

MORMON TRAIL



COACHING STAFF HANDBOOK

(revised 8/3/2017)

NOTICE OF NONDISCRIMINATION

It is the policy of the Mormon Trail Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Bridgette Stark, Guidance Counselor, 502 East Main, Garden Grove, IA 50103, 641-443-3425 or bstark@mormontrailcsd.org.

Duties of Coaching Personnel

Coaches are reminded that we operate under four sets of rules and regulations, each supplementing the other. All coaches should be familiar and follow them. They are:

1. Iowa High School Athletic Association
2. Iowa Girls High School Athletic Union
3. The Constitution of the Bluegrass Conference
4. The administration of the Mormon Trail Community School District

All coaches are responsible for the following:

Program

1. To get the court or field ready for games.
2. To supervise practices with particular interest on safety.
3. To supervise the shower and dressing room areas.
4. To be the last one to leave school after practice sessions. No coach or sponsor is to leave any group without supervision at any time.
5. To handle all injuries with care and then report to the athletic director or principal.
6. Submit recommendations for letter awards to the athletic director. This recommendation is to be in writing and should contain adequate information for the school records. (end of season reports)
7. It is the duty of the head coach to assist all levels below varsity with regard to coordination of teaching methods for his/her particular sport.
8. It is the duty of all assistant coaches to teach fundamentals in a manner that does not contradict teaching at the varsity level and as outlined and directed by the head coach.
9. To report scores and summaries of contests to the media.
10. To emphasize victory with honor and teach players that when a loss occurs it must be accepted gracefully. Any acts of unsportsmanlike conduct reflects on the entire Mormon Trail program.
11. One coach should not emphasize his/her sport at the expense of others.
12. Coaches should demonstrate complete loyalty to each other in public and in front of students.
13. All coaches should encourage students to go out for the sport of their choice.

14. All coaches should support and assist all faculty in special student problems.
15. All coaches should set the example necessary to insure good sportsmanship.
16. All injuries should be handled as if the participant were your child.

Equipment

1. To assume responsibility for all equipment furnished by the school in the sport coached.
2. To see that all equipment is sufficiently marked before it is issued or used.
3. To keep a complete inventory of all equipment and turn it in to the athletic director as requested.
4. To recommend for replacements of and additions to equipment.
5. Submit an end-of-year inventory and summary of equipment needed for the next season to the athletic director.

Practice Schedules

All practices must be supervised by the coach/sponsor. Published practice schedules are helpful to participants, parents, athletic director, and office personnel. Start practices on time and end practices on time. No school activities are permitted on Sunday and “open gym” for all community members must be held between 1:00-4:00 p.m. There will be no practices on holidays and it is strongly recommended not to practice the day before a major holiday. Practices on days that students are not in attendance (teacher work days, parent/teacher/conferences, etc.), shall not begin until the conclusion of the regular school day. Wednesday evening is designated as “family night.” The school will cooperate by not scheduling any activity on Wednesday night after 6:00 p.m. except when state sponsored contests in music, speech and athletics are scheduled on Wednesday night. Wednesday practices are to be completed by 5:45 p.m. and everyone out of the building by 6:00 p.m. No practice or “open gym” will take place when school is cancelled and/or dismissed early due to inclement weather. The school facilities will be closed on these days. Any exceptions to the rules must be cleared with the athletic director.

Preparation before the First Practice

A meeting should be held for all students trying out for your sport/activity. At this time you should explain what is expected and required of the student who plans to participate. Physical exams, insurance forms, requirements for lettering and coaches’ expectations are examples of information that needs to be covered before the season begins. All physical and insurance forms must be on file in the high school office.

Equipment and Supplies

The head coach of each sport and sponsor of activities are responsible for all equipment and supplies for his/her sport at all levels. The head coach will order for the varsity, junior varsity and junior high. It is suggested that the head coach confer with his/her assistants when preparing the order.

The athletic director will provide the head coaches and sponsors with the necessary requisition forms. On these forms the coach will make his/her requests, indicate the quantity, size, color,

approximate price, manufacturer and number with complete description. These requisitions will be returned to the athletic director for approval.

Issuing Equipment

No equipment issued to squad members may be worn in gym class or worn outside of practice or game situations. Coaches must instruct their squad members of this regulation.

All equipment issued to participants shall be recorded. It is the coach's responsibility to see that all equipment is returned in good condition. If the equipment issued is lost or has had abnormal usage, the participant shall be charged accordingly. Check with the athletic director for the price of athletic equipment and amount to be charged.

Insurance

It is required that all students be protected by insurance. It is a school requirement that the students must have purchased or be covered by equivalent insurance before he/she may participate in any interscholastic athletics.

Head coaches are responsible in seeing that all students are covered by insurance before an athlete is allowed to practice or play in their program.

Code of Conduct

1. Students must be good citizens to be permitted to participate in interscholastic sports/activities.
2. Coaches/Sponsors have the authority to suspend a participant from his/her group on the spot if the occasion warrants.
3. First infraction of a minor nature continued minor infractions and major infractions should be punishable in a fair but stern manner commensurate with the seriousness of the infraction. Suggested punishments include warnings, conference and review of the training rules, loss of assigned responsibilities, probationary status, or ineligibility for one or more contests.
4. Administration will make decisions concerning the following good Conduct Policy violations:
 - A. Knowingly possess and/or use tobacco. (smoke, chew, snuff, etc.)
 - B. Knowingly possess, use or sell any alcoholic beverage.
 - C. Knowingly possess, use or sell any controlled substances as defined in Chapter 204 of the Iowa Code.
 - D. Committing a felony or major misdemeanor.
5. The IHSAA and IGHS AU dictate the ineligibility of any student who does not comply with the established regulations.

Physical Exam

A physical exam is required by the IAHSAA and IGHSAA before a player can participate in a sport. The form is available in the high school office. It is suggested that the coaches give out the forms well in advance of their season. The school designates one day in the spring to give physicals at school. Only one physical is required per year.

Transportation

All busses are requisitioned by the athletic director. Each coach should inform the athletic director the time and locations he/she wants the bus. It is the responsibility of the coach to have members of his/her squad ready to board the bus at the designated time. The coach must exercise control and maintain proper supervision of his/her squad so that the bus is not vandalized in any way.

No athletic team or any other group will be transported in private cars without the approval of the building principal. School busses or vans will be used for all games. Students who are members of the athletic teams or the cheerleading squads going to a contest or game will return on the bus. Players/cheerleaders may be released to parents if the parents are present at the game and inform the coach/sponsor that their son/daughter will be riding home with them. One of the parents must sign the release form before leaving with the students. It is the responsibility of the coach/sponsor in charge of the squad to see that this regulation is carried out.

Eligibility

Students must be in school the entire day to participate in extra-curricular activities that evening or on Saturday. A tardy (not more than 10 minutes late) at the beginning of the school day will not keep a student from participation. The principal may waive this requirement when the student has a professional appointment, funeral or other emergency and is notified in advance when possible.

Other Responsibilities for Coaches/Sponsors

1. Be sure that players and managers are supervised at all times. This includes before, during, or after practice or games. Head coaches, it is your responsibility to delegate authority to assistant coaches in this regard.
2. Student managers are also your responsibility. Be sure their duties are clear to them. Managers will be responsible for putting equipment away, not only after practice, but also after games.
3. Emphasize to your players to treat equipment with respect.
4. It is recommended that all head coaches schedule a meeting with parents before your season begins.
5. Never give an ultimatum to a player unless you are prepared to back it up with the proper punishment.
6. If a player is being punished for a violation of your rules, such as skipping practice, be sure the player and parent understand why they are being punished.

7. If a player, who has been suspended for one or more games/activities, must attend all games/activities during the suspension. The player must ride the bus with the team and will be required to sit with the team during the game/activity in his/her clothing.
8. Be sure your practices are organized and disciplined. Keep players busy all the time and eliminate the horseplay. Start and end practice on time according to the practice schedule.
9. Never use abusive language that is directed toward a player or manager. Never use personal insults that are directed toward a player or manager. This tactic only destroys self confidence in the player and will hurt you, the player, and the team.
10. Keep a positive attitude in practice and games. All praise is phony and all negative criticism is destructive. Keep a balance.
11. Head coaches will show respect to assistant coaches. Head coaches should be and are responsible for their programs from top to bottom. However, assistant coaches who are given the responsibility of coaching junior varsity or junior high teams should and will be allowed to coach that team, keeping within the head coach's system.
12. Assistant coaches are to be supportive of the head coach. Assistant coaches are never to undermine the head coach even if they do not necessarily agree with their strategies. If there is a difference of opinion, talk it over with the head coach privately, away from the players. Remember the head coach has the final say.
13. Assistant coaches, when not coaching junior varsity or junior high teams, will be expected to attend varsity practices and sit on the bench during varsity contests unless excused by the head coach.
14. Head coaches must attend some junior high games when possible to show interest at that level.
15. If a head coach feels that a freshman or sophomore is good enough to play on the varsity, he or she must receive quality playing time at that level.
16. If a player is injured during practice or a game, the coach responsible for that team must make out an accident report, and turn into the athletic director.
17. Coaches must follow the chain of command when a problem or disagreement arises:
 1. Contact the athletic director.
 2. If the problem is not resolved, contact the building principal.
 3. If the problem is still not resolved, contact the superintendent.
 4. If not resolved, ask to be on the school board meeting agenda.
18. Coaches need to make parents aware of the chain of command if a concern arises. A letter should be sent out to parents explaining the coach's philosophy, expectations, practice schedule, etc. as well as an explanation of the chain of command for concerns.
 1. Parent arranges a meeting with the coach. Never discuss concerns at the end of a game.
 2. If the issue is not resolved, parent should arrange a meeting with the athletic director.
 3. If the issue is still not resolved, parent should arrange a meeting with the principal.
 4. If not resolved, parent should arrange a meeting with the superintendent.
 5. If still not resolved, ask to speak to school board.

Chain of Command for Parent Concerns

The Mormon Trail Community School District follows the chain of command listed below. We ask that you observe this line of communication if you elect to pursue any concern you may have with regard to the athletic program.

1. Assistant/JV Coach* (if applicable)
2. Head Coach*
3. Athletic Director
4. Building Principal
5. Superintendent
6. School Board

*Never meet with a coach immediately after a game. The parent or coach may still be upset. This could lead to a non-productive confrontation. During this process of communication it is important to remember that the point of emphasis should remain on the student athlete.

Evaluation

Coaches will be evaluated by the athletic director at the end of every season. After discussing the evaluation with the athletic director, a copy of the evaluation will be given to the coach and the original filed in the coach's file. (See attached evaluation form.)

Six Pillars of Character

Trustworthiness
Respect

Responsibility
Fairness

Caring
Citizenship/Sportsmanship

Remember, in Athletics, as in Life, CHARACTER COUNTS!

(Revised 04/15/2014)

Mormon Trail JH/HS Coaching and Sponsor Evaluation

Name_____

Date_____

Assignment_____

Athletic Director will mark with an "X". Principal will mark with an "O".

I. Professional & Personal Relationships	Problem Area		Needs Improvement		Excellent
1. Cooperation with AD in regard to submitting participation lists, physical forms, year-end reports, inventories, program information, budget items, requisitions, contracts, etc.	1	2	3	4	5
2. Rapport with staff.	1	2	3	4	5
3. Appropriate dress at practices and games.	1	2	3	4	5
4. Participation in a reasonable number of professional and in-service meetings.	1	2	3	4	5
5. Public relations: Cooperation with newspaper, radio Booster Club, parents, and interested spectators.	1	2	3	4	5
6. Understanding and cooperation with rules and regulations as set forth by all governing agencies of activity: school, conference, state.	1	2	3	4	5
7. Parent's night, banquet, pep assemblies, awards programs, band, communicates with colleges regarding participants.	1	2	3	4	5
Comments:					

II. Coaching Performance	Problem Area	Needs Improvement	Excellent		
1. Develops respect by example in appearance, manners, behavior, language, and interest in participants.	1	2	3	4	5
2. Supervision and administration of locker room, training rooms, and practice areas.	1	2	3	4	5
3. Is knowledgeable and well versed in matters relating to sport or activity.	1	2	3	4	5
	Problem Area	Needs Improvement	Excellent		
4. Has individual discipline and control of team.	1	2	3	4	5
5. Prepares daily practice schedules that maximize instructional opportunities.	1	2	3	4	5
6. Plans efficiently and effectively for contests.	1	2	3	4	5
7. Provides for individual as well as group instruction.	1	2	3	4	5
8. Helps other coaches become better coaches.	1	2	3	4	5
9. Develops integrity within the coaching staff and among fellow coaches or sponsors.	1	2	3	4	5
10. Is fair, understanding, tolerant, sympathetic, and patient with team members.	1	2	3	4	5
11. Demonstrates a consistent philosophy regarding fundamental techniques, strategy, and gamesmanship.	1	2	3	4	5
12. Uses innovative coaching techniques in conjunction with proven methods of coaching.	1	2	3	4	5

13. Arrives promptly to team practices and contests.	1	2	3	4	5
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14. Shows and interests in students in off-season activities and classroom efforts.	1	2	3	4	5
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15. Provides leadership and demonstrates attitudes that produce winners and winning efforts by participants.	1	2	3	4	5
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Comments:

III. Related Coaching Responsibilities	Problem Area	Needs Improvement	Excellent		
1. Care of equipment and materials, including issue, inventory, and storage.	1	2	3	4	5
2. Cooperates in preparation of schedule.	1	2	3	4	5
3. Is cooperative in sharing the use of facilities.					
4. Understands position in chain of command, relative to the Principal, Athletic Director, Head Coach or Sponsor, and Assistant Coach or Sponsor.	1	2	3	4	5
5. Shows self-control and poise in all areas related to coaching.	1	2	3	4	5
6. Demonstrates enthusiasm and vitality in executing coaching duties.	1	2	3	4	5
7. Keeps Activities Director or Head Coach informed of all events within the sport or activity.	1	2	3	4	5

Comments:

IV. General Comments:

V. Summary

Areas of Strength:

Areas Needed to be Improved:

Suggested Recommendations:

General Evaluation of Coach's Performance in this Assignment: (circle one)

Excellent Satisfactory Probationary Unsatisfactory

Excellent: To be commended for performance and recommended for continued assignment.

Satisfactory: To be recommended for continued assignment.

Probationary: To be recommended for re-assignment provided an understanding can be reached in areas where improvement is needed.

Unsatisfactory: Not to be recommended for re-assignment

This evaluation completed by:

Date Completed:

Athletic Director's Signature:

Head Coach's Signature:

Coach's Signature:

Principal's Signature:

Mormon Trail Coach's Commitment

As a coach, I understand my responsibilities for coaching in the Mormon Trail Community School District. I have received, read, and understand the Mormon Trail Coaching Staff Handbook. Failure to comply with the guidelines outlined in this handbook could result in probation, suspension, and/or termination.

I, _____, will follow the guidelines outlined in the Mormon Trail Coaching Staff Handbook.

Coach Signature

Date

Athletic Director Signature

Date

PLEASE RETURN THIS SHEET TO THE ATHLETIC DIRECTOR