. Duty to manage, select, supervise and train instructors and coaches:

A. District must select, supervise and train coaches with reasonable care.
B. Properly develop and supervise the curriculum of the sports program.
C. District should design a risk management program to prevent injuries and liability.

4. Duty to protect in selection of equipment and sports facilities:

A. Must adequately instruct regarding the use of safety equipment and warn of the limitations of the equipment to protect from injury.
B. Provide safety equipment where it is available.
C. Must inspect and maintain equipment.
D. Provide a safe facility for the purpose of the event.
E. Spectators also must be provided a safe atmosphere.
F. You must supervise the use of the facility.

5. Duty to help and assist injured students:

A. You must provide a reasonable effort to obtain prompt and capable medical assistance.
B. Provide reasonable care until medical help is available.

C. Coaches must possess, at a minimum, a valid first aid card or other techniques designed to render assistance.
D. Procedure for emergency medical care should be designed and available in writing to all personnel.
E. The emergency first aid plans must include all the information that will allow for the necessary medical help.

Accident Procedures for Coaches

1. We are responsible for providing as safe a program as possible.
2. All precautions should be given to your athletes for maintaining safe equipment, proper injury free techniques, and procedure for identifying and caring for each athletic related injury.
3. Emergency information must be available to you at all times for each participant.
4. When an emergency does occur, provide approved first aid care.
5. After identifying problem, provide as much care as you can to injury while keeping others as safe as possible.
6. If the problem is beyond your treatment limitation, get medical assistance.
7. Game supervisors and coaches will have an after-school incident response plan- review it periodically. Also, please know the following:
   -Your best access cell phone or phone.
   -Have an emergency number available. Call parent/caregiver especially if participant must be taken off grounds for care.
   -If parent/caregiver cannot be reached make arrangements for emergency transportation for the injured athlete.
   -An adult coaching staff member or school representative should travel to the treatment center if parent cannot be reached.
   -Continue to attempt to reach parent or legal guardian. If the player is going to be released after checkup and parent is still not reached you should take the athlete home, to a neighbors or to a nearby relative.
   -Once the injury is cared for and you have left the athlete with a responsible adult - ideally a family member- you have done what you would have liked others to do if the situation involved your own child.
   -*Fill out accident report, file with Athletic Director*.
   -Advise athlete and parents of insurance responsibilities.
   -If a head injury has occurred, please pass on concussion precaution information provided by the athletic department.

8. Major First Aid Responsibilities
   -The head coach of each sport is responsible for keeping an up-to-date record of each participant's phone number, address, family physician and other such information that may be of assistance in notifying parents of an injury. Updates are provided by the athletic secretary. *Record all injuries that occur during practice or games whether medical attention was required or not.* This record is to be kept by the head coach.
   -Participants that have required serious medical treatment should not be permitted to resume practice until release to play has been granted by the attending physician. Release forms must be approved by the athletic office.
   -Possible internal injuries, head injuries and fractured bones should be immediately referred to a physician. Do not attempt to diagnose the extent or type of these injuries.
   -Unconscious players or seriously dazed players should be treated for shock and possible head injury. Call for medical assistance and inform the parents. A player who has been dazed should be taken to a

physician immediately and the parents notified. A coach or faculty member should accompany an injured player to the doctor or to his home.

-A player who has been knocked unconscious or dazed should never be allowed to resume practice or return to a game until permission to do so has been granted by a physician in writing AND permission is granted by the Athletic Department.

Athletic Practice Policy for Vacation Periods (non-school days)

SATURDAYS

Coaches can practice on Saturdays; there is no district transportation and athletes who have no transportation cannot be penalized for not coming.

SUNDAYS

Sundays can be used on a voluntary basis at the high school. No mandatory practices can be held.

SCHOOL VACATIONS

It is necessary to hold practices on many school vacation days. Consideration must be given for family requirements and transportation problems. Scheduling should be done in advance so that all participants can plan accordingly.

School Closure & Athletic Turnout Information

When school closure is necessary the following district procedure will be followed:

1. If the weather should cause the closure of schools all activities are canceled. This means that coaches cannot hold practice or count the day as one of the required practice days. If the weather should clear and road conditions are acceptable the Principal and the Athletic Director may reschedule practices. If students are dismissed early due to school closure, there will be no activities that day.

2. During a scheduled school holiday when weather conditions are questionable the Principal and Athletic Director will assess the conditions and make a decision on practice schedules. You will be contacted if practice is canceled. All coaches must communicate with their athletes that any practice during bad weather is not mandatory.

Responsibility & Procedures for Publicity

1. **Responsibility for publicity:**
   The responsibility for publicity rests on the coach. The coach is encouraged to see that the team is recognized for players' efforts. Athletes enjoy receiving publicity and when used effectively it is a tremendous means of motivation. Publicity reports should include information pertaining to pre-season, post-game and post-season.

2. **Procedures for publicity:**
   The coach should report directly to the news media with a copy to the athletic department.
   The high school coach should have:
   - Scores phoned to the area papers directly after the contests.
   - Information to Athletic Director.
   - Updates on games, pictures of the team in action, and highlights sent to the District Office via kmacarro@sw.wednet.edu for sharing district wide, in an effort to boost school spirit.

Out - Of - Season/Open Gym

The intent of the W.I.A.A. and South Whidbey High School is to provide athletic opportunities to their students without limiting or distracting participation in a variety of sports.

Providing opportunities for recreational activity should be encouraged. Opening our gyms, weight rooms and athletic fields is encouraged. We also work to provide athletic skill development. If we concentrate on providing these opportunities in a come one come all situation where a number of activities are included, we would be doing our student athletes a real service. Structured athletic clinics or camps during the summer months would also be within the guidelines providing they are open to all district students.

Athletic participation outside the regular W.I.A.A. defined seasons should follow these guidelines:

1. Follow W.I.A.A. intent:
   - Variety of activities
   - Available to all interested district students
   - If necessary to charge, keep it minimal
   - All payments should be made by the individual student or their family
   - Coaches cannot coach their own teams until after the last scheduled Spring W.I.A.A. State Tournament
   - School uniforms should not be used
2. No team play for sports not in season until after last state tournament has ended in the Spring.
3. Be part of our district's recreation program.
4. School equipment cannot be used for out-of-season play unless activity is sanctioned by school district. At no time will school uniforms be used for out of season use.
5. Open gym opportunities are encouraged as long as:
   - District approved and coordinated through district athletic director/facility manager
   - Provide a number of activities
   - No coaching is permitted
   - Supervised by approved personnel at all times
   - Open to all students who attend the particular school area
6. Summers - We desire athletic opportunities for district students providing they:
   - ***Are not pressured in any way to play only one sport***
   - There is a cooperative and understanding atmosphere between building and district coaches
   - Do not tie up the entire summer for district student athletes
   - Do not require undue financial requirements
   - Clinics or instructional camps are permitted provided: -they are held after the last scheduled spring W.I.A.A. State Tournament (but must finish by August 1st), -are open to all district students, -if funds are collected all money must be deposited in a district-approved accounting system, -fill out building use forms and -all camp programs must be coordinated with the athletic director to alleviate undue overlapping.

We want to encourage our athletes to participate in more than one sport if they so desire.

SWHS/MS Head Coach's Pre-Season Checklist

Name _____ Sport _____

- ❑ Be sure you and your assistants have a valid first aid card. **(Head coaches are responsible to have on file with Athletic Director, copies of valid first aid/CPR cards for their entire staff.)**
- ❑ Volunteers have been cleared in accordance with district policy.
- ❑ All coaches, paid or volunteer, have completed the mandatory Vector/Safe-Schools online training. Check with HR.
- ❑ Shared list/contact information of volunteer coaches with AD.
- ❑ Review training rules with entire team and warn players and parents of the potential risk of injury inherent to your sport.
- ❑ Attend available W.I.A.A. sponsored rules clinics.
- ❑ Completed required WIAA training.
- ❑ Notify the Athletic Director of any unsafe playing conditions.
- ❑ Familiarize yourself with procedures for filling out student accident reports.
- ❑ Familiarize yourself with emergency procedures.
- ❑ Review with your team and turn in updated lettering criteria to the Athletic Director.
- ❑ Notify volunteer coaches on your staff to complete all forms for volunteer coaches.
- ❑ Make certain that all of your athletes are cleared by the Athletic Director and/or Athletic Secretary prior to their first practice.
- ❑ Approve team rules with Athletic Director other than those covered in the athletic code that could lead to a suspension of team members. These rules should be given to each athlete and their parents.
- ❑ I have received a copy of the *South Whidbey Coaches Handbook* and have read and understand the contents.
- ❑ I have reviewed league, state and South Whidbey School District rules of athletic procedures and will follow these rules to the best of my abilities.

Your signature below indicates that all of the above items have been satisfactorily completed.

_____ _____

Signature of Head Coach Date

Please return this form to the Athletic Director prior to your first contest.