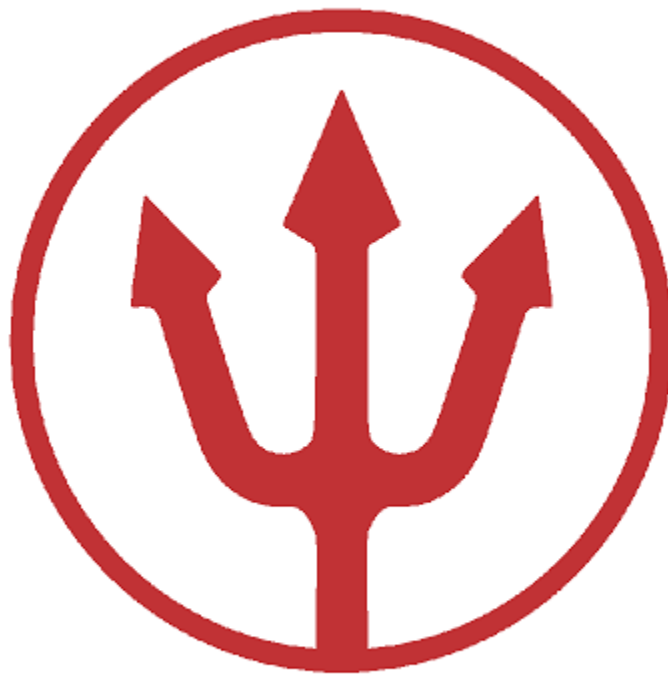


Lowell School District

Coaches Handbook

2015-2016



Lowell Athletics

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The Head Coach is responsible for compliance of all of the enclosed expectations for all aspects of the athletic program, including any JV or freshmen teams.

1. Role modeling: Being associated with Lowell Athletics requires acceptance of appropriate behavior at all times throughout the year that includes, but is not limited to:
 - No drinking of alcoholic beverages in front of or with students.
 - No smoking of tobacco or electronic cigarettes in front of students.
 - No chewing tobacco or any other tobacco products on your person while on campus or when in the presence of athletes.
 - Maintain driving privileges.
 - When driving on school trips, stay within speed limit or slower as road conditions warrant.
 - Make sure that all trash is picked up in buses following away games.
 - No use of profanity or sexual innuendos in the presence of students.
 - No arguing with referees. Discuss issues professionally.
 - No use of narcotics or illegal drugs.
2. Review and discuss team rules. Each coach will have a parent meeting at the beginning of the season at which both The Student-Athlete and Parent Handbook will be reviewed and signed. A copy must be signed by each student and will be turned in to the Coach before participation can happen.

Student Athlete and Parent Handbook consists of the following:

- Athletic Goals and Objectives
- Athletic Code of Conduct
- Discipline Police and Justification
- Requirements for Participation
- Eligibility for Extra-Curricular Activities
- Conflicts in Extra Curricular Activities
- Non-use of Alcohol, Tobacco and Controlled-Substances (including steroids)
- Athletic Department Policies
- Chain of Command
- Parent Conduct Code
- Lowell School District Transfer Procedures
- Lowell School District Code of Ethics

3. All students travel on district provided transportation to and from contests. The only exceptions to this rule are as follows:
 - Students may ride home from contests with their parents only. Coaches must have parents sign out students, indicating date, time, and location of parent pickup. Students may not ride home with boyfriends, girlfriends or siblings.
 - Students may ride home with other adults provided that the parents have made contact with the AD or Principal, and a written request is received and approved by either the AD or the Principal.
 - AD or AD Secretary should be notified immediately of any injury that may require medical care, and the report is to be submitted to the AD as soon as possible, and no later than the next school day.
4. Review OSAA website under coaches tab and complete coaching requirements to include ASEP coaching certification, steroid, concussion, first aid for the head coaches and any other class OSAA may require must be completed before you can coach.
5. Supervision on buses and mini-buses. Seating of coaches and chaperones needs to be spread out. The head coach is responsible for making sure all trash is removed from the bus at the conclusion of each trip. At no time should a female and male be in the same seat.
6. Supervision/Harassment-Sexual Harassment: Never be left alone with one student. Coaches shall be the last people to leave each practice/contest.
7. Only the AD schedules a contest.
8. Only the AD or Principal may encumber activity funds. All purchases must be presented to AD in writing prior to purchase being made. Expenditures will not be permitted without adequate money in the proper activity account.
9. Secure the gym and building after each use. Set the alarm if you are the last one out of the building.
10. Key security. Do not lend out your keys without the permission of the AD or Principal. Do not make copies of keys.

11. Awards Night. Notify AD and secretary via Facility Request Form. Keep all comments professional and positive. Do not embarrass the athletes.

12. A medical kit. Containing medical release for all coaches, athletes, stat keepers/etc., shall be present at every practice and contest. You will have a copy of the medical release for all athletes and keep these forms (including accident report forms) with the medical kit.

13. Following the conclusion of the season a completed inventory, list of award winners, and any other pertinent information shall be reported to the Athletic Director.

14. OUT OF SEASON ATHLETES:

- Off-season athletes: Students who are not out for a sport during a given season, but who turn out for a sport during another season are considered off-season during those seasons that they are not out. Off-season athletes may not begin specialized training (interval training, shooting, hitting, weight training, etc.) for their sport until half-way through the current season that is in progress. Generalized conditioning is allowed for off-season athletes. Students who are out for a sport may begin specialized training for another sport as long as they have permission from the coach of their current sport.
- OSAA “Rule of Two:” OSAA Practice Limitation Rule 6 prohibits gathering more than 2 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. Generalize condition is allowed outside of the defined season. Athletes in individual sports are not bound by the “Rule of Two” at this time, but are still subject to OSD limitations for off-season athletes.
- Summer Limitations: The OSAA association year begins on the first day of fall practice and ends in June. Students are not limited by the OSAA or OSD requirements during the summer. Coaches are encouraged to coordinate summer participation with other summer programs in order 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.
- Moratorium Week is the first week in August. There will be no calling, contact or conversations with athletes that you coach.

15. A list of students turning out for your sport must be submitted to the AD Secretary five working days prior the first day of practice. This list is used to verify initial eligibility, insurance, etc. No athlete is cleared to participate until the AD Secretary has released them.
16. Teachers will release students to work on field, not the coaches. All teachers reserve the right to refuse dismissal without judgment. Academics before athletics.
17. Coaches' evaluations are done at the end of the season.
18. Riders on the bus must be in capacity of the sport. Coaches, player and bus driver families are not permitted to ride the bus unless they are an established member of the team in a full time status and have met the guidelines. An annual student may ride if they are getting pictures for the yearbook and have permission from the athletic director.
19. Release times are to be established prior to the publishing of the daily attendance. All changes must be approved through the athletic director.
20. Statisticians, managers and ball boys. No more than two per team and they must follow all guidelines as the players.
21. Follow all directions of the bus driver. Any discipline from a bus driver will result in discipline to be decided upon by the AD and Administration.
22. Do not engage in negative discussions on social networks or public sites regarding any student, staff member or coach. Do not talk negatively about any member of the Lowell Athletic Program. If you have a concern, take it to the source and if you are not satisfied, take the issue to the next person in the administrative chain.
23. Coaches are responsible to report all scores to OSAA Scorecenter and local papers within one hour of the completion of the contest. Coaches are also responsible to update their roster when there is a change and submit one team photo.
24. **RULES FOR PRACTICE:**
 - Practice times and dates shall be established by the head coach in accordance with OSAA policy.
 - No student will be allowed to practice with a cold card obtained from the AD.
 - There will be no mandatory Sunday practices.

- Students seeking time to work with a teacher after school for class material will be afforded the opportunity without penalty.
- Practice sessions shall be scheduled so as to create a minimum amount of daily conflict especially on Wednesday nights to avoid church conflicts.
- No student shall be penalized for non-participation beyond the regular sports season.
- Students absent from school one or more class periods may not practice on that day, unless the absence was prearranged or excused.
- Open gym will be conducted in accordance with OSAA regulations.
- Practices will end at a regularly scheduled time, as established by the coach and following OSAA policies and guidelines.

25. RULES FOR TRAVEL

- All participants will travel to activities on district provided transportation, except when the AD is provided with written permission.
- All participants will travel from activities on district provide transportation. Approval will only be given for a student to ride with their parent of guardian. The request must be in writing and approved by the coach.
- The coach is responsible for the behavior on the students at all times.
- Coaches are responsible for the cleanliness of the bus or van at the conclusion of the trip.
- Drivers of vans are responsible for reporting damage by students, accidents, or mechanical malfunctions.
- Overnight travel will require an itinerary submitted to the AD by the coach. The AD will make the travel arrangements. A copy of the itinerary (with phone numbers) will be given to the parents of the participants.
- All van drivers will be licensed by the Lowell School District.
- Students are permitted to drive to local practice sites.
- It is the coach's responsibility to make sure that students are not left alone at school at night waiting for a ride after practice or a game.

26. ATHLETIC AWARDS

- At the pre-season meeting coaches are to make their policy and requirements for earning a varsity letter known to parents, athletes and the AD. At the conclusion of

the season, a sports dessert will be held. At this time, coaches have the opportunity to give out awards and to converse with parents and players.

- Coaches will issue an Athletic Participation Certificate to any athlete who completes the season and or meets the standards set by the coach of that sport.
- Varsity team members are also eligible to receive a chenille letter upon recommendation of the head coach. Only one chenille letter will be given to an athlete during his/her high school career. There is an option of buying additional letters at his/her own expense.
- Each varsity sport can, with the coaches' approval, issue special award plaques to athletes who have demonstrated highly advanced skills or leadership qualities. These awards can be given to the same person if the situation or team vote dictates.

27. OSAA & LEAGUE REQUIREMENTS

- All programs are required to abide by all rules and regulations as established by the OSAA. The OSAA handbook is available online at <http://www.osaa.org/governance/handbooks>
- In the fall, copies of the Mountain View Conference regulations will be available for review in the AD's office. It is the responsibility of every coach to know both the league and OSAA rules as they apply to their sport.

28. ATHLETIC GUIDELINES REGARDING DISCRIMINATION AND HARASSMENT

- Coaches have an obligation and responsibility to ensure that students are neither subjected to, nor participate in discriminatory acts, including harassment. Coaches must take action to halt all discriminatory acts which they witness or which are brought to their attention. Students are not to be discriminated against based on race, religion, gender, disabilities or special needs, sexual orientation, socio-economic status, or national origin. Any form of hazing or initiation will be considered harassment.
- Any student who is subject to harassment or discrimination should immediately notify their coach. The AD should be notified if the coach is the subject of the complaint. Coaches notified of a complaint will notify the AD.

- Students are encouraged to file a formal complaint if they feel they are victims of harassment or discrimination. The AD or appropriate administrator will investigate all complaints promptly and thoroughly, and will protect the privacy and due process rights of both the person making the complaint and the alleged offender. Board procedures as established in policy will be followed in cases of sexual harassment.

29. PROCEDURES FOR COMPLAINTS

- It is recognized that district employees seek to carry out their responsibly in the best possible manner. However, there may be times when complaints are made against a district employee by district patrons, parents, guardians or students. If the issue cannot be resolved between the complainant and the coach, the complaint should be directed to the AD. District procedures as established by district policy.
- Guidelines and procedures are intended to be in compliance with District Policy. If there are any conflict between these guidelines and policies, District Policies will prevail.

29. LOWELL SCHOOL DISTRICT ACTIVITIES FUND ACCOUNT PROCEDURES

- A. All LSDAF purchases will be approved by the Athletic Director prior to any contract for goods or services being made.
- B. The Staff Member will inform the AD of a request to purchase.
 1. The AD will verify that the specific account has adequate funds available. At no time will an account be allowed to make a purchase in advance of collecting funds.
 2. Once funds are verified, the AD will record the expenditure by using a triplicate Purchase Order System.
 - 1 copy will be given to the Staff Member as proof of purchase approval.
 - 1 copy will be given to the LSDAF bookkeeper.
 - 1 copy will remain with the AD.
 3. Once the Staff Member has the AD approval the purchase for goods or services can be made.

4. When the purchase is complete (the items are received or services completed) the Staff Member will inform the AD by providing an invoice, packing slip, or receipt.
5. The AD will inform the LSDAF Bookkeeper and forward any documentation.
6. The LSDAF Bookkeeper will remit payment to the vendor and file all documentation.
In some instances a prepayment is required for a purchase, such as for travel expenses. When that is necessary, all receipts must be returned to the AD and those receipts must equal to the amount that prepaid. If they do not equal then the difference must be returned in cash to be re-deposited into the account they were paid out of.



Lowell School District

Annual Coach Evaluation

Name: _____ Site: _____

Sport: _____ Position: _____

Date of Completion: _____ Coaching Training: _____
First Aid: _____
CPR: _____

Performance Assessment:

* Mandatory Areas to be Evaluated

** Optional Areas to be Evaluated

	Exceeds Standards	Meets Standards	Needs Improvement	Unsatisfactory
*Instructional Ability:	_____	_____	_____	_____
*Rapport with Students:	_____	_____	_____	_____
*Professionalism:	_____	_____	_____	_____
*Communication:	_____	_____	_____	_____
*Equipment Inventory:	_____	_____	_____	_____
**Budget (Head Coaches):	_____	_____	_____	_____

Season Highlights and Areas of Strength:

(Comments Pertaining to Each Area and Comments Pertaining to School/Program Goals and/or Expectations)

Areas of Growth:

(Comments Pertaining to Each Area and Comments Pertaining to School/Program Goals and/or Expectations)

Coach's Signature: _____

_____	_____
Name	Date

Evaluation Completed by: _____

_____	_____	_____
Signature	Name/Title	Date

Lowell School District Athletic Coach Evaluation Rubric

PERFORMANCE LEVELS:

5 – Exemplary 4 – Above Average 3 – Satisfactory 2 – Needs Improvement 1 – Unsatisfactory

The coach is evaluated on their performance level of skill/knowledge in each of the areas below:

KNOWLEDGE OF SPORT:

- Identifies and applies competitive tactics and strategies that are appropriate for the specific level.
- Organizes and implements materials for scouting, planning of practices and analysis of games.
- Understands and enforces district/site/sport specific governing body rules and regulations.
- Organizes/conducts/evaluates practice sessions with regard to established district/program goals that are appropriate at each stage of the season.

RAPPORT WITH STUDENTS:

- Communicates with student-athletes on program, academic and personal issues.
- Identifies and practices ethical conduct by maintaining emotional control and demonstrates respect for the student-athletes.
- Identifies desirable behaviors (self-discipline, teammate support, following directions, etc.) and structures experiences to facilitate such behaviors.
- Actively supports student academic success.

RAPPORT WITH COACHES AND STAFF:

- Works cooperatively and participates with colleagues.
- Demonstrates a willingness to participate in continuing professional growth opportunities.
- Proactively assists other colleagues.
- Is open-minded and receptive to individual differences and accepts the ideas of others.
- Demonstrates evidence of collaboration with colleagues.

SERVES AS A ROLE MODEL:

- Serves as a role model for athletes and other coaches on the field, in the classroom and within the community.
- Demonstrates respect for cultural diversity and individuality within student-athletes.
- Colleagues recognize and appreciate the personal and professional qualities demonstrated.
- Clearly communicates positive work habits and procedures.
- Appearance, manners and language reflect positively on the program.

INSTRUCTIONAL ACTIVITY:

- States and implements clear standards and expectations for a successful pre-season program.
- Demonstrates effective and appropriate instructional strategies.
- Develops and implements organized practice sessions that are designed to achieve skill development.
- Demonstrates sport-specific knowledge.

PROFESSIONALISM:

- Exhibits model behavior at practice and during games.
- Demonstrates cooperation with all school staff.
- Engages in positive relationships with student-athletes and all members of the school community.

BUDGET:

- Develops, submits and maintains a balanced budget that reflects current expenditures/future planning needs according to required time lines.
- Follows all district/site purchasing procedures.
- Conducts annual fundraising activities to supplement budget and follows all district/site procedures.

EQUIPMENT INVENTORY:

- Submits a complete inventory of equipment, uniforms, etc. to the AD at the time of the annual evaluation.
- Submits an itemized list/lost equipment/uniforms to the AD at the time of the annual evaluation that matches both the pre- and post- season inventory.
- Provides a written explanation of how equipment/uniforms were lost or damaged.
- Submits completed student bills to the AD for equipment not returned by student athletes or for unpaid spirit packs.
- 100% of all equipment/uniforms collected at the time of the evaluation.

COMMUNICATION:

- Communicates with all stakeholders within the school community regarding all issues.
- Serves as a positive district representative when communicating with stakeholders.
- Monitors the academic progress of student-athletes and effectively communicates with teachers.
- Keeps the AD informed of all important issues.
- Communication skills enhance the effectiveness of the coaching staff.
- Implements directives of the head coach and athletic director.