



# Nandua High School Coach's Athletic Handbook

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## **MAJOR OBJECTIVES OF THE NANDUA ATHLETIC PROGRAM**

The purpose of the school athletic program is:

1. Provide the very best for our student athletes, challenge them in athletics and academically and support the mission of our schools and District.
2. To strive always for excellence that will produce successful teams and individuals.
3. To serve as a laboratory where students learn how to cope with real life problems and situations which include but not limited to:
  - a) Academic success
  - b) Physical and emotional growth and development
  - c) Acquisition and development of individual skills
  - d) Team play with the development of such commitments as loyalty, cooperation, fair play, and other desirable social traits
  - e) Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously
  - f) A focus of interest on activity programs for student body, faculty, and the community that will generate a feeling of unity and pride
  - g) Achievement of initial goals as set by the school in general, and the student as an individual
  - h) Provisions for worthy use of leisure time in later life, either as a participant or spectator
  - i) Develop school pride

## **VHSL INDIVIDUAL ELIGIBILITY RULES**

To be eligible to represent your school in any VHSL interscholastic contest, you

- ♦ Must be a regular bona fide student in good standing of the school you represent.
- ♦ Must be enrolled in the last four years of high school (8th graders are eligible for JV).
- ♦ Must have enrolled not later than the fifteenth day of the current semester.
- ♦ For the first semester must be currently enrolled in not fewer than three subjects, or their equivalent, offered for credit and which may be used for graduation and have passed three subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding year or the immediately preceding semester for school that certify credits on a semester basis. (Check with your principal for equivalent requirements). May not repeat courses for eligibility purposes for which credit has been previously awarded.

♦ For the second semester must be enrolled in not fewer than three subjects, or their equivalent, offered for credit which may be used for graduation the immediately preceding year.

♦ Must sit out all VHSL competition for 365 consecutive calendar days following a school transfer unless the transfer corresponded with a family move. (Check with principal for exceptions).

♦ Must not have reached your nineteenth birthday on or before the first day of August of the current school year.

♦ Must not, after entering the ninth grade for the first time, have enrolled in or been eligible for enrollment in high school more than eight consecutive semesters. For this student, the eight consecutive semesters shall be counted continuously beginning with his/her first semester in the ninth grade or the first semester in which he/she becomes “un-graded”, whichever comes first.

♦ Must have submitted to your principal before any kind of participation, including tryouts or practice as a member of any school athletic or cheerleading team, an athletic participation/parent consent/ physical examination form, completely filled in and properly signed attesting that you have been examined during this school year and found to be physically fit for athletic competition and that your parents’ consent to your participation.

♦ Must not be in violation of the VHSL amateur, awards, all-star or college team rules.

Eligibility to participate in interscholastic athletics/activities is a privilege you earn by meeting not only the above-listed minimum standards, but also all other standards set by your League, district and school.

If you have questions regarding your eligibility or are in doubt about the effect an activity might have on your eligibility, check with your principal for interpretations and exceptions provided under League rules.

Meeting the intent and spirit of League standards will prevent you, your team, school and community from being penalized. When allowing their son/daughter to join a VHSL team, parents also give their consent and approval for his/her picture and name to be printed in

any high school or VHSL athletic program, publication or video. Local school divisions and VHSL districts may require additional standards to those listed above.

### BONA FIDE STUDENT RULE

The student shall be a regular bona fide student in good standing in the school that he/she represents:

1. A “regular” student is considered a full time student who is in regular attendance and is carrying a schedule of subjects that, if successfully completed, will render him/her scholastically eligible for league participation the ensuing semester.
2. Any student who is under penalty of suspension, or whose character is such as to reflect discredit upon his/her school, is not considered in good standing.

### SPORTSMANSHIP

Good sportsmanship is an area of special emphasis at NANDUA HIGH SCHOOL. The VHSL Handbook states that the athlete as well as participants in other VHSL activities should:

1. Be courteous to visiting teams and officials.
2. Play hard and to the limit of his/her ability, regardless of discouragement. A true athlete does not give up nor does he/she quarrel, cheat, bet or grandstand.
3. Retain his/her composure at all times and never leave the bench or enter the playing field/court to engage in a fight.
4. Be modest when successful and gracious in defeat. A true sportsman does not offer excuses for failures.
5. Maintain a high degree of physical fitness by observing team and training rules conscientiously.

6. Demonstrate loyalty to the school by maintaining a satisfactory scholastic standing and by participating in or supporting other school activities.
7. Play for the love of the game.
8. Understand and observe the rules of the game and the standards of eligibility.
9. Set a high standard of personal cleanliness.
10. Respect the integrity and judgment of officials and accept their decisions without question.
11. Respect the facilities of host schools and the trust entailed in being a guest.
12. Serve as a role model as a representative of NANDUA HIGH SCHOOL.
13. Treat fellow teammates with dignity and respect.

#### **VHSL Coaching Requirements**

All coaches are governed by the guidelines specified by the Virginia High School League (VHSL). This includes participation in required coaching clinics and other meetings required by VHSL. Please ask the Athletic Director for any questions concerning these requirements.

- 1) VHSL coaching education certified. (Completed once)
- 2) CPR Certified (Complete once)
- 3) Concussion Training. (Completed Every Year)
- 4) Coaching Clinic for Individual Sport (Completed Every Year)

All Requirements must be completed before working with student athletes in season or out of season.

#### **Accomack County Coaching Requirements**

- 1) Background check
- 2) Badge Identification (Must have on them at all times)
- 3) OHSA certified. (every year)
- 4) Child Abuse certified. (every year)
- 5) Title IX

All requirements must be completed before working with student athletes in season or out of season.

#### **Coaching Expectations**

- 1) Need to be on time and prepared.
- 2) Need to take care of all equipment and use of facilities.
- 3) Maintain good communication with athletes and parents.
- 4) Holding players accountable who don't abide by good-sportsmanship, attendance, discipline, and academics.
- 5) Clear set a team rules and consequences on and off the field.

- 6) Need to have all athletic equipment turned and cleaned up in a week after completion of season.
- 7) Need to have uniforms and inventory turned in a week after completion of season.

### **Communication with Parents**

It is imperative to the success of our students that we keep our families and patrons informed concerning our students, their progress and their problems. Every member of the staff is expected to maintain open lines of communication with students and their families, while also protecting confidentiality. It is our desire to inform families of the problems that our students are experiencing, and to bring to their attention the successes and progress.

Coaches are expected to return all inquiries within 24 hours of receiving the contact. Any communication that requires more than a paragraph response should be made via telephone, as opposed to email communication.

As representatives of Nandua High School, all coaches are expected to demonstrate responsible use of social media platforms. While these are valuable communication tools, it is imperative to maintain decorum in all posts and protect student confidentiality at all times.

### **Discipline**

It is important that coaches, beginning on the first day, as well as throughout the school year, establish a positive pattern of student discipline. Student discipline is based upon the requirement that all students must understand and maintain reasonable and acceptable behavior and conform to all school rules and regulations as stated in the Nandua High School Code of Student Conduct Booklet and Athletic Handbook. Should a student violate the Code of Conduct, coaches should inform the student's parent/guardian and the athletic director (who will inform the administration so that the disciplinary process can be followed).

Some suggestions gleaned from books written on the subject are listed below:

- Be courteous and alert.
- Be aware of your body language. It speaks louder than any voice.
- Make eye contact. Be genuine.
- Be friendly and firm. If you have to say "no," do so pleasantly.
- Never lose your cool. Do not engage in a confrontation with a student (or his/her parents).
- Treat people with exquisite courtesy and diplomacy and expect the same from them.
- Make your expectations clear. Write them out. Consider having students and parents sign that the expectations have been received.
- Be a good leader.
- Let students have a voice in some of the decisions in the class. Have them develop and commit to a few basic rules.
- Reward and praise as many students as you can when things go well.
- Get help when necessary.

- Call on support personnel, school counselors, social workers, psychologists, other teachers, and administrators.
- Treat the parent as you would want to be treated if the roles were reversed.
- Notify the parent about problems while they are still small. Call about concerns and good news.
- Do not take students' behavior personally.
- Focus on the positive.
- Be sincere.

Coaches should be certain that students know and understand school rules and the rules of VHSL at the earliest possible moment. Adolescents need some fair "rules of the road" to guide them.

### **Child Abuse and Neglect Reporting**

According to Virginia state law, any teacher or other person employed in a public school is a mandated reporter. Any teacher or other person employed in a public school is required to report all instances of suspected abuse and neglect of children under age 18 to local departments of social services. Employees must make such reports immediately. The obligation to report cases of suspected child abuse or neglect is not discretionary. Faculty members should notify an administrator of any such reports. Either administrators or counselors will assist coaches in making reports.

### **Injuries**

Any injury must be reported to the school nurse.

### **Inappropriate Relationships with Students**

Sexual relationships and sexual harassment between students and staff members are illegal and can result in criminal and civil penalties. Sexual harassment and relationships between students and staff often begin with innocent flirtations. Innocent flirtations can leave staff members vulnerable to baseless accusations.

To prevent all appearances of inappropriate relationships between students and staff, staff must adhere to the following guidelines.

1. Set appropriate boundaries with students – Staff must set appropriate personal boundaries with students and not engage in inappropriate behavior that could lead to even the appearance of an inappropriate relationship. Inappropriate behavior includes, but is not limited to, flirting, making suggestive comments; engaging in sexual dialogue over the Internet or any other electronic device; giving inappropriate personal gifts; dating; asking for a ride home after school or sports practice; hugging; sending intimate letters or cards; making personal phone calls; meeting in social settings; touching inappropriately; telling off-color jokes; exchanging phone numbers for personal reasons; or engaging in playful exchanges.
2. Report any inappropriate behavior initiated by students – If a student initiates inappropriate behavior toward you, document the incident and report it to the principal or athletic director. Also, report any incidents that follow.



3. Report any inappropriate behavior between students and staff - Staff members must report observed inappropriate behavior between students and staff members. State law requires staff to report all suspected child abuse to appropriate child protection authorities, and a relationship between a staff member and a student constitutes child abuse.

### **Supervising and Facility Use**

Coaches are required to supervise students under a variety of conditions and situations. Even when duty is not explicitly assigned, the coach is responsible during all practices and associated athletic events for supervision of pupils. The coach is legally charged to make reasonable provision for the safety and the welfare of the students at all such times.

Coaches will work with the athletic director to identify the location and schedule for all practices. Any coach who desires to use the building outside of the established practice schedule must schedule through the athletic director.

Students are not to enter the building before the coach in charge arrives and are not to remain in the building after the coach in charge leaves. The faculty member in charge should ensure that the facility is left clean and in order upon leaving, including locker rooms.

### **Bus Expectations**

Coaches need to maintain supervise of student athletes on and off the bus while sporting events. Male and female students aren't permitted to ride in the same seat. It is highly recommended that coaches separate the two teams and coaches control their own teams. Bus drivers aren't responsible for teams. COACHES ARE.

At no time, should a student athlete be exiting the back of a bus unless advised by the bus driver.

Coaches are responsible to leave the bus how they found it....CLEAN.

### **Bookkeeping**

All money collected by the coach will be turned in to the office the day that it is collected, with the collection summary filled out and signed, and the office will give the coach a receipt for all money received. If the money is collected after the office has closed, the money should be secured until the following day.

### **Purchasing of Supplies and Equipment**

Before any purchase, the principal must approve all purchases of supplies and equipment by staff members. Approved purchases must utilize the purchase order system that is in place. An invoice from the store where the purchase was made will be required for all purchases. Purchase order numbers will be assigned by the bookkeeper after the principal and athletic director has approved the purchase.

### **Out-of-Season Practice Rules**

Out of season practice rules will follow the VHSL out of season policy. No team may practice during the dead period. Coaches can't start out-of-season practice unless they have all VHSL and Accomack County Public Schools Requirements complete. Players can't start out-of-season practice unless they have a complete physical and insurance on file with the nurse. Please see athletic director for questions.

In-Season-Sports will get first priority for building usage. Out-of-Season practices will get priority based on upcoming seasons, depending on building usage. All usage must go through the athletic director.