USD #505
Chetopa – St. Paul

Coach/Sponsor and Activity Director Handbook

Board Approved:
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USD #505 CHETOPA – ST. PAUL

COACH/SPONSOR & ACTIVITY DIRECTOR HANDBOOK

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STATEMENT OF PHILOSOPHY

A comprehensive and balanced activities program is an essential complement to the basic program of instruction. The activities program should provide opportunities for youth to further develop interests and talent in sports, speech, forensics, journalism, music, FFA, FCCLA, FBLA, student government, and academic-related areas. Participation in these activities should provide many students with a lifetime basis for personal values, for work, and leisure activities.

The activities program should be available to all eligible students who demonstrate an interest in participating, regardless of their individual abilities. Accordingly, appropriate skill levels should be established within activities, when feasible, so that students may participate as fully as possible regardless of their ability levels.

Every effort should be made to support the activities program with the best facilities, equipment, and with the most qualified staff available. In so far as possible, the logical progression of knowledge and skills gained in classes should be applied and developed further through participating in the activities program. Coaches, advisors, and sponsors should also teach the specific skills necessary for improvement in activities and provide guidance in the development of self-realization, good sportsmanship, cooperation, leadership, ethical behavior, artistic sensitivity and an appreciation for the importance of practice.

The ultimate goals of the activities program should be:

1. …to realize the value of participation without diminishing the importance of winning or excelling, and
2. …to develop and improve positive citizenship traits among the program's participants.

OBJECTIVES OF PARTICIPATION

I. Statement of Objectives

A. To provide a positive image of school athletics at USD #505 Schools.

B. To strive always for playing excellence that will produce winning teams within the bounds of good sportsmanship and mental health of the student participant.

C. To encourage growth and development that will raise the number of individual participants in various programs and that will give impetus to increasing attendance at each event.

D. To provide opportunities that will allow the students to learn to cope with problems and to handle situations similar to those encountered under conditions prevailing in the contemporary world. The participation in athletics should provide adequate and natural opportunities for:

1. Physical, mental, and emotional growth and development.
2. Acquisition and development of special skills in activities of each student's choice.
3. Team play with the development of such commitments as loyalty, cooperation, fair play, and other desirable social traits.
4. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
5. A focus of interests on activity programs for the student body, faculty, and community that will generate a feeling of unity.
6. Achievement of initial goals as set by the school in general and the student as an individual.
7. Provisions for worthy use of leisure time in later life, either as a participant or spectator.
8. Individuals to expand possibilities for future vocational pursuits.

E. To provide a superior program of student activities that includes appropriate activities for every boy and girl.

F. To provide opportunity for a student to experience success within their range of ability in an activity he or she selects.

G. To provide sufficient activities to have an outlet for a wide variety of student interests and abilities.

H. To provide those student activities which offer the greatest benefits for the greatest number of students.

I. To create a desire to succeed and excel.

J. To develop high ideals of teamwork in all human relationships.

K. To practice self-discipline and emotional maturity in learning to make decisions under pressure.

L. To be socially competent and operate within a set of rules, thus gaining a respect for the rights of others.

M. To develop an understanding of the value of activities in a balanced educational process.

ADMINISTRATIVE ORGANIZATION

I. Chain of Command

A. Board of Education:
The Board of Education, responsible to the people, is the ruling agency of USD #505. It is responsible for interpreting the needs of the community and requirements to the professional organization. Additional responsibilities include: 1) developing policies in accordance with state statutes and mandates in accordance with the educational needs and wishes of the people; 2) approving means by which professional staff may make these policies effective; and 3) evaluating the interscholastic program in terms of its value to the community.

B. Superintendent of Schools:
The Superintendent is responsible for administering the schools according to adopted policies of the Board of Education, rules and regulations of the Kansas State Department of Education, and in accordance with state school laws. It is his/her duty to establish a definite school athletic/activities policy and to have an understanding of that policy. The Superintendent shall represent the school district as its chief executive officer and its foremost professional educator in its dealings with other school systems, social institutions, and businesses.

C. High School Principal:
The Principal is the official representative of the school and is directly responsible for the general attitude of the student body and the conduct of the athletic/activity affairs by the Athletic/Activities Director and the coach/sponsor. By delegation and by established precedent, the school Principal is the official school representative in matters dealing with the Kansas State High School Activities Association and conference affiliations. The Principal is solely responsible for any official action taken by his/her school.

D. Athletic/Activities Director:
The Athletic/Activities Director is directly responsible to the Principal. The primary responsibility of the Athletic/Activities Director is the administration and supervision of the interscholastic athletic/activity program within his/her assigned school. The Athletic/Activities Director's duties will be those described in his/her job description and any others as designated. He/she will provide the leadership necessary for the day-to-day operation of the extra/co-curricular activities.

E. Head Coaches/Sponsors:
Head coaches/sponsors shall be responsible to the Principal for the total operation of their respective programs. Head coaches/sponsors shall act as official representatives of the school as they carry out their interscholastic responsibilities. Head coaches/sponsors will be responsible for the normal duties required of interscholastic competition, those duties described in the coaches/sponsors' job description, and duties delegated by the Athletic/Activities Director and/or Principal.

II. Definition of the Administrative Chain

A. Superintendent of Schools

1. Is ultimately responsible for all phases of the school program
2. Delegates his/her power of administration of the interscholastic athletic program to the high school principal

B. Building Principal

1. Is responsible for all activities affecting students in his/her building
2. Is closely involved with the operation of the athletic program
3. Coordinates the program with other school activities
4. Evaluates the program and the staff

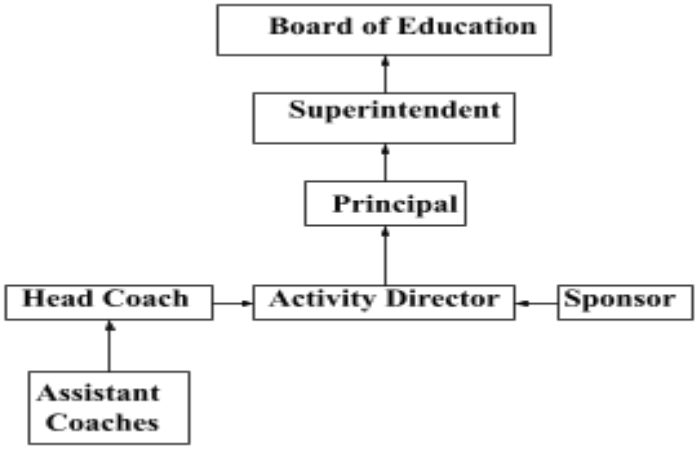
C. Athletic/Activities director

1. Directs the operation of the program:
    a. Is responsible for all league schedules
    b. Is responsible for procuring transportation either personally or through the transportation director
    c. Is responsible for obtaining officials for games
    d. Is responsible for all schedule changes
    e. Is responsible for the supervision of events
2. Participates in requisitioning equipment, supplies, and uniforms for the athletic program
3. Reports to the Principal
4. Evaluates the program and the staff

D. Coaches/Sponsors

1. Represent the school in interscholastic activities
2. Conduct their work within the framework of the goals of the school system, the policies and procedures of the district, the Three Rivers League, and the KSHSAA
3. Enforce eligibility rules and check student eligibility
4. Determine team selections fairly
5. Consider athletics/activities as part of the total educational program, encouraging participants to work to their maximum ability in academics as well as in athletics/activities. 6. Exhibit proper and exemplary behavior at all times
7. Implement the Code of Conduct for student participants
8. Are entirely responsible for the guidance of students in their charge
9. Are responsible for a written sign out procedure of students when in their care

ATHLETIC/ACTIVITIES ORGANIZATIONAL FLOW CHART



AFFILIATIONS & GOVERNANCE

I. State Athletic Association

A. USD 505 schools are members in good standing of the Kansas State High School Activities Association which serves as the authorized representative of the Department of Education in the supervision and control of the interscholastic activities of all schools in the state. The purpose of this organization is to promote, develop, direct, protect and regulate amateur interscholastic activities relationships between member schools and to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools, and communities throughout the state.

B. As a member of the KSHSAA, USD 505 schools agree to abide by all of the state by-laws, rules, and regulations with special emphasis placed on those governing eligibility, age limitation, enrollment and attendance, scholarship, residence, transfers, recruiting, amateurism, and the conduct, character, and discipline of participants.

C. The official publication of the KSHSAA shall be the document, which shall serve as the instrument for periodic communication between the state association and its member schools.

II. Conference League

A. USD #505 high schools are members of the Three Rivers League. Chetopa and St. Paul High Schools were admitted into the league beginning with the school year 2007. The Chetopa and St. Paul junior high schools are members of the Mineral Belt League.

The value of league membership is derived from arranging of schedules, equalizing competition, conducting league meets, and generally up-grading the activities program by adhering to conference standards and goals. Membership implies abiding by league schedules, by-laws, rules, and regulations.

Three Rivers League
HIGH SCHOOL
1. Chetopa
2. St. Paul
3. Altoona-Midway (Buffalo)

Mineral Belt League
JUNIOR HIGH SCHOOL
1. Chetopa
2. St. Paul
3. Altoona-Midway (Buffalo)

4. Colony-Crest	4. Altamont
5. Marmaton Valley (Moran)	5. Bartlett
6. Oswego	6. Edna
7. Pleasanton	7. Elk Valley
8. Uniontown	8. Meadow View
9. Mound City-Jayhawk Linn	9. Mound Valley
10. Arma-Northeast	10. Oswego
11. Southeast	11. St. Patrick's (Parsons)
12. Yates Center	12. Thayer

B. The or his/her designated representative shall represent his/her respective school at all league meetings where official business is conducted. The Athletic/Activities Director will serve as the school representative in the day-to-day operations of the league. Head coaches/sponsors will be expected to attend all league meetings that pertain to their program.

NON-DISCRIMINATION POLICY

It is the policy of this district to provide, through a positive and effective affirmative action program, equal opportunities for employment, retention, and advancement of all people regardless of race, color, creed, national origin, or political affiliation.

The purpose of this policy is to accomplish the following:

1. To provide all students with an opportunity to relate to and learn with members of various racial and ethnic backgrounds and to increase knowledge and enhance intercultural understanding.

2. To provide equal opportunities to all students for participation in all of the educational programs under the direction of the school system, including extra-curricular activities.

3. To insure equal opportunities for the employment, promotion, and transfer of all persons.

The Board of Education encourages all personnel in the school district to assist in the accomplishment of this goal through their personal commitment to the concept of equal opportunity for all people regardless of race, color, creed, national origin, political affiliation, or gender. Therefore, this Board establishes a program of affirmative action in order to ensure that all personnel policies relevant to recruitment, employment, and promotions of employees of the school district will provide equal opportunities for all persons in order to achieve these goals.

ATHLETIC/ACTIVITIES DIRECTOR JOB DESCRIPTION

TITLE: Athletic/Activities Director

QUALIFICATIONS:

1. Valid Kansas teacher certification.
2. Previous experience as a coach is desirable.
3. Knowledge of the overall operation of an athletic program.

REPORTS TO: Principal

JOB GOAL: To provide coordination among the various sports to facilitate organized programs.

DUTIES AND RESPONSIBILITIES:

1. Responsible for the superintendent of schools and works under the direction of the high school principal.
2. Responsible for administering all interscholastic policies and procedures working within the confines of the rules and by-laws of the Kansas State High School Activities Association.
3. Responsible for the development of all interscholastic game schedules confirmed by a copy of the contract form in his/her files and approve the publication of all schedules.
4. Responsible for contracting all game officials including those assigned by the Conference.
5. Makes arrangements for all interscholastic events such as transportation, lodging, and meals, when required.
6. Seeks equipment quotations from authorized vendors, evaluates such quotes, and submits the best bid for consideration by the superintendent.
7. Attends all home and away athletic contests and/or arranges for proper supervision of home and away athletic contests by administrative personnel.
8. Acts as tournament manager for all league and tournament play or state activities that are assigned to the school district.
9. Sends reminders of coming events to schools and officials.
10. Responsible, along with the principal after consulting the head coach, for the cancellation or postponement of contracted contests because of non-playing conditions.
11. Maintains a permanent file of players, medical examinations, insurance forms, records, parent consent forms, payments, and other documentation pertaining to student participants and activities.
12. Maintains permanent records for each sport, such as wins and losses, outstanding records, letter winners, etc.
13. Responsible for determining scholastic eligibility of all candidates for teams on a semester basis and for certifying their eligibility on the proper state forms.
14. Works with the principal and cheer coach in scheduling all athletic assemblies and pep rallies.
15. Responsible for **all aspects** of organizing and operating home interscholastic contests.
16. Provides for the cleaning, repairing and storing of all athletic equipment and maintaining a perpetual inventory of all equipment.
17. Arranges for medical service at all home varsity football games and larger athletic events.
18. Supervises the physical equipment and schedules facilities for all interscholastic athletic contests.
19. Plans, organizes, and supervises all athletic awards programs with the approval of the Principal.
20. Hires or makes necessary arrangements to provide security and other services required by the athletic operation.
21. Maintains an active program that promotes sportsmanship and welcomes the competing teams and guests.
22. Performs such other duties as the principal and/or superintendent of schools may direct.

23. Administer and monitor any social media that represents the school and/or district athletics. Coaches will have access to athletic media but not be solely responsible for posting information.

HEAD COACH/SPONSOR JOB DESCRIPTION

DIRECT SUPERVISOR: Building Athletic Director

BASIC JOB DESCRIPTION: To properly prepare students to compete in interscholastic events and to help develop the student's best character.

QUALIFICATION:

1. Valid Kansas teacher certification or completion of Rule-10 requirements
2. Previous coaching experience in assigned program is desirable
3. Has knowledge and background in the assigned program

DUTIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

1. Oversees and coordinates the total program working with the Athletic Director.
2. Oversees all duties listed herein and other such duties as assigned by the Principal.
3. Effectively and efficiently utilizes the assistant coach(es)/sponsor(s) on the staff.
4. Calls meetings with his/her staff periodically and consistently throughout the sports season. The head coach/sponsor prepares the assistant coach to act as head coach/sponsor in the head coach/sponsor's absence.
5. Selects and determines who shall be participants, managers, and student assistants. 6. Ensures that each participant turns in a KSHSAA physical examination form before being allowed to participate. Each student must have an updated physical AFTER May 1st, in order to participate in any summer activities. These include but are not limited to: camps, practices, summer leagues, or weights/conditioning.
7. Ensures that each participant returns a district-wide athletic contract by the second day of participation.
8. Maintains a coach's notebook, which includes, at a minimum, emergency information, physical forms, medical releases, emergency procedures, and transportation log.

RESPONSIBILITIES

1. The head coach/sponsor is responsible for the safe planning of all activities and for informing students when any activity may be dangerous or involve an element of risk. Coaches will have a sign out sheet for away games to ensure student safety for dismissal. Electronic apps may not be used.
2. The head coach/sponsor is responsible for the care and use of the physical plant and facilities during use.
3. Provides documentation to the Athletic/Activities Director to fulfill state requirements concerning physical examinations, parental consent, and eligibility.
4. The head coach/sponsor ensures that the prescribed code of conduct, as stated in the student handbook and "Coaches/Sponsors' Guidelines", is adhered to at all times: at practice, at home events, while traveling, and at away events.
5. Supervising membership and small groups in activities outside the school day and school term in camps, workshops, seminars, etc., as approved by the Principal.
6. Developing practice schedules and scrimmages.
7. Attending KSHSAA Rules Meeting and adhering to KSHSAA rules and regulations.
8. Preparing and submitting to the district office requisitions for the team's needs.
9. Reporting in writing all injuries to the Principal and school nurse, following school procedures, cooperating with medical personnel, and immediate parent follow-up.

10.Cleaning, checking of inventory, storing, securing, and repairing all equipment.
11. Presenting a season and individual summary including contest results, award winners, records for the sports, conference standings, and other pertinent data to the Principal.
12 .Attending all team activities and encouraging support of other school activities and organizations.
13. Reporting scores and statistics to the local media (newspaper, TV, radio) the same day as the competition.
14. Following, implementing all regulations found in the "Coaches/Sponsors' Guidelines."
15. Abiding by the USD 505 Board policies and rules and all building rules and regulations.

ASSISTANT COACH/SPONSOR JOB DESCRIPTION

TITLE: Assistant Coach/Sponsor

QUALIFICATIONS:
1. Valid Kansas teacher certification or completion of Rule-10 requirements
2. Previous coaching experience in assigned sport is desirable
3. Has knowledge and background in the assigned sport

REPORTS TO: The Head Coach/Sponsor, in conjunction with the Principal

SUPERVISES: Participants with a team assigned to him/her and assumes supervising control over all participants in the program when such control is needed.

JOB GOAL: To carry out the aims and objectives of the program as outlined by the Head Coach/Sponsor. To instruct participants in individual and team fundamentals, strategy, and physical training necessary for them to realize a degree of individual and team success.

DUTIES AND RESPONSIBILITIES:
1. Has a thorough knowledge of athletic policy approved by the Board of Education and is responsible for its implementation.
2. Has knowledge of the existing state and league regulations; implements the same consistently.
3. Understands the proper chain of command and refers all student and parent requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.
4. Maintains discipline and works to increase morale and cooperation within the school sports program.

ADMINISTRATIVE DUTIES:
1. Assists the head coach/sponsor in scheduling, providing transportation to tournaments and special sports events.
2. Assists in the necessary preparation to hold scheduled events or practice and adheres to scheduled facility times.
3. Provides proper safeguards for maintenance and protection of assigned equipment.

STUDENT RESPONSIBILITIES:
1. Aids the head coach/sponsor in the implementation and enforcement of training rules and team regulations.
2. By his presence at all practices, games, and while traveling, provides assistance and guidance to and safeguards for each participant.
3. Directs student managers and statisticians on respective teams. 4. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary.

Contacts parents when a student is dropped or becomes ineligible.

EQUIPMENT AND FACILITIES:

1. Is accountable to the head coach/sponsor for all equipment he/she is placed in charge
2. Arranges for issuing and storing of such equipment and submits to the head coach/sponsor an annual inventory and current records concerning it.
3. Monitors equipment rooms and coaches/sponsors' offices and authorizes who may enter.
4. Permits participants only in authorized areas of the building at the appropriate times.
5. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility. Responsible for the cleanliness and maintenance of specific sport equipment.
6. Secure all doors, lights, windows and locks before leaving the building if custodians are not on duty.
7. Instills in each player a respect for equipment and school property, its care and proper use.

PROGRAM RESPONSIBILITIES:

1. Assists the head coach/sponsor in carrying out his responsibilities.
2. Instructs team members as to changes in the rules and teaches fundamentals of the program as outlined by the head coach/sponsor.
3. Maintains a record of team statistics and requirements for lettering. 4. Works within the basic framework and philosophy of the head coach/sponsor of that program.
5. Arrives early enough before practice, contests, and meetings to adequately prepare and remains long enough afterward to help players and assist the head coach/sponsor.
6. Never criticizes, admonishes or argues with the head coach/sponsor or any staff member within ears or eyes of participants or parents.
7. Performs such other duties that are consistent with the nature of the position and that may be requested by the head coach/s

1. All coaching/sponsoring assignments shall be for one school year. A supplemental contract shall be executed according to the adopted salary schedule.

2. Each head coach/sponsor shall schedule a conference with his/her Athletic/Activities Director no later than one month after the initial contest of the season to evaluate the program.

3. The Athletic/Activities Director shall evaluate the coaches/sponsors.

4. If the performance is evaluated less than satisfactory, the principal has the responsibility of recommending to the superintendent a non-renewal of a contract for the next year.

5. Subject to requirements of law, the Board of Education has final authority for employing or discontinuing employment of coaching personnel.

RULE-10 COACH GUIDELINES

Coaching positions that are filled with a person that is not a certified faculty member of the school district present some unique challenges in the administration of the athletic program. Therefore, the Rule-10 Coach needs to place special emphasis in becoming more familiar with the philosophies, goals and objectives of the department of athletics by:

Meeting the coaching qualifications required of all coaches

1. Meeting with the Principal and/or Athletic Director prior to the start of the season for training of policy, regulations, and guidelines.
2. Communicating directly with the Principal frequently or as determined on a pre-arranged basis.
3. Attending all program staff meetings.
4. Following all procedures found in the respective coach's job description and “Coaches’ Guidelines.”
5. Setting aside time before or after practices to meet individually with team members.
6. Conferring with the athletic director or principal during the last week of the season to discuss the awards banquet, end of season reports, and the collection and storage of equipment.
7. Being loyal to the school, its traditions, and being supportive of other programs by attending as many athletic contests as possible.

COACHES/SPONSORS’ GUIDELINES

1. District Wide Athletic Contract

The board has adopted a district wide supplemental contract, which outlines the guidelines for acceptable and unacceptable student participant behavior. Each coach/sponsor has the right to add his or her own guidelines, but no guideline may be eliminated from the District Contract. The District Contract must be signed by both the participant and a parent and returned to the coach/sponsor by the end of this first week of practice.

2. Practice

Submit a copy of practice schedules (dates and times) that deter from a normal after school practice to the AD, Principal, and Superintendent. Include the first week's two-a-days, all early morning practices, and Saturday practices. There will be no practice on Sundays (with the exception of preparing for State-level competition).

No practice will be longer than three and one-half hours (that includes cleaning up and leaving the building). The coach/sponsor is the last to leave after practice: be sure lights are off, doors are closed and locked, equipment and supplies are stored appropriately.

When school is dismissed early for bad weather, after school practice will also be canceled. When school is called off prior to beginning in the morning because of bad weather, practice may not be held until after 1:00 PM and then only if the Head Coach/Sponsor has permission from the HS principal.

3. Handbook (Local and State) Items

Be sure to follow guidelines in athletic/activity rules books, KSHSAA manuals, and the student handbook. KSHSAA regulations state that there is to be NO practicing with mixed building level squads. Be sure you know the rules of on- and off- season coaching. If you aren't sure, ask! Read your monthly KSHSAA Journal carefully.

4. Lettering Criteria

Coaches/Sponsors are responsible for establishing criteria for lettering. Criteria must be approved by the principal and/or principal's designee before the parent meeting and first practice. Once approved, the coach must share criteria for lettering with participants and parents prior to the start of the season's competition.

5. Supplies

Do not waste materials or supplies. Have managers or assistants responsible for these things. Do not overstock your kits. Carry your kits with you even at practices. Practice the proper blood clean-up procedures at practice and at meets; take no chances with your or your participants' health. If you anticipate needing something or running out of something, let the AD know ASAP so those supplies can be ordered and received. You are NOT to order anything on your own or without an approved requisition.

6. Uniforms

You are to check out and in all uniforms and equipment. Be sure that you run an inventory of who checked out what so that you can be sure it has been returned. Make it clear that participants are NOT to get extra equipment, kit supplies, or other "stuff" from the storage areas without your knowledge or authorization.

Under no circumstances should uniforms be left in piles on locker room floors. You are responsible for the care and treatment of the school's uniforms.

7. Communication

Keep the AD, principal, and superintendent informed of situations with students and parents. The administrative staff needs to know what's going on and what you're dealing with so they can support you and your program.

continued…

8. Acceptable Behavior

✓ There will be **no** use of vulgar or profane language from coaches or participants during practice or during events.
✓ Our participants will show good sportsmanship at all times. There will be no show of out-of-hand anger by a participant which embarrasses the team, the coach, the patrons, or the district. Examples would be kicking the bench, throwing a helmet, using profanities, or other out-of-control displays. The player will be benched or removed for the remainder of the game and may receive further disciplinary action. The same is true for the coach: no tantrums, argumentative behavior, or display of out-of-control anger. *The coach will not argue with the official.*
✓ If a player receives a technical foul or unsportsmanlike conduct call from the official, that player is to be benched for the remainder of the game and may receive further disciplinary action.
✓ If a coach receives a technical foul or a reprimand from the official, he/she may receive further disciplinary action from the administration.
✓ Participants will support each others' teams. They will sit together and cheer for other school teams.
✓ There will be no displays of unsportsmanlike conduct against opposing teams. There will be no cheers or actions of a derogatory nature against our competitors. We will treat our visitors with respect and we will be respectful when we are the visitors.
✓ Student participants should address the coaches with titles, for example: Coach Sanders; Sir; Ma'am; Mrs. Terrell; Mr. Tuck; Coach; etc. Do NOT allow your participants to address you by your last name only.
✓ The coach is to have a professional relationship with his or her participants. The coach is a mentor and counselor and teacher to the student. The coach is not a pal or a buddy to the student. Recognize the boundaries of the relationship between coach and participant and do not cross that line.

9. Appropriate Dress

On meet day, team representatives and coaches/sponsors should dress appropriately. Coaches represent the school and may not wear dirty clothes, rumpled clothes, or other embarrassing apparel. No blue jeans or blue jean shorts may be worn by a coach. Shorts may be worn, but should be in good taste. Athletic coaches and their assistants should make an effort to wear coordinating "uniforms."

10. Locker Rooms and Away Sites

The coach/sponsor is responsible for his/her participants' behavior and cleanliness in our own locker rooms as well as at meet sites. Enforce a strict standard of "pick up after yourselves" and "stow your gear where it belongs."

11. Travel Discipline / Event Discipline

The **coaches/coaches** are in charge of the discipline of their teams **while traveling and while at school events**. Your participants must know what is expected of them while traveling and while at visiting school sites:
✓ When traveling together as a mixed group, there is to be no girl/boy sitting together on the bus. One gender sits in front of the bus and the other gender sits toward the back with the coaches sitting between.
✓ The coaching staff sits between the groups of participants, not at the front of the bus.
✓ No standing or walking in the aisles while the bus is moving.
✓ Trash is to be picked up and disposed of upon return home.
✓ The coach/participant is the last person to leave after practice and upon return of an away event. You don't leave until every participant has left the premises. Be sure that the doors are closed and locked and that the lights are turned out. Do not leave a child alone at school or on school premises while he/she is waiting for a ride home.
✓ At track meets, only the TEAM or school personnel is allowed on the field or in the team's "area." **Students who are not out for track are not to be allowed to be with the team during a meet.**
✓ Absolutely NO public display of affection. There will be no warnings for this behavior. If a student or students cause the team embarrassment, they are off the team.

13. Dual-Sports

It is important to remember the purpose of this board adopted policy: to allow students to participate to their fullest potential in extra-curricular activities, whenever possible. It will take a great deal of flexibility on the

coaches' parts and will require a great deal of cooperation between coaches. These are possible when students are put first.

Dual participation in spring sports is allowed so long as the regulations of this article are followed.

1. In order to participate in two spring sports (i.e. baseball/track, softball/track), students must designate one of the sports as their primary sport and the other sport as their secondary sport. This designation may not be changed once the season begins or during the season.
2. When/If a scheduling conflict should occur, the student participant will be required to participate in the designated primary sport. If a conflict arises during post-season competition (regional, sub-state, state), the primary sport must take precedence.
3. Every effort will be made to provide district transportation to events. If, however, it is not possible to provide district transportation to both events due to conflicting scheduling dates even though it is possible to make both events because of different times, parents (only parents) may provide transportation. The district, however, will not reimburse the parents for mileage.
4. It shall be the responsibility of the student participant to work out a schedule upon which both participating coaches agree. A coach must show due diligence in working with the student participant and with the other coach.
5. It is understood that baseball and softball are designated as "team" sports whereas track is designated as an "individual" sport. With that in mind, the student participant is encouraged to create a schedule that allows for workout with the track coach (a) before school, (b) after baseball/softball practice, or (c) on their own within certain limitations.

SEE ALSO: Page 20, Article F: To Other Coaches in Your School

14. Encourage Academic Behavior

Encourage your participants to do their best in class as well as in competition. Support your participants' teachers when it comes to holding a student in from practice for extra homework help or for disciplinary reasons.

15. Travel

Participants are expected to travel to and from competitions with the team in district provided transportation unless other arrangements are made with the coach/sponsor.

Regional Competitions

1. Travel: Unless travel time is more than 2.5 hours one way or would require a departure time prior to 5:00 AM, participants will travel the day of the competition. The activities director, principal, or superintendent has the discretion to require longer travel time depending on the start time of the competition. Participants will travel in district vehicles at district expense.
2. Meals: A meal stipend will be provided for each participant as designated below. Breakfast will not be provided if departure time is after 6:00 AM. Dinner will not be provided if students are scheduled to return before 7:00 PM. Meals will only be provided for students traveling in school transportation; if students travel with parents, meals will not be provided.
    - Breakfast $5
    - Lunch $7
    - Dinner $8
    - Meal stipend may carry over and be used at an individual's discretion.

3. Eligibility and Elimination: Only students who qualify for the competition will be eligible to travel with the team at district expense. Students will return to the district immediately upon elimination from the competition.

State Competitions

1. Travel: Unless travel time is more than 2.5 hours one way or would require a departure time prior to 5:00 AM, participants will travel the day of the competition. The activities director, principal, or superintendent has the discretion to require longer travel time depending on the start time of the competition. Participants will travel in district vehicles at district expense.
2. Meals: A meal stipend will be provided for each participant as designated below. Breakfast will not be provided if departure time is after 6:00 AM; breakfast stipend will not be provided if breakfast is provided at the hotel. Dinner will not be provided if students are scheduled to arrive home before 7:00 PM. Meals will only be provided for students traveling in school transportation; if students travel with parents, meals will not be provided.
    - Breakfast $5
    - Lunch $7
    - Dinner $8
    - Meal stipend may carry over and be used at an individual's discretion.

3. Lodging: If lodging is necessary, accommodations will be made by the building principal or activities director under the direction of the superintendent.
4. Eligibility and Elimination: Only students who qualify for the competition will be eligible to travel with the team at district expense. Students will return to the district immediately upon elimination from the competition.

National Competitions

1. Registration: District will pay registration for qualified students and one teacher/sponsor.
2. Travel: Unless travel time is more than 2.5 hours one way or would require a departure time prior to 5:00 AM, participants will travel the day of the competition. The activities director, principal, or superintendent has the discretion to require longer travel time depending on the start time of the competition. District will provide funds for transportation as outlined below.
3. District Vehicle: Sponsor may use district vehicle(s) and the district will provide fuel up to the cost of one round-trip airfare.
4. Air Transportation: District will provide round-trip airfare for one adult sponsor and ground transportation to and from the airport. Students will be responsible for airfare.
5. Meals: A meal stipend will be provided for each participant as designated below. Breakfast will not be provided if departure time is after 6:00 AM; breakfast stipend will not be provided if breakfast is provided at the hotel. Dinner will not be provided if students are scheduled to arrive home before 7:00 PM. Meals will only be provided for students traveling in school transportation; if students travel with parents, meals will not be provided.
    - Breakfast $5
    - Lunch $7
    - Dinner $8
    - Meal stipend may carry over and be used at an individual's discretion.
6. Lodging: If lodging is necessary, accommodations will be made by the building principal or activities director (or designee) under the direction of the superintendent. Accommodations will be made at the host hotel whenever possible. The district will pay lodging expenses for one adult sponsor. Students will be responsible for their own lodging expenses.
5. Eligibility and Elimination: Only students who qualify for the competition will be eligible to travel with the team at district expense. Students will return to the district immediately upon elimination from the competition.

16. Fundraising

Organizations and classes may raise funds for school and community service, major school events (class trips/field trips/sports camps), and special equipment (such as weight lifting equipment or sport specific training equipment and team shoes or other required equipment not provided by the district). Fundraisers for the school year must be submitted in writing for approval by and scheduled through the building principal, athletic director and superintendent. Submissions should be made by October 1st for all organizations to facilitate planning efforts and alleviate duplications. Organizations/classes may hold only one fundraiser per school year in which the community is solicited to purchase items except for class concession stands. Organizations may host additional events in which they provide an activity or service to the community at a cost. Organizations, classes, or individual students may not solicit the community for cash donations. Sponsors are encouraged to select fundraisers consisting of quality products where at least 40% profit is earned. Organizations hosting a tournament where an entry fee is charged are expected to pay for awards and hospitality through entry fees. Policy may be waived through Board approval only.

Fundraisers not associated with the school/district (team camps, etc) must specifically state that it is not a school fundraiser and must name the organization or individuals fundraising.

District funds not responsible for the cost of sports camps or personalized uniforms. Events such as these would come out of the organization’s fundraising.

COACHING/SPONSORING EXPECTATIONS AND RESPONSIBILITIES

I. Coaches/Sponsors' Professional and Personal Relationships and Expectations

A. Rapport

A coach/sponsor must be able to develop a good rapport with any number of individuals and groups: team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole, spectators, officials, fellow coaches in the conference, media representatives and the parents of his/her players. Good rapport and an image of competency are invaluable for the coach.

B. Cooperation

The district expects a maximum of cheerful give and take between all individuals associated in any degree with the comprehensive program. Coaches/Sponsors must work hand in hand with their athletic director, principal, and other members of their staff.

C. Leadership

Diligence, enthusiasm, honesty and a love for the game are all part of a professional pride that should be exhibited by any coach/sponsor. Personal appearance and dress should be exemplary. Dressing appropriately for practice, following practice schedules, and building positive attitudes are very important.

D. Discipline

Every facet of discipline is the coach/sponsor's responsibility. Individually, the coach/sponsor becomes a model of all that the program represents: observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season (at home and away), and the conduct of the crowd (especially where the student body is concerned). Desire to do well, to win well, and to lose well should be emphasized. Staff, players, and spectators should be motivated toward established goals.

E. Improvement

A coach/sponsor must constantly take advantage of opportunities presented for self improvement. Attendance at district meetings, rules clinics, special workshops, and clinics in specific fields and similar in-service training programs are geared toward greater achievement and fuller performance. Keeping abreast of current literature in professional journals, newspapers, and magazines, and utilizing enrichment material available in other media forms is also expected.

II. Coaching Techniques

1. Use sound and acceptable teaching practices.
2. Run well-organized and documented practice sessions
3. Complete pre-season planning well in advance of the starting date.
4. Adhere to a highly efficient and technically sound program of injury prevention. When injuries do occur, follow a prescribed routine and maintain good communications with patient, trainer, doctor, and parents.
5. Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning, and replacement. All purchasing should be accomplished through the requisition process.
6. Keep assistant coaches/sponsors, student managers, and statisticians well informed as to what is expected. Cooperate fully with maintenance staff, transportation people, and others similarly involved in the overall program.

III. Coaches/Sponsors' Responsibilities

A. To the participant

The main reason for having athletics and activities within the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent. Development of positive attitudes is an important means to accomplishing this aim. We must promote and teach only clean, aggressive, and fair play, while stressing good sportsmanship at all times. The coach/sponsor must be the leader and set the example. The coach/sponsor should strive to be fair and unprejudiced with players, considering their individual differences, needs, interests, temperaments, aptitudes and environments.

Players have a right to expect coaches/sponsors to have a genuine and up-to-date knowledge of that which they propose to teach.

The safety and welfare of players should always be uppermost in the coaches' minds. The coach/sponsor's primary responsibility is to the individual boy or girl. The participant's family must not be ignored; some consideration should be given to the family and to their requests. But they must be weighed against the good of the team and of the program.

Coaches are responsible to complete their KSHSAA test by the given deadline. Failure to take and complete the test by the deadline results in the following:
(1) the coach personally pays the fine levied by the KSHSAA
(2) MAY be grounds for the following:
- **(a) immediate dismissal without the balance of pay**
- **(b) non-renewal of the coaching position for the following year**

B. To the school district

As a coach/sponsor, you are a frequent topic of conversation at various community locations, the home, the work place, and at the meetings of many civic organizations. Your profession, as well as your reputation as a coach/sponsor, is constantly under scrutiny. Your actions and statements should always reflect confidence and respect for your USD 505 school. Much can be done by the coach/sponsor in public contacts to build and maintain a high level of confidence in the athletic program and the school district.

C. To the school

A coach/sponsor owes his/her school his/her efforts and loyalty at all times. He/she must constantly strive for excellence in all areas of his/her school.

To be effective, a coach/sponsor must be respected. To be respected, good personal habits and neat appearance are important; but most important are the examples set by the coach/sponsor. Being respected is much more important than being well liked. Treat the faculty, the players, and the general students with the same honor and respect that you desire to be shown to you. Private, firm, fair, and consistent discipline must be maintained.

The work of the coach/sponsor must be an integral part of the educational program of the school. The coach/sponsor should show mastery of the principles of education and consequent improvement in teaching and coaching. The coach/sponsor should give support to all endorsed activities of the school. At every opportunity, the coach/sponsor should urge the student body to be polite, courteous, and fair to the visiting team.

D. To fellow coaches/sponsors

The head coach must always be in command. Despite this position of authority, the wise head coach/sponsor will encourage independent thought on the part of his/her assistants. A wise head coach/sponsor will praise the assistants and award recognition whenever possible. Misunderstandings between coaches/sponsors should be discussed as soon as possible and in an appropriate location away from the participants and other people not

concerned with the program. The head coach/sponsor expects his assistant(s) to contribute a full measure of effort, thought, and energy to the program. The assistant coaches/sponsors must be willing and able to do things that they may not wish to do, or even like

Coaching Expectations and Responsibilities, continued…

to do. They must fulfill their responsibilities to the head coach/sponsor, the participants, and the program itself. **It is most difficult to be a good assistant coach/sponsor: however, the success of the school, the team, and the staff is dependent upon the quality and effort of the assistant coaches/sponsors.**

F. To other coaches/sponsors in your school

One must always bear in mind that his or her program is not the only program but only part of the total educational program of the school. Therefore, it is important to support, promote, and cooperate with all the other coaches/sponsors and activity sponsors for the well being of the total program.

A coach/sponsor should support and serve fellow coaches/sponsors whenever possible. All remarks should reflect confidence in one's fellow coaches/sponsors. A strong, harmonious, interpersonal relationship must exist among coaches/sponsors and other faculty members.

SEE ALSO: Page 15: Dual-Sports Cooperation

G. To faculty members

A coach/sponsor is responsible for cooperating with every faculty member on the staff. If the coach/sponsor cooperates with the teachers of academic subjects by allowing an participant to make up a test on practice time, he/she can be certain that cooperation and help will be returned twofold in efforts by other faculty members to keep the participants eligible and to get that extra helping hand when the going gets tough.

H. SEE ALSO: The district's "Coaches' Guidelines"

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COACH/SPONSOR'S AREA OF RESPONSIBILITY

I. Failure to Teach

(Coaches/Sponsors can be sued for failure to teach fundamentals in their particular program and protective skills.)

A. Teach the participant to protect himself/herself.

B. Teach proper fundamentals.

C. If you praise or encourage a participant for doing something improperly or against the rules, it will come back to haunt you.

D. Negligent entrustment (do not entrust your team, students, or activity to someone who is not qualified).

1. Assistant coaches/sponsors are directly supervised by the head coach/sponsor.
2. Volunteer coaches/sponsors are not allowed under any circumstances.

II. Failure to Properly Supervise

A. If you are not there, you will be liable. **Never, never, never** leave participants unsupervised. You must be immediately accessible.

1. Accessible to all aspects of practice or activity.

B. Incorporate systematic supervision which includes:

1. Written practice schedule
2. Emergency policies
3. Locker rooms rules/regulations posted

III. School Policy, Regulations, Guidelines

A. Coaches/Sponsors must know school policy in every situation.

1. Be knowledgeable of the student and coaches/sponsors' handbook as well as district policy.
2. Do not deviate from district policy, regulations, or guidelines.

IV. Equipment Involved in an Injury

A. Once injury does take place:

1. Keep the equipment, label it. Get evidence of purchase and sequester it.
2. If on film, study the film and keep it.
3. Get witnesses immediately.

V. Reasons for Coach/Sponsor and Administrator Liability

1. Failure to supervise an activity.
2. Negligently entrusting a duty to an under-qualified or unqualified individual. 3. Failing to teach proper skills.
4. Failing to teach protective skills.
5. Failing to provide and maintain a safe coaching and playing environment. 6. Failing to inspect, repair, recondition equipment properly.
7. Failing to teach participants to inspect their own equipment.
8. Failing to provide proper effective equipment.
9. Failing to properly play an activity.
10. Failing to create and set policies and procedures for an activity.
11. Failing to follow and enforce such policies and procedures.
12. Failing to adopt safe standards of administrative organization.
13. Failing to match or equate participants.
14. Failing to properly administer first-aid.
15. Failure to warn of inherent dangers of the activity.
16. Failing to assess an injury or incapacity in a participant.
17. Failing to keep adequate and accurate records.

Coaches Area of Responsibility, continued…

VI. Duties of a coach

A. Provide safe environments.
B. Properly plan an activity.
C. Evaluate their participants or students for injury.
D. Match or equate participants.
E. Provide or maintain proper effective equipment.
F. Warn of inherent risks of a sport.
G. Supervise closely.
H. Know and use emergency procedures and first-aid.
I. Keep adequate records.
J. Know, document, post, and operate school policies.

END OF SEASON OBLIGATIONS

I. Policy

All coaches/sponsors within USD #505 must complete certain end of the season responsibilities in order to consider their assignment finalized. Failure to comply may affect future assignments and, in some cases, termination.

II. Annual Program Report

In an attempt to keep the Board of Education informed about the accomplishments and problems of our programs, all coaches/sponsors must submit an annual program report.
These reports should be completed within a 15-day period after your season is over.

This report will include the following:

A. A brief summary of the season and suggestions for improving your program.
B. Complete inventory of all equipment and supplies.
C. Names of squad members - indicate letter winners, captains, managers, etc.
D. Schedule played with results of games, meets or matches.
E. Special honors received by team members.
F. New records set for the season, such as individual performance, team scoring, etc.
G. Budget requests (requisitions) for the next season.

EVALUATIONS

Statement on Evaluation of Coaches/Sponsors

To implement a broad comprehensive evaluation of the athletic/activities staff in our school, it is necessary to incorporate a multi step process. It shall include:
1) …a thorough job description,
2) …a self-evaluation by the coach/sponsor,
3) …procedures for evaluation,
4) …comprehensive evaluation, and
5) …an optional statement of the coach/sponsor's rebuttal.

ATHLETIC COACHES EVALUATION PROCEDURES:

The enclosed forms represent appraisal forms for coaching evaluations. The basic purpose behind these forms and the effort for everyone is for improving the instruction that participants receive. Other purposes of an appraisal evaluation system are as follows:
1. To afford an opportunity to identify, recognize, and praise quality coaching and instruction.
2. To provide an opportunity to identify potential leadership within a system.
3. To create a climate to achieve individual improvement through job targets.
4. To provide information necessary to make an objective assessment of the performance of a coach.
5. To identify those factors which interfere with a coach's overall contribution to the athletic program.

The following procedures are to be observed in the use of these forms:

1. The athletic director and head coach will conduct evaluations of assistant coaches.
2. The athletic director will conduct evaluations of head coaches.
3. Each coach shall complete a self-evaluation report.
4. The principal will be responsible for the contract recommendation.
5. This evaluation is to be completed within a two to four week period after the conclusion of the season involved.
6. The next step is a written evaluation based on input provided by personnel named above.
7. The final step is a conference with the coach and principal to review the written evaluation.
8. A coach may write a rebuttal to the evaluation and submit a copy of the rebuttal as a part of his or her evaluation.

COACHING EVALUATION

1= Excellent 4= Needs Improvement
2= Above Average 5= Unacceptable
3= Adequate 6= Not Applicable

1. WORKING WITH PEOPLE

A. Advises participants of training rules/codes/expectations with consequences in writing at the onset of season. 1 2 3 4 5 6

B. Respects and enforces the letter and intent of rules/regulations/codes/guidelines. 1 2 3 4 5 6

C. Maintains a suitable level of expectations from student athletes. 1 2 3 4 5 6

D. Works with team/individuals to develop appropriate goals. 1 2 3 4 5 6

E. Has confidence and respect for the student/participant. 1 2 3 4 5 6

F. Works successfully with participants of varied ability levels. 1 2 3 4 5 6

G. Relates well to teachers and supervisors. 1 2 3 4 5 6

H. Adequately develops team spirit and unity. 1 2 3 4 5 6

I. Communicate effectively with the media. 1 2 3 4 5 6

K. Responds to player-initiated questions in regard to playing time or other player related concerns. 1 2 3 4 5 6

2. PRACTICE/GAME CLIMATE AND INSTRUCTIONAL PROCEDURE

A. Uses practice time effectively. 1 2 3 4 5 6

B. Deals consistently with disciplinary problems in a game/practice setting. 1 2 3 4 5 6

C. Can explain style of offensive/defensive play to supervisors/parents/participants. 1 2 3 4 5 6

D. Attends to factors which relate to athletic safety. 1 2 3 4 5 6

E. Gives directions so that they are clearly understood by the student/participants. 1 2 3 4 5 6

F. Deals appropriately with unexpected situations as they develop. 1 2 3 4 5 6

3. PLANNING FOR INSTRUCTION

A. Practice sessions show evidence of careful preparation in terms of selected objectives, activities, and procedures. 1 2 3 4 5 6

B. Selects appropriate teaching aids/drills and has them ready for use. 1 2 3 4 5 6

C. Practice and game plans reveal that sequence and continuity activities are regarded as important factors in learning. 1 2 3 4 5 6

4. EQUIPMENT AND FACILITIES

A. Submits preseason and postseason requisitions. 1 2 3 4 5 6

B. Has exact inventory of equipment/supplies/uniforms. 1 2 3 4 5 6

C. Records equipment/uniforms used/issued. 1 2 3 4 5 6

D. Stores and maintains equipment / uniforms. 1 2 3 4 5 6

E. Secures facility after practice/game. 1 2 3 4 5 6

F. Maintains office area. 1 2 3 4 5 6

G. Stresses proper care of equipment. 1 2 3 4 5 6

5. PERSONAL AND PROFESSIONAL QUALITIES

A. Shows physical vitality and enthusiasm. 1 2 3 4 5 6

B. Accepts and profits from constructive criticism. 1 2 3 4 5 6

C. Dresses professionally and represents the school well. 1 2 3 4 5 6

D. Is competent in the technique area of the sport. 1 2 3 4 5 6

E. Has basic understanding of athletic injury prevention/rehabilitation and care. 1 2 3 4 5 6

F. Uses spoken language correctly and effectively. 1 2 3 4 5 6

G. Seeks opportunities to assume responsibility. 1 2 3 4 5 6

6. EVALUATOR'S COMMENTS REGARDING STRENGTHS AND WEAKNESSES:

7. COACH/SPONSOR'S COMMENTS / SELF-EVALUATION (ATTACHMENT IF NECESSARY):

8. RECOMMENDATION / PERFORMANCE IN THIS ASSIGNMENT:

A. **SATISFACTORY:** To be recommended for continued assignment.

B. **PROBATIONARY:** To be recommended for assignment, provided an understanding can be reached in areas where improvement is suggested.

C. **UNSATISFACTORY:** Not to be recommended for reassignment.

_____

Evaluator's signature Date

_____

Coach/sponsor's signature Date

NOTE: Signature of the coach/sponsor is only to show that the coach/sponsor has reviewed the evaluation, but does not necessarily agree with the statements.

ASSISTANT COACH EVALUATION FORM

Coach's Name_____ **Date**_____

Head Coach_____ **Sport**_____

	NEEDS IMPROVEMENT	**EFFECTIVE**
1. Loyalty to head coaching position and system.	_____	_____
2. Care of equipment.	_____	_____
3. Knowledge of sport.	_____	_____
4. Teaching ability.	_____	_____
5. Ability to motivate.	_____	_____
6. Rapport between coach and players.	_____	_____
7. Intensity of interest in coaching this sport.	_____	_____
8. Supervision of players in the locker room, etc.	_____	_____
9. Rapport between coach and rest of the staff.	_____	_____
10. Accepts duties given by the head coach.	_____	_____

EVALUATOR'S COMMENTS, INDICATING STRENGTHS AND WEAKNESSES:

EVALUATOR'S RECOMMENDATION:

Assistant Coach's Signature_____ Date_____

Evaluator's Signature_____ Date_____