



Durant Athletic Department

Coaches Handbook

Current Year: 2014-2015

Adopted: April 16, 2007

Implemented: August 1, 2007

Amended and Implemented: August 1, 2014

Philosophy

Students of the Durant Community School District are encouraged to participate in extra-curricular activities to gain from the positive educational benefits of participation in these activities. Among the benefits of participation is the development of constructive attitudes for further citizenship, including principles of fair play, sportsmanship, respect for others, rules, authority, betterment of one's health and well being. These benefits would also include development of leadership, group pride, teamwork, self-discipline, self sacrifice, and the values of a fair-shared commitment by those involved.

Students who participate in extra-curricular activities represent our school to the community, and their conduct is one major factor by which our school is judged. At Durant Community Schools we encourage a high standard of conduct on the part of students. To ensure the reputation, integrity, and high standards of our school system, students participating in extra-curricular activities must conduct themselves in accordance with the Board of Education's Student Good Conduct Policy. Participating in athletics is a privilege not a right.

It is the philosophy of the Durant CSD that participation, for student athletes that have met all program expectations, will be the goal whenever possible at the JH, freshman, and sophomore levels. It is understood that coaches will make efforts to play all players, though some may play more than others on these lower levels. At the varsity level coaches will attempt to play all players whenever possible with the understanding that this may not be possible in each contest.

Coach/Advisor Hiring Philosophy

It is the desire of the Durant Athletic Department to hire the best candidate available to fill vacant coaching positions, and to ensure a quality experience for the student athlete. We acknowledge the benefits of hiring individuals that are in the education field and will always attempt to hire the best available individual.

The student/athlete's needs take priority to determine the individual hired to coach a team at all levels.

Job openings will be posted using all appropriate and available means with the range of each posting dependent on the need to acquire quality candidates to fill the vacancy.

Job openings will remain open and be filled when a suitable candidate has been found.

Durant Athletic Department will fill all vacancies with the best available candidate. If there is more than one candidate that is determined to satisfactorily fill the position then the following criteria will be used to assist in making a determination on who is offered the position.

- 1) Priority given to best available candidate, based on, but not limited to:
 - a. Knowledge of sport
 - b. Coaching Philosophy
 - c. Experience
 - d. Proven ability to be successful at position
- 2) Priority given to an individual in the education field.
- 3) Priority given to individual not in educational field but no conflict of interest.
- 4) Priority given to recruited certified coaches by the district.
- 5) Priority given to best available candidate remaining.

Coach/ Advisor Ethics and Conduct

1. It is important that our students develop respect for the entire teaching, coaching, and advising staff. Students should address all teachers, coaches, and advisors as Coach; Mr.; Mrs.; or Ms. Coaches/ Advisors should foster this respect by addressing fellow coaches/ advisors as Coach, Mr., Mrs., or Ms. in the presence of students.
2. The exchange of information and ideas should be done in an appropriate place and manner.
3. Coaches/advisors should avoid the use of tobacco or alcohol while in the presence of students.
4. Coaches/advisors are expected to avoid the use of profanity.
5. Coaches/advisors are not to recruit students from other sports/ activities.
6. Coaches/advisors are expected to attend all league/rule meetings and athletic/activity functions such as award banquets, coaches meetings, and in-services.
7. Coaches are strongly encouraged to attend or be represented by someone at appropriate Booster Club activities. Sometimes they need our help and we should be more than willing to help them given what they do for us.

Administrative Duties of Coaches/ Advisors

1. Physical forms and signed Athletic participation forms must be turned into the Activities Director prior to any athletic practice for the student. Emergency folders must be completed before the beginning of each sport season. It is the coach's/ advisor's responsibility to insure that each student has a physical and insurance before allowing them to participate. Preliminary rosters are due to the Activities Office 2 weeks prior to the first allowable practice for the sport season.
2. Sports/Activity schedules and practice schedules will be developed by the coaches and Activities Director. Times and places will be determined and copies will be given to all coaches. The Activities Director will also give copies of the transportation schedule to the head coach/ advisor. The coach/ advisor should review and confirm these schedules. Any changes to the transportation schedule need to be made ASAP.
3. Each Head coach/ advisor is responsible for news releases. Media numbers are included in this handbook. Also a season summary of all final scores will be given to the Activities Director.
4. Each head coach/ advisor will take inventory of equipment and turn it in to the Activities Director when the season ends. All equipment must be turned into the coach/ advisor, not the Activities Director or the office(s).
5. Coaches/ Advisors should check lockers and locker rooms for cleanliness. At the conclusion of the season the coach/ advisor shall have the students remove all equipment so that the locker room can be prepared for the next season.
6. The head coach/ advisor will have a parents meeting before the season to review the Athletic Handbook with his/her players and parents/guardians.
7. It is the responsibility of the head coach/advisor to complete an accident/injury report form when injuries occur to a student. The forms are available through the Athletic office.
8. Budget requests should be made at the end of the season for the following year. The Activities Director must approve all purchases. Coaches/ advisors must get requisition/PO forms from the office and submit them to the Activities Director for approval. Items requested should be those previously budgeted.
9. Sunday practices/activities are not allowed unless approved by the AD and Supt. Wednesday is church/family night and all practices will end at 6:30 p.m. Any situations that may require change to this item will need approval through the Activities Director.

10. Coaches/ advisors will be present at all games, activities, and practices. Non-school-day practices must be approved by the Activities Director. The Activities Director will also approve all scrimmages.
11. In the event of a school closing due to weather, practices may be held with the approval of the Activities Director. Attendance at these practices is VOLUNTARY. In the case of early dismissal due to weather, there may not be games depending on the particular situation.
12. Each coach/advisor will abide by all rules and regulations as set forth by the CVC, IGHS AU, IAHSAA, National Federation, and Durant Community Schools. He/she will stay current with regulations regarding coaching of students during the season and out of season. This can be accomplished by checking with the state associations or Activities Director.
13. If a coach/ advisor is to have a program packet containing team rules, policies, philosophies, etc. This packet needs to be submitted to the AD for approval before any parent meeting is held. Each athlete/parent should receive a copy of the program packet.

Disciplinary actions for Participants

The Activities Director and Principal will determine if a student should be disciplined because of violations of the Athletic Handbook. The Activities Director will notify the coach/ advisor once a decision has been made. Penalties will be administered according to the handbook.

Awards

The decision as to whether or not an athlete qualifies for an award rests with the head coach. Coaches must inform their athletes before the season about how letters can be earned. Participation awards are given to non-letter winners on varsity teams, junior varsity teams, and freshman teams. Each sport is allowed three (3) individual award plaques. Any additional awards will be paid for by the coach or club account. Criteria for earning a varsity letter should include adherence to the athletic code, completion of the season in good standing, and meeting the coach's standards. Each coach should outline his/her criteria for athletes to letter in their program packet. He/she must submit criteria to the Activities Director.

Coach/ Advisor Checklist

PRESEASON

1. Meet with all assistant coaches at all levels
2. Develop and review duties, responsibilities, and expectations
3. Check all equipment inventory and supplies
4. Submit practice schedule to the AD
5. Develop award/letter criteria and additional rules
6. Check physicals and emergency information packets
7. Turn in ALL consent forms before 1st practice
8. Hold Parent meeting
9. Inform AD or secretary of plans for parents and senior nights
10. Get schedule of games/events
11. Check eligibility of each member of team
12. Get transportation schedule
13. Hand out uniforms
14. Attend Rules meeting
15. Head Coaches complete "Preseason Checklist" in coaches packet
16. Organize a Med Kit and inform AD of anything needed to fill it.

IN-SEASON

1. Inform AD of roster changes
2. Inform AD of practice schedule changes
3. Notify AD of all scores of meets or contests
4. Notify AD of any situations that may need to be addressed
5. Head coach or designate a coach must be the last out of the locker rooms to make sure they are cleaned
6. After game or contest update quikstats, state website, and/or notify appropriate media

POST SEASON (completed no more than 2 weeks after last competition)

1. Collect equipment
2. Inventory to AD
3. Awards list to AD
4. Set up meeting/evaluation with AD (within 2 weeks of conclusion of season)
5. Develop lists of needs/ wants for program
6. Submit coach/ advisor self-evaluation
7. Submit Asst. Coach evaluations

Travel Procedures for All Events

1. The head coach/advisor will review departure and dismissal times given by the activity director. Any and all changes need to be made ASAP in regards to the season. Students may be dismissed from class no earlier than 15 minutes prior to departure.
2. If you are going to stop before or after the contest to eat, inform the transportation department and parents so necessary arrangements can be made.
3. A first aid kit must accompany all athletic road trips.
4. A minimum of one coach/advisor must accompany and be responsible for each bus/vehicle transporting athletes.
5. School suburban/van may be used to transport individuals. At no time may there be more than the legal number of passengers being transported in a vehicle and all passengers should be wearing seatbelts.
6. All students must travel with the team to all away contests unless specific arrangements have been made with the Activities Director.
7. A student may ride home with a parent or legal guardian if the coach has been informed and the appropriate paperwork has been filled out. Players may not ride home with anyone other than their parent/legal guardian unless special arrangements have been made with the Activities Director.
8. While on the away trip, the coach/advisor will be responsible and liable for supervising all of the students on the trip. Students should not be left unattended at any time. Coaches/Advisors are encouraged to sit in the back of the bus for supervision purposes.

Overnight Travel Procedures

1. All overnight trips must have an itinerary approved in writing by the Activities Director. The itinerary must detail the room assignments, travel arrangements, curfew times, eating arrangements, and supervising responsibilities for all coaches/advisors and students.
2. The team activities during the trip should be kept to the individuals on the trip roster. Other students should not be allowed to "join" the trip.
3. If one of the students on the trip violates any of the set rules, his/her parents/guardians should be notified immediately and instructed to come and get their son/daughter, as their child will be removed from the trip. If the student has broken a law, the coach/advisor should notify the proper authorities immediately. (ex. Sheriff, Police)

Weight Room Use

1. Whenever the weight room is used, it must be supervised by a teacher, coach, or an approved adult with training and/or experience in weight-training.
2. Any coach who opens the weight room will be responsible for the equipment in the weight room.
3. Coaches who open the weight room are responsible for turning out the lights and locking all building doors.

Locker Room Supervision

1. It is the coach's responsibility to see that the locker room is clean.
2. Only authorized personnel should be in the locker room.
3. Contact the Activities Director, if any repairs are necessary.
4. Report any damages to the building Principal.
5. Allow no horseplay in the locker room.
6. The coach should be the **last** to leave. Shut off all lights and lock all doors.

Game/Contest Regulations

1. Each coach should be aware of the number of legal contests his/her team can participate in. If you are unsure, contact the Activities Director.
2. All students on the freshman level, excluding players "moved up" are expected to participate in all contests that are designated for that level if they have met the program's expectations to be eligible.
3. All athletes on the sophomore level are expected to compete whenever possible as long as they have met the program's expectations to be eligible. . It is the goal of the Athletic Department to have maximum participation at the lower levels.
4. Playing time at the varsity level will vary. Varsity coaches will attempt to get as many players into games as possible.
5. Players who are "moved up" are "up". Exceptions will only be made if the player is needed due to numbers at the lower level to be able to play the game or position specific athletes that are needed to compete at any level. This should be approved through the Activities Director.
6. All final rosters and possible moves must be discussed and justified to the Activities Director before the student competes.

Certified Athletic Trainer

Easter Iowa Physical Therapy is a certified training service that the district employs to provide one day a week service to evaluate injuries and attend specific home events.

****** In the event of an injury, the cooperation of the coach, assistant, and/or manager to see that the injury is reported to the Athletic Trainer is essential. Please advise the athlete to see the trainer for evaluation.

- With the athlete's best interests in mind, the Athletic Trainer will advise him/her as to what he/she can or cannot do in their practice or game. Coaches will also be notified as soon as possible with regards to the athletes' condition and playing/practice status.

It will be the Athletic Departments policy to adhere to the decision of the Athletic Trainer until a physician allows the athlete to return to activity. Athletes will need to bring a note from their physician stating that they are cleared or what restrictions they have.

Medical Procedures

All coaches are expected to conduct conditioning and stretching programs to help prevent injuries.

- All coaches are expected to have a thorough knowledge of AED use. The school nurse will help with recertification when needed.
- Coaches are expected to keep a list of players, with their home phone, family doctor and phone number, as well as the emergency phone numbers of each athlete's parents. This should be kept with you at all times in case of an emergency.
- If the injured athlete must be transported to the clinic or hospital, the parents should be notified and requested to meet the athlete there.
- Report major injuries to the AD as soon as appropriate no later than 24 hours after the injury.
- A member of the coaching staff should accompany the athlete to the hospital if at all possible.
- Any injury that keeps a participant from further competition or practice must be reported to the athletic trainer and an injury report form must be filled out and turned into the AD office.
- Any athlete who received an injury requiring a doctor's care must submit a "Medical Release for Return to Athletic Participation" form clearing the athlete for participation before he/she will be allowed to return to practice or games. This form is included in the coaches packet and a copy must be submitted to the AD office.

PREVENTION OF HEAT RELATED ILLNESS

Athletic participation in the heat can lead to a decrease in athletic performance, as well as medical emergencies. While the common sense steps of drinking water and/or sports drinks and cutting activity back when it is hot will help keep situations safe, the following guidelines will assist coaches and athletes in making decisions regarding safe participation and help prevent heat and hydration related illness.

- Avoid the heat of the day: Practices should be scheduled for mornings and/or evenings if possible.
- Extreme heat calls for extreme measures: High heat and humidity may require practices to be modified, moved, or cancelled. If a Coach is asked to make a practice change, it should be understood that practice time can be made up and the health of the athlete must be the first priority. (Please refer to heat stress risk temp and humidity graph.)

Read the Signs

- Signs of dehydration include dry mouth, thirst, weakness, dizziness, chills, irritability, headache, cramps, nausea/vomiting and/or decreased performance. Athletes showing these signs should be immediately removed from participation, given cool fluids, and moved to a cool area under supervision. If an athlete's BWL (body weight loss) is greater than 1-2% within a given day or on consecutive days, that athlete should return to normal hydration status before being allowed to practice. Any fluid deficits should be replaced within 1 to 2 hours after exercise is complete. Athletes should have convenient access to fluids throughout practice and be allowed to hydrate in addition to prescribed breaks. These factors can minimize dehydration and may maximize performance.

- Heat cramps are often present in athletes who perform strenuous exercise in the heat. Cramps tend to occur later in an activity, in conjunction with muscle fatigue and after fluid and electrolyte imbalances have reached a critical level. Muscle cramps can be avoided with adequate conditioning,
- Acclimatization, hydration, electrolyte replacement and appropriate dietary practices. Treatment includes: re-establish normal hydration status and replace some sodium losses with an appropriate drink. Light stretching, relaxation and massage of the involved muscle may help acute pain of a muscle cramp.
- Signs of heat exhaustion include the inability to continue intense exercise in heat, dehydration, coordination problems, syncope, dizziness, profuse sweating, pallor, headache, nausea, vomiting, diarrhea, stomach/intestinal cramps, and persistent muscle cramps. If heat exhaustion is expected remove the athlete from play and immediately move to a shaded or air-conditioned area. Remove excess clothing and equipment. Have athlete lie comfortably with legs propped above heart level. If athlete is not nauseated or vomiting rehydrate orally with chilled water or sports drink. Transport to an emergency facility if rapid improvement is not noted with prescribed treatment. Return to play after heat exhaustion if the athlete is symptom free and fully hydrated. Recommend physician clearance.
- Avoid intense practice in heat until at least the next day to ensure recovery from fatigue and dehydration.
- Signs of heat stroke include Central Nervous System (CNS) dysfunction (altered consciousness, coma, convulsions, disorientation, irrational behavior, decreased mental acuity, irritability, confusion, hysteria, apathy and hyperthermia. May also have headache, nausea, vomiting, diarrhea, hot and wet or dry skin, increased heart rate, decreased blood pressure, increased respiratory rate, dehydration and combativeness. Aggressive and immediate whole-body cooling is the key to optimizing treatment. Immediately immerse athlete in tub of cold water if possible and call 911. Remove clothing and equipment. Alternative cooling strategies could include: spraying the body with cold water, fans, using ice bags to cover much of the body as possible and/or cold towels. Monitor airway, breathing circulation and CNS status (cognitive, convulsions, orientation, consciousness, etc.) at all times.

Emergency Procedures

It is important that all coaches be aware of what to do in an emergency. If you feel the injury is serious or you are not certain if you should move the athlete, contact emergency personnel immediately. If necessary, the Ambulance will be called. After such an incident the AD or Principal should be notified. Please post these numbers near a phone and keep a copy in your med kit.

Emergency

911

Resignations

If a coach/advisor desires to terminate his/her services, he/she will give written notice to the Activities Director, Principal, or Central Office.

Fundraising

Fundraising activities should be kept at a minimum. A fundraising project should be discussed with and approved by the AD. The proper paperwork should be filled out for final approval. Try to limit your fundraising to ONE per program. The focus group for the fundraising should be community members, students, and should try to avoid local businesses.

Open Gym Policy

Off season sports will be limited to one (1), hour and a half session, for their respective sport during the week throughout the school year. This does not include pitchers and catchers workouts. The open gyms are not to conflict with other home events so that they draw students away from attending said event. Open gyms are to be open to all currently enrolled students at Durant.

Open gyms must be supervised by an adult. Coaches should follow all IGHS AU/IAHSSA regulations pertaining to their involvement in the open gym setting.

Evaluations

The Activities Director will evaluate all head coaches. The form to be used is included in this handbook. The coach must also complete a self-evaluation form before the final evaluation occurs by the AD. Head coaches are required to evaluate ALL of the assistant coaches and junior high coaches in their program and must submit those to the Activities Director. Assistant coaches may be evaluated by the Activities Director if needed.

MEDIA	PHONE	EMAIL	SPECIAL INSTRUCTIONS
QC TIMES	800-437-4648	DDoxsie@qctimes.com	AFTER GAME
MUSCATINE JOURNAL	800-383-3198 X 528 OR 533	Andrew.Wyder@muscatinejournal.com	AFTER GAME
WMT RADIO	800-933-7767 X-128		AFTER GAME
RADIO IOWA	800-729-8765		AFTER GAME
KWQC TV	563-383-7079, 7047, 7037		AFTER GAME
KGAN TV	319-395-9076 X-406		AFTER GAME
KMCS/KWPC Radio	<u>sports@voiceofmuscatine.com</u> . Fax: (563)263-9206		AFTER GAME
ADVOCATE NEWS	563-732-2029	dsawvell@netwtc.net	AFTER GAME
CONSERVATIVE	563-886-2131	conservativesports@gmail.com	AFTER GAME

Durant Community School District
Extra-Curricular Evaluation

Coach/Sponsor Evaluated:					
Position Held:					
Evaluator:					
School Year:			Date of Evaluation:		

The following rating scale is used for the purpose of this evaluation:

N/A = Not Applicable (does not apply or was not seen)
 1 = Not Effective (Behavior is Unacceptable)
 2 = Poor (Inadequate or Unprofessional Behavior Shown)
 3 = Needs Improvement (Behavior is Mediocre/Lots of Room for Improvement)
 4 = Good (Behavior is Displayed Often/Room for Improvement)
 5 = Very Effective (Behavior Displayed often goes Beyond Requirements)

CRITERIA	RATING					
	N/A	1	2	3	4	5
ORGANIZATIONAL LEADERSHIP						
1. The Coach/Sponsor has the ability to sense the needs and feelings of the players.						
2. The Coach/Sponsor has the ability to sense the needs and feelings of the assistant coaches.						
3. The Coach/Sponsor works directly with the Lower Level Programs to establish a Common Vision for the program.						
4. The Coach/Sponsor has the social skills required to lead the program in dealing with players, parents, coaches, and community members.						
5. The Coach/Sponsor has created a culture of organization and a positive environment that allows all members to be successful.						
6. The Coach/Sponsor sets high standards and expectations for himself/herself, fellow coaches, and players.						
7. The Coach/Sponsor effectively evaluates the performance of players in determining						

appropriate playing time and level.						
8. The Coach/Sponsor effectively evaluates the performance of assistance coaches and provides appropriate feedback consistently.						
9. The Coach/Sponsor supports the vision and priorities of all Extra-Curricular programs.						
10. The Coach/Sponsor is a team player.						
CRITERIA		RATING				
		1	2	3	4	5

SPORT SPECIFIC CONTENT KNOWLEDGE						
1. The Coach/Sponsor effectively evaluates the performance of players in determining specific skills/drills to focus on.						
2. The Coach/Sponsor effectively evaluates the performance of the team in determining focus of practices.						
3. The Coach/Sponsor implements a practice philosophy that increases the opportunity for success and growth for all players.						
4. The Coach/Sponsor incorporates various and appropriate drills to increase player/team performance.						
5. The Coach/Sponsor provides appropriate feedback during skill development to increase the growth of players.						
6. The Coach/Sponsor implements an effective strategy for performances that allow the team to be successful.						
7. The Coach/Sponsor makes appropriate adjustments during the competition to the team strategy.						
8. The Coach/Sponsor engages in professional growth to increase their own sport specific knowledge.						

9. The Coach/Sponsor provides needed support for coaches at all levels to improve the program as a whole.						
CRITERIA		RATING				
		1	2	3	4	5

ORGANIZATIONAL MANAGEMENT

1. The Coach/Sponsor effectively organizes the workload through the use of an effective management system.						
2. The Coach/Sponsor accurately completes all required paperwork, responsibilities, and reports statistics in a timely and efficient manner.						
3. The Coach/Sponsor has created an organizational environment that is safe for all players and conducive to individual and team improvement.						
4. The Coach/Sponsor has created an organizational environment that is positive and promotes productive player/staff morale.						
5. The Coach/Sponsor effectively develops a budget that meets the needs of the program and takes steps to ensure expenditure accountability.						
CRITERIA		RATING				
		1	2	3	4	5

LEADERSHIP ATTRIBUTES

1. The Coach/Sponsor displays the ability to manage himself/herself during practices and competitions.						
2. The Coach/Sponsor has the ability to manage others in a constructive and positive manner.						
3. The Coach/Sponsor displays a high level of personal and professional integrity.						
4. The Coach/Sponsor has demonstrated sport specific knowledge.						
5. The Coach/Sponsor has demonstrated professional growth.						

6. The Coach/Sponsor has the resilience, energy, and spirit to lead.						
7. The Coach/Sponsor makes constructive and sound decisions.						
8. The Coach/Sponsor actively seeks and uses input from players.						
9. The Coach/Sponsor actively seeks and uses input from assistant coaches.						
10. The Coach/Sponsor actively seeks and uses input from other coaches.						
11. The Coach/Sponsor develops plans that clear, concise, and are followed routinely.						
CRITERIA	RATING					
	1	2	3	4	5	

COMMUNICATION						
1. The Coach/Sponsor communicates effectively with all players.						
2. The Coach/Sponsor communicates effectively with all assistant coaches.						
3. The Coach/Sponsor communicates effectively with parents.						
4. The Coach/Sponsor communicates effectively with the AD.						
5. The Coach/Sponsor communicates effectively with the media.						

SUMMARY OF EVALUATION:

RECOMMENDATIONS:

Signature of Coach/Sponsor

Date

Signature of Evaluator

Date