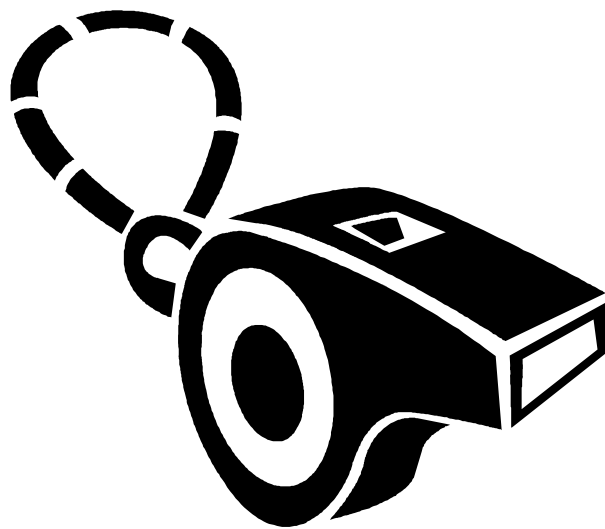


Johnson County Central Coaches Handbook



2016 - 2017

JOHNSON COUNTY CENTRAL COACHES HANDBOOK

2016-2017

TABLE OF CONTENTS

| | | |
|-------------------|---|----------|
| | Extra Duty Assignments | 0 |
| Section 1 | Johnson County Central Activity Philosophy | 2 |
| Section 2 | Coaching Responsibility | 2 |
| Section 3 | Transportation | 3 |
| Section 4 | Budget Procedure | 3 |
| Section 5 | Emergencies | 4 |
| Section 6 | End of Season Report | 4 |
| Section 7 | Equipment Distribution and Return | 4 |
| Section 8 | Loyalty | 4 |
| Section 9 | Communication with Custodians | 4 |
| Section 10 | Negligence and Liabilities | 4 |
| Section 11 | Physicals | 5 |
| Section 12 | Permission Form | 5 |
| Section 13 | Insurance Form | 5 |
| Section 14 | Postponements or Cancellation | 5 |
| Section 15 | Scheduling of Games and Tournaments | 5 |
| Section 16 | Suspension | 5 |
| Section 17 | Scouting | 5 |
| Section 18 | Keys | 5 |
| Section 19 | Coaching Clinics | 5 |
| Section 20 | Game Day Preparation | 5 |
| Section 21 | Hiring of Officials | 6 |
| Section 22 | Special Practices | 6 |
| Section 23 | Staff Absences | 6 |
| Section 24 | Concussion Baseline Test | 6 |
| Section 25 | Evaluation Procedure | 6 |

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 7th and 8th grade teams and the Freshmen and JV teams shall be conducted on a play to win basis. The 7th and 8th grade teams and the Freshmen and JV teams will be conducted as the opportunity to participate.

Section 2 Coaching Responsibilities

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.
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 behaviour 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. Follow-up on all injuries.
18. Perform other such tasks as may be assigned by the Activities Director.
19. Work to positively promote the activities programs at Johnson County Central Public Schools.
20. 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. Requisition forms will be handed out in the spring for the following year and

head coaches and sponsors will turn these in and meet with the Athletic Director for any justification questions or changes.

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 Permission Form

This form needs to be completed by a parent/guardian to participate in any 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 or sponsor has the authority to schedule any event.

Section 16 Suspension

Any coach or sponsor suspending an athlete should turn in a written report to the activities director 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 for their sport or activity 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 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 Activities Director's 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 Activities Director. It is his job to evaluate each head coach within the school system.

The final evaluation form will be signed by the Activities Director, the Secondary Principal and the coach concerned.

**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

| Personal Characteristics: | Satisfactory | Needs Improvement | Unsatisfactory |
|---|---------------------|--------------------------|-----------------------|
| 1. Grooming and dress (school, practices and games) | | | |
| 2. Emotional control and poise | | | |
| 3. Enthusiasm | | | |
| 4. Language | | | |

| Professional Qualities: | Satisfactory | Needs Improvement | Unsatisfactory |
|---|---------------------|--------------------------|-----------------------|
| 1. Cooperation with administration | | | |
| 2. Rapport with coaching staff | | | |
| 3. Respect for, and support of, other school programs | | | |
| 4. Professional growth | | | |
| 5. Public relations (cooperation with news media, faculty, and community) | | | |
| 6. Conduct during athletic contests | | | |

| Coaching Performance: | Satisfactory | Needs Improvement | Unsatisfactory |
|--|---------------------|--------------------------|-----------------------|
| 1. Organization (team preparation, practice, and game) | | | |
| 2. Knowledge of the sport | | | |
| 3. Innovativeness (use of new coaching techniques and ideas) | | | |
| 4. Supervision and administration | | | |
| 5. Knowledge of rules (sport, eligibility, NSAA) | | | |
| 6. Conduct of players (coach's control) | | | |

| Related Responsibilities: | Satisfactory | Needs Improvement | Unsatisfactory |
|--|---------------------|--------------------------|-----------------------|
| 1. Care of equipment (issuance and storage) | | | |
| 2. Clerical duties (inventory, budget, eligibility, program information, and season summary) | | | |

| Relationships: | Satisfactory | Needs Improvement | Unsatisfactory |
|--|---------------------|--------------------------|-----------------------|
| 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:

General Remarks (strengths and weaknesses):

I have read the above evaluation form.

Signature of Coach

Signature of Activities Director

Signature of Principal

Date