

# Coaching Handbook



## LOYALTON HIGH SCHOOL

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# 2008 Sports Mission Statement

*The mission of  
Loyalton High School sports program  
is to support  
success in academics  
while emphasizing the positive aspects of  
health and fitness,  
commitment,  
teamwork,  
competition  
and good sportsmanship  
or the overall good  
of the community,  
school, and students.*

# California Interscholastic Federation

## Cardinal Athletic Principles

TO BE OF MAXIMUM EFFECTIVENESS, THE ATHLETIC PROGRAM WILL:

- A. Be a well-coordinated part of the secondary school curriculum.
- B. Justify the use of the tax funds and school facilities because of the educational aims achieved.
- C. Be based on the spirit of amateurism.
- D. Be conducted by secondary school authorities.
- E. Provide opportunities for many students to participate in a wide variety of sports in every sport season.
- F. Foster training in conduct, game ethics and sportsmanship for participants and spectators.
- G. Include a well-balanced program of intramural sports.
- H. Engender respect for local, state and national rules and policies under which the school program is conducted.

## Code of Ethics

IT IS THE DUTY OF ALL CONCERNED WITH HIGH SCHOOL ATHLETICS:

- A. To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
- B. To eliminate all possibilities which tend to destroy the best values of the game.
- C. To stress the values derived from playing the game fairly.
- D. To show cordial courtesy to visiting teams and officials.
- E. To establish a happy relationship between visitors and host.
- F. To respect the integrity and judgement of sports officials.
- G. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
- H. To encourage leadership, use of initiative, and good judgement by the players on a team.
- I. To recognize that the purpose of athletics is to promote the physical, mental, social and emotional well being of the individual players.
- J. To remember that an athletic contest is only a game - not a matter of life and death for player, coach, school, officials, fan, community, state, or nation.



# SPORTSMANSHIP STANDARDS

Please ENTER and become a spectator IF you are willing to contribute to our high standards of sportsmanship.

CIF AND THE SCHOOLS IN SIERRA COUNTY INTEND TO PROMOTE THE IDEALS OF SPORTSMANSHIP, ETHICAL CONDUCT, AND FAIR PLAY BY:

- A. Giving annual recognition to schools, which consistently demonstrate good sportsmanship on the part of spectators and participants.
- B. Establishing expectations and consequences of spectator and participant behavior at events.

SPECTATORS AND PARTICIPANTS ARE EXPECTED TO:

- 1. Help us make visitors feel welcome with friendly and courteous treatment.
- 2. Help us maintain our high standards of sportsmanship as guests at our school.
- 3. Accept the rules of the contest, decisions of the officials, and directions from personnel on duty with a positive and cooperative spirit.
- 4. Be friendly and positive with their behavior, including comments, yells, gestures, signs, and by not throwing objects.
- 5. Refrain from rude remarks, insults, profanity, or comments, which reflect negatively on any person's race, sex, religion, ethnic origin, age, handicap, school, community, or esteem.
- 6. Leave whistles, horns, megaphones, and other mechanical noisemakers and amplifiers outside of the sports arena.
- 7. Respect the direction and leadership of the pep squads.
- 8. Accept victory or defeat graciously.

The CONSEQUENCES of behavior can be obtained at your local high school office.

## HEAD VARSITY COACH

1. It is the responsibility of the head coach to know all the material in the Head Varsity Coach Job Description.
2. It is the responsibility of the head coach to oversee all levels of competition of that sport.
3. It is the responsibility of the head coach to do inventory, orders, and maintain all equipment for his/her sport.
4. It is the responsibility of the head coach to supervise the conduct of all assistant coaches and other lower level coaches in the same sport, as well as any student assistants or adult volunteers.
5. It is the responsibility of the head coach to make sure that all his/her coaches submit a letter of interest each year to coach that sport. Coaching is on a year-to-year basis and no jobs are guaranteed for the next season or year. Qualified District teachers will receive first consideration when a new vacancy occurs.

Note: It is the responsibility of the JV coaches and all other assistant coaches to make themselves aware of the provisions in this job description.

## JOB DESCRIPTION

### HEAD VARSITY COACH

Minimum Requirements: Background and ability to treat athletic injuries and render first aid; current cardiopulmonary resuscitation certification; demonstrated ability to work with young people, past experience in the particular sport, either as a player or coach. A valid California teaching credential is desirable, and if there is someone on staff who wishes to coach and has all other requirements, he/she will get preference.

Directly Responsible To: Athletic Director (hereinafter referred to as AD)

Supervises: Assistant coaches and other lower level coaches in the same sport; student assistants; adult volunteers; team managers and student trainers.

Overview: The head varsity coach is charged with administering all of the duties, responsibilities, and related items in connection with his/her sport. He/she shall have the prerogative to establish the type of program for all levels of the particular sport, as well as the continuity and philosophy for all levels of the sport. All other coaches in his/her sport are considered to be assistants to the head coach.

Note: Although this job description deals primarily with head varsity coaches, parts of it apply to all coaches. Assistant coaches and coaches of JV sports should become familiar with the entire job description, so that they know what is expected of the head coaches, as well as themselves.

# HEAD VARSITY COACHING DUTIES & RESPONSIBILITIES

## YEAR-ROUND RESPONSIBILITIES

- A. Keep abreast of new ideas and techniques by attending clinics and workshops, reading in your field, and encouraging assistant coaches to do the same.
- B. Be knowledgeable of rules and regulations concerning your sport.
- C. Keep abreast of rule changes in your sports.
- D. Notify the AD of any unsafe conditions, and plans to correct them, existing of your practice/game areas.
- E. Notify the AD of any maintenance needs, and the way to address them.
- F. Make sure that all equipment is handed out collected correctly. All materials should be labeled so they are easily read.
- G. Notify AD for the need of uniforms, equipment, etc. before pre-season competition starts; AND at the end of the season.

## SCHEDULING CONTESTS

- A. Obtain the approval of the principal and the AD for all scheduled contests and scrimmages.
- B. Obtain principal's and AD's approval for scheduling all contests for all levels of the sport.
- C. See to it that all contests and scrimmages are consistent with local, league, and NSCIF rules and regulations (see CIF sections 501 & 502).
- D. All overnight trips must be approved by the AD, Principal, Superintendent, and the SPJUSD school board. Send a letter of request 5 weeks prior to the AD and he/she will fax it to the DO along with appropriate field trip request forms.



## BUDGETARY ITEMS

- A. Submit needs lists to the AD.
- B. Anticipate needs in such categories as postage, paper supplies, clothing, transportation, first aid, statistical charts, clip boards, tournament expenses, officials, equipment and supplies, awards, entry fees, and other areas of needs.
- C. Anticipate necessary replacement of equipment deemed to be unsafe.
- D. Submit requisitions early enough to assure delivery prior to the start of your season of sport.
- E. Use the approved purchase order procedure. Never purchase something without prior approval. Non-approved purchases become responsibility of the coach.
- F. Work with the booster club or ASB to raise money for our athletes.

## PRE-SEASON FOR ALL SPORTS

- A. Hold parent meetings prior to the beginning of each sport's season.
  - 1. Explain your philosophy and practice guidelines. The goal of these meetings is to establish open communication with parents regarding performance expectations, and to answer their questions.
  - 2. Show and discuss "Sports Injuries" film with parents. Obtain a written release for their child to participate.
- B. Allow no athlete to participate until he/she is:
  - 1) cleared by the school office;
  - 2) proof of sports physical;
  - 3) doctor clearance has been issued;
  - 4) there is proof of insurance; and
  - 5) The extra/ Co-Curricular eligibility agreement has been signed and his/her parent(s).
  - 6) Drug, alcohol, and tobacco free contract signed for use of sports bags.
- C. Be completely responsible for the eligibility of ant player on your roster.
- D. Conduct a grade and discipline check on each athlete trying out for your team.
- E. Send you team roster to the AD.

- F. Submit all use of facility requests to the principal.
- G. Submit all anticipated field and facility needs to the AD.
- H. Coordinate your team practice areas and times with the AD
- I. Submit completed pre-season and regular season schedules to the AD prior to May 15 for fall and winter sports; prior to Nov 15 for spring sports.

## PRACTICE RULES AND REGULATIONS

- A. Coaches are permitted to have rules and regulations more stringent than the Extra/Co-Curricular Eligibility Agreement if they submit such rules and regulations to the principal for prior approval.
- B. Vacation period practices are up to the individual coach, with exceptions noted in this section.
- C. Practices are NEVER to be held on Sundays, Christmas, or Thanksgiving Day. Discretion should be used on other legal holidays.
- D. Practices prior to the start of school in August are permitted for the fall sports, subject to CIF.
- E. Varsity and junior varsity football squads may practice for no more than 10 days in the spring, commencing no sooner than the day immediately following the conclusion of the regular spring sports season, subject to CIF.
- F. Winter sports team practices may not commence prior to Nov 1. Fluctuations may occur due to weekends.

## CONTEST RESPONSIBILITIES

- A. Coaches are responsible for the conduct of all players on the squad.
- B. Coaches are charged with the responsibility of reporting any athlete to the AD and principal whose behavior, attitude, or other actions that bring discredit upon the athlete, the coach, teammates or the school.
- C. Coaches are expected to conduct themselves in a professional manner at all times, exhibiting ethical behavior that will set a good example for the athletes.

## SUPERVISION

- A. Athletes are never to be left unsupervised at any time.
- B. The head Varsity Coach is responsible for the conduct of all athletes being transported on his/her bus, and must work closely with the bus driver to see that all athletes are properly supervised. Problems with the individual bus drivers must be reported to the principal.
- C. Athletes MUST utilize school transportation. However, if the proper release forms from the office are used, athletes may go home with their parents or parent designee. The forms must be properly completed and returned to the AD prior to the student leaving for the event. Parents may complete the form after the game if the coach knows the parent (see form on page 16).
- D. It is very important that the last coach leaving the building secure that building. You must stay until all students have left for home.
- E. All coaches will ride school transportation unless permission is obtained from the principal.

## INJURY CARE

- A. Parent permission slips must be carried with the team at all times. This is important for emergency medical care purposes.
- B. Coaches need to be aware of the nearest possible accessible phone and have emergency numbers readily available.
- C. Have available work and home phone numbers of all squad members. Notify parents as quickly as possible if it is apparent that the athlete may require professional medical assistance.
- D. Have knowledge of the basic procedures for first aid for athletic injuries.
- E. Keep the following items available for all practices and events: ice, tape wraps, Band-Aids, special medication (i.e. bee string), and air splints.
- F. Never move any athlete that you suspect may have a head, neck, or back injury.
- G. If waiting for professional medical help, be sure you cover the injured athlete and make him/her as comfortable as possible.
- H. Never recommend a specific professional person to administer medical aid to an athlete, unless requested to do so by a parent or guardian.

## INVENTORY ITEMS

- A. Keep accurate records of all supplies and equipment used by all teams in your sport.
- B. Have inventory records available for the AD at the end of each school year.
- C. Keep all equipment and supplies in a neat, orderly manner. It is particularly important to keep all clothing in a dry place.
- D. Never issue athletic equipment or clothing outside the season of your sport without the permission of the AD.
- E. Pay will be withheld from all coaches until clearing all necessary steps at the end of the sports season. This includes inventory or requests by the AD or the Principal.

## AWARDS

- A. The student body and/or boosters club provide for awards for athletes who complete the season in good standing.
- B. All coaches are expected to submit a list of award winners to the AD at least one week prior to the need for them. Coaches are responsible for seeing that the AD gets a list of all certificate winners.
- C. Awards sponsored by organizations or individuals other than the school must be cleared through the AD.
- D. Address any questions concerning awards to the AD.