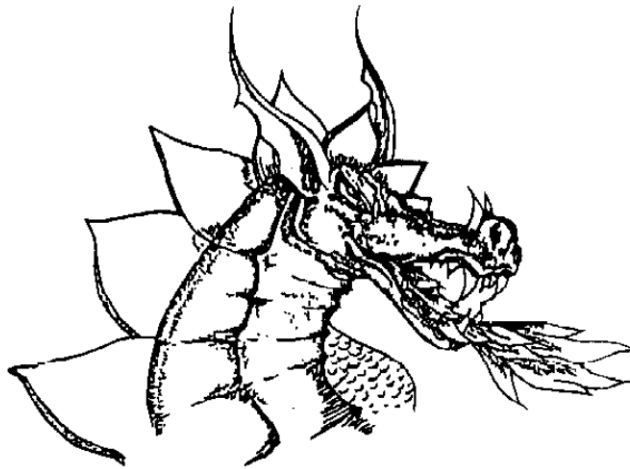
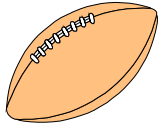


# Monroe School District #1J

## Coaches' Handbook

Board Administrative Regulation IGD-AR-2



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# Monroe School District #1J

## Coaches Handbook

This handbook is for the coaches in the middle school and high school of the Monroe School District. Its purpose is to provide important information related to many different aspects of the athletic program. Coaches are expected to read the handbook and operate within the guidelines stated in it. It is the responsibility of the athletic director to provide all coaches with a copy of the handbook and to review and discuss it with them so that they are knowledgeable of its content.

The athletic program of the district is regarded as an important part of the total program of the district. It is the philosophy of the district that sound practices and procedures should be followed within the program. This handbook will be helpful in that regard.

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# **BILL OF RIGHTS FOR HIGH SCHOOL ATHLETES**

## **PREAMBLE**

High school athletic programs provide a significant learning experience for many young men and women in the high schools of our nation, and there is a great deal of interest in these programs by adults. This interest can lead to exploitation of young athletes. This bill of rights for high school athletes is intended to remind coaches, fans, and parents of certain “inherent” rights of the young athlete.

## **ARTICLE 1**

Young athletes should be taught that competing fairly and within the rules is basic to worthwhile athletic competition. They need to learn that doing their best to win is more important than the winning itself. Additionally, young athletes need to learn to win and lose gracefully and with poise.

## **ARTICLE 2**

High school athletic practices and games should be fun for the participants. The pressure to have a winning season and to compete hard should not cause coaches to forget that young people play athletics to have fun. Competition is fun if it is kept in perspective.

## **ARTICLE 3**

Young athletes should be taught the skills and fundamentals to play their sport safely. Equipment and training techniques should be adequate to make sure that young athletes are not abusing their bodies. Injuries and conditioning should be given proper attention so that the chance of injury is minimized.

## **ARTICLE 4**

Those who direct high school athletic activities must remember that the young people involved are students, participants in family activities, part-time workers, members of churches, and participants in other activities as well as athletes. Reasonable time commitments and advance notification of practice and game schedules is important.

## **ARTICLE 5**

Most young athletes have an interest in several sports. Pressure by over-zealous coaches or parents to concentrate on just one sport, especially at a young age, is unfair to young athletes.

## ARTICLE 6

Young athletes should be taught that illegal drugs and alcohol as well as performance enhancing drugs like steroids will cause them unhappiness, loss of self-respect, and physical damage. Coaches should take a clear position in this area and model what they are saying to young athletes.

## ARTICLE 7

High school athletes have a right to know the rules and regulations of their school and sport. These rules should be reasonable, and the process used to enforce the rules should be fair. High school athletes have the right to due process of law, as do all other members of our society.

## ARTICLE 8

Young athletes should be treated with respect and should not be verbally or physically abused by their coaches, parents, or competitors. Coaches of high school sports should be positive with young athletes when correcting their errors.

## ARTICLE 9

High school athletes should be given information and counseled regarding possible participation in organized athletes at the college level. Accurate information should be provided to them regarding scholarship possibilities.

## ARTICLE 10

High school athletes need the support of their parents and family while competing in organized athletics. This support includes, at times, time and money. Parents should also be supportive of the coach, the program, and the school in general. However, parents should not place unrealistic expectations upon young athletes. Parents and high school athletes need to remember that it is, after all, just a game.

*Written by Duane Barrett*

### **Attendance and Participation (Practice and Game)**

The participant must be in school all day of the game, practice or activity. Exceptions may be made for prearranged absences, medical reasons, or for family emergencies. The participant must attend school all day on the day following a game or activity that is held in the middle of the week. Exceptions may also be made for prearranged absences, medical reasons, or for family emergencies. Students who fail to attend school for the entire day following an activity and have not met one of the exceptions cited above will forfeit the opportunity to participate in the next scheduled game. ***It is the responsibility of the coach to verify student attendance each day with the attendance secretary and to enforce the attendance policy.***

Individual coaches will determine and make known to their athletes other requirements and punishments for failure to attend all practices.

### **Bloodborne Pathogens**

Because of the nature of athletics, coaches are at risk of exposure to bloodborne pathogens, like the HIV or Hepatitis B virus. The threat of this exposure should be taken seriously by coaches, who should practice infection control at all times. Coaches must use rubber gloves when administering first aid to injured students when contact with blood is possible. Also, coaches must inform the athletes they work with about control procedures.

### **Budget and Inventory**

The head coach of each sport is responsible for submitting a budget for the next season (year) by the date they are to be submitted. Head coaches are also responsible for an accurate inventory of equipment and supplies. This should be done as soon as possible following the completion of the season. Payment of coaches will be delayed until all equipment is returned and inventoried. All purchases will be approved and made by the athletic director after the purchase order is submitted by the coaches.

### **Camps**

Coaches may want to host a camp for their athletes. Coaches must have administrative approval for any camp that will be operated at or through the school. A facility usage form must be filled out whenever school facilities will be used. Coaches must be sure that the dates of the camps are within the guidelines of the OSAA.

In general, the use of school facilities as a profit-making mechanism for the coach or others is not acceptable unless the user pays for the use of the school facility. Coaches must not state nor imply that participation in a summer camp or program is required for participation at any level in the school program. All camp activities must be conducted in compliance with OSAA rules, policies, and guidelines.

### **Clinics**

Coaches are encouraged to advance professionally through attendance at clinics and other events to improve coaching skills. Coaches need to budget for these expenditures through the budgeting process.

### **Coaching Certification**

As per OSAA requirement, all coaches must be certified prior to the season that they are coaching. Head coaches must be certified as well as any assistants. If a head coach, for whatever reason, cannot be at a contest or finish a contest and there is no certified coach on the bench the contest will be forfeited, as per OSAA rule. Coaching certification must be on file with the district office prior to starting ANY PRACTICES. Contact the Athletic Director for questions regarding certification opportunities and requirements.

### **Corporal Punishment**

Oregon law and district policy prohibit corporal punishment by staff members or volunteers of the public school (ORS 339.250). Although the term means spanking to many people, Oregon law actually defines it as using pain as punishment. Pain or discomfort as a part of conditioning for athletics is not banned by this law, but pain from activities used as punishment is banned. Physical force with students that is unreasonable is unacceptable.

### **Drugs, alcohol, and tobacco**

Any athlete observed by a current employee to be possessing or using alcohol, tobacco, or illegal drugs will automatically serve twenty (20) school days and a minimum of two (2) game suspension from the sport, as per athletic policy.

### **Dual Participation**

Dual participation will be permitted on a petition basis only. Athletes interested in participating in two concurrent school athletic activities must receive approval from both head coaches and the athletic director before beginning either sport. The athletic director will develop the criteria for allowing dual participation. The student will pay two participation fees if they choose to dual participate.

### **Duties of the Coach**

Refer to the “Position Descriptions” in the appendix.

### **Eligibility**

1. OSAA - All students must have passed five (5) credits of work the preceding semester and be “on track” to graduate at the beginning of each school year. The OSAA defines “on track” using the following:
  - End of Freshmen year – 4.5 credits earned
  - End of Sophomore year – 10 credits earned
  - End of Junior year – 17 credits earned

Students who do not pass five (5) classes each semester will be considered “ineligible” by the OSAA for the entire following semester (may be same school year or across school years). For the purposes of this rule, eligibility (or ineligibility) will begin on the first day of school in the following semester. Students who do not meet the “on track” criteria listed above at the end of each school year will be immediately ineligible and will remain so for the ENTIRE school year (regardless of progress made during the year).



2. Monroe High School's eligibility rules are more stringent. Each week a probation/ineligible list will be posted. The probation list is a warning to the student to improve his/her grades so as not to become ineligible the next time the list is posted. In order to be eligible, a student must be passing all subjects. If the student is failing a class or classes, he/she will be ineligible for all of the activities occurring until the next eligibility list is posted. Ineligible students will continue to practice, but will not be allowed to travel with the team, participate in games, attend any school functions, or be associated with the team in any other official capacity.
3. Transfer eligibility -- The OSAA maintains strict policies with regards to the transfer of athletes from one school district to another, primarily to prevent recruiting. In general, a student will not lose eligibility when a move is made with his/her parents, pre-existing legal guardian, or as the result of being a ward of the court. Any other moves may cause the student to lose eligibility.
4. Age--OSAA rules state that a student who becomes 19 before August 15 is ineligible for interscholastic competition for that and succeeding school years. Students who become 19 on or after August 15 are eligible for the entire school year.
5. Graduation/time limitation/awards-- Students become ineligible upon graduation from high school. Following initial enrollment, a student may participate in the interscholastic program for four consecutive years or the equivalent of eight semesters. There are limits upon the kinds of awards that student athletes can receive and remain eligible (check with the Athletic Director for details).

### **Ejected Player or Coach**

If a player or coach is ejected by an official for an unsportsmanlike act, the Athletic Director must be notified as soon as possible. Both the athletic director of the school of the ejected player/coach and the commissioner of officials shall notify the OSAA of the ejection by the next work day. Ejected coaches must leave the contest and facility immediately and shall not be allowed any further contact with team members for the duration of that contest (“out of sight and sound”). An ejected player may remain on the bench **OUT OF UNIFORM**. It is the responsibility of the school to disallow the ejected player or coach from participating in the next scheduled contest. Coaches must complete an online sportsmanship course through NFHS prior to reinstatement following any ejection.

Additionally, the school will be levied fines from the OSAA for each ejection. This graduated scale is as follows (fines are assessed per sport/program):

- 1<sup>st</sup> Ejection: \$50 fine
- 2<sup>nd</sup> Ejection: \$100 fine

All subsequent program ejections will result in a fine to be increased by \$50 for each occurrence. Coaches and players will be held personally responsible for paying all fines resulting from ejections and will not be allowed to participate until fines have been paid. Ejection from a contest may result in additional school-levied discipline for players and coaches.

### **Equal Educational Opportunity**

The policy regarding equal educational opportunity for students is found in board policy JB. The policy states that “Every student of the Monroe School District will be given equal educational opportunities regardless of age, handicap, national origin, race, marital status, sex, or religion. This applies to extra-curricular activities like athletics as well as the other programs of the district.

### **Equal Employment Policy**

Equal employment opportunity and treatment shall be practiced by the district regardless of race, national origin, religion, sex, age, marital or parental status or disability if disability does not preclude performance of bona fide requirements of the position with or without accommodations.

### **Equipment for Athletics**

All equipment to compete except for personal items and shoes will be supplied by the district. All equipment will be issued by the coach. No equipment will be worn or used except during official practice and competition. Competition uniforms and “warm ups” may be worn only during competition. EXCEPTION: Football jerseys may be worn the day of a game. Equipment and uniforms purchased through fund raising activities are school property.

All game uniforms must be approved by the Athletic Director prior to purchase.

Proper return of all equipment and off-season security of that equipment will be the responsibility of the head coach of each sport. Equipment lost by a participant will be paid for by that student at the replacement value of the lost item. No student may turn out for another sport until he/she has been signed off by the previous coach using the form provided.

Training (first aid) supplies may be obtained by coaches following normal ordering procedures. Coaches must check regularly to see that needed first aid supplies are available. The supplies may be obtained from the AD. Use the supplies that you need, but do not waste them. Remember it is a shared facility. Everyone has to do his/her part to keep items from being lost or stolen, and to keep the training room and office neat and clean.

### **Ethics and Sportsmanship**

Coaches are expected to be ethical, moral, and to promote good sportsmanship. Following is a Coaches Code of Ethics and information taken from the OSAA, “The Role of the Coach in Teaching Sportsmanship”.

### **Coaches Code of Ethics**

As a professional educator and leader, the high school coach will:

- Exemplify the highest moral character as a role model for young people.
- Recognize the individual worth and reinforce the self-image of each team member.
- Create a set of training rules for athletes, which reflect the positive values of

- abstaining from the use of drugs, alcohol, and tobacco.
- Strive to develop the qualities of leadership, initiative, and good judgment in each team member.
  - Communicate and interpret program goals and objectives to parents and the community.
  - Provide a safe environment for practice and competition.
  - Gain an awareness of the importance of prevention, care, and treatment of athletic injuries.
  - Respect the integrity and judgment of game officials.
  - Teach and abide by the rules of the game in letter and spirit.
- 
- Build and maintain ethical relationships with other coaches and the administration. Do not be critical of other coaches. If you can't say something good about one of your fellow workers, don't say anything.
  - Strive for excellence in coaching skills and techniques through professional improvement.
  - Promote personal fitness and good nutrition.
- 
- Be modest in victory and gracious in defeat.
  - Encourage a healthy respect for the overall athletic program and its role in education.
  - Remember that you are working with young people, not professional athletes.
  - Do not attempt to influence an athlete to select one sport over another. We are not trying to develop "one-sport" athletes. During the fall, encourage all students to participate in a fall sport. The same applies for the winter and spring sports seasons.
  - Do not infringe upon another coach's season. The start and conclusion of your season is clearly indicated in the OSAA handbook. Adhere to this policy.

### **The Role of the Coach in Teaching Sportsmanship - OSAA**

Coaches have a special opportunity to work with young people. They not only help develop skills, but work on a personal level to develop sound morals, self-discipline, dedication, desire, pride, honesty, positive attitudes and behaviors of sacrifice and integrity. A coach's influence upon the attitudes and behavior of the participants, the student body and the community is unequalled. Coaches must be willing to practice what they teach by serving as good role models.

Sportsmanship must be emphasized throughout the school year, not just at a contest or state tournament. Sportsmanship is living, feeling and interacting with others on a daily basis with mutual respect.

It is recommended that the coach:

- Be an educator
- Have a working knowledge of school policies, district standard operating procedures, OSAA handbooks and sportsmanship guidelines.
- Keep sight of the many responsibilities to the school, community, parents, participants, student body, coaching profession and self.
- Be responsible for knowing the rules and providing assistance to support staff.
- Provide instruction so that participants perform to their maximum capabilities consistent with the rules of the activity and good sportsmanship.
- Teach techniques of skills consistent with the rules and good sportsmanship.
- Be a good host to opponents; treat them as guests.
- Publicly shake hands with the officials and opposing coach before and after the contest.
- Instruct participants and parents about their sportsmanship responsibilities. Keep them informed of rule changes by providing inter-squad contests with officials present. Hold parent meetings and rules clinics (if necessary).
- Prior to the season, inform participants and parents of expected conduct during contests, on the bus, during flag ceremonies, and during pre and post-game ceremonies and introductions. Instill respect for opponents in victory or defeat.
- Make remarks at practice and prior to a contest that foster good sportsmanship and ethical conduct. Prepare participants mentally and emotionally for a contest.
- Provide opportunities for social interaction among coaches and participants of contests before and after the contest.
- During a contest - abide by the rules, set a proper example by controlling participants on the bench, remove personnel from the bench who don't belong, and have the courage to remove participants from a contest if they continuously demonstrate poor sportsmanship and poor conduct.
- Be aware and sensitive to explosive situations, calm down those who might be involved, and use foresight in heading off other potential situations. Coaches who display calmness and good sportsmanship will find participants and fans following that example.
- Provide assistance in helping to calm fans, especially when asked by an official to intervene.
- When necessary to question an official during a contest, do so within the rules of the activity.
- Respect the official's judgment and authority.
- When reprimanding participants, the coach should use careful and sound judgment to prevent embarrassment to all involved.
- At the conclusion of a contest, maintain supervision of the team; see that the locker rooms are left in good order; guard against equipment and facility damages; and see that courtesies are extended to the other team.
- When dealing with the student body, adult fans and media, encourage understanding of the rules and avoid using them as a platform to air complaints. Promote the activity and accomplishments of the team and individuals. Deal fairly and respectfully when

- discussing opponents and contests.
- Promote and take part in pep assemblies that instruct and recognize good sportsmanship.
  - Promote a league sportsmanship program with awards.

### **Facilities/Facility Usage**

Coaches and teams are expected to actively maintain school facilities associated with their programs. This includes preparing facilities for contests, cleaning facilities following games and practices, doing general maintenance, and referring large issues that need to be addressed quickly.

If a team is going to use the facilities for any purpose other than the regularly scheduled practices, a facility use form needs to be filed and permission received from the administration. The facility should be left clean and orderly, all equipment put away, AND ALL DOORS LOCKED. No practices will be held on Saturday or Sunday except under special circumstances. Such practices shall happen only by the written permission of the Principal / Athletic Director. Otherwise the athletic facilities will be closed to all district and non-district athletic teams.

### **First Aid Cards**

All coaches, whether head, assistant or volunteer, must have a valid first aid card prior to the start of the season he/she will be coaching.

### **Fundraising**

Coaches must recognize that fund raising projects require the time and effort of the athletes, staff, parents and community members. When considering a fundraiser, coaches must have the approval of the athletic director and building principal at least 14 days prior to beginning. Fundraising must meet all district specifications and a Fundraising Request must be filled out and signed. Money raised in any school-related fundraiser must be deposited in the athletic revolving account on a daily basis.

### **Inclement Weather (Games & Practices)**

If school is canceled due to inclement weather, all games and practices are canceled for that day. If school initially opens in the morning but is closed due to inclement weather during the day with the students being sent home prior to the end of the school day, all games and practices are canceled for that day. If the opening of school is delayed in the morning, but staff and students are eventually required to report and conduct school as normal, all games and practices will be conducted as scheduled. Any variation to the above will have to have the approval of the athletic director and superintendent.

### **Insurance (Student)**

The district does not provide medical insurance for students participating in athletics. A participant must have school endorsed student insurance or a signed verification of insurance coverage covering the sport in which the student is participating. Continuous coverage is the responsibility of the parent. Verification of insurance must be made before any participation (practice/games) occurs. School insurance is available through the school office.

### **Letters (Athletic Awards)**

Athletes may earn a varsity or junior varsity award. The varsity award will consist of a certificate, a school letter (one time), and individual sports patches for the various sports. The junior varsity and freshmen teams (if needed) will only receive a certificate of participation. After a student has earned a varsity letter, individual sports patches will be given for the following years. No patches will be given prior to the student earning a varsity letter.

The criteria for earning a varsity letter are as follows:

- 1) Complete the season.
- 2) Meet all coach's practice attendance requirements.
- 3) Be recommended by the coach for the letter. Coaches should be very clear about the criteria they will use to determine the award of a varsity letter at the beginning of the season.
- 4) Varsity letter: Must participate in one varsity game, match or contest (generally).  
Junior Varsity/Participant letter: Must participate in one junior varsity game, match or contest.

An awards dessert will be held at the conclusion of the sports season. The coach is responsible to have all awards ready for presentation. Each sport will present a Most Valuable Player, Most Improved Player, and Most Inspirational Player Awards. Coaches will be responsible for turning in a complete list of letter winners, participants, and award winners two weeks prior to the awards function date. Costs for awards will be deducted from the revolving accounts of each sport. Coaches need to remind students that this event is a school function and behavior should be appropriate.

### **Liability For Coaches and Administrators**

Listed below are some liability factors for coaches and administrators to consider:

- \* Failure to supervise an activity.
- \* Negligently entrusting a duty to an under qualified or unqualified individual
- \* Failing to teach proper skills.
- \* Failing to provide and maintain a safe coaching and playing environment.
- \* Failing to inspect, repair or recondition equipment properly.
- \* Failing to teach athletes to inspect their own equipment
- \* Failing to properly play an activity.
- \* Failing to keep adequate and accurate records.
- \* Failing to create and set policies and procedures for an activity.
- \* Failing to adopt safety standards or pertinent administrative organization.
- \* Failing to match or equate athletes.
- \* Failing to properly administer first aid.
- \* Failing to warn of inherent dangers of the activity.
- \* Failing to assess an injury or incapacity in an athlete.

### **NCAA Regulations**

Coaches are expected to be aware of and conform to NCAA regulations in regards to recruitment of student-athletes and other rules which might affect the eligibility of students who may compete at levels other than high school. This applies to the rules of other governing institutions like the NAIA, the AAU, and other organizations that sanction athletic competition.

### **Off-Season Activity**

As coaches plan off-season activities they need to give first consideration to in-season sports. There should be no expectation, stated or implied, that an athlete must participate in an off-season activity, including summers, to be eligible to participate during the season.

Coaches should be supportive of the total athletic program and should encourage all athletes to participate in as many sports as possible. Coaches need to recognize that “hints” or “suggestions” can be interpreted by athletes as demands.

Summer activities must be coordinated so that there is as little conflict among sports as possible. If coaches plan to use the school facilities for activities or games, scheduling needs to be done through the athletic director. **A Facility Use form must be completed.**

Coaches should NEVER allow a non-Monroe student to participate in any summer activities without contacting the Athletic Director prior to participation.

All off-season and summer activities must be conducted in compliance with OSAA rules, policies, and guidelines. Out of season and in-season weekend “open gyms” will not be permitted, except during summer when not under OSAA rule.

### **Participation Requirements**

Students must do the following before they may BEGIN practice:

1. A participant must meet all eligibility requirements imposed by Monroe School District, Mt. View League, and the OSAA. It is the coach’s responsibility to check the eligibility list weekly. If an athlete is on the ineligible list, that student may not participate in any games or contests until the next list is posted.
2. A participant must have a completed physical examination on file with the school office. A physical must be taken at the beginning of grades 9 and 11. This exam may not be taken earlier than April 1 of the preceding school year. New and transfer students must present a completed physical examination form to the office prior to participation.

Parents of students participating in athletics or activities must complete and turn in to the office an Interval Sports Medical History for each sport/activity in which the student is involved.

3. A participant must have insurance. (See information under Insurance).
4. A participant must have an athletic participation and emergency information form

signed by his/her parents on file in the school office.

5. A participant must have read the procedural rules and signed in the appropriate place.
6. A participant must have cleared all existing fines for previously lost or damaged athletic equipment. It will be necessary for a coach to sign off on the form provided for each individual before that individual will be allowed to participate in another sport. All outstanding fees must be paid before the start of practice.
7. A participant must possess a valid Monroe High School student body card.

### **Personnel**

All coaches (head and assistants) including volunteers will be hired and dismissed at the administrative level. The head coach will be expected to recommend assistant coaches and volunteers, but those coaches will be approved by the administration before they assume their duties.

All coaches must have a valid first aid card prior to working with students.

The head coaches have supervisory responsibilities for their assistants and will assist in the post-season evaluation of the assistants. Head coaches will be evaluated by the administration.

All coaching assignments are for one season and are subject to change at the end of the season. If it is necessary to relieve a coach of duties during the season, due process will be followed.

### **Practices**

All practices will begin by 3:30 (at the latest) with the exception of late practices during the basketball season. Practices should not exceed two (2) hours. All athletes should be out of the buildings by 6:00. During basketball season, the second practice should begin by 5:30 and all athletes should be out of the buildings by 8:30. NO MANDATORY practices will be held on school days prior to the start of school (8:00). No practices will be held on Saturday or Sunday without permission of the athletic director. Coaches are expected to plan practices to an acceptable level of proficiency. Facilities should be cleaned up at the end of practices and all gear put away appropriately.

The athletic facilities are considered closed to all district and non-district teams on Saturday and Sunday.

### **Public Relations**

Coaches need to be aware that they are constantly in the public's eye and that they represent the team, the school and the district at all times.

Coaches are encouraged to work with the Dragon Pride Booster Club by attending meetings and being involved. These meetings are held on the first Monday of each month (during the school year) and generally begin at 7:30. Contact the Athletic Director for more



information. All Dragon Pride requests need to be reviewed by the Athletic Director PRIOR to presentation at a Booster Club meeting.

Coaches are encouraged to keep parents informed. This can be done by having a pre-season meeting, making telephone calls to parents, or using other forms of communication.

Coaches should be willing to listen to concerns of players and parents and should be honest and tactful when evaluating players.

Coaches have a responsibility of reporting all contests results to the media. A positive relationship with the local media is vital for everyone and coaches should work to cultivate such a relationship. All coaches will phone in results at the conclusion of the games/contests as well as reporting score on the OSAA Scorecenter site.

### **Release of Personally Identifiable Information**

Schools can release information about individual students that has been designated as directory information without prior written consent unless the parents indicate they do not want this information released. Included in this category is names, photographs, dates and place of birth, participation in sports and activities, weight and height of athletes, dates of attendance, honors received, and previous schools attended. Addresses and telephone numbers of students MAY NOT be released publicly by school personnel, however, without written consent of the student's parent or a student that is 18.

### **Scheduling**

All scheduling of all games will be done by the athletic director or his assistant. All coaches will have their teams play the schedule that is developed without changes. Any changing of schedules, postponements, or cancellation of contests is the responsibility of the Athletic Director.

Since schedules are made up well in advance, requests to modify the schedule must be made at the earliest possible time.

The OSAA sets the maximum number of contests, play-off procedures, and the dates on which the seasons may begin.

### **Supervision of Athletes**

Athletes will be supervised at all times from the time they arrive to the time they depart. Coaches will not leave the facility until after all players have left. Coaches will not allow any use of school facilities without proper supervision.

Coaches should be very careful about being in an uncomfortable or compromising situation with any athlete. Coaches should avoid any physical contact that could be interpreted as sexual in nature. Coaches should never transport athletes alone.

### **Transportation/Travel**

All schedules and communications with the bus garage will be handled by the athletic director or his assistant except in emergencies. All team members will ride the bus to and

from the event. An EXCEPTION will be made for the student whose parents sign the student out with the coach following the contest. Only parents or legal guardians may sign the student-athlete out and this must be done in person with a coach present.

Coaches are responsible for upholding and enforcing the rules on the bus. Coaches should make sure the bus is clean after a trip by having the students pick up any debris.

When departure and return times are announced, coaches should follow those times. The departure times include time for loading the equipment onto the bus and any last minute details. The return times do not include time for stops. The bus will not stop for meals on school nights. A brief “grocery store” stop is permissible on school nights. The bus may stop for meals on Fridays and Saturdays. However, the coach needs to let the Athletic Director, players, and parents know of these plans well in advance of the trip. This will eliminate any confusion and allows the players to come prepared by having extra money for the trip.

For overnight trips, the Athletic Director will make all hotel arrangements and will plan for per diem, if appropriate. Be proactive about planning ahead for these types of travel possibilities (state tournaments, etc.) and communicating with the Athletic Director. The athletic program will be responsible for the cost of travel for non-playoff events. Coaches should very seriously consider all supervision and liability issues that are inherent with these types of events.

### **Volunteer Coaches**

Any person who wishes to work with students as a volunteer coach must complete all necessary District paperwork prior to attending a practice. Volunteer coaches must fill out a volunteer application and a criminal history verification check and have these filed and approved by the Athletic Director and District Office prior to working with students. These forms may be obtained from the District Office and must be completed annually. Volunteer coaches will only be accepted upon the recommendation of the high school head coach. All coaches (paid or volunteer) must be certified and have completed all OSAA and district requirements PRIOR to working with students in any official capacity or on district property.

### **Weekend Practices**

Practices will be held Monday-Friday during the season. Contests will be scheduled Monday-Saturday. No practices will be held on Saturday or Sunday except under special circumstances. Such practices shall happen only by the permission of the Principal/ Athletic Director. Otherwise the athletic facilities will be closed to all district and non-district athletic teams on Saturday and Sunday.