

# RUSH CITY COACHES HANDBOOK



## **Coaches/Advisors Handbook**

### **Table of Contents**

**NFCA Coaches Code of Ethics**

**School District Activities Philosophy**

**Forward**

**Objectives of Participation**

**Duties and Responsibilities for All Coaches**

- A.) Coaching Duties
- B.) Coaches Responsibilities for Out of Town Activities
  - 1. Weekly Activities Schedules
  - 2. Transportation Procedures
  - 3. Vans
  - 4. Use of Opponents' Dressing Facilities
  - 5. Overnight Trips
  - 6. Athlete Meal Allowance
- C.) Practices – Days and Times
- D.) Music during activities
- E.) Uniforms
- F.) Equipment
- G.) Fundraisers
- H.) Volunteer Coaches
- I.) Moving up JH players
- J.) Resignations
- K.) Facilities
- L.) Coaching Clinics
- M.) General
- N.) Evaluations

**Job Description for Head Coaches**

- A.) Program Responsibilities
- B.) Program Evaluation
- C.) Purchasing of Equipment and Supplies
- D.) Rating of Officials
- E.) Maintenance of School District Facilities

**Job Description of Assistant Coaches (Gr. 9-12)**

**Job Description of Junior High Coaches (Gr. 7-8)**

***COACHES CODE OF ETHICS from the***  
**NATIONAL FEDERATION COACHES ASSOCIATION**

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she were the coaches' own, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the NFCA Board of Directors.

- The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- The coach shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse. The coach shall avoid the use of alcohol and tobacco products when in contact with players.
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- The coach shall master the contest rules and shall teach them to his or her team members.
- The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with other school officials and groups.
- The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
- The coach shall not exert pressure on faculty members to give student-athletes special consideration.
- The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

## **ACTIVITIES PHILOSOPHY**

We believe that interscholastic activities are an integral part of our school's educational program. Rush City student activities are considered co-curricular to our classroom programs as they are treated as an extension to the classroom. Participation in activities and the experiences that come with it aim to help develop boys and girls physically, mentally, socially and emotionally. While the spirit of competition and winning is inevitable, it should be controlled to the point that it does not determine the nature of the programs. We want to prepare students for a competitive society and foster good citizenship through leadership opportunities, competition, and sportsmanship.

## **FORWARD**

This handbook has been prepared to assist in the administration of activities for the Rush City High School. Each coach in every activity should make it a priority to read this handbook each year before practice starts. Many problems that could arise can be avoided and coaches will have more time for their activities.

## **OBJECTIVES OF PARTICIPATION**

1. To provide a positive image of school athletics/activities at Rush City High School.
2. To always strive for playing excellence that will produce competitive teams within the bounds of good sportsmanship and the student's mental health.
3. To ensure growth and development that will raise the number of individual participants.
4. To provide opportunities that will allow the program to serve as an opportunity where students may cope with problems and handle situations similar to those encountered in our current society. Opportunities to include:
  - a. Physical, mental and emotional growth and development.
  - b. Acquisition and development of special skills.
  - c. Team play with the development of such commitments as loyalty, cooperation, fair play and other desirable social traits.
  - d. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that encourage winning and losing graciously.
  - e. Achievement of initial goals as set by the school in general and the by individuals.
  - f. Provisions for worthy use of leisure time in later life.
5. To provide a quality program that includes appropriate activities for every boy and girl.
6. To provide activities which offer the greatest benefits for the greatest numbers.
7. To create a desire to succeed and excel.

8. To provide for the students' worthy use of leisure time now and in the future.
9. To practice self-discipline and emotional maturity to make decisions under pressure.

#### **DUTIES AND RESPONSIBILITIES FOR ALL COACHES**

Coaches are reminded that we operate under multiple sets of rules and regulations, each supplementing the other. They are:

1. The MSHSL Handbook,
2. The Constitution of the Great River Conference
3. The Constitution of the Northeast Football District
4. The Constitution of the Mississippi 8 Conference
5. The Regions of the MSHSL that govern our activities
6. The Rush City School District Policies

Any coach in charge of an activity at any level will be expected to maintain a high degree of integrity for carrying out assigned duties and responsibilities.

#### **A. COACHES' DUTIES:**

1. Be certain that each student/athlete has a **medical examination** as per school policy before he/she practices (physicals are good for 3 years).
2. Be sure that each student/athlete has an **eligibility form** signed by parent/guardian and student, **parental permission** form, and **insurance waiver** or other coverage on File.
3. Be the first to arrive and the last to leave your area of supervision.
4. Follow the locker room security procedures listed :
  - a. Do not give your keys to any student.
  - b. Assign locks and instruct athletes on how to properly lock their lockers. Keep an accurate record of locks, combinations and locker assignments.
  - c. Make sure no student is in the locker room without supervision.
  - d. Check to be sure that lights are turned off and doors are secure before leaving.
  - f. Make sure all equipment is stored correctly and locked away.
5. Coaches should be dressed appropriately during practices, games, and travel.
6. Coaches should demonstrate complete loyalty to each other.
7. Check all players for eligibility on a weekly basis.
8. At your first practice, hold a team meeting to fully explain the Athletic Eligibility information bulletin. Spell out, in very specific terms, the dangers and possible

injuries that may occur in your sport. When going over eligibility information, emphasize to your athletes that code of conduct issues with athletes is the Principal's decision. If there are behavior issues that are not covered by the Minnesota State High School League, it is entirely up to the high school principal to assess an appropriate penalty. The penalty may be more or less severe than league penalties. Discuss your expectations of each participant and your lettering policy(if applicable).

9. Prepare a complete roster of players (include necessary information for opponent's game programs) and turn into the Activities Director as soon as this information is known and no later than 1 week before the first scheduled contest.
10. Prepare a manifest of passengers for each away bus trip and present it to the driver.
11. Create ~~an account and use Remind 101 to a communications account to~~ communicate with participants and parents of your activity. These communications should include but not be limited to: practice or game changes, bus time changes, and award night dates and times.
11. The coach's main concern should be the health and welfare of the participants. Have first aid equipment available at all times. Handle all injuries with care and report to athletic trainer (if available). Immediately inform the Activities Director of all serious injuries.
12. To emphasize victory with honor and losing with grace. Any act of unsportsmanlike conduct reflects on the entire Rush City Athletic Program.
13. Coaches should not emphasize their sport/activity at the expense of other activities.
14. All coaches should encourage students to go out for the activity of their choice.
15. All coaches should encourage their teams to support other Rush City teams.
16. Coaches should support the principal and assist all faculty who have concerns with a student participant in a given activity.
17. If one of your athletes is on the verge of being dismissed from your team, it is the responsibility of the coach to contact the parent and arrange for a face to face meeting with the parent or parents. **Please be specific and document.** The athlete will not be allowed to participate until the meeting is held. Example: Your rule is, three unexcused absences and you are off the team. After the second unexcused absence, arrange for the meeting.
18. The coach must conduct and document an emergency evacuation drill during their season and give the Activities Director copies of this.
19. Complete all requirements on the MSHSL webpage including the requirements found in the Coach's Clipboard section of the page (**including Emergency**

**Action Plan).**

20. Report any MSHSL violations to the school administration.
21. All coaches will be diligent in educating students regarding the school district policy regarding hazing and the potential consequences for students engaging in this inappropriate act.
22. To fully explain to your student athletes what their responsibilities are during the time period they are waiting for their rides to come while in the commons area. It will be necessary to have coaches supervise this time period.
23. **To wash team uniforms after each contest using school laundry facilities.**
24. To collect and make sure all school equipment and uniforms/warm ups are turned in at the end of their season. Report any missing items to AD.
25. To check your equipment to see that it meets proper safety guidelines and that it is marked or numbered before being issued and to assume responsibility for all equipment furnished by the school in the sport coached.
26. In order to minimize the health and safety risks to student-athletes, maintain ethical standards and reduce liability risks, school personnel and coaches should never supply or recommend the use of any drug, medication or food supplement solely for performance-enhancing purposes. School personnel and coaches should not dispense any drug, medication or food supplement except when the student is under the care of a doctor and only as prescribed. Even natural substances in unnatural amounts may have short-term or long-term negative health effects.
27. All coaches should get approval from the AD before ordering any equipment or awards. You are responsible for getting the invoice to the AD for it to be paid on time.
28. Monitor and follow Rush City High School Academic Procedure as set forth in High School Student/Parent Handbook.

**B. COACHES' RESPONSIBILITIES FOR OUT OF TOWN CONTESTS :**

1. **WEEKLY ACTIVITIES SCHEDULE :** All Activities schedules are entered in the ~~rschool~~-Arbiter scheduler calendar which is on the district website. All bus schedules, game times, and sites are included. These should be reviewed and posted. Be sure to inform the Activities Director immediately if there are any corrections to be made. It is your responsibility to know the schedule and communicate it to all the team members and parents in advance.
2. **TRANSPORTATION PROCEDURES:** All bus trips must be scheduled with the AD at least 3 weeks prior to when a bus is needed. It is extremely important that you adhere to the following procedures throughout the season:

- a. Prior to the day of away contests, confirm arrangements with the AD verifying time and destination
  - b. The coach is responsible for ensuring that the student/athletes give school faculty adequate and appropriate notice when the trip results in lost class time.
  - c. Hold a group meeting before each departure to firm up general directions. Have each player check equipment and assume responsibility for it throughout the trip.
  - d. When section and state contest information becomes available, inform the AD.
  - e. Prepare, in advance, a checklist of needed equipment.
  - f. Coaches and players must help keep the bus clean. Make sure clear expectations are communicated with the players prior to bus trips.
  - g. Make provisions for safekeeping of all valuables. School issued locks should not leave the school. Possibility may be a valuable bag kept by bench.
  - h. The coach or designated assistant should check the dressing rooms, hotel rooms, restaurant and bus as soon as the athletes have left the facility. This will help prevent the loss of clothing and equipment and give the coach information as to the condition of the property.
  - i. When players arrive back at school, the coach must be sure that each individual has a way home. Try to turn injured players personally over to the athlete's parent.
  - j. **Impress upon the students that rowdiness and the use of obscene language or gestures will not be tolerated. Set the standards of behavior and hold to them. Including the bus trips.**
  - k. Athletes not using school provided transportation to the game - The student must get prior approval from the AD or Principal. For the trip home after the game, permission is to be granted only if after the game the parent gives a signed note to the coach. No athlete is permitted to ride home with anyone other than their parents unless alternative transportation has been approved in advance by the AD or Principal. Students should never ride home with other students.
3. **VAN PROCEDURES:** Since the vans are used for a variety of athletic events as well as other school functions, it is necessary to make reservations for use well in advance. All van reservations must be turned into the AD or District Office at least 3 weeks prior to the date that the van will be needed.



The maximum number allowed to travel in vans ~~#30, #36, and #37 is 0 plus the driver and the lift van #33 is 6 plus the driver.~~ Is 9 passengers plus the driver.

Training will be provided yearly for van operation and must be completed by all staff who plan to drive a van. The district has an employee designated to inspect the vehicles on a daily basis. This person will perform

routine maintenance and upkeep. For most trips, vehicles do not need to be refueled when returning from an event, though if you return from an event late in the evening and the vehicle will be departing again early the next morning, you may be asked to fill the gas tank. If this is the case, you will be instructed how to do so.

**The following procedures must be followed when using the vehicles:**

- a) Make arrangements with AD to get the van.
- b) Fill out the Pre-Trip Inspection form when using the vans.
- c) All passengers must wear seat belts.
- d) If it is necessary to refuel, all passengers must get out of the vehicle.
- e) Vehicles should be cleaned after each use and all equipment removed.
- f) Report any procedural or mechanical problems to the AD.
- g) Be sure to fill out odometer reading sheet.

**\*\*IN CASE OF AN ACCIDENT\*\***

- A. Obtain medical assistance if needed. Notify the parents immediately.
  - B. Notify the police and obtain an accident report.
  - C. Notify the Activities Director.
  - D. Complete an accident form upon your return to the high school.
4. USE OF OPPONENTS' DRESSING FACILITIES :
- Coaches should discuss with team members the appropriate conduct when using the dressing facilities at the opponent's site. Note the general condition of the dressing room both upon arrival and departure to prevent the chance of vandalism. It may be necessary at times to hold a bag inspection after returning from a trip to check for souvenirs taken by players. Coaches should ask to have their dressing room locked during the activities. Carrying out these procedure may save the school and district some unfavorable publicity.
5. OVERNIGHT TRIPS :
- To follow school board policy, all extended trips( to include overnight trips) must be pre approved by the school board.
- All overnight trips require a designated chaperone that is the same gender as the students he/she is chaperoning. These individuals, as part of their duties,

should check the hotel rooms, and any restaurants prior to leaving the facility. This will help prevent the loss of clothing and equipment and give the coach information as to the condition of the property. Coaches need to inform the students of the type of clothing to wear; the address of the hotel or motel where the team is to stay, including phone number; exact time of departure from home and approximate time of arrival home. This information should also be shared with parents or guardians of all participants.

6. **ATHLETE MEAL ALLOWANCE :**

Meal allowances will follow the Minnesota State High School League guidelines. The school district will provide meal allowances for athletes that have advanced beyond the entry-level tournament where mileage and time is a factor. There will be no meal allowance for conference or non-conference competition. The amounts are \$5-breakfast, \$5-lunch, \$10-dinner per person.

**C. PRACTICES--DAYS & TIMES:**

1. "General Comment"-Start on time and end on time. You are not improving your athletic program by jeopardizing your relationship with parents by holding late practices. The less you can disrupt the family dinner hour with practice, the more apt you are to have a favorable reaction from parents to the athletic program.
2. All practices are to be supervised by coaches at all times. If a coach is unable to be present, his/her practice should not be held. PRACTICES SHOULD NOT EXCEED 2 HOURS. Exception: Sports activities that begin in the fall of year before the start of school –football, volleyball, cross country; winter and spring activities may practice longer(within reason) during the first week of the season. Team sports are to be limited to one practice per day during the student school year. Activities may practice twice per day if approved by the Activities Director and the practice is properly supervised.
3. Sunday meetings or practice sessions of squad members are prohibited. Thanksgiving and Christmas should be treated the same as Sunday. Practice during the more extended vacations may be scheduled at the discretion of the coach with the approval of the AD.
4. If practice is going to be canceled, you must go through the AD prior to that cancellation. Cancellation of practice can affect many things, including rides home.
- 5) Specific starting and ending dates for seasons will be established prior to the

season in conjunction with the AD. Coaches will prepare practice schedules for players and parents and the AD. Any cancellations or changes in practice times must be notified to the AD.

6. Severe or Bad Weather: Emergency weather conditions may result in early dismissal or an extended period of school cancellation. Generally, the rule of thumb will be that all practices will be canceled if school is dismissed early, or is canceled.

**D. MUSIC DURING ACTIVITIES**

Music played during practice must be screened by the coach to make sure it is appropriate. Music played prior to a game/match, must be pre-approved through the AD office.

**E. UNIFORMS**

All uniform designs and colors are to be pre-approved by the AD. Uniforms are defined as game uniforms, practice uniforms, pre-game warm ups, hats, and t-shirts purchased by the school as well as by the individuals under the coach's direction. The policies of the National Federation of State High School Associations, the Minnesota State High School League, and Rush City Public Schools will be considered in all uniform Purchases. Uniform purchases will be made on a rotating basis. **Reminder: All uniforms will be washed by the coaches after each contest using the school's laundry facility.**

**F. EQUIPMENT**

The school attempts to provide the best and safest equipment money can buy. Each athlete is expected to take excellent care of this equipment. If the equipment needs repair any time during the season, the athlete should notify the coach as soon as possible. The original equipment and uniform issued must be returned by the athlete within one week of the close of the season. The athlete must accept full responsibility for equipment or uniforms issued by the school. If they are lost or damaged, he/she must pay the school for its replacement. When an athlete completes a sport season, he/she will have one week from the final contest to return issued equipment to the coach. An athlete who does not return lost equipment or damages equipment will be charged for the replacement cost. The participant cannot participate in any other school activities until the item is returned or paid for.

**G. FUNDRAISERS**

All Fundraisers must be approved by the AD, Superintendent, and School Board.

**H. VOLUNTEER COACHES**

All volunteer coaches at any level must be cleared through the AD in advance. The head coach must recommend each volunteer. After a successful background check, final approval must be granted from the administration and school board. The volunteer coach must meet all the expectations of the MSHSL. (Coaches Dashboard)

**I. MOVING JUNIOR HIGH STUDENTS TO HIGHER LEVELS:**

This is determined by head coach, activities director, parent/guardian of student/athlete, and athlete. For those activities that have an organized Jr High program, this is necessary for a move up to Varsity/JV. For the activities that only have Varsity/JV levels this is necessary for a move up to Varsity.

**J. RESIGNATIONS**

A coach who desires to resign from a coaching position should do so in writing at least 90 calendar days prior to the opening date of that activity.

**K. FACILITIES**

1. Make recommendations to the Activities Director concerning new facilities and improvement of existing facilities.
2. Do all you can to improve and keep your existing facility. This may, at times, involve coaches, managers and players doing maintenance on the facility.
3. If you should encounter an "unsafe" condition at your facility, be sure to report this immediately to the AD.

**L. COACHING CLINICS**

1. If clinics are conducted during a school day, a day off will be granted for attendance. Must fill out appropriate paperwork and it must be signed by the Superintendent.
2. Allowance for coaching clinics will include school paying the registration fee and mileage.
3. Please inform the Activities Director as soon as possible of any clinics you wish to attend throughout the year for budgeting purposes.

**M. GENERAL**

1. Students must be in school periods 4-7 to practice or participate in an event. ~~No~~ later than 11:00.

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2. Students with unserved detentions or suspensions will not practice or participate in contests.
3. Students must be out for a sport within 3 weeks or no participation.
4. If school is canceled or students are sent home early, there is to be no practice or contests that day or evening. Exceptions may be made for playoff games.
5. Students will be dismissed to attend church functions with no penalty.
6. If a parent confronts you after a game, the following steps should be taken:
  - a. Tell parent you will not talk to him or her for minimum of 24 hours. (cooling off period)
  - b. Tell parents to call you after a 24 hour period to set up a meeting at the school. (coach, participant, and parent)
  - c. If meeting between coach and parent does not resolve the problem, a meeting will be set up with the Activities Director in attendance.
  - d. If meeting between coach, participant, parent(s), and Activities Director does not resolve the problem, a meeting will be set up with the Superintendent of schools in attendance.
7. In season sports (senior high) take priority over out of season sports (AAU, Traveling, JO Volleyball, etc.) Any athlete who is out for an in season sport at the senior high level(C-team, JV, Varsity), must attend all practices, games, contests and meets as scheduled. If a practice, game, contest, or meet (in season sport) is postponed and rescheduled, the athlete must attend in season practice, game, contest or meet that is rescheduled, which includes Saturdays. Any athlete who chooses to miss an in season practice, game, contest or meet to attend an out of season sport may be removed from the team.

**N. EVALUATIONS**

1. All Head Coaches will have an evaluation done by the AD. A meeting will take place after the season to go through this evaluation.
2. Head Coaches will fill out evaluations on all coaches in their programs. They will hold individual meetings with each coach from their program to discuss these evaluations.

**JOB DESCRIPTION FOR HEAD COACHES**

The major responsibilities of Head Coaches are listed below as a guide for carrying out assigned duties. Additional responsibilities may be inherent in individual programs for various

coaches or may be delegated by the Activities Director.

**A     PROGRAM RESPONSIBILITIES:**

As the Head Coach, he/she :

1. Has full responsibility for the overall supervision/direction of his/her program, including 7th/8th Grade, C Squad, and JV teams. The Head Coach should have meetings prior to and at the end of each season with all lower level coaches to provide direction and feedback.
2. Is responsible to insure the basic philosophies of participation at each level of their respective activities are adhered to.
  - a. The Jr High programs emphasis will be placed on individual fundamental skill development. Season scheduling will be done with the understanding that practice time is as important as competition. As close to equal playing time as possible for all participants will be the expectation unless restrictions are needed for poor attendance or other discipline issues.
  - b. The C-Squad level, if available for the activity, is for those participants who are not ready, as determined by the coaches to handle the requirements of the Varsity and/or JV levels. Playing time is not equal, but emphasis again will be on individual fundamental skill development.
  - c. JV level is considered the final preparatory level before Varsity. Seniors should not participate at this level unless low overall activity participation levels warrant the need so that a JV program can be maintained or with an agreement between the player, parent, coach, and AD.

Playing time is not equal with emphasis continuing to be on individual fundamental skill development.
  - d. The Varsity is the top level in the program. Playing time is not equal and is earned through demonstrations to the coaching staff that the opportunities are warranted.
3. Is responsible for seeing that each participant has had a physical exam as per district policy before any participation is allowed.
4. Is responsible for the general health and welfare of students in his/her program and gives appropriate attention to athletes who are injured or ill or otherwise incapacitated.
5. **Will be primarily responsible for striving to teach and maintain good sportsmanship and developing positive public relations in the school and**

**community.**

6. Will follow the procedures for moving junior high student/athletes to higher teams.
7. Is responsible for keeping practice periods for his/her sport within the confines of the time specified by the AD; and is to keep the AD informed of practice schedules during any holiday period.
8. Must report regularly while his/her sport is in season to the AD with regard to the developments in his/her program. Turn in a final roster along with overall record of sport and any awards received to AD at the end of the season.
9. Is directly responsible for a complete inventory and general upkeep of the equipment used for his/her sport at all levels, and will provide the AD with an updated list of equipment suggestions within two (2) weeks of the end of the season.
10. Is responsible for assuring that he/she and his/her assistants are knowledgeable of the rules of the Minnesota State High School League, Great River Conference, Two Rivers Conference, Northeast Football District,, Mississippi 8 Conference, and Region 5A and abide by them at all times.
11. Must meet licensing requirements as set forth by the Minnesota Department of Education and the MSHSL and meet the following requirements :
  - a. Maintains an open account on the MSHSL site: Coach's Clipboard
  - b. Meets all Continuing Education requirements as dictated by the MSHSL.
  - c. Completes Rules Interpretation meetings for their sport(s).
  - d. Oversees the requirements of lower level coaches required by the MSHSL.
  - d. Is responsible for the actions and conduct of his/her team.
12. Create a Lettering Policy for his/her sport and make recommendations for letter awards and is responsible for clarification of the award policy to athletes and parents in writing at the start of the season.
13. **Prepare an alphabetical list of all players for our eligibility list that may be provided to the MSHSL upon their request. Include any player that may participate at the varsity level. This needs to be prepared 1 week prior to the first Contest.**
14. Shall take appropriate action to see that his/her play areas, shower and locker rooms are clean and safe for student participation.
15. **Is responsible for explaining school district policies to those involved in the program.**
16. Is responsible for rating officials and updating rosters on the MSHSL website.

17. Is responsible for reporting all varsity scores to appropriate media and AD.
18. Is responsible for evaluating all coaches in their program and meeting to discuss.

**B. PROGRAM EVALUATION**

At the completion of each season, the program will be evaluated in the following areas:

1. Professional Responsibilities: The Head Coach of each respective program is responsible to know and meet the expectations based on the policies and philosophy that guide their activity including: The Minnesota High School League, Rush City Public School, Great River Conference, Two Rivers Conference, Northeast Football District,, and Mississippi 8 Conference.
2. Program Management: The Head Coach of each respective program is responsible for all practice scheduling, equipment, inventory, supply requisitions, reports, and other duties assigned by the AD or Principal.
3. Communication: The Head Coach is expected to initiate and maintain appropriate and productive communication with community, parents, student-athletes, and administration as needed throughout the season.
4. Team Performance: The Head Coach of each respective program must meet the following criteria as assessed by the AD and Principal, or his/her designee:
  - a. Long term program planning
  - b. Short term program planning, including comprehensive practice plans
  - c. Player and team progressive development through fundamental instruction.

**C. PURCHASING EQUIPMENT AND SUPPLIES**

All purchases need to be approved by the AD. Upon approval, arrangements will be made for purchase.

**D. RATING OFFICIALS**

Head Coaches are asked to rate officials after each game on the MSHSL Website(if available).

Officials are to be treated as guests and with respect. Any dissatisfaction with their work should be expressed in their rating or with the AD.

**JOB DESCRIPTION FOR ASSISTANT COACH(Grades 9-12)**

As an Assistant Coach, he/she needs to :

1. Have understanding knowledge of rules and regulations regarding the sport as



presented in the Minnesota State High School League Handbook. Keep abreast of all rules and rule changes.

2. Keep abreast of new developments, innovative ideas and techniques by attendance at clinics, workshops and reading in the field.
3. Teach fundamentals in a manner that does not contradict teaching at the varsity level.
4. Assist the Head Coach in carrying out assigned responsibilities.
  - assist in proper registration of all athletes.
  - assist in making systematic issuance of equipment.
  - assist in providing accurate information for eligibility lists and other reports
  - assist in implementing athletic/activities objectives
  - assume responsibility for constant care of equipment and facilities.
  - assume supervisory control over students and teams assigned
  - be in regular attendance at all contests and practice sessions.
  - apply discipline in a firm, fair and positive manner.
  - emphasize safety precautions; be aware of best training / injury prevention.
  - conduct self and teams in an ethical manner during contests and practice.
  - instruct players in the rules of the game, new developments and innovative Ideas.
  - assist in return, storage and inventory of school equipment.
  - recommend athletes for awards.
  - recommend facility maintenance and improvements.
  - recommend equipment to be purchased.
  - recommend schedule improvements.
  - make reports as requested by the Head Coach and AD.
5. Completes Rules Interpretation meetings for their sport(s).
6. Meet prior to and at the end of each season with the Head Coach for direction/evaluation.

Additional responsibilities occurring during the season may be assigned

#### **JOB DESCRIPTION FOR JUNIOR HIGH COACHES**

To serve as a guide for carrying out assigned duties, the major responsibilities of Junior High coaches are listed below. Additional responsibilities may be inherent in individual programs for various coaches and sports; these should be delegated by the Activities Director whenever they arise.

As a Junior High Coach, he/she needs to :

1. Have the full responsibility for the overall supervision of his/her program.
2. Know the rules of the sport and the state, conference and district policies. Especially the adjustments for Jr. High play.
3. See that each participant has had a physical exam placed on file in the office

- before any practice participation.
4. See that each participant's parent permission, eligibility forms, and insurance forms are filed with the school as per school policy.
  5. Be responsible for the general health and welfare of students in the sport and gives appropriate attention to athletes who are injured or ill.
  6. Be responsible for the actions and conduct of the team on and off the field, whenever they are under his/her jurisdiction.
  7. Be responsible for keeping practice periods within a two (2) hour time period. Generally, practice for 7th and 8th grade students should be completed by 5:00 p.m.
  8. Be responsible for the general upkeep and maintenance of equipment under his/her jurisdiction. He/she will also take appropriate actions to see that the play areas are safe for student participation.
  9. Be directly responsible for a complete inventory of the equipment used throughout the season, and make recommendations for requisitions needed for the following year.
  10. Be responsible for keeping daily attendance records for practices and games.
  11. Be responsible for teaching fundamentals in a manner that does not contradict teaching at the varsity level providing playing opportunities which take into account attendance, effort, and behavior both in school, practices, and/or games.
  12. Have a primary responsibility to strive to build good sportsmanship, fundamentals, and skill development rather than winning.
  13. Encourage and provide students with the opportunity to participate in a range of activities.
  14. Provide recognition for all participants.
  15. Meet prior to and at the end of each season with the Head Coach for direction and to go over evaluation paperwork.

### **PARENT AND COACH COMMUNICATION PLAN**

Parenting and coaching are both extremely difficult undertakings. As parents and coaches become more aware of each other's roles and responsibilities, all of our children benefit. When your child becomes involved in our activity programs, you have a right to understand what expectations are placed on him/her. This is facilitated by clear communication between you and your child's coaches.

Communication you should expect from your child's coach :

- \* Expectations the coach has for your child, as well as all the players on the squad. Team Rules over and above the basic School District policies
- \* Locations and times of all practices and contests.
- \* A REMIND communication group set up to communicate important changes to schedules or to communicate important events that are coming up. This will be an 'opt in' app for participants and parents.

### **Procedures for contacting coaches with concerns**

#### Participant / Parent and Coach Communication Steps

**Step One :** The participant themselves should first meet with the coach at an appropriate time to discuss the issue. These meetings usually clear up informational misunderstandings.

**Step Two :** If step one was not successful at resolving the issue, the parent should request a meeting with the coach. Please contact the coach via school email or phone and set up an appointment. These meetings must be prearranged. In attendance at this meeting will be the participant, the parent/guardian, and the coach. An additional coach is highly suggested to act only as a witness.

This meeting should be used to clarify the concerns of the participant/parent and the group will look to find a remedy to these concerns that is workable for all. Strengths and shortcomings of the participant can be discussed but comparisons to other specific participants will not be allowed. Unacceptable behavior/language will end the meeting immediately.

The coach is required, via email, to keep the Activities Director informed of all Step Two meetings with details on issues discussed and information given.

**Step Three :** If the Step Two meeting is not successful at resolving the issue, the Activities Director will be contacted by the coach and a meeting will be set up which will include all those previously in attendance in addition to the Activities Director as well.

#### **Step Four:**

If Step Three is not successful at resolving the issue, a meeting will be set up with the Superintendent of schools in attendance.

### **Rules of Conduct for Parents or Community Adults**

No issues/concerns between a parent, student, official or coach should be addressed during or immediately following an event or practice. As stated previously, all meetings need to be prearranged and should take place after a 24 hour "cooling off" period.. The game site, practice field, lobby or locker rooms are not appropriate places to handle the concerns.

Certain behaviors are considered inappropriate and unacceptable. The school and activities department reserves the right to refuse admission or remove persons who exhibit such behaviors including, but not limited to what is listed below. Violations by a fan will result in suspension from the next scheduled home or away event. A second violation of this policy will result in suspension from the next four scheduled home or away events. A third violation will result in suspension for one calendar year from all district events (sports and fine arts). Violations are cumulative, regardless of who is involved. School administration reserves the right to restrict access as necessary in extreme situations.:

1. Berating, humiliating or taunting our coaches, participants, or spectators when in attendance at an event or at any other time in a public forum, including social media.
2. Berating, humiliating or taunting of coaches, players, or spectators from our opponents community.
3. Berating and harassment of game officials. Officials should be treated with respect during and after contests. Any physical confrontation may be considered assault.
- 4) Racist, sexist or profane remarks directed at any team, coach, participant, official, or spectator.