

**GUIDELINES FOR COMPLETING
A
COACHES PROCEDURE MANUAL
FOR
HIGH SCHOOL
INTERSCHOLASTIC ATHLETICS**

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Finally, these handbooks are dedicated to high school athletic directors across this nation who have worked diligently with the NFHS and the NIAAA to ensure ongoing opportunities for professional enhancement and have worked tirelessly to provide positive experiences for high school student-athletes.

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PURPOSE AND USE

The purpose of the Coaches Procedure Manual (CPM) is to provide comprehensive information to coaches, in conjunction with the Parent-Athlete Handbook (PAH) regarding the interscholastic athletic program at the high school. The two manuals should be used in conjunction with one another, While it is possible to use the PAH individually, it is not advisable to use the CPM without also utilizing the PAH. It is hoped that high school athletic administrators/directors will find this information helpful in compiling their own CPM.

As school representatives review the information included, comments in red will explain the purpose of each section. For information designated by italics, the appropriate school, conference or athletic association information should be inserted. The italic inserts are the same for the PAH and CPM. Simply using the “find-delete-insert” provision on your computer should allow you to make the necessary insertions very quickly. The red sections should be deleted for the final copy that a school district disseminates once the CPM is completed for a given school or district.

Schools may wish to add or delete sections to this manual depending on the rules of the specific state athletic association, conference/league or school regulations or needs. But understand that the majority of information is included because of two risk management principles that bear mentioning here. If a school representative is unsure what data to include, ask “What if...? a particular situation should arise. If it is not covered in the PAH or CPM and could create potential conflict or litigation, write a section to cover that. The second principle is “If it’s not in writing, it doesn’t exist.” When sticky situations arise, it is a sound principle to include as much in writing as possible to head off those types of situations.

It will be necessary for schools to review the Table of Contents and insert any documents pertinent to their schools. Schools may change the font. Both manuals are arranged in alphabetical order with no page numbers to facilitate making revisions and additions as needed without having to re-page the entire document.

The recommendation is that each school should produce a Parent-Athlete Handbook (PAH) and a Coaches Procedure Manual (CPM). Both should include sign-offs for coaches as it is required that coaches read BOTH the PAH and the CPM.

Questions regarding any section of the PAH or CPM can be directed to jdoleschal@hotmail.com.

Notes regarding the use of designations and changing the designations to fit your school, district or state athletic association.

These designations have been used throughout the PAH and the CPM. Using the “find and replace” system on your computer will allow you to easily change the designations for your copy of the manuals. Make sure to use bold and italicized in the “find” section.

conference/leaguename

commissionername

schoolname

schooldistrictname

stateathleticassociationname

stateathleticassociationinitials

Other designations that may have been used only once can easily be replaced with the pertinent names as needed.

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Which forms you choose to use at your school will be dependent on how much information you want to make available to your coaches. You may want to simply state that there forms are available in your office, include them, or refer coaches to the WIAA website for forms available there. You may want to include them after the explanation in the Handbook, or, you may want to insert a section simply entitled “Forms.” In the information that I have included regarding forms that I have generated, again, the choice is up to you. There will also be varying forms and varying regulations depending on your state athletic association. In those cases, refer the coaches to the site where those are available.

Alternate Year Athletic Permit Card - available on WIAA website
Application for Cooperative Team Sponsorship - available on WIAA website
Application for Employment – Athletic Coach – use school form
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INTRODUCTION

This section contains various rules and regulations that athletes are required to follow and contains a short explanation of each entity.

The information contained in this “Coaches Procedure Manual” is intended to make your position as a coach for *[schoolname]* or *[schooldistrictname]* as effective as possible. It is not intended to restrict or hinder your coaching, but to provide uniformity within the program and to ensure that coaches are aware of all rules, policies, and procedures used with the athletic program in the *[schoolname]* or *[schooldistrictname]*. When used in conjunction with the Parent-Athlete Handbook at your high school, the *[stateassociationname]* Senior High School Handbook, the *[stateassociationinitials]* Season Regulations, the information contained in the state association bulletins or newsletters, the *[conference/leaguename]* rules, and rules and regulations of *[schoolname]* or *[schooldistrictname]*, this manual further explains pertinent policies and procedures and the coach’s role in carrying out those policies and procedures regarding the interscholastic athletic program.

After you thoroughly review the materials in this manual, please sign the form provided at the end of the manual and submit it to the Athletic Director at your respective high school prior to the beginning of your season. If you have any questions, please seek clarification prior to signing.

It is my pleasure to welcome all of you to the *[schoolname]* or *[schooldistrictname]* interscholastic athletic programs. If at any time you have questions, please feel free to contact your Athletic Director or the District Athletic Coordinator *[use if there is a district-wide coordinator for interscholastic athletics.]*

ATHLETE CHANGING SPORTS IN SEASON OR DOUBLE PARTICIPATION

There are times when it becomes necessary for an athlete to change sports in the same season. This section covers that eventuality and also the possibility of an athlete participating in two sports in the same season. Not explaining the procedure could potentially create problems for all involved.

Athletes cut from a sport during the initial tryout period are eligible for participation in another in-season sport. However, if an athlete is dropped from a sport during the season, that athlete is not eligible to participate in any other sport during that season without the approval of the losing coach, the gaining coach and the Athletic Director.

There may be special circumstances in which a coach may request the services of an athlete currently out for another sport during that season. For example, the football coach may request the services of a soccer player to kick at football games. In these circumstances, permission must be granted by the parent/guardian as well as the head coaches of both sports and the Athletic Director. If event or practice conflicts arise, the priority rests with the primary sport of the athlete during that season.

ATHLETE VIOLATIONS OF ELIGIBILITY RULES OR THE ATHLETIC CODE

This section reinforces the necessity of coaches to immediately report any violations.

Any violation of eligibility rules or the athletic code by any athlete on your team could subject the entire team to forfeits and your school and the *[schooldistrictname]*, under certain circumstances, to sanctions from the *[stateassociationname]*. As a coach, a representative of *[schoolname or schooldistrictname]*, and a role model for your athletes, you are expected to strictly enforce all Conference/League, School, and state association rules and regulations.

Any suspected or actual violation of any eligibility rules or of the Athletic Code should be reported immediately to the Athletic Director. You are expected to cooperate fully with the Athletic Director and to aid in the investigation of any suspected or alleged violations by your athletes.

ATHLETIC FEES/CATASTROPHIC INSURANCE FEES

This section is a reminder that athletes are not eligible until all appropriate fees have been paid and that the AD will notify the coaches.

Coaches must work closely with the Athletic Director who will keep records of which student-athletes have paid the appropriate amount for athletic fees for a given school year. That information will also be contained on the eligibility reports that are sent to coaches by the Athletic Director. Please direct any inquiries from parents or students regarding fees to the Athletic Director at your school.

ATHLETIC TRAINER

This section reinforces one, that the athletic trainer is an integral part of determining which students are physically ready to compete or return to competition, and two, that the decision of the AT must be followed.

Periodically, it may be necessary for an athlete to make an appointment with a certified athletic trainer to determine the appropriate rehabilitation for a specific injury. Because the health and welfare of our students is of paramount importance, you are expected to follow the recommendations of medical personnel and the Athletic Trainer regarding the involvement of injured or ill athletes in practices and games.

ATTENDING *[stateassociationname]* TOURNAMENTS WHEN NO TEAMS OR TEAM MEMBERS QUALIFY

The majority of coaches in any state do not have teams or individuals qualifying for the State Tournament. This section explains the policy if a coach wishes to attend the State Tournament in his/her sport.

Head coaches who do not have a team or individual(s) qualify for *[stateassociationinitials]* State Tournaments may request a substitute for **one** school day to attend for his/her sport. The District will provide a substitute teacher. Assistants may also attend if arrangements can be made at no expense to the District. Coaches provide their personal funds to cover cost of tickets, mileage, lodging, etc.

AWARDS – PRESENTATION

The most important point made in this section is that coaches must determine the criteria for awards PRIOR to the start of the season and communicate those criteria to all athletes.

Prior to the start of your season, please take time to prepare your requirements in writing for the awards that you will present to your athletes at the completion of their season. These requirements should be distributed to all athletes in your program during the first few days of practice. Please be specific and include any or all of the following categories in your requirements: participation at practices and games, number of wins at the end of season, attitude, contribution during practices and games, etc. Coaches shall have a copy of their criteria for awards for their sport on file with the Athletic Director.

Insert the guidelines that should be followed in presenting *[schoolname]* athletic awards:

AWARDS – PURCHASE

This section explains procedures for coaches to follow if it becomes necessary for a coach to purchase team awards or individual end-of-season awards.

If it becomes necessary to purchase medals and trophies for invitationals or tournaments, the coach must follow these procedures:

1. Call the vendor and get a price quote per unit and total.
2. Contact the Athletic Director and provide the following information:
 - a. Vendor
 - b. Address (if outside of the city)
 - c. Cost
 - d. Date needed by
 - e. Will the coach pick up the order or should items be delivered via the normal procedures.
3. A purchase order will then be issued by the *[schoolname or schooldistrictname]*.
4. Coaches may NOT place an order with a vendor for any items funded by the District or School.

Any additional awards that coaches present to their athletes beyond those which are presented by the school or the District must be purchased at the coach's own expense or from funds that the team has specifically raised for the use of the specific sports program. This would include the presentation of MVP awards, Most Improved Player, etc.

Make sure that your awards do not violate the state association rules regarding amateur standing as described in the *[enter citation from state association rules]*. (See also "Athletic Awards" in "Parent-Athlete Handbook," and Appendix.)

COACH'S CHECKLIST

Especially valuable for new coaches, this section refers them to the appendix for a checklist.

Included in the Appendix you will find a "Coach's Checklist" to aid in defining your duties as a coach and to ensure that all important tasks are completed. Questions regarding any items on this

checklist should be referred to your school Athletic Director. (See “*Coach’s Checklist*” in *Appendix*.)

COACHES NOT LICENSED TO TEACH

Often a school encounters the situation where there are not a sufficient number of teacher-coaches available to coach in the school’s program. This section explains that non-teacher coaches must be certified by the state athletic association. The WIAA form is used as an example.

Any individual who will help in any way with coaching duties, whether paid or volunteer, is required to be registered with the *[stateassociationinitials]* by the member school using the individual within the guidelines established by the state association in *[insert citation of rule.]* This rule does NOT apply to student teachers who do not have supervisory responsibilities. (See *WIAA CNLT* form in *Appendix* as a sample.)

COACHING CLINICS/WORKSHOPS FUNDING PROCEDURES

This section refers to coaches who wish to attend clinics in their sports. If no money is available, then that should be explained also in this section as well as money amounts that are available.

School Board approved funds are available on an annual basis to assist in defraying the costs of coaches attending coaching clinics or workshops. There is a limit of *[insert dollar amount, if applicable]* per coach per sport. A copy of all coaches' requests for clinic/workshop attendance must be signed by the Building Principal with a copy to the Athletic Director.

COLD EXPOSURE AND MANAGEMENT

For schools in colder sections of the U.S., it is important to understand how to manage dealing with issues that could arise from exposure to colder temperatures.

(See “*Cold Exposure and Management*” in the *Appendix*.)

COOPERATIVE TEAMS

If it becomes necessary for a school to consider a cooperative arrangement with another school district in a particular sport, coaches need to know what procedures their schools should follow.

Occasionally it may become necessary for high schools to request a cooperative team agreement with another school or vice versa. Normally, this is done to attempt to keep a dying sport from being deleted from the program. The *[stateassociationinitials]* requires approximately a year’s lead-time for such requests. If you believe that your sport is in this type of situation, please direct all inquiries to the Athletic Director. (See *WIAA “Application for Cooperative Team Sponsorship*” form in the *Appendix* as a sample.)

DRUG TESTING

If a school has a drug testing policy, the role of the coach, if any, in the actual drug testing procedure should be explained here. It should also be made clear to coaches that the results of any drug testing are confidential and should not be shared with any students. At the pre-season meeting, the AD should explain the drug testing policy thoroughly to student-athletes and their parents/guardians, including whether the coach has any role in it or not.

EMERGENCY RESPONSE PLAN

One of the biggest areas that attorneys look for in cases of injuries to athletes is whether there was an ERP and whether the coach followed it. AD's need to monitor this area very closely as it presents a very vulnerable area when injuries occur.

All coaches are expected to prepare an Emergency Response Plan for **ALL** sites or unusual conditions within your sport regarding the procedures that you will follow in the event that a student-athlete is involved in an injury or accident. An example of a site would be the gym at *[schoolname]*. An example of an unusual situation would be cross-country practice conducted in parks or in the countryside. (See "*Emergency Response Plan*" in the *Appendix*.)

EMERGENCY SCHOOL CLOSINGS

In areas where inclement weather can potentially create a disruption of scheduled athletic events, there needs to be a plan in place and followed regarding how the decision is made and communicated to everyone involved in the program.

The Building Principal must abide by instructions from the Superintendent who determines to what extent a school closing due to inclement weather will affect the school's programs. Coaches, therefore, should follow the instructions and rules established by the Building Principal regarding cancellation of practice or contests due to inclement weather. The Athletic Director will discuss the proposed closing with the Superintendent and will serve as a resource to the Building Principal, if necessary.

By 1:00 AM on any day that school has been closed due to inclement weather or some other emergency situation, the Athletic Director and the Building Principal will consult to decide whether the conditions have sufficiently improved to allow high school teams to practice or compete in that day's scheduled events. Saturday events will be discussed by the Athletic Director and the Building Principal.

If practices are allowed, they must be held at the regularly scheduled times, all athletes must be notified by the head coach or through a pre-determined media procedure, attendance is purely voluntary for athletes, and no athletes will be disciplined for failure to attend.

If an away contest is scheduled, the Athletic Director will contact the host school, inform them that policy prohibits high school teams from within the *[schooldistrictname]* from attending, and request re-scheduling of the event.

If a home contest is scheduled, a decision will be made by 1:00 AM regarding whether to host the contest and the Athletic Director will contact the visiting schools

ETHICS OF COACHES

The Code of Ethics details expectations for the behavior of coaches.

All coaches are representatives of the *[schoolname or schooldistrictname]*, the *[conference/leaguename]* and our interscholastic athletic program. Your demeanor, your appearance, your attitude, and your coaching conduct during games all reflect on our program. The ethics listed below, while not exhaustive, reflect our expectations.

1. Address fellow coaches by the appropriate titles of “Mr.,” “Ms.,” or “Coach” in the presence of students.
2. If you must air a grievance with a teacher, administrator or fellow coach, do not do so in the presence of students, faculty or community members.
3. Coaches are expected to refrain from smoking, chewing tobacco, drinking, or using profanity in the presence of students.
4. Personal hygiene and appropriate dress are expected at all practices and contests. No cut-offs, jeans, dirty or sloppy attire will be tolerated. Unless there is a specific uniform required of a coach at a contest, coaches are expected to dress in other appropriate, professional attire. Any questions regarding appropriate attire should be addressed to the Athletic Director.
5. Recruitment of athletes from another sport within the school or from another school’s athletic program is strictly prohibited.
6. Criticizing colleagues is unprofessional behavior. If you believe that a serious problem exists regarding a fellow coach, discuss it with the Athletic Director.

EVALUATION OF COACHES

Coaches are traditionally hard to evaluate because of the lack of available information. Providing an opportunity for student-athletes to anonymously evaluate a coach will give an AD and the administration pertinent and valuable information.

At the conclusion of each season of participation, all coaches will administer the “Student-Athlete Satisfaction Survey” to all participants at all levels of play. The head coach of the sport should obtain the number of copies needed for all levels of his/her sport from the Athletic Director. The head coach is responsible for ensuring that all sub-varsity level coaches conduct the evaluations with their athletes. At the conclusion of the evaluation, the coach administering the evaluation process will place all completed forms in a sealed envelope and give them to the Athletic Director. (See “*Student-Athlete Satisfaction Survey*” in the *Appendix*.)

FACILITY USE PROCEDURES

Various departments in the school use the gyms and outdoor facilities other than the athletic department. Therefore, it is important that there is a master facility use schedule and that all necessary building permits have been filed in accordance with the school district policy.

Coaches should submit their sports schedules to the Athletic Director and s/he will submit all Building Use Permits to the necessary personnel.

FIRST AID/CPR/AED

Athletic Trainers may not be present at daily practices; therefore, it is important that all coaches receive training in basic first aid, performance of CPR and the use of an AED.

All coaches are expected to obtain first aid, cardio-pulmonary resuscitation, and automatic external defibrillator (AED) training and certification as soon as possible after being hired for a coaching position at any high school or middle school in the *[schooldistrictname]*. The Athletic Director will periodically inform coaches regarding available training opportunities.

FUNDRAISING

Thousands of dollars and countless items have been lost or stolen as a result of shoddy record-keeping regarding fund raising done by coaches. This section explains the procedures to be used.

No fundraising is permitted without prior clearance of the Athletic Director. All policies and procedures of the *[schooldistrictname]* regarding fundraising must be followed including the accurate completion of all pre- and post-fundraising forms. Items ordered for fundraising must be cleared with the Athletic Director, all funds turned in on a daily basis to the Athletic Office, and all monies raised and unsold items secured from the students to whom they have been issued (if such is the case) at the completion of the fundraiser. **All unaccounted for items and funds will be the personal responsibility of the coach if reimbursement is required to a vendor.**

The proper procedure for securing supplies and equipment with monies raised by an approved fund raising project is as follows:

1. Apply for the fund raising project through the usual channels by notifying your school Athletic Director in accordance with current school district policies.
2. Inform your school Athletic Director of the reason for the fundraising and the intended use for the funds raised and secure approval.
3. If installation is needed, project must be cleared through *[insert name of appropriate facility department]* to:
 - A. Determine feasibility of the installation.
 - B. Project installation costs.
 - C. Determine whether installation will be done by District staff or outside contractors.

HARASSMENT

Harassment of any type is not acceptable in a school environment regardless of the person performing the harassment.

Harassment of any nature, racial, sexual, or ethnic, in person, or through the use of social media, is banned by *[schooldistrictname]* and the *[conference/leaguename]*. In addition, coaches are reminded that any type of behavior towards athletes that could be construed to be sexual harassment is strictly prohibited. (See “*Ten Rules to Prevent Sexual Harassment*” in the *Appendix*.)

HAZING

Hazing by coaches or athletes is one of the most damaging behaviors that can occur to an athlete. Negative initiation rites, outdoing last year's initiation, and physically or sexually abusing an athlete so s/he can "feel accepted by the team" has the opposite effect. This section reinforces that hazing of any nature will not be tolerated.

Hazing is defined in the "Parent-Athlete Handbook." Initiation rites that fall within that definition will not be tolerated at *[schooldistrictname]*. Any coach who has knowledge of, or who participates in, the planning or actual hazing incident, will be subject to immediate and severe disciplinary action that could include immediate release of the coach from his/her position. Representatives of the *[schooldistrictname]* athletic program are expected to cooperate fully with school and law enforcement authorities in any investigations involving hazing plans or incidents.

HEAT-RELATED CONCERNS

Each year we hear stories of heat-related injuries, illnesses or deaths during hot weather practice, usually at the beginning of fall sports. This section delineates some of the concerns and measures that can be taken to keep athletes safe. (Also see: *Heat Stress and Related Conditions in the Appendix.*)

Practice for athletic competition, as well as participation in various forms of physical activity, are frequently carried on in very warm and highly humid weather. Under such conditions special precautions must be observed. Otherwise, the athlete is subject to heat cramps, heat fatigue, heat exhaustion, and/or heat stroke.

Coaches should be aware of and follow the precautions as recommended below.

1. *[stateassociationinitials]* - requirements for physical examinations and re-examinations as required or needed must be followed.
2. Lack of physical fitness impairs the performance of athletes who participate in high temperatures. Coaches should be fully aware of the physical condition of their athletes and set practice schedules accordingly.
3. Acclimatization is the process of becoming adjusted to heat and it is essential to provide for gradual acclimation to hot weather activities. It is necessary for an athlete to exercise in the heat if he is to become acclimatized to it; however, a graduated physical conditioning program should be used during the first 7-10 days. Final stages of acclimatization to heat are marked by increased sweating and reduced salt concentration in sweat. Younger athletes take longer periods of time for acclimatization.
4. The most important safeguard to the health of athletes is REPLACEMENT OF WATER. Thirst is not indicative of the need for water. Ten to twenty minutes prior to exercise, participants should consume 20 oz. of cold water. Water must be on the field and readily available to athletes at all times. It is recommended a minimum 10-minute water break be scheduled for every half hour of heavy exercise in the heat. WATER SHOULD BE AVAILABLE IN UNLIMITED QUANTITIES. Check and be sure athletes are drinking the water. Iced water is preferable.

5. Know both the TEMPERATURE AND HUMIDITY. The greater the humidity the more difficult it is for the body to cool itself.
6. Cooling by evaporation is proportional to area of skin exposed. In extremely hot and humid weather reduce amount of clothing covering the body as much as possible. NEVER USE RUBBERIZED CLOTHING.
7. Athletes should weigh each day before and after practice and WEIGHT CHARTS CHECKED. Generally a 3% weight loss through sweating is safe and over a 3% weight loss is in the danger zone. If over a 3% weight loss is discovered, the athlete should not be allowed to practice in hot and humid conditions.
8. Watch athletes carefully for signs of trouble, particularly athletes who lose much weight, overweight athletes, and the eager athlete who constantly competes at his capacity. Some trouble signs are nausea, incoherence, fatigue, weakness, vomiting, cramps, weak rapid pulse, visual disturbance and unsteadiness.
9. Coaches of teams that encounter hot weather during the season should substitute more frequently during games.

INFORMED CONSENT – RISK OF INJURY IN SPORTS

Informed Consent came about as a result of a six million dollar lawsuit regarding a helmet-related injury. All athletes and their parents MUST sign an “*Informed Consent*” statement before participation should be allowed. In addition, coaches are expected to alert athletes of the dangers of incorrectly performing a new skill. Not following up on informed consent could very well subject a school to major legal problems if an injury of any type would occur.

Student-athletes and their parents/guardians must sign the “*Informed Consent*” statement indicating that they understand there are risks inherent in participating in sports. Coaches, as part of informed consent, are expected, on an ongoing basis, to inform athletes of the risks of certain maneuvers used in their sport, the safest ways in which to perform those maneuvers, and to supervise practices to ensure that safety procedures are being followed. In training or sports requiring the use of spotters, coaches are especially expected to supervise and monitor activities to ensure that appropriate spotting techniques are being utilized.

Coaches of sports with especially high risk of injury should make every effort to get the message of the inherent risk of injury to parents and athletes turning out for their teams. It is highly recommended that the coach meet with parents and athletes as a group before practice begins or as early in the season as possible. Explain the “*Informed Consent*” statement used by the District and verbally:

1. Stress that you have done everything possible to reduce those risks.
2. Advise that protective equipment cannot entirely eliminate risks.
3. Despite all efforts by [school name] coaches and all coaches across the country, a few athletes will be seriously injured every year.
4. Stress values of the sport that justify risks and far greater risks that are present in other common activities.
5. Make certain parents understand the program and keep the doors open for questions and comments.

6. Distribute to each player a written copy of rules related to use of illegal tactics (e.g. spearing action of the head in blocking and tackling, slams or illegal holds in wrestling, etc.).
7. Stress sport's rules as athletes are being coached as related to safe conduct in participation.
8. Give special attention to the development of neck and back strength.
9. Inform them that a certified athletic trainer is available to manage, evaluate, and rehab injuries.

INJURY OR ACCIDENT OCCURRING TO AN ATHLETE

This section details the steps that coaches should take to ensure that they are ready to act if an injury or accident occurs during a practice or a game. To assume that there will be an Athletic Trainer or emergency personnel readily available is a fallacy. In the majority of cases, the first line of help is the coach. Erring on the side of safety is always preferable. While not always necessary, I would urge that the AD establish for what type of seriousness accident reports should be filed, or at least memos filed.

Following an accident or injury to an athlete, the coach responsible for that athlete must complete and submit an "Athletic Injury Report" and submit it to the Athletic Director. (See "*Student-Athlete Accident Report Form*," "*Sudden Cardiac Death*," and "*Ten Commandments of the Injured Athlete*" in the *Appendix*.)

In addition, we expect all [*school district name*] coaches to adhere to the following guidelines

1. "Emergency Information Cards" should be stored in a zip lock bag in the first aid kit and the first aid kit kept with the coach during all practices and games, or information should be stored on the coach's smartphone or tablet and be kept with the coach at all practices and games.
2. Coaches should provide emergency aid only to a level of which they are capable. If you have not been trained to perform first aid on a specific type of injury, make the athlete as comfortable as possible until emergency care personnel arrive.
3. Notify parents/guardians immediately.
4. Appoint a coach to take witness statements as soon as is feasible at the facility at which the injury occurred.
5. Obtain the name and address of the hospital to which the injured athlete is being conveyed and notify parents/guardians.
6. If possible, and with the concurrence of the attending physician, we encourage injured athletes to continue to attend practices.
7. Detailed documentation cannot be stressed enough. The "Student–Athlete Accident Report Form" needs to be reported accurately, detailed and done in a timely manner.
8. At times cell phones may not function within the school; therefore it is important for coaches to know where a hard line phone is located especially if a 911 call is warranted.

NOTE: You will not be able to secure any information regarding the condition of the injured athlete unless the school submits a copy of the signed "*Authorization for Release of Medical Information*" form to the treating hospital and/or physician, or there is an appropriate clause included on the state association athletic physical exam card.

KEYS

Security and safety of all areas used for athletics and of all equipment storage areas is paramount. This section explains how keys should be handled.

1. All keys necessary for the efficient operation of the sport will be issued to the coach at the beginning of the season.
2. Under no circumstances should keys be given to or entrusted to students. This could create a serious breach of security for the entire building.
3. Coaches must report any keys lost to the Athletic Director immediately upon discovery of the loss.
4. If the disappearance of keys is due to negligent handling of keys on the part of the coach, s/he may be held financially responsible for any rekeying that must take place.
5. At the end of the season, coaches must return all keys issued for a sport season unless the individual normally uses the keys to carry out his/her teaching duties.
6. Unauthorized copying of any keys issued to coaches can be grounds for immediate dismissal.

LIGHTNING SAFETY

Most coaches know that practices or games should not continue when there is lightning in the area. This section explains how to determine when to call a game or practice, where to seek shelter, and what to do if someone is struck by lightning.

Lightning may be the most frequently encountered severe storm hazard endangering physically active people each year. Millions of lightning flashes strike the ground annually in the United States, causing nearly 100 deaths and 400 injuries. Three quarters of all lightning casualties occur between May and September, and nearly four fifths occur between 10:00 am and 7:00 pm, which coincides with the hours for most athletic events.

Recommendations for Lightning Safety:

1. Establish a chain of command that identifies who is to make the call to remove individuals from the field.
2. Name a designated weather watcher (A person who actively looks for the signs of threatening weather and notifies the chain of command if severe weather becomes dangerous).
3. Have a means of monitoring local weather forecasts and warnings.
4. Designate a safe shelter for each venue. See examples below.
5. Use the Flash-to-Bang count to determine when to go to safety. By the time the flash-to-bang count approaches thirty seconds all individuals should be already inside a safe structure. See method of determining Flash-to-Bang count below.
6. Once activities have been suspended, wait at least thirty minutes following the last sound of thunder or lightning flash prior to resuming an activity or returning outdoors.
7. Avoid being the highest point in an open field, in contact with, or proximity to the highest point, as well as being on the open water. Do not take shelter under or near trees, flagpoles, or light poles.
8. Assume that lightning safe position (crouched on the ground weight on the balls of the feet, feet together, head lowered, and ears covered) for individuals who feel their hair stand on end, skin tingle, or hear “crackling” noises. Do not lie flat on the ground.

9. Observe the following basic first aid procedures in managing victims of a lightning strike:
 - Contact local emergency services.
 - Lightning victims do not “carry a charge” and are safe to touch.
 - If necessary, move the victim with care to a safer location.
 - Evaluate airway, breathing, and circulation, and begin CPR if necessary.
 - Evaluate and treat for hypothermia, shock, fractures, and/or burns.
10. All individuals have the right to leave an athletic site in order to seek a safe structure if the person feels in danger of impending lightning activity without fear of repercussions or penalty from anyone.

Definitions Safe Shelter:

1. A safe location is any substantial, frequently inhabited building. The building should have four solid walls (not a dugout), electrical and telephone wiring, as well as plumbing, all of which aid in grounding a structure.
2. The secondary choice for a safer location from the lightning hazard is a fully enclosed vehicle with a metal roof and the windows completely closed. It is important to not touch any part of the metal framework of the vehicle while inside it during ongoing thunderstorms.
3. It is not safe to shower, bathe, or talk on landline phones while inside of a safe shelter during thunderstorms (cell phones are ok).

Flash-to-Bang:

To use the flash-to-bang method, begin counting the seconds when sighting a lightning flash. Counting is stopped when the associated bang (thunder) is heard. Divide this count by five to determine the distance to the lightning flash (in miles). For example, a flash-to-bang count of thirty seconds equates to a distance of six miles. Lightning has struck from as far away as 10 miles from the storm center. Postpone or suspend activity if a thunderstorm appears imminent before or during an activity or contest (irrespective of whether lightning is seen or thunder heard) until the hazard has passed. Signs of imminent thunderstorm activity are darkening clouds, high winds, and thunder or lightning activity.

MEDIA CONTACTS

It is paramount that coaches understand their boundaries when speaking with the media.

Coaches are expected to prepare their own news releases. However, coaches are not the spokespersons for their school or the district regarding interscholastic athletics. Interviews with media personnel should be restricted to information regarding the game or event for which the coach is being interviewed. It is expected that the demeanor of the coach during such interviews will be professional, respectful to the opponents and officials, and reflect favorably upon the image of the school and the district. This is not the time to point fingers or vent. If issues arise during athletic events that necessitate further action by the school, a report should be submitted to the Athletic Director who will then advise the Building Principal who will, if necessary, investigate and take appropriate action. If policy or procedural issues arise, it is the responsibility of the Athletic Director or other administrative personnel to respond to the media.

OFFICIALS

There are different methods of contracting officials that often vary from school to school and conference to conference. If the method used in your school and/or conference is not explained, confusion could result from having zero to double the officials needed at a contest. Whatever method you use should be explained in detail in this section.

1. Officials for all sports at the senior high schools will be contacted and selected by the Athletic Director or Conference Commissioner.
2. Conference officials for varsity football and basketball contests will be selected and rated within procedures established by the *[conference/leaguename]*.
3. All officials will be placed under contract by the Athletic Director.
4. Payment to officials will be made in accord with current school district policies.
5. Coaches shall complete all officials' rating forms and submit in a timely manner in accordance with state association, Conference/league, or District procedures when required.

OUT-OF-BUILDING COACHES – COMMUNICATION AND SCHEDULING GUIDELINES

While this section deals mainly with teachers that are stationed at other schools in the district, there are also communication problems with community coaches who end up being CNLT's. Whatever systems you use to communicate with your out-of-building coaches should be spelled out in detail here including, the type of system, i.e., texting, emails, how often, how you can be reached as an AD, etc.

1. With the exception of regularly scheduled parent conferences or an unscheduled emergency parent conference, district elementary staff assigned to seasonal coaching in other district schools will be excused within current district and contract provisions to be able to travel to the coaching destination. Coaches who are not stationed at a school should conference with the AD regarding the best method of communication, especially if there are exigent or emergency circumstances. Coaches should always check with the Athletic Director regarding all release provisions.
2. Every effort should be made to adjust the teaching schedule of elementary or middle school staff assigned to high school coaching by placing that teacher's prep or professional period at the last period of the school day.
3. In those elementary or middle schools where the activity period is the last period of the school day, middle school staff assigned to high school coaching will be excused at this time and will be expected to carry out supervisory duties before or after the normal school day or at a time to be determined by the principal. **It is expected all coaches will make up all normal time lost to their school while coaching.**
4. All district head coaches should be released from faculty meetings during their coaching season. They will be expected to secure the meeting information and instructions from other faculty members. Assistant coaches will be expected to attend faculty meetings.
5. For coordination purposes, all CNLT's or out-of-building staff coaches are expected to communicate regularly with the Athletic Director of the school being served.
6. In the event that an athletic contest is an all day event requiring the absence of a head coach/assistant coach, those coaches should notify their building administrator(s) two

weeks prior to the event. This will allow the hiring of a substitute teacher in accordance with District policy. If you are a non-teacher coach, it will be necessary for you to communicate with the AD regarding whether you can be released for an entire day.

Should a scheduled contest starting time be such that it would require the coach to miss less than half of the day, an in-house substitution for any classes missed will be provided at the prevailing rate if possible, or a half day substitute will be hired.

OUT-OF SEASON CONTACTS WITH ATHLETES

These rules have a way of being changed by state athletic associations as circumstances change. Whatever the policies are in your state and your school district should be explained here and coaches should be referred to the citation in the state athletic association handbook or on their website.

Generally speaking, no activity or contact should in any way resemble a school team practicing, conducting try-outs, or competing out-of-season. However, *[stateassociationinitials]* rules allow certain restricted contacts during the summer. Specific information regarding this rule can be found in the Articles and By-Laws of the state association. All coaches will be reminded of all pertinent state association out-of-season and summer contact rules prior to the ending of the second semester and the beginning of summer recess.

OUT-OF-TOWN TRAVEL POLICIES

It's not enough to give parents a schedule and state that the team will be out of town. This section is a template for the type of information that should be communicated to parents/guardians PRIOR to a team leaving town. Good communication with parents/guardians is always essential, but it becomes even more necessary when taking a team out of town. If you have special rules regarding parental contact, use of cell phones by athletes, curfews, etc., these should also be explained.

Prior to taking any team to play in a tournament or invitational that requires an overnight stay, the coach must do the following:

1. Obtain permission from the Athletic Director who will complete the "Event Contract," and advise the Building Principal regarding the required fees for the event.
2. Send the following information to parents/guardians of the student-athletes:
 - A. Dates that the team will be away;
 - B. Estimated time of departure from *[cityname]*;
 - C. Destination;
 - D. Name, address, contact information for the hotel at which the students are staying, or, if students are staying at individual homes, that a list will be furnished to parents/guardians, if possible, prior to leaving the city;
 - E. Telephone numbers where the coach and students can be contacted in case of emergency;
 - F. Behavior rules that will be in effect during travel and overnight stays;
 - G. Any special disciplinary action that will be taken in cases of a breach of the rules;

- H. Estimate date and time of return to *[cityname]*;
 - I. Any special arrangements that must be made for student-athletes to be picked up upon their return.
3. If an emergency call regarding a transportation issue is required during your out-of-town trip, use the following procedures:
 - A. Call the phone number provided as an emergency number by the carrier;
 - B. If no response, call the Athletic Director at *[state cell phone number of AD]*.
 4. For all other emergencies, call the Athletic Director.

PRACTICE REGULATIONS

These are practice regulations for coaches, not athletes. Most of these deal with safety and security. If you have additional issues regarding supervision of athletes, include them here.

1. Coaches are responsible for providing a safe environment during practice; this includes checking the practice facility and all safety equipment each day before beginning practice.
2. Coaches are responsible for the athlete's conduct during all practice, travel, and game situations. This includes conduct in the locker and shower rooms at home and away.
3. Coaches and managers should be the first to arrive in dressing room and activity areas and last to leave areas following practice and contest sessions. Coaches are responsible to supervise their athletes until **all** of their athletes leave the building.
4. Coaches should inspect the athletic locker and shower room areas home and away to replace all equipment, leave the area in good condition, turn out all lights, and secure all doors. At least one coach shall remain in the locker room with the team at contests away from home.
5. Secure all equipment before leaving the practice area or athletic contest.
6. Saturday and vacation practices may be held at the coach's discretion and with approval of the Building Principal and the Athletic Director.
7. All coach absences from practices or games must have prior clearance of the Athletic Director.
8. Inter-school scrimmages may be conducted only at the varsity level and within all applicable state association regulations. There may be no loss of school time for any scrimmages.

PRIOR TO BEING DECLARED ELIGIBLE FOR ATHLETICS

These are the forms normally required by Wisconsin schools. Depending on the state athletic association in your state or the policies in your district, there could be additional forms or fewer forms used. In this section and the corresponding section in the PAH, the items that are required PRIOR TO AN ATHLETE STEPPING ON THE FIELD FOR PRACTICE OR COMPETITION, should be included here.

Prior to being declared eligible for athletics, students must submit the following forms, accurately completed, to the Athletic Director:

- Physical Exam Card or Alternate Year Card
- Informed Consent Statement
- Athletic Permission to Participate Form

- Emergency Contact Card
- Parent-Athlete Sign-off Form for the Parent-Athlete Handbook
- State Athletic Association Athletic Eligibility Information Bulletin
- Transportation Waiver (if needed)
- Authorization for Release of Medical Information Form (if determined necessary by the school)
- Concussion Information Form

No coach may allow any student to participate in athletics until clearance is obtained from the Athletic Director. Each student must submit a “Clearance Card” to the coach, signed by the Athletic Director, prior to participating in any try-outs, practices, or events.

PURCHASE OF ATHLETIC UNIFORMS, EQUIPMENT OR SUPPLIES

This is a template for the type of information that is normally needed prior to instituting a purchase request, and subsequently, a purchase order. As well as listing the various types of information needed, this would be the section where you would describe in detail the steps that must be followed in ordering athletic supplies and equipment in your district.

Coaches may not, under any circumstances, contact a vendor directly to place an order for any item that will be used in the *[schooldistrictname]* and *[schoolname]* athletic program, nor may coaches pick up equipment or supplies on their own.

All items purchased using District funds must follow the procedures as detailed below. **Deviating from these procedures could result in the coach funding the items from his/her personal funds.**

1. Head coaches are required to make a complete and accurate inventory accounting and submit it to the Athletic Director at the end of the season for **all equipment and supplies on hand**.
2. Incomplete budget requests submitted by coaches will be returned for more specific information.
3. Completed budget request forms must be submitted to the Athletic Director.
4. Include the following information in budget requests:
 - A. Brand (Champion)
 - B. Style name (Bucks)
 - C. Model number (O37)
 - D. Specific item (Jerseys)
 - E. Number of items being ordered (12)
 - F. Sizes (4L, 3XL, 4XXL, 1XXXL)
 - G. Basic cost of item (\$35.00)
 - H. Color of basic item (Royal blue)
 - I. Complete description of all trim including type, placement, size and color of trim. (White, 6 inch numbers, list specific numbers, in tackle twill, to be placed on the center back of each jersey)
 - J. Cost of each item of trim (numbering @ \$2.00 per number)
 - K. Complete address of vendor
5. If the item is not available through usual sporting goods manufacturer, include a copy of item as shown in a pamphlet or include the flyer from which the information was taken.

6. Coaches may come to the Athletic Director's office to use the catalogs on file; however, catalogs may not be removed from the office.
7. Utilize the latest catalogs and updated prices only.
8. A meeting of all head coaches will be held by the Athletic Director to establish priorities and allotments for each sport based on need and previous year's requests. **COACHES MUST STAY WITHIN THEIR ALLOTMENT.**
9. The Athletic Director should conduct all budget meetings, collect each coach's request, check for accuracy, and submit the requests to the Building Principal.
10. Budgetary guidelines will vary from year to year so it is important for coaches to check for all of the current guidelines with the Athletic Director prior to submitting any requests.
11. The Principal must sign all budget request copies submitted by coaches. One copy will be retained by the coach, one copy will be retained for the principal's file, one copy for the Athletic Director, and one copy, if needed, for District personnel.
12. **IMPORTANT:** Equipment items requiring installation shall be approved by the Facilities Services Department. Approximate cost of installation must be established through his office. Approval must be received from Facilities Services and submitted with the request. **A DETAILED PLAN OF INSTALLATION LOCATION MUST BE DRAWN UP.**
13. Upon delivery of ALL items ordered for use within the interscholastic athletic program, only the Athletic Director is empowered to sign and distribute the items.

RECOGNITION, MANAGEMENT, AND PREVENTION OF COLD EXPOSURE

There is an extensive section included in the *Appendix*.

Although excessive and prolonged exposure to cold may be an infrequent problem in high school athletics, the prevention, recognition and management of cold-related conditions are still an important consideration for coaches, administrators and athletic trainers.

(See Appendix for "Cold Exposure and Management.")

RECRUITMENT AND RETENTION OF ATHLETES

Recruitment of athlete rules and transfer rules vary from state to state. In this section, explain the methods that you want them to use to recruit within the building, from middle schools, if allowed, and the strict prohibitions for recruitment from other high schools. The disciplinary action that will be taken against a coach for illegal recruitment should also be included here.

While recruitment of athletes from an interscholastic athletic program at another high school, whether inside the District or at a school outside the District, is strictly prohibited by the state association and by the *[schooldistrictname]*, there are many positive strategies that may be used when conducting recruiting within the individual high school.

Coaches should approach problems of recruitment and retention of athletes in a positive, productive manner; go beyond the mere call for candidates via announcements and organizational meetings by promoting interest in the sport in every way possible, including the school website, athletic-specific website, and social media.

Any coach verified to be engaged illegal recruitment behavior as defined by the state association will be disciplined immediately and could be subject to immediate dismissal from his/her coaching position.

REIMBURSEMENT PROCEDURES

This section encompasses reimbursement procedures for teams and individual coaches. Since the amounts and procedures may vary in your district, review this section and make the necessary changes to coincide with the current policies in your district.

1. Teams qualifying for the *[stateassociationinitials]* State Tournament in a given sport will be reimbursed for meals at the rate of *[enter rate]* per person for lunch, and *[enter rate]* per person for dinner.
2. Requests for reimbursement for *[stateassociationinitials]* state tournaments must be submitted in writing to the Athletic Director on the “Travel and Per Diem Expense Statement.”
3. Expenditure reports are required following all occasions in which money was spent. Coaches should utilize the “Travel and Per Diem Expense Statement.” Submit to the Athletic Director.
 - A. Attach the check stub originally issued for expenses along with receipts for food, lodging, gasoline, etc.
 - B. Attach refunded money in a sealed envelope.
 - C. Indicate refund or claim on the report.
4. Coaches using their own funds for expenses should also complete the “Travel and Per Diem Expense Statement.” List expenditures with receipts attached. Submit to the Athletic Director.

RELATIONSHIPS BETWEEN HEAD AND ASSISTANT COACHES

This section clarifies the fact that the head coach determines and runs the offensive and defensive systems for the teams and sets the disciplinary procedures.

The head coach is in charge of determining the direction of the specific sport. When decisions must be made regarding the specific offensive or defensive philosophy of the sport, the head coach determines the direction of the program. However, it is expected that the head coach will meet on an ongoing basis with assistant coaches of the sport to ensure that everyone is in accordance with the direction of the program.

If problems arise between the head and assistant coach(es), it is expected that the coaches in question will first try to resolve the problem among themselves in a professional manner. If problems continue to exist, the head coach will discuss the issues with the Athletic Director who will then intervene and attempt to resolve the problem.

REQUIRED ATTENDANCE AT MEETINGS

You may have fewer or more categories of meetings in your district. Adjust as needed.

State Association Meetings

All meetings called and required by the state association for coaches to attend, must be attended by *[schoolname]* coaches. There is no reimbursement available for attendance at these meetings.

District Athletic Meetings

Coaches are required to attend all athletic meetings called by the District Athletic Coordinator in a multiple high school district. Those who cannot attend because of illness or college classes shall contact the District Athletic Office in advance.

Conference/League Athletic Meetings

Head coaches at the senior high schools are expected to attend Conference/League meetings as called by the Conference President or Commissioner. Coaches will be reimbursed for mileage at the District rate. Coaches should make every effort to car pool for meetings.

Building Athletic Meetings

Coaches are expected to attend all regularly scheduled Building Athletic Meetings called by the Athletic Director or the Building Principal.

Faculty Meetings

Coaches are expected to attend all regularly scheduled faculty meetings except when they are coaching in season or when excused by the Principal.

RESPONSIBILITIES OF A COACH

This section actually delineates some behavioral as well as procedural policies for coaches. You may have to adjust depending on the philosophy in your district.

The coach should:

1. Communicate first with the Athletic Director in the building in which the coaching assignment exists regarding all matters of serious concern relating to the interscholastic athletic program and its participants. The Athletic Director will inform the Building Principal as a matter of procedure, if necessary.
2. Remember that the welfare of the participants must come above all other considerations. Parents must be kept informed when serious problems with their children arise.
3. Represent the ideals, principles, and standards of his/her school, Conference/League, District, and of the state athletic association in appearance and conduct.
4. Remember that good public relations are an important prerequisite to a healthy, growing interscholastic program. Appropriate action by athletic staff may best be guided after answering these questions: *Is it true? Is it fair? Is it in the best interest of all concerned? Would I act in the same manner after giving it more thought?*
5. Urge the student body at every opportunity to be polite, courteous, and fair to the visiting team. Game assemblies, classes, informal meetings, community gatherings, and program printed material should be used for this type of education.
6. Display good sportsmanship always -- losing or winning -- so all observers can pattern their behavior after the coach.
7. Maintain poise and self-control at all times, especially at the games; avoid using mannerisms which may be destructive to a player's self image.

8. Educate players on the bench to the fact that it is unsportsmanlike to make intimidating remarks or gestures at the visiting team, officials or spectators.
9. Portray the image of an individual that will promote a positive influence in his/her interaction with those concerned with the interscholastic athletic program.
10. Keep an organized historical reference file for his/her sport to include state association, conference rules and regulations, and Athletic Department information and memoranda. Season records of the team and individual accomplishments should be retained indefinitely. The coach should submit the sports reference file intact to the principal when s/he leaves the position.
11. Concentrate efforts on controlling the team and let the officials control the game. Treat the officials with respect and consideration.

SCHEDULES

This is one types of system used. You may have different designations regarding who draws up the schedules in your district and who signs the game contracts.

1. Conference - The *[conference/leaguename]* publishes all varsity sports schedules which are developed with input from the coaches in that particular sport.
2. Non-Conference – These schedules are developed by the Athletic Director with input from the coaches to ensure that the appropriate levels of play and the philosophy of the coach are taken into consideration.
3. State Tournaments - The *[stateassociationinitials]* tournament schedules are established by the state association.
4. Practice – These schedules are developed by the coaches. Any special considerations should be discussed with the Athletic Director prior to determining the final practice schedule for your team to ensure that there are no conflicts with other teams or activities, and to ensure equitable use of facilities in accordance with Title IX legislation. The ongoing season team will have the choice of practice times when seasons overlap. Coaches starting sports prior to the beginning of the school year must schedule at least one practice per day for at least five days per week. Practice schedules during the school year may necessitate special arrangements for use of the building during the Thanksgiving, Winter, and Spring break times. All non-school day practices must be cleared with the Athletic Director. All in-season teams are expected to schedule practices during the Winter and Spring breaks to avoid difficulties with any state association required practices if an extended break takes place.
5. General Scheduling Procedures
 - A. Head coaches are responsible for arranging non-conference athletic schedules. They should check with the Athletic Director and the school's master schedule to avoid conflicts with other athletic contests and school events. Every effort should be made to circumvent conflicts. Unavoidable conflicts should be cleared with the coaches involved, the Athletic Director, and the Building Principal.
 - B. Head coaches are responsible for submitting their contest schedules to the Athletic Director at the earliest possible date prior to the beginning of the new season. Coaches should utilize the proper forms to include all essential information related to date, location, level of competition, contest time, entry fees required, and all teams to be included in invitational and tournament type meets.

- C. All conference/league varsity game and officials' contracts will be issued in accordance with current procedures of the conference/league and the school district.
 - D. The Athletic Director will complete all non-conference and sub-varsity level game and officials' contracts.
 - E. The Athletic Director will sign all home game contracts and all contracts received from opposing schools. Coaches shall verify correct date and time on all contracts.
 - G. Head coaches should check the final typed copies of any schedules prepared by the Conference Commissioner and/or Athletic Director and report errors immediately to the Athletic Director.
 - H. Cooperate with persons responsible for arranging use of physical education and athletic facilities for all school activities.
6. Hosting *[state association initials]* Tournaments – Requests from the state association to a school to act as a host for a tournament shall be cleared with the Building Principal and the Athletic Director who will respond to the state association office.

SCOUTING

Some schools reimburse scouting expenses. If your district does so, that should be included in this section, as well as the procedure for securing reimbursement. If there is a special form, include it in the Appendix and refer to it in italics after the section paragraph.

Scouting may be done at all levels of competition at the expense of the coaches involved and must be in accordance with state association policy.

SOCIAL MEDIA

Your district may already have a policy regarding the use of social media by employees. If so, adapt it and insert it here for your coaching staff. These are procedures that I am suggesting to head off allegations against any member of your coaching staff before they occur. Coaches who use social media to conduct counseling with athletes, convey personal feelings, etc. can subject themselves and the school to possible litigation.

Social media can be used to communicate important information to athletes, parents and the public in general. But to protect both athletes and coaches, the following guidelines should be followed when using social media such as texting, e-mails, tweeter, snapchat, instagram, etc.

1. Post only positive or congratulatory information following a contest.
2. Use social media for posting information regarding schedules, meeting times, statistics, etc. – objective information.
3. Never use social media for personal communications with other coaches, parents, officials, or athletes.
4. Do not post or send any derogatory comments regarding officials, opponents, players or coaches using social media. If you need to file a complaint with an Athletic Director or Conference Commissioner regarding inferior officiating, use the channels established for lodging complaints.
5. Any negative, derogatory, or social media posts of a personal nature could subject the coach to immediate disciplinary action up to and including immediate dismissal.

SPORTS PROMOTION AND PUBLICITY

These are suggestions regarding the marketing of an athletic program with guidelines if certain approaches are used.

1. It is recommended that various media available to coaches within the school such as school newspaper, yearbook, school public address announcements, posters, banners letters to parents, the school website, and social media be utilized to promote and publicize the sports program.
2. Community media should also receive team news releases.
3. Pre-season information releases including material relating to the athletic code, season practice and contest schedules, conditioning suggestions, and season organization plans are essential to the athletes, school community, and parents.
4. Pre-game publicity and weekly results reporting on a regular basis is essential. It is suggested the reports be specific, contain interesting highlights and outstanding performances. Contest reporting by coaches must be consistent - win or lose.
5. Senior high school coaches should follow District and Conference policies when making publicity releases.
6. Coaches should support the efforts of the student and adult booster clubs; attend their meetings when possible, and enlist their assistance and support.
7. Support or organize banquets or other special events to honor athletes at the end of each season. Prepare a banquet booklet including individual and team season summaries.
8. Follow-up letters, e-mails, texts or personal statements of appreciation should be extended to all persons who have volunteered their services or who have been involved in the promotional and publicity processes. The continued involvement of the school and community should be encouraged.

SPORTS SEASON LENGTH

Because state athletic associations determine the lengths of sports seasons, the starting dates, and the number of contests, coaches need to be reminded. This section also can be used to determine the period of time for which coaches will be paid.

The starting and ending dates of our sports seasons are governed by the state association. Our sports seasons begin with the *[stateassociationinitials]* stated start date of the sport and end immediately following the last regularly scheduled contest including any state association tournament play.

SUPERVISION OF ATHLETES

Lack of supervision is one of the most cited reasons in litigation against coaches. It needs to be stressed to coaches that they must be actively supervising their athletes at all times. Sitting in the coaches' office while students are in the locker room or warming up is not actively supervising. This also includes a procedure for opposite gender coaches to ensure that supervision is being maintained.

Once athletes have reported for practice or competition, they must be under the direct supervision of a coach until they are dismissed from practice. This includes the supervision of

the locker room, warm-up drills, practice, transportation of the team, and supervision following the practice or contest until all athletes have left.

If locker room supervision must be conducted for an opposite gender team, the following procedures should be utilized.

1. The coach should appoint two highly responsible upper class team members to oversee the team conduct, locker room decorum, and clearance of the locker room following all practices and contests. They shall report directly to the coach when the locker room is cleared of all teammates.
2. The athletes should be instructed in locker room decorum and procedures for shower, towels, dressing, and the necessity to dress and depart immediately.
3. The coach should help develop an organized procedure to allow athletes to utilize the physical education office telephone for calling home for transportation, if necessary, and this procedure should be supervised by a team leader.
4. That head coach or assistant coach must remain in the immediate area of the locker room for purposes of emergency and until the locker room is totally vacated by the team.
5. A coach shall inspect the locker room, accompanied by one of the team leaders, to assure that all athletes have departed.
6. The office and locker room door shall be checked and locked.
7. In the event of an emergency occurring in the locker room, opposite gender coach will announce that s/he will be entering the locker room as soon as a “clear” is announced by the team leader. In the case of a life or death situation, the coach should announce that s/he is entering the locker room at the count of ten and that all students should appropriately cover themselves immediately.
8. A **WRITTEN** procedure for locker room supervision should be distributed to each athlete in writing at the beginning of the season, and distributed and explained to all parents at the pre-season meeting, and be available on the school and sport-specific website.

TOURNAMENTS – HOSTING PROCEDURES

This section explains procedures for hosting invitationals as well as being used as a state tournament regional or sectional site.

Head coaches or meet managers must confer with the Athletic Director when establishing meet costs for multi-team meets and prior to sending out information to attending schools. Confer with the Athletic Director to:

1. Establish costs of conducting the meet including the costs of:
 - A. Officials and workers (consult Athletic Director).
 - B. Awards: Coaches ordering medals, trophies, and ribbons must have a PURCHASE ORDER number from the District prior to placing any ORDERS with a vendor.
 - C. Meet charts, posters, and materials.
 - D. Hospitality food costs for workers and visiting coaches.
2. Provide a list of schools entering the meet to the Athletic Director.
3. Establish entry fees to cover meet expenses.

4. Assure that contracts being issued to visiting schools will include correct entry fee information.
5. Contracts issued should indicate entry fee required and that the entry fee check should be identified as to name of meet, sport, and date of meet. The check should be issued to the *[schooldistrictname]* or *[schoolname]*, whichever is appropriate.
6. Coaches and game managers should release the same information to the visiting teams as per instructions above.

TRAINING ROOM – USE

These are general rules. Emphasize that both genders need to have equitable access to the Training Room. If you have an athletic trainer on site, you may want to consult with that person to add more specific information in this section.

1. Appropriate policies should be set and opportunities provided for use of the training room by members of both sexes.
2. Head coaches of in-season sports are responsible for the cleanliness of and order in the training room.
3. Rules and regulations for use of the training room should be made available in writing to all athletes from their coaches.
4. Supervision should be provided for athletes utilizing the training room.
5. Heat lamps and the whirlpool may be utilized ONLY when a certified athletic trainer is present OR when the COACH has received training from the certified athletic trainer in the use of these rehabilitation techniques, is competent to utilize them with an athlete, and is supervising the use of these techniques by the athlete.

TRANSFER STUDENTS

No coach should, under any circumstances, allow a transfer student to play until s/he is fully cleared by the AD. This is a rule that can subject the program and the school to severe disciplinary action by a state association and needs to be strictly followed.

When a student transfers into *[schoolname]* and indicates that s/he wishes to participate in the athletic program, the circumstances surrounding that transfer will be fully investigated to ensure that no violations of state association transfer rules or recruitment rules have taken place. No coach should allow a transfer student to practice or play without first receiving complete clearance from the Athletic Director.

TRANSPORTATION OF ATHLETES

The transportation of athletes can become a difficult issue for many districts. In addition to including this and the following section in the CPM, coaches should be familiar with and use the Transportation Liability Waiver as explained in the PAH.

Athletes must travel to and from contests with the team. (See “Transportation Policy” in Parent-Athlete Handbook, and “Transportation Waiver Form” in the Appendix.)

At least two weeks prior to the beginning of the season, coaches must submit an accurately completed schedule to the Athletic Director. The Athletic Director will arrange transportation for

the team within the guidelines established by the district. Under no circumstances should a coach arrange his/her own transportation by directly contacting a vendor. The Athletic Director is the only individual designated as a contact person for ordering transportation from any vendor.

When a school-provided vehicle is chartered, all athletes are expected to ride to and from the contest on that vehicle. Athletes may return HOME from an away contest with parents/guardians providing **prior** approval has been obtained from the Athletic Director and the appropriate waiver has been signed. In such cases, the coach is responsible for ensuring that the athlete leaves the contest with his/her parent/guardian.

Athletes are not allowed to ride home from an away contest with another athlete or with someone else's parent/guardian under any circumstances. Do not allow an athlete to ride home with his/her parent/guardian unless you have received notification from the Athletic Director that the waiver has been signed. In the case of an emergency or unusual circumstances, the student and parent must sign the waiver in the presence of the coach and the coach must verify that the student has, in fact, gone with an alternate individual. The waiver form should then be given to the Athletic Director the following day along with an explanation regarding the necessity for the waiver.

Upon returning to the school after an away contest, coaches must have made arrangements to be able to enter the school with the athletes. Coaches should then have a secure, safe, and specific area in the school where the athletes are to remain until a parent/guardian picks them up after the athletic contest. The coach must supervise the athletes until the last athlete leaves the premises.

TRANSPORTING STUDENTS IN PRIVATE AUTOMOBILES

While it is understandable that emergencies arise, it is never preferable for a staff member to transport individual students in a personal vehicle. For the protection of both the coach and the student, the use of contracted carriers, even if that is a taxi, is preferable to personal vehicle use. Students transporting other students, which is the worst option, is often necessary in rural areas. That issue is covered in the Transportation Policy and on the Waiver.

As a general rule it is preferable that students be transported by commercial carrier because of the concern for liability. When students are transported via contracted carriers, the liability in some states shifts to the carrier. When students are transported via a personal vehicle, the personal coverage on that vehicle is primary. In case a staff member does transport a student in the course of employment in a private vehicle, the staff member or qualified adult must understand the school district's lack of liability and the driver's assumption of liability and the reliance on personal insurance coverage.

TRY-OUTS FOR THE TEAM AND CUTTING PROCEDURES

Picking an athletic team should never be based on popularity. It should be based on objective a set of criteria as possible. This section offers suggestions for accomplishing as objective a try-out as possible.

1. The philosophy of the District follows that it is desirable to provide interscholastic athletic opportunities for as many interested boys and girls as possible. Therefore, cutting a team to a competitive size relates only to coaches of several sports where it is impossible to retain all who want to become members of the team because of the nature of the game and liability concerns. All other coaches should make their best effort to retain all possible athletes out for the team.
2. The following procedure is strongly suggested for those who find it necessary to reduce their squad to a safe and manageable number as it will help students maintain their self-respect.
 - A. Coaches should establish the criteria for making the team known to candidates at an initial practice or squad meeting. That list could include, ability, potential, skills essential to the sport, coordination, quickness, coachability, dedication, attitude, scholastic standing, and a need for team balance.
 - B. A reasonable number of practices or opportunities for candidates to demonstrate their abilities should be scheduled prior to final cuts.
 - C. **POSTING A LIST OF THOSE WHO MADE THE TEAM IS AN EXTREMELY POOR CHOICE AND IS DISCOURAGED BY THE ATHLETIC DEPARTMENT!! TO CUT ATHLETES IN THIS MANNER IS DESTRUCTIVE TO A PERSON'S SELF-CONCEPT.**
 - D. Athletes cut from the squad should be informed by the coach in person and all players on the **POTENTIAL** cut list could be invited back for one last review session without those making the team present. Let them know you are taking a final observation of their skills to see if they measure up. Another method would be using a scrimmage as the final test. When the coach has determined the final cuts, students not making the team should be:
 - 1) Counseled about other similar competition available to them;
 - 2) Encouraged to continue participation in similar programs available;
 - 3) Receive suggestions about other sports and recommendations to contact other members of the coaching staff;
 - 4) Encouraged to participate in other activities and/or support programs and to help the squad as a spectator by his/her attendance.

UNIFORMS AND EQUIPMENT

This section deals with the responsibilities of coaches to keep track of issued uniforms and equipment. Another issue that can arise is the leaving of a coach and fewer uniforms and equipment becoming available for the next season and for a new coach. Therefore, in addition to the issues in this section, the AD should also be checking all uniforms and equipment at the end of each season in case preparations need to be made well in advance of the next season.

Prior to the beginning of the season, coaches must check uniforms and equipment to ensure that all uniforms are available and all equipment is safe and meets the requirements of the rules.

At the beginning of and during the season, the coach must keep accurate records regarding any uniforms and equipment issued to athletes, the return of uniforms and equipment from athletes during the season, and the return of all outstanding uniforms and equipment at the end of the season.

Difficulties in retrieving uniforms and equipment from athletes should be reported immediately to the Athletic Director, who will attempt to retrieve any lost or stolen materials. In the event that the uniforms and equipment cannot be located, the student will be placed on the ineligibility list until such time that the items are returned or the school is financially reimbursed for the items.

At the end of the season, coaches must check all uniforms and equipment for loss or wear, perform an inventory of equipment, and notify the Athletic Director of missing uniforms and equipment that need repair or replacement due to safety issues.

WEIGHT GAIN OR LOSS

This section gives hints to coaches regarding telltale signs of unusual weight gain or loss and steps that can be taken if the coach suspects that something is amiss.

During the course of the season it is imperative that coaches actively monitor the following items:

1. What appears as excessive weight loss could be associated with the conditions of bulimia and anorexia.
2. What appears as excessive weight gain or quickly increased muscle definition or mass could be associated with the use of steroids.
3. Regardless of the sport, coaches should make every attempt to stress proper diet and nutrition for athletes participating in their sports.

If a coach becomes suspicious regarding any of the items listed above, do the following:

1. Carefully question the athlete regarding YOUR OBSERVATIONS OF BEHAVIORAL CHANGES without accusing the athlete of wrong-doing or attempting to force the athlete into any certain behavior.
2. If a coach feels that s/he must take affirmative steps such as limiting an athlete's amount of practice or participation in competition, speak to the Athletic Director first before limiting participation for what you perceive as health reasons.
3. If a coach is not satisfied by the response of the athlete or the athlete's condition worsens, the coach should speak to the Athletic Director and ask that the coach, parents and Athletic Director be involved in a conference regarding the observations of the coach with a possible suggestion that a serious health condition could be occurring and the parents might want to consider consulting their personal physician.

If any concerns are brought to the coach's attention by the athlete's teammates, those concerns should be addressed with the Athletic Director and an appropriate approach will be determined.

STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION

This section would appear here for the WIAA, but for other states, it should be inserted alphabetically in the correct position in the CPM. This section delineates the relationship that coaches should have with the state association.

State the name of the state athletic association, the items that are available from it, how to access rules of the sport, how to access the state website and any other social media or information that you feel would be appropriate in this section.

Under no circumstances are coaches to contact the *[stateassociationinitials]* directly for policy interpretations, rules or procedures without prior clearance of the Athletic Director. In certain circumstances, state association procedures dictate that the state association cannot receive requests directly from coaches.

I have included this form here as a reminder that it must be included at the end of the “Appendix” and turned in to the Athletic Director PRIOR to the coach beginning his/her coaching assignment.

COACHES PROCEDURE MANUAL COACHES SIGN-OFF FORM

I certify that I have read, understand, and agree to abide by all of the information contained in the *schoolname* Coaches Procedure Manual, including any documents which appear in the Appendix. I further certify that if I have not understood any information contained in this manual, I have sought and received an explanation of the information prior to signing this statement.

Coach’s Signature

Date

Received by Athletic Director
(Initial)

Date

This form must be completed and submitted to the Athletic Director prior to a coach beginning his/her season.