

HIGHLAND ATHLETIC DEPARTMENT

2019-2020 Coaches Handbook

Highland Joint School District #305
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Home of the Huskies

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Chapter 1

Introduction

Highland Joint School District Interscholastic Athletic Program

The purpose of this handbook is to aid the Highland Jr./Sr. High coaches in their administrative functions. The standardization of forms and procedures should bring about a more efficient operation of the interscholastic athletic programs. Copies of key School District policies and standard forms are located in the appendix of this handbook.

Each coach should read the contents of this handbook carefully. It will answer many questions related to athletic policy as established by this department, the administration and the Highland Joint School District School Board.

This handbook should be used in conjunction with the Student Handbook that contains expanded information on many of the topics included in this handbook in particular the school's discipline policy.

Copies of this handbook are available through the Athletic Director or high school principal. Any questions or proposed changes to this handbook should be forwarded to the Athletic Director.

Vision Statement

The Highland Joint School District recognizes that the athletic program is complimentary to the academic program, and is where the athletes acquire significant life skills, attitudes and habits of heart, mind and body in preparation for becoming positive and productive members of our society.

Mission Statement

It is our responsibility to provide student athletes the opportunity to participate in a rich variety of sports; to be coached by knowledgeable and caring individuals; to learn the value of hard work, competition, team play, individual effort and sportsmanship; and to ensure each athlete an enjoyable and rewarding experience.

Objectives

- To give the Highland student body a variety of opportunities to experience the benefits of participation in athletics and to be meaningfully engaged after school hours.
- To ensure that student athletes are exposed to positive role models in both coaches and teammates.
- To maintain a consistency of effort and expectation throughout the entire athletic program.
- To develop life skills in student athletes including self-discipline, work ethic, motivation, leadership, time management, sportsmanship, responsibility, self-esteem and an understanding of the relationship between individual effort and team success.
- To enhance the possibilities for student athletes to go on to post-secondary education.
- To contribute positively to school spirit and community pride.
- To help student athletes learn and master the skills and knowledge necessary to competitively engage in the sport in which they are participating.
- To teach student athletes the benefits derived and lessons learned from both winning and losing.
- To ensure that the student athlete is enjoying the experience that participation brings.

Indicators of a Successful Athletic Program

At the end of each school year, the success of the athletic program should be evident. Each coach has an important role in the success of the athletic program. Desired attributes of the Highland Interscholastic Athletic Program include:

- A wide variety of athletic teams that provide opportunities for all Highland students.
- All approved athletic teams are staffed with the best available coaches.
- Coaches and athletic department staff are excellent role models for student athletes.
- Student athletes are excellent role models for other students by exhibiting;
 - good grades,
 - good behavior in and out of school,
 - are motivated to continue as a role model after high school and as a positive member of our community.
- Athletic program consistently supports the development of student athletes and their teams to be the best that they can be.
- Student athletes prepare themselves mentally and physically for the demands of their sport.
- Athletic program receives consistent positive feedback regarding their programs from student athletes, parents and coaches.
- Students freely encourage younger student athletes to participate in the athletic program.
- A significant number of students participate in the sports programs.
- Issues are addressed and resolved in a timely manner.

Chapter 2

Coaching Roles and Responsibilities

2.1. Highland Joint School District Coach Contract

Each coach (head, assistant, junior high and volunteer) must be appointed by the School Board. Each paid coaching position must sign a coach's contract prior to assuming coaching responsibilities and activities. The contract is in effect for the duration of the applicable sport's season. Each coach must also be in compliance with the following:

Varsity Head Coach

- Idaho State Police Criminal Background and Fingerprint card
- Idaho Teaching credential or NFHS Fundamentals of Coaching Certificate
- CPR Certification and First Aid Certification
- AACCA Safety Certification (Cheer Head Coach Only)
- NFHS Concussion Course completion
- NFHS Sportsmanship Course completion

High School Assistant coach, JH head or assistant coach and volunteer coaches

- Idaho State Police Criminal Background and Fingerprint card
 - CPR Certification and First Aid Certification
 - NFHS Concussion Course completion
 - NFHS Sportsmanship Course completion
-

2.2. Special Considerations for Non-Faculty (Walk On) Coaches

The athletic department at Highland Joint School District relies heavily on coaches that are not certified faculty members at Highland Joint School District, but rather, are members of our community. We are very thankful for those individuals that step forward in a coaching and mentoring role. To help maximize your coaching efforts, here are a few common challenges when it comes to the administration of that program run by a walk-on coach, namely:

- Recruiting, selecting, orienting and supervising non-faculty coaches/extra-curricular advisors.
- Communication between the athletic administrator and the coach/advisor.
- Limited school day and interpersonal relationship between the player and the coach.
- Philosophical difference concerning academics, program goals, bench decorum and public relations with parents and fans.
- Time conflicts between that coaches/advisors occupation and coaching/advising responsibilities.
- Filing reports with the administration and collecting, care and storage of equipment are not a priority of the non-faculty coach/sponsor.

The non-faculty coach/advisor needs to place special emphasis on the philosophies, goals and objective of the Highland Joint School District by:

- Meeting the qualifications required;
- Meeting with the administration prior to the start of the season for orientation/indoctrination in the policies and regulation contained in the extra-curricular handbook. (All non-faculty coaches must attend this meeting prior to the start of their sport season);
- Calling the athletic or administrative office daily or as determined on a prearranged basis with the administration;
- Attending all program staff meetings or holding periodic conferences with the head coach, athletic administrator or administration;
- Following all procedures specified in the respective coaches/advisors job description;
- Setting aside time before or after practices to meet individually with team members;
- Confering with the athletic director/administration during last week of season to discuss the awards banquet, end of season reports, returning of keys and the collection, cleaning, repair and storage of equipment;
- Being loyal to the school, its traditions, and supporting all of the programs by attending as many athletic contest as possible;
- Establishing communication with parents and athletes.

2.3. Volunteer Coaches

Volunteer Coaches must have appropriate paperwork and approvals on file with the Athletic Director prior to contact with student athletes. Forms include but are not limited to:

- School Board approval
- Idaho State Police Criminal Background and Fingerprint card
- CPR Certification and First Aid Certification
- NFHS Concussion Course completion
- NFHS Sportsmanship Course completion

2.4. Coaches' Meeting/Workshop

The Athletic Director conducts a mandatory Coaches' Meeting/Workshop at the beginning of each season. Each coach must attend the applicable session. The purpose of the meeting/workshop is to inform new coaches and update returning coaches regarding the athletic program. Topics covered include but are not limited to:

Athletic Program Review

- Philosophy of the Athletic Department/ Highland Joint School District
- Chain of Command
- School District Policies regarding Athletics
- Budget Development
- Medical Supervision
- IHSAA Updates

Review Coaches' Handbook

Reinforce Proper Planning

- Setting Goals
- Season Planning
- Practice Plans

Communication

- Team
- Individual
- Parents
- Athletic Administration

2.5. Coach Responsibilities

All head coaches report directly to the Athletic Director.

- See Exhibit B, Head Coach Job Description.
- See Exhibit C, Assistant Coach Job Description.

2.6. Pre-season Checklist (To be completed prior to the first contest)

Please see Exhibit D for a reproducible copy of the Pre-season Coaches Check List.

2.7. In-Season Check list

Please see Exhibit E for a reproducible copy of the Pre-season Coaches Check List.

2.8. End-of-Season Checklist (To be completed after last contest)

Please see Exhibit F for a reproducible copy of the Pre-season Coaches Check List.

2.9. Evaluation Process

All coaches are evaluated based on the Highland Joint School Districts' Coaches Evaluation Process.

All coaches are evaluated annually, at the end of each season. The evaluations are based primarily on the Athletic Director's and/or Principal's observations in conjunction with the coach's self-assessment, but may also include feedback from head coaches, student athletes and parents.

Each coach is responsible for completing their self-assessment and scheduling a review meeting with the Athletic Director no later than two weeks after the season has ended.

The types of evaluation include:

- Coach's Self-Assessment – each coach is expected to complete a self-assessment and submit it to the Athletic Director at the end of each season.
- Head Coach Feedback – each head coach is expected to provide feedback regarding their assistant and sub-varsity coaches at the end of each season and submit them to the Athletic Director.
- Student Feedback – each student athlete is asked provide feedback regarding their season. The student forms are distributed and collected by the Athletic Director. Student feedback is summarized and reviewed by the Athletic Director. The student's feedback forms are kept confidential by the Athletic Director.
- Athletic Director and/or Principal Evaluation – the Athletic Director and/or Principal evaluate each coach based on his observations, the self-assessment completed by the coach, and feedback from head coaches, student athletes and/or parents as determined by the Athletic Director.

2.10. Coach Certifications

All coaches under contract by the Highland Joint School District must have current certifications for minimum coaching skills as well as emergency CPR and First Aid before they begin conducting practices with student athletes. Any coach hired without these certifications must make arrangements, approved by the Athletic Director, to meet their certification requirements as agreed upon. The following certifications are required for any coach employed by the Highland Joint School District:

Varsity Head Coach

- Idaho State Police Criminal Background and Fingerprinting card
- Idaho Teaching credential or NFHS Fundamentals of Coaching Certificate
- CPR Certification and First Aid Certification
- AACCA Safety Certification (Cheer Head Coach Only)
- NFHS Concussion Course completion
- NFHS Sportsmanship Course completion

High School Assistant coach, Junior high head or assistant coach and volunteer coaches

- Idaho State Police Criminal Background and Fingerprinting card
- CPR Certification and First Aid Certification
- NFHS Concussion Course completion
- NFHS Sportsmanship Course completion

2.11. Coach Renewal Nominations and Non-Renewal / Dismissal

Coaches are under contract for one season. At the end of the contract season the Athletic Director and/or Principal has the discretion to not rehire or recommend a coach for the next season. During the contract season, coaches may be dismissed for breach of contract or for any behavior that may jeopardize the well-being of a student athlete or the school district. The Athletic Director is responsible for overseeing the supervision of all coaches with the support of the head coaches, the Principal and the Superintendent.

2.12. Concussion Awareness and Guidelines

In accordance with the IHSA and Idaho State Legislation, the Highland Joint School District Concussion Management document is included in its entirety with all Sports Paperwork Packages

Chapter 3

Athletic Department

3.1. Athletic Department

The Highland Joint School District's Athletic Program is managed and administered by the Athletic Department, headed by the Athletic Director, and is responsible for the interscholastic athletic teams at Highland Jr./Sr. High School.

The key contacts for the Athletic Department are:

- Dennis Fredrickson Athletic Director
- Shannan Randall Office Manager

The key school administration contacts are:

- Sarah Hatfield Superintendent
- Dennis Fredrickson Secondary Principal/Athletic Director
- Nathan Weeks Business Manager

3.2. Athletic Department Chain of Command and Issue Resolution

The goal of the athletic program is to resolve issues at the level at which the problem occurs. Coaches should notify the Head Coach and the Athletic Director of any issues where the coach is not able to resolve the issue at their level or if the coach would like help in resolving an issue.

Conflict Resolution

Participating in athletics can be an emotional and time consuming experience. From time to time, conflicts between student athletes and coaches may arise. The following process is in place for student athletes and their parents to follow to resolve conflicts and/or issues between coaches and athletes.

Step 1: Individual Student - Coach Contact

The student involved is to speak to the coach about the problem as soon as possible.

Step 2: Parent/Student - Coach Contact

The parent/student should set a time to meet individually with the coach.

Meetings will not be scheduled:

- 24 hours prior to or immediately following a contest,
- during an active practice session, or
- during a time when other coaches, parents or athletes are present.

Step 3: Parent/Student - Athletic Director contact

If satisfactory resolution is not reached through direct contact with the coach, the parent/student athlete should contact the athletic director. If the meeting with the parent/student athlete and athletic director does not result in a satisfactory conclusion, the athletic director will schedule a meeting involving all concerned parties in an attempt to reach a satisfactory resolution.

Any comments, concerns or issues brought to the attention of the Athletic Director will be addressed. While there can be no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of different perspectives and experiences can lead to more productive relationships and clearer understanding in the future.

Step 4: Parent/Student Athlete- Administrator/AD/Coach contact

If after Step 3, satisfactory resolution has not been reached, the parent and student athlete should contact the building principal, unless they are the current athletic director, in which case contact the superintendent to schedule a meeting with all concerned parties.

Step 5: Parent/Student Athlete – Board of Trustees

If there is no resolution at Step 4, the parent/student athlete must ask to be put on the board agenda to address the Board of Trustees in executive session in an effort to resolve the issues.

Coach to Student Athlete Communications:

Coaches are expected to communicate their expectations to student athletes and their parents clearly and consistently. It is recommended that coaches document their expectations and place a copy of file with the Athletic Director's Office. Coaches should encourage student athletes to approach them if they have any issue about their experience on an interscholastic school team. The athletic experience that the Highland Joint School District provides for the opportunity for young people to develop communication skills with adults and those in positions of authority. The student athlete and coach must develop a mutual respect and understanding that allows them to discuss issues openly and honestly while striving to gain a better understanding of each other's roles, responsibilities and perspectives.

Coach to Parent Communications:

Coaches are expected to communicate with parents. If a parent has an issue after a game, coaches should encourage parents to schedule a face-to-face meeting 24 hours after the competition to discuss concerns or questions, so that all parties have the opportunity to prepare and focus on the core issue to be discussed. A 24 hour period will allow cooler heads to prevail. Please note that the Athletic Director and Principal are always available to sit in on meetings with parents.

Topics which are appropriate to discuss with parents:

- The treatment of their child, mentally and physically
- Ways to help their child improve individually and as a team member
- Concerns about their child's behavior or academic status

Topics which are not appropriate to discuss with parents:

- Playing time
- Team strategy
- Play calling
- Other student athletes
- Coach's skill and knowledge of the game

Unresolved issues should be appealed based on the established Chain of Command

Communication Order	Jr. / Sr. High School
1	Sub-Varsity Coaches (Freshman, JV, Assistant and Volunteer coaches)
2	Head Coach (Junior High and High School)
3	Athletic Director
4	Principal
5	Superintendent
6	School Board

3.3. Roles of School Personnel in Relation to Athletics

The Board of Education approves recommendations of the Superintendent of Schools regarding policy, budget, and staffing of the athletic program. It also directs the Superintendent of Schools to review policies and practices of the athletic program.

The Superintendent of Schools is the employee who is ultimately responsible for all phases of the athletic program. He/She delegates his/her authority for the administration of the interscholastic athletic program through the high school principal to the athletic director.

The High School Principal is responsible for all activities affecting students in his/her building. He/She delegates his/her authority to direct the interscholastic athletic program through the athletic director.

The Athletic Director is responsible for direct implementation and interpretation of the policies of the Idaho High School Activities Association (IHSAA), the Board of Education, Highland Jr./Sr. High School, and the White Pine league, as outlined in the respective manuals, handbooks, by-laws, and sport regulations of these entities.

The Head Coach is entirely responsible for the guidance of students in their charge. He/She instructs athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. He/She also models and instructs in a way that will foster leadership, self-discipline, academic improvement, and a positive self-concept within each student-athlete. He/She also works within the framework of the goals of the school system, the policies and procedures of the IHSAA, the Board of Education, Highland Jr./Sr. High School, and the White Pine league, as outlined in the respective manuals, handbooks, by-laws, and sport regulations of these entities.

Assistant Coaches fulfill the aims and objectives of the sport program as outlined by the head coach and school administration. They assist head coaches in instructing athletes in individual and team fundamentals, strategy and physical training necessary to realize a degree of individual and team success. They support the head coach in modeling and instructing in a way that will foster leadership, self-discipline, academic improvement, and a positive self-concept within each student-athlete. They also support the head coach in working within framework of the goals of the school system, the policies and procedures of the IHSAA, the Board of Education, Highland Jr./Sr. High School, and the White Pine league, as outlined in the respective manuals, handbooks, by-laws, and sport regulations of these entities.

General Discipline Statement

4.1 General Discipline Statement

All student athletes in Highland Jr./Sr. High School will abide by school policies and regulations regardless of age, when on school district property or when participating in any school approved activity including field trips and excursions.

Chapter 5

Athletic Associations

5.1. Idaho High School Activities Association (IHSAA)

Highland Joint School District is an active member of the IHSAA. The mission of the Idaho High School Activities Association is to coordinate, supervise and direct interscholastic activities that enhance and protect the total education process of all student participants. All activities programs shall be formulated to promote citizenship and the academic mission of the school. Highland Joint School District Policy # 426.2 states that the Highland School District #305 recognizes that the IHSAA is the governing body for extra-curricular activities and that the rules encompassed within this statewide organization shall apply to all members. Highland School District is a registered member of the IHSAA. All local school participation rules will be disbursed to each student who is a member of that extracurricular activity or club.

All contact between member schools and the Association shall be made through the Athletic Director and/or Principal of the school, and the Association shall rely only on decisions made known to it through the Athletic Director and/or Principal, and it is specifically understood that the Association shall have no direct contact with any other administrative officers of the school unless the Athletic Director and/or Principal delegates his authority in writing and such is on file in the IHSAA office.

5.2. IHSAA Handbook

The IHSAA Handbook is issued yearly and is the reference in which all activities are listed with specific guidelines regarding player eligibility, non-school competition, requests for eligibility ruling, new programs, protest procedure, classification of schools, starting and ending dates, tournament requirements and formats, specific playing rules, game and practice limitations, sports' officials' fees, sanctioning procedures for athletic competition, and past record and championships.

Copies are available and pertinent information is reviewed at the seasonal coaches meeting. If you have any questions regarding any aspect of the Association and you do not have a handbook, copies are available in the offices of the Athletic Director and the principal.

5.3. National Federation

The IHSAA is a member of the National Federation of High School Athletic Associations whose rules govern the various sports.

5.4. Federation Rule Books

Federation rule books are distributed to the Varsity and Sub-Varsity coaches.

Chapter 6

Regulations, Procedures and Guidelines

6.1. Announcements

Any sports related morning announcements and results from previous night's games should be emailed to the Athletic Director's prior to 7:00 A.M. each day. The Athletic Director will then forward sports announcements to district technology staff for inclusion in the days announcements.

6.2. Awards and Letters

Varsity coaches establish the awards and letters criteria for each varsity sport. This criterion is communicated to student athletes at the beginning of each season. The coach, the Athletic Director and the Principal should discuss specific cases not meeting the established requirements. Student athletes who do not complete the season because of disciplinary action or quitting the team are not eligible for an award or letter.

1. Certificates of Participation will be awarded to participants who complete their sports seasons.
2. Varsity Letters are awarded based on criteria established by the varsity coaches at the beginning of each season. This criterion includes:
 - Varsity managers who have served loyally for one complete season are eligible for a varsity letter.
 - Student athletes who have been members of the same program for four years are eligible for a varsity letter in that program.
 - Varsity letters: The first letter will be yellow 6" chenille "H" with black trim for all sports and cheerleaders. The second, third and fourth year awards will be a gold bar.

6.3. Highland Activities Code

Highland has a long and distinguished tradition of participation in activities. All students are encouraged to participate according to their interests and abilities.

Reference: *Highland High School Student Handbook – Part IV, Activities, Page 20-27*

6.4. Equipment and Supplies

The varsity coach of each sport is responsible for requesting all the equipment and supplies for that sport. The Athletic Director will provide the coach with the necessary requisition forms for making the requests which will indicate the quantity, sizes, colors, approximate price, manufacturer, and order numbers with complete descriptions. The coach is not to order any equipment or uniforms, without prior consent from the Athletic Director. All equipment and uniform orders are processed and placed by the district office, unless permission is given by the Athletic Director.

At the start of the season, before any equipment or uniforms are distributed, the coach will check equipment and give an inventory list to the Athletic Director.

No athletic equipment issued to student athletes may be worn in physical education classes or worn outside of practice or game situations unless an exception is made such as for a pep rally, spirit week, etc. Coaches must instruct their student athletes of this regulation.

Coaches should give the Athletic Director at least 24 hour notice when equipment or uniforms are needed. This request should be in written list form so that the equipment may be made ready for the coach. Any student athlete failing to return or pay for any equipment issued will not be eligible for any athletic activity until the equipment is returned or paid for.

6.5. Fundraising

Fund raising is a critical element in the continued success of Highland athletics. The only funding that the district provides to athletic programs is for uniforms, safety equipment and transportation. The remainder of operational funds needed, including officials pay, extra equipment, etc., to support Highland athletics comes from fundraising. It is critical (and an evaluation criteria) that coaches participate in pre-season, in-season and post-season fundraising efforts.

Any and all fundraising will be coordinated and approved by the Athletic Director and/or Principal. Fundraising ideas are welcomed by the athletic department staff, so please share your thoughts.

For approved fund raising, see Student Body Funds (HHS Student Handbook, page 52.)

Student Body Funds

Money collected for persons or organizations other than the District shall be properly receipted and accounted for, but may not be handled through the District receipt account.

6.6. Student Insurance

The Idaho High School Activities Association (IHSAA) does not require, nor does the Highland Joint School District provide medical insurance while a student is participating as an athlete or cheerleader in the Highland Joint School District.

The Highland Joint School District does recommend that all students participating in activities be covered by a medical insurance plan. Many students are covered by their parents' existing medical program.

The company Highland SD uses at this time is: Student Insurance Company. Their website is called www.studentinsurance-kk.com. Also, the student and/or parent/guardian will be able to pick up a brochure at the District Office, which describes the coverage and costs.

6.7. Out of Season Programs

Highland Joint School District is a member of and follows the rules and regulations of the IHSAA regarding out of season competition.—**See IHSAA Rule 17 - Seasons**

6.8. Overnight Trips

Any trip that includes student athletes staying overnight requires specific planning and must have the approval of the Superintendent prior to booking the trip. Provisions must be made to provide for adequate supervision throughout the duration of the trip.

6.9. Practices and Sunday Participation

There will be no practices on Sundays or holidays without the approval of the Athletic Director and/or Principal.

6.10. Release from Class

It is the basic policy of the Highland Joint School District to keep to the very minimum the number of times that a student is given permission to leave class for participation in extra-curricular activities. Any

dismissals of student athletes for athletic events will be determined by the Athletic Director after conferring with and the approval of the principal.

6.11. Scheduling

The Athletic Director will schedule all interscholastic athletic contests. Any schedule suggestions or changes requested by a coach will be given consideration. No coach is to reschedule an athletic contest without prior approval of the Athletic Director.

6.12. Shower and Locker Rooms

The following will be expected:

1. The in-season sports teams have the priority use of the locker and shower facilities.
2. The coaches' room is off-limits to unauthorized personnel. This includes all student athletes and team managers unless invited there for counseling or special instruction.
3. No student is to be given keys to run an errand for a coach.
4. Coaches must be present and provide supervision as long as members of their teams are still present in the building. If parents/guardians are aware of the times that practice ends, they can be expected to be prompt and therefore cause no more than minor inconveniences. Parents/guardians should be aware of the student supervision times. It is in your best interest to stick to your practice schedule so that parents can provide timely transportation.
5. The coach, being the last person to leave the building or area, must make sure that the following has been accomplished:
 - a. All showers are turned off.
 - b. All lights have been turned off.
 - c. The locker room and gymnasium are in proper order and neat.
 - d. All doors are locked including the locker room, coaches' room, gymnasium, and outside doors.

6.13. Statistics

Student athletes, individually and as a team, may be recognized for outstanding achievement. This achievement may be determined through the compilation of statistics that are routinely tracked in their respective sport. Coaches should identify the statistics to be tracked each season, designate a team statistician, and provide a final tally, including the **Season Summary form included in Exhibit. P**, to the athletic director **within 10 days** of the season end. These achievements may be used in consideration for athletic awards and other recognition.

6.14. Transportation

All buses will be ordered by the Athletic Director.

Coaches are responsible for communicating bus departure times and return times so student athletes may arrange for transportation drop-off and pick-up times. Coaches are not responsible for transporting student athletes to or from events unless approved by the Athletic Director. In the event parent pick-up is delayed and that parent cannot be reached, the coach has the discretion to discuss and arrange for alternate transportation with that student athlete.

It is the responsibility of the coaches to have their teams ready to board the buses at the designated times. Student athletes not riding on school approved transportation may be ineligible for participation in that event. As per Highland High School Student Handbook

Exhibit J provides a parent/guardian sign-out sheet, which needs to be used by coaches on road games and then turn into the Athletics office the day after return. The parent/guardian sign-out form needs to be kept for insurance liability concerns.

The coaches are completely responsible for the conduct and actions of their players on the bus. Coaches should inspect the bus before and after the game to check for damage and articles that have been left.

6.15. Sportsmanship

Coaches, students and fans representing the Highland School District are expected to exemplify the highest standards for good sportsmanship. Sportsmanship is showing the qualities of courtesy, fairness, and respect to officials, teammates, opponents, coaches, and all others associated with the sport or contest. All participants in activities owe both their supporters and their competitors their best effort. Fighting, unsportsmanlike-like conduct, or profanity- related to activities may result in probation, suspension, or dismissal from participation in the activity and/or school. Such action shall be the decision of the coach/advisor, the principal, and the athletic director. In efforts to improve sportsmanship across the entire athletic department, coaches are being asked to complete the NFHS Sportsmanship class while parents/guardian and students will be shown several sportsmanship videos.

6.16. Summer Camps

It is the firm belief of the athletic department and school board that coach and player attendance at team and individual sport specific summer camps will improve the fundamental skills and team work of our student athletes and athletic teams. The Athletic Director will forward to the coaching staff any summer camp promotional materials received by the athletic department and will also assist and coordinate in all efforts that would result in Highland athletes and teams attending summer camps.

6.17. Email and other Communication Forms

Email and texts are critical forms of communication used within the Highland Athletic Department. Please check your email and telephone regularly, as these are the most effective way to pass on information from the league and the IHSAA as well as from within the district. The information is important and the athletic department wants to insure that its coaches have the very latest information.

Chapter 7

Key District Policy References

Policy# 424.1 Hazing/Harassment/Intimidation/Bullying/Menacing

Policy# 424.2 Sexual Harassment

Policy # 425.0 Student Drug, Alcohol and Tobacco Use

Policy# 426.0 Extra Curricular Student Activities

Policy# 426.1 Extra-Curricular Eligibility

Policy# 426.2 Extra-Curricular Activity Rules

Policy# 426.3 Extra-Curricular Activities - Transportation of Students

All policies may be referenced at: <http://www.sd305.org/board/400-policy/400.php>

Exhibit A: Head Coach Job Description

Highland Joint School District #305

JOB TITLE: Head Coach – High School

SALARY:

REPORTS TO: Athletic Director and/or Building Principal

TERM: 1 Season/Year (Continued appointment beyond 1 year will be at the discretion of the Athletic Director and/or Building Principal.)

JOB SUMMARY

Position is responsible for coaching student athletes in game strategies and techniques to prepare them for athletic competition. Position motivates student athletes to develop an appreciation of the sport.

ESSENTIAL DUTIES:

1. Works with student athletes during practices and meets.
2. Holds organizational meetings for team prospects and encourages students to participate. Also conducts tryouts if numbers dictate.
3. Assesses skills and assigns team positions.
4. Develops a regular practice schedule and organizes practice time to provide both individual and team development.
5. Works with the Athletic Director in scheduling facilities for practices and competition.
6. Assigns duties to an assistant coach as necessary.
7. Coaches and instructs athletes, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.
8. Observes athletes, during events and practice to determine the needs for individuals or team improvement.
9. Determines game strategy based on the team's capabilities.
10. Establishes and maintains standards of student behavior and provides proper supervision of students at all times.
11. Provide supervision during bus transportation to and from any events the athletes are scheduled to participate at.
12. Sees that the athletes carry out all of the duties set forth in their athletics agreement.
13. Monitors the academic performance of team members to ensure that eligibility requirements are met.
14. Follows established procedures in the event of an injury.
15. Conferences with parents/guardians, as necessary, regarding the performance of their student.
16. Follows state, regional, and district regulations governing the program.
17. Models sports-like behavior and maintains appropriate conduct towards athletes, officials, and spectators.
18. Acts as a team representative and promotes the representative program by communicating with the news media, booster clubs, service clubs and other organizations.
19. Follows established procedures for distribution, use and collections of supplies and uniforms.
20. Works with the Athletic Director to develop a policy for awards and submits a list of award winners at the end of the season.
21. Participates in special activities to include parent's night, awards banquets, award nights, and pep assemblies.
22. Maintains eligibility forms, emergency data cards, insurance records, equipment inventory, and other related records.
23. Models nondiscriminatory practices in all activities.
24. Responsible for reading, understanding and implementing the Highland Coaches Handbook.

OTHER DUTIES:

1. Attends coaching staff development meetings, clinics, and other professional activities to improve coaching performance.

2. Performs and other related duties as assigned by the Principal & Athletic Director or other appropriate administrators.

Job Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and /or Abilities Required):

1. Head coach/advisor must be certified to teach in Idaho or have completed the NFHS Fundamentals of Coaching or ASEP Coaching Principles course, as per ISHAA.
2. All coaches/advisors must complete a first aid and CPR course from a school district recognized provider, before the coach/advisor has any contact with athletes, as outlined in IHSAA Rule 3-2.
3. All coaches must take the NFHS online concussion course prior to the first day of practice.
4. Some experience as a player, coach or assistant coach at the high school or college level is preferred.
5. Must possess effective coaching techniques and skills.
6. Must possess a thorough knowledge of rules, regulations, strategies, and techniques of the sport.
7. Must possess the ability to establish and maintain effective working relationships with school administrators, parents/guardians, and students.

Working Conditions & Physical Requirements:

Must have the ability to stand for extended periods of time; exhibit manual dexterity to dial a telephone, see and read a computer screen and printed materials with or without vision aids; hear and understand speech at normal levels, out outdoors and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: None

Supervision received: Principal & Athletic Director

This job description in no way states or implies that these are the only duties to be performed by this employee. The coach will be required to follow any other instructions and to perform any other related duties as assigned by the Principal & Athletic Director or appropriate administrator. Highland Joint School District #305 reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Exhibit B: Assistant Coach Job Description

Highland Joint School District #305

JOB TITLE: Assistant Coach – High School

SALARY:

REPORTS TO: Athletic Director and/or Building Principal

TERM: 1 Season/Year (Continued appointment beyond 1 year will be at the discretion of the Athletic Director and/or Building Principal.)

JOB SUMMARY

Position is responsible for coaching student athletes in game strategies and techniques to prepare them for athletic competition. Position motivates student athletes to develop an appreciation of the sport.

ESSENTIAL DUTIES:

Works with student athletes during practices and meets.

1. Holds organizational meetings for team prospects and encourages students to participate. Also conducts tryouts if numbers dictate.
2. Assesses skills and assigns team positions.
3. Develops a regular practice schedule and organizes practice time to provide both individual and team development.
4. Works with the Athletic Director in scheduling facilities for practices and competition.
5. Assigns duties to an assistant coach as necessary.
6. Coaches and instructs athletes, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.
7. Observes athletes, during events and practice to determine the needs for individuals or team improvement.
8. Determines game strategy based on the team's capabilities.
9. Establishes and maintains standards of student behavior and provides proper supervision of students at all times.
10. Provide supervision during bus transportation to and from any events the athletes are scheduled to participate at.
11. Sees that the athletes carry out all of the duties set forth in their athletics agreement.
12. Monitors the academic performance of team members to ensure that eligibility requirements are met.
13. Follows established procedures in the event of an injury.
14. Conferences with parents/guardians, as necessary, regarding the performance of their student.
15. Follows state, regional, and district regulations governing the program.
16. Models sports-like behavior and maintains appropriate conduct towards athletes, officials, and spectators.
17. Acts as a team representative and promotes the volleyball program by communicating with the news media, booster clubs, service clubs and other organizations.
18. Follows established procedures for distribution, use and collections of supplies and uniforms.
19. Works with the Athletic Director to develop a policy for awards and submits a list of award winners at the end of the season.
20. Participates in special activities to include parent's night, awards banquets, award nights, and pep assemblies.
21. Maintains eligibility forms, emergency data cards, insurance records, equipment inventory, and other related records.
22. Models nondiscriminatory practices in all activities.
23. Responsible for reading, understanding and implementing the Highland Coaches Handbook.

OTHER DUTIES:

1. Attends coaching staff development meetings, clinics, and other professional activities to improve coaching performance.

2. Performs and other related duties as assigned by the Principal and/or Athletic Director or other appropriate administrators.

Job Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and /or Abilities Required):

1. All coaches/advisors must complete a first aid and CPR course from a school district recognized provider, before the coach/advisor has any contact with athletes, as outlined in IHSAA Rule 3-2.
2. All coaches must take the NFHS online concussion course prior to the first day of practice.
3. Some experience as a player, coach or assistant coach at the high school or college level is preferred.
4. Must possess effective coaching techniques and skills.
5. Must possess a thorough knowledge of rules, regulations, strategies, and techniques of the sport.
6. Must possess the ability to establish and maintain effective working relationships with school administrators, parents/guardians, and students.

Working Conditions & Physical Requirements:

Must have the ability to stand for extended periods of time; exhibit manual dexterity to dial a telephone, see and read a computer screen and printed materials with or without vision aids; hear and understand speech at normal levels, out outdoors and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: None

Supervision received: Principal & Athletic Director

This job description in no way states or implies that these are the only duties to be performed by this employee. The coach will be required to follow any other instructions and to perform any other related duties as assigned by the Principal & Athletic Director or appropriate administrator. Highland Joint School District #305 reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Exhibit C: IHSAA Code of Ethics for Athletic Coaches and Officials

Believing that mine is an important part in the nationwide school athletic program, I pledge to act in accordance with these principles:

1. I will honor contracts regardless of possible inconvenience or financial loss.
2. I will study the rules of the game, observe the work of other coaches or officials and will, at all times, attempt to improve myself and the game.
3. I will conduct myself in such a way that attention is drawn not to me, but to the young people playing the game.
4. I will maintain my appearance in a manner befitting the dignity and importance of the game.
5. I will cooperate with the news media in the interpretation and clarification of rules and/or other areas related to good sportsmanship, but I will not make statements concerning “calls” after a game.
6. I will uphold and abide by all rules of the IHSAA and the National Federation.
7. I will shape my character and conduct so as to be a worthy example to the young people who play under my jurisdiction.
8. I will give my complete cooperation to the school that I serve and to the IHSAA that I represent.
9. I will cooperate and be professional in my association with other coaches or officials and will do nothing to cause them public embarrassment.
10. I will keep in mind that the game is more important than the wishes of any individual.

Exhibit D: Coaches' Pre-Season Check List

- ☐ Procure and review the current copy of the IHSAA Rules and Regulations Manual, as it pertains to your sport from www.Idhsaa.org or the HHS athletics office.
 - ☐ Plan and hold a coaches' meeting. Invite employed and volunteer coaches to discuss expectations, roles and goals.
 - ☐ Attend the IHSAA rules interpretation meeting. The IHSAA requires that a coach from each program attend this meeting annually.
 - ☐ Secure needed keys from the district business manager. Coaches are never to allow a student to use these keys, whether supervised or unsupervised.
 - ☐ Collaborate with other coaches who are in-season to determine facility space for practices. Provide practice schedule and practice space requests to Athletic Director.
 - ☐ Review practice and competition schedule with the Athletic Director.
 - ☐ Gather and inventory, using district Pre-Season Equipment Inventory form, all equipment needed for practice. Recommend in writing the purchase of equipment, supplies and uniforms as appropriate.
 - ☐ Develop a packet for distribution to parents at the pre-season meeting that contains goals, expectations, practice and game schedules and any other pertinent information. Submit to Athletic Director for approval prior to Pre-Season Athlete/Parents meeting.
 - ☐ Collect the following forms from student athletes and submit completed copies to the Athletic Director. Note, all forms must be completed and on file with the Athletic Director before the student athlete may participate in practices.
 - Acknowledgement of receipt of Concussion Guidelines
 - Acceptance of Activity Code
 - Interim Questionnaire (10th/12th grades)
 - Physical Form (9th/11th grades)
 - Emergency Contact form
 - Payment of ASB Activity fee
 - ☐ Review transportation requests (bulletin board in office) for accuracy.
 - ☒ Coordinate with Athletic Director as to the organization and completion of organizational meeting for returning and prospective student athletes and their parents/guardians. ~~Assist in publicizing the meeting using team Facebook page, email and texting.~~
 - ☐ Provide roster, using Athletics Roster form, one week prior to first scheduled completion, to Athletic Director which includes the following: player name, position, uniform number, year in school and height.
 - ☐ Determine whether any participants are involved in other activities during the season. If so, meet with the other coach or advisor to determine at which practice sessions and contests/events the student will attend. In the event a student is scheduled for a practice and a contest/performance on the same day or evening, the contest/performance should always take precedence with no penalty to the student in the activity in which he/she cannot participate. In the event a student is scheduled for activities of equal classification (i.e. two practices/rehearsals or two contests/performances occurring simultaneously) the student shall be allowed to make a choice without pressure or penalty from either of the coordinating adults of the two activities.
 - ☐ Plan and hold a captains' meeting. Invite captains and assistant coaches to discuss expectations, roles and goals.
 - ☐ Ensure that all coaches, including volunteer coaches' paperwork is on file with the Athletic Director.
-

Exhibit E: Coaches' In-Season Check List

- ☐ Issue uniforms and equipment to participants, using the equipment check out form.
- ☐ Report roster changes to the Athletic Director within 48 hours of any change.
- ☐ Maintain locker room, gym and facility security by locking all doors and turning off all lights to each facility after its use. Do not leave lights on and doors unlocked; assuming that another team will be arriving soon.
- ☐ Support Highland Joint School Districts participant eligibility rules. Review academic eligibility reports provided by Athletic Director.
- ☐ Student athletes are supervised at all times
- ☐ Student athletes are ready promptly for away games.
- ☐ All coaches are present at the school at least one-half hour before departure time for away games.
- ☐ All coaches and student athletes appear neat and well groomed for all trips.
- ☐ All trips leave as scheduled. Any person(s) not on the bus ready to leave on schedule is to be left behind.
- ☐ All student athletes must ride to an event on transportation approved by the school. Coaches have the discretion to release a student to ride home with their parents or legal guardian from an event providing the student is signed out, after the game, by the parent or legal guardian.
- ☐ **Please Note:** Parents may release their child to another adult by providing a note stating who will be responsible for their child's transportation home from the activity. This note must be given to the coach/advisor one day prior to the day of travel.
- ☐ Report scores of all contest to:
 - Athletic Director by 7am of the next school day
 - Byron Edelman, Lewiston Tribune – 208-848-2277
 - Steve Wherry, Lewis County Herald – 208-937-2671 – [cotchron@questoffice.net](mailto:cotchchron@questoffice.net)
- ☐ Disciplinary action involving suspension of a team member must be reported to the Athletic Director within 24 hours.
- ☐ Within 24 hours of an accident, report participants' injuries by submitting a complete accident report for to the office. Immediately make contact with the student's parent/guardian.

Exhibit F: Coaches' Post-Season Check List

- ☐ After last game or during uniform turn-in, discuss and poll team members on team awards (MVP, Offensive POY, and Defensive POY).
 - ☐ Implement a procedure to ensure that each participant returns all uniforms and equipment that was provided by the school.
 - ☐ Keep an accurate record of returned uniforms and equipment and report lost or damaged equipment to the Athletic Director with one week of your last competition.
 - ☐ Complete the season end equipment and uniform inventory within one week of your last competition.
 - ☐ Ensure that all equipment is washed, repaired, and safely stored; make arrangements for receipt of equipment during the off-season, if sent to a commercial repair company.
 - ☐ Vacate locker rooms at the conclusion of the program's season. Ensure that program's areas are returned to pre-season condition and ready for the next program's season.
 - ☐ Submit a list of award winners for the Awards Banquet to the Athletic Director using the **Banquet Information Sheet** (varsity letter winners, participation award winners and a final roster), within 7 days of completion of season.
 - ☐ Submit a list of special awards to the local media after the program's awards banquet.
 - ☐ Submit the **Season End Athletics Questionnaire** and the **Coach Self-Assessment** to the Athletic Director within 10 days after the program's last contest. Include your one, three, and five year Special Funding requests with this document. You may also include a self-assessment, parent assessments, and athlete assessments with your report.
 - ☐ Submit any requested changes for next season's schedule to the athletic director within 15 days after the program's last contest.
 - ☐ Return all keys issued for the season to the business manager.
 - ☐ Submit end of season team and individual statistics to the Athletic Director within one week of last competition.
 - ☐ Schedule an appointment with the Athletic Director for the purpose of evaluation.
 - ☐ Inform the team about and promote the Awards Banquet.
-

Exhibit G: Coach's Self-Assessment and Improvement Plan**Highland Joint School District Athletic Program
Coach Self-Assessment**

We truly appreciate the time, effort and experience each coach brings to our program. In an effort to ensure that our coaching staff's performance is in alignment with our program expectations, we ask that you read and complete this self-assessment. The purpose of this assessment is to ensure that our program expectations are clearly communicated and to encourage discussion between coaches and the Athletic Director if there are any questions or concerns. This assessment also provides the Athletic Director a vehicle to communicate any needed improvements.

Name: _____ **Team:** _____ **Season:** Fall/Winter/Spring

Did you contribute to the success of our athletic program?	Y/N
Did you provide the team with a coach who encouraged their participation?	
Were you knowledgeable enough as a coach to provide the students with the best available training and skills?	
Were you an excellent role model for our student athletes?	
Did you encourage your student athletes to be excellent role models for other students; good grades, good behavior in and out of school, etc.	
Were you able to advance or improve the experience and skills of your student athletes during the course of the season?	
Were your students encouraged and supported in their efforts to be the best that they could be?	
Were you student athletes mentally and physically prepared for the demands of their sport?	
Were you able to affect a positive relationship with the student athletes, their parents and the other coaches?	
Were you able to encourage younger student athletes to participate in the athletic program?	
Are you able to maintain or increase the number of students interested in participating on your team?	
Were you able to address and resolve issues with student athletes, parents, or other coaches in a timely manner?	
Were you able to communicate effectively and in a timely manner with the Athletic Director and the athletic department staff?	
Are you planning on hosting or organizing a summer camp to be held at HHS this coming summer?	
Are you planning to attend a team summer camp this upcoming summer?	

Have you fulfilled your role and responsibilities?	Y/N
Were you able to fulfill your Coach's Contract?	
Were you able to fulfill your role and responsibilities as described in the Coaches Handbook?	
Were you able to abide by the Highland Joint School District policies, rules and regulations as described in the Coaches Handbook?	
Were you able to abide by the Coaches Code of Ethics?	
Did you support Highland Athletics fundraising efforts?	
Did you portray your team and the Athletic Department in a positive manner in the public and with the media?	

List planned professional coaching development or certifications to be completed prior to next season.	Date Scheduled

Coaches Self-Assessment and Improvement Plan – Page 2

**Highland Joint School District Athletic Program
Coach Self-Assessment**

To be completed by the Coach:

Coach Feedback: (Concerns, Comments, Support Needs, etc.)

To be completed by the Athletic Director:

Coach Overall Rating:

Student Athlete Feedback: (Summary of Feedback Forms)

Head Coach Feedback: (If applicable)

Additional Athletic Director Feedback: (Based on AD observations)

To be completed by the Athletic Director as required:

Coach Improvement Plan:

Recommended Improvement

Date to be Re-Evaluated

Exhibit H: Student Athlete's Feedback

**Highland Joint School District Athletic Program
Student Athlete's Feedback**

Sport: _____ Level: _____

Coach: _____ Date: _____

Attention Student Athlete: As you complete this form, please give thoughtful consideration to your impressions of the entire season as your feedback is important to the athletic program. Please drop off your completed form in the office.

The completed forms will be compiled by one person in the Athletic Department and totaled on a summary form. The summary form will be reviewed by the Athletic Director and your coach. The coaches will not see the individual feedback forms.

Scale: E-Excellent; VG-Very Good; A-Average; N-Needs Improvement; VP-Very Poor

- | | | | | | |
|--|---|----|---|---|----|
| 1. Taking everything into consideration, the season as a whole was: | E | VG | A | N | VP |
| 2. The coach's organization of practice sessions was: | E | VG | A | N | VP |
| 3. The coach explained my role on the team: | E | VG | A | N | VP |
| 4. The coach's ability to treat all players equally and fairly: | E | VG | A | N | VP |
| 5. The coach's ability to deal with player difficulties was: | E | VG | A | N | VP |
| 6. The coach's ability to provide extra help when needed: | E | VG | A | N | VP |
| 7. I felt that the coach's honesty and integrity in his/her dealings
with me was: | E | VG | A | N | VP |
| 8. The coach was willing to put in the time to get the job done: | E | VG | A | N | VP |
| 9. The coach required the team to be well disciplined: | E | VG | A | N | VP |
| 10. The coach's requirements for sportsmanship were: | E | VG | A | N | VP |

Please use the space on the back of this form for any helpful ideas or additional comments.
Thank you for your feedback.

Exhibit I: Travel Parent Sign-Out Form

Highland Joint School District

Travel Parent Sign-Out Form

Sport: _____

Level: _____

Coach: _____

Date: _____

[illegible]

Exhibit J: Pre-Season and Post-Season Equipment Inventory Form

Highland Athletic Department EQUIPMENT, UNIFORM & SUPPLIES INVENTORY

Sport: _____

Page: _____ of _____

Date: _____

Circle One: Pre-season Post-Season

Coach: _____

[illegible]

Equipment, Uniforms and Supplies are to be inventoried before you season begins and once again after your season has concluded.

COMPLETE OR COPY IN DUPLICATE – one copy to AD AND please retain one copy.

Exhibit K: Uniform Check Out/Check In form

SPO
Please use j

Exhibit L: Sports Roster

Highland Joint School District

TEAM ROSTER

(Use first and last name – Please type all information if possible)

Sport: _____

Level: _____

Coaches

Superintendent: Brad Baumberger Principal: Scott Hill Athletic Director: Scott Hill

PLEASE DO NOT USE NICKNAMES. USE CORRECT SPELLING

[illegible]

Exhibit M: Coaches Commitment

Coaches Commitment

As a coach, I understand my responsibilities for coaching in the Highland Joint School District #305 athletic programs. I have received, read, and understand the coach's handbook. Failure to comply with the guidelines outlined in this Coaches Handbook will result in probation, suspension, or termination.

I, _____, will follow the guidelines outlined in this Coaches Handbook.

Coaches Signature: _____

Date: _____

Administrator: _____

Exhibit N: Season Summary

Highland Athletic Department

SEASON SUMMARY

Sport: _____ Coach: _____ Date: _____

League Record: _____ **Final Varsity Record:** _____

Final JV Record: _____ **Final JH Record:** _____

District Tournament Results: _____

State Tournament Results: _____

Team Awards: _____

Individual Player Awards: _____

[illegible]

Exhibit O: Sports Banquet Information Sheet

Highland Athletic Department SPORTS BANQUET INFORMATION SHEET

Sport: _____ **Coach:** _____ **Year:** _____

Please list any special awards that you need to order, i.e., MVP, Offensive POY, Defensive POY etc.

Name	Award
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

[illegible]