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Buhl School  
District #412  
**COACHES  
HANDBOOK**

## **Sports Offered**

Girls Basketball	Boys Basketball
Girls Cross Country	Boys Cross Country
Volleyball	Football
Girls Golf HS only	Boys Golf HS only
Girls Soccer	Boys Track
Girls Track	Boys Soccer
Cheerleading HS only	Wrestling
Softball	Baseball

## **Introduction**

The intention of this manual is to provide the coaches with a guide for understanding the philosophy, programs, procedures, organization, and expectations of the Buhl School District Athletic Department. We hope this manual will be used by the coaches to make the direction we are going clearly understood. Coaches are expected to be familiar with information included in and referred to in this handbook. If there are questions, please stop in and discuss with district administration for clarification.

## **Philosophy**

Athletics are an extension of the education experience offered to our students in the classroom atmosphere. We are not a separate entity – therefore our philosophy is the same as that of the district – *Above all, we believe all students can learn.*

## **Sportsmanship Mission Statement**

The Buhl Indians view good sportsmanship as a conscientious effort by students, parents, staff and participants to maintain a positive environment during all school activities. Our goal is to promote positive school spirit, community involvement, and a sense of pride through mutual respect, encouragement and intelligent decisions.

## **Goal**

The Buhl School District Athletic Department exists to provide physically gifted and motivated students with the opportunity to develop their skills and interests in the arena of competitive sports and Athletics. Our goal is to provide as many students as possible with the opportunity to be involved in Athletics that will assist in the overall development of their skills, knowledge, attitude, and interests at a level they are capable of and willing to work to achieve. Our approach to achieving this goal is very simple- *Do your best each and every time you have the opportunity.*

## **Objectives**

The objectives we are striving to meet within the Buhl School District Athletic Department are:

- Develop the key skills which participation cultivates: leadership, cooperation, dependability, organization, sociability, self-control, respect for rules and regulations, role acceptance, prioritization and agenda development, good health habits, competitiveness and teamwork.
- Develop the fundamental physical skills needed for participation in Athletics.
- Develop lifelong vocational and recreational interests.

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### **Coaches Creed**

As we prepare our students for their adult life, we need to recognize the considerable influence we have on the impressionable participants under our care and be role models for the types of behaviors we want developed.

The creed of the Buhl School District coaches is simple – *Always maintain a professional demeanor and attitude- no matter what kinds of pressures are being exerted upon us that could cause lesser individuals to act otherwise – be a class act!!!*

### **Ethics**

The health and welfare of the students always comes first in every decision.

- I will incorporate sound educational philosophy into my team and program.
- I will be modest in victory and graceful in defeat.
- I will strive to win, but always within the rules.
- I will conduct myself in a professional manner in every situation.
- I will respect officials as authority figures and abide by their decisions.
- I will respect the dignity of coaches, athletes, students, fans and critics alike.
- I will develop and cultivate proper coach-student relationships.
- I will develop and cultivate proper coach-parental relationships.
- I will at all times be a credit to the teaching profession.

### **Chain of Command**

All properly managed organizations need to map out their chain of command in order to clarify the power structure within which the system will be operating. The Buhl School District Athletic Department chain of command is as follows:

Board of Education  
Superintendent  
Principals  
Athletic Director  
Assistant Athletic Director  
Head Coaches  
Assistant Coaches

### **Priorities**

It is imperative that administrators, teachers, coaches, students, and parents know and understand the priority system the Athletic Department will be operating under when it is time to make decisions involving questions that arise. It is critical that we all understand and adhere to this system in order for our decision making to have continuity in each and every situation that confronts us.

So there is never a misunderstanding as to the importance of one element within the Athletic Department to another, the following are our priorities in the order of their impact and importance to the system:

Coaches-Students  
Programs  
People

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So there is never a misunderstanding as to the importance of one element over another when making decisions concerning students - and when students make decisions concerning Athletics, the following are our priorities in the order of their impact and importance to our programs and teams:

Faith and Family  
Education  
Team

### **Athletic Department Positions and Responsibilities**

#### **Athletic Director**

The job description of the Buhl School District Athletic Director has the following duties and responsibilities:

- Selects, assigns, supervises, and evaluates personnel.
- Schedules and contracts all athletics.
- Administers and supervises all athletics.
- Coordinates all practice schedules and locations.
- Schedules and coordinates all transportation needs within the department.
- Controls and disperses all moneys allocated to the Athletic Department.
- Coordinates all employee, complimentary, and activity passes.
- Administrates all IHSAA, district, and state events within the district.
- Coordinates all Booster Club Activities.
- Oversees the development and care of all activity facilities.
- Prepares and submits the Athletic Department budget.
- Coordinates all activity eligibility requirements.
- Coordinates all activity awards and presentation ceremonies.
- Maintains current IHSAA and conference by-laws and publications.
- Coordinates all professional development Activities for the staff.

#### **Assistant Athletic Director**

The job description of the Buhl School District Assistant Athletic Director has the following duties and responsibilities:

- Assists in selecting, assigning, supervising, and evaluating middle school personnel.
- Assists in scheduling.
- Assists in administering and supervising all athletics.
- Coordinates all practice schedules and locations for middle school athletics.
- Assists scheduling and coordinating all transportation needs within the department.
- Assists in controls and disperses all moneys allocated to the Athletic Department.
- Assists in coordinating all employee, complimentary, and activity passes.
- Assists in administration of all IHSAA, district, and state events within the district.
- Assists in coordination of all Booster Club Activities.
- Assists in overseeing of the development and care of all activity facilities.
- Assists in preparation of the Athletic Department budget.
- Coordinates all activity eligibility requirements for the middle school.
- Coordinates all activity awards and presentation ceremonies for the middle school.

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- Maintains current conference by-laws and publications for the middle school.
- Assists in coordination of all professional development activities for the staff.

### **Head Coach**

The job description of a head coach within the Athletic Department has the following duties and responsibilities:

- Assumes responsibility for the entire program (grades 7-12).
- Assists in selecting, supervising, and evaluating assistant coaches.
- Assists in formulating the schedules for the activity.
- Assists in formulating transportation requests for the activity.
- Assists in formulating practice and facility schedules for the activity.
- Assists in arrangements for all out-of-town lodging needs for the activity.
- Assists in all eligibility requirements for the activity.
- Assists in budget preparation for the activity.
- Administers all scouting assignments for the activity.
- Assists in preparing professional development opportunities for the activity.
- Assists in facility development for the activity.
- Administers locker room supervision duties.
- Administers all out-of-town travel for the activity.
- Supervises all injured students.
- Purchases, controls, maintains, and inventories all equipment and supplies.
- Works with the media in promoting and advertising program accomplishments.
- Works with the community to promote the activity.
- Builds positive rapport with the booster club and parents.
- Maintains and encourages proper professional affiliations.
- Prepares all out-of-school requests for the high school office personnel.

### **Assistant Coach**

The job of assistant coach at any level within the Athletic Department has the following duties and responsibilities:

- Loyal to the Athletic Department, programs, and head coach.
- Assists the head coach in program execution and development.
- Enthusiastically fulfills all duties and assignments.
- Takes part in all out of season Athletics as directed by the head coach.
- Effectively manages and directs the team under their supervision.
- Cooperates with all other staff members in the program.
- Works to improve coaching expertise through professional development.
- Assists in supervisory duties in all out of town travel.
- Maintains proper rapport with athletes, parents, and fans.
- Performs all duties as assigned by the head coach or Athletic Director/Asst. Athletic Director.

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### **Evaluation Process**

The coaching staff in the Buhl Public School System will be evaluated using the *Evaluation Policy*, which is located in the back of this manual. Please take the time to familiarize yourself with the process and procedures in this document.

### **The Athletic Code**

Interscholastic Athletics have been established in the Buhl School District for the purpose of supplementing and contributing to the total educational program of this institution.

In order for the Athletic Department of Buhl School District to reach its goals, there are certain objectives which must be met by the activity participant.

### **The Athletic Department Specific Objectives**

- To educate the student body regarding the appreciation of sports and other Activities and the best way to enjoy them from the point of view of good sportsmanship and conduct.
- To serve as a focal point for the moral development, school spirit, and loyalty among students by providing a common meeting ground and enthusiasm shared by all.
- To encourage a state required program for professional preparation of coaches.
- To insure employment of competent coaches who are, first of all, very capable classroom teachers.
- To conduct an athletic program which will be highly competitive for both boys and girls and provide for maximum participation by Buhl students.
- To provide the best facilities possible and to properly maintain the facilities.
- To encourage an effective communication system to the coaches through the Asst. Athletic Director, Athletic Director, Principal, Superintendent, and the Board of Trustees.
- To consider the activity program as an integral part of the curriculum.
- To promote discipline and development of self-discipline among athletic participants.
- To be successful and to achieve the peace of mind which is a direct result of satisfaction in knowing you did your best to become the best that you are capable of becoming.

### **Pre-Participation Eligibility Requirements**

Before any student can participate in any practice session for any activity offered through the Buhl Public Schools, the following must be on file:

- Physical form for sports
- Registration (on-line)

The form can be found on-line. Coaches will instruct parents on how to properly complete each form at each individual sport kickoff meeting.

### **Rules of Conduct/Training Rules**

Use or possession of alcohol, tobacco or illegal habit forming drugs is expressly forbidden. Any participant involved in any of these illegal practices will be disciplined as follows:

These rules are in effect from the first practice for fall sports and end on the final day of competition or the final day of school, whichever comes last.

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**First Offense:**

1. Six (6) week substance education class.
2. Communications will be established among school counselor, drug counselor, and parent(s).
3. Suspended from all IHSAA competitive athletics for two (2) weeks from date of infraction during the (sport) season they are competing in or the next season if the offense happens out of season; the coach has the option to allow the student to attend practice sessions.
4. Mandatory random drug testing for three (3) months at parent's cost.

**Second Offense:**

1. Suspended from all IHSAA athletics for four (4) weeks from the date of infraction during the (sport) season they were scheduled to participate in or from the next season that they will compete if the offense occurs out of season; the coach has the option to allow the student to attend practice.
2. Continued communications among school counselor, drug counselor, and parent(s).
3. Mandatory random drug testing for six (6) months at parent's cost.
4. Out-of-school suspension TBD by the administration.

**Third Offense:**

1. Suspended from all IHSAA activities for the current and subsequent (sport) season they were scheduled to participate.
2. Continued communications among school counselor, drug, counselor, and parent(s).
3. Mandatory random drug testing for six (6) months at parent's cost.
4. Out-of-school suspension TBD by the administration.

**Fourth Offense:**

1. Suspended from all the IHSAA activities for the remainder of their high school eligibility.
2. No attendance at school activities for a minimum of 90 school days from date of infraction.
3. Out-of-school suspension TBD by the administration.

The summer offender shall be counseled by their coach and Athletic Director/Asst. Athletic Director.

A student may not go out for another activity just to serve the penalty unless the student successfully completes the entire season for that sport.

Students who commit disciplinary infractions while on a school sponsored activity may be declared ineligible and lose the privilege of participation for the remainder of the semester. The administration reserves the option of carrying the discipline over into the next semester. If any student, while on a school sponsored activity, violates the law, he/she will be turned over to the proper authorities.

Students who commit disciplinary infractions shall be counseled by their coach and/or Athletic Director/Asst. Athletic Director and may be subject to disciplinary action from their coach and/or Athletic Director/ Asst. Athletic Director.

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This may include additional responsibilities and/or suspension from the activity. **Activity participants must always remember that participation in Athletic is a privilege, not a right.** No Buhl School District student shall have in his/her possession any school-owned equipment, from this school or any other school, other than that which is to be worn for practice or competition.

Students who miss school to participate in an activity shall be responsible for coordinating all make-up work with their teachers.

Students representing the school will dress and appear in a manner which is a credit to the school. Dress and appearance will be prescribed by coaches. **BE A CLASS ACT!**

Conflicts between athletic programs and the attendance of a student at another activity should be handled by the student and the respective coaches well in advance with no penalty to the student.

### **Athletic Participation Fee**

A non-refundable fee must be paid to the school prior to the first practice. The fee schedule consists of:

High School Students Student Body Activities card	\$35.00 per year
Middle School Students Student Body Activities card	\$25.00 per year
High School Students Participation Fee	\$25.00 per year
Middle School Students Participation Fee	\$20.00 per year

### **Rules of Eligibility**

In order to compete for and/or represent Buhl School District in any activity, the student must satisfy the following eligibility requirements:

The student must have passed 6 subjects at the end of the previous semester to be eligible for interscholastic representation during the current semester.

Each activity coach must provide a handbook of rules unique to the activity for each parent and student in the program.

### **IHSAA Eligibility Requirements**

Under the rules of the Idaho High School Athletic Association, students are **ELIGIBLE IF:**  
A student becomes ineligible for athletics upon completion of the sport season in which he/she turns twenty (20) years of age.

They have been enrolled in no more than 8 semesters in grades 9-12.

They have passed at least 6 of 7 classes in the previous semester.

They must be on target to graduate.

They have not graduated from a four-year high school.

### **Participation, Recruitment, and Retention**

Factors such as time, facilities, equipment, staffing, budgetary considerations, and tradition limit the ability of the Buhl Public School System on providing participatory opportunities. However, our goal is to provide as many students with as many programs as possible. Athletically



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speaking, variety is the spice of life. We will do our best to keep as many students in our programs for as long as possible.

The Athletic Department wants as many year round students as possible. We need to make it clear that multi-activity participation has the most benefits. *The key benefit in competition may be the fact that Athletics in general are the best measuring tool of success as an adult.* The most successful adults are those who are involved in Athletics because they learn the skills needed for future success: leadership, self-discipline, cooperation, work ethic, decision making, perseverance, etc....

Seventh Grade (6<sup>th</sup> grade for limited sports) - this is the entry level to all our programs. The emphasis here is on introduction of the activity, learning the basic fundamentals needed to be your best at the activity, and a healthy balance between competition and participation. We are about learning in an atmosphere that is dominated by having fun, learning the activity, and playing in competitive situations that meet the student's skill level. While winning is not the top priority it is important to instill a competitive mentality and stress the importance of hard work and discipline that it takes to become a successful student athlete.

Eighth Grade- this is step two in the six-year process. The emphasis here is on building upon the basics and further developing the student's skills to match their personal maturation level. We need to continue the balance between competition and participation that is introduced in the seventh grade program.

Fresh-Soph- this is the first real intensely demanding level within our programs. The emphasis here is to further hone the basic skills and the complex elements of the activity within a regular conference schedule and atmosphere.

Junior Varsity- this is the varsity preparatory level. Basic skills will still be a key concern and the complex elements are really emphasized in preparation for the varsity level.

Varsity- basic skill development and complex systems are continually developed within the rigors of the intensely competitive demands of the conference and state competition

It is the philosophy of the Buhl School District that as many students as possible should be encouraged to participate in some form of inter-scholastic competition. With this as a premise, the following guidelines are set forth as the procedure for reduction of inter-scholastic teams.

1. Prior to any student being released (cut) from a team, the following procedure shall be followed:
  - a. The program head coach will meet with the high school head coach and discuss the reduction of team size. The head coach will notify the Athletic Director or Asst. Athletic Director (if it is a MS program) that a meeting needs to be held. The Athletic Director or Asst. Athletic Director (if it is a MS program) will schedule a meeting of the head coach, program coach, board member from the athletic committee and building principal of the desire to have a meeting to discuss the reduction of the size of the team. A simple majority of the five

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members will decide on whether to reduce the size and the number of members that will be on the team after the reduction.

2. If the decision is made to reduce the size of a team the following procedure shall apply:
  - a. Students shall be notified in a private setting.
  - b. When notifying the student, coaches will conduct the conversation in such a manner that will minimize the student's loss of self-esteem.
3. Consideration to reduce a team size should be based on the following:
  - a. Is the request for team size reduction really necessary?
  - b. Is there an alternative to reducing the size of the team?
  - c. Middle school teams should only be reduced in size for reasons of health and safety.

Recruiting students is a necessary element in this modern climate. Students have more choices and opportunities than at any other time in history. This can be very confusing for the student. Our job is to clear up the confusion and direct the students along a path that will be most beneficial for themselves, and in turn, our programs.

Perhaps the most important part of recruitment may be the simplest – just ask! Many of our students have the talents, but not the self-confidence. It is very important for you to recognize, talk with, encourage, and show a personal interest in them as a person. Your first key step in recruitment is to establish a relationship that shows you care and value them as a person.

The next most important step in the recruitment process is to explain the benefits of Athletic participation. The following are some of the reasons you may want to use as explanations to the question of why they should be involved:

- You will have fun
- You will foster many friendships
- You will have a chance to develop physical skills
- You will be part of a very important program
- You will be a more successful person

There is one very important fact that needs to be instilled in the minds of the potential students and their families that is critical to winning the recruitment battle -*Athletics are the most reliable indicator of adult success.* Research shows that people who get involved in Athletics throughout their school careers are the most successful people in life. The key reason for this is simple – they learn the skills and attitudes necessary for future success: competition, cooperation, self-discipline, organization, dedication, work ethic, leadership, decision making, self-reliance, team attitude, etc.

Retention of students in our programs can be greatly increased if we become aware of the reasons why the students become part of an activity. Here are the key reasons why students enter activity programs:

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1. To have fun
2. To improve skills
3. Excitement of competition
4. To do something I'm good at
5. To stay in shape
6. The challenge of competition
7. To be part of a team
8. To learn new skills
9. To go to a higher level of competition
10. For the team spirit
11. To get exercise
12. To Win

Knowing that the above are the most important motivators for both male and female students to become involved in your program, use them in your recruitment and retention actions. Also, use them as a reference check during those times that it appears the students are just floundering personally or as a team.

### **Conduct, Sportsmanship, and Crowd Control**

Be a class act! Represent Buhl, Buhl School District, and the Athletic department in a manner that is always above reproach. Your actions are critical in that they will be perceived as the normal, acceptable behavior and will be emulated by the coaches, athletes, students, and fans with whom you come into contact. Some key suggestions would include:

- Be a class act and a credit to the profession
- Never bend the rules to win, it's not worth it
- Act like each student is your child
- Inform your students of conduct expectations
- Teach sportsmanship
- Dress and act appropriately, set the example, demand the best
- Respect officials- never force them to discipline you
- Discipline students who are out of line
- Maintain your composure in the face of extreme pressure
- Treat everyone with dignity and respect

### **Appearance, Practice, and Competition**

Dress professionally at every practice session and event. Head coaches can select specialty items for their coaching staff. These items may be purchased from your budget, but still are property of the school district.

Practice sessions are very important. Please be dressed in a professional manner. The clothes you wore to school are not what we are looking for during practice sessions. Wear the proper practice attire at all times. Take pride in how you look at practice, it's the beginning of setting the right example for the students.

### **Public Relations**

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The head coach is responsible for dealing with media and being involved in other Activities. Make sure to have a system within the team for reporting results of contests. All results must be reported to the Athletic Office the next school morning following an activity.

### **Parental/Booster Club Relations**

Positive relationships between all the interested parties is necessary for the overall success of each activity and the entire program. Each element, coach, athlete, parent, booster, and fan has an important impact upon the outcome of the experience of the athletes.

The key elements in establishing and maintaining positive relations between the coaches, sponsors, parents, boosters, and fans are as follows:

- Everyone has to know and accept their role in the total scheme
- Everyone has to know what proper and improper behavior is
- Everyone has to understand and accept the realities of competition

When we have a system that really supports Athletics and students, the roles played by the coach, parents, boosters, and fans should be as follows:

- Coach - are totally in charge of the program and the students. They decide team make-up, starting positions, strategies, playing time, and any other questions involving the welfare of their activity.
- Parents - support the program, individual team members, and their child in a positive and constructive manner.
- Boosters - they support the entire program, the coaches, students, and work to improve facilities, equipment, and opportunities for every student in every activity.
- Fans - they support the programs, coaches, students, and parents.

Proper behavior by coaches, parents, boosters, and fans is very important to the overall success of any activity. The best way to know what is proper and improper is to know the role each element plays in the system and do not try to overstep the limitations of that role.

### **Coach/Student/Parent Communications**

It is vital for the success of the activity to have an open line of communication between the coaches, students, and parents. However, there are certain topics that will be avoided because they are detrimental to the welfare of the program as a whole. These topics are:

- **Participation time** - is entirely in the hands of the coach and no one else
- **Game strategies** - are entirely in the hands of coaches
- **Other students** - it's unprofessional to discuss other participants' talents

If parents have concerns in these areas, the Athletic Director/Asst. Athletic Director is your contact point. Coaches are directed not to discuss these topics with anyone. However, be firm in not allowing anyone to begin the discussion around one subject and move it towards other areas that are off-limits.

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There are many things that are acceptable points of discussion between coaches and parents – examples are:

- What role will my child play in this activity and why?
- What does my child have to do in order to be better?
- What can we as parents do to help our child fulfill their expectations?

#### **Awarding of Letters**

Every activity is unique. Having a specific set of rules that apply to each of these in the exact same way is impossible. Specific requirements for each activity shall be determined by the head coach after consultation with the Athletic Director. These letter requirements must be reviewed with the parents and students at the opening meeting for the season.

#### **Reporting of Injuries**

Injuries to students need to follow each coach's chain of command. Preferably, the head coach should be informed of all injuries. No injured student will be allowed to return to practice or competition until cleared by a trainer or medical professional.

#### **Suspensions and Absence Guidelines**

Students who are serving in-school suspension may practice and/or compete on the day(s) they are suspended from regular classroom participation. Students who are serving out-of-school suspension may not practice and/or compete on the day(s) suspended from regular classroom participation.

In order to practice or compete on any given day, the student must be in school 3 periods. Exceptions to this rule would be scheduled medical appointments, death or serious illness in their family, or special circumstances beyond the control of the student. Common sense must prevail in all cases. Our objective is to get the students to school the day of competition. Coaches need to explain the importance of students participating in Athletic adhering to the same standards as any other student in relation to absences from school.

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

The Athletic Office and the head coach will coordinate all purchases of equipment/supplies for each activity.

##### ***Purchase Orders:***

All local and out-of-town purchases must be on a purchase order.

A requisition form must be filled out and turned in to the Athletic Office.

Purchase orders will not be released for payment until coach notifies Athletic Office that order has been received.

Please do not call in orders unless authorized by the Athletic Office.

#### **Physical Form/Non-Contact Participation Form**

All students participating in a contact sport must have a completed physical form prior to the first practice. The earliest acceptable date for a current physical examination is May 1. Coach is responsible for checking forms for completeness. All physical forms must be filled out front and back. Turn all physicals in to the Athletic Office. Original will be on file in the Athletic Office and copies will be made for coach.

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### **Rosters**

Coach is responsible for having a complete up-to-date roster on file in the Athletic Office.

### **Room Reservations**

Coach discusses request with Athletic Director and Athletic Director makes reservations.

Reservation confirmation will be e-mailed to head coach.

It is the Coach responsibility to notify the Athletic Office of any reservation cancelations or changes. Notification must be made at least 48 hours in advance of reservation.

### **Trip Requirements**

#### ***Advance Make-up:***

Coach completes form for each student participant.

Student receives form from coach (do not send students to the secretary).

Student returns completed form to coach.

#### ***Itinerary:***

Forward a complete itinerary to the Athletic Office prior to departure.

#### ***Participants:***

E-mail Athletic Office and Attendance Office with a complete list of students, departure date/time, and dates students will be absent from school.

E-mail Athletic Office only for students who will not be missing school.

### **Inventory and Care of Equipment**

The head coach in each activity will make an annual inventory of equipment and supplies and supply the Athletic Office with a copy. This includes all equipment, supplies, uniforms, etc. for all programs at all levels. This needs to be in the Athletic Office no later than three weeks after the completion of the season.

### **Professional Development**

Each head coach should formulate and submit a plan for professional development within their activity. You need to develop a philosophy for professional development within your area.

Identify the key opportunities that would meet your philosophical needs, plan a budget for the activity, coordinate your plan with your staff, and submit your request to the Athletic Office.

We will have limited funding for these opportunities. However, if we plan well and spend our resources wisely, we will have a successful professional development system. We will do all we can in the Athletic Office to make this a key element in our system.

### **Contracts and Scheduling**

Every event that any Buhl Public Schools team or organization participates in will be contracted. No contracts will be made without coordination between the head coach and the Athletic Office.

### **Sunday Participation**

There will be limited interscholastic activity scheduled on Sunday. There also shall be no practices on Sunday.

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### **Inclement Weather Situations**

When school is dismissed early due to inclement weather, no practice or open gym will be conducted. All students will go home. When school start time is delayed due to inclement weather, no morning practices will be held. When school is canceled, no practice or open gym will be held.

### **Supervision of Practice Sessions**

All practices will be supervised by the coaches of the activity. The Athletic Director/Asst. Athletic Director and coaches will work together to establish equitable time for all practice sessions. Coaches should arrive at practice well before the students and leave after the last student has departed. **No students shall be left unsupervised at any time.**

### **Supervision of Locker Rooms**

Coaches are totally responsible for students from the time they arrive at the locker room until the last student has left the locker room area. The following are the normal responsibilities of the coaching staff in locker room supervision:

- Take precautions to avoid the loss of personal items or valuables.
- Make sure all equipment is safely put away at the conclusion of any session.
- Lock all necessary doors before leaving.
- Turn off all lights.
- Make sure the area is ready for the next practice/competition session.

### **Crowd Control**

During all Activities, it is the responsibility of the host school to control the conduct of the spectators. We will use a cooperative effort of school administrators, the Athletic Director, Asst. Athletic Director, coaches, and staff members to accomplish this task. Any fans who are out of control can and will be asked to change their behavior or leave the premises.

### **Cancellation of a Scheduled Event**

All coaches have the authority to cancel practice sessions for good reasons. However, please notify the appropriate building principals and Athletic Director/Asst. Athletic Director.

All events will be canceled by the Athletic Office. Administrators, coaches, and students alike will be notified as soon as possible of such decisions. In normal circumstances, the coaches involved in the activity will be part of the decision making team when cancellation(s) become a possibility.

### **Warning and Safety Equipment**

WARNING: Although participation in supervised Athletics may be one of the least hazardous things any student can engage in; BY IT'S NATURE, ATHLETICS, ESPECIALLY ATHLETICS, INCLUDES A RISK OF INJURY THAT CAN RANGE IN SEVERITY FROM MILD TO CATASTROPHIC – INCLUDING TEMPORARY AND/OR PERMANENT DISABILITY, OR EVEN DEATH. Serious injuries are not common; however, it is possible only to minimize the risk – not eliminate entirely.

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**ATHLETES MUST OBEY ALL SAFETY RULES, REPORT ALL PHYSICAL PROBLEMS TO THEIR COACHES, FOLLOW THE DIRECTED CONDITIONING PROGRAM, AND PERSONALLY INSPECT THEIR EQUIPMENT DAILY.**

By signing the permission sheet, the family and student acknowledge that they are aware of risks involved – make sure you as coaches repeat the above warning!!

### **Risk Management**

It is imperative that coaches plan and conduct their activities in a manner that will protect the safety and health of the students. Performing duties in a professional manner will help prevent incidents which could expose the coach to legal liability. The following are the key legal duties of a coach:

- Provide a safe environment
- Properly plan an activity
- Evaluate the students for injuries
- Match or equate students
- Provide and maintain proper equipment
- Warn of inherent risks of the activity
- Supervise closely
- Know and use emergency procedures – first aid
- Keep adequate records – document everything
- Know, document, post, and operate school policies

The following are the key areas that will lead to liability problems if not avoided by the Athletic staff:

- Failure to teach
- Protection methodology
- Fundamentals
- Improper technique
- Negligent entrustment
- Failure to supervise
- Not there
- Hazardous activity
- Systematic overseeing of all activity
- School policy
- Don't know
- Don't comply
- Deviate
- Equipment
- Properly kept – records (proof)
- Out-of-date
- If injury occurs – maintain the correct equipment

### **Traveling with the Team**



July 18, 2018

The philosophy of the Athletic Department is that all students will travel with their team to and from all events. Exceptions to this are permissible; however, it must be for a very good reason.

## **SEXUAL HARASSMENT**

### **TEN RECOMMENDATIONS FOR PREVENTING SEXUAL HARASSMENT IN SCHOOLS AND ATHLETICS PROGRAMS:**

1. Teachers and athletics personnel should never use sexually explicit language or tell sexually explicit or off-colored jokes in the presence of students.
2. Teachers and athletics personnel should never display sexually explicit pictures or materials on school property and should never show such materials to students under any circumstances.
3. Teachers and athletics personnel should avoid engaging in excessively personal conversations, both in person and on the phone, with students.
4. Teachers and athletics personnel should avoid sending excessively personal letters, cards, gifts, text, or e-mail messages to students.
5. Teachers and athletics personnel should avoid commenting on students' physical appearance, including manner of dress and physical attributes.
6. Teachers and athletics personnel should avoid, to the greatest extent possible, physical contact with or touching of students.
7. Teachers and athletics personnel should avoid giving students rides home alone or even in groups where eventually only one student will remain alone in the car with the adult.
8. Teachers and athletics personnel should avoid off-school-property, one-on-one meetings alone with students, especially in the home of the student or of the adult.
9. Teachers and athletics personnel should never plan or take unchaperoned school or athletics trips and, even on properly chaperoned trip, should exercise a greater degree of caution and propriety regarding interaction with students on the trip.
10. Teachers and athletics personnel should never date students under any circumstances. Issues of power differential, consent, credibility, and appearance of impropriety make such relationship untenable.

### **Hazing**

Hazing of any other student or athlete is absolutely forbidden. Coaches must inform their members that hazing is not permitted in any form and will be dealt with accordingly. Anyone in violation of the anti-hazing policy will be disciplined by the Athletic Department and the administration. This discipline can include immediate suspension from competition, the team, and/or in-school or out-of-school suspension.

July 18, 2018

### **Nondiscrimination**

Buhl School District No. 412, State of Idaho, is committed to a policy of nondiscrimination in relation to race, color, national origin, sex, age, handicap and religion. This policy should prevail in all matters concerning staff, students, and education programs, amend services and individuals with whom the school district does business.

The school staff should establish and maintain an atmosphere in which students can develop attitudes and skills for effective, cooperative living, including:

- Respect for the individual regardless of economic status, intellectual ability, race, color, national origin, sex, age, handicap, or religion;
- Respect for cultural differences;
- Respect for economic, political, and social rights of others;
- Respect for the rights of others to seek and maintain their own identities.

The school district, in keeping with the requirements of state and federal law, will strive to remove any vestige of prejudice and discrimination, in employment, assignment and promotion of personnel; in location and use of facilities; in educational offerings and instructional materials.

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any activities offered by Buhl School District # 412 of federal funds.

July 18, 2018

### **The IHSAA Code of Ethics for Athletic Coaches and Officials**

**Believing the 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 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 relating 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 worthy example to the young people who play under my jurisdiction.
8. I will give my complete cooperation to the school which I serve and to the IHSAA which 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.

Attest: \_\_\_\_\_  
Coach's signature

\_\_\_\_\_  
Date

July 18, 2018

**The Buhl School District's Code of Ethics for Athletic Coaches**

1. I will provide student/athletes with proper supervision during practice and competitions sessions; at no time will students be abandoned or left without proper supervision.
2. I will avoid motivation student/athletes by use of profane language, ridicule, humiliation, and/or physical abuse.
3. I will promote and enforce district policies and athletic department rules and regulations.
4. I will report any violations of district policies and athletic department rules and regulations to the district's athletic director within 24 hours of my knowledge of the event.
5. I will refrain from displaying personal use of tobacco and alcohol in the presence of student/athletes.
6. I will display and promote the values of teamwork, loyalty, responsibility, respect, truth, sportsmanship, and love of the game.
7. I will dress in a professional manner while representing the district.
8. I will provide for the maintenance and inventory of district-owned equipment and supplies.
9. I will not jeopardize the physical health of any student/athlete who may not be physically or mentally prepared to complete.
10. I will contribute to the positive image of the school district by acting in a professional manner during practice sessions and competitive events.

Attest: \_\_\_\_\_  
Coach's signature

\_\_\_\_\_  
Date

July 18, 2018

**Drug-Free Workplace Policy**

**Voluntary Substance Testing – Agreement to Participate**

I hereby acknowledge that:

- Participation in the random drug testing program for district coaches is highly encouraged;
- I willingly choose to participate in the random drug testing program for coaches;
- I may withdraw my voluntary status at any time by providing the superintendent with notice in writing;
- I authorize the lab and /or Medical Review Officer or designee retained by the District to release positive test result to the superintendent as provided in district policy.

Agreed by: \_\_\_\_\_  
Coach' Signature

\_\_\_\_\_  
Date

Attest: \_\_\_\_\_  
Buhl School District Official

\_\_\_\_\_  
Date

July 18, 2018

## **BUHL SCHOOL DISTRICT COACHING EVALUATION**

Name of Coach:

Assignment:

Rating Scale: 1-5 with 5 being the highest or N/A if not applicable.

### **PROFESSIONAL KNOWLEDGE/QUALITIES**

1. \_\_\_\_ Cooperates in regards to submitting assigned paperwork. This must be accomplished before the athlete can practice.
2. \_\_\_\_ Understands and follows rules and regulations set forth by IHSAA, Buhl School District, and Athletic Department policies.
3. \_\_\_\_ Seeks opportunities for professional development: coaching techniques/methods, clinics in the past year.
4. \_\_\_\_ Does not let coaching interfere with classroom work.
5. \_\_\_\_ Cooperates in area of public relations such as parents, media, and booster club.
6. \_\_\_\_ Outlines clear program goals and expectations for the coaches, participants, and players.
7. \_\_\_\_ Develops organization and rapport with their coaching staff.
8. \_\_\_\_ Practices ethical professionalism at all times.
9. \_\_\_\_ Respects and supports other coaches and athletes during their seasonal sports.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **COACHING/TEACHING QUALITIES AND RESPONSIBILITIES**

1. \_\_\_\_ Copy of roster, with numbers, to Athletic Director by 10<sup>th</sup> day of practice.
2. \_\_\_\_ Communicates effectively with athletes, parents, principal, Athletic director, and teaching staff.
3. \_\_\_\_ Supervision and administration of training rooms, practice areas, busses, and athletes at all times.
4. \_\_\_\_ Care of equipment, supplies and school facilities.
5. \_\_\_\_ Completion of injury report forms and other necessary paperwork.
6. \_\_\_\_ Proper procedures followed for squad members to be excused from school for activities.
7. \_\_\_\_ Personal pre-game preparations (transportation, equipment, facilities).
8. \_\_\_\_ Personal conduct at games toward players, officials and spectators.
9. \_\_\_\_ Maintains good squad and individual discipline.
10. \_\_\_\_ Sets a positive self-image at all times, with appropriate dress at games and practice, actions and language.

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11. \_\_\_\_\_ Develops written daily practice plans for all practice sessions and teaches with purpose and focus.
12. \_\_\_\_\_ Knowledgeable of the skills/techniques required for the sport/activity.
13. \_\_\_\_\_ Uses scouting of other teams on a weekly or game basis.
14. \_\_\_\_\_ Effectively teaches team concepts to enhance performance. (offense, defense, execution, special situations, and strategy)
15. \_\_\_\_\_ Uses motivational techniques appropriate for athletes.
16. \_\_\_\_\_ Organizational ability.
17. \_\_\_\_\_ Maintains sportsmanship, suitable sideline conduct at games, towards players, officials and other workers.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**POST-SEASON RESPONSIBILITIES**

1. \_\_\_\_\_ Roster of athletes completing season to Athletic Director 15 days after season (Varsity, JV, Freshman letter winners).
2. \_\_\_\_\_ Detailed list of athletes with equipment not returned 15 days after season.
3. \_\_\_\_\_ Inventory of equipment on hand (indicating condition, year bought, manufacturer) 15 days after season.
4. \_\_\_\_\_ Self-evaluation completed and to Athletic Director 15 days after season.
5. \_\_\_\_\_ Equipment, uniforms, & other sport specific items collected & stored within 15 days after the season.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE MAKE COMMENTS ON AREAS EVALUATED THAT RANK 2 AND BELOW**

July 18, 2018

Activities Director  
recommendation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Principal  
recommendation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Coach signature:

\_\_\_\_\_ Date \_\_\_\_\_

Athletic Director/Asst. Athletic Director

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

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_