

KNOX
COUNTY
COACHES'
HANDBOOK



2019-2020

Summary of Recommended Changes (Coaches' Handbook)

p. 6

Parent Meeting

Each coach will hold a parent meeting before the start of the season, **preferably before the first practice but absolutely no later than the first game**. This is a good time to discuss expectations, team rules, and procedures. Have copies of practice schedules available for parents. ~~Provide copies of the activities handbook and discuss this information.~~ Discuss information in the Activities Handbook. ~~Have parents who are present sign the handbook form and turn those signed forms into the Athletic Director.~~ Refer parents to Family ID to sign acknowledging receipt of the Activities Handbook information.

Transportation

The athletic director shall submit bus times to the transportation office prior to each season. Each coach should check bus times and if there is a need for a change, discuss it with the athletic director first. **Coaches may coordinate changes in departure times with the transportation office as long as they are submitted at least 24 hours in advance. In some cases, changes may not be possible.**

Loading and unloading for athletic contests will occur in the area between the middle and high school.

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Athlete Supervision

Coaches are responsible for their athletes from the final school bell until they leave school grounds after practice or a game. Coaches must supervise student athletes at all times. Coaches must be in the immediate vicinity of their student athletes at all times. While coaches need not watch students dress and undress, a coach should be within earshot of the locker room during those times to provide adult supervision and a ready response.

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Preface and Philosophy

The Purpose of this handbook is to provide a statement of philosophy in interscholastic activities for the Knox County R-1 School District and an operating code for the coaches and sponsors who work in our activities department.

It is the philosophy of the Knox County R-1 School District that participation in a wide variety of student-selected activities is a vital part of the student's educational experiences. These experiences contribute to the development of learning skills and emotional patterns that enable that student to make maximum use of his or her education.

The student activities program allows the school to meet those objectives not fully served through regular classroom instruction and is therefore considered an extension of the overall program of education.

Participation in the Knox Co. School Districts' activity program is a privilege that a student must earn and maintain. This is accomplished by accepting standards that promote citizenship, academic performance, and responsibility. Participants will have the opportunity to represent our school and community. They will also serve as examples for other students and must be considered a credible school citizen by society and be prepared to accept the specific guidelines set forth by the District, sponsors and the governing bodies of the activities in which they choose to participate in.

Coaches and their players (and parents) are ambassadors of our school district. How we carry ourselves reflects directly upon our school district and the Knox County community. While we always want to compete at the highest possible level, we should never sacrifice our integrity, our dignity, or our sportsmanship in pursuit of a victory.

Responsibilities

The head varsity coach is responsible for all facets of the program within the sport in which he or she is assigned. The head coach at each level will assign duties to each of the assistants. The head varsity coach will collaborate with junior varsity and middle school coaches so that skills necessary to be successful at the varsity level are being taught within the middle school and junior varsity levels. The head coach is responsible for representing his/her program for budgeting and resources, from varsity down to middle school levels.

Each coach is responsible for maintaining all storage areas, equipment, and playing fields that pertain to his or her sport. Every head coach will check equipment well in advance of the season to make sure it is in good working condition and meets all safety standards.

Each coach is responsible for providing adequate supervision for any students under his or her care at all times. Coaches will not leave students unsupervised in weight rooms, gymnasiums, or playing fields. Coaches should monitor locker room facilities. Coaches will not leave students alone after any games or practices.

Coaches will maintain a professional relationship with players (and their families), officials, and other coaches. Coaches should avoid any type of personal relationship with a player who is not a relative. Adhere to an "all or none" philosophy when it comes to social events with players and their families. If you have any doubts, consult with the athletic director or principal.

Each coach is responsible for making sure that all athletes under his or her supervision have on file a current physical form and proof of basic accident insurance coverage. A student may not participate in any practice or contest until these forms are on file in the office. Coaches need to make copies of these forms and carry copies to each contest.

At least one member of the coaching staff will ride the bus to and from contests. It is the coach's responsibility to supervise and monitor students. If a given team has no players, managers or students riding the bus, coaches are not required to ride but must arrange for any equipment. Bus drivers will not move equipment.

Each coach will develop a roster for his or her sport. The coach will submit, to the athletic director, a list with player's names, birthdays, and year in school by the second day of practice. The athletic director will submit your roster to MSHSAA 5 days before your first contest. Head coaches will direct transfer students to the athletic director as soon as possible. There are specific forms the athletic director and school must file before transfer students can be approved to participate.

Each coach is responsible to know and abide by all rules set forth by the MSHSAA or NFHS for his or her sport. See the athletic director with any questions.

MSHSAA requires each head coach to complete a rules meeting online. This information is available through the MSHSAA website.

Each coach is responsible for evaluating officials for each contest. This must be done through the MSHSAA website, and must be completed no later than 5 days after your last regular season game. MSHSAA assesses a late penalty for ratings not turned in on time. Late penalties will become the coach's responsibility to pay.

The head coach of each varsity sport shall communicate effectively with local and regional media about season outlooks, game opponents, updated player statistics & honors, as well as any other relevant information before, during and after each season. In addition, varsity coaches will report game scores and other pertinent statistics to local media immediately after varsity-level contests. Local media would include the Edina Sentinel, Kirksville Daily Express, Quincy Herald Whig, WGEM, KHQA, KTVO, KMEM and KRES. Head coaches are encouraged to seek out ways to positively portray and brand their athletic programs through different media outlets. Head coaches are strongly encouraged to call Friday evening radio "call in" shows at KMEM and KRES.

Procedures

- Uniforms: Players/students will sign for uniforms and any other equipment that is school property. Coaches are to keep an accurate record of uniforms by number and condition. Coaches will hold players financially accountable for any lost or damaged uniforms.
- Practice Schedules: Coaches will develop practice schedules and coordinate them with the high school office at the beginning of each season to the maximum extent possible. Coaches should never assume that a gym or field is theirs for practice until they have coordinated the time and place with the high school office. Varsity sports programs (in season) will always have priority in any scheduling conflict.
- Maintenance work orders: Any work that is required of the maintenance department must be submitted on a maintenance work order.
- Purchasing: Program heads (varsity coaches) will submit any purchase requests on a purchase order to the athletic director, and the athletic director or principal must approve the purchase **BEFORE** ordering. The head coach becomes financially liable for any purchases made without approval.
- Inventory: Each coach will complete an inventory of equipment and uniforms at the end of each season. The coach will certify to the athletic director that he/she has received uniforms and equipment. Upon certification, the athletic director will authorize payment for the head and assistant coaches.

- Schedules: Scheduling officials and contests is the responsibility of the athletic director. Check schedules and bus times for any errors. If coaches have suggestions or concerns, discuss with the athletic director.
- Sign-out Sheets: Students may ride home with a parent after an away game. Coaches will ensure a parent signs the sign-out sheet. Students may only be signed out by a parent unless arrangements are made with the administrator in charge.

Parent Meeting

Each coach will hold a parent meeting before the start of the season, **preferably before the first practice but absolutely no later than the first game**. This is a good time to discuss expectations, team rules, and procedures. Have copies of practice schedules available for parents. ~~Provide copies of the activities handbook and discuss this information.~~ Discuss information in the Activities Handbook. ~~Have parents who are present sign the handbook form and turn those signed forms into the Athletic Director.~~ Refer parents to Family ID to sign acknowledging receipt of the Activities Handbook information.

Transportation

The athletic director shall submit bus times to the transportation office prior to each season. Each coach should check bus times and if there is a need for a change, discuss it with the athletic director first. **Coaches may coordinate changes in departure times with the transportation office as long as they are submitted at least 24 hours in advance. In some cases, changes may not be possible.**

Loading and unloading for athletic contests will occur in the area between the middle and high school.

Communicating with Parents

From time to time issues will arise in which the parent and coach may not agree. Here are a few tips and suggestions to keep in mind when an issue arises:

- Remain calm.
- Listen to the concern.
- Ask the parent to arrange a meeting at the school or call the next day. Never address an emotional issue immediately after a game or practice.

- Do not discuss players with other players or with parents.
- Thank the parent for their concern.
- Encourage parents who are still unsatisfied to call the athletic director to arrange a meeting.

Awards

Coaches will attend the awards ceremony. Each coach will have \$50.00 per junior high team and \$100.00 per high school team to spend on special awards. Team patches earned through the sports season that are a part of the state playoff series will be purchased by the athletic department. Any individual patches will be the responsibility of the player. Ordering information will be made available through the athletic office by request.

Varsity letters will be provided for those students who meet the criteria. The KC letter will be awarded in the first sport in which the student/athlete letters. Service bars and certificates will be provided for each sport he or she receives thereafter.

Eligibility

Athletes must be in attendance 4 of the 7 classes on the day of a contest in order to be eligible to participate. The building principal will conduct grade checks on the Monday following mid-term. Coaches need to make sure that all athletes are aware of the eligibility requirements and the consequences if they are not met.

Dual Sports

There are some instances when students may participate in more than one sport during a season. Athletes are required to fill out a dual activities participation form. The athlete will specify which sport is the primary, and in the event there are activities scheduled on the same calendar day, the student will be required to attend the primary sport. Students are not to be disciplined because they are dual participants. Coaches should discuss all possible scenarios to those students participating in more than one sport.

Practice Days

Coaches may schedule practices at any time, with the exception of Sunday. Sunday practices are only allowed with administrative approval.

Athlete Supervision

Coaches are responsible for their athletes from the final school bell until they leave school grounds after practice or a game. Coaches must supervise student athletes at all times. Coaches must be in the immediate vicinity of their student athletes at all times. While coaches need not watch students dress and undress, a coach should be within earshot of the locker room during those times to provide adult supervision and a ready response.

BOARD POLICY ON INTERSCHOLASTIC ACTIVITIES AND ATHLETICS

STUDENTS

Regulation 2920

(Form 2920)

Activities and Athletics

Interscholastic Activities and Athletics

Interscholastic competition for secondary school students shall be provided through a variety of activities and athletics. Students are allowed to attain the privilege of representing their school by meeting the standards of eligibility as set forth by the Missouri State High School Activities Association (MSHSAA). These standards may include academic requirements, citizenship, age maximums, passing medical examinations and other items that are posted in the school and discussed by the coaches and sponsors with their students as well as mailed home to the parents/guardians of all student participants.

Interscholastic competition may be withheld from any student as a condition of discipline. Furthermore, all policies that apply to the regular school day apply also to interscholastic competition. Coaches and sponsors may establish policies for their groups in addition to those stated herein.

A student must be in attendance for the full day on days of extracurricular participation. Failure to do so will eliminate the student from practice or participation that day. Exceptions may be granted in special cases.

The following criteria will be followed:

1. Students will meet the eligibility requirements set out by MSHSAA.

2. Any student failing a class may be required to attend study sessions after school.
3. Any student receiving an incomplete grade because of failure to promptly complete work will be placed on the ineligibility list. Incomplete grades resulting from illness or other special circumstances during the last week or two of a grade period may be exempted.
4. Students displaying unacceptable citizenship behaviors may be suspended from participation.
5. Each coach and sponsor will establish written guidelines for their groups. These guidelines shall be presented orally and in written format. A copy of such guidelines will be on file with the principal.

The interscholastic competition program is an integral part of the secondary schools and shall supplement the curriculum program by providing worthwhile experiences to students that will enable them to develop the attributes of good citizenship. These programs will be administered by the principal/designee.

Participation in interscholastic competition is for students in grades seven through twelve (7 - 12) as determined by the local area athletic conference and the MSHSAA.

Programs of interscholastic competition will be planned in accordance with MSHSAA regulations and conference rules, and will include programs reflective of student interest. All student members should participate insofar as feasible. Access shall be provided contingent on budgetary limitations and in accordance with District guidelines for the following:

1. School facilities.
2. Sponsors and coaches.
3. Scheduling of meetings, practice times and games.
4. Number of events at each level of competition.
5. Equipment, supplies and services.

All faculty sponsors and coaches must hold a valid Missouri State Teacher's Certificate. Non-faculty head coaches must have as a minimum a four-year college degree and a valid Missouri Substitute Teaching Certificate. Non-faculty assistant coaches must have as a minimum a valid Missouri Substitute Teaching Certificate. Non-faculty head and assistant coaches must successfully complete the MSHSAA/NFHS Coaching Principles and Sports First Aid courses. Sponsors and coaches are required to follow all District regulations.

A student engaged in interscholastic competition must portray good citizenship in the school and community. He/she shall be required to be in conformance with all general school rules

and regulations, rules established by the sponsors and coaching staff for the program in which he/she is participating, and conformance with the laws of the community.

The District's High School is a member of the MSHSAA. In all interscholastic competition matters, this school will adhere firmly to the rules and regulations of MSHSAA. The MSHSAA handbook will be considered a part of this regulation.

Regulations Governing Student Participation

A student must be under nineteen (19) years of age on or before July 1 preceding the opening of school, pass a medical examination and have parent/guardian permission. Ninth grade students must not be older than sixteen (16) years of age prior to July 1.

A student shall not be considered eligible while under out-of-school suspension. A student expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal.

A student who is absent from school on the day of an interscholastic contest or on a Friday before an interscholastic contest on a Saturday will not be permitted to participate in said contest without a written release from the school principal.

Credit earned or completed after the close of the semester shall not count as having been earned that semester, except in case of a delayed final examination because of illness certified by a physician. Credit earned in summer school may count for or against the student's record for eligibility purposes if the classes are required for graduation from the local school. Students may count up to one (1) unit of credit for summer school toward establishing their eligibility for the fall semester. Summer school electives will not count toward eligibility.

A student shall not accept a cash or merchandise award in any competition in which MSHSAA member schools compete interscholastically. Awards for participation in nonschool competitions during the summer shall meet the same standards as awards given by schools during the school year.

The student must meet all other eligibility requirements of MSHSAA and the local area high school athletic conference.

Competition by students in organized nonschool-sponsored competition must meet the following conditions:

1. During the season, a student who represents his/her school by competing in an interscholastic contest shall not compete as a member of a nonschool team or as an individual participant in an organized nonschool competition in that same contest.
2. A student may compete in organized nonschool competition in other events in which MSHSAA member schools compete interscholastically if no school time is missed to compete, practice for, or travel to the site of nonschool competition; and if the student does not practice for or compete in the nonschool competition on the same date he/she practices or competes for the school.

District participation in interscholastic competition will be subject to approval by the Board.

Budgeting for the interscholastic competition program will include gate receipts and be incorporated into the general District budget. No expenditures for interscholastic competitions may be made in excess of those listed in the budget without approval by the Superintendent.

Hazing

Student hazing is expressly prohibited by Board of Education policy. For purposes of this policy, hazing is defined as willful conduct directed at another student, whether occurring on or off school property, for purposes of initiation or admission to any school-related activity or athletic team. Conduct prohibited by this policy includes, but is not limited to, exposure or contact of genitals, buttocks, or breasts (female students), directly or indirectly through contact with undergarments; threats of physical harm; and infliction of physical or mental harm or humiliation.

Students found to have violated this policy will be subject to suspension/expulsion from school and suspension and exclusion from activities/athletic participation depending on the severity of the misconduct.

Nonstudents who participate or enable the hazing of students may be excluded from attendance at school activities and school athletic events. District employees, including sponsors and coaches who have knowledge of student hazing but fail to take corrective action will be subject to discipline up to and including termination.

Adopted: March 19, 1996

Revised: April 24, 2000

Revised: June 2009

Knox County R-I School District, Edina, Missouri

Athletic Sign-out Sheet (Example)

Athletes are to be signed out to a parent only unless arrangements have been made with the administration.

DATE: _____

LOCATION:

Student Name	Parent Signature

Season _____

Uniform Checklist (Example)

Sport

Player Name	Uniform #	Condition	Comments

**Knox County R-1 Athletic Department
Inventory Sheet**

QTY .	I t e m Description	Size (If applicab le)	Condition

Coaching Code of Ethics

COACHING CODE OF ETHICS

Guiding Principals

Coaches at public schools are first and foremost educators. Coaches have a duty to supplement student-athletes' academic endeavors by imparting valuable life skills and emphasizing the positive attributes of athletic competition. Recognizing that coaches mold the minds of formative youths, this Code requires coaches to instill in their athletes the values of respect, honor, discipline, duty, leadership, fairness, and sportsmanship. These basic tenets of a coach's responsibility are embodied in the following coaching guidelines.

Obligation to the School

- The coach will never place the goal of winning on a pedestal, such that winning is valued more than the need to develop the student-athlete's academic abilities and personal character. The coach will have the responsibility to harmonize the interests of developing athletic skills with the promotion of academic achievements.
- The coach, as a representative of the school and a role model for student-athletes, will be held to the highest possible ethical and moral standard and will conduct all of his or her affairs with dignity and honor.
- As part of this high ethical and moral standard, the coach will refrain from using profanity, making obscene gestures, or verbally abusing any individual at practices, competitions, during transportation to or from any practice or competition, or at any other setting where the coach is acting in an official capacity as a representative of the school. Activities barred by the Code include, but are not limited to: threats, humiliation, insults, and ridicule.
- The coach will control his or her emotions and ego when representing the school and will avoid displays of anger, intimidation, or frustration.
- The coach will never seek to assert influence over any school faculty for the purpose of according student-athletes privileges not ordinarily accorded other students.
- The coach will be familiar with the requirements of this Code. The coach will honor the spirit and purpose of this Code and require all others associated with the sport to abide by the Code as well.
- The coach will follow all federal, state, and local laws and regulations pertaining to school athletics and demand the same from all others associated with the sport.

Obligation to Students

- The coach will at all times place the safety, health, and well-being of the student-athlete above any desire or pressure to win.

- The coach will maintain a professional relationship with student-athletes and must not, under any circumstances, develop a romantic or sexual relationship with any student-athlete.
- The coach will instill in the student-athletes the belief that participation in sports is a privilege and not a right. To obtain this privilege, the coach will instruct student-athletes on how to represent the school with honor, dignity, and respect.
- The coach will not permit or condone hazing of any student-athletes on the team or any other school students.
- The coach will not use or consume any alcohol or tobacco products in the presence of student-athletes and will not permit or condone any student-athlete's use of alcohol or tobacco products.
- The coach will stress to student-athletes the importance of natural and healthy physical development. The coach must never recommend, encourage, permit, or condone the use of any illegal or banned performance enhancing substance.

Obligation to Officials, Parents, and Fans

- The coach will demonstrate proper sportsmanship when in contact with all officials, parents, and fans. The coach will be humble in victory and gracious in defeat.
- The coach will proactively seek the cooperation of parents and fans in maintaining the appropriate emphasis on sportsmanship.
- The coach will treat others equitably and require all student-athletes to do the same.
- The coach will communicate with parents in a respectful manner and provide parents with an opportunity to express any concerns in a cooperative environment, free of any hostility.
- The coach will not engage in any taunting of opponents, fans, or officials, and will ensure that student-athletes refrain from taunting as well.
- The coach will treat all officials with courtesy and respect. The coach will refrain from public criticism of officials.

Acknowledgment

Many of the ideas for this Code of Ethics were drawn from numerous other codes. The most significant of these were developed by the National Federation of State High School Associations, National Coaching Foundation, and the British Institute of Sports Coaches.

COACHING CODE OF ETHICS

I have read and understand the requirements of the Coaching Code of Ethics. I will act in accordance with this Code. I understand that school (and district) officials will expect that I will follow this Code. I understand that my failure to follow this Code will be sufficient grounds for discipline by the school, up to and including, termination of my position with the school.

Coach Signature

Date

Adopted: April 17, 2012

Knox County R-I School District, Edina, Missouri

Date of Initial Meeting	Head Coach/AD Name (Mentor)	Coach/Sponsor Name (Protégé)

Job Description: (Completed by the protégé and reviewed and approved by the mentor. The mentor should provide more guidance if this is their first year working together. This should be in paragraph form (one paragraph) and describe the protégé’s general responsibilities in his or her position. The mentor should provide a copy of his or her own job description both as a guide and for the information of the protégé. This meeting should occur no later than the first day of practice.)

Example: Serve as the assistant basketball coach for Knox County varsity girls and junior varsity teams. Serve as the head coach for the junior varsity team for all home and away games. Provide for the physical and mental well-being of all players and advise the head coach, as required. Be available for all practices (which involve junior varsity players) and home/away varsity and JV games for the duration of the season. Oversee managers in their responsibilities, and maintain equipment and uniform accountability for the junior varsity team. Uphold a positive image of Knox County High School and its coaches by abstaining from both personal and professional conduct that reflect poorly on our school district. Perform other duties, as required.

Key Goals and Objectives: (The protégé completes this section and the mentor reviews, edits and approves. The mentor may add or delete from this list as appropriate. These should be in bullet format and should cover the duration of the season. The mentor and protégé should meet periodically to review progress. These goals and objectives should be quantifiable to the maximum extent possible. They become your “grade card” both for periodic counseling and for your end-of-season evaluation.)

Example:

- Miss no more than two practices for any reason. Be late for no more than two. Coach all JV games.
- Maintain a spreadsheet and receipts from players/managers documenting the disposition of all team-owned equipment and property.
- Ensure managers bring dry erase boards, cooler with water/ice, stocked first aid kit with tape, pre-wrap, 3 ice packs, scissors for both varsity and JV games.

- Ensure video equipment is charged and operational for each varsity game. Maintain accountability with managers, and ensure all equipment is returned to the varsity coach after each game.
- Schedule and provide pre-season and post-season (minimum) meetings with JV players. Maintain written documentation of these meetings for review by the head coach.
- Research, develop, and lead no fewer than five drills for the upcoming season.
- Etc.

Mentor Initials _____

Protégé Initials _____

The purpose of this document is to establish a common set of expectations for both the mentor and the protégé. Once the meeting is complete, both the mentor and protégé will initial and maintain their own copies.

The mentor and protégé will meet before and after the season, as a minimum. All meeting records are subject to review by the athletic director or principal at any time.

Date of Interim Meeting	Head Coach/AD Name (Mentor)	Coach/Sponsor Name (Protégé)
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Reason for the Interim Meeting: (This form can be used either to document and clarify a “disconnect” between the mentor and protégé, or it can be used to document an area where the protégé excelled. If it is being used the document something negative, as many details as possible should be recorded. Not everything MUST be written and documented. The mentor should use his/her judgment as to when a shortfall should be addressed in writing as it may become a document of record for evaluations.)

Example: Coach Smith was arrested for drinking and driving on Saturday, May 10, 2018.

Example: Despite accepting responsibility for film in our initial meeting, Coach Smith told managers they didn’t have to come to our varsity game on January 3, 2018. As a result, we had nobody to film the game and are therefore without game film for statistics or scouting review.

Example: Coach Smith developed a shooting drill for guards and implemented the shooting drill during junior varsity practice time. The drill was effective and well led, and Coach Smith showed initiative by identifying a deficiency with his team and developing a drill for addressing this deficiency.

Corrective Action:

Example: I am recommending Coach Smith’s termination from the program effective immediately.

Example: Coach Smith and I reviewed his initial meeting form documenting his key goals and objectives. He acknowledged that film is his responsibility and said he and the managers had a misunderstanding. He will ensure it doesn’t happen again.

Example: No further action required. Coach Smith is doing an exceptional job as the assistant coach.

Mentor Initials _____

Protégé Initials _____

Date of Final Meeting	Head Coach/AD Name (Mentor)	Coach/Sponsor Name (Protégé)
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Major Accomplishments: (Completed by the protégé in bullet form and submitted and to the mentor. This will document the protégé’s accomplishments over the past season/school year. The protégé should pay special attention to his/her goals and objectives from the initial meeting and specifically address those areas where he/she met or exceeded those standards. Areas where the protégé did not meet his/her goals should also be addressed, but they may not necessarily reflect negatively on the protégé’s final evaluation. The purpose of this form is to serve as the basis for final evaluation, a “grade card”, with regard to the protégé’s performance. This form will be taken into consideration for annual hiring decisions. No coach or sponsor should ever be surprised by their final evaluation or by the mentor’s recommendation with regard to re-hiring or hiring decisions. The post-season meeting should occur no later than 7 calendar days after the final game.)

Example: Led the team to a 16-4 record with two first-team all conference performers.

Example: Lost no players from the team due to injury or academic ineligibility.

Example: Meet every standard outlined during my initial meeting with Coach Jones.

Evaluation: (Completed by the mentor.)

Example: Coach Smith is an outstanding addition to the school and the girls’ basketball team. He met every standard I set for him, and he met virtually all of his individual goals. He shows initiative on a daily basis, and his professional conduct both during games and his private life are without question. He has a bright future in coaching, and I highly recommend his consideration coaching in this capacity once again. I also highly recommend considering him for any head coaching position that may come available in our district.

Mentor: Printed Name _____ Signature _____

Protégé: Printed Name _____ Signature

Date: _____