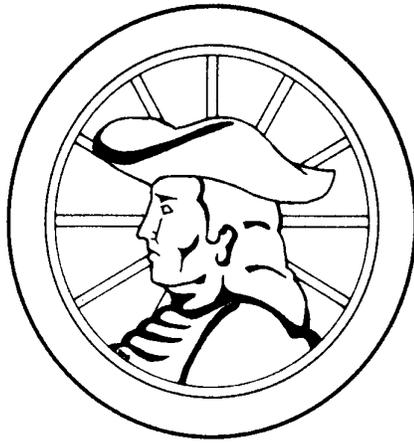


Coaches' Manual



Millville Area School District
2018-2019

Code of Ethics for Coaches

The Code of Ethics of the PIAA states that coaches should:

- *Have a fair, unprejudiced relationship to student-athletes.*
- *Teach student-athletes to win through legitimate means only. Striving to win at any cost is distinctly unethical.*
- *Give opponents full credit when they win.*
- *Control one's temper at all times.*
- *Not use and discourage the use of profanity and obscene language.*
- *Recommend the use of competent Contest officials and support their decisions. The coach should not criticize the actions or decisions of Contest officials before student-athletes or spectators.*
- *Counteract unfounded rumors of questionable practices by opponents. To establish the truth of falsity of these rumors the coach should refer them directly to the authorities of the school concerned.*
- *Not recruit students, in whole or in part, for an athletic purpose.*

This manual has been prepared to provide you with essential information concerning the expectations for our coaches. Please contact the Athletic Director or the Secondary Principal if you have questions or concerns.

You have accepted an incredible responsibility to coach our student-athletes and help mold them into young people for whom teamwork, character, and honor are more than just words.

Thank you for dedication and willingness to give your time, talents and expertise to enrich our students.

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Season Information

Contests

1. Coaches shall not enter into agreements for games, scrimmages, or any unscheduled workouts without the prior approval of the Athletic Director.
2. No student should be allowed to participate in school competitions if he/she does not attend practices on a regular basis. This should be included in the team rules at the beginning of the season.
3. A student may not participate in a practice or game if the student has not been in school at least 3 1/2 hours on the day of the event or the last school day immediately preceding it. Any exceptions to this must be approved by the secondary principal.
4. Coaches should expect that team members play fairly and demonstrate respect for coaches, fellow players, and officials at all times.
5. Athletes or coaches who are removed from a contest by officials for inappropriate conduct may not participate in the next contest of the team.

Eligibility

1. Upon notification of ineligibility of a student athlete, it is the responsibility of the coach to enforce the PIAA and School District rules and regulations.
2. Scholastic Eligibility
 - a. A student who is failing two or more classes will be ineligible to participate in practices or games the following week (Sunday through Saturday). Two failing grades at the end of the marking period will result in a 15-day suspension. Final grades for the school year will determine eligibility for the following fall.
3. Discipline
 - a. A student who is on in-school or out-of-school suspension may not practice or play.
4. Any appeals of eligibility should be directed to the Secondary Principal.

Communication

1. The coaching staff will meet with parents and athletes before each season to discuss the rules and regulations.
2. The head coach will send out weekly communications regarding the upcoming week's events and departure times.
3. If there are any changes to practice and/or competition dates and times, this will be communicated immediately with all parents/guardians. The head coach is responsible for sending out the changes.
4. The head coach is responsible for communicating with the Athletic Director regarding any changes he or she would like to make to the practice or competition schedule. These changes must be approved.

Equipment and Uniforms

1. It is the responsibility of the head coach to see that all of the uniforms/equipment are checked out to each team member and properly recorded.
2. At the completion of the season, it is the responsibility of the head coach to collect all equipment/uniforms from team members, including any who may have left the team since the beginning of the season. Any student who fails to return equipment/uniforms issued to him/her will be assessed the replacement cost for the item(s), and the Athletic Director will be notified.
3. No equipment or uniforms should be left out on the field or court overnight.
4. It is the coach's responsibility to see that the equipment room assigned to his/her sport is left in good order at the end of the season.
5. No uniforms or equipment are to be sold or given away without the prior approval of the Athletic Director and Principal.
6. Students are not to wear their uniforms or any part of their uniforms except immediately before, during, or immediately after a competition. Exceptions to this rule for the purpose of promoting school spirit must be approved by the Secondary Principal.
7. Rule #6 does not apply after the season when baseball/softball caps remain the property of the student.
8. Keys, equipment, and uniforms must be returned before receiving the final pay for the sports season. If you encounter difficulties in obtaining the materials from the student, please contact the Athletic Director.

Injuries

1. In the case of an injury requiring transport to a hospital, a member of the coaching staff should accompany the student to the hospital whenever possible.
2. Attempts should be made to contact the parents/guardians immediately. If trainer requests, allow parents/guardians onto field or court.
3. All injuries should be reported on the accident form which is available from the nurse. These forms are to be completed by the coach or athletic trainer. All trainer reports need to be shared with nurse and concussion management person after an incident.
4. Insurance is the responsibility of the family. They may have private insurance or purchase a plan through the policy offered by the school district. Each player is to submit a signed form indicating coverage prior to the first sport of the year in which he/she participates. Any insurance claims are to be completed and submitted to the insurance company by the student and/or parents/guardians. It is not the responsibility of school personnel to do this.

Keys

1. As a coach, you will be issued a key card or fob to provide entrance to the building during the weekday and on weekends.
2. Keys are not to be loaned to any adult or student. Notify the Athletic Director immediately if your keys/fobs are misplaced, lost or stolen.
3. After the completion of the season, keys/fobs are to be returned to the Athletic Director.

Physicals and Permission Slips

1. All students must have a physical examination before practicing or playing on any team.
2. Physical exams may be conducted by the school physician on the dates established for this purpose. A student may also have an examination by a family physician.
3. All examination results are to be placed on the form provided by the school for this purpose.
4. The completed form with all signatures and other information must be submitted to the Athletic Director or the Main Office for the student to be eligible to participate.
5. It is the coach's responsibility to see that only those with the proper paperwork are allowed to practice or play.

Practices

1. A coach is responsible for members of his/her team from the beginning of practice until all players have left the locker room.
2. The coach is to arrive at least 15 minutes prior to the designated arrival time for the athletes and must not leave until all the players have left. Do not leave your athletes in the care of another coach.
3. The head coach is ultimately responsible for checking and securing the locker rooms and practice areas after all practices.
4. Any person not connected with the athletic team is not allowed in the team locker room or on practice field/court without the consent of the coach or person in charge.
5. There will be no games or practices on days when, due to hazardous weather conditions, the district dismisses school early.
6. There may be games or practices on days when the district has closed for weather if the conditions have improved by 2:00 PM. This is at the discretion of the Superintendent, Secondary Principal, and Athletic Director based on a coach's request. Practice should not begin prior to 3:30 PM. These practices are not mandatory and students will not be penalized for non-attendance.
7. There will be no practices at churches, other schools, etc. on inclement weather days if the school does not allow practice or a game.
8. **ALL** coaches will submit a practice and game schedule for pre-approval to the Athletic Director and Secondary Principal before their season begins.
9. There may be occasional Sunday practices at the discretion of the Superintendent, Secondary Principal, and Athletic Director. This decision will be evaluated case by case based on weather and circumstances. These Sunday practices will occur between 2:00-5:00 PM. These practices are not mandatory and students will not be penalized for non-attendance.
10. Whenever there is inclement weather, the use of inside facilities for practices by outdoor sports will be scheduled by the Athletic Director.

Remuneration

1. Varsity and Junior Varsity coaches are paid three times over the course of the season. The first payment is made with the payroll following the start of the season. The second payment is made at mid-season. The final payment is made with the second payroll following the close of the regular season and upon meeting season-completion criteria of the Athletic Director.
2. Payments for post-season play will be made at the conclusion of all games and upon meeting season-completion criteria of the Athletic Director.
3. Junior High coaches are paid one time only at the end of the season and upon meeting season-completion criteria of the Athletic Director.

Team Rules

1. The head coach will prepare written rules and regulations for the operation of the team and distribute these to the athletes and their parents.
2. Prior to distribution, these guidelines will be approved by the Athletic Director and the Secondary Principal.
3. There is to be a dress code for away games for teams which do not wear their uniforms to the events. This is to be approved by the Athletic Director or High School Principal.
4. Each student will be handed a Student-Athlete Handbook regarding school policies. All athletes and parents/guardians must sign stating that they have read and will adhere to all district policies.

Transportation

1. The Athletic Director will make all arrangements for bus transportation and will inform the coach of departure times and other relevant information.
2. For away events, all players must leave from and return to school on the bus. Any exceptions to this will require written permission from the parent or guardian. This request must be submitted to the high school principal and have his/her signature prior to submission to the coach. A player may only leave with a parent/guardian.
3. Coaches are responsible for the conduct of their respective squads. The district rules for travel on school vehicles should be enforced.
4. Coaches must travel on the bus with their teams.
5. Only players, coaches, cheerleaders, book and score keepers, athletic trainers, and other personnel directly related to the game may travel on the bus. Parents/Guardians and small children are not permitted on the team bus.
6. Coaches will remain at the school until all students have been picked up. A student should never be left alone, even if he/she says that parents are on the way.
7. Coaches are not to transport students without specific permission from the Secondary Principal.

Off-Season Information

Awards

1. The first time an athlete wins a varsity award (as directed by his/her coach), a varsity "M" is awarded as well as a clip-on, emblematic of that sport.
2. The second time a varsity letter is earned, the athlete receives a service bar for that year. If it is in the same year in another sport, he/she receives a clip-on for that sport.
3. The maximum number of service bars an athlete can receive during his/her sports career is nine. The maximum number of clip-ons is generally three, although it is possible that, over a period of four years, he/she might earn awards in more than three varsity sports and cheerleading, thereby resulting in a larger number of clip-ons.
4. If an athlete attains three or more varsity letters during his/her sports career at Millville, he/she is eligible for a special plaque—paid for through the athletic budget—if he/she has contributed substantially during the senior year.
5. If an athlete attains state recognition or is named to an all-star team, the Athletic Director may give a special award.
6. The Athletic Director may make other special awards as the situation occurs.
7. An athlete who earns a letter will be given a certificate at the Athletic Banquet indicating the sport in which the letter was earned.
8. Only one manager may receive a varsity letter per sport. This manager must attend practices and contests. If there would be any exceptions, the Athletic Director should be consulted.
9. For league, district, and state recognition awards, consult Board Policy 250, which may be found at the end of this booklet. Approval of the athletic director, principal and superintendent are required before items may be ordered. Award items purchased by the coaches or booster clubs require approval of the athletic director and principal prior to ordering.

NOTE: Cheerleaders are under the same guidelines, as are all interscholastic sports, with regards to awards. Therefore, cheerleaders should be expected to meet the requirements of athletes playing competitive sports. Coaches are responsible for the recommendation of athletes for these awards.

Awards System

1. An athlete must participate in at least 50% of the regular season contests at the varsity level. This is regular season and does not include scrimmages, tournaments, district, regional, and state contests.
2. Injured Athlete—Any athlete who is injured during a sport season and this injury causes him/her to not meet the criteria above, may be awarded a letter at the discretion of the coach, provided the coach feels that, under normal circumstances, the athlete would have qualified for a letter. They must continue to attend practices and contests, if the injury permits.
3. Seniors—A senior who has been on a team for 4 years and has contributed constructively to the program will be given a letter.
4. Special Consideration—If, for a special reason, a coach feels an athlete should receive a letter, but has not qualified, the coach should explain to the Athletic Director why the person should be considered. The Athletic Director and the Principal may then agree to award the letter.

5. Withholding a letter—A varsity letter may be withheld from an athlete who has not completed the season for a reason considered serious to the head coach.

Budget and Inventory

1. The head coach shall submit budget requests for his/her sport each year through the Athletic Director. These requests are generally due in February for the following school year.
2. The coach shall check all equipment and uniforms and make recommendations for reconditioning or replacement. The checklist is to be given to the Athletic Director.
3. At the end of the season, the head coach shall meet with the Athletic Director and Secondary Principal for an end-of-season evaluation.

Fundraising

1. ALL fundraising activities must be approved by the Secondary Principal. For all purchases of awards or other items requiring district funds, a Purchase Order Requisition Form must be submitted to the Athletic Director or the Secondary Principal. You will be notified once approval has been given, and the item may then be ordered/purchased.
2. Fundraising should occur during the season or in close approximation thereof.

Miscellaneous Duties

1. The head coach will attend scheduled meetings of league coaches. If a head coach does not attend the required PIAA meeting, the fine of \$100.00 is to be paid, personally, by the coach
2. The head coach or a permissible replacement must attend the rules interpretation meeting for his/her sport.
3. Every effort should be made to attend the Booster Club banquet, if available, for your sport. This shows support for all they do for your team.
4. Coaches are expected to attend the Athletic Banquet that is held each spring.
5. Coaches are responsible for being familiar with and abiding by the PIAA regulations concerning out-of-season participation.
6. Coaches should encourage students to attend summer camps and pursue collegiate scholarships where appropriate.
7. An adult must be present when student athletes are being interviewed by college coaches/recruiters on school property or at school events. If the parent is not present, this is the responsibility of the head coach.

Out of Season Experiences

1. All sports have a defined season, and no sport should operate to the detriment of any other sport.
2. All students should have the opportunity to participate in as many interscholastic athletic experiences as is reasonably possible.
3. Coaches may not require a student to participate in a sport or a training program for a sport outside of the PIAA defined pre-season or season. Participation in any out-of-season activity must be voluntary.
4. Open gyms, clinics, weight training and camps are for students under the supervision of district employees.

Summary of Duties

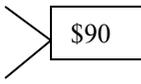
Duties of the Head Coach

1. Oversee the entire program.
2. Prepare budgets for the entire program.
3. Assist in selection of and delegate responsibilities to the assistant coach and any volunteer coaches.
4. Evaluate assistant coaches at the conclusion of the season. The evaluation forms should be obtained from and returned to the Athletic Director.
5. Coach the varsity team.
6. Attend parent/booster club meetings.
7. Assign scouting duties.
8. Oversee game plan at each level.
9. Inform Athletic Director and assistants of clinics, etc.
10. Oversee equipment and uniform inventory and status.
11. Report scores and highlights to media.
12. Prepare stats and literature for various school uses.
13. Vote for various awards.
14. Update coaching techniques.
15. Attend Pep Rallies to announce players or procure substitute.
16. Maintain building security when present.

Duties of the Assistant Coach

1. Assist with the varsity when needed.
2. Be present at all varsity events.
3. Coach "JV" team.
4. Collect all uniforms and equipment from your team members.
5. Be available to scout when necessary.
6. Attend clinics, if possible.
7. Assist in off-season programs.
8. Inform head coach of budget needs.
9. Assume responsibility for the varsity team in the absence of the head coach.

Requirements of ALL Coaches (paid and unpaid)

1. Concussion certification (free and completed yearly)
2. Cardiac arrest certification (free and completed yearly)
3. Coaching certification (required by PIAA by 2018) 
4. First Aid certification (required by PIAA by 2018)

ALL CERTIFICATIONS NEED TO BE COMPLETED PRIOR TO YOUR SEASON'S FIRST OFFICIAL PRACTICE OR YOU WILL NOT BE ALLOWED TO COACH

Appendix

AWARDS

The Board has in the past, recognized the accomplishments of its student by presenting awards to them.

This recognition process includes academic and extra-curricular awards such as certificates, trophies, and jackets (wearing apparel) presented to all team members including a head coach and one assistant. Teams may also include small groups or individuals who are selected for participation in programs such as district band or chorus

As a guideline for expenditures, the Board of Education suggests that the following amounts be spent as the Board's share for jackets and awards:

<u>YEARLY AWARDS</u>	<u>AMOUNT PER PERSON</u>
LETTERS	As needed
CERTIFICATES	As needed
PINS	As needed
ALL-STAR FIRST TEAM AWARD	As Needed--\$30.00
<u>EXTRA-CURRICULAR CHAMPIONSHIPS</u>	<u>AMOUNT PER PERSON</u>
LEAGUE	\$45.00
DISTRICT	\$50.00
STATE PLACEMENT (4th or better)	\$60.00

Funds are to be allocated only for the highest level achieved by a team.

All awards under this Administrative regulation must be approved by the Superintendent prior to ordering.

Lightning Procedures

Who

Coaches

Referees

Security

Responsibility

During practice times, stop practice and clear the field if deemed unsafe

Stop the game if environment is deemed unsafe as per PIAA regulations

Weather watcher

Safe Shelter:

Fall

Elementary School gym, lobby or locker rooms; Maintenance Room in stadium; buses

Spring

Elementary School gym (softball, field hockey, soccer); High School gym (baseball)

When is it unsafe to practice or play a game?

Using the Flash-to-Bang count, you can tell the approximate distance of a storm:

- Begin counting at the first sight of a lightning flash
- Stop counting when you hear the thunder clap
- Each second you count = 1 mile away
- There should not be a delay in seeking shelter.

When to return to play:

Once activities have been suspended, wait 30 minutes following the last sound of thunder or lightning flash prior to resuming activity.

Places to avoid:

- Highest point on field (Press Box)
- Open water
- Flag poles
- Trees
- Light poles
- Metal bleachers

What to do if caught without shelter:

If caught in the middle of a storm and no shelter is available, assume the "Lightning Safe Position" which includes to be crouched on the ground, weight on the balls of the feet, feet together, head lowered, and ears covered. This is especially for individuals who feel their hair stand on end, skin tingle, or hear a "crackling noise."

Game Injury Procedures

When there is an injury during a game, the only people allowed on the field or court are the Athletic Trainer and one coach.

If someone comes onto the field or court from the stands, the other team, etc:

- They must identify themselves and why they are there.
- The Athletic Trainer is responsible for the care of the athlete.
- The coach is responsible to tell them, "Everything is under control" and to thank them for their help.
- The Game Manager should meet them at the sidelines to explain these procedures in further detail, if needed.

The exception to these procedures is a 9-1-1 call or a request for help from the Athletic Trainer.

Why we need to follow this:

The more people gathered around an athlete, the more nervous and scared people, especially parents/guardians, become. It is important to keep everyone as calm as possible when there is an injury. Also, additional people may make it more difficult for the Athletic Trainer to provide the best care possible for the injured athlete.

Concussion Protocols

1. Locate parents/guardians immediately—if in stands, call them to the field or court to discuss injury and their wishes for treatment. Trainer assesses student and fills out report. Trainer shares with Athletic Director, nurse, and concussion management contact person.
2. If parents/guardians are not present, contact them. Trainer assesses student and fills out report. Trainer shares with Athletic Director, nurse, and concussion management contact person.
3. District Concussion Team consists of Dee Davis, Sara Wolfe, Eric Stair, PJ Steiner, and Cindy Jenkins