



Windham Exempted Village School District

Coaching Code of Conduct

2018-2019

Gregg Isler, Superintendent

Laura Amero, Assistant Superintendent *Marco Marinucci, Principal*

Daniel Gross, Athletic Director

Daniel Burns, Assistant Principal & Assistant Athletic Director

Preface

To insure the highest caliber athletic program for the Windham Exempted Village School District, the Board of Education, Administration and coaching staff of the Windham Exempted Village School District subscribe to these regulations and policies.

Validation

The regulations and policies herein stated become effective _____, and supersede all other regulations and/or procedures which have been adopted by the Windham Athletic Department, the Administration of the Windham Exempted Village School District and the Board of Education.

Signed:

Melissa Roubic _____

Windham Board of Education President

Gregg Isler _____

Windham Exempted Village School District Superintendent

Laura Amero _____

Windham Exempted Village School District Assistant Superintendent

Marco Marinucci _____

Windham Exempted Village School District Junior and Senior High Principal

Daniel Gross _____

Windham Exempted Village School District Athletic Director

Daniel Burns _____

Windham Exempted Village School District Junior and Senior High School Assistant Principal & Assistant Athletic Director

Philosophy of the Windham Athletic Department

The primary objective of the Windham Athletic Department is to promote the school system as an educational institution, as set forth in the philosophy of the Windham Exempted Village School District.

In keeping with this primary objective, the Windham Athletic Department considers the development of the physical and mental growth of each individual athlete of paramount importance. Consequently, the athletic program of Windham Schools is open to ALL students who are enrolled, attend and who meet the academic and citizenship standards of the Windham Exempted Village School District.

The Windham Exempted Village School District shall endeavor to offer attractive and challenging competition for students seeking to be involved in its programs, however, the Windham Athletic Department program is in no way intended to be remedial or rehabilitative in scope.

The purpose of the Windham Athletic Program shall be to provide a successful, efficient, balanced and harmonious program of athletics, giving full consideration to the fundamentals of pupil's health, to emotional and personality growth of the student, and to good sportsmanship in the schools and community.

The athletic programs should provide additional experiences that may not be fostered in the normal classroom setting. However, participation in athletics at Windham Exempted Village Schools is **not a right, but an extension** to those that follow the rules of the Code of Conduct.

Athletic Executive Board

The Executive Board is an advisory committee group who oversee the functioning and activities of the Windham athletic program. The executive board shall have voting rights on all matters and will be consulted when specific situations occur within the athletic programs that require the board to meet and vote.

The Athletic Executive Board will be composed of the superintendent, the Jr. High/High School principal, Jr. High/High School assistant principal, the athletic director, the assistant athletic director, two school board members and the head coach of each sport.

Athletic Program

The Windham Athletic Department assumes the responsibility of providing equipment, supervision, and competition as facilities allow for every interested student in the school system.

Good citizenship and scholarship are paramount at all grade levels.

Team Sports

The Athletic Department provides an adequate and challenging schedule for each grade level.

- Jr. High (7th and 8th grade athletes only)
- Freshman Schedule (freshman athletes only)
- Junior Varsity Schedule
- Varsity Schedule

Pre-Participation Requirements

Completed Physical Exam Form
Emergency Medical Authorization Form
Insurance Waiver Form
Signed Handbook Form
Concussion Form
Eligibility (Academically)

Equipment and Uniforms

Athletic department equipment and uniforms that are issued to the athlete are the sole responsibility of that athlete; if the equipment and/or uniform is lost or damaged, replacement or repair will be made at the athlete's expense. All equipment and/or uniforms must be returned to the coach at the conclusion of each sport/activity season. Uniforms are not to be used as personal apparel and should only be used during games. The exception to this is the wearing of jerseys on game days (with permission from the coach). Any fees owed for athletic purposes will be treated as a school fee for the athlete.

Uniform Design and Style

To enable the Athletic Department to protect uniform purchases over a span of years and to insure each team the best possible equipment, the department has established:

- School colors are black and "vegas" gold, and white.
- Uniforms of all Windham Board of Education teams shall be of these colors only.

Purchase of Equipment

Members of the coaching staff must make requests for equipment through the Athletic Director. The Athletic Department must sanction all equipment purchases. Unauthorized purchases become the responsibility of the purchaser.

Care of Equipment

All uniforms are completely washable. Arrangements should be made to assure clean equipment at all times. Each coach is responsible to see that his/her equipment is clean.

Quitting a Team

Any athlete who quits a sport after 50% of the maximum total allowed games per season per sport, he/she may not participate in organized open gyms, training or practices of another sport until the season of the sport in which he/she quit is completed. If an athlete wants to contest the ruling, he/she has 10 school days to request a hearing, in writing, to the principal. The athlete and his/her guardian will meet with the Athletic Appeals Board. The Athletic Appeals Board consists of: An administrator, assistant athletic director, athletic director, and a WEVS Board Member. *Exception:* an athlete left a sport for medical reasons, or has a signed multi-sport participation form on file.

One Sport One Season

A student may be a member of more than one interscholastic team in any one-sport season. The contract for multi-participation, which details all policy regarding this option, is included in the forms section of the policy manual.

Appearance

An athlete's appearance should show a positive representation of the Windham School System. The head coach of each sport will establish specific rules of appearance.

Transportation to and from athletic contests

Student-athletes are only permitted to ride to and from athletic contests with their parents/guardians with written consent from the parent/guardian at the coach's discretion. No exceptions without written permission from the administration/superintendent.

Athletic Association Award System

The Windham athletes will be honored three times each year: fall, winter, and spring. Coaches will submit names of players, managers, and cheerleaders for awards to the Athletic Director. Head coaches will be responsible for their awards program. The Windham Athletic Association will award athletes as follows:

Varsity

One letter will be given for all sports. This will be a 6" black with gold letter for boys and girls with a shade background of either gold or white. A sport indicator for each sport will be given for placement on letters for each varsity letter earned/ only one letter will be issued. A plaque will be given to four-year award winners.

Junior Varsity: One reserve award will be given for each sport. This will be a certificate naming the recipient as a reserve award certificates an athlete is awarded.

Special Awards: League/Conference awards will be presented to the first team all-league selections. Coaches are permitted to award special awards for their sports for individual efforts. These must be cleared through the Athletic Director's office before presentation and are to be kept to a minimum in order to preserve the prestige of the award.

Championship Team: Special plaques or awards may be awarded to varsity letter winners and coaches for a championship season or by advancement (usually, but not restricted to a district championship or higher) in any adopted Ohio High School Athletic Association tournament. This will be at the request of the head coach and approved by the Athletic Director when it involves purchase by the Athletic Department.

*Student athletes and/or parents will be made aware of lettering requirements for each individual sport at the mandatory parent meeting which is held at the beginning of the year.

Coach/Athlete Relationship

Coaches will notify the athletes at the beginning of the season of all rules, regulations, game and practice schedules, and other information that will help avoid possible conflicts during the season.

Athletes will follow all such rules and procedures established by the coach, or face denial of participation.

When concerned or confused about such rules and procedures, the athlete will approach the coach as soon as possible for clarification and any explanation. Athletes should not bring complaints or questions to the attention of others before the coach is asked for clarification and explanation.

The coach will respond to questions from athletes concerning any such rules and procedures and explain when necessary the purpose and reasons behind the rules.

Coaches shall not communicate with athletes through individual text messages. All messages must be communicated through a group app.

Coaches shall not contact athletes via phone calls. All phone calls shall be made through the parents.

All school rules, as listed in the Student Conduct Code, apply in conjunction with rules in this Athletic Code of Conduct and the individual rules established by head coaches.

Social Media/Electronic Transmissions

Coaches are responsible for any information contained in their written or electronic transmissions (i.e. texts, tweets, etc.) and any information they have posted to social media. Coaches are representatives of their team and school and inappropriate information or pictures should not be posted online. Any Coach who is identified on a social networking site which depicts illegal behavior or a Code of Conduct violation will be subject to discipline as determined by the athletic director, the principal and/or the superintendent.

Coach/Parent Relationship

Coaches should seek to be as cooperative as possible with parents. However, parents should realize that decisions concerning starting line-up, playing time, play calling, skill techniques, and other items are, by their very nature, the objective and/or subjective judgment of the coach, and though discussable, are still the eminent domain of the coach. So that the privacy of all athletes is protected, coaches will only discuss the child of the parent or guardian involved in the meeting.

The coaches will communicate with the parents at the beginning of the season and explain all rules, procedures, game and practice schedules, and other information the parents will need in order to help their child meet his/her obligations to the team. **It is required that the student athlete attends this meeting.** This should be in the form of a team and parent meeting to explain all such rules etc.

Coaches will explain such rules and other information to parents when they need clarification. However, coaches will not meet with parents immediately before, during or after a practice, a game, or other times when the coach has the responsibility of care for other students or athletes. Appointments should be made with the coach involved to discuss individual athletes. **When a parent/coach meeting is necessary, the athlete involved must be present**

The Coaches' Creed

As a professional educator, I will:

- A. Exemplify the highest moral character, behavior, and leadership
- B. Respect the integrity and personality of the individual athlete
- C. Abide by the rules of the game in letter and in spirit
- D. Respect the integrity and judgment of sports officials
- E. Demonstrate a mastery of a continuing interest in coaching principles and techniques through professional improvement
- F. Encourage a respect for all athletics and their values
- G. Display modesty in victory and graciousness in defeat
- H. Promote ethical relationships among coaches
- I. Fulfill responsibilities to provide health services and an environment free of safety hazards
- J. Encourage the highest standard of conduct and scholastic achievement among all athletics
- K. Seek to inculcate good health habits including the establishment of sound training rules
- L. Strive to develop in each athlete the qualities of leadership, initiative, good judgment, and sportsmanship

All coaches must submit the required documents to the BOE Office and be board approved prior to coaching/supervising any athletes. You can find these requirements on the OHSAA Coach's Certification sheet at the end of this document.

Duties and Responsibilities

Principal

The overall athletic program is under the supervision and control of the building Principal. The Principal makes the ultimate decisions and controls the program.

Athletic Director

The Athletic Director is responsible for the operation of the total athletic program of the Windham School System. The Athletic Director shall work directly under the supervision of the High School Principal. The Athletic Director will work with the Athletic Board in recommending general policies of the department with regard to:

- Administrative duties of the Head Coach
- Use of facilities by teams
- Purchase of all equipment

The Athletic Director administers all details necessary, such as:

- Makes all schedules and contracts
- Hires officials for contests when necessary and insures that the league assigner has the necessary schedules to schedule officials for all contests.
- Administers home contests
- Serves as official school representative at necessary contests. The OHSAA requires an administrator to be present only at Varsity Football and Varsity Basketball games.
- Processes requests for equipment
- Recommends coaching assignments to the principals
- Checks, along with the coaches, all award winners
- Prepares an annual athletic budget for the total athletic program of school and submits to Treasurer's office for consideration.
- All money collected by Athletic Director shall be deposited in accordance with adopted policies and procedures of the Windham Board of Education.
- Prepares written pay vouchers for payment of equipment, officials, etc.
- Works with principal in supervising the total athletic program, including facility arrangements for games, crowd control, etc.
- Prepares and provides records of ticket sales and submits report of sales to the Treasurer's Office who in turn makes them available to the Superintendent of Schools.
- Provides tickets for visiting schools when necessary. Sells student presale tickets in accordance with league or conference bylaws.
- Supervises and manages any tournament held for the Ohio High School Athletic Association.
- See that all financial obligations are met within a reasonable time. Regulate and supervise the expenditure of funds.
- Attend all league athletic directors' meetings and report back to the respective Principal and coaches any appropriate and pertinent information.
- Secure proper police protection for all Varsity Football and Basketball games. The Athletic Director and Principal shall work together to provide adequate staff to control crowds at all times.
- Arrange for, or coordinate, the hiring of competent personnel to handle the clocks, score book and public address system at all home athletic events.
- Serves on and assists in the scheduling of meetings of the Athletic Executive Board when needed.

- Issue school and league passes according to the Northeastern Athletic Conference pass policy to high school head coaches, administration, and additional personnel necessary to the operation of the high school athletic program.
- Aids and gives directions to Windham Athletic Boosters Club and if possible attends the general monthly Athletic Booster's meeting.
- Provide evaluation of all coaches according to the evaluation policy.
- Cooperate with Principals in making sure that the Ohio High School Athletic Association and Windham Board rules are observed.
- Notify Head Coach of approved or disapproved items on budget request.
- Maintain all paperwork including student athlete physicals, emergency medicals, insurance waivers, concussion forms and a current eligibility list.

Assistant / Junior High Athletic Director

The assistant/junior high athletic director is responsible for the operation of the total athletic program of the Windham School System. The assistant/junior high athletic director shall work directly under the supervision of the Athletic Director and the High School Principal.

The assistant/junior high athletic director will work with the Athletic Council Executive Board in recommending general policies of the department. Administers details, such as, but not limited to:

- Makes schedules and contracts
- Hires officials for contests when necessary and insures that the league assignor has the necessary schedules to schedule officials for all contests
- Administers all junior high home contests and is available for all high school events
- Serves as official school representative at all school contests
- All moneys collected by the Assistant/Junior High Athletic Director shall be deposited in accordance with the policies of the Windham Board of Education
- Works with the Athletic Director and the High School Principal in supervising the total athletic program, including facility arrangements for games, crowd control etc.
- Prepares and provides records of ticket sales and submits reports of sales to the Office of the Treasurer who in turn makes them available to the Superintendent of Schools.
- Supervises any tournament held for the Ohio High School Athletic Association or the Northeastern Athletic Conference or in conjunction with the Athletic Director.
- Attends all league athletic directors meetings when required and reports back to the Principal and the Athletic Director any appropriate information.
- Cooperates with the Principal and Athletic Director in making sure that the Ohio High School Athletic Association rules and regulations are observed.
- Serve on the Athletic Executive Board.

Head Coach

The head coach is the coordinator of his/her total program and must cooperate with the Administration and the Athletic Director to promote the best interests of the athletic program. Duties include, but are not limited to:

- Proposed practice schedule (include proposed location/time)
- Aid in selection of coaching personnel and staff assignments.
- Organize team publicity (before, during and after season) including the reporting of scores following each contest (Mandatory – Tribune Chronicle and Record Courier, Optional – Akron Beacon Journal, Cleveland Plain Dealer, Youngstown Vindicator)

- Maintain a yearly athletic file of individual and team performances including letter winners and award winners to be given to the Athletic Director after each season.
- Recommend to the Athletic Council Executive Board a conduct and training code for team members in cooperation with other head coaches.
- Inventory all equipment at the end of each season – this report to be due to the Office of the Treasurer within three weeks following the conclusion of each respective season. Inventory should include the following.
- Quantity and quality of all equipment
- Equipment needs for the following year:
 - Replacement items
 - Additional equipment
 - Equipment needing repair or reconditioning
- Coaches must collect uniforms no later than one week after the last contest. A list of missing uniforms must be turned in to the Athletic Director.
- Coaches must adhere to the check in and check out lists provided by the administration.
- All requests for purchase of equipment and supplies must be submitted to the Athletic Director. Keep purchase within the budget of the sport.
- Shall cooperate with all administrators, custodians, bus drivers, and maintenance personnel in use, cleaning, maintenance and security of buildings, grounds, equipment and busses.
- Submit a complete electronic roster to the Athletic Director after the first week of practice.
- Collect all completed physical cards and additional forms before the first practice. Physical cards, copies of emergency medical forms, and signed OHSAA authorization forms, concussion forms, and eligibility checklist forms will be kept in the office of the Athletic Director.
- Establish a system for reporting injuries requiring medical attention. The head coach and/or assistant coaches must have completed Emergency Medical Forms at his/her disposal at all times.
- Serve as an official member of the Athletic Council Executive Board.
- The Head Coach shall see that all equipment is stored properly with the guidance of the Athletic Director. New or reconditioned equipment shall be immediately inventoried and stored in a safe place until it can be moved to a permanent storage area.
- Accompany team on all out of town trips and insure proper supervision while in transit.
- Supervise freshman and Junior High School programs.
- Read to your team and hand out to each athlete the Athletic Code of Conduct and any individual team training rules.
- Be available for athletic duties and meetings at all times during the school year. Must complete tournament draw materials and attend draw when applicable. Must attend league selection meetings or complete league selection materials, when applicable.
- Complete evaluation of assistant staff. Meet with staff members. File copy with the High School Principal.
- Report injuries to the parents and the Athletic Director, which requires hospital or doctor care.
- Communicate the program to parents, booster club and news media.
- Submit team records and scores at completion
- File transportation forms (bus transportation) at beginning of the season- copies to Administrative Assistant. Administrative Assistant of any changes in departures or cancellation of contest.
- Check transportation for changes that you or others must change. It is recommended that coaches check, on a weekly basis, the status of any scheduled athletic trips.
- Follow practice schedules that are posted for season. Give the Athletic Director input for the winter gym schedule.
- Maintain individual coaching credentials and submit to Athletic Director prior to hiring date.

- Ensure coaching staff members have current coaching credentials prior to participation in practice
- Schedule pre-season scrimmages and notify the Athletic Director.
- Recommend any schedule changes.
- Arrange scouting trips and personnel who will be scouting.
- In consultation with the Athletic Director, practice safety plan.

Assistant Coaches

The Assistant Coach is directly responsible to the Head Coach. He/she is responsible for carrying out each specific assignment as a part of the total staff. The assistant coach shall do the following:

- Attend pre-season meetings.
- Accept responsibility either as a scout or a coach the night of a game. It is the nature of the system that the assistant coaches, at all levels of the program, be available for scouting when necessitated by the head coach.
- Be available to assist the head coach when needed, at a practice or game.
- Be available to assist in any pre-season training, preparations, and camps that involve the student athletes in that sport.
- Help with the inventory and control of equipment (before, during and after the season)
- Maintain coaching credentials and submit to Athletic Director prior to hiring date.

Junior High Head Coach

The junior high head coach will work in conjunction with the varsity head coach in order to promote the best interests of the athletic program. Duties include, but are not limited to:

- Proposed practice schedule (include proposed location/time)
- Aide in selection of coaching personnel and staff assignments
- Maintain a yearly athletic file of individual and team performances including letter winners and award winners to be given to the Athletic Director after each season.
- Inventory all equipment at end of each season-this report to be due to the office of the Treasurer within three weeks following the conclusion of each respective season. Inventory should include the following:
 - Quantity and quality of all equipment
 - Equipment needs for the following year:
 - Replacement items
 - Additional equipment
 - Equipment needing repair or reconditioning
- Coaches must collect uniforms no later than one week after the last contest. A list of missing uniforms must be turned in to the Athletic Director.
- Coaches must adhere to the check in and out lists provided by administration.
- All requests for purchase of equipment and supplies must be submitted to the Athletic Director. Keep purchase within the budget of the sport.
- Shall cooperate with all administrators, custodians, bus drivers, and maintenance personnel in use, cleaning, maintenance and security of buildings, grounds, equipment and busses.
- Submit a complete electronic roster to the Athletic Director after the first week of practice.
- Collect all completed physical cards and additional forms before the first practice. Physical cards, copies of emergency medical forms, and signed OHSAA authorization forms, concussion forms, and eligibility checklist forms will be kept in the office of the Athletic Director.

- Establish a system for reporting injuries requiring medical attention. The head coach and/or assistant coaches must have completed Emergency Medical forms at his/her disposal at all times.
- The head coach shall see that all equipment is stored properly with the guidance of the Athletic Director. New or reconditioned equipment shall be immediately inventoried and stored in a safe place until it can be moved to a permanent storage area.
- Accompany team on all out of town trips and insure proper supervision while in transit.
- Be available for athletic duties and meetings at all times during the school year.
- Complete evaluation of assistant staff. Meet with staff members. File copy with the high school Principal.
- Report injuries to the parents and Athletic Director, which requires hospital or doctor care.
- Submit team records and scores at completion.
- File transportation forms (bus transportation) at beginning of the season- copies to transportation supervisor. (Students are not allowed to drive to contests.) Notify transportation supervisor of any changes in departures or cancellation of contest.
- Check transportation for changes that you or others must change. It is recommended that coaches check on a weekly basis, the status of any scheduled athletic trips.
- Follow practice schedules that are posted for season. Give the Athletic Director input for the winter gym schedule.
- Maintain coaching credentials and submit to Athletic Director prior to hiring date.
- Schedule pre-season scrimmages and notify the Athletic Director.
- Recommend any schedule changes.
- In consultation with the Athletic Director, practice safety plan.
- An expectation that the Junior High Coaches are an integral part of the athletic program and as such are under the direction of the head varsity coach.

Coaches Conduct

Coaches will refrain from use of tobacco, drugs, and alcohol during practice and athletic contest. The Ohio High School Athletic Association handbook additionally outlines its stance on the coach's use of substances and possible consequences of its use. All local, state and federal laws will be followed.

There will be no profanity directed toward players, officials, and/or the crowd during an athletic contest.

Coaches Attendance

Coaches are expected to be on time for all games, practices and any other events. If your game or practice does not start immediately after the school day ends, students need to know where they are supposed to be until a coach arrives.

Coaches are also expected to remain with the students at all times. This includes waiting until the last student has been picked up by the parent or guardian at the end of practices, games and other events. When a coach is visibly present, it eliminates many behavioral and safety issues.

Please keep an eye on students at all times. Coaches become responsible for their players as soon as the player shows up to practice or games. If a coach is sick or has an emergency the day of a practice or event, the coach is required to call the main office and athletic director.

In the event of a game and cancelling is not an option, notify the assistant coach of the situation so that the practice or event is covered.

Volunteer Coaches

Volunteer coaches are a welcome addition to our programs. They serve an important role and perform more efficiently when they work under the supervision or guidance of the head coach. All volunteer coaches require a pupil activity permit, background check, and must be board approved before they can be involved in assisting coaches. All documents can be obtained at the Board of Education office. Once a volunteer is approved, they fall under all OHSAA bylaws.

Keys and Access to Building

Building security must be maintained at all times. Coaches will be given building keys(s) and a fob at the beginning of the season. DO NOT loan these out to anyone. YOU are responsible to ensure all doors are locked and properly shut before exiting the building. Keys must be returned at the end of the season unless stated otherwise during the check out with the athletic director and administration.

Squad Selection

It is the philosophy of the Windham Athletic Department that athletic participation is open to as many students as possible. However, due to the nature of some athletic programs, it is sometimes necessary to limit the number of athletes on a particular squad. When such squad selections are necessary, the following guidelines will apply:

1. The criteria for selections will be established by the head coach of that particular sport, prior to the selection process.
2. These criteria will be explained to all squad candidates at the very beginning of the season and/or the selection process.
3. The coach will notify the athletes, in advance, of the date of the squad selections and the approximate number to be kept on the squad.
4. Explanation of the selection procedures:
 - a. Coach will meet with all candidates
 - b. Candidates will be told of their selection to and/or failure to make the team and why;

Athletes and parents should note that squad selection is, by its very nature subjective in judgment. As long as the coach follows the principles listed above, the administration will not intervene.

Practice Sessions

It is recommended that Sunday practices are limited and scheduled after 2:00 PM. The Athletic Director is to be notified prior to the scheduling of Sunday practices.

There shall be supervision and/or control when boys and girls are in locker or shower room, on the field, and in the gym. The weight room must be supervised.

Athletic conditioning programs may be held prior to regular practice sessions. They must be supervised at all times by members of the coaching staff. Anyone may participate in these programs.

No running (conditioning) in the high school halls prior to 3:00 PM is allowed on days the school is in session.

In the event of cancellation of school due to weather or other unforeseen occurrence, practices are at the coach's discretion. Coaches should take into account travel conditions, time of day, family considerations when making this decision.

Post-Season Practice and Sports Seasons

There shall be no practice in a sport once the season is complete. Seasons in high school shall be either the last scheduled regular season contest, or elimination from state tournaments. Seasons will begin on allowable date set by the OHSAA.

Exceptions for the high school would be athletes who are participating in all-star contests and invitational events.

Gym Availability

The in-season sport shall have first use of scheduling of gym. Spring sports may start after school following the elimination of all basketball teams from tournament play. The head coaches will schedule gym use for practice for winter and spring sport, and then notify the athletic director and Superintendent's office.

Out-of-Season Fitness Programs

In order to develop a better understanding of our entire athletic program, it is necessary to establish some guidelines governing out-of-season fitness programs for athletics. The overall governing body is the Ohio High School Athletic Association and there should be no activities contrary to the OHSAA constitution and rules.

Procedure Prior to First Practice:

Coaches must ensure that before practice begins every student-athlete has completed the following forms:

- Completed Physical Exam Form, Emergency Medical Authorization Form, Insurance, Waiver Form, Signed Handbook Form, Concussion Form.
- Every student-athlete is scholastically eligible as verified by the Athletic Director.
- Practice times and locations are submitted to the Athletic Director. The Athletic Director will give copies to the Administration Office.
- A bus schedule request has been filled out and submitted to the Athletic Director and transportation supervisor.
- A current roster is to be submitted the School Athletic Director.
- Forms are available in Appendix A

Procedure Prior to First Contest:

- Issue uniforms and equipment and keep records of all assigned equipment.
- Submit a preliminary and final roster prior to the first contest in writing to Athletic Director.
- Ensure you have copies of all athlete documents for travel, especially emergency medical form.

Season Responsibilities

- Ensure that practices are being supervised in a safe and proper manner and they are well planned out.
- Learn and apply safety protocols for school as well as train assistant coaches in safety protocols.
- Notify the athletic department of any unsafe equipment or facilities.
- Bring student emergency documents, first aid kit and necessary equipment to all practices and games.
- Be aware of health concerns for athletes.
- Communicate all injuries to Athletic Director/Nurse.
- Assist in determining players' eligibility.
- Coaches must be at school at the school dismissal time on practice and game days for supervisory purposes.
- Coaches must ride the team bus to and from away games and have an accurate head count before embarking on an away game and before returning from an away game
- The coach is responsible for the behavior and actions of his or her players at all team functions
- The coach must report all incidents requiring disciplinary action to the Athletic Director and/or administration before enacting the discipline.
- Communicate with players, parents, Athletic Director(s), and administration about any game or practice changes.

Procedure After Season is Over:

- All Head Varsity Coaches are accountable for all equipment inventories, including freshman and JV equipment.
- Evaluation of all Head Varsity Coaches will be done by the Athletic Director and administration
- **Budget:** In May of each year the Athletic Director will project a budget for the following year. Coaches will notify the athletic director of a projected budget for their program. Coaches are recommended to file a tentative budget for their program to become part of the overall budget. The Athletic Director will notify coaches if there are any changes in the approved budget and/or items requested in the budgets for their particular programs.
- Forms are available in Appendix B
- Stipends WILL NOT be paid out until all responsibilities have been fulfilled.

Coaching Evaluation Policy

The Windham High School Athletic Department has implemented an evaluation program for all coaches and the Athletic Director. With the cooperation, assistance, and consent of coaches, an evaluation instrument has been established.

Separate individual forms will be used for: head coaches, head coach evaluation of assistants, head coaches and principal evaluation of athletic director. Forms are available in Appendix C.

The following procedures have been adopted:

Head Coaches

- The Athletic Director will complete evaluation and review it with the principal.
- The administration and Athletic Director will review evaluation with head coach.
- Head coach will sign evaluation.
- Head coach will have opportunity to disagree with evaluation and state reasons for disagreement.
- Copies of evaluation will be provided for: coach, Athletic Director, principal, superintendent of schools.

Head Coach Evaluating Assistants

- Head coach will complete evaluation of his assistants
- Head coach will meet with assistant coach to review evaluation
- Assistant coach will sign evaluation, with opportunity to state in writing any disagreements with evaluator.
- Copies of signed evaluation will be provided to: assistant coach, Athletic Director, principal, superintendent.

Evaluation of Athletic Director

- Evaluation completed by principal of high school, to be reviewed with Athletic Director.
- Athletic director will sign evaluation with opportunity to disagree and state reasons for disagreement with evaluation.
- Copies will be provided to: Athletic Director, principal, and superintendent of schools.

Transportation of Athletic Teams

When feasible, all Athletic teams and coaches will travel in board-owned vehicles to interscholastic contests unless prior approval is granted. Other than board-owned vehicle transportation must be approved by the principal.

The head coach and assistant coaches will assume all responsibility for conduct and discipline.

Dress must be appropriate and consistent with the rules set by the head coach of that sport.

Manners in public areas such as restaurants, lodging, etc. must be exemplary and any member of a traveling team who might conduct him or herself in such a manner as to cause a poor reflection on him or herself will be subject to disciplinary action.

Coaches should have a definite time for starting a trip.

Requests for busses should be submitted at the beginning of the season. All requests must be submitted to the Administrative Assistant at least one week in advance of event.

In case of last minute changes, the coach must notify the Transportation Supervisor and/or the Administrative Assistant immediately.

Coaches Travel

The Athletic Department authorizes pay for travel only under the following circumstances and at the prevailing rate:

- A tennis or golf using own car to drive to a scheduled match.
- Coaches transporting athletes in their car when bus transportation is not available or feasible, including but not limited to, when number of athletes are such that does not justify use of bus.

State Tournament Expenses

Coaches and athletes participating in a state tournament will have room and expenses paid. When more than one athlete attends, rooms will be shared. Coach shall have his/her own room. The Athletic Director will set meal reimbursement each year.

Expenses will be paid as long as athletes are participating, when they need to arrive a day early, or when participation is too late to return.

Coaches Clinics

Head coaches are encouraged to attend clinics and seminars concerning their sport and continually try to find ways to improve coaching techniques and methods. Assistant coaches are also encouraged to attend. Request for absence from school must be filed with the Principal for his/her approval ten (10) days prior to requested day. The principal must approve more than one day for clinics (transportation, time, etc.)

Coaches Office

Coaches' office in high school shall be cleared and clean to provide room for officials who will be dressing in that room on a game night when that circumstance occurs.

Visiting Locker rooms

When using any alternate dressing area, Junior High School locker area, or locker room facility is necessary for visiting teams or officials to use, the coaches are responsible for that area, or the coaches of the Junior High School teams, should make sure the area is relative cleared and clean, secured and ready for any visiting teams of officials before they arrive.

Pep Rallies

All pep assemblies and rallies must be approved by the building principal.

Scrimmages

Athletic Director shall be informed of all scrimmages.

Appendix A: Check in Document

Check-In

Coach's Name:

Sport & Year:

Date:

- _____ Roster of players participating
- _____ Copies of player paperwork to AD (physical, insurance form, emergency medical, concussion form) *Keep a copy for your own records*
- _____ List of assistant coaches
- _____ Lettering criteria
- _____ Practice schedule
- _____ Copies of coaching paperwork to AD
- _____ Copy of team rules/procedures
- _____ Date and location of parent meeting
- _____ Equipment inventory
- _____ Uniform inventory
- _____ Updated email/contact info.
- _____ Keys
- _____ Medical Kit
- _____ Fob (make note of # of fobs distributed)
- _____ Athletic Code of Conduct
- _____ Additional needs

Appendix B: Check Out Document

Check-Out

Coach's Name:

Sport & Year:

Date:

- _____ Final roster of players who participated
- _____ Final Record (**see attached form**)
- _____ List of athletes who lettered
- _____ List of athletes who earned other awards
- _____ List of records that were broken (*list name of athlete, previous record, new record, and location and date of contest when the record was broken*)
- _____ List of athletes who earned scholarships (*school, dollar amount*)
- _____ Fob
- _____ Keys
- _____ Medical Kit
- _____ Uniform Inventory
- _____ Outstanding dues, fees from students
- _____ Copy of inventory list (*Gloria receives this list too*)
- _____ Evaluation of assistant coaches
- _____ Summary of the season
 1. Brief summary
 2. Suggestions for improvement
 3. Assistant coaches for next year
- _____ Needs for next year

ADMINISTRATIVE RESPONSIBILITIES:

- _____ Cooperates with athletic office regarding preseason paperwork (rosters & compliance lists) prior to first practice.
- _____ Communicates with assistant coaches in regards to roles, duties, and expectations.
- _____ Cooperates with requests for information from the athletic office and administration on time.
- _____ Abides by all relevant Board of Education policies and administrative guidelines
- _____ Attends rules interpretation and all-conference/required meetings.
- _____ Cooperates with team booster club to enhance the athletes' experience as team members.
- _____ Recommends scheduling and officiating requests to the AD.
- _____ Follows proper budget and purchase order procedures.
- _____ Maintains and updates team and individual records.
- _____ Supervises practice area and locker room when athletes are present.
- _____ Publicizes team and individual accomplishments to the media and school
- _____ Demonstrates care of school facilities and equipment.
- _____ Prepares a detailed inventory of team equipment and updates it after each season.
- _____ Submits all required documents from check-out list

RELATIONSHIPS:

- _____ Demonstrates enthusiasm for working with high school athletes.
- _____ Communicates effectively with athletes and parents.
- _____ Establishes and maintains good rapport with faculty, administration, and coaching staff.
- _____ Promotes all school activities and encourages students to participate in a variety of activities.
- _____ Maintains cooperative relations with the media regarding team information, statistics, and interviews.
- _____ Keeps commitments and is punctual.
- _____ Shows an interest in the athletes' academic experiences.
- _____ Supports team as well as individual accomplishments.
- _____ Cooperates with the athletic trainer in regards to athletes' physical well-being.
- _____ Works with coaches at levels below high school to develop athletes.

COACHING PERFORMANCE:

- _____ Conducts self in a professional and sportsmanlike manner at all times.
- _____ Teaches the fundamental philosophy, skills, and knowledge essential to the sport.
- _____ Develops a well-organized practice schedule
- _____ Uses personnel and strategies effectively in games.
- _____ Praises athletes for positive performances.
- _____ Offers constructive criticism for poor performances.
- _____ Maintains effective individual and team discipline at practice and in games.
- _____ Provides opportunities for all members of the team to participate, depending upon their ability and effort, while maintaining a competitive squad.
- _____ Team's performance reflects enthusiasm, motivation, proper fundamentals, and sportsmanship.
- _____ Learns new strategies and trends in the sport by attending clinics and reading coaching publications.

ATHLETIC DIRECTOR'S COMMENTS:

HEAD COACH'S COMMENTS:

Head Coach's Signature

Date

Athletic Director's Signature

Date

The coach's signature indicates he/she has read this evaluation.

WINDHAM EXEMPTED VILLAGE
HEAD COACH SELF-EVALUATION FORM

Coach: _____ Sport: _____ Date: _____

Assess the team's performance this season.

Assess your performance as a head coach this season.

What are your goals for the team next season?

What are your personal goals as a head coach next season?

What suggestions or recommendations do you have for the Activities Department that could help you achieve your team and personal goals?

Coach's Signature

Date

WINDHAM EXEMPTED VILLAGE
ASSISTANT COACH EVALUATION FORM

Coach: _____ Sport: _____ Date: _____

1 – Good 2 – Needs Improvement 3 – Unsatisfactory 4 – Not observed

ADMINISTRATIVE RESPONSIBILITIES:

_____ Cooperates with head coach regarding preseason paperwork (rosters & compliance lists) prior to first practice.

_____ Assists with the issuance and collection of player equipment.

_____ Cooperates with requests for information from the athletic office on time.

- _____ Abides by all relevant Board of Education policies and administrative guidelines.
- _____ Attends required meetings.
- _____ Publicizes team and individual accomplishments to the media and school (daily announcements).
- _____ Supervises practice area and locker room when athletes are present.
- _____ Demonstrates care of school facilities and equipment.
- _____ Assists in preparation of a detailed inventory of team equipment and updates it after each season.

RELATIONSHIPS:

- _____ Demonstrates enthusiasm for working with high school athletes.
- _____ Cooperates with head coach regarding team philosophies, guidelines, and player expectations.
- _____ Communicates effectively with athletes and parents.
- _____ Establishes and maintains good rapport with faculty, administration, and coaching staff.
- _____ Promotes all school activities and encourages students to participate in a variety of activities.
- _____ Keeps commitments and is punctual.
- _____ Shows an interest in the athletes' academic experiences.
- _____ Supports team as well as individual accomplishments.
- _____ Cooperates with the athletic trainer in regards to athletes' physical well-being.

COACHING PERFORMANCE:

- _____ Conducts self in a professional and sportsmanlike manner at all times.
- _____ Teaches the fundamental philosophy, skills, and knowledge essential to the sport.
- _____ Develops a well-organized practice schedule with specific objectives for each practice.
- _____ Uses personnel and strategies effectively in games.
- _____ Praises athletes for positive performances.
- _____ Offers constructive criticism for poor performances.
- _____ Maintains effective individual and team discipline at practice and in games.
- _____ Provides opportunities for all members of the team to participate, depending upon their ability and effort, while maintaining a competitive squad.
- _____ Team's performance reflects enthusiasm, motivation, proper fundamentals, and sportsmanship.
- _____ Learns new strategies and trends in the sport by attending clinics and reading coaching publications.

HEAD COACH'S COMMENTS:

ASSISTANT COACH'S COMMENTS:

Assistant Coach's Signature

Date

Head Coach's Signature

Date

The coach's signature indicates he/she has read this evaluation.

All coaches are required to read and review the coaching handbook prior to the start of practices. This form is to be submitted to the athletic director.

I acknowledge that I have read, understand and will abide by the rules/policies of the Windham Exempted Village Coaching Code of Conduct.

Coach's Signature: _____

Date: _____

