



Lowell High School
ATHLETICS HANDBOOK
2024-2025

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Preface

The material covered within this handbook is intended as a method of communicating to each coach, athlete, and guardian regarding general information, rules, regulations, and procedures. Each coach is expected to read the handbook and distribute it to students/guardians to be used as a guide and resource. If there are any questions regarding its contents, the coach shall get clarification from the athletic director or principal.

OSAA Sportsmanship Statement

Interscholastic activities are an integral part of the educational curriculum and experience. High school activities promote the character development of participants, enhance the educational mission, and promote civility in society. Therefore, student-athletes, coaches, spectators, and all others associated with high school activity programs and events should adhere to the fundamental values of respect, fairness, honesty, and responsibility. These values should be established as a priority among all OSAA member high schools. It is the responsibility of each member high school to establish policies for sportsmanship and ethical conduct consistent with the educational mission and goals of that school and to continually educate students, coaches, teachers, parents and all involved about those policies.

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I. ATHLETIC GOALS AND OBJECTIVES

- A. **Goal** - The student shall become an effective citizen in a democratic society.
- B. **Objectives** - To work with others in a democratic society, a person must develop self-discipline, respect for authority, and a spirit of hard work and sacrifice. A student-athlete must place the team and its objectives higher than personal desires.
 - 1. **To Be Successful** - Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to win with earnest dedication.
 - 2. **Sportsmanship** - A student-athlete must learn to accept both success and defeat like a true sportsman, knowing we have done our best. We must learn to treat others, as we would have others treat us. We will develop desirable social traits, including emotional control, honesty, cooperation, and dependability.
 - 3. **To Improve** - Continual personal and social improvement is essential to good citizenship. As a student-athlete, you must establish a goal and constantly try to reach that goal. You should try to better yourself in the skills involved and in those characteristics set forth as being desirable.
 - 4. **Rewarding** - It is necessary for us to acknowledge all of the personal rewards we derive from athletics and to give sufficiently of ourselves in order to preserve and improve the program.
 - 5. **Develop Desirable Personal Health Habits** - To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits and to develop a desire to maintain this level of physical fitness after formal competition has been completed.

II. ATHLETIC CODE OF CONDUCT

The conduct of a student-athlete is closely observed in many areas of life. It is important that your behavior be above reproach in all of the following areas:

- A. **In the Arena** - In the area of athletic competition, a student-athlete will not use profanity or illegal tactics and will learn quickly that losing is also part of the game. A student-athlete should be gracious at all times whether in victory or defeat.
- B. **In the Classroom** - A student-athlete is expected to demonstrate success in the classroom as well as in the arena of competition. A student-athlete must develop time management skills that provide sufficient time and energy to achieve acceptable grades as well as participate in the required activities associated with the sport in which the athlete is participating. A student-athlete shall demonstrate good citizenship; give respectful attention to classroom activities, fellow students, and staff. A student-athlete shall maintain a good attendance record without instances of truancy.

- C. **On Campus** - The way we act and look on campus is of great importance. Student-athletes should be leaders and exhibit traits that will inspire fellow students to follow the example of student-athletes.
- D. **As Visiting Student-Athletes** - The manner in which we conduct ourselves as well as our appearance when traveling is of great importance. Student-athletes represent the Lowell School District and their respective schools; therefore, student-athletes shall act and dress accordingly.
- E. **Participation** - Athletics is a voluntary activity. Participation is not a graduation requirement; therefore, being on an athletic team is a privilege, which must be earned. That privilege comes with the responsibility to maintain the established standards of conduct of the Lowell School District, both on and off the field, as defined in Board Policy, Lowell Athletics Handbook, and Oregon School Activity Association Handbook.
- F. **Education** - Athletics are just one of many parts of the educational program provided to students. The reason students attend school is to learn; consequently, academics always come first. Participating in athletics and being a member of a team will require an athlete to make choices that place priorities on academic success and team commitment.
- G. **Team Membership** - Student-athletes learn many skills to play their chosen sport, but the most important skill that must be learned is teamwork. To be successful, every member of the team must work together to make the whole greater than the sum of the parts.
- H. **Preparation** - Student-athletes should come to practice on time, ready to listen and ready to learn. Student-athletes should be prepared physically and mentally for the season including training in the pre-season and taking care of their body and mind at all times.
- I. **Conduct** - Student-athletes shall demonstrate respect towards their teammates, coaches, opponents, fans, and officials at all times. Student-athletes shall play by the rules at all times.
- J. **Hazing, Bullying and Harassment** - Hazing is defined as humiliating or dangerous initiation tasks. Bullying and harassment is defined as repeated unwanted behavior or using intimidation against another. There is zero tolerance for any form of hazing, bullying and/or harassment. Participating in these activities will lead to being removed from a team and sport.
- K. **Sportsmanship** - Athletics means more than competition between individuals and/or teams representing different schools. It is a means of learning the lessons of life. Winning and losing are part of competition and should be done with modesty in victory and graciousness in defeat.

Any Violation of the Athletic Code of Conduct may result in discipline and/or suspension from contests and practices.

If a student-athlete is dismissed from a team, he/she shall not participate in another sport until the sport from which he/she was dismissed has concluded.

III. ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Student-athletes who represent the Lowell School District in any sport sanctioned by the Oregon State Activity Association (OSAA) or any district comprehensive school or their respective associated student body (ASB) must comply with eligibility rules of the Lowell School District and OSAA.

A transferring student must meet with the Athletic Director (AD) to ensure all OSAA required regulations to establish residency have been completed BEFORE the student can compete in athletics at Lowell, including practices and/or out-of-season, team-specific activities.

Coaches are to maintain ongoing communication with the AD, Activities Director, and Principal to support student eligibility for all athletes.

A. Administrative Eligibility

A student-athlete must complete athletic registration through ParentVue prior to any practices or competitions such as games, meets, tournaments, or jamborees. Registration includes:

1. Completion of all ParentVue forms and sections
2. Physical Exam Form/Insurance
3. Concussion Baseline Test

B. Academic Eligibility:

1. Student must have passed at least five classes the preceding semester (OSAA Requirement).
2. Student must be "on track for graduation" to be eligible to participate in competition (OSAA Requirement).
 - 4.5 credits prior to Year 2.
 - 10 credits prior to Year 3.
 - 17 credits prior to Year 4.
3. During the season, a student with any F or D grades will be required to attend after-school study hall Monday - Thursday until all grades are passing at a C level. He/she will be eligible to practice with the team as long as he/she is attending after school study hall.
4. A full-time student with a failing grade for three consecutive weeks will lose eligibility until a Weekly Monitor Report shows all passing grades.

The Lowell School District Governing Board also requires students in athletics or activities to be satisfactorily progressing toward the District's graduation requirements to participate in athletics. Satisfactory progress is hereby defined (by OSAA) as the ability to graduate with one's class within conventional timelines, i.e., eight consecutive semesters from freshman entrance, including summer sessions.

Note: All incoming freshmen will be given eligibility. Ninth grade students who fail to maintain their eligibility will remain ineligible during the remainder of their freshman year.

C. Attendance Eligibility

A student must be in attendance for a full day of school or have a prearranged absence in order to participate in the daily practice or contest. An unexcused absence from school is a mandatory unexcused absence from practice or competition. If an excused absence was not prearranged due to unforeseeable circumstances, eligibility will be determined by the high school principal.

D. Conduct Eligibility

1. Non-Use Of Alcohol, Tobacco, Other Controlled Substances, or E-Cigarettes

Possessing, using, or being in the vicinity of alcohol, unauthorized controlled drugs, other controlled substances (including steroids), tobacco products, or e-devices is unacceptable at any time. The term "any time" includes during the school year (not just the season of the sport) and out of school as well as at school-sponsored events. **If a student-athlete uses, possesses, is in the vicinity of, or is found to be under the influence of any of the aforementioned substances, the student will be suspended from athletic competition for a one-week period from the date that this information is received. If the information is received outside of a competition week or at the end of a sport season, the suspension will carry into the student's next week of competition including their next season.**

A second time violation at any time during the student's high school career will result in dismissal from sports for one sport season (including playoffs). If the violation occurs mid-season, the suspension will carry over to the next season. The length of the suspension will be determined by the percentage of the first season that was missed and applying the remaining percentage to the next season. **The offending participant will be required to complete a substance use education project as assigned by the High School Principal before becoming eligible for contests.**

A third time violation at any time during the student's high school career will result **in suspension from all athletic participation for one calendar year (365 days).**

These athletic code requirements are minimums. Each coach may require stricter standards if he/she chooses to do so as long as the school district approves of the stricter requirements.

2. Ejections Policy Violations, Ejections, & Fines

OSAA policy violations, including an ejection by a coach or athlete may result in the school being fined. The coach/athlete will not be allowed to participate in the next scheduled contest after the first offense, next two contests after the second offense, etc. The district will require the coach/athlete to pay the fine assessed. The coach/athlete must pay all fines before they are allowed to participate in the next eligible contest. Coaching pay may be prorated for the time the coach was suspended.

IV. CONFLICTS IN EXTRACURRICULAR ACTIVITIES

An individual student who attempts to participate in more than one activity simultaneously will undoubtedly be in a position of conflict of obligations. The athletic department recognizes that each student should have the opportunity for a broad range of experiences in extracurricular activities and, to this end, will attempt to schedule events in a manner to minimize conflicts.

Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being careful not to belong to too many activities in which conflicts are bound to occur. The student also has the responsibility to notify faculty advisors/coaches involved immediately when a conflict occurs.

When conflicts do arise, the staff sponsors will meet to work out a solution so that a student is not in a "no-win " situation. If a solution cannot be reached, then the principal will have to make the decision based on the following:

- A. The relative importance of each event.
- B. The importance of each event to the student.
- C. The relative contribution the student can make to or gain from the experience.
- D. How long each event has been scheduled.
- E. Input from the parents.

Once the decision has been made and the student has followed the decision, they will not be penalized in any way by the staff sponsor. If it becomes obvious that a student cannot fulfill the prearranged obligation of a school activity, they shall withdraw from the activity.

V. OUT-OF-SEASON ATHLETES

- A. **“Rule of Two”** - OSAA prohibits gathering more than two members of the same high school program together per day outside of the OSAA-defined season to receive specialized instruction from any coach associated with the school program for all team sports. Athletes in individual sports are not bound by the “Rule of Two” at this time.
- B. **Summer Limitations** - The OSAA association year begins on the first day of fall practice and ends in May or June as determined by the NFHS calendar. Students are not limited by the OSAA requirements during the summer; however, only students whose school of residency is Lowell may participate in team-specific events. Coaches are encouraged to coordinate summer participation with other summer programs to ensure that potential athletes can participate in as many summer programs as they choose. Any summer program or camp is operated under the coaches’ auspices and is not associated with the district.
- C. **Moratorium Week** - Moratorium Week, or “Dead Week,” is typically the last week in July. There will be no calling, contact, or conversations with athletes during this time, and coaches may not use any athletic facilities.

VI. PARENT CONDUCT

Parents want their student-athletes to be successful on and off the field of competition. The athletic department strives to mesh the needs of the individual with the goals and objectives of the athletic department and its teams. Each student-athlete is given an opportunity to become a member of a team and to improve his/her individual skills. It is important that parents understand that effort does not always equate with skills. It is the coach's determination based on experience, observation at practice, and the needs of the team as to who starts, plays, and plays in which position and substitutes. Coaches are not able to discuss with any parent information or opinions about other student-athletes.

VII. CHAIN OF COMMAND

There are times when questions or conflicts arise either between student-athletes, student-athlete and coach, and/or parent and coach. The athletic department believes that most conflicts can be resolved quickly and fairly if the appropriate parties meet to discuss the issue. When conflicts do occur, all parties must allow 24 hours between the incident and a meeting to discuss it excepting incidents in which waiting may increase a likelihood of physical harm. The appropriate chain of command to be followed is:

- A. Player to Coach
- B. Parent to Coach
- C. Parent/Player to Principal
- D. Player/Parent to Superintendent or the Superintendent's designee.
- E. Player/Parent Lowell School District Governing Board

VIII. COACHING DUTIES AND RESPONSIBILITIES

- A. Act as a positive role model at all times.
- B. Work cooperatively with the principal and/or athletic director to continually develop a more effective program.
- C. Cooperate with all other coaches in providing the optimum athletic program possible under existing conditions.
- D. Make recommendations to the athletic director in matters of scheduling.
- E. Schedule all practices in accordance with the OSAA Practice Model.
- F. Supervise locker rooms at all times and until the area is clear.
- G. Promptly report accurate scores to the media.
- H. Enter all relevant data (rosters, scores, pitch count, etc.) on the OSAA website.
- I. Be responsible for tracking and caring of equipment, supplies, and physical properties used by the participants in their sport.
- J. Obtain approval from the athletic director and/or principal for all purchases.

- K. Deal swiftly with any act of discrimination or harassment they witness or that is brought to their attention and inform the athletic director and/or principal.
- L. Make sure that each participant has completed all necessary paperwork, a current physical, and proof of insurance prior to being allowed to practice.
- M. Complete all OSAA and district trainings no later than two weeks before first practice date. Coaches who participate in practice without proper certification will be responsible for any fines issued by the OSAA.
- N. Secure the building, gym, and field after each use. Do not lend out your keys or access card without the permission of the AD or Principal.
- O. Schedule a meeting with parents and athletes prior to the first contest of the season. Coaches will be expected at minimum to discuss the information below at the meeting:
 - 1. Athletic Goals and Objectives
 - 2. Expectations for athletes (code of conduct, practice, grades, behavior, etc.)
 - 3. Expectations for parents (behavior at games, chain of command, etc.)
 - 4. Game/Practice Schedules
- P. Have an understanding of rules and regulations as presented in the OSAA handbook.

IX. EVALUATION OF COACHES

It is the responsibility of the principal to complete an evaluation on each head coach after the season concludes. Assistant coaches will be evaluated with input from the head coach. The principal will meet with each coach to discuss the evaluation and the direction of the program. A copy of the evaluation form is in Appendix A.

X. ATHLETIC DEPARTMENT POLICIES

- A. **Dropping or Transferring Sports** - On occasion, a student-athlete may find it necessary to drop or quit a sport. If this does occur, the student-athlete is required to adhere to the following procedures:
 - 1. Talk with the varsity head coach.
 - 2. Report the situation to the Athletic Director.
 - 3. Check in all equipment.

If a student-athlete wishes to change, quit, or participate in dual sports during the season, he/she must receive approval from both coaches concerned and the Athletic Director. Failure to follow these procedures in dropping, quitting, or changing sports can result in the loss of all athletic privileges. No student-athlete who has dropped a sport may practice or compete in another sport until all events in the dropped sport, including playoffs, have been completed (unless released by the coach of the team the athlete dropped).

- B. **Equipment** - School equipment checked out to the student-athlete is his/her responsibility. He/she is expected to keep equipment clean and in good condition. Loss or damage of any equipment is the athlete's financial obligation. A student-athlete must turn in all uniforms and equipment for one sport before being issued a uniform or equipment for the next sport.

- C. **Missing Practice** - A student-athlete should always consult his/her coach before missing practice or leaving campus. Missing practice or a game without a valid reason will be dealt with at the discretion of the coach. It is the student-athlete's responsibility to inform the coach prior to the event the student-athlete will miss.
- D. **Travel** - All student-athletes must travel to athletic contests with the team on DISTRICT-provided transportation. Student-athletes will remain with their team and under the supervision of the coach while attending away contests. Student-athletes must return from contests on DISTRICT-provided transportation unless riding home with the student's own parent or guardian. All district transportation rules will be followed. Only in rare circumstances may a student-athlete ride home with an adult other than their parent/guardian. Communication must be made with the AD or Principal to get approval prior to any student-athlete riding home with someone other than their parent/guardian.

- E. **Fundraising** - All fundraising activities must be conducted under the direct supervision of staff and approved by the AD and Principal prior to the activity. Fundraising must not interfere with or disrupt school.

All money raised must be immediately receipted and deposited with the district. If the money is being collected over a period of time, it should be deposited on a weekly basis. At no time should money collected be allowed to accumulate in lockers, classrooms, or other unsecured areas.

Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold.

- F. **Sub-Teams** – On teams with a sufficient number of players, athletes will be divided into JV and Varsity sub-teams at the discretion of the head coach. All athletes are eligible for either sub-team regardless of age or experience. Sub-teams may change throughout the season. The Varsity team will strive to play the most competitive lineup possible as determined by the coach, and playing time is not guaranteed. The JV team will strive to develop all athletes, so playing time will be guaranteed; however, playing time may not be divided equally. If a team does not have sufficient numbers for a JV team, no player will be guaranteed playing time, but coaches shall strive to create opportunities for all athletes to play when feasible.
- G. **Awards** - To be eligible for athletic letters and bars, athletes must complete the season, unless injured, and must have participated in events (games, meets, matches, etc.) at the Varsity level. The athlete must have been present at a minimum of 90% of all required practices and events. The team's head coach may add additional requirements that they must communicate at the beginning of each season. The coach is responsible for telling the Athletic Director who has qualified for awards and ensuring the awards are distributed to the athletes in a timely manner.

XI. ATHLETES OF THE YEAR

All student-athletes who meet the below-listed CRITERIA at the end of the school year will receive points based on the SCORING guidelines. The male and female athlete with the highest sum will receive Athlete of the Year honors. If no athlete of a single category meets the criteria, certain criteria may be removed to increase eligible awardees.

A. Criteria

1. Must be a Lowell High School student OR an eligible, in-district home or charter school student for the entire school year.
2. Must be full-time enrolled as defined by OSAA Rule 8.1.1 at the end of each grading period during the school year; enrolled in high school, attending regularly, and passing in at least 5 courses offered by a high school, college, or other school-approved educational activity.
3. Must be making satisfactory progress toward graduation as defined by OSAA Rule 8.1.2 at the end of the school year.
 - a. Minimum 4.5 credits required for Freshmen
 - b. Minimum 10.0 credits required for Sophomores
 - c. Minimum 17.0 credits required for Juniors
 - d. Minimum 24.0 credits and graduation requirements met for Seniors.
4. Must have remained in good standing in all sports in which the student participated by
 - a. Fully completing the season in each sport for which the athlete registered.
 - b. Receiving no OSAA fines or event ejections.
 - c. Avoiding suspension from any team due to rule, policy, or expectation violations, including academic ineligibility, poor behavior, or substance use.
5. Must have achieved individual athletic excellence in at least ONE sport.
 - a. Team sports: Received all-league or all-state honors
 - b. Individual sports: Placed in the district or state meet or tournament
6. Must compete in at least TWO Lowell High School sports during the current school year.
7. Must have turned in or paid in full for all required uniforms and gear.

B. Scoring

For *each* sport in which the athlete fully participates during the school year, they will receive the HIGHEST score for which they qualify on the following basis:

- 4 Participation/scorer in the state tournament/meet
- 3 Participation/scorer in the district tournament/meet OR a top 4 league finish for sports with no district tournament/meet.
- 2 Varsity participation (team sports) or Varsity letter (individual sports)
- 1 Sub-varsity (team sports) or non-letter (individual sports) participation

For *each* sport in which the athlete fully participates during the school year, they will receive the HIGHEST score for which they qualify on the following basis:

- 4 1st Team All-State (team sports) or Individual State Championship (individual sports)
- 3 Other All-State honors (team sports) or State Podium (individual sports)
- 2 1st Team All-League (team sports) or District Championship (individual sports)
- 1 Other All-League honors (team sports) or District Podium (individual sports)

1 For each sport in which the athlete is a team captain

For the athlete's current grade as defined by OSAA Rule 8.2, which considers consecutive years after entering the ninth grade:

- 4 Senior (fourth year)
- 3 Junior (third year)
- 2 Sophomore (second year)
- 1 Freshman (first year)

GPA Athletes will receive a score equivalent to their cumulative, unweighted GPA at the end of the most recent grading period

In the event of a tie, the tie will be broken by vote of all coaches for whom at least one of the tied athletes competed during the current school year. The vote shall be based on student citizenship and work ethic. The Athletic Director will make the final vote only if the coaches' vote results in another tie.

School District Code of Ethics

1. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a friendly relationship between visitors and hosts.
6. To respect the integrity and judgment of sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
8. To encourage leadership, use of initiative, and good judgment by the players on a team.
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of individual players.

APPENDIX A



ANNUAL COACH EVALUATION

Lowell School District #71

Name: _____

Position: _____

Coaching Requirements	Meets Standards	Unsatisfactory	Not Required
Interscholastic Coaching Course <i>(One time only)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concussion in Sports <i>(Annually)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Heat Illness Prevention <i>(Football annually, others quadrennially)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance/Performance Enhancing Substances <i>(Quadrennially)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Heads Up Football Certification <i>(Annually, football only)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sudden Cardiac Arrest <i>(Annually, football only)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blocks, Tackling & Equipment Fitting <i>(Annually, football only)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OSAA Interrupting & Preventing Disc. Acts <i>(One time only)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signed & returned coaching contract	<input type="checkbox"/>	<input type="checkbox"/>	
Completed hiring process/requirements with HR	<input type="checkbox"/>	<input type="checkbox"/>	

Admin. Responsibilities <i>(Head coach only)</i>	Meets Standards	Unsatisfactory	Notes
Ensured all staff met coaching requirements	<input type="checkbox"/>	<input type="checkbox"/>	
Ensured all students met eligibility policy	<input type="checkbox"/>	<input type="checkbox"/>	
Followed budget and purchasing procedure	<input type="checkbox"/>	<input type="checkbox"/>	
Managed and maintained inventory	<input type="checkbox"/>	<input type="checkbox"/>	
Followed facility use policy & procedure	<input type="checkbox"/>	<input type="checkbox"/>	
Reported to AD/OSAA in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	
Led parent meeting & end-of-year awards	<input type="checkbox"/>	<input type="checkbox"/>	
Attended league meeting	<input type="checkbox"/>	<input type="checkbox"/>	

Performance Assessment	Exemplary	Meets Standards	Needs Improvement	Unsatisfactory
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rapport with Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation with Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

Areas of Strength:

Areas of Growth:

Intent to Return

I intend to return to this position next year if requested. If my intention changes, I will notify the principal as soon as possible. ☐ Yes ☐ No

Signatures

Signatures verify that the coach has received a copy of this document, and the contents of this document have been discussed between the evaluated coach and the Athletic Director.

Coach: _____

Date: _____

Principal: _____

Date: _____

APPENDIX A

Lowell School District Athletic Coach Evaluation Rubric

COACHING REQUIREMENTS

Meets Standards:	Completed requirements at least two weeks prior to the start of the sport season or within two weeks of hire, whichever comes second.
Unsatisfactory:	Failed to meet requirements at least two weeks prior to the start of the sport season or within two weeks of hire, whichever comes second.

ADMIN. RESPONSIBILITIES

Ensured all staff met coaching requirements

- All assistant and volunteer coaches completed required trainings, background checks, and contracts prior to participation with the athletic program.

Ensured all students met eligibility policy

- Students were not permitted to participate prior to fully completing the registration process and requirements.
- Students who were ineligible due to attendance, grades, or policy violations were not permitted to participate.

Followed budget and purchasing procedure

- Activity fund balance was not spent in excess of available funds.
- All purchases were legal, ethical, and in accordance with policy.
- Proper permission was obtained prior to spending school money.

Managed and maintained inventory

- Inventory, equipment, and supplies were properly maintained.
- Inventory, equipment, and supplies were collected and returned within two weeks after the conclusion of the season.

Followed facility use policy & procedure

- Facilities were reserved prior to use, and changes were communicated in a timely manner.
- Facilities were well-maintained during use.
- Facilities were clean and secured after use.

Reported to AD/OSAA in a timely manner

- AD was notified in a timely and honest manner of player suspensions, event ejections, athlete awards, and other pertinent or requested information.
- Event results were reported to OSAA and media outlets per OSAA policy.

Led parent meeting & end-of-year awards

- A parent meeting was held prior to the start of the season and was well-communicated to parents and the AD.
- An end-of-the-year award ceremony was held after the season and was well-communicated to athletes and the AD.

Attended league meetings

- Served as a positive representative of the school at the league meeting.
- Advocated for student-athlete recognition.

APPENDIX A

PERFORMANCE ASSESSMENT

Communication

- Communicates with student-athletes on program, academic, and personal issues.
- Keeps the AD informed of all important issues and other requested information.
- Informs parents of events, schedules, changes, and issues regarding their athletes.

Rapport with Students

- Demonstrates positive and respectful relationships with student-athletes.
- Structures experiences and maintains emotional control to facilitate desirable behaviors.
- Actively and enthusiastically supports students in athletics and academics.
- Gains student confidence regarding the coach's leadership, technical, and strategic abilities.
- States and implements clear and consistent standards and expectations.

Professionalism

- Serves as a role model for athletes during events and within the community.
- Acts, appears, and speaks in a way that positively reflects on the program.
- Demonstrates sportsmanship at practice and during events.

Cooperation

- Works cooperatively and participates with colleagues.
- Works with Activity Director to ensure student eligibility.
- Works with other coaches and program leaders to ensure all students are able to participate in a variety of activities.

Supervision

- Understands and enforces district-, site-, and sport-specific governing body rules and regulations.
- Organizes and conducts practice sessions with regard to established district and program goals.