

# **WHITEHALL SCHOOLS**

## **COACH & ADVISOR HANDBOOK**

### **2018-2019**

#### **Vision Statement**

Whitehall High School extracurricular and cocurricular activities strive to foster leadership, self-discipline, academic improvement, and a positive self-concept within each student-participant.

#### **Purpose**

This handbook was designed to aid coaches and advisors in the preparation, leadership, and maintenance of a quality experience for the youth who participate in Whitehall School's athletics and activities.

#### **School Board Statement**

The Whitehall High School (WHS) extracurricular and cocurricular program shall be conducted in accordance with existing School Board policies, rules, and regulations. While the School Board takes great pride in winning, it does not condone "winning at any cost" and discourages any and all pressures that might tend to neglect good sportsmanship, academic success, and good mental health. At all times, the extracurricular and cocurricular program must be conducted in such a way so as to justify it as an educational activity.

#### **Chain of Command**

In accordance with Board Policy and in order to maintain effective communication among the many adults who have varying degrees of interest in and/or authority over the extracurricular and cocurricular program, a chain of command is set forth.

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

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

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

The Athletic Director is responsible for direct implementation and interpretation of the policies of the Montana High School Association (MHSA), the School Board, and Whitehall Schools, as outlined in the respective manuals, codes of conduct, handbooks, by-laws, and sport regulations of these entities.

The Head Coach/Advisor is entirely responsible for the guidance of students in their charge. He/She instructs participants in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. He/She models and instructs in a way that will foster leadership, self-discipline, academic improvement, and a positive self-concept within each student-participant. He/She also works within the framework of the goals of the school system, the policies and procedures of the MHSA, the School Board, and Whitehall Schools, as outlined in the respective manuals, codes of conduct, handbooks, by-laws, and sport regulations of these entities.

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

### **Affiliation**

Whitehall High School is a member in good standing of the Montana High School Association (MHSA), which serves as the authorized representative of the Office of Public Instruction in the supervision and control of the interscholastic athletic activities of high schools in the state. The purpose of the MHSA is to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools, and communities throughout the state. As a member of the MHSA, Whitehall High School agrees to abide by all of the MHSA by-laws, rules and regulations with special emphasis placed on those governing eligibility, age limitation, enrollment and attendance, scholarship, residence, transfers, recruiting, amateurism, and conduct character and discipline of athletes. The official publications of the MHSA can be accessed at [www.mhsa.org](http://www.mhsa.org); these publications shall serve as the instrument for periodic communication between the state association and its member schools.

## **Expectations for Coaches and Advisors**

- Establish a realistic team goal or vision for each season and communicate that to the participants and parents.
- Encourage and assist team members in setting personal goals to achieve their highest academic and athletic potential.
- Strive to develop the qualities of competence, character, civility, and citizenship in each team participant.
- Provide a safe, challenging, and encouraging environment.
- Gain an awareness of the importance of prevention, care, and treatment of athletic or activity related injuries.
- Respect the integrity and judgment of officials and adjudicators.
- Teach and abide by the rules of the competition in letter and spirit.
- Build and maintain ethical relationships with other coaches, advisors and administrators.
- Strive for excellence in coaching and mentoring skills and techniques through professional improvement.
- Promote personal fitness and good nutrition.
- Be modest in victory and gracious in defeat.
- Support, comply with, enforce and reinforce the expectations set out in the Code of Conduct
- Observe proper flag protocol.
- Be on time for practice, properly prepared for it and expect the same from athletes.
- Assist in preparing fields or courts for games or meets. Also, assist in taking down equipment after the event and arranging for ticket takers/line judges/clock etc...
- Develop proper language use and positive attitudes; swearing directly at a participant or swearing in the presence of participants is not allowed.
- Properly supervise practices, locker rooms, weight room workouts, open gym, or other situations where you bring athletes together to work on your sport. In no case should athletes be given keys to the facility and allowed to work out without supervision.

## **Checklist of Responsibilities of Head Coaches**

*(many tasks are delegated to assistant coaches; all coaches should read through the checklists)*

### **Pre-Season Responsibilities (before the first scheduled practice)**

- Attend an MHSAA rules interpretation meeting (if applicable). The MHSAA requires that coaches attend this meeting annually.
- Ensure First Aid and CPR certification is up-to-date.
- Plan and hold a coaches' meeting (if applicable). Invite employed and volunteer coaches to discuss expectations, roles, and goals. Program development will not promote winning over skill development at Middle School and Freshman level but all participants at the sub-varsity and

varsity level are expected to know the goal of winning becomes more important as they advance to the next level of play.

- Submit a volunteer coaching form for each volunteer coach to the athletic office.
- Submit leave request forms (if you are employed as a teacher) for the season's travel needs to the high school secretary at least three weeks before the first scheduled contest that requires travel.
- Secure needed keys through the AD. Coaches are never to allow a student to use these keys. Any key loss must be reported immediately to the athletic director.
- Collaborate with the AD and other coaches who are in-season to determine facility space for practices. Practices are not to be held on Sundays. On school days, practices may not begin until 3:30 p.m. Space priority will be determined first by in-season sport, then by varsity level, then by JV level, then by freshmen level. Boys and girls teams of the same sport and level must receive equal time in primary facilities. Secure facility space through a face-to-face meeting with AD. On Wednesday family night enforce 6:30 p.m. off the court or field and 6:45 p.m. out of the locker rooms.
- Plan and hold an organizational meeting for prospective participants. Publicize the meeting by submitting an email to high school secretary by 1:00 PM the day before to be included in the daily announcements.
- Develop an accurate roster of participants. Create a directory of participants' parents' names, phone numbers, email addresses, home addresses, and other pertinent information (i.e. medical conditions that may impact the participant's training). Include uniform numbers, positions, heights, and weights (as applicable for public address announcer and media personnel).
- Determine whether any participants are involved in other activities during the season. If so, meet with the other coach or advisor to determine at which practice sessions and contests/events the student will attend. In the event a student is scheduled for a practice and a contest/performance on the same day or evening, the contest/performance should always take precedence with no penalty to the student in the activity in which he/she cannot participate. In the event a student is scheduled for activities of equal classification (i.e. two practices/rehearsals or two contests/performances occurring simultaneously) the student shall be allowed to make a choice without pressure or penalty from either of the coordinating adults of the two activities.
- Submit a roster of participants to the AD at least two school days before the first scheduled practice.
- Inventory the program's supplies and equipment. Follow the purchasing procedures and obtain a purchase order for budgeted equipment from the assistant district clerk. Purchase orders for funds from the program's budget must be submitted by March 31. Coaches need to follow the uniform and equipment rotation schedule. 'Old' uniforms and equipment can be disposed of by requesting that they be declared 'surplus' district property by the School Board. The AD will make such recommendations.

- Coaches who want to fundraise on behalf of their individual teams must clear the fundraiser in advance with the high school principal to ensure the efforts will not interfere with other organizations or become a Title IX issue. If approved, the coach must complete and submit a Fundraising Form to the athletic director and building principal.
- Plan and hold a captain's meeting (recommended). Invite captains and assistant coaches to discuss expectations, roles, and goals.
- Plan and hold a parent meeting. The overall objective of a coach-parent meeting is to improve parents' understanding of program expectations. The meeting does not have to be elaborate to be successful. However, the importance of being well prepared and organized cannot be overemphasized. To improve organizational quality, a written program outline should be developed and followed. The meeting should be scheduled as early in the season as possible – the sooner the better. A letter of invitation should be used to notify parents. Include brief statements about the objective of the meeting, its importance, and information about the date, time, location, and directions.
- In programs where students might be cut from participation, adequate time must be set for tryouts, expectations and criteria for them must be clearly documented and communicated, and an explanation must be given to each participant as to why they were cut. Communication with the parent or guardian is necessary.
- Ensure that all volunteer coaches' paperwork is on file for the District and school.
- Collect all necessary paperwork from student athletes and ensure it is filled out completely to include: MHSA physical form, Emergency Contact Information Form, Risk Disclosure Form, Code of Conduct Agreement, Concussion forms. **PAPERWORK MUST BE COLLECTED AND TURNED IN TO THE ATHLETIC DIRECTOR BEFORE AN ATHLETE CAN PRACTICE.**

### **In-Season Responsibilities (from first practice to last contest)**

- Issue uniforms and equipment to participants.
- Report roster changes to the AD within 48 hours of any changes.
- Keep accurate records of equipment issuance.
- No consumption of Alcohol/Drugs/Tobacco while in supervision of students
- Refer special student concerns to appropriate school officials/professionals:
  - Medical illness: contact parent/guardian
  - Psychological: contact a guidance counselor
  - Behavioral: refer to the WHS student handbook and Activity Handbook code of conduct
  - Alcohol/Drug: contact athletic director; refer to the WHS student handbook and extracurricular code of conduct
  - Child advocacy: all school employees are federally mandated to report suspected child abuse. You must call MTCFS Child Abuse Hotline at (866) 820-5437 AND notify the building principal IN PERSON that you made such a call to CFS and why you did so.

- Any student violation of the extracurricular code of conduct must be reported to the athletic director as soon as the coach is made aware of a situation.
- Maintain locker room, gym, field house, and facility security by locking all doors and turning off all lights to each facility after its use. Do not leave lights on and doors unlocked; assuming that another team will be arriving soon.
- Help wash towels if you are using them (or instruct your managers to do so).
- Plan for and report to the high school secretary by email any necessary early releases from school/class for students to participate in a contest. Early releases may be requested only for contests that require travel. Include the name and location of the event, the participants' names, and release time. The high school secretary will forward the notice to all staff via email.
- Report contest results to local media personnel/conference personnel as soon as possible after each event.
  - i. The Whitehall Ledger (406) 287-5301 whledger@gmail.com
  - ii. The Montana Standard (406) 496-5570
  - iii. The Bozeman Chronicle (406) 582-2690 cnuanez@dailychronicle.com
  - iv. KXLF Butte (406) 496-8400
  - v. KBZK Bozeman (303) 748-3131
  - vi. KTVM Butte (406) 494-7603
  - vii. KTVM Bozeman (406) 586-0296
- Enforce participant eligibility when participants become academically ineligible. Review the academic eligibility requirements with participants and provide resources for academic improvement. An after school tutoring program is available Monday-Thursday for struggling students. Please ensure your ineligible students attend.
- Assist athletes in the college recruitment process. Refer to the NCAA website for additional information.
- Report cancelled away contests to the athletic director immediately.
- Within 24 hours of an accident or injury, report participants' injuries as a result of accidents by submitting a complete accident report form to the high school secretary. Immediately make contact with the student's parent/guardian.
- As needed and prior to traveling, obtain purchase orders and credit cards for travel expenditures. Whitehall School District will provide meals/food for its student-participants only if the following criterion is met: The trip is over 200 miles round trip; or the students must stay at an event all day or overnight; or the students are participating in a District, Divisional, or State Tournament/Festival. Special circumstances may be granted case by case through the District Superintendent.
- Attend a minimum of one-three practice sessions and one-two events in middle school and sub- varsity sports programs where possible and base assistant coach and middle school coach evaluations of the program on these and other observations.

- Plan an awards banquet. Some coaches seek a committee of parent volunteers to organize the event. Report the event's date and setting to the high school secretary. If school facility space is needed, secure facility space through a face-to-face meeting with high school secretary.

### **Post-Season Responsibilities (after the last contest)**

- Implement a procedure to ensure that each participant returns all uniforms and equipment that was provided by the school.
- Keep an accurate record of returned uniforms and equipment and report lost or damaged equipment to the athletic director. Equipment and uniform inventory should be completed prior to and after the season.
- Ensure that all equipment is washed, repaired, and safely stored.
- Vacate locker rooms at the conclusion of the program's season. Ensure that program's areas are returned to pre-season condition and ready for the next program's season.
- Submit a list of awards to the AD (participant awards, varsity letter winners, conference awards, etc).
- Coordinate with AD and order special awards for awards banquet.
- Submit a list of special awards to the local media after the program's awards banquet.
- Submit any requested changes for next season's schedule to the athletic director within 15 days after the program's last contest.

### **Transportation of Student-Participants**

- All student-participants must be accompanied by the coach in any contest or event that is sponsored by Whitehall Schools, the Montana High School Association, or any other State or National sanctioned body in which the student- participant is representing Whitehall High School, Whitehall Middle School, or Whitehall Schools.
- All members of the team are expected to travel on School District provided transportation unless there is an extenuating circumstance. In case of an extenuating circumstance, permission must be granted by a school administrator. An Alternate Travel Permission Form must be signed by the participant, parent/guardian, coach/advisor and the school administrator prior to leaving on the trip.
- Coming home from the event, if a parent demands a student ride home with them, a signed parental consent form must be turned in to the coach prior to the student being released to a parent. The administrator signature will not be required. At no time will a student travel home from an event with anyone other than his or her parent/guardian or the school provided transportation.

### **Extra-Curricular Employment**

Certification - The School Board believes that each extra-curricular program should be under the supervision of a certified faculty member. At times, however, certified faculty members are not

available to coach a program during a season. After an effort has been made to secure the services of a certified faculty member, non-faculty coaches may be employed.

Terms of Coaching Contract - All coaching assignments shall be for one school year. A supplemental contract shall be executed according to the adopted salary schedule.

Discipline - Receipt of penalties, technicals, yellow cards for unsportsmanlike conduct will be highly discouraged and repeat offenders will be evaluated and disciplined. Progressive discipline procedures listed under school board policies 5070 and 5075 will be followed for any discipline issues arising with a coach. A copy of the policies may be obtained at the high school office.

Evaluation - Each head coach/advisor shall schedule a conference with the athletic director no later than 30 calendar days after the final contest of the season to evaluate the program and head coach. The head coach/advisor shall evaluate assistant coaches/advisors using the provided form, meet with coaches, and return completed form to the athletic director. The principal and AD shall sign off on all coach evaluations upon their completion.

Subject to requirements of law, the School Board has final authority for employing or discontinuing employment of coaching personnel.

### **Volunteer Guidelines**

Volunteer coaches must be approved by school administration. Title IX issues must be avoided and for this reason alone, not all volunteer coaches will be approved.

Volunteer Coaches must have appropriate paperwork on file at district office prior to contact with student athletes. This includes but is not limited to a completed Montana State Criminal Background check.