

# Paris R-II School District



## Athletic Department: Coaches' Handbook

## Table of Contents

Important MSHSAA Dates.....	3
Coaching Eligibility.....	3
Coaching Responsibilities.....	3-4
Coaching Expectations.....	4
Supervision Responsibilities.....	4
Coaching Associations.....	4
Summer Activities.....	5
Team Guidelines.....	5
Drivers License and Proof of Insurance.....	5
Public Relations.....	5
Award Descriptions.....	5-6
Parental Communications & Grievance Procedure.....	6
Coach & Parent Communication.....	6-7
Reimbursement.....	7
Requisitions.....	7
Fundraising.....	7
Injury Situations.....	7
Preseason Meeting Requirements.....	8
Unsportsmanlike Penalties.....	8
Appearance.....	8
Captain’s Club.....	8
Appendix I: Coaching Ethics	
Appendix II: Accident Form	
Appendix III: Team Rules	
Appendix IV: Roster Template	

## **IMPORTANT MSHSAA DATES**

### **Online Rules Reviews-Athletics**

Fall Window:

Winter Window:

Spring Window:

### **Online Rules Reviews-Activities**

Spirit Window:

Music Window:

Scholar Bowl Window:

### **Officials Ratings-Athletics**

Fall Sports:

Winter Sports:

Spring Sports:

## **COACHING ELGIBILITY**

Eligibility requirements: Coaches must meet MSHSAA requirements. See MSHSAA Handbook.

Coaches are required to conduct themselves in an ethical manner. Each coach is required by the board to sign a Code of Ethics, which will be left on file with the athletic director.

## **COACHING RESPONSIBILITIES**

### **Preseason Duties:**

- Aid in preparation and maintenance of facilities.
- Issue uniforms.
- Provide Athletic Director with eligibility roster at the end of Week 1 practices.
- Provide Athletic Director with roster in numerical order on roster template.
- Pass rules exam for sport, print and give certificate to Athletic Director.
- Pass and keep up to date CPR/First-Aid certification.
- Pass the yearly concussion test.
- Conduct preseason interviews with appropriate media outlets.
- Collect physicals from athletes in respective program. Copy the physicals and file the original documents with the Athletic Director.
- Collect handbook agreement forms from athletes in respective program and file with the Athletic Director.

### **In season Duties:**

- Complete daily duties of coaching: plan and execute practice, update stats, keep in contact with media, manage coaches, run an organized and respectable program.
- Provide Athletic Director with monthly practice schedules.
- Call in scores to local media.
- Prepare and maintain facilities.
- Carry physicals in the med bag at all times.
- Carry emergency action information in med bag at all times.
- Have an organized and stocked medical bag.
- Ride school provided transportation to and from contests.

### **Postseason Duties:**

- Collect all uniforms and equipment distributed by the district in a timely manner.
- Turn in all names of uncollected uniforms and equipment to Athletic Director.
- Organize and store equipment.
- Maintain and organized storage room.
- Speak at Athletic Banquet and recognize post-season honors.
- Update any record changes. (See A.D. for board letters.)
- Submit an accurate inventory.

### **COACHING EXPECTATIONS**

While winning games is one of the top priorities in today's society, we believe winning can be accomplished in many other facets of athletics. Winning is not the only measure of success; coaches can be successful in other ways related to athletics. Coaches are expected to be organized, execute their philosophy, put a product on the field that is as competitive as possible, promote sportsmanship and equality for all athletes on their team, demonstrate and promote respect, work well with their coaching staff and other coaches in the district, and provide a positive and enjoyable atmosphere for student athletes.

### **COACHING ASSOCIATIONS**

Coaches are required to join the state association for their respective sport. In order for coaches and players to be eligible for All-district and All-state honors the coach must be a member of the state association.

### **SUPERVISION RESPONSIBILITIES**

It is the responsibility of all coaches to supervise their athletes at home as well as away contests. Coaches must supervise their athletes during practice and at the conclusion of practice until **all of their** student athletes are gone.

## SUMMER ACTIVITIES

Each coach will be required to submit their summer schedule to the Athletic Director before the last day April. The Athletic Director and the Maintenance Department will review this schedule. Upon approval, the schedule will be placed on the calendar.

## TEAM GUIDELINES

Each head coach will submit their team guidelines to the Athletic Director prior to the start of their season. This will include, but is not limited to player conduct, discipline and attendance.

## DRIVER'S LICENSE AND PROOF OF INSURANCE

Each coach will be required to provide a copy of their valid driver's license and proof of insurance to the Superintendent at the beginning of each school year if the coach wishes to transport students. A coach will not transport athletes without this procedure being followed.

## PUBLIC RELATIONS

Because of the importance society has placed on athletics, coaches are always in the spotlight. It is important to have a positive relationship with the community. We have to remember, everything we do influences the perception the public has of our school district, athletic department and your particular sport.

## AWARD DESCRIPTIONS and RECORDS

Awards will be given at the end of each season to recognize outstanding performance of our student athletes. Along with the awards outlined below, student athletes will also be recognized for their media, All-Conference, All-District, and All-State Honors.

**Baseball:** MVP, Offensive MVP, Defensive MVP, Hustle, Most Improved Player, Rookie of the Year, Execution, and Ace of Staff.

**Basketball:** MVP, Most Improved, Hustle, Practice Player, Rebound Leader, Assists Leader, Steals Leader, and Free Throw Percentage.

**Football:** Offensive Player of the Year, Defensive Player of the Year, Hustle, Most Improved Player, Scout Team Player of the Year, Hit Man Award, MVP, and Lineman of the Year.

**Golf:** Low Average.

**Softball:** MVP, Offensive MVP, Defensive MVP, Hustle, Most Improved Player, Rookie of the Year, and Execution.

**Track & Field:** High Point Girl and High Point Boy.

Head coaches are responsible for keeping accurate and up to date records and statistics for their respective teams. Coaches need to communicate updates to the Athletic Director.

### **PARENTAL COMMUNICATIONS & GRIEVANCE PROCEDURE**

Coaches should not initiate a confrontational conversation. If the coach initiates the conversation the 24 hour rule is outlined below is negated.

### **GRIEVANCE PROCEDURE**

If a concern arises with a coach the parent **must wait 24 hours** before contacting a coach. After the 24 hour period the following procedure needs to be followed:

- 1) Speak with the coach or coaches. **Confronting a coach in a negative manner after a contest is not permitted. Please schedule a meeting with the coach when both parties can talk responsibly. If a confrontation does occur from a fan or parent the following consequences will be enforced.**
  - a. **1<sup>st</sup> offense: One day to seven day suspension from all Paris Athletic events.**
  - b. **2<sup>nd</sup> and subsequent offenses: Eight days up to 365 day suspension from all Paris Athletic events.**

**-The suspension length will be decided upon by a group of the Paris administration.**
- 2) Speak with the Athletic Director.
- 3) Speak with the Principal.
- 4) Speak with the Superintendent.
- 5) Speak with the Board of Education.

### **COACH/PARENT COMMUNICATION**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to students.

Communications to the Parent:

1. Philosophy of the coach.
2. Expectations the coach has for your student as well as all the players on the squad.
3. Location and times of all practices and contests.
4. Team requirements: i.e. fees, special equipment, off season conditioning.
5. Procedure should your student be injured during participation.
6. Discipline which results in the denial of your student's participation.

Appropriate Concerns to Discuss with Coaches

1. The treatment of your student mentally and physically.
2. Ways to help your student improve.

3. Concerns about your student's behavior.

#### Issues Not Appropriate to Discuss with Coaches

1. Team strategy.
2. Play calling.
3. Other student athletes/participants.

### **REIMBURSEMENT**

Requests for athletic reimbursements must be made in advance to the Athletic Director. Upon approval, an athletic reimbursement form must be completed and returned to the Athletic Director, who will submit it to the Superintendent for approval of payment.

### **REQUISITIONS**

All coaches are required to fill out a requisition for all equipment and material purchases and submit to the Athletic Director. Upon approval by the Athletic Director, and a Purchase Order approved by the Superintendent, the coach will then be allowed to order the necessary equipment.

### **FUNDRAISING**

There are times the district budget cannot meet requirements or needs of a program. If fundraising is required the fundraising activity must first be approved through the Athletic Director. Once the Athletic Director has approved the fundraiser proper paperwork must then be submitted to the District Fundraising Committee for approval.

### **INJURY SITUATIONS**

Coaches are trained in First-Aid/CPR. If an athlete becomes injured and the coach is able to provide care they are permitted to do so. Please make sure proper safety procedures are followed and the student wants care. The student has the right refuse care. If the student is unconscious, assumed consent is granted.

Concussion: Coaches are not to make the final decision regarding students with possible concussions. If a coach suspects a concussion the player **must** be removed from the contest. **The player cannot return to contest until he or she is released by a doctor. A return to play form is required.**

The information needed for caring for concussions, injuries, and other medical emergencies should be carried in your medical bags at all times.

### **PRESEASON MEETING REQUIREMENTS**

Coaches must have a preseason meeting with the athletes participating on their team. Rules and expectations must be made clear during this time. It is recommended the coach has the student and the parent/guardian sign the document acknowledging they have read and understand the rules and expectations.

Athletes and parents are also required to sign a handbook agreement form. This form is located at the back of the Athletic Handbook and must be signed prior to the start of each season.

It is recommended, but not required, that new coaches to the district have a student/parent meeting prior to the first practice of the season.

### **UNSPORTSMANLIKE PENALTIES**

Coaches receiving unsportsmanlike penalties before, during or after a contest will have a meeting with the Athletic Director and Principal. If an ejection occurs, the coach will be suspended for the next varsity contest. All other penalties and discipline will be left up to administrative discretion as situations dictate.

### **APPEARANCE**

Coaches are reminded that they not only represent themselves, but also a school district and community. It is recommended that coaches keep their appearance neat and clean at all events.

### **CAPTAIN'S CLUB**

High School coaches are expected to participate in the sponsorship of our Captain's Club. Coaches will help in the selection of new members as well as dictate the curriculum being taught to the membership.