

Coaching/Advising Handbook and Code of Conduct



Gibraltar Secondary School

2017-2018

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STATEMENT OF PHILOSOPHY

The School District of Gibraltar sponsors and encourages secondary school student participation in co-curricular opportunities which are organized to meet the physical, intellectual, social, and emotional needs of each individual. Co-curricular opportunities are an important part of the education of Gibraltar students.

Involvement in co-curricular opportunities is a privilege, not a right. A student must earn and maintain this privilege through dedication, desire, commitment, and discipline in each activity. The intent of this document is to provide standards by which educational goals and objectives can be achieved through co-curricular opportunities. These standards will include consideration of academic performance, attendance, travel to and from school events, personal behavior, as well as the use of, and involvement with mood-altering chemicals. Administration of this Co-curricular Code of Conduct will be carried out in a fair and consistent manner. The School District of Gibraltar believes that the standards established in this document will promote individual student growth and a more responsible student body.

OBJECTIVES

1. To encourage participation and seek excellence in competition and performance
2. To build self-confidence, self-reliance, and self-discipline
3. To teach new skills, knowledge, and attitudes
4. To stress healthy and safe practices
5. To provide opportunities to observe and practice sportsmanship
6. To instill the belief that the “will to win” is more important than “winning at all costs”
7. To develop leadership and acceptance of the leadership of others
8. To provide experiences in commitment, dedication, and loyalty
9. To give an understanding that participation in co-curricular opportunities is not a right, but a privilege that includes many responsibilities

NON DISCRIMINATION POLICY

The Board of Education is committed to providing an equal educational opportunity for all students of the district.

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability (“Protected Classes”) in any of its student program and activities.

The Board also is committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board’s policies pertaining to employment practices can be found in Policy 1422, Policy 3122, and Policy 4122—Nondiscrimination and Equal Employment Opportunity. (Policy 2260)

FEEDBACK/CONCERNS

All school rules are subject to regular review. Students or parents who have a suggestion for a change or a new procedure are encouraged to talk to a coach, advisor, teacher, or administrator. All suggestions will be given due consideration and presented to the Superintendent and the Board of Education where appropriate.

Individuals who are not satisfied with a decision or discussion regarding school procedures should contact the building principal. A complaint or challenge that remains unresolved after discussing the matter with the building principal must be submitted in writing and will be reviewed by the superintendent. The superintendent will confirm or reject the principal's decision. If the concerned party is not satisfied with the superintendent's decision, an appeal can be made through the school board.

GIBRALTAR SCHOOL DISTRICT EVENTS

A school district is authorized, supported and sponsored by the Gibraltar School District and complies with the educational mission and goals of the school district.

A school district event requires:

- a. Approval of the School Board
- b. Supervision by school officials, and
- c. Compliance with the rules of the Gibraltar School Board

All school district events are alcohol, drug and tobacco-free sites.

Approved school district events are posted on the school district calendar.

CODE OF ETHICS

The function of a coach/advisor is to properly educate students through participation in interscholastic competition. The interscholastic athletic program is designed to enhance academic achievement and should never hinder academic success. Athletes should be treated as though they are members of the coach's families, and their welfare should be of primary concern at all times. In recognition of this, the following guidelines for coaches have been adopted by the National Federation of Interscholastic Coaches Association Board of Directors.

The coach must be aware that he or she has a tremendous influence, either good or bad, in the education of the student athlete and, thus, shall never place the value of winning about the value of instilling the highest desirable ideals of character. The coach must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall set an example of the highest ethical and moral conduct. The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse and under no circumstances should condone their use. The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program. The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules

should be regarded as absolute values. The coach shall not try to seek an advantage by circumventing of the spirit or letter of the rules.

Coaches shall actively enhance sportsmanship among spectators and by working closely with cheerleaders, the pep club sponsor, booster clubs, and administrators. Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct which will incite players or spectators against opponents or officials. Public criticism of officials or players is unethical. Before and after contests, rival coaches should meet and exchange friendly greetings to set the correct tone for the event. A coach shall not exert pressure on faculty members to give student athletes special consideration. It is unethical for coaches to scout opponents by any means other than those adopted by the leagues and/or state high school athletic association.

DISCIPLINE

DISCIPLINE VS. PUNISHMENT

While a positive approach to coaching discourages punishment, maintaining discipline is a must for all athletic teams. Great coaches know the difference between discipline and punishment.

Discipline includes:

1. Setting limits on behavior.
2. Making rules simple, few and consistent.
3. Being a role model for appropriate behavior.
4. Ignoring annoying behaviors that do not cause real problems.

With discipline, your athletes will:

1. Know what is expected.
2. Control and change their own behavior.
3. Become responsible for their own actions.
4. Learn a lesson that will positively affect their future behaviors.
5. Increase feelings of self-worth and self-confidence.

Using a positive approach to coaching with its emphasis on discipline will help you develop in your student-athletes the character traits that we want to see developed. Experts, (including lawyers) discourage the use of physical activities (i.e. running laps or push-ups) to punish athletes.

Punishment techniques include:

1. Yelling
2. Lecturing
3. Sarcasm
4. Threats

Unintended Results of Punishment could:

1. Emphasize athletes' failures.
2. Lead to resentment and frustration.
3. Destroy self-esteem and self-confidence.
4. That athletes are not taught to become responsible for their own behaviors.

HAZING

Hazing or "forced activity" means any activity which is a condition of initiation or admission into or affiliation with an organization, regardless of a student's willingness to participate in the activity. Hazing also includes any action taken or situation created, intentionally, whether on or off-campus, that produces mental or physical discomfort, embarrassment, harassment, or ridicule. This includes any action that endangers the health or well-being of an individual, is personally degrading, has an adverse effect on the academic performance of the student, or which violates any federal, state or local statute or district policy. Individual or group consent to hazing activity in no way validates the activity or excludes those perpetuating it from being charged with a crime. Hazing is a process that involves harassment, with or without consent. Hazing can occur within any group. Hazing results include but are not limited to, excessive physical fatigue, embarrassment, humiliation, and mental or physical injury. It is the responsibility of victims, participants or witnesses of a potential hazing incident to report the activity. Wisconsin Statute 948.51: Wisconsin Statute 948.51 prohibits any form of hazing. The statute says: 948.51 Hazing. (1) In this section "forced activity" means any activity which is a condition of initiation or admission into or affiliation with an organization, regardless of a student's willingness to participate in the activity. (2) No person may intentionally or recklessly engage in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school, college or university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student. (3) Whoever violates sub. (2) is guilty of: (a) A Class A misdemeanor if the act results in or is likely to result in bodily harm to another. (b) A Class E felony if the act results in great bodily harm or death to another.

Is it Hazing? "Hazing" refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. (taken from StopHazing.org) Additionally, hazing may be reflected in any act that is required of new members in order for them to gain admittance to an organization that is not required of the current membership.

HEALTH AND BEHAVIOR COMPLIANCE

Required Documentation

A student may not practice for or participate in interscholastic athletics until the school has written evidence on file in its office attesting to:

1. Parental permission each school year including an acknowledgement of receiving the school Co-Curricular Code,
2. Acknowledgement of receiving the WIAA Rules of Eligibility,
3. Athletic Emergency Form
4. Current physical fitness to participate in sports.

PHYSICAL EXAMINATION

Students must have current physical fitness examination to participate in sports as determined by a licensed physician or Advanced Practice Nurse Prescriber (APNP) no less than every other school year with April 1 the earliest date of examination. School policy determines when an athlete may return to competition following an injury, except where rule book or WIAA tournament policies apply. Physical examination taken April 1 and thereafter is valid for the following two school years; physical examination taken before April 1 is valid only for remainder of that school year and following school year.

Note: It is recommended that a student also have dental fitness attested by a licensed dentist.

CO-CURRICULAR CODE OF CONDUCT

The Gibraltar School Board adopts the revised Co-Curricular Code of Conduct on a yearly basis. All coaches and advisors are required to:

1. Review the code on an annual basis.
2. Review the Code with activity/sport participants, have each team member sign the agreement prior to participation in the activity/sport.
3. Report any concerns related to the Co-curricular Code or to student conduct to the Athletic Director or Designated Administrator.

HIGH SCHOOL ATHLETIC AWARDS POLICY

Awards Policy

Each head coach will thoroughly define how a varsity and junior varsity letter will be earned within their team handbook. The definition may include criteria such as behavior, sportsmanship, academic effort, attitude, attendance and competitive time. The head coach will keep accurate records that will reflect a system of integrity. Awards will be given to student-athletes at Gibraltar High School according to the following guidelines. It is the intent of this policy to award the student-athlete for a job well done. It is important to note that awards are and should remain an important accomplishment for any student-athlete, and that the awards should be worn with pride for oneself and one's school. No award of any kind shall be given to a student-athlete who does not complete the regular sports season.

School Letters

The Gibraltar varsity letter award consists of a blue chenille block letter "G" with a gold background; the letter is 7" high. This award is presented the first time a student-athlete meets the criteria set by the varsity head coach to qualify for the letter. The Gibraltar junior varsity/freshman letter award consists of a blue chenille block letter "G" with a gold background; the letter is 4" high. This award is presented the first time a student-athlete completes a full high school athletic season. A student will receive the JV/varsity chenille block letter only one time.

Gold Bar Pin

This award is given to a person who already has received the chenille block varsity letter, and who earns enough points in a sport to receive another one.

Sport Pin

This award is given to a person who earns a school letter in a given sport for the first time. Only one sport pin per sport will be given to a student-athlete in their high school career.

Certificates

There are three levels of certificates: a Varsity Certificate, a Junior Varsity Certificate, and a Freshman Certificate. The Freshman and Junior Varsity Certificates are given out to all persons who successfully complete the season. The Varsity Certificate is given out in conjunction with the varsity letter or gold bar.

Special Awards

Special awards such as Most Valuable Player, Hardest Worker, etc. may be given out by the head coach of each sport. These awards consist of a plaque bearing the name of the sport, the year the award was earned, and the name of the award. The maximum number of special awards given out for one sport is six.

Outstanding Senior Athlete Awards

Each spring one senior boy and girl athlete will be named as the school's outstanding senior athletes for the year. This award is based upon the candidate's sportsmanship, athletic ability, academic ability and performance, attitude, years of participation, and the number of sports the candidate participated in. Outstanding senior athletes will be selected by a secret ballot with only head coaches voting. The winners will each receive a trophy and, in addition, will have their name displayed upon the banner in the high school gym.

GIBRALTAR ATHLETIC PROGRAM GOALS AND PHILOSOPHIES

Forward

The athletic program in the educational setting should be kept in perspective and proportion as an integral part of the total school experience. Athletic programs will promote cooperation, sportsmanship, self-discipline, and personal improvement.

Philosophy

At Gibraltar, we encourage all students to participate in athletics regardless of ability. We embrace the concept that those who demonstrate a desire to participate in athletics be given an equal opportunity to do so.

Early Secondary Program Philosophy

The mission of early secondary athletics is to provide an enjoyable, educational experience for young adolescents based on their developmental characteristics and needs. The programs will be fun, vigorous, and safe, manifesting in a positive climate. Effective early secondary school athletic programs are coordinated with other school and community activities to offer opportunities for young adolescents to explore varied interests.

Early Secondary Program Goals

1. Programs should promote areas that include cooperation, sportsmanship, and personal improvement. The programs should be fun, yet competitive; winning is not a primary coaching or program goal.
2. Programs will be available to all young adolescents and provide a positive experience. All athletes will have the opportunity to participate, play, and experience skill development. The formation of teams should be determined by the number of students interested in the program.
3. Each sport will have a predetermined season.
4. Athletic programs will have clear, written expectations that reflect the needs of the young adolescents. Expectations will be concise and include guidelines for students, parents, coaches, and spectators.
5. Coaches will work with and receive direction from the varsity coaches to ensure compatibility of programs and philosophies.

Freshman/Junior Varsity (J.V.) Program Philosophy

The mission of sub-varsity athletics is to provide a continued high level of competitive experiences and skill development. Sub-varsity programs will be carefully coordinated with varsity programs to develop athletes with the skills and leadership qualities to compete at the varsity level. The sub-varsity program should be open to athletes with varied abilities and skills.

Freshman/Junior Varsity (J.V.) Program Goals

1. To prepare athletes for competition at the varsity level
2. To allow all student athletes an outlet to develop physically, psychologically, and socially
3. To develop a spirit of competition and an appreciation of winning

Varsity Program Philosophy

At the varsity level, students will receive playing time as a direct result of their ability, commitment, and attitude. The philosophy of Gibraltar varsity sports is to stress team unity and competitiveness in interscholastic sports.

Varsity Program Goals

1. To develop fundamental and higher level skills
2. To receive the maximum output from available talent
3. To instill the value of teamwork
4. To develop a positive attitude toward competing and winning

COORDINATION WITH NON-SCHOOL ACTIVITIES

The Board shall not schedule high school activities on Wednesday evenings after 6:00 p.m. unless the situation is unavoidable. All exceptions must be pre-approved by the Superintendent and notice of the exceptions given to parents of students involved in such activities prior to the date of the exception.

No extracurricular activities will be held after 3:30 p.m. on Wednesdays for grades K-8.

FUND RAISING

Student clubs and classes may conduct fund raising activities for use by club and class activities. All class fund raising activities must be approved by the principal. All club fund raising activities must be approved by the Athletic/Activities Director. All proceeds will be deposited in club or class account of activity fund (Fund 60). All expenses involved in fund raising activity will be paid by check from club or class account upon approval of the principal or Athletic/Activities Director and advisor. Fund raising within the school by non-school groups requires the permission of the superintendent.

STUDENT TRIPS - OVERNIGHT

Student trips requiring overnight lodging shall be because of educational value or because students are involved in curricular, athletic, or extracurricular activity in a location where commuting is not practical. All such trips shall have prior approval by the administration following rules and regulations approved by the board of education. The school district shall make every effort to schedule field trips that do not require overnight lodging. When the uniqueness of the event requires in-state, overnight lodging:

- The school shall pay for transportation, lodging, curricular admission or co-curricular registration fees, and shall provide for a group meal, when appropriate. A group meal is a pre-arranged meal (with approval of the athletic director) at a designated eating establishment for which the school will pay all costs.
- Students shall be responsible for incidental meals and non-curricular admission charges.
- Out-of-state or out-of-country trips shall have board approval. Students shall pay all costs related to out-of-state and out-of-country trips.

REQUISITION AND PURCHASE ORDERS

The district administrator shall have final discretion of all requisitions and purchase orders. All requests for materials, supplies, and equipment shall be submitted to the Athletic Director on the proper requisition forms supplied by the office. The principal has designated the AD as the administrator in charge of requisition authorization. The AD will authorize or reject the requisition. The AD will initial the forms and submit them to the Business Office for approval and signature. Requisitions shall be complete including vendor, catalog number, quantity, description, price, and account number. Orders are placed upon the receipt of the requisition.

Orders

Orders are placed upon the receipt of the requisition. All orders will be received at the main office and checked out by the bookkeeper before distribution.

Should you receive a package directly, please check the packing slip against the contents. If all materials have arrived, forward the slip to the business office. If material is damaged or missing, take the slip, package and materials to the business office. Inform Arba LeClair or Laura Anschutz of the problem as soon as possible.

Activity Accounts Procedures

In order to meet state reporting requirements and to provide you with accurate account statements, any Account that uses the Gibraltar Schools name and/or Federal Tax ID number must be administered by the district business office. Any activities fund, booster organization or other support group wishing to handle their own funds will need to obtain their own Tax ID number and nonprofit 501(c) status.

Deposits: Completed labels which can be picked up in the business office should be used when turning money in. Deposits are usually processed in batches for all activities accounts once a week, not daily.

The business office does not keep any record of individual checks received. If you need this information; make copies for you record prior to submitting the checks.

Requisitions: If the business office will be placing an order for you, your requisitions should be completed with as much detail as possible or copies of the order form or catalog pages must be attached to the requisition. All requisitions must be approved by the AD or other administrator prior to being turned into the Business Office.

Check Requests: Please use the blue check request forms to request payments from the activity account. Completely fill out the check request form and attach receipts or invoices. If an immediate payment is needed please note this on the form as all activity account checks are cut in batches once a week, not daily. This form needs to be signed by you (organizational director, coach, president, etc.).

School Credit Cards: If you want to place an order using a school credit card, bring your completed requisition to the business office. A card will be issued to you for the purchase.

Account Balances: If you would like your current balance or an account activity report, please call or send an e-mail request to the school bookkeeper (lanaschutz@gibraltar.k12.wi.us).

Program Budget Accounts

This does not include activity funds that are raised in support of your program like Runner's Support, Baseball Boosters, etc. Unlike booster funds, these budgets are completed through the school budgeting process and must be authorized by an administrator.

Budgeting: In February or March of each year, you will receive a budget packet from the business office or the Athletic Director.

- Complete the budget packet for your specific activity or sport. Use a separate requisition page for each vendor and be sure to include information needed for ordering. Whenever possible, attach copies of catalog pages, quotes or order forms.
- Make a copy of your budget and submit the original to the Athletic Director for review, modification, and approval.
- The Athletic Director approves, modifies and approves, or denies requests and then forwards your documentation to the business office.

- The business office prepares a preliminary district budget for the school boards consideration and approval.
- Following the approval of the preliminary budget, the business office orders your approved requests.

Purchasing: All purchases using district budgeted funds must come through the business office. No one is authorized to directly approve a purchase without the principal/Athletic Director and business office approving the expenditure.

- Once the preliminary budget is approved, provided your each of your requisitions are accurately completed, ordering will be done by the business office beginning in July for delivery prior to the start of your season. An effort will be made to eliminate last minute ordering needs. Please be sure the business office has your contact information in case questions arise.
- For items that have been submitted as “To Be Determined” values, a completed and authorized requisition will need to be submitted to the business office when spending this money.
- Occasionally you may need to order an item via phone or online with a credit card. Once the business office has an approved requisition, you can obtain a purchase order number or pick up a credit card to place the order. Please note on the requisition that you will be placing the order. The business office personnel will contact you after receiving the approved requisition.

Reminders: Activity funds are handled separately from and differently than budgeted funds.

Packing Slips/Invoices: Please date and initial any packing slips or invoices included when you receive your shipments. After doing so, submit them to the business office mailbox in the secondary school office. This will inform us that you have received the ordered item and that the vendor can be paid.

ATHLETIC INSURANCE

The Board of Education recognizes the need for insurance coverage for injuries to students caused by accidents occurring in the course of attendance at school and participation in the athletic and co-curricular programs of the schools. Therefore, at the beginning of each school year, the Board shall offer parents the opportunity to participate in group accident insurance at the expense of the parents.

A signed statement of insurance coverage on the part of the student's parent or guardian shall be a prerequisite for student registration in any school activity having a potential for personal injury. The Board shall provide athletic insurance to all students participating in interscholastic athletics. The District carries secondary insurance covering students injured at play or in physical education class.

The District Administrator shall recommend suitable and qualified insurance carriers and notify all parents of their availability.

CO-CURRICULAR STUDENT FEES, FINES, AND CHARGES

The district shall charge the following fees that apply to athletics and activities:

- Athletic participation fee of \$50 per student per school-sponsored sport in grade 7 – 12 with a limit of \$150 per family per school year. Students who qualify for the federally-funded free or reduced lunch food service program will be exempt from this fee.
- Extracurricular Activity Participation fee of \$10 per student per participation in these specific activities only: middle school play, high school play, high school musical, middle school forensics, high school forensics, high school math team, high school knowledge bowl.

APPENDIX A:

Coach's Checklist

The following CHECKLIST is provided to assist coaches in carrying out the responsibilities associated with their coaching assignments. The CHECKLIST is not all-inclusive, but is a general listing that provides a starting point in assuring the completion of assigned tasks.

PRE-SEASON

Head coaches should establish a meeting with coaching staff (middle level through high school)

- Communicate all responsibilities and expectations with members of your staff.
- Program Philosophy
- Program rules
- Skill development expectations for all levels
- Safety Protocol
- Clinic, workshop opportunities
- Booster Club support
- Inter-program support at all levels
- Co-Curricular program support of all activities and sports
- Review academic expectations of students and ask coaches to promote scholarship
- Review that athletes are ineligible to practice unless all forms are turned in.
- Transportation schedules
- WIAA and other rule changes
- 14 Duties defined by law – Liability Issues (handout available)
- Every student-athlete is eligible.
- Check WIAA policies and procedures for your sport. (white book)
- Any assistants must be approved prior to hiring. DO NOT offer someone a position without checking with administration first.
- Check all equipment/supplies and update inventory.
- Physical inspections of facilities and equipment are cleared for use.
- Check schedules for possible errors or conflicts.
- Get copies of student health information.
- Issue all necessary equipment and uniforms and keep accurate records of who has what.
- Assist in organizing home events.
- Complete First Aid and CPR training.
- Schedule travel for season. (Bus Field Trip Form)
- Submit practice times and location(s) to the athletic office.

- Submit a preliminary and final typed roster (name, grade, position, uniform number). Prior to the first contest.

Pre-Season Parent/Athlete Meeting

- Handouts
- Program Philosophy
- Rules
- Expectations of student-athletes
- Coach contact information
- Practice/game schedules
- Lettering Policy
- Individual/Team Goal Setting
- Parent/Athlete Program Expectations

DURING THE SEASON

Head coaches should meet with coaching staff (MS & HS levels)

- Issues and/or concerns
- Visible attendance at middle and high school games
- Review skill development and practice format
- Review game strategy
- Organize all practices and make game preparations.
- Check field or facility and equipment for safety regularly.
- Supervise locker room and other facilities.
- Secure facilities (lights, doors, etc.)
- Ride the bus to and from games.
- Carry a copy of student health information and permission for emergency care forms at all times.
- Call in scores (win or lose) to Press.
- Ensure wins and any program changes are in building daily announcements as deemed by the coach/advisor.

Athlete Contact

- Individual review of skill development
- Review of individual goals and team goals
- Instruct athletes regarding potential risks and their consequences.
- Maintain active contact with student/athletes and their parents.
- Check with students to ensure they maintain eligibility. (Academic Weekly Progress Report)

Parent Contact

- Newsletter or some form of consistent communication
- Reminders of important information (parent's night, senior night, award program)
- Concerns and/or issues
- Maintain active contact with student/athletes and their parents.

Meet with Activities Director

- Issues and concerns
- Schedule for next season
- Media contact (program and individual student-athlete)
- Maintain accurate records of all information necessary to administer an effective and efficient program (statistics, forms, etc.).
- File injury report on any student who is injured in practice or competition within 24 hours to the Athletic Director.
- Update rosters as needed, keeping the A.D. informed at all times.

Inform the Athletic Director and/or Principal of any problems that may come up.

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POST SEASON

Head coaches should meet with coaching staff

- Issues and/or concerns
- Post season summary
- Awards planning and staff participation
- Evaluate program year
- Clinic and workshop opportunities
- Prepare for sports banquet.
- Medicine kit is clean and returned to the trainer's office.
- Water bottles and coolers are cleaned and returned.
- Team locker room is clean. All players have removed locks and cleaned out lockers.

_____ Evaluate program and make recommendations for improvement.

Parent and Student-Athlete

_____ Program evaluation by parent

_____ Program evaluation by student-athlete

_____ Be proactive in helping college-bound athletes.

_____ Collect all uniforms and equipment; uniforms and equipment should be cleaned and stored neatly.

_____ Plan out of season activities (camps, clinics, weight-training, conditioning, etc.).

Meet with Activities Director

_____ Program evaluation

_____ Program support evaluation

_____ Coach self-evaluation

_____ Report lost or stolen uniforms and/or equipment owed by athletes to the A.D.

_____ Complete inventory of equipment/uniform and give a copy to A.D.

_____ List letter/certificate winners and turn in a copy to A.D.

_____ List award winners and turn in a copy to A.D.

_____ Complete end of season report with a list of all scores and final record along with individual and team accomplishments and turn into A.D.

_____ Requisition items needed for next season.

_____ Turn in keys

APPENDIX B:

Fourteen Legal Duties of a Coach

Several obligations or duties have been identified as absolute requirements for coaches and athletic administrators. These standards have evolved as a result of various case law proceedings and legal judgments against individuals and school districts. It is important that all coaches, including assistants and volunteers, know and understand the following duties. This summary is not all-inclusive but is generally accepted as the "Legal Duties of Coaches" by the NFHS (National Federation of High Schools) and NIAAA (National Interscholastic Athletic Administrator Association).

- 1. Duty to Plan** – A coach must demonstrate awareness of the maturity, physical development and readiness of athletes with appropriate plans for instruction, conditioning and supervision.
- 2. Duty to Supervise** – A coach must be physically present, provide competent instruction, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to make sure facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. This duty may also require coaches to control reckless player behaviors. Supervision responsibility also pertains to athletic administrators who are expected to be able to supervise coaches competently.
- 3. Duty to Assess Athletes Readiness for Practice and Competition** – Athletics administrators and coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes. A progression of skill development and conditioning improvement should be apparent from practice plans. Athletes must also be medically screened in accordance with state association regulations before participating in practice or competition.
- 4. Duty to Maintain Safe Playing Conditions** – Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury inherent in defective indoor and outdoor facilities or hazardous environments.
- 5. Duty to Provide Safe Equipment** – Courts have held athletic supervisors responsible to improve unsafe environments, repair or remove defective equipment or disallow athlete access.
- 6. Duty to Instruct Properly** – Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill, and capability.
- 7. Duty to Match Athletes** – Athletes should be matched with consideration for maturity skill, age, size and speed. To the degree possible, mismatches should be avoided in all categories.
- 8. Duty to Condition Properly** – Practices must account for a progression of cardiovascular and musculoskeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities.
- 9. Duty to Warn** – Coaches are required to warn parents and athletes of unsafe practices specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension.
- 10. Duty to Ensure Athletes are Covered by Injury Insurance** – Athletics administrators and coaches must screen athletes to ensure that family and/or school insurance provides basic level of medical coverage. Athletes should not be allowed to participate without injury insurance.
- 11. Duty to Provide Emergency Care** – Coaches are expected to be able to administer standard emergency care (first aid, CPR) in response to a range of traumatic injuries.
- 12. Duty to Design a Proper Emergency Response Plan** – Coaches must design plans to ensure an expedited response by EMS and an effective transition to the care and supervision of emergency medical personnel.
- 13. Duty to Provide Proper Transportation** – In general, bonded, commercial carriers should be used for out of town transportation. Self transportation for local competition may be allowed if there is adequate insurance coverage for team members (know School District guidelines)
- 14. Duty to Select, Train, and Supervise Coaches** – Administrators have responsibility to ensure that appropriate skill and knowledge levels exist among members of the coaching staff to ensure appropriate levels of safety and well being among athletes.

APPENDIX C:

Coaching Standards

Adapted from the Wisconsin Educator Standards -- Teachers, Ten Standards for Teacher Development and Licensure

Wisconsin coaches should demonstrate proficient performance under all of the following standards:

1. Coaches know the sports they are coaching.

The coach understands the central concepts, tools of inquiry, and structures of the disciplines she or he coaches and can create learning experiences that make aspects of subject matter meaningful for student-athletes.

2. Coaches know how children grow.

The coach understands how children with broad ranges of ability learn and provides instruction that supports their intellectual, social, and personal development.

3. Coaches understand that children learn differently.

The coach understands how student-athletes differ in their approaches to learning and the barriers that impede learning and can adapt instruction to meet the diverse needs of student-athletes, including those with disabilities and exceptionalities.

4. Coaches know how to teach.

The coach understands and uses a variety of instructional strategies, including the use of technology, to encourage student-athlete's development of critical thinking, problem solving, and performance skills

5. Coaches know how to manage a team.

The coach uses and understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.

6. Coaches communicate well.

The coach uses effective verbal and nonverbal communication techniques as well as instructional media and technology to foster active inquiry, collaboration, and supportive interaction with the team.

7. Coaches are able to plan different kinds of lessons.

The coach organizes and plans systematic instruction based upon knowledge of subject matter, pupils, the community, and curriculum goals.

8. Coaches know how to assess for student-athlete progress.

The coach understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social, and physical development of the student-athlete.

9. Coaches are able to evaluate themselves.

The coach is a reflective practitioner who continually evaluates the effects of his or her choices and actions on student-athletes, parents, professionals in the learning community and others and who actively seeks out opportunities to grow professionally.

10. Coaches are connected with other coaches and the community.

The coach fosters relationships with school colleagues, parents, and agencies in the larger community to support student-athlete learning and well-being and acts with integrity, fairness, and in an ethical manner.

Gibraltar Area Schools Coaching/Advising Handbook and Code of Conduct

Signature Page:

I _____ have read,
understood, and agree to abide by the
expectations outlined in the Gibraltar
Coaching/Advising Handbook and Code of
Conduct.

Coach/Advisor Signature

Date