
Volunteer Coaches Guide

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A. INTRODUCTION

We recognize the important contributions volunteers make to our school district. Volunteers provide benefits to both students and staff by offering special skills and abilities, which enhance and supplement the educational and athletic programs. As a volunteer coach, you are responsible for working cooperatively with the head coach and other program coaches in carrying out the coaching duties and responsibilities outlined in this guide.

PURPOSE

This guide is intended to familiarize coaches with the general objectives of our athletic programs, and to inform coaches of the general responsibilities, expectations and rules they are expected to adhere to.

GOALS AND OBJECTIVES

The Essex Westford School District ("EWSD") recognizes and promotes the priority of academics within our athletic programs. While athletics are an important part of education, academic success remains the primary objective. The athletic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. In order to compliment the personal and academic growth of our students, the primary objectives of our athletic programs and coaches shall be to:

1. Teach positive attitudes, proper habits, knowledge and skills.
2. Develop student abilities through healthy competition.
3. Bring about the realizations in our students that competition is a privilege that carries definite responsibilities.
4. Develop an interest in sports that will carry over into adult life.
5. Represent our school/district in a manner that brings respect for the school and each individual participant.
6. Develop a healthy attitude towards opponents, realizing that they deserve our most sincere effort to emerge victorious while simultaneously understanding that their purpose is to defeat us in a healthy, sporting encounter.
7. Allow every individual the maximum opportunity to participate in an activity while recognizing that sports, like life, is a competitive situation in which some will excel, some will succeed, some will fail, and all will benefit merely by being participants.
8. Emphasize priority of academics, and maintain and communicate a philosophy that athletics is a part of the education and character development of our students.

B. PROFESSIONAL STANDARDS OF CONDUCT

SPORTSMANSHIP

Essex Westford School District promotes good sportsmanship among athletes, parents, fans, and coaches. To help ensure that we represent our school and community with dignity, the coach is expected to:

1. Exemplify behavior that is representative of the educational staff of the school and a credit to the teaching profession.
2. Demonstrate high ideals, good habits, and desirable attitudes in personal behavior and demand the same standard of the players.
3. Recognize that the purpose of competition is to promote the physical, mental, social and emotional well being of the individual players and that the most important values of competition are derived from playing the game fairly.
4. Be a modest winner and gracious loser.
5. Maintain self-control at all times, accepting adverse decisions without undue public display of emotion or dissatisfaction.
6. Pay close attention to the physical condition and well being of the players, refusing to jeopardize the health of an individual for the sake of improving his/her team's chances to win.
7. Teach athletes that it is better to lose fairly than to win unfairly.
8. Prohibit gambling, profanity, abusive language, and similar violations.
9. Refuse to disparage an opponent, an official, or others associated with sports activities and discourage gossip and questionable rumors concerning them.

CODE OF ETHICS

In order to ensure that our coaches serve as a positive role model in the education of the student athletes the EWSD recognizes the code of ethics established by the Vermont Principal's Association (outlined in Section F). In addition, the EWSD has adopted its own code of ethics for coaches. As a coach with the EWSD, you shall:

1. Constantly uphold the honor and dignity of the teaching profession. In all personal contact with the student athlete, officials, athletic directors, school administrators, the state high school athletic association, the media and the public, the coach shall strive to set an example of the highest ethical and moral character, behavior, and leadership.
2. Support the school's position on academic importance, and make every effort to accommodate students' needs as they balance academics with athletic activities.
3. Demonstrate and encourage respect for the individual personality and integrity of each student athlete.
4. Never place the value of winning or disappointment of defeat above the value of character building. Model and encourage the highest standard of conduct in both victory and defeat.
5. Support and enforce school and training rules for the prevention of drug, alcohol and tobacco use and abuse, and under no circumstances authorize the use of these substances.
6. Promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program. Encourage the highest standards of academic achievement among team members.
7. Be thoroughly acquainted with contest, state, league and local rules, and abide by the letter and spirit of these rules at all times.
8. Actively use his/her influence to enhance sportsmanship by participants and spectators.

9. Respect and support contest officials, and refrain from publicly criticizing officials or indulging-in conduct which will incite players or spectators against the officials or against each other.
10. Model and promote ethical relations among coaches, student athletes, spectators, and members of the rival team. Meet and exchange friendly greetings with the rival coach(es) to set the correct tone for the event, before and after contests. Refrain from publicly criticizing coaches, players, or spectators.
11. Refrain from exerting pressure on faculty members to give student athletes special consideration.
12. Refrain from scouting opponents by any other means than those adopted by the state high school athletic association and the league.
13. Encourage the highest standard of conduct among student athletes, and strive to create an environment where hazing is deemed unacceptable behavior by all team members. Never condone hazing behavior.
14. Behave and dress professionally both on and off the field/court in the presence of students. Inappropriate attire, use of profanity, and vulgar/offensive language are prohibited.
15. Demonstrate a mastery of, and continuing interest in coaching through professional improvement.
16. Establish sound training rules that seek to encourage and support good health habits among team members.
17. Be attentive to the first aid needs of student athletes, and strive to provide an environment free of safety hazards.

RELATIONS WITH STUDENT ATHLETES

It is critical that coaches know where to draw the line with our student athletes between coach and friend. It is equally important that our coaches recognize behaviors, actions, gestures, or comments towards our student athletes that could have potentially harmful consequences to both the student and the coach. It goes without saying that sexual, intimate, or physical relationships between coach and student athlete is strictly prohibited, regardless of the age of the student. Below are some additional rules and guidelines designed to protect both our students and coaches:

1. **Personal contact.** Contact for social or personal reasons not related to the athletic relationship is highly discouraged. Telephone or e-mail contact with students is also highly discouraged. Coaches should make it a practice to conduct team business during practice or competition. If necessary, communications with the student should be limited to specific school or team issues or team communication (i.e. game cancellation, practice time change, etc.), and the coach should direct their call or e-mail to the parent. Always be sure to avoid comments or conversation of a personal nature when speaking with a student athlete over the phone or via e-mail.
2. **Driving students home.** It is never okay to drive a student home unless it is an absolute emergency. Instead, call a parent or guardian. In an emergency situation, try to find another adult to ride with you if possible. If no one else is available and you must drive a student home, be sure to inform your supervisor the following day.
3. **Locker room safeguards.** A male coach should not enter the girls' locker room when female students are present. Likewise, a female coach should not enter the boys' locker room when male students are present. In the event of an emergency, try to find an adult of the opposite sex to accompany you, and always make sure the student athletes are properly dressed/covered before entering.
4. **Team social events.** All team social events should be approved in advance by the Athletic Director or Principal. If organized and sponsored by the school, the Coach should be the organizer of the event and must include all team members. The purpose and nature of the event should be established with the Athletic Director. Considerations should

be made for finances and transportation to allow all team members the opportunity to attend such events. In order to avoid ill will among teammates, or allegations of inappropriate behavior, coaches should not be involved in sponsoring, organizing or hosting a team social event where only part of the team is invited. We also caution coaches about attending a team dinner (or other social event) where only part of the team is invited. Should you choose to attend said events you should make sure that a parent or other responsible adult will also be present, and you should notify the Athletic Director or Administrator in charge of athletics of your attendance at the event as a safeguard. Team over-night events are also highly discouraged. Coaches should be aware of the increased occurrences of hazing that accompany team 'social' events and work to maintain an environment that eliminates such behaviors.

5. **Open door policy.** Whenever speaking to a student, be sure to always do so in a public setting and not behind closed doors. If a student asks to speak with you in private, move away from ear shot of the group, but always be within vision of others whenever possible.
6. **One-on-one tutoring.** If a student requests additional tutoring after practice or competition, try to avoid tutoring one-on-one if possible (i.e. ask another coach to assist you, pair the student up with another athlete on the team who may be able to tutor him/her, etc.) If you need to tutor a student, inform administration and always do so in an open public setting.
7. **Physical contact.** Whereas some physical contact may be an appropriate sign of support or athletic instruction, other times it is not appropriate. Coaches should always be cautious of how their physical contact with students may be interpreted by others, and they should always avoid excessive or inappropriate contact with student athletes (i.e. long affectionate hugs, kissing, slap on the buttocks, etc.).
8. **Confidant(e).** If one of your student athletes is troubled and approaches you for a "shoulder to lean on", be aware of the referral process and try to refer the student to other professionals or organizations who may be able to help them. If the student is not comfortable speaking with others, collaborate with the Athletic Director/Administrator with any personal matters the student confides in you. Don't make the decision alone.
9. **Gestures/Comments.** Be aware of how innocent glances, gestures, comments, complements on appearance, or jokes may be interpreted by students or others. Although your intentions may be innocent or even done in kindness, they may backfire if interpreted by others as offensive or inappropriate.

C. POLICIES, PROCEDURES and RULES

Although Coaches are responsible for abiding by all Essex Westford School District ("EWSD") and district policies, procedures and other rules, we have included a **brief summary** of some of these provisions which coaches need to be particularly aware. If you have specific questions about these policies or other EWSD policies, please contact the Athletic Director/Administrator of your building. For a complete listing of EWSD policies, please visit our website at <https://www.ewsd.org/domain/187>.

HAZING

Hazing is a form of harassment and will not be tolerated in conjunction with any EWSD athletic/activities program. Hazing is defined as "a willful act, occurring on or off school grounds, directed against a player or prospective member of a school-sponsored team or group, that endangers the mental or physical health or safety of a player or prospective member for the purpose of initiation, admission into, or continued membership of any such team or group." If a student is in violation of "hazing," consequences may range from individual suspension from participation in the athletic/activities program for a

period of time, to cancellation of an athletic schedule, depending upon the magnitude of the incident and number of students involved. Consequences for hazing violations brought to the attention of the administration after the season may be applied to and/or include subsequent athletic/activities participation, athletic letter awards, or athletic/activities probation. The athletic/activities director and principal will determine consequences. There is also now a Vermont law making hazing a crime, and students should be aware that, in addition to the school penalties outlined above, they could face prosecution for engaging in hazing.

HAZING PREVENTION WORKSHOP

Coaches will conduct a hazing prevention workshop with their teams after the start of the season but prior to the first game/competition, and will be required to submit to the Athletic Director (or Administrator in charge of athletics) in writing including names of attendees, materials reviewed, and date(s) of training. Coaches shall educate their teams on the EWSD Hazing policy and procedures.

TRANSPORTATION

Coaches are responsible for supervising the transportation of students to and from athletic events and ensuring compliance with EWSD Policy. Whenever a school vehicle, chartered vehicle or rented vehicle is used for the transportation of students to an athletic contest, all students are to travel to and from the contest with the team. Exceptions must be requested in writing by a parent, and must be approved by the athletic/activities director or coach/advisor. Only parents or other responsible designated adults may provide transportation, and under no circumstances will a student be permitted ride with another student or drive him/herself to any athletic event (this provision applies even if the student driver is 18 years of age or older). While on the bus, students are expected to adhere to the rules of the driver and bus leasing agency.

FIRE DRILL/EMERGENCY PLAN

Each school has an Emergency Plan and established fire/emergency preparedness drills. Coaches must be familiar with the Emergency Plan and fire/emergency preparedness drill instructions at his/her school, and are responsible for reviewing the evacuation procedures with all team members. Fire/emergency preparedness drill instructions are posted near each classroom door and the gymnasium. The emergency signal is a continuous loud tone. The recall signal, which allows individuals to reenter the building, shall be established by each school and shall be clearly distinct from any other signal. The coach must be familiar with the signal at their school.

During fire or emergency preparedness drills, or in the event of an actual emergency, coaches are expected to:

- Stay with his/her team
- Take an attendance sheet/roster with them outside
- Supervise and maintain order
- Remind students where to meet outside
- Close all windows in his/her immediate area
- Assist any student who needs help
- If activity is held in the gymnasium, close, but do not lock, the gymnasium
- Take attendance outside

UNLAWFUL HARASSMENT

It is the policy of EWSD to maintain a learning and working environment that is free from unlawful harassment. EWSD districts prohibit any form of unlawful harassment on the basis of disability, marital status, national origin, race, color, religion, age, sex or sexual orientation. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with a person's performance or creating an intimidating, hostile, or offensive environment. *Sexual harassment* is a form of unlawful harassment, which consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature. You should report any instance of harassment or violence to the principal who will see that it is investigated according to EWSD policy.

NON-DISCRIMINATION

EWSD policy prohibits discrimination on the basis of disability, marital status, national origin, race, color, religion, age, sex or sexual orientation or any other protected class as defined by law.

POLITICAL FREEDOM

The district shall in no way infringe upon individuals' rights and freedoms of political involvement. However, employees and volunteers of the district must not misuse their position in the school to influence the academic process in the interest of their own political ambitions or those of a political group. Employees, volunteers and other citizens of the district will not engage in political activity on school premises during school hours.

CORPORAL PUNISHMENT & PHYSICAL RESTRAINT

Physical force is not an acceptable means of correction or communication and is against EWSD policy. Physical restraint is authorized only when needed to protect the safety of the individual student, self and/or other students and employees.

CONFIDENTIALITY

Coaches are expected to maintain confidentiality of all student records and information in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and the EWSD policy on student records. Coaches should refrain from discussing a student by name unless it is with another school official with a "need to know" the information such as classroom teacher, principal, nurse, special educator or guidance counselor. Confidentiality should be maintained for all students including regular and special education. If you know many students and their families, you risk slipping from "coach" to "neighbor" role without realizing it. Your rule of thumb should be "Never discuss specifics of your coaching work outside of school." If you have a concern about any aspect of the athletic program or student athlete, you should take it up directly with the Athletic Director (or Administrator in charge of athletics).

REPORTING CHILD ABUSE/NEGLECT

Under Vermont law and EWSD policy, any school employee who reasonably suspects that a child has been abused or neglected shall report the same to the appropriate law enforcement authorities within 24 hours. If possible, you should speak directly to the Athletic Director, school administrator, the school's Child Protection Team, or other designee in advance of reporting the abuse/neglect. However, as a mandated reporter, you are obligated to report suspected abuse or neglect regardless to whether or not the Athletic Director, school administrator, the school's Child Protection Team, or other designee agrees to such. Below is the contact information necessary for proper reporting:

1. Call the Department of Children and Families (DCF) at 1-800-649-5285 (make a written notation of whom the report was made to and when the report was made); and,

2. Follow up with a written report which can be faxed to DCF at 802-241-3301. The school's fax machine can be used for this purpose if necessary.

TOBACCO; SUBSTANCE ABUSE

Tobacco use is not permitted in any school building or on school grounds at any time. The possession, use or distribution of tobacco, alcohol or drugs in school or on school property is strictly prohibited. Any student violation should be reported to the Athletic Director or Administrator in charge of athletics. If you observe any student who appears to have a substance abuse problem, or if a concerned informant or friend alerts you, you should refer the situation to the Athletic Director or school administrator. While it is human nature to try to help and express your concern, just as in child abuse/neglect situations, trained professionals must be the ones to deal with the situation.

WEAPONS AND/OR FIREWORKS

In conformance with federal and state law, possession of firearms, fireworks, or other weapons is strictly prohibited unless permitted. Any student violation should be reported to the Athletic Director or school administrator immediately.

ACCIDENTS AND INJURIES

Accidents are likely to occur from time to time, but preventive measures should keep them to a minimum. Exercise good judgement and care at all times. Look ahead to possible dangerous consequences, especially in certain areas such as the gymnasium, locker rooms, playing fields, and other areas in which practice or games are held.

The Athletic Director, Administrator in charge of athletics, or designee must be notified of all student accidents or injuries and a *Student Accident Report* must be completed. When in doubt, notify the Athletic Director anyway.

If you become injured while coaching, no matter how slight, please be sure to notify the Athletic Director (or Administrator in charge of athletics). If you require medical treatment and/or are unable to work as a result of the injury, an *Employee's Claim and Employer First Report of Injury* will need to be completed within 24 hours of the injury.

FIRST AID & MEDICAL TREATMENT

1. All coaches are expected to have up-to-date certifications in first aid and Bloodborne Pathogens Training.
2. Coaches are expected to collect and compile emergency contact information for each team member. Coaches must carry the emergency contact information for all team members with them at all times (games & practices). Emergency contact information must contain a minimum of the following:
 - a. Name, address, and home phone number of the student athlete.
 - b. Name(s), address(es), home phone number(s), and emergency phone number(s) of parents and/or guardian(s).
 - c. Name and phone number of family physician or pediatrician.
 - d. Description of the student athlete's special health problem(s).
 - e. Names, addresses, and phone numbers of at least three emergency contact persons authorized to pick up, transport, and make medical decisions related to the student athlete in the event the parents/guardians cannot be reached.
3. The coach must be aware of any allergies or special conditions for team members, and communicate such to all other coaches who travel with his/her team.

4. The coach must have easy access to an emergency medical kit at all games and practices. The medical kit should include ice or ice packs.
5. If a player receives an injury that requires first aid and/or additional medical treatment, the coach (or other designee who is certified in first aid) shall provide the necessary first aid, and shall notify the parent/guardian of the injury so that further medical attention can be sought if desired. The coach (or designee) must complete and file a *Student Accident Report* describing the incident and action taken. The injury must also be reported to the Athletic Director, Administrator in charge of athletics, or Athletic Trainer and logged with the school health office the following school day.
6. If a player receives an injury that requires emergency medical attention or hospitalization, the coach (or designee) shall contact 911 immediately. If hospitalization is necessary the player should be transported immediately by private vehicle or ambulance. The coach (or designee) shall immediately contact the parent/guardian or designee subsequent to calling 911 and request that they meet the player at the hospital. A staff member or parent/guardian should accompany the athlete if at all possible. Follow the same reporting procedures as outlined in 5 above.
7. Any athlete who receives an injury that requires medical treatment beyond first aid must obtain written permission from a doctor before he/she will be allowed to return to participation (practice or competition).
8. Coaches are required to follow the directions of the physician to the letter, concerning any treatment and return of the player to participation. It is a good idea for the athlete to ask the physician, during the initial visit, to prescribe a treatment plan for him/her to follow.

MEDICATIONS

All student medications are kept in the Health Office and administered by a nurse or under the direction or authorization of the school nurse. Students should be directed to restrain from taking or carrying medications on school premises except as authorized by a doctor, parent or the school nurse (i.e. epi-pen, insulin, inhaler, etc.). Coaches are not permitted to administer prescription medications, pain medications or other over-the-counter medications to students except in emergency situations as directed and authorized by the school nurse (i.e. EpiPen injections, insulin, inhaler, etc.).

HANDLING BODILY FLUIDS

Universal Precautions should always be utilized when handling bodily fluids. Whenever possible, direct skin contact with body fluids should be avoided. Disposable gloves should be available in each medical kit and should be used when direct hand contact is anticipated. Dispose of used gloves in a plastic bag or lined trashcan. Wash hands thoroughly after any contact with bodily fluids and before contact with others.

If blood or other potentially infectious materials have contact with broken skin, mucous membrane or by a bite or needle stick, wash or irrigate the area immediately and report to the school nurse. You will be asked to fill out an *Employee's Claim and Employer First Report of Injury* and will be advised to seek immediate medical attention at no cost to you.

HANDLING OF 'SHARPS'

Students handling a potentially injurious material or "sharps" require direct supervision. All disposable "sharps" (i.e. razor blades, needles, broken glass, etc.) after use should be placed in biohazard containers provided. Contaminated re-usable "sharps" (i.e. scissors, knives, tools, etc) should also be immediately be placed into appropriate biohazard containers.

These containers are found in the Health Office and in the Science and Practical Arts classrooms and offices of each school.

If you cannot find an appropriate receptacle, please contact an administrator or custodian immediately. When handling any potentially contaminated or injurious materials protect yourself with disposable gloves. Disposable gloves should be available in each medical kit. If your medical kit does not contain disposable gloves, please notify the Head Coach/Athletic Director, or Administrator in charge of athletics.

COMMUNICABLE DISEASE

EWSD is committed to providing a safe environment for all employees and students. EWSD also recognizes and respects an individual's right to confidentiality. If you are diagnosed with a contagious disease that may jeopardize the safety of our students and staff (or put them at risk of exposure), please notify the Athletic Director (or Administrator in charge of athletics) in a timely manner so that the district can implement the necessary safety precautions if deemed appropriate. Your identity shall remain confidential except as required by Department of Public Health regulations or as necessary to implement district procedures.

VOLUNTEERS

EWSD believes that volunteers can be a benefit to both student athletes and coaches, and are essential to the success of our schools. Volunteers offer special skills and abilities, which enhance and supplement the athletic program, and we encourage every opportunity for productive partnerships with all constituents of the community. Before an individual performs duties as a volunteer within our athletic programs, s/he must be approved by the Athletic Director (or Administrator in charge of athletics), and properly registered with the school. All approved volunteers must also sign a *Volunteer Agreement* annually. If you plan to use other individuals to assist you in your program, please be sure to notify the Athletic Director (or Administrator in charge of athletics).

Coaches are responsible for supervising volunteers and to be sure they adhere to the Professional Standards of Conduct, Policies and Procedures, and Other General Rules & Expectations outlined in the Coaches Guide.

D. OTHER GENERAL RULES & EXPECTATIONS

In addition to the EWSD policies and procedures, coaches are expected to abide by the following rules and expectations. This list is not meant to be all encompassing.

TRAINING RULES

In order to help promote in our students a healthy lifestyle, responsible behavior, and optimal team and individual performance, the EWSD maintains and enforces a "zero tolerance policy" with respect to violations of the training rules. Coaches shall inform students of the training rules, and play a key role in enforcing these rules.

A coach who becomes aware of any violation(s) of the training rule, must notify the Athletic Director (or Administrator in charge of athletics) promptly.

ACADEMIC ELIGIBILITY

The EWSD recognizes and promotes the priority of academics within our athletic programs. While athletics is an important part of education, academic success remains the primary objective. Coaches are expected to support this position and make every effort to accommodate students' needs as they balance academics with athletics. To emphasize the priority of academics, each school has adopted their own Academic Eligibility regulations. Coaches must have a working knowledge of these regulations, and inform both students and parents of these regulations.

ATTENDANCE

Students must be in school all day in order to be eligible to practice, compete, or perform, unless the absence is a school-sponsored event or other excused absence. Excused absences must be accompanied by a parent/guardian signed note and approved by the Athletic Director or Principal. Examples of excused absences include doctor's appointments, college visits, etc. The Athletic Director or Principal will review partial attendance or special circumstances.

DISCIPLINE

Coaches are expected to follow and support the school-based discipline policy. School-based discipline may result in athletics related consequences at the discretion of the Athletic Director or Administrator in charge of athletics. For example, any student who is suspended or sent to the in-house suspension room or the time out room for disciplinary reasons will not participate in any competitions or practices on that day.

INSURANCE

All candidates for an athletic team are required to furnish proof of accident/health insurance before participating in tryouts, practices or competitions. The school district does not purchase insurance for its athletes, but the district does offer a school time insurance program at a nominal fee to all enrolled students. Information about the school time insurance may be obtained from the school's main office.

PHYSICALS & HEALTH QUESTIONNAIRE

Students cannot practice or participate on a school athletic team unless the student provides evidence that s/he has had a physical within the past two years and the student's guardian has completed and submitted a health questionnaire.

TEAM EVENTS

EWSD believes team events are a great way to build teamwork, boost spirit, and to recognize accomplishments of our student athletes, however, with any team event comes potential for liability and an opportunity for misconduct if not properly organized and supervised. As such, coaches must receive pre-approval for hosting, planning, or participating in any team event outside of practice or competitions. Requests must be received in writing and indicate when and where the event will take place, and the names of other chaperones that will be in attendance. Consideration must be given to cost, location, travel, and timing of events to ensure that all team members have an opportunity to attend the event. Coaches are responsible to report knowledge of any student athlete misconduct that occurs during an official or non-official team event, whether or not the coach is in attendance at the event.

LIGHTNING STANDARD

If you hear thunder or see lightning at any time, discontinue practice or game immediately. Activity can resume ½ hour after last heard thunder clap or last seen lightning strike. In any case, use conservative discretion. The safest place is in one of the buildings; dugouts can do when immediate cover is necessary, but are not preferred.

TRAVEL & AWAY GAMES

Coaches are directly responsible for the supervision of team members while visiting and traveling to and from other schools. Students are to be reminded that they are representing their school at all way games or events, and that they are expected to demonstrate good judgement, respect, and high moral. In this light, coaches should recommend students dress in an appropriate manner when traveling. It is imperative that the coach is the last individual from our school to leave the locker room of the host school. Locker rooms should be left in neat and orderly. Should damage arise or incidents occur, the Athletic Director or Administrator in charge of athletics should be notified of the situation as soon as possible.

TRANSPORTING STUDENTS

Coaches are not allowed to drive students home (or elsewhere) except in the case of an emergency situation. In an emergency situation, the coach shall find another adult to ride with him/her if possible. If no one else is available and the student must be driven home (or elsewhere), the coach must inform his/her supervisor the following day.

ATHLETIC EQUIPMENT & UNIFORMS

A. ORDERING

Coaches will comply with school based practices for ordering equipment and supplies. ALL orders must have *prior* written approval from the Athletic Director (or Administrator in charge of athletics) before they may be ordered. Coaches will be responsible for the payment or return of any equipment/uniforms purchased without prior written approval by the Athletic Director (or Administrator in charge of athletics).

B. CARE & CONTROL

The coach is responsible for the dispersal and collection, and care and maintenance of all uniforms and equipment used in his/her program. In order to ensure proper care and control of uniforms and equipment, the coach shall:

1. Establish and maintain a control system to ensure that all uniforms and equipment are accurately accounted for.
2. Instruct team members in the care and use of their uniforms and equipment early in the season, and inform players of their responsibility to return all items that are issued to them. A coach who is having difficulty collecting uniforms or equipment from a particular student at the end of the season should seek assistance from the Athletic Director (or Administrator in charge of athletics).
3. Turn in all uniforms and equipment within one week after the last contest of the season. Uniforms should be returned in a clean condition. Equipment is to be cleaned, stored and repaired according to manufacturer's instructions. Questions concerning this should be directed to the Athletic Director or Administrator in charge of athletics.
4. Refrain from discarding, selling, or giving away uniforms or equipment without the approval of the Athletic Director (or Administrator in charge of athletics). If approved, disposal of the equipment must be consistent with district policy.

PARENT MEETING

Each head coach is responsible for holding a preseason parent meeting. This can be done by individual team or by sport. Coaches must inform the Athletic Director or Administrator in charge of athletics where and when the meeting will take place, but the meeting must occur before the first official contest of the season. Alternative means of formal communication to parents may also suffice with approval from the Athletic Director (or Administrator in charge of athletics). A copy of the written notice distributed to parents must be provided to the Athletic Director (or Administrator in charge of athletics).

FUND RAISING

All fund raising events and use of such funds must be approved in advance by the Athletic Director or Administrator in charge of athletics.

SEASON SUMMARY

Each coach will be required to submit to the Athletic Director (or Administrator in charge of athletics), within 15 (fifteen)-calendar days of the last contest, a summary of the season which should include the following items:

- A. Brief summary of the season including your schedule and scores (high school only) of all contests.
- B. Head coaches will submit a written evaluation of each assistant. It is suggested that you go over these evaluations with each assistant so that they clearly understand their strengths and weaknesses.
- C. List of award winners so they can be filed and checked for proper award items for each athlete awarded.
- D. Turn in ALL keys if not needed for the following season.
- E. Indicate whether it is your current intention to return in the same coaching position for the following school year. This would not constitute a binding obligation on your part or on our part, but it would serve the Athletic Director (or Administrator in charge of athletics) for planning purposes.
- F. All coaches should take inventory. The forms should be placed on file in the Athletic/school office.
- G. Distribute, collect and review Student Rating Form from each team member.
- H. Complete required evaluation form(s) (i.e. self-evaluation, and JV/Frosh/Assistant Coach evaluations for Head Coach) and schedule meeting with Athletic Director or Administrator in charge of athletics.