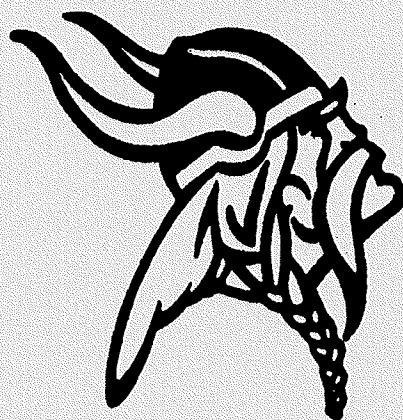




Geneva High School

Coaches Handbook

2011 - 2012

GENEVA HIGH SCHOOL ATHLETICS
COACHING HANDBOOK

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*****NEW FOR 2011-2012 ARE BOLD*****

COACHES HANDBOOK

ATHLETIC PHILOSOPHY

The athletic program is part of our curriculum, not a separate entity. Consequently, every aspect of our program must follow sound educational principles and embody the values and standards of Geneva Community High School. Our athletic teams should strive to be the best they can be, but with the recognition that success is not measured by wins or losses alone, but also by the values and work ethic we instill in our young people.

Administrative Organization

Board of Education
Superintendent
Principal
Athletic Director
Varsity Coaches
Assistant Coaches

Affiliations

1. I.H.S.A. – We are governed by all the rules and regulations of the Illinois High School Association.
 2. Upstate 8. - We are a member of the Upstate 8 Conference and are regulated by the superintendents and principals. We follow the expectations and rules of both groups.
 3. Conference Sports Guidelines – We are regulated in our day to day operations by the conference sports guidelines for each individual sport.
- I. Coaching Ethics
- A. Academics come first: All contracted teachers must understand that department meetings, tutoring, etc. take priority over athletics. If problems develop, check with the Athletic Director first.
 - B. Be a “team” person: If we are to realize our potential as a total sports program, it is essential that we support each other and promote the “common good” of the school. A narrow minded, “my sport only” attitude must not exist at Geneva. Team coaching is paramount as we strive to do the best we can for our students.
 - C. Promote the Upstate 8. Take pride in our conference and use the media to promote good will and play up the conference’s strengths.

- D. News Media Relations: We need to work with the press to promote our programs and athletes. Keep in mind that press coverage goes a long way in creating public perceptions about our programs. Return all phone calls in a timely manner and always make time for the press following games. Make sure all results are called in with pertinent statistics. Be consistent in your remarks to the press. If necessary, prepare post-game remarks (win or lose) prior to the game so emotions won't take over. In dealing with the press, be sure to think through your remarks before you make them. Again, write them down if necessary. This will prevent misquotes, or "off the record" comments. Relay this information to your players also. Make the press an ally and not a foe. See addendum for sample media report.
- E. *Out of Season Programs: Athletes must be given a choice of the activities they compete in. Encourage your athletes to participate in a variety of sports. Specialization can take place after high school. Keep this in mind in setting up off-season programs. Rightly or wrongly, these are a necessity today, but it is essential that we share our athletes. Coaches must cooperate with each other and avoid putting athletes in the position of choosing one sport or the other. All off-season programs must be approved by the Athletic Director. Summer camp plans should be submitted by March 1st for approval so that they can be scheduled and publicized (other camp requirements will be outlined later).
- F. *Language: Find ways to express yourself without swearing. The use of profanity indicates a lack of control and self-discipline. It is indefensible.
- G. Practice and Contest Attire: Stress to your coaches that they always look professional at both practice and games. Jeans and non-school colors reflect poorly on your program. We don't need to be fashion models, but we should take pride in our appearance and expect the same from our athletes.
- H. Sportsmanship: It is difficult to dispute the value of good sportsmanship. It is extremely critical that our actions reflect these principles. Coaches must understand that players, and to a large extent, students and parents take their lead from the behavior of the coach. Fights and other ugly incidents have been on the increase in recent years. Coaches and the athletic department must work together to prevent their occurrence. Taunting and other demonstrative displays of emotion must be controlled. If a given behavior or comment would anger you, then it would probably anger your opponent, so don't do it.
1. I.H.S.A. Rule: Any player or coach ejected for unsportsmanlike behavior will be suspended for the next contest.
 2. Relations with Officials: Concentrate on coaching your team and let the officials call the game. They will make some mistakes, but so will you. Never imply that officials cost you game or are the cause of your troubles.

“Working the officials” or getting strategic technical fouls/penalties are hard to justify in the name of good sportsmanship.

3. Control of Squad: If you are wrapped up in coaching, an assistant must take control of the sideline. Players, managers, trainers, or coaches should not be throwing equipment, towels, or furniture. Set parameters for behavior and then enforce them.
4. Game Participation: You decide who will play; the Athletic Director will support that decision. For squad morale and development, it is a good idea to have a substitution plan in place for each game and then use it. Play as many as possible if a game gets out of hand.
5. “Pouring it On”: We all have games where everything goes right. Just remember what it is like to be on the other side. There is no need to humiliate another squad even if they did it to us a year or two before. You don’t have to put restraints on your team, but there is no need to work on a full-court press with a twenty five point lead, or to use an on side kick with a four touchdown lead. Use common sense.
6. *Best Behavior Practices: All school staff have a legal and ethical responsibility to uphold the highest standards of conduct in relating to students and to each other. While we encourage all school staff to work closely with students and with each other in order to help students learn, it is important to be aware of certain common sense guidelines that govern adult behavior in the school setting. Being the subject of disciplinary action or a lawsuit can be personally demoralizing and professionally damaging. For your protection and to avoid legal liability, please keep in mind the following:
 - a. All meetings with students should take place at school. In the event that you need to meet with a student or with students in a setting off campus, obtain the approval of the high school administration.
 - b. Individual meetings with students at school should take place in a classroom or office with an unobstructed glass panel or with the door open.
 - c. All types of communications with students should remain professional in nature. Care and concern should be communicated without delving into a student’s personal life. Do not ask questions about dating, personal habits, etc. Correspondingly, caution should be exercised about disclosing information about your personal life with your students. Seek assistance from a guidance counselor, social worker, psychologist, nurse or administrator if you engage in a conversation with a student that makes you feel uncomfortable.

- d. **Cell Phone & E mail communication should only involve team related information. This applies to texting, cell-phoning, etc. If you have a “Facebook Page” be extremely conservative about what is posted on your page.**
- e. Transporting students in your own vehicle should be avoided. Obtain administrative approval in the event that you must transport a student in your own vehicle.
- f. Always respect the confidentiality of a student’s personal and academic record. Academic, medical, and psychological information should not be disclosed to others without the proper release form.
- g. Alcohol should not be consumed with or in the presence of students.
- h. Always dress in a professional manner for school and school-related functions.
- i. If you are involved in a potentially abusive situation with a student, parent or staff member, contact an administrator as soon as possible.
- j. In your conduct with students, do not engage in physical horseplay, physical displays of affection, or conduct that is sexual in nature.
- k. Report all suspected instances of verbal, physical or sexual harassment (student to student, teacher to student, student to teacher, adult to adult) to one of the building or district administrators as soon as possible.
- l. Use common sense in all of your dealings with students, parents, colleagues and the public.
- m. **Hazing/Initiation – It has become popular for some teams to “kidnap” lower level teammates early in the morning, “dress them up” and send them to school. This is not acceptable.**

II. Coaching Responsibilities

- A. ***Parent Communication:** To avoid problems it is essential that parents be well informed with respect to how you intend to run your program. They need to know your general expectations; your “cut” policy (if applicable), practice locations, times, etc. Training rules, academic requirements and any other rules you might have must also be reinforced to parents. Don’t rely on your athletes to get this information home. You are strongly encouraged to set an evening aside or Saturday for a parent meeting. At the very least make contact by phone (if squad size permits). Written correspondence is also necessary but should not be used in lieu of personal contact. Feel free to use the athletic office to get mailings out. The athletic department will supply you with the schedules and directions to games. Be sure to distribute them.

When dealing with the squad (and parents) emphasize the fact that the athletes need to make a commitment to “be there” when they join a team. If they miss practice it hurts the team and their chances of playing. In spite of this emphasis, it is essential that coaches honor parents’ wishes to take their children for family commitments. This happens more than it used to and while it is very frustrating for coaches the family must come first. As a coach you have a right to play who you feel

deserves it, but don't "paint yourself in to a corner" with rules that will be difficult to enforce, or that the school can't back you on. Never express your frustrations about family vacations in front of team members. Be flexible when dealing with school vacations, such as Thanksgiving, Christmas or Spring Break, especially at the freshman or sophomore levels. Check with the Athletic Director if you are faced with a situation that you are not comfortable with. Be proactive in dealing with squad problems. Return all parent calls immediately and set up a meeting with them if you think it is needed, or if they request it. If you prefer, the Athletic Director would be willing to facilitate the meeting. If a problem is "brewing", be sure to resolve it as soon as possible and keep the Athletic Director informed.

- B. Professional Meetings: During the course of the year, the Principal or Athletic Director may call meetings of a professional nature. When such meetings are called, it is expected that all coaches attend. Practice schedules must be adjusted if necessary.

- C. All coaches must pass; the Performance Enhancing Drug Test. The test and study guide are found on the IHSA web site.

All head coaches are required by IHSA rules to attend all state sponsored rules interpretation meetings where rules and business concerning their sport will be discussed. (An assistant may attend as a substitute, but the high school must be represented.)

All head coaches are expected to attend all Upstate Eight Conference meetings regarding by-laws and All Conference selection. By-law meetings are held every two years and All Conference meetings are held annually at the conclusion of the conference season.

Coaches are encouraged to attend professional meetings (coaches, schools, and clinics) to keep abreast of new developments in the sport in which they are coaching. A limited number of "professional days" will be set aside to allow coaches the opportunity to attend these meetings.

Requests to attend any of the above meetings or tournaments must be submitted at least two weeks in advance to the Principal of the high school for approval.

- D. Program Articulation: Head coaches should coordinate and supervise all levels of the program. Philosophy and techniques must be on the "same page". Lower level goals should be geared toward participation and development. Competitive desire should be present at the lower levels, but championships and state competition are not the primary focus. Head coaches will also have the primary responsibility of evaluating their assistants and lower level coaches. Efforts must also be made to involve the middle school in our programs. They represent our future so we need to demonstrate our interest in what they're doing.

- E. Communication with the Athletic Director: The main responsibility of Athletic Director is to see that we provide the best possible program for our students. To that end, coaches must be able to function in an environment that is conducive to success. This requires constant interaction and open communication between the coach and the Athletic Director. In short, keep the Athletic Director informed and there will be less of a chance for problems.
- F. Game Day: Try to be available when the opposing team arrives. Help them in any way that you can. We want to establish good public relations with our guests. Work with the A.D. to compile a list of what needs to be done and who is assigned to do it. This includes all things such as rooms for the officials, equipment, pre-game announcements, etc... Good communication will ensure this phase of contest preparation is first class and will allow you to concentrate on coaching.
- G. Paperwork: A necessity for a head coach. It is extremely important to be organized, thorough and prompt in this area.
1. Pre-Season:
- a. Issue a call for prospective athletes.
 - b. Turn in a complete roster to the athletic office so an eligibility check can be made a.s.a.p.
 - c. Distribute squad rules, practice schedules, etc.
 - d. Athletic participation requirements:
 - AA. PHYSICAL EXAMINATION – Students participating in athletics at Geneva High School must have a physical examination by a licensed physician. The physical examination is good for one calendar year from the date of the examination and must be on file in the Athletic Department office.
 - BB. *PARTICIPATION FEES – The Board of Education requires the payment of a participation fee before the athlete may participate in any interscholastic practice or contest. The fee is **\$140 per sport**, per individual. Fees are payable in the Athletic Department office.
 - CC. PARENT PERMISSION FORM/WARNING OF RISK STATEMENT-and PERMISSION TO CONDUCT STEROID TEST - These forms must be signed by the parent/guardian and be on file in the Athletic Department office. (No athlete will be allowed to participate until this form is on file in the Athletic Department office.)
 - DD. WEEKLY ELIGIBILITY – Student must have passed four (4) academic classes the previous semester to be eligible for the ensuing semester.
 - EE. RESIDENCY – A student who enrolls during the first ten (10) days of the semester is immediately eligible to participate in athletics. If, however, enrollment occurs after the first ten (10) days, an athlete will be ineligible for one (1) calendar month (30 days).

- Some sports restrict numbers (“cuts”). Students are always required to complete all six (6) requirements. If a student fails to make the team, the participation fee will be returned.
 - 2. Inventory equipment for end of the year report.
 - 3. Turn in list of award winners to athletic office.
 - 4. Complete end of the year packet (explained later).
- H. Scouting: Scouting should only be done at the varsity level. Coaches will be reimbursed for the mileage.
- I. Emergency Procedures:
1. *Weather Problems – Be sure to have a plan for communicating with your players when weather threatens to impact practice or games. In general, if school is called off, only varsity teams should practice, and even then coaches must consult with the A.D. first. For weekend contests, you will be provided with phone numbers of opposing coaches, school officials, etc., so that you can check on possible changes. Coaches will also be provided phone numbers of transportation officials so that the bus company can be contacted. For outdoor sports, a plan should be in place if threatening weather appears. If in doubt prior to practice, stay near the building. One practice session is not that important. Excessive heat can also be a problem. Be proactive here. Avoid practicing at the hottest time of the day. Shorten practice times and provide numerous water breaks. Guard against over exertion. With respect to lightning, again you can never be too conservative. The Department’s philosophy is based on the recommendations of the National Federation of State High School Associations. When thunder or lightning is heard or spotted, or the lightning detector goes off, all must take shelter!
 2. Accident Reports – An accident report must be filled out for each injury that occurs to one of our athletes. One copy should go to the A.D. and one to the trainer.
 3. Handling of Athletic Injuries – The coach, in cooperation with the trainer, is responsible for the handling of injuries to his/her squad. It is important that each coach remembers that he/she is not a doctor. Diagnostic procedures should be left to the trainer and medical personnel. It is the policy of Geneva High School to notify the parents of an injured athlete. Parents should take the responsibility for seeing that their child gets medical attention. When present, the athletic trainer assumes responsibility for making initial assessments and recommendations. If the trainer is not present, coaches should follow the procedure below:
 - a. If injury is severe, call 911 first and then the parents (be sure to always have phone numbers available. Be sure to provide the correct location of the injury. Burgess Field is located at the corner of Maple and Gray. The baseball/softball complex would be at 638 Logan St. The soccer and football practice fields are located at Center and Charles. The tennis court are located

at the corner of Logan and Center Street. The gym entrances include Door #5 on McKinley St. and Door #7 on Center St.(contest gym) and Door #8 on Logan St.(Mack Olson Gym). Work with the trainers to have someone designated to direct the ambulance to the injured individual and to update the emergency personnel on what steps had been taken.

- b. If the injury is not severe, watch the injured athlete for change in condition and call paramedics if necessary. Call parents to let them know about the injury. Never let the athlete go to the locker area or building unless accompanied by an adult. If it is determined that an athlete must be transported before a parent arrives, the coach or other school official must accompany the vehicle to the hospital. When the parents arrive, he/she may leave.
4. Injured athletes should not return to practice without written approval from medical personnel.
- J. *Supervision – In general, you are responsible for your athletes from the time practice, contest or trips start until they are picked up or have left school.
- 1. Weight room – Students must never be allowed to use the weight room without faculty supervision. Do not admit students to this room unless you intend to stay with them. When you leave, make sure all students are out and the door is locked.
 - 2. Locker Room –Practice Areas:
 - a. If athletes are in locker areas, a coach from that sport must be in the area to supervise.
 - b. Lockers should be assigned, records kept and athletes should be reminded to keep the locker area clean. Coaches should take a quick walk-through after practice.
 - c. NO cleats should be worn in the building.
 - d. Each coach, at the conclusion of practice or game, must stay in the locker area until all of his/her squad has left the building.
 - e. The coach of the last squad out of the area should secure all doors and turn off lights. Don't assume someone else is coming in after you. IF they do, they are capable of turning on lights.
 - f. Make sure you arrive early for weekend practices or games. Your athletes should not be waiting for you unsupervised. Give them a time to be there and then make sure a coach is present at least 15 minutes prior to that.
 - g. Athletes should exit by the east doors. Rides should pick them up on diagonal street in front of the new contest gymnasium entrance.
 - h. All glass containers should be kept out of the locker rooms.
 - i. All activities/practices must be supervised by a coach who is in the immediate area.
 - j. Coaches should make sure all equipment is picked up (even if it isn't yours) following practice.

3. Bus Trips:
 - a. The coach is in charge and is directly responsible for the conduct of the athletes on the bus.
 - b. Require your athletes to dress appropriately for trips. Their appearance is a reflection of the school.
 - c. Help the driver with safety regulations. If necessary one coach should ride in the back of the bus.
 - d. No eating or drinking on the bus unless the coach has made previous arrangements. Athletes are responsible for picking up the bus after trips. As with the locker area, coaches should take a walk through when the bus returns home.
 - e. Athletes are expected to ride the bus (or school transportation) to and from athletic contest. This also applies to off campus practice sessions on school days. In applying this rule, emphasize the value of team unity and togetherness. Students are not allowed to drive their own vehicles to contests. There will be times, however, when it is more practical, or necessary for students to leave with their parents. This is acceptable if and only if parents approach you personally and hand you a written note stating their intentions. This only applies to their children. Any other special considerations must be cleared in advance with the Athletic Director. Coaches should provide a roster to the bus driver for each trip.

4. 15 Passenger Bus & Drivers Education Vans:

- a. Same rules apply to the 15 passenger van and drivers educ. vans. Please leave the bus clean and fill the gasoline tank at the end of your trip. Make sure all windows are closed. The fuel pump key is on the key ring and the pumps are located at the south end of the parking lot.

K. Athletic Award System: Athletic awards are given to athletes who finish the season in "good standing." "Good standing" means the athlete: 1) has attended practices and games; 2) has completed all obligations in regard to uniforms and equipment; 3) is academically eligible; and 4) is eligible according to the Geneva High School Code of Conduct. Coaches are encouraged to prepare written criteria for earning awards in their sport. These criteria should be handed out and explained to all athletes at the beginning of the season. The award system should be fair, consistent and attainable by most athletes. Award are earned in the following fashion:

L.

Numerals (N) – Freshman award ONLY. Numerals may be given to a Frosh in conjunction with other award during the Freshman year, but are awarded only once.

Numerical Certificate (NC) – an award for participation in two or more sports in Freshman year.

Minor “G” (ML) – a Sophomore level award given to Sophomores or Freshmen who qualify through participation at the Soph level.

Minor “G” certificate (MC) – given to Sophomores or Freshmen who earn an award in two or more sports in a given year.

Junior Varsity (JVL) – given to any Junior or Senior (only) athlete who qualifies for this level of participation, but who does not qualify for a Varsity award.

Junior Varsity Certificate (JVC)-given to any athlete who qualifies for two or more sports at the Junior Varsity level in a given year.

Varsity “G” (VL) – given to any athlete who qualifies at the Varsity level. May be given to a Freshman along with numerals.

Varsity “G” Certificate (VC) – given to any athlete who earns a Varsity award in two or more sports in a given year.

Pin – given with the first Varsity letter (Major”G”).

Bar – given with the second and third Varsity letter in the same sport.

Most Valuable Player Award – The award may be determined by the coaching staff or by a vote of the team. A “Viking” plaque is given as the award.

Most Improved Player Award – The award may be determined by the coaching staff or by a vote of the team for the most improved athlete. A “Viking” plaque is given as an award.

State Qualifier – Any athlete who qualifies for an IHSA state competition will receive a “State Qualifier” patch.

***Viking “Blue and White” Award** – this award is given to any athlete who participates in three sports for four years at Geneva High School. Effective 2004-2005 school year, indoor track will NOT count as a separate sport

Other Awards Given Annually:

Upstate Eight Academic All Conference Award – This award is awarded by the Upstate Eight Conference Principals and Athletic Directors. To earn this award, an athlete must be a junior or senior varsity award winner and have a cumulative GPA of 3.5 or above at the end of the 5th or 7th semesters. A Western Sun Conference certificate is given for this award.

Jeff Smith Award – Each year the coaching staff selects a male senior athlete to receive the Jeff Smith Memorial Award.

Outstanding Female Athlete Award -Each year the coaching staff selects an outstanding senior female athlete to receive this award.

Joseph Brayton Scholar Athlete Award – This award is given by the All Sports Booster Club to one female and one male outstanding scholar-athlete.

Chris Malone Memorial Award – This award is given by the GHS Guidance Department to one junior female and one junior male athlete.

M. *Absences and Academics: Unless special permission is granted by the Athletic Director, a student may not practice or participate in an athletic contest if they were not in school at least four (4) periods. A student who leaves school ill should not return for after school practice or games, even if they meet the four period requirement. Students who miss school on Friday must have the approval of the Athletic Director before competing on Saturday. Students who do not dress for P.E. must have the approval of the Athletic Director to practice or compete that day.

N. Academic Eligibility Requirements – Every athlete is required to meet weekly academic eligibility requirements. The IHSA sets the standards to which Geneva High School adheres. Those requirements state that an athlete must be passing four academic courses, Grades are harvested weekly from the computer generated grade book and a list of all students receiving D's and F's is compiled and distributed. It is the responsibility of all coaches to survey the list for athletes who are in their programs. While the Athletic Director generally notifies all coaches of "ineligible" athletes, it is ultimately the responsibility of every coach to check the eligibility list. If an athlete is "ineligible" he/she may participate in practices, but is not allowed to participate in any contests. The period of eligibility runs for a minimum of 1 week. (W-W) Allowing "ineligible" athletes to participate in an interscholastic contest is a direct violation of IHSA rules; a forfeit must be declared for such a violation. Coaches who knowingly allow "ineligible" athletes to participate will be subject to disciplinary action on the part of the Athletic Director and/or Principal. Coaches are encouraged to help athletes overcome academic problems. However, under no circumstances should a coach pressure or apply undue influence to a teacher. Checking on student progress or requesting information on missed assignments is acceptable and recommended. Semester eligibility is also determined by the IHSA. A student must pass four (4) academic classes each semester. Failure to achieve this level of academic standing will result in the athlete being declared academically "ineligible" for the entire semester. See IHSA eligibility rules.

O. Athletic Department Fund Raising Policy: Individual sports and coaches do occasionally sponsor fund raising activities. These activities need prior approval from the Director of Student Activities and the Athletic Director. The project must have a goal. This must be determined before approval will be given by the Director of Student Activities.

If coaches elect to sell a product or run a “pledge” project, the following guidelines must be followed;

1. Customers must know the product they are purchasing, total cost and approximate delivery date.
2. In a “pledge” project the “pledge” must be informed of the maximum amount the activity will cost based upon the pledged amount. The “pledge” should not be surprised by the amount owed on a project.
3. Door to door sales are discouraged. Coaches must supervise any organized activity inside or outside the building.

Upon completion of a fundraiser, the Athletic Director and must be given a copy of the project balance sheet. The balance sheet should list the cost of the project, total income and a profit or loss statement. A receipt indicating that all invoices have been paid must also accompany the balance sheet.

Head coaches are responsible for all fundraisers sponsored by their sport.

“Pledge” projects are defined as “lift- a -thons,” “run- a-thons,” or “car wash- a-thon,” any activity where money pledges are solicited for a certain activity or service.

- P. All Sports Booster Club: Geneva High School has one Booster club that represents all sports. It has a long history of helping Geneva athletics. Members raise money to purchase “extra” items not affordable in the normal budget process. The following procedure must be followed in order to request items from the Booster Club:

1. Prior to the May meeting the Athletic Director will ask each Head Coach to submit a “wish list” of items.
2. Gather all information possible on the item. This should include price, quality, service and delivery.
3. Develop a rationale for the purchase of the item.
4. The Athletic Director will make a presentation to the Booster Club membership.

The Booster Club without prior approval from the Athletic Director will accept no request. The Booster Club has, on occasion, helped individual coaches sponsor a fund raising project in conjunction with a purchase request.

The Booster Club meets on the third Monday of every month in the high school commons and all coaches are invited.

- Q. *Quits and Cuts: An athlete cut from one squad may try out for another sport if that coach has not completed his/her roster. An athlete who quits one sport may not change to another sport without the permission of both coaches involved and the Athletic Director. The Athletic Department must be informed when an athlete drops from a sport.

Extra Curricular Activities and Fine Arts: It is the policy of Geneva High school to provide a comprehensive educational experience to all students. In the extra curricular areas, this means that every attempt will be made to permit students to engage in as many activities as possible. It is important that the athletic department and fine arts department work together so that students have the opportunity to experience the benefits of both areas when possible. Keep in mind that graded activities take precedence over athletics.

- R. Promotion of Sport and Involvement with Community/Middle School Programs: In order for our programs to prosper, it is imperative that we have the support of the community at large. Athletic programs in particular rely on the development of young athletes in the various youth programs in the community. GHS will continue and expand on the policy of assisting these programs in ways ranging from facility usage to instructional camps and promotional appearances. Coaches are also encouraged to get their athletes involved in community service projects when possible. Talk to the Athletic Director for more information.
- S. Evaluation of Programs: Program evaluations will focus on what can be done to make the program the best that it can be. It will be a comprehensive approach with personnel, facilities, equipment and administrative support as its key components. Evaluation will be a collective process between the head coach and the Athletic Director. Head coaches will have the primary responsibility for evaluating their staff. Please refer to the attached "End of the Year Packet" for the specific procedures.
- T. Requests for Building and Grounds: For the most part, contact the Athletic Office for a work order when you encounter facility concerns. Obviously this requirement does not apply to emergency situations. Be proactive in making sure facilities are in top shape by checking them out in advance of their need.
- U. Risk Prevention:
- V. *** Twelve Legal Duties**
 - 1. Properly instruct
 - 2. Warn of inherent dangers
 - 3. Provide proper supervision
 - 4. Provide a safe environment
 - 5. Provide health care
 - 6. Enforce rules and regulations
 - 7. Classify participants
 - 8. Follow due process
 - 9. Safely transport students
 - 10. Foresee potential dangerous situations
 - 11. Maintain records
 - 12. Plan activities and events

W. Budgeting Procedure: The Athletic Director is responsible for preparing a yearly budget, which includes:

- a. Materials and supplies
- b. Professional services
- c. Capital outlay
- d. Repair and maintenance
- e. State contestant expenses
- f. Entry fees

The budget is prepared during the months of March and April. Each Head Coach is required to submit budget items after consideration of items a,b,c,d and e above.

In requesting items, coaches are required to supply unit cost, manufacturer's styles or numbers and description. In ordering uniforms, sizes and numbers are also required, along with colors and coloring scheme or design. (This description is called "specifications.")

All budget requests are reviewed by the Athletic Director. Final decisions on purchasing will be made by the Athletic Director after consultation with the Head Coach.

As materials and supplies are delivered, an inventory of the delivery should be taken by the Athletic Director or Head Coach, including a check for damage, accurate count, back orders, and product specifications. Prompt payment to the supplier or vendor is then important; the Athletic Director is solely responsible for authorizing all payments.

*V. Graduate School: Professional Growth is important for academics and financial reasons. With the growth of cohort programs many coaches take coursework during the school year. While the Athletic Department is generally supportive of this, you need to keep in mind that you are under contract to coach and thus time away from coaching should be minimized if done at all. Many coaches have consequences for athletes who miss practice time for any reason. Make sure you don't create a double standard for yourself.

***END OF THE SEASON DUTIES**

1. **Equipment Check in /Inventory:** Make sure all equipment is returned clean. If equipment is not returned, the athlete must pay for it before they receive their awards, or go out for another sport. At your earliest convenience, compile and turn in a complete inventory of your equipment. Quantity, size and condition of equipment should be listed.
2. **End of the Season Report/Evaluation:** A check list for self evaluation and the evaluation of your assistants is provided. This coupled with your season summaries and the observations of the Athletic Director will provide the basis for the evaluation of the total program. Your season summary should include statistical record (form attached) as well as a narrative analysis of the season. The narrative should take the following form:
 - a. General assessment of past season.
 - b. Outcomes related to pre season goals, i.e. - how a new training program worked.
 - c. Goals for next year and means of achieving them.
 - d. Plans for Professional Growth
 - e. Recommendations for improving total program.

Please turn in your report to the Athletic Director, at which time, an appointment can be made to discuss it. The Athletic Director will then take this information and compile a final evaluation for your sport. The coach can then provide further input if it is deemed necessary.

Assistant Coaches: Direct evaluation of the assistants will be done by the head coach. They will be evaluated as part of the total program by the Athletic Director and head coach in the end of the season meeting. If warranted, a meeting between the head coach, the assistant and the Athletic Director will be set-up.

Final Note on Evaluation: Evaluations are required by the School Board as a measure of accountability. Their main value, though, involves the opportunity for making the program the best it can be. This can be best accomplished through a collective sharing of ideas and formulation of a plan for the future.

**GENEVA HIGH SCHOOL
ATHLETIC DEPARTMENT**

HEAD COACH JOB DESCRIPTION

COACH_____ **SPORT**_____ **DATE**_____

MAJOR PRE-SEASON RESPONSIBILITIES:

1. Checks to be sure there is medical clearance of team members according to Geneva High School regulations.
2. Checks with Athletic Office to be sure all athletes have proper forms and eligibility requirements completed.
3. Updates with Athletic Secretary, adds and drops to the team's listing of athletes for eligibility.
4. Requires that insurance form is completed and signed by a parent of guardian before candidate begins practice.

MAJOR RESPONSIBILITIES DURING SEASON:

1. Oversees supervision of team members from the time they reported to school for a practice or game until they leave the school at the conclusion of the activity.
2. Is certain that team members maintain proper behavior in the locker room.
3. Oversees care of equipment, supplies and school facilities.
4. Demonstrated proper care of injuries and completion of injury report forms for student health records and insurance purposed.
5. Communicates with Athletic Office to insure proper procedures followed squad members to be excused from school for athletic contest.
6. Is aware of the regulations relative to overnight team trips.
7. Is responsible for personal pre game preparations (transportation, equipment, facilities).
8. Demonstrates proper personal conduct at games toward players, officials, and spectators.
9. Takes responsibility for the reporting of game scores and other pertinent information to all newspapers (Varsity) and the Athletic Office as soon as feasible after a game.

MAJOR REPONSIBILITIES AFTER SEASON (SUBMIT TO ATHLETIC DEPARTMENT):

1. Completes the list of team members who finished the season (varsity letter winner, junior varsity certificate winners, and special award recipients).
2. Season record – opponents and scores, any championships won and any outstanding achievements by a player, such as most points in a game, high scores for season, etc.
3. Helps follow up on the detailed list of players who failed to return issued school equipment.
4. Completes inventory of equipment on hand – indicating condition as either good, fair or poor.
5. Budget submitted for next year.

MISCELLANEOUS ITEMS:

1. Maintains high ideals, good habits and desirable attitude in personal behavior.
2. Participates in coaching clinics and in service programs when possible.
3. Exhibits rapport with players.
4. Exhibits rapport with coaching staff.
5. Has good knowledge of game rules, fundamentals and strategy.
6. Show ability to improve player performance.
7. Has a good organizational ability.
8. Teach student athletes to use only legitimate and ethical means in attempting to win a game.
9. Has respect and concern for athletes, students, parents, colleagues, and other citizens.
10. Cooperates with teaching staff, coaches, parents, newspapers, etc., to attain and maintain good public relations.

**GENEVA HIGH SCHOOL
COACH'S SELF-ASSESSMENT FORM**

Date _____

M=Meets
N=Needs Improvement

COACH _____ **POSITION** _____

SPORT _____ **LEVEL** _____

1. Teaching Personalities
 - _____ Uses self control and poise
 - _____ Has an appropriate sense of humor
 - _____ Emotional stability is appropriate
 - _____ Vitality and good health
 - _____ Has enthusiasm in working with athletes
 - _____ Appearance is neat
 - _____ Is punctual in attendance
 - _____ Voice quality is good
 - _____ Uses appropriate language
2. Professional Qualities
 - _____ Has harmonious relationship with staff
 - _____ Upholds department and school policies, rules and regulations
 - _____ Follows planned, prescribed program
 - _____ Has good relationship with program
 - _____ Follows goals and objectives for year
 - _____ Submits written reports on time
 - _____ Has good relationship with personnel from other schools
 - _____ Keeps Athletic Director informed about sport
3. Team Management
 - _____ Is prompt in meeting team
 - _____ Supervises locker room before/after
 - _____ Makes maximum use of time available
 - _____ Demonstrates care of equipment/facilities
 - _____ Uses good team discipline and control (respect, not fear)
 - _____ Uses staff well (or works with Head Coach well)
 - _____ Utilizes all players as much as possible
 - _____ Commands respect by example in appearance, manners, behavior, language

4. Coaching Performance

- _____ Has knowledge and expertise of sport
- _____ Has the ability to motivate athletes
- _____ Has the ability to give direction
- _____ Exhibits leadership on field/court
- _____ Provides individual/group instruction
- _____ Well versed in strategy
- _____ Practices are well planned
- _____ Has effective game/meet organization

COMMENTS:

**ATHLETIC DIRECTOR'S
SIGNATURE**_____

GENEVA SCHOOL DISTRICT 304

PERFORMANCE EVALUATION INSTRUMENT FOR HEAD COACHES

Name: _____ Position: _____
 Geneva High School Date: _____

Left Column: Satisfactory
 Right Column: Needs Improvement

I. ADMINISTRATIVE RESPONSIBILITIES

S NI

—	—	Organization of staff
—	—	Organization of practice
—	—	Organization of contests
—	—	Communication with coaches
—	—	Maintenance of current team and individual records
—	—	Care of equipment and facilities
—	—	Supervision of team
—	—	Maintenance of current inventory
—	—	Coordination of practice and game first aid coverage with athletic trainer
—	—	Coordination and supervision of off season programs

II RELATIONSHIPS

—	—	Enthusiasm for
—	—	Working with athletes
—	—	Support of other sports
—	—	Working with academic staff
—	—	Communications with
—	—	Individual athletes
—	—	Team as a whole
—	—	Administrative staff
—	—	Athletic Director
—	—	Assistant Athletic Director
—	—	Parents
—	—	The community
—	—	Athletic Trainer
—	—	Discipline
—	—	Supports school and department policies
—	—	Established appropriate and realistic team standards
—	—	Is consistent
—	—	Is firm but fair with athletes

III. COACHES PERFORMANCE

—	—	Knowledge of fundamentals
—	—	Presentation of fundamentals
—	—	Effective use of appropriate conditioning methods
—	—	Knowledge and understanding of sport
—	—	Game preparation

—	—	Effective use of player personnel
—	—	Effective use of coaching staff
—	—	Team appearance
—	—	Player and team attitude
—	—	Team performance
—	—	Conduct of coach during contests
—	—	Evaluation of team members

IV. SELF IMPROVEMENT

—	—	Attendance at rule interpretation meetings
—	—	Attendance at coaching clinics
—	—	Continuous review of current literature
—	—	Continuous self-evaluation
—	—	Continuous program evaluation
—	—	Cooperation with performance evaluation process

V. STRENGTHS

VI. CONCERNS

VII. FUTURE PERFORMANCE GOALS

VIII. GENERAL APPRAISAL

- ___ Recommended for continued assignment
- ___ Recommended for continued assignment, provided areas of concern are addressed.
- ___ Not recommended for continued assignment.

IX. Coaches comments regarding own or total program:

Evaluator _____ Date _____

The signature of the coach indicates he/she has read the report. The signature does not complete concurrence with the evaluation.

Coach _____ Date _____

GENEVA SCHOOL DISTRICT 304

PERFORMANCE EVALUATION INSTRUMENT FOR ASSISTANT COACHES

Name: _____ Position: _____
 Geneva High School Date: _____

Left Column: Satisfactory
 Right Column: Needs Improvement

II. ADMINISTRATIVE RESPONSIBILITIES

S NI

___	___	Organization of staff
___	___	Organization of practice
___	___	Organization of contests
___	___	Communication with coaches
___	___	Maintenance of current team and individual statistics
___	___	Care of equipment and facilities
___	___	Supervision of team
___	___	Maintenance of current inventory
___	___	Coordination of practice and game first aid coverage with athletic trainer
___	___	Coordination and supervision of off season programs

II RELATIONSHIPS

___	___	Enthusiasm for
___	___	Working with athletes
___	___	Support of other sports
___	___	Working with academic staff

___	___	Communications with
___	___	Individual athletes
___	___	Team as a whole
___	___	Head Coach
___	___	Administrative staff
___	___	Athletic Director
___	___	Assistant Athletic Director
___	___	Parents
___	___	The community
___	___	Athletic Trainer

___	___	Discipline
___	___	Supports school and department policies
___	___	Established appropriate and realistic team standards
___	___	Is consistent
___	___	Is firm but fair with athletes

- X. COACHES PERFORMANCES**
- — Knowledge of fundamentals
 - — Presentation of fundamentals
 - — Effective use of appropriate conditioning methods
 - — Knowledge and understanding of sport
 - — Game preparation
 - — Effective use of player personnel
 - — Effective use of coaching staff
 - — Team appearance
 - — Player and team attitude
 - — Team performance
 - — Conduct of coach during contests
 - — Evaluation of team members

- XI. SELF IMPROVEMENT**
- — Attendance at rule interpretation meetings
 - — Attendance at coaching clinics
 - — Continuous review of current literature
 - — Continuous self-evaluation
 - — Continuous program evaluation
 - — Cooperation with performance evaluation process

XII. STRENGTHS

XIII. CONCERNS

XIV. FUTURE PERFORMANCE GOALS

XV. GENERAL APPRAISAL

- ___ Recommended for continued assignment
- ___ Recommended for continued assignment, provided areas of concern are addressed.
- ___ Not recommended for continued assignment.

XVI. Coaches comments regarding own or total program:

Evaluator _____ Date _____

The signature of the coach indicates he/she has read the report. The signature does not complete concurrence with the evaluation.

Coach _____ Date _____

END OF THE SEASON REPORT FORM

Year _____ Sport _____

Head Coach _____

Assistants _____

Length of Season _____

1. Team Honors: _____

2. Individual Honors

Captains _____

Most Improved _____

Most Valuable _____

All Conference _____

(Please * if academic all conference)

3. State Tournament Competition
A) Regional Sectional State Record & Opponent

4. Fund Raising Report (if applicable)

a. Type

b. Total Raised

c. Purpose

Athletic Records

SPORT _____

COACH _____

LEVEL _____

SCORE

Date	Home	Opponent	Opponent Name

GENEVA VIKINGS MEDIA REPORTING FORM
--

** All coaches should fill out this form and turn in to Athletic office, even if not submitting to the Media. This form will be used to report scores to Web site.*

DATE _____

SPORT _____

LEVEL _____

OPPONENT/SITE _____

FINAL SCORE _____

RECORD Overall _____ Conference _____

HIGHLIGHTS

NEXT CONTEST _____ VS. _____

COACH _____

*****FAX NUMBERS : SCROLL TO NEWSPAPER GROUP & PRESS
START...Remember to put your sheet face down. The following is the list of
newspapers who will receive your fax. Thanks!**

Geneva Republican	630-513-6660	Chicago Sun Times	312-321-0122
Kane Co. Chronicle	630-232-4962	Daily Herald	630-587-8639
Chicago Tribune	312-828-9392		

Email addresses: will be submitted under separate cover.

GENEVA COMMUNITY HIGH SCHOOL

Code of Conduct

Mission Statement: The goal of the extra-curricular program at Geneva Community High School is to provide students with opportunities and direction in developing:

- a positive attitude
- self-discipline
- commitment
- leadership
- teamwork
- respect for rules, themselves, and others
- healthy living habits

The Geneva High School administration and faculty believe that participation by students in a well-rounded extra-curricular activities (ECA) program is appropriate and desirable. An ECA program is defined as those activities which are outside of the regular curriculum and not related to coursework and grades. While participating in the regular educational program is a right afforded to each student, participating in any ECA program is a privilege that carries with it additional responsibilities and expectations. Therefore, in order to participate in our ECA program, students must not only follow all guidelines set forth in the Student Handbook but also the additional expectations set forth in the Code of Conduct. These expectations reflect the educational philosophy and mission of Geneva Community High School.

GENERAL EXPECTATIONS & CONSEQUENCES

ACADEMIC/ATTENDANCE EXPECTATIONS/CONSEQUENCES

A student who participates in our ECA program is expected to:

1. **Pass four academic classes each week and every semester.**

A student not passing four academic classes each week will be ineligible to participate in contests/events/performances the following week. A student not passing four academic classes each semester will be ineligible to participate in contests/events/performances the following semester.

2. **Attend all classes all the time unless excused by parents. Class cutting/truancy is not acceptable.**

If a participant cuts a class or is truant during a season or after auditions, that student will be ineligible to participate in the next contest or performance. Individual team/organization sanctions may also be applied.

3. **Attend four class periods in order to be qualified to practice, compete, or perform on any given day. Exceptions may apply.**

A student not in attendance at school on the day of a contest/activity for at least four periods may not participate. Exceptions may apply regarding school sanctioned activities or family emergencies.

TEAM/ORGANIZATION EXPECTATIONS/CONSEQUENCES

A student who participates in our ECA program is expected to:

4. **Attend practice, contests, awards nights, and/or any other function related to the activity.**
5. **Travel on school-arranged transportation to all events related to the activity.**
6. **Be responsible for all equipment, materials, and/or clothing issued and the return of same at the conclusion of the activity.**
7. **Display appropriate conduct including respect of persons and property at all times.**
8. **Follow all team/organization rules as outlined by the coach/sponsor.**

If a problem occurs with the Team/Organization Expectations, the coach/sponsor with assistance from the Athletic Director and/or Dean of Students, will be responsible for appropriate disciplinary action. This may include losing the privilege of participating in the extra-curricular activity.

BEHAVIORAL EXPECTATIONS/CONSEQUENCES

A student who participates in our ECA program is expected to:

9. **Follow all rules set forth in the Geneva High School Student Handbook.**

If a problem occurs with a behavioral expectation set forth in the Geneva High School Student Handbook during the season or after auditions, the Athletic Director and/or Dean of Students, with assistance from the coach/sponsor, will be responsible for appropriate disciplinary action. In addition, in the case of every out of school suspension, a student will lose eligibility for a minimum of one game/performance/event after the period of suspension is over. Repeated behavior problems will result in losing eligibility for a longer period of time.

CHEMICAL USE EXPECTATIONS/CONSEQUENCES

A student who participates in our ECA program is expected to:

10. **Not use/possess alcohol, other illegal/inappropriate chemical substances, tobacco in any form, paraphernalia for drug use; arranging for the sale or exchange of any of the aforementioned; or attempt to obtain any of the aforementioned at any time during high school career including vacation periods. Possession includes permitting the use of alcohol and other illegal or inappropriate chemical substances in one's residence.**

If a student violates the chemical use section of the Student Handbook, additional school consequences will apply. If a problem occurs with the Chemical Use Expectation, a student will need to fulfill the following consequences in order to regain/maintain eligibility.

A. First Offense:

During Season/After Auditions or tryouts:

1. The student must meet with the District Prevention Coordinator. He/she must then enroll in and complete in a timely fashion a mutually agreed upon stop-smoking program or alcohol/drug education program OR complete a professional chemical dependency evaluation at a mutually agreed upon treatment center and follow all recommendations from the evaluation.
2. The student will be ineligible one game/performance/event. If the student incurs an out of school suspension as a result of this infraction, he/she will be ineligible one game/performance/event **after** he/she returns from the suspension.

Not During Season:

1. The student must complete eight hours of community service as agreed upon with the Dean of Students and the Athletic Director.
2. The student must meet with the District Prevention Coordinator. He/she must then enroll in and complete in a timely fashion a mutually agreed upon stop-smoking program or alcohol/drug education program OR complete a professional chemical dependency evaluation at a mutually agreed upon treatment center and follow all recommendations from the evaluation.

B. Second Offense during High School Career:

1. Student will lose eligibility to participate in any extra-curricular activity for one calendar year.
2. If a student wishes to have eligibility reinstated, he/she and parents must meet with the District Prevention Coordinator and meet all requirements before reinstatement will be considered. Reinstatement may be achieved no earlier than 90 days after the infraction. In order to be reinstated, the student and parents must request, in writing to the District Prevention Coordinator, that a hearing be held to consider reinstatement. The burden of proof that appropriate changes have been made rests with the student and parents.

C. Third Offense during High School Career:

1. Student will lose eligibility to participate for the remainder of his/her high school career.
2. If a student wishes to have eligibility reinstated, he/she and parents must meet with the District Prevention Coordinator and meet all requirements before reinstatement will be considered. Reinstatement may be achieved no earlier than 180 days after the infraction. In order to be reinstated, the student and parents must request, in writing to the District Prevention Coordinator, that a hearing be held to consider reinstatement. The burden of proof that appropriate changes have been made rests with the student and parents.

AMNESTY: Voluntary admission of an infraction or problem regarding Chemical Use will not count as an offense. In such cases, students and parents will sign a contract confirming intention of completing a mutually agreed upon program. Do not confuse honesty with amnesty. Admissions resulting from being under investigation or “caught” by police or school personnel will not qualify for amnesty. If the contract is not fulfilled in a timely fashion, the case will count as an offense.

No awards (e.g., end of season awards) will be given until programs referred to above are completed.

Parents/students are responsible for the cost of drug education programs, any drug screening, professional chemical dependency evaluation, and follow-up on recommendations from evaluation.

