

# 2017 - 2018

## COACH/SPONSOR HANDBOOK



**BROWING PUBLIC SCHOOLS**

**COACHES HANDBOOK**

**2017- 2018**

**TABLE OF CONTENTS**

➤ <b>Introduction</b> .....	<b>3</b>
➤ <b>Purpose &amp; Philosophy</b> .....	<b>4</b>
➤ <b>Goals &amp; MHS A Coach’s Education Program</b> .....	<b>5</b>
➤ <b>Code of Ethics for Coaches</b> .....	<b>6</b>
➤ <b>In-Season Checklist</b> .....	<b>7</b>
➤ <b>Post-Season Checklist</b> .....	<b>8</b>
➤ <b>Clinics</b> .....	<b>9</b>
➤ <b>Duties and Responsibilities of a Head Coach</b> .....	<b>9</b>
➤ <b>Duties and Responsibilities of an Assistant Coach</b> .....	<b>9</b>
➤ <b>MHS A Guidelines on Out-of-Season Activities</b> .....	<b>10</b>
➤ <b>Letters</b> .....	<b>11</b>
➤ <b>Overnight Activity Trips and Supervision</b> .....	<b>11 - 12</b>
➤ <b>Team Selection/Try-Outs</b> .....	<b>12</b>
➤ <b>Travel</b> .....	<b>12 -13</b>
➤ <b>Emergency Procedures</b> .....	<b>13</b>
➤ <b>Purchase Orders</b> .....	<b>14</b>
➤ <b>Miscellaneous Guidelines</b> .....	<b>15</b>
➤ <b>Uniform Rotation.....</b>	<b>16</b>
➤ <b>Closing</b> .....	<b>17</b>

## INTRODUCTION

This handbook is designed to provide resources and assistance for coaches as they prepare for their season, manage their teams, coach their athletes, meet with parents, encounter problems, and eventually complete their prospective seasons.

By providing each coach or advisor with a handbook, we hope to help them navigate their seasons and maintain a positive climate in which athletes can concentrate on improving skills, develop appropriate mental attitudes for optimum performance, build sportsmanship and generally, prepare for events.

Coaches and advisors have many responsibilities, but their foremost responsibility is to provide student participants with the support and encouragement they need to accomplish both individual and team goals that will lead to later success in life.

Coaches and advisors should be proactive; they should plan, prepare, be organized and anticipate. It is our hope that this handbook will assist them in this endeavor.



## **PURPOSE**

The purpose of this guide is to establish rules, procedures, policies and philosophy as it pertains to the activities program. Each member of the coaching staff and administration should have definite goals about what we would like to do and how we shall accomplish our goals. In order to avoid any conflict within our staff, this booklet will set forth procedures that will be followed in operating our program and establish what will be expected of persons involved in the program.

## **PHILOSOPHY**

The activities program is an important part of the total education program and experience offered to the students of Browning Public Schools. Participation in a formalized athletic program contributes to health, physical skill development, emotional maturity, social competence and sound moral values. Involvement in BPS Activities Program can help teach the values of cooperation as well as the spirit of competition. Coaches are to give full consideration to the development of the total athlete, including emphasis on academic performance. We adopt the philosophy of **“Athlete’s First, Winning Second”**. Our goal is to win, but when an athlete’s well-being and winning come into conflict, the athlete’s welfare comes first. Participation and skill development are important at the lower levels, with the activity becoming more selective and competitive as athlete’s progress through the program.

Athletes are representatives of Browning High School and the community of Browning as a whole. Athletes are to be reminded at all times that their behavior reflects on everyone involved in the school and community and they will be expected to act as courteous, respectful young adults at all times.

## **GOALS**

### **GOALS ATHLETES WILL LEARN:**

- Good sportsmanship and respect
- How to maintain physical well-being
- The importance of constructive release of energies
- How to handle socially acceptable recognition
- How to understand other people's feelings and attitudes
- The importance of self-discipline
- How to persevere toward a goal
- To think under pressure
- To accept authority and direction of the coaching staff
- The responsibility and privilege of representing Browning High School
- To compete within a given set of rules
- Also, keeping in proper perspective, the importance of academics and athletics

## **MHSA COACHES EDUCATION REQUIREMENTS**

All member school athletic coaches are required to complete the NFHS online coaching program. Every coach (all head, assistant and volunteer coaches) must meet the following requirements:

- Completion of the NFHS Fundamentals of Coaching core course prior to contact with student athletes. Certification is good for a five year period, inclusive of the first season in which the course is completed.
- Completion of the Concussion in Sports course prior to contact with student athletes. Certification is good for a one year period.
- The website for the NFHS Coaching test is [www.nfhslearn.com](http://www.nfhslearn.com) The cost of the course is \$35.00. The district will cover the cost of the test.

## **CODE OF ETHICS FOR COACHES**

- I will treat each player, opposing coach, official, parent and administrator with respect and dignity.
- I will do my best to learn fundamental skills, teaching and evaluation techniques, and strategies of my sport.
- I will become thoroughly familiar with the rules of my sport.
- I will become familiar with the objectives of the sports program with which I am affiliated. I will strive to achieve these objectives and communicate them to my players and their parents.
- I will uphold the authority of officials who are assigned to the contests in which I coach, and I will assist them in every way to conduct fair and impartial competitive contests.
- I will learn the strengths and weaknesses of my players so that I might place them into situations where they may have maximum opportunity to achieve success.
- I will conduct my practices and games so that all players have an opportunity to improve their skill level through active participation.
- I will communicate to my parents the rights and responsibilities of individuals on our team.
- I will cooperate with the Activities Director in the enforcement of rules and policies and I will report any irregularities that violate sound competitive practices.

## IN-SEASON CHECKLIST

### You must...

- Meet with the Activities Director in advance of the first day of practice to review schedules, budget and pre-season procedures.
- Before an athlete is permitted to practice he/she is required to have a physical and all participation forms signed. You are obligated to make sure they have completed these and turned them into the activities secretary.
- **It is your responsibility to check weekly eligibility and follow proper procedures for ineligibility. DO NOT allow any athletes to participate at any level without confirming eligibility!**
- Check your boxes in the high school office nightly: for messages, eligibility and attendance.
- Confirm bus schedule departures with the Athletic Department prior to the day of departure.
- There will be a mandatory pre-season meeting with the parents.
- Meet with other coaches in the program to coordinate the overall program, including coaches at the Middle School and Napi Elementary.
- Get accurate team rosters to activities secretary (2) weeks before the first competition and communicate throughout the season to update any changes in player information.
- **Check daily attendance and ISS/OSS list with attendance clerk for unexcused absences and hold students accountable. Students who are in ISS, OSS, or have unexcused absences any time during the day MAY NOT PRACTICE!!!**
- **Attendance sheet needs to be picked up from the activities secretary. REMEMBER 'A' MEANS NO PRACTICE.**
- Check equipment, supply orders and your inventory.
- Review the checklist of things that need to be done before you take your athletes on a trip (refer to the "Travel" section of this handbook).
- Recruit managers and hold them responsible for any preparations and minor errands that are needed for the team.

## POST-SEASON CHECKLIST

- **INVENTORY** must be complete and up-to-date before it is turned in to the Athletic Department. The goal is to get all inventories of equipment on a computer disk so that can be updated each year.
- **EVALUATION** on coaches. Head coaches will evaluate assistant coaches and the Activities Director will evaluate head coaches. Coaches will be evaluated at least once in practice and once during contest during the season. Review your goals with the Activities Director before the season begins. At the end of each season, each coach will complete the self-evaluation and then arrange for a meeting with the individual evaluating them (no more than a week after the season is over) to review their evaluation.
- Within two weeks after the season is over, the Activities Director will send the evaluations of **HEAD COACHES** with a recommendation to the district personnel administrator. The district personnel administrator will present recommendations to the Trustees.
- **EQUIPMENT** must be returned to storage. Equipment needing reconditioning must be separated out, boxed, listed and turned in to the Activities Director to be repaired or reconditioned.
- **CAGES** should be organized (have your managers assist you with this prior to the season ending)
- Turn in a **ROSTER** of all athletes that participated and all athletes receiving letters and other awards 2 weeks prior to the end of your season. This will give the activities secretary adequate time to prepare and correct any errors. Meet with the activities secretary to acquire information on letter winners and participants. There will not be any additional orders of plaques after the initial order has been made. You **MUST** have your list of plaque recipients accurate when turning it in.
- Turn in priority list of **BUDGET REQUESTS** for next season with an accurate estimate cost, including recommendations for facility and equipment repair or replacement.
- Turn in **RECORD SUMMARY** for the season.
- It is required that you collect **UNIFORMS** at the last event and wash them yourself (ask managers for assistance). This will save you time and the frustration of trying to run athletes down after the season is over. You will also be assured that the uniforms get washed. **DO NOT TELL ATHLETES TO TURN UNIFORMS OR EQUIPMENT INTO THE MAIN OFFICE!!!**
- Make sure your **KEYS** are turned in to the Athletic Department. Your final check will be withheld until you do.



## **CLINICS**

Coaches are encouraged to attend clinics. You are encouraged to participate in your professional organization, the Montana Coaches Association, by attending their annual clinic in August.

### **DUTIES AND RESPONSIBILITIES OF A HEAD COACH**

- Conduct program with MHS A and District rules and regulations.
- Provide the necessary leadership for the overall program. Have a complete organizational plan for the total program. The plan will include fundamentals, strategy, rules and safety procedures and techniques. It will also describe the application of the program to the various offenses and defenses. It is the responsibility of the Head Coach to see to it that there is a detailed practice plan in evidence at every level and in the hands of every assistant before and during practice. Keep a copy on file for your protection. This is one of the legal duties of a coach – that have an organizational practice plan.
- Organize and oversee the issue, collection, acquisition and maintenance of all equipment.
- See that activity area is in safe and proper condition.
- Organize daily practices and game day procedures.
- Attend MHS A rules clinic in your area. Make sure your coaching staff is updated on any changes.
- Act as a positive role model for athletes during practice, games and on trips.
- Promote your program.
- Organize and direct your staff. See that athletes are supervised at all times.
- Make regular evaluation of your program.
- Maintain a satisfactory performance standard.

### **DUTIES AND RESPONSIBILITIES OF AN ASSISTANT COACH**

- Coach the team or area assigned and commit to the philosophy and direction of the varsity head coach and Athletic Director.
- Perform the duties designated by the head coach.
- Make a personal effort to improve your knowledge of your sport by clinic attendance, reading, study of films and sharing with fellow coaches.
- Appear for all practices in appropriate uniform.
- Accompany and supervise team at all times.
- Assist with care, storage, distribution and collection of equipment.
- Operate within the limits of MHS A, District and department rules and procedures.
- Check eligibility of athletes.
- Set a good example, i.e. sportsmanship and self-control.
- Always have a documented practice plan prepared and available before each and every practice session. The plan should include a: warm-up, a review of previously taught skills, a time to teach and practice new skills, a session devoted to performing under competitive conditions, a conditioning period, and evaluation of the success of each segment of practice. All practice plans must be kept on file.

## MHSA GUIDELINES ON OUT-OF-SEASON ACTIVITIES

**Practice** is defined as two or more potential players reporting to the practice field or court, with or without uniforms, under the supervision of a coach, and receiving coaching in game skills and techniques.

**Open Gym/Field** is an arrangement whereby the school's gymnasium or field is scheduled for volunteer play for all the student body.

**Individual Instruction (coaching)** is acceptable out of season on a one on one basis, i.e. one athlete per coach (es). This means that one or more coaches could instruct one athlete but two or more coaches could not coach two or more athletes. This rule does not provide the coach, or any coach on that school's high school coaching staff, the opportunity to coach his/her athlete in any post-season competition.

**Required Instruction** on a one to one basis out of season cannot be required of any student. The intent of allowing one on one instruction is to provide the opportunity for a student to improve his/her skills if he/she requests assistance.

### **Coaching Rules:**

1. The team-coaching rule is suspended from June 1<sup>st</sup> until July 31<sup>st</sup>. This means a coach of a team sport can coach his/her players anytime, anywhere, during this period.
2. The team-coaching rule is in effect from August 1<sup>st</sup> – May 31<sup>st</sup>. This means that there is to be no coaching of one's team sport (team sports being football, basketball, volleyball, softball and soccer) out of season other than the one on one provision allowed presently. Coaches of individual sports (cross country, wrestling, swimming, track and field, golf and tennis) are not affected by this rule.
3. Students cannot be required to attend out-of-season practices, camps or contests.
4. A coach coaching a team during the summer that advances to a regional or national event can continue to coach after July 31<sup>st</sup> until the competition has ended. The MHSA office must be notified if this occurs.

## LETTERS

Be sure to make it clear to your athletes and their parents, at your parent meeting, what the letter requirements are for your sport.

The activities secretary has a database tracking of our athletes if you have any questions about whether an athlete has received a letter or which letter the athlete will be receiving. Athletes that do not letter will receive a Participation Certificate.

The letter will be withheld if there is a violation of the participation agreement for that activity. Coaches, Sponsors, and Directors are to inform participants and parents of this consequence when presenting this letter information.

## OVERNIGHT ACTIVITY TRIPS AND SUPERVISION

### I. Overnight trips

#### A. Hotel

- If possible, we will request second story or higher rooms
- Must be supervision on each end of the hallways
- Cross-gender contact limited to hallways (no boys in girl's rooms or vice versa)
- Conduct room checks
  - ❑ Make sure you have two sponsors with you!
  - ❑ Lights off at specific time – check rooms P.M. and A.M.
- Be Seen! Be very visible!
- If someone is caught:
  - ❑ Notify administrator as soon as possible (call police if it is a possession, illegal act, illegal substance, etc.).
  - ❑ Notify their parents and they can come and get them.
  - ❑ They will not participate!
  - ❑ They are treated fairly, fed, etc.
  - ❑ They can be reassigned rooms, seats, etc.
  - ❑ They come home with the group.
- Make sure you take Medical Release Forms on ALL trips.
- Students will reimburse any damage made to the rooms.

#### B. Supervision

- NEVER leave the site where the activity is occurring unless there is an emergency, in which case you need to obtain the services of a competent individual to supervise the group for which you are responsible while attending to the injured or ill athlete.
- NEVER open the gym and leave. If you arrive at the gym and there are students unsupervised, ask how they got in and take the keys, show the students the door and report the incident to the Athletic Director immediately.

- Anticipate problems. As a professional coach, you are expected to identify potential dangers and take precautions against them. Included are:
  - ❑ Defective equipment, apparatus or safety devices.
  - ❑ Lack of safety measures.
  - ❑ Equipment/clothing, which is poorly fitted or defective.
  - ❑ Activities, which are inappropriate for the capabilities or conditioning of the participants.
- NEVER permit horseplay or undisciplined behavior.
- NEVER knowingly permit rules, regulations, or safety procedures to be violated.
- Be in a POSITION to supervise. You must be able to see the entire area in which the activity is occurring. It isn't advisable to send distance runners on runs that take them through traffic areas and across busy intersections.
- When introducing new skills or activities, NEVER permit individual performances (as part of a general activity) until you are confident that all group members are familiar with the skill/activity and the proper safety procedures.
- **When arriving home from a trip or after practice, you are to stay with the athletes until all athletes leave with a responsible adult, or have proper documentation to do otherwise.**
- At tournaments you will stay as long as your team is participating.

### **TEAM SELECTION/TRY-OUTS**

If your program involves selections or “try-outs” for the team, you must provide the Athletic Director with a copy of your criteria before your season begins. There will be no “selections” until you have 3 days of practice.

This can be one of the most difficult decisions a coach has to make but good communication between coach, athlete, parents, and Activities Director can prevent a lot of problems.

### **TRAVEL**

At the beginning of the season, the Athletic Director will arrange transportation for each trip listed on the sports schedules. The Athletic Department would like each coach to come into our office and sit down with the Athletic Director and suggest a time they would like them to depart for each trip so the team will get to their destination with sufficient time for game/meet preparation.

Each coach is responsible for every athlete attending the trip. When the game is over and the team is leaving for home, ALL players must ride home on the bus. If a student is to travel home with anyone other than the team, a Student Bus Check-Out Form MUST be signed by a parent/guardian with no exceptions to be made. The forms will be provided to you at the beginning of your season and will be available in the Athletic Department office.

When departing for a trip, you are required to leave a list of students attending. The Athletic Department has a form called an Activities list you can fill out and this form will be available to you in the Athletic Department office. This form will need to be turned into the high school attendance clerk prior to the team departure. While on the trip, please try to focus on getting the team home in efficient time. We are asking that the time spent traveling be minimized to provide safety and keep the kids from being out too late on a school night. For example, when making a decision to eat, take the team to a time efficient restaurant or pre-order and take the meals on the bus with you. Our main focus by asking this of you is to keep the children off of the road after dark and to get them home earlier during school days.

### **EMERGENCY PROCEDURES**

The following items should be anticipated, thought through, and followed in case of an emergency situation:

- ✓ Have all emergency equipment and phone numbers readily available.
- ✓ Know emergency procedures, sports first aid, and life-saving techniques.
- ✓ Assess the situation: Check for vital signs, consciousness, numbness, etc., and move the student as little as possible, especially if a head or neck injury is suspected.
- ✓ Act: Take life-saving measures if necessary, do not go beyond the limits of your training, decide if an ambulance transport is necessary and call promptly if needed.
- ✓ Notify: Notify parents or guardians immediately and identify a staff member to accompany the injured student to the hospital.
- ✓ Report: Complete an injury report from immediately and report the injury and circumstance to the Activities Director as soon as possible.
- ✓ Follow Up: Call to check on the student or visit the student in the hospital if applicable. Contact the parents or guardians, letting them know you care and would appreciate any updates on their child's condition. Require written clearance from the physician prior to their return to participation in the activity.

### **EMERGENCY PHONE NUMBERS**

**Ambulance..... 911**  
**Fire..... 911**  
**Police..... 911 or 338-4000**  
**Sheriff..... 911**  
**Poison Control..... 1-800-525-5042**  
**Tony Wagner..... (H) 450-1312 (W) 338-2745/338-5606 (Cell) 845-9908**

**If there is an emergency, give the following information:**

- 1. Your name**
- 2. Site where help is needed**
- 3. Give type of injury or emergency**

## **PURCHASE ORDERS**

According to Policy # 1531: “Meals for adults traveling with students on field trips will be paid at the same rate as students for their meals, breakfast \$9.00, lunch \$9.00, and dinner \$9.00. For each trip a purchase order will be done according to this policy per meal. For your information on the process, the purchase order procedure will be conducted as follows...

- Activities secretary will create a purchase order for each specific meal required to be provided to the team according to time spent on trip.
- **THE ATHLETIC DEPARTMENT WILL PROVIDE A MEAL FOR ONLY THE NUMBER OF INDIVIDUALS ALLOWED ON THE MEAL PURCHASE ORDER.** If you choose to go over, you and your athletes will have to make up the difference. If you do go over and you do not take the responsibility of paying the difference, the money will be taken out of the coach’s check.

## **PURCHASING CARD PROCESSES**

- Cards will come in with numbers
- Assign one number to the same person
- Label cards with that person’s name
- Check in and out sheets will be maintained
- User’s must sign an agreement and a payroll deduction form
- Permission to take out of their paycheck any Unauthorized charges
- Over charges
- Purchase order will be prepared to Bank of Montreal
- Itemized
- Maximum gratuity is 15%
- **PICK UP PURCHASE ORDER AND CARD ON DAY BEFORE TRAVEL**
- **TURN IN RECEIPTS AND CARD ON DAY AFTER TRAVEL TO LINDA BAKER AT THE ADMINISTRATION BUILDING.**

## MISCELLANEOUS GUIDELINES

- ❖ Dismissal of any student from a co-curricular activity needs to be brought to the attention of the Activities Director in a timely fashion.
- ❖ NO activities are allowed on Sunday, don't even ask!
- ❖ Gambling is not allowed on school-sponsored trips.
- ❖ Students are not allowed to leave the activity on an away trip without a coach or sponsor.
- ❖ Coaches and advisors are responsible to lock the doors and turn lights off after their activity concludes.
- ❖ Coaches and advisors should have immediate access to emergency medical release forms for each student at any time students are in your care, i.e. practice, bus, home and away events.
- ❖ Coaches and advisors are expected to dress appropriately at practice and at competitive events when supervising students.
- ❖ Make sure that all students under your supervision are acting like ladies and gentlemen, they are representing Browning High School and our community. An appropriate dress code is to be adhered to especially on away trips. NO HATS OR CAPS.
- ❖ On overnight trips, coaches/advisors should stress behavior on the bus, in restaurants and especially in motels. Students causing damage will be held accountable for their actions, to include, paying for damage and/or parents called to pick up their child.
- ❖ Loss of uniform – school issued, must be paid by the student prior to their next season.
- ❖ Accident reports must be filled out legibly and thoroughly.
- ❖ Towels should not be thrown on the floor. Put a load in the washer before you go home at night.
- ❖ Present a list of your assistant coaches' responsibilities to the A.D. prior to your season.
- ❖ Supervision of athletes: You must be there anytime your athletes are gathered for any school sponsored event or activity – NO exceptions.
- ❖ Parental conflicts: Do not be abused by angry parents. Let me know if you have a problem.

## UNIFORM ROTATION

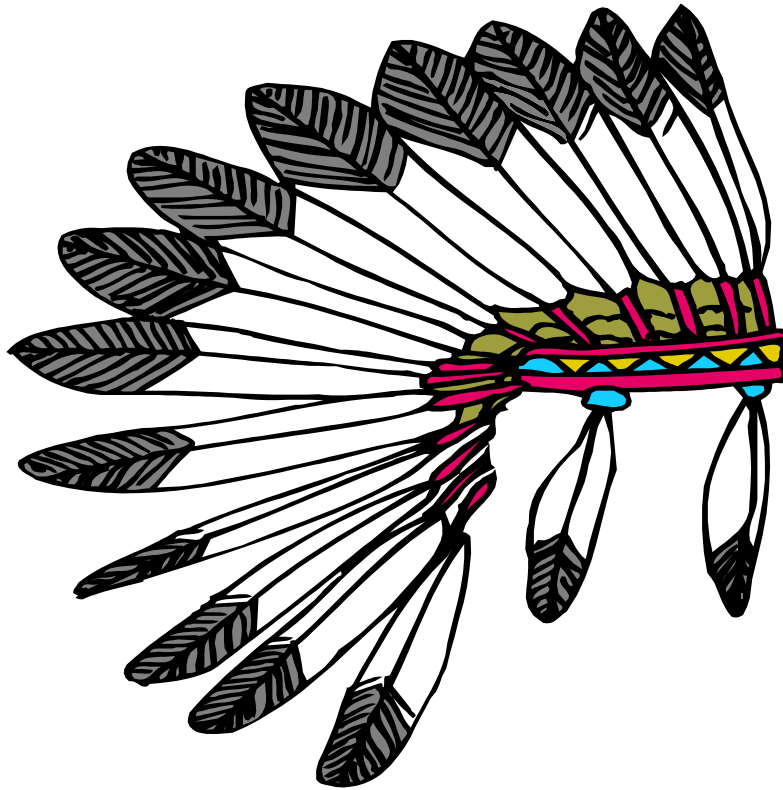
<b>SY 2013 – 2014</b> <b>Volleyball</b> <b>Golf</b> <b>Speech</b> <b>Softball <span style="color: red;">R</span></b>	<b>SY 2014 -2015</b> <b>Football</b> <b>Girls Basketball</b> <b>Track</b>		
<b>SY 2015 – 2016</b> <b>Boys Basketball</b> <b>Softball</b> <b>Cheerleading</b>	<b>SY 2016 – 2017</b> <b>Wrestling</b> <b>Cross Country</b> <b>Football <span style="color: red;">R</span></b>	<b>SY 2017 – 2018</b> <b>Volleyball</b> <b>Golf</b> <b>Speech</b> <b>Softball <span style="color: red;">R</span></b>	<b>SY 2018 – 2019</b> <b>Football</b> <b>Girls Basketball</b> <b>Track</b>
<b>SY 2019 – 2020</b> <b>Boys Basketball</b> <b>Softball</b> <b>Cheerleading</b>	<b>SY 2020 – 2021</b> <b>Wrestling</b> <b>Cross Country</b> <b>Football <span style="color: red;">R</span></b>	<b>SY 2021 – 2022</b> <b>Volleyball</b> <b>Golf</b> <b>Speech</b> <b>Softball <span style="color: red;">R</span></b>	<b>SY 2022 – 2023</b> <b>Football</b> <b>Girls Basketball</b> <b>Track</b>
<b>SY 2023 – 2024</b> <b>Boys Basketball</b> <b>Softball</b> <b>Cheerleading</b>	<b>SY 2024 – 2025</b> <b>Wrestling</b> <b>Cross Country</b> <b>Football <span style="color: red;">R</span></b>	<b>SY 2025 – 2026</b> <b>Volleyball</b> <b>Golf</b> <b>Speech</b> <b>Softball <span style="color: red;">R</span></b>	<b>SY 2026 – 2027</b> <b>Football</b> <b>Girls Basketball</b> <b>Track</b>
<b>SY 2027 – 2028</b> <b>Boys Basketball</b> <b>Softball</b> <b>Cheerleading</b>	<b>SY 2028 – 2029</b> <b>Wrestling</b> <b>Cross Country</b> <b>Football <span style="color: red;">R</span></b>	<b>SY 2029 – 2030</b> <b>Volleyball</b> <b>Golf</b> <b>Speech</b> <b>Softball <span style="color: red;">R</span></b>	<b>SY 2030 – 2031</b> <b>Football</b> <b>Girls Basketball</b> <b>Track</b>
<b>SY – 2031 – 2032</b> <b>Boys Basketball</b> <b>Softball</b> <b>Cheerleading</b>	<b>SY 2032 – 2033</b> <b>Wrestling</b> <b>Cross Country</b> <b>Football <span style="color: red;">R</span></b>	<b>SY 2033 – 2034</b> <b>Volleyball</b> <b>Golf</b> <b>Speech</b> <b>Softball <span style="color: red;">R</span></b>	<b>SY 2034 – 2035</b> <b>Football</b> <b>Girls Basketball</b> <b>Track</b>

**R** Represents the replacement of damaged or destroyed uniforms.



## CLOSING

**This handbook is not inclusive to all of the responsibilities that a coach or advisor has in supervising a student group. Common sense is the key. Open lines of communication with students, parents, other coaches, teachers, the Activities Director and the Administration should be a high priority. It takes a lot of organization to be successful. Good Luck this year and in your prospective seasons.**



Signature: \_\_\_\_\_ Date: \_\_\_\_\_