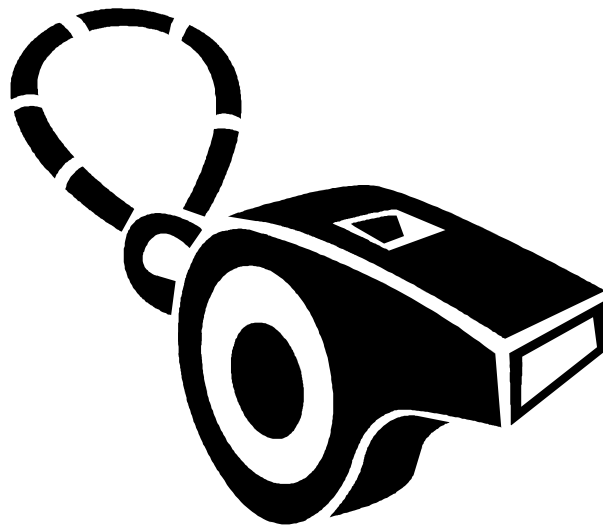


# Johnson County Central Coaches Handbook



2019 - 2020

**JOHNSON COUNTY CENTRAL COACHES HANDBOOK**  
**2019-2020**  
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## **Section 1      Johnson County Central Activity Philosophy**

Johnson County Central Public School's activities programs are before the public eye throughout the school year. By belonging to one or more of these organizations or teams, the student actually serves as a representative and as an ambassador of our school and community. Participation in school-sponsored activities does imply that quality standards of conduct, appearance, dress, training and eligibility be established as a desired part of the activities program.

Johnson County Central schools encourage all students to become involved in extra-curricular activities. Research has demonstrated that students who become involved in school-sponsored activities have a greater probability of obtaining their goals after leaving their respective school. Many needed skills can be taught in our activities that otherwise would be difficult to reinforce in the classroom.

The philosophy of each activities program at Johnson County Central must be to promote success, growth, and participation. Success: every time an athlete competes he/she strives to win. Growth: practices develop fundamentals, improved skills, and values such as sportsmanship, character, and leadership. Participation: all athletes feel a part of the team and are given an opportunity to participate to the best of their ability.

Success shall be measured in many ways. Winning is important but must always be placed in perspective. The will to prepare to win is by far a more essential measure of our success. The consistency of effort, the execution of fundamentals, and the mental preparation are the emphasis in our programs.

All athletic programs, except the 7<sup>th</sup> and 8<sup>th</sup> grade teams and the Freshmen and JV teams shall be conducted on a play to win basis. The 7<sup>th</sup> and 8<sup>th</sup> grade teams and the Freshmen and JV teams will be conducted as the opportunity to participate.

## **Section 2      Coaching Responsibilities/Expectations**

1. Coaches and Activities Director will communicate in regards to program needs as well as program development.
2. Work cooperatively with other coaches within the coaching staff.
3. Dress appropriately and professionally at practices, games, meetings.
4. Take part in professional growth activities within the area they are responsible for. Coaches should attend clinics and camps to stay current on developing trends in their sport.
5. Effectively communicate material to media.
6. Encourage students to get involved in extra-curricular activities by using a variety of positive methods, practices and/or techniques.
7. Demonstrate behavior at practices, games, and meetings that are representative of a professional educator.
8. Demonstrate respect toward players, fellow coaches, parents, patrons and teachers in carrying out the day to day responsibilities of being a coach.
9. Effectively supervise students that are under their direction. This includes locker areas, buses, fields, gyms etc.

10. Demonstrate an effective level of knowledge in carrying out the responsibilities of their respective coaching assignment.
11. Have a thorough understanding and enforce the rules, policies and procedures established by Johnson County Central Public Schools.
12. Take care of equipment by properly issuing, maintaining, inventorying, and requisitioning materials.
13. Develop an understanding of the rules of the activity or sport you are responsible for. This includes an understanding of NSAA rules and regulations.
14. Make certain that lights are out, doors closed and locked, equipment put away, and everything is in order after every practice session and game.
15. Be available during the year to lend assistance in guidance and counselling to his/her squad members for scholastic achievement, college entrance, and if necessary discipline.
16. Attend the NSAA rules meeting in your activity.
17. Fulfill all conference obligations throughout the season, including attending the postseason all-conference meeting.
18. Follow-up on all injuries.
19. Perform other such tasks as may be assigned by the Activities Director.
20. Work to positively promote the activities programs at Johnson County Central Public Schools.
21. Students are at times put in the position of picking one school activity over another and coaches are prohibited from any type of retribution if a student chooses to participate in another activity when a conflict occurs (i.e. basketball game vs. speech meet).

### **Section 3      Transportation**

1. A transportation Plan for regularly scheduled contests will be developed by the Activities Director and transportation director. When problems arise, coaches are to deal directly with the activities director.
2. Whether a bus or a van, the coach and team are responsible for the cleanliness of the vehicle. All items brought on to the bus, i.e. pop cans, chip bags, etc. should be taken off the vehicle upon return to the school.
3. Coaches are to make sure students/athletes conduct themselves in a safe and proper fashion at all times while on the bus. Rather than sitting in the front of the bus with the driver, coaches may wish to sit in the middle or back of the bus to enforce proper behaviour at all times.
4. All windows of the bus/van should be unobstructed.
5. Any damage to a bus/van should be reported (as soon as reasonable) to the bus driver or Activities Director.
6. All students/athletes are to ride the school transportation to and from there respected activity. Johnson County Central schools encourage all students/athletes to return to school from an activity for team unity purposes. Only the parents or legal guardian of their child can check-out a student/athlete. Students must be signed out personally with a coach.

#### **Section 4      Budget Procedure**

Head coaches and sponsors recommend to the Activities Director all supplies and requests. Coaches will submit their requisitions in the early spring for the following year and should be prepared to prioritize and justify their requests..

#### **Section 5      Emergencies**

Administer appropriate first aid, then call for appropriate assistance if necessary, and notify the parents or guardian. You can only act for a parent or guardian if unable to reach them. Never leave a player alone; leave an assistant with them or have a parent or a guardian there.

#### **Section 6      End of Season Report**

At the conclusion of each season all coaches shall submit to the Activities Director a summary report of the season which includes the following information:

1. Letter winners
2. Team records – games won and lost with scores.
3. Team and individual statistics and records.
4. Any other awards received by any of your players.
5. Inventory lists of all your equipment and uniforms – state the condition of the items. The list should include the company where the item was purchased and year purchased.
6. Requisition request for following school year.

#### **Section 7      Equipment Distribution and Return**

The coach/sponsor is responsible for handing out and collecting all uniforms and equipment. Record all equipment that you issue.

#### **Section 8      Loyalty**

Support your fellow coaches. If you question something, ask them. Success of our total program comes about only with everyone pulling for everyone else. If feasible, attend as many athletic contest as possible out of season as well as in season. Remember our goal is the success of each and every student/athlete in the Johnson County Central Public School system as well as each and every child in the community.

#### **Section 9      Communication With Custodians**

All coaches should assist in the pick up and general appearance of your area. Any assistance you can give to the custodians in prepping for game time is appreciated. Any problems with lining or whatever should be directed to the Activities Director.

#### **Section 10      Negligence and Liabilities**

Every coach/sponsor should know the legal aspects involved with negligence and liabilities. A general rule is to act the way a prudent person would in all situations and make sure you or an assistant is always supervising all phases of your practices and games. Make all of your players aware of the dangers, or dangerous phases, of your sport and make sure to use up-to-date training methods.

**Section 11      Physicals**

Each athlete is responsible for paying for their own physical exam. Every student/athlete needs to turn these into the Activities Director prior to their participation in any sport. Failure to complete this form will make the athlete ineligible for athletics until the necessary forms are completed.

**Section 12      NSAA Parent Consent Form**

This form needs to be completed by a parent/guardian to participate in any NSAA extra-curricular activities.

**Section 13      Insurance Form**

An insurance form needs to be completed by a parent/guardian to participate in any extra-curricular activities.

**Section 14      Postponements or Cancellations**

The changing of schedules, postponements, or cancellations, are the responsibility of the Activities Director in cooperation with the Secondary Principal and Superintendent.

**Section 15      Scheduling of Games and Tournaments**

These are scheduled via the Activities Director. No coach has the authority to schedule any event.

**Section 16      Suspension**

Any coach or sponsor suspending an athlete should report to the activities director and building Principal explaining the circumstances for the suspension. Any area involving this should be a part of the coach's or sponsor's rule explained to student/athletes prior to the beginning of practices.

**Section 17      Scouting**

A school vehicle (if available) will be used for scouting purposes when requested on the transportation form.

**Section 18      Keys**

Keys are not to be loaned to anyone. If a coach or sponsor feels a student needs his/her keys, he/she should accompany the student rather than loan her/her keys.

**Section 19      Coaching Clinics**

Coaches are expected to attend clinics and workshops to stay abreast of current trends and practices in their respective activity. All coaches should check with the Activities Director before registering for or attending clinics.

**Section 20      Game Day Preparation**

Each coach is expected to check with the Activities Director to be sure all final arrangements have been made for game day. Football and track coaches are expected to help in having the field or track ready for game or meet day. Basketball and volleyball coaches are expected to help in getting the gym set up for each contest. Cross Country

coaches are expected to help set up for their contest according to their needs. Play Production and speech coaches are expected to help set up for their activities.

### **Section 21     Hiring of Officials**

All head coaches and sponsors are requested to supply a list of officials, to the Activities Director, for the next year no later than the fourth week of school each year. The Activities Director will then hire officials that are available.

### **Section 22     Special Practices**

Head coaches and sponsors, with the approval of the administration, may conduct Sunday practices for Conference Tournaments, District and State competition by the NSAA if they have a Monday game.

If weather has caused Johnson County Central Schools to dismiss early there will be no scheduled practices.

Coaches need to turn into the Activities Director a practice schedule if their practices are not at the conventional time after school.

### **Section 23     Staff Absences**

At any time during the school year if a coach or sponsor has an activity during the school hours it is the responsibility of the coach or sponsor to fill out a staff absence and return it to the principal. All staff absences should be turned in prior to the beginning of the season.

### **Section 24     Concussion Baseline Test**

The athletes and cheerleaders will be required to take a concussion baseline test prior to the start of their season. This test is used to measure cognitive function, including neurological function and mental function. If an individual suffers a possible concussion he/she will be retested by his/her family doctor using the same test. Results will be compared with the baseline test results to determine differences in cognitive functioning. If the results warrant the individual will be held out of further participation until he/she receives a release from a doctor.

### **Section 25     Evaluation Procedure**

The basic objective of this procedure is the development of outstanding coaches and sponsors. The administrations' honest assessment is important so that all areas can be covered and the Johnson County Central Public School's students will receive the best coaching possible.

The coaches' evaluation sheet will be filled out by the administration. It is their job to evaluate each head coach within the school system.

The final evaluation form will be signed by the administrator performing the evaluation and the coach concerned.

## **JOHNSON COUNTY CENTRAL PUBLIC SCHOOLS HEAD COACH JOB DESCRIPTION**

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### **REQUIREMENTS:**

- A. Education Level: High school diploma required, college degree preferred.
- B. Certification: Must possess a Nebraska Teaching Certificate or a coaching endorsement through the Nebraska School Activities Association
- C. Experience Desired: Should have experience in the sport which may include coaching experiences and participation experiences.
- D. Other Requirements: First aid knowledge expected, current certification preferred.

**REPORTS TO:** Activities Director, Principal, Superintendent

**SALARY:** Will be set according to the negotiated agreement between the teaching staff and Board of Education.

**OVERTIME:** Exempt.

### **TASKS**

The Head Coach is responsible for planning, directing, or coordinating the activities centered around the activity/team assigned to him/her. Specific duties and responsibilities may vary depending on the assignments given by the Activities Director or Administration. The Head Coach is expected to adhere to all Board of Education policies and requirements NSAA, state and federal laws and regulations, including ethics regulations. The tasks to be performed by the Head Coach include the following:

- Manage all aspects of the team, including strength and conditioning, practices, and competition.
- Set up well-organized practice schedules so assistant coaches and student-athletes are well-informed and make the best use of practice time.
- Maintain accurate inventories and arrange for proper issuance and return of equipment.
- Maintain effective communication with assistant coaches, student-athletes, parents, appropriate school staff, administration, and media.
- Communicate information regarding expectations, practices, competitions, playing time to student-athletes, parents, and administration.



- Maintain appropriate behavior on the part of the team at practices, games, and in transit to and from event.
- Make recommendations for the improvement of the program to the Activities Director.
- Communicate with the Activities Director and Transportation Director to assure team transportation needs are met.
- Work with Middle School coaches and youth coaches as appropriate.
- Provide off-season training opportunities such as conditioning, skills development, team camps, or competitive leagues as allowed by NSAA guidelines and district policies.
- Establish player safety and welfare as the highest priority.
- Take necessary precautions to protect student-athletes, equipment, and facilities.
- Monitor and enforce student eligibility criteria for extracurricular activities.
- Model sportsmanlike behavior and expect the same from student-athletes and assistant coaches.
- Annually participate in professional development activities such as clinics, camps, etc.
- Attend local, conference, district, and state meetings as required.

## **SKILLS**

The Head Coach should possess and effectively utilize the following skills when performing job tasks:

- Respectful in dealing with others.
- Oral and written communication skills.
- Ability to work well with others and to motivate them.
- Leadership and decision making skills.
- Conflict resolution skills.
- High expectations for all involved with the program.
- Self-reflection to conduct evaluation of self and the program.

## **ESSENTIAL FUNCTIONS**

The essential functions of the Head Coach position include the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities. The essential functions further include the ability to perform the following identified physical requirements:

Essential Physical Requirements  Head Coach		Item is not a requirement of the job	Occasional – up to 33% of time	Occasional/Essential – up to 33% of time, absolutely essential to the job	Frequent – between 34% - 66%	Continuous – over 66% of time
<b>Stamina</b>						
1.	Sitting				X	
2.	Walking				X	
3.	Standing				X	
4.	Sprinting/Running		X			
<b>Flexibility</b>						
5.	Bending or twisting at the neck more than the average person			X		
6.	Bending or twisting at the trunk more than the average person			X		
7.	Squatting/Stooping/Kneeling				X	
8.	Reaching above the head					
9.	Reaching forward					
10.	Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)				X	
<b>Activities</b>						
11.	Climbing (on ladders, into large trucks/vehicles, etc.)		X			
12.	Hand/grip strength					
13.	Driving on the job		X			
14.	Typing non-stop		X			
<b>Use of Arms and Hands</b>						
15.	Manual dexterity (using a wrench or screwing a lid on a jar)					
16.	Finger dexterity (typing or putting a nut on a bolt)		X			
<b>Lifting Requirements</b>						
17.	Lifting up to 10 pounds (Mark all that apply)					
	Floor to waist		X			
	Waist to shoulder		X			
	Shoulder to overhead		X			
18.	Lifting 11 to 25 pounds (Mark all that apply)					
	Floor to waist		X			
	Waist to shoulder		X			
	Shoulder to overhead		X			
19.	Lifting 26 to 50 pounds (Mark all that apply)					
	Floor to waist					
	Waist to shoulder					
	Shoulder to overhead					
20.	Lifting 51 to 75 pounds (Mark all that apply)					
	Floor to waist					
	Waist to shoulder					
	Shoulder to overhead					
21.	Lifting 76 plus pounds (Mark all that apply)					
	Floor to waist					
	Waist to shoulder					
	Shoulder to overhead					
22.	Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?					
<b>Pushing/Pulling</b>						
23.	25 to 50 pounds					
24.	51 to 75 pounds					
25.	76 to 90 pounds					
26.	Over 90 pounds					
<b>Carrying</b>						
27.	10 to 25 pounds		X			
28.	26 to 50 pounds					
29.	51 to 75 pounds					
30.	76 to 90 pounds					

	31. Over 90 pounds					
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My signature below means that I understand the expectation as provided in this position description.

**SIGNATURE OF HEAD COACH:**

\_\_\_\_\_

**SIGNATURE OF ADMINISTRATOR:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**JOHNSON COUNTY CENTRAL PUBLIC SCHOOLS  
COACH'S EVALUATION FORM**

\_\_\_\_\_  
Coach Evaluated

\_\_\_\_\_  
Coaching Assignment

\_\_\_\_\_  
Years Experience in the Assignment

\_\_\_\_\_  
Total Years of Coaching

\_\_\_\_\_  
Clinics and Workshops Attended and Staff Members (Youth, JH, HS) Who Attended

<b>Personal Characteristics</b> The Coach Demonstrates...	<b>Excellent</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>
1. Self-control and poise			
2. Energy/Initiative			
3. Enthusiasm in working with students			
4. Appropriate language			
5. Appropriate appearance			
6. Confidence			
7. Tolerance and patience			
8. Good sportsmanship			
9. Appropriate constructive criticism			
10. Appropriate Role Model			

**Comments:**

<b>Leadership Qualities:</b>	<b>Excellent</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>
1. Cooperation with supervisors/co-workers			
2. Rapport with & utilization of coaching staff			
3. Respect for, and support of, other school programs			
4. Relationships with Parents			
5. Professional growth/professional organizations and attendance at coaching clinics			
6. Develop/implement well-planned program			
7. Attention to duties assigned			
8. Public Relations (cooperation with news media, and community)			

**Comments:**

<b>Coaching Performance &amp; Professional Knowledge:</b>	<b>Excellent</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>
1. Organization (team preparation, practice, game & program)			
2. Knowledge of the sport			
3. Innovativeness (is current on new coaching techniques and ideas)			
4. Knowledge of rules (sport, eligibility, NSAA)			
5. Conduct of players (coach's control)			
6. Team discipline/control			
7. Provides for individual & group instruction			
8. Consistently stresses fundamentals			
9. Has high expectations for all athletes			
10. Discipline firm, fair & consistent			
11. Provides positive, specific feedback to players			

**Comments:**

<b>Related Responsibilities</b>	<b>Excellent</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>
1. Care of equipment & uniforms (issuance & storage)			
2. Clerical duties (inventory, budget, eligibility, program information, and season summary)			
3. Supervision and administration (locker room, bus, equipment, facilities, inventory)			
4. Fulfill all NSAA, Conference, District & State throughout the year.			

**Comments:**

<b>Relationships:</b>	<b>Excellent</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>
1. Enthusiasm for working with students			
2. Enthusiasm for working with staff			
3. Enthusiasm for the sport itself			
4. Discipline firm but fair			
5. Discipline consistent			
6. Communication with players as individuals			
7. Communication with team			

**Comments:**

**I have read the above evaluation form.**

\_\_\_\_\_  
Signature of Coach

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Date