

BOUNDARY COUNTY MIDDLE SCHOOL COACHES HANDBOOK

(5-4-15)

Boundary County Middle School takes pride in providing students an opportunity to learn, develop, practice skills and extend their abilities through an interscholastic athletic program. The interscholastic program should, like the curricular program, offer students a sound educational environment where appropriate methods of instruction are used.

While an athletic program is primarily competitive, the pressure to win often overshadows and obscures the true meaning of athletic competition. Winning may be important, but not as important as the athletes who participate in the program and their efforts to improve and be team players.

Because the interscholastic program is an extension of the curricular program, if a school is closed due to inclement weather, resulting in the curricular program being canceled, interscholastic programs will also be canceled, and rescheduled, if possible.

COACHES MAKE THE DIFFERENCE

Coaches have made athletics the most cost-efficient and educationally accountable aspect of secondary schools. Nowhere in education do you find it as often as you do in school athletics that teachers are teaching what they want to teach and students are learning what they want to learn. Both are willing to work hour after hour on their own time, after school, to make certain that everything that can be taught is taught and everything that can be learned is learned.

Coaches may not be the reason students come out for sports, but they're usually the reason students stay out for sports. Coaches don't give students ability, but they discover or develop it. Coaches make the difference in how students perform, both on and off the field of competition.

Coaches are the reason some schools win more than others. Coaches are the reason some schools have better sportsmanship than others. Coaches are the reason some schools have more educationally based programs than others. Coaches make the difference between a program of excesses and a program of education.

Coaches are the critical link in the educational process of athletics; they are the critical link in sportsmanship at contests; they are the critical link in the traditions of success that some schools enjoy. It has always been so and it always will be so.

No one higher up or lower down in the organizational chain has more impact on athletes than do coaches. Coaches are the delivery system of educational athletics, and they have delivered well!

Coaches, nothing that is done in middle school athletics is more important than what you do with your athlete's day in and day out during the season. You make the difference.

Coaches, this is educational athletics. Learning is more important than winning. It is important that you see yourself as teacher of students more than coach of a sport. Your support of coaches of other sports and your encouragement that your athletes participate in other sports and school activities will help these students receive a complete educational experience that will serve them better than any one-dimensional experience.

The school board and administrations of the Boundary County School District wish to help you make a difference, by providing guidelines to make our athletic programs the most positive and successful they can be.

BOUNDARY COUNTY MIDDLE SCHOOL ATHLETIC PHILOSOPHY

Boundary County Middle School takes a great deal of pride in the success of their athletic teams. School spirit, student body unity and the values inherent from athletic competition are easier to develop in a competitive atmosphere. For these reasons, we believe it is very important that all our athletic teams are competitive with the teams that they play. However, the pressure to win at times overshadows and obscures the true meaning of athletic competition. Winning is important, but it must be kept in true perspective. It is not as important as the individual athletes who participate in the program and their efforts in their participation.

The goals and objectives of the athletic programs at Boundary County Middle School include the following:

1. BCMS will strive to maintain equity among programs based on needs.
2. The coach will provide a positive environment for communication between parents, athletes, and the staff.
3. The evaluation of coaches and related decisions is the responsibility of school authorities.
4. The coaches will establish a sound educational environment and use positive methods of teaching and reinforcement.
5. Coaches will provide the participant with the opportunities to reach their individual potential and to use and perfect their athletic skills and fundamentals.
6. The athletic program will allow as many students as possible an opportunity to participate on a BCMS athletic team. The nature of certain interscholastic sports, lack of facilities, and availability of qualified coaches may dictate a definite squad size.
7. Insure each student an opportunity to earn a position on any athletic team and an understanding that if they work hard they will be able to improve their position. Each athlete will have the opportunity to display their talents during game situations, but playing time does not have to be equal for each athlete.
8. Develop pride in being a member of a BCMS athletic team.
9. Present teams and coaches to the community that represents our school with honor.
10. Inform students, their parents, and the community of the goals and objectives of the athletic programs.
11. Decisions regarding playing time, assignment to teams, and/or positions, competitive strategies are the sole prerogative of the coaching staff under the supervision of the building administration.
12. Institute proper lines of communication as follows:
 - a. Student/parent to the athlete's immediate coach, if no resolution
 - b. Student/parent to athletic director, if no resolution
 - c. Student/parent to principal, if no resolution
 - d. Student/parent to superintendent, if no resolution
 - e. Student/parent to school board
13. Promote the ideals of good sportsmanship at all times, from coaches, athletes, parents, and fans.

STUDENT LEARNING OUTCOMES

The following list represents the student learning outcomes, which should be achieved through participation in the Boundary County Middle School activities program.

The student should:

- Demonstrate the ability to function cooperatively with team members and coaches.
- Strive for individual excellence and excellence as a member of the activity.
- Demonstrate knowledge of and the ability to apply the concepts of good sportsmanship.
- Develop an awareness of personal strengths and weakness.
- Demonstrate an understanding of the benefit of good health and physical fitness practices.
- Develop skills, which will enable the participant to perform at the optimal level.

- Demonstrate the ability to think as an individual and as a member of the group.
- Assume responsibility of decisions.
- Develop a respect for the rights of others.
- Demonstrate an understanding of and commitment to activity goals.

EXPECTATIONS OF STUDENT ATHLETES

It is expected that all members of BCMS athletic teams will:

- **Be on time**
For all practices, games and team functions, if the athlete is going to be late or has to miss any team activity, it is the responsibility of the student to notify the coach as soon as possible.
- **Be prepared**
By having all the necessary equipment and supplies necessary for the days activities. The athlete will also be prepared mentally and physically to participate at their peak performance level. If there are situations that will cause the athlete to perform at less than the peak performance level, it is the responsibility of the athlete to discuss these with their coach so accommodations can be made.

To say no to activities which go against the athletic code.

To not be put into compromising situations.

- **Be respectful**
By demonstrating respect for their coaches, fellow players, fans and themselves in all situations. This respect begins with an adherence to and acceptance of the Athletic Code as the basis for respectful and appropriate behavior. It is expected that all student athletes understand and accept the conditions of the Athletic Code as a requirement for participation. If there are any questions or concerns, they should be discussed with the coach or athletic director.

Of all equipment school and personal equipment at all times.

Of teammates on and off the field.

Of the reputation of their family, school and community.

COACHES CODE OF CONDUCT

- The coach will take the lead role in explaining the expectations to their teams and how following this code is important to building a solid athletic program at BCMS.
- The coach will not place the value of winning above the value of instilling the highest desirable ideals of character. Competent coaching and positive reinforcement of goals will teach young people how to win, how to lose, and how to do both well.
- The coach will demand and take an active role in promoting a drug, alcohol, and tobacco-free sports environment.
- Coaches will insist that players/teams play in safe and healthy environments.
- The coach will promote the entire interscholastic program and emphasize that sports are only a part of the education process. The coach will direct his/her program in harmony with the total school program.
- Coaches shall actively use their influence to encourage good sportsmanship by demonstrating positive support for all players, parents, and officials at every game, practice, or other youth sporting event.
- Coaches will teach his or her players/team to treat other players, parents, fans, and officials with respect regardless of race, sex, or ability.

- Coaches should meet and exchange friendly greetings before and after a contest to set the correct tone for an event.
- The coach must constantly uphold the honor and dignity of the profession. In all personal contact with the student/athlete, officials, athletic directors, school administrators, and public; the coach shall strive to set an example of the highest ethical and moral conduct.

The following are prevention guidelines to ensure the highest ethical and moral conduct.

1. Do not put yourself in a compromising situation. No one-on-one contact between an adult and athlete in private is appropriate. Always meet in a totally public place.
 2. Do not rely on your good reputation or put yourself in a position where it's your word against another individual's. Use the "buddy system" as a standard procedure when counseling, transporting, and working with athletes.
 3. Be aware of what you say.
 - a. Team and players should only be discussed positively in public.
 - b. In athletic contests check conduct to ensure there is not verbal, physical, or negligent abuse.
- In all cases, refrain from idioms or words that could be viewed as negative or suggestive.*
4. Watch what you do. Be cautious and avoid "bad" touch. Physical contact in-group settings may be appropriate and can be seen as a positive dynamic. Avoiding full frontal hugs and back rubs are recommended. Both actions can be misleading to those individuals receiving and those observing.
 5. Be aware of fantasy relationships. Refrain from spending an inordinate amount of time with any one individual that could lead them to misinterpret your interest in them. Be aware of who you express your concerns to.
 6. Athletic activities could be opportunities for an abusive situation. Be aware of the physical needs of the athlete such as fatigue, the needs for fluids, treatment of an injury, and weather conditions like electrical storms or extreme heat.

ANY ABUSE (WHETHER SEXUAL, PHYSICAL, EMOTIONAL, OR NEGLECT) WILL NOT BE TOLERATED.

ANY ABUSIVE CONDUCT OR ALLEGATION MAY LEAD TO IMMEDIATE REMOVAL OF THE INDIVIDUAL IN QUESTION FROM ALL ACTIVITIES UNTIL A REVIEW BY PROPER AUTHORITIES IS CONDUCTED.

Coaches

The coach plays a very important role in encouraging students to participate and help them attain the goals of the BCMS activity program. The coach establishes the tone and direction of the program and coordinates the program to provide the greatest benefit to the student participating. **To this end, coach's evaluation and recommendation for rehiring will be based on adhering to the guidelines established in the coach's handbook.**

The coach advisor should:

- Teach and model the concepts of good sportsmanship.
- Identify levels of excellence for participants to attain both individually and as a part of a team.
- Identify and help participants recognize their strengths and overcome their weaknesses.
- Use appropriate techniques to develop participants' skills.
- Teach participants to respect evaluations on their performances.
- Develop in the students the understanding of the need for self-discipline and emotional maturity.
- Teach the students to respect the rights of others.
- Stress the development of student self-confidence.
- Define and help students understand their contributions to the activity.
- Develop the goals for the activity and communicate these goals to the students and their parents.

- Demonstrate sensitivity to the individual student's needs.
- Recognize that fun and enjoyment are important elements of the activity.
- Model loyalty to the total athletic and academic programs of the cooperative schools.
- Develop communication skills by being proactive with coaches and teammates.

SPORTSMANSHIP

Coaches bear the greatest burden of responsibility for sportsmanship.

Coaches are to:

1. Through your actions and behavior, be a role model of good sportsmanship at both practices and contests. Demand respect. Set high expectations.
2. *Be responsible for controlling the actions of your players.*
3. Have a thorough knowledge of the rules of the game.
4. Respect the official's judgment and interpretation of the rules.
5. Publicly shake hands with the opposing coach and officials before each game.
6. *Understand that profanity and obscene language have no place in middle school athletics.*

PARENTS

Parents play an extremely important role in the success of their students in accomplishing the goals of an activity program. Their understanding and cooperation helps establish positive feelings in the realization of these goals.

Parents should:

- Be cooperative in their relationships with the students and the coaches/advisors.
- Teach and model good sportsmanship at home and as spectators.
- Maintain open communication with the coach/advisor.
- Teach the students self-discipline and emotional maturity.
- Develop an understanding of activity goals.
- Teach their students to develop commitments to the activity.
- Help develop self-confidence in their children.
- Know and support the activity rules.

Rationale

In order to accomplish these objectives, it is necessary to develop and maintain appropriate standards. Certain regulations are necessary to prevent disruptions. School programs should reflect the positive attitude of the community and family. If appropriate benefits are to be derived from the activities programs, it must be able to operate in a climate devoid of disruptive influences. If the community is to truly identify with its school through the activities medium, it is imperative that participants conduct themselves in a manner that will inspire pride and approval.

GENERAL RESPONSIBILITIES - COACH

Head Coach

1. Has full responsibility and leadership for overall supervision of his/her program at all levels.
2. Is responsible to see that all students participating in the sport have received clearance from the Activities Office.
3. Working with the Athletic Director in assigning, and evaluating assistant coaches (volunteer or contracted) involved in his/her sport.
4. Assists the Athletic Director in the coordination of scheduling events for the sport.
5. Is responsible for the general upkeep, protection, distribution, collection, and inventory of all equipment.
6. Is responsible for the general health and welfare of athletes. Hazing of students/athletes is not acceptable behavior. For answers to questions see the Athletic Director.
7. Organizes his/her program so that it is consistent with the district and high school philosophy, goals, and objectives.
8. Write an annual report at the end of the season evaluating his/her program and making recommendations for improvement.
9. Turn in all information needed for game programs.
10. Has the main responsibility for striving to build good sportsmanship and developing good public relations in the school and community.
11. Responsible for practice sessions for his/her sport within the confines of the time(s) agreed upon by the head coach and Athletic Director. This time will include the locker room supervision. Starting and finishing time for practice must be given to athletes, parents and the BCMS office. If there is a variance to these times all parties must be contacted.
12. Is responsible for keeping records at the request of Athletic Director and/or principal.
13. Keeps abreast of new knowledge, ideas and techniques relating to his or her sport.
14. Is aware of all safety procedures necessary for their specific sport and relay these procedures to the athletes.
15. Establish guidelines for proper dress at practice and going to and from games. At practices, students should wear appropriate clothing, which does not show undergarments or too much skin. Going to and from games, athletes will wear clothing which fits into the requirements for dress at school, or as established by the head coach.
16. Holds a current first aid and CPR card.
17. Holds a Parent Night within the first two- (2) weeks of practice. At this meeting explain team expectation, and policies. Turn in a copy of the agenda to the athletic director.
18. Communicates a clear process for the selection of team members and conveys this to the athletes and parents.
19. Aid in developing assistant coaches for potential head coaching roles.
20. Pick up a completed clearance list and emergency forms for all team members and managers. These must be taken with the team to each athletic contest.

Assistant Coach

The assistant coach must recognize his/her responsibility for conducting his/her team activities within the policies and regulations established by Boundary County School District

The assistant coach shall:

1. Support the BCMS in all of its programs and strive to improve his/her professional relations with the educational system as well as the coaching profession.
2. Be loyal to and support the head coach in conducting the athletic program of that particular sport.

3. Assume any duties assigned to him/her by the head coach pertaining to the overall athletic program of that particular sport.
4. Assist the head coach in all matters relative to the sports season.
5. Accompany and direct the assigned team to all games and practices.
6. Assume the responsibilities of the head coach in the absence of the head coach if so designated.
7. Be accountable to the head coach, Athletic Director, and Principal. Any questions should be directed to them.
8. Assume all other responsibilities as may be assigned.
9. Hold a current first aid and CPR card.

GENERAL ATHLETIC POLICIES

Scheduling of contests will be scheduled by the athletic director

Storage of Equipment (including uniforms)

1. Equipment must be properly boxed and stored in the appropriate assigned place at the end of each season.
2. Inventory should be taken at the beginning and end of each season.
3. All usable equipment is to be properly laundered before storage.
4. All equipment is to be kept in safe condition with proper maintenance.
5. Follow specific care and storage policies for each type of equipment.
6. Box all equipment to be repaired or discarded. Check with the Athletic Director as to what should be done with this equipment.
7. In-season and out-of-season storage areas are to be kept orderly at all times.

General Equipment Regulations

1. The care and use of ASB equipment is the sole responsibility of the head coach, regardless of whether or not the job is assigned to an assistant coach.
2. No equipment is to be assigned to any athlete until the athlete has been completely cleared through the Activities Office.
3. Coaches are responsible for the maintenance, repair, and cleaning of their equipment.
4. Equipment storage will be assigned to each athletic program and the head coach will be responsible for the proper storing.
5. ASB equipment is not to be sold or donated to any person or organization without permission from the administration.
6. School uniforms will not be worn or used as personal items, without the consent of the coach and athletic director.

FACILITIES

1. All coaches share the responsibility of the preservation of school athletic facilities.
2. The use of school facilities for practice sessions, meetings, and competition will be scheduled through the Office.
3. The Athletic Director must approve out-of-Season use of the facility.
4. The head coach may delegate security of the facility to an assistant coach, but not to any student/athlete, student-manager, or student trainer.
5. Coaches should be sure that the facility is clear of all equipment at the end of their sport season.
6. Coaches should report damages (broken windows, damaged lockers, broken doors, etc.) to the Athletic Director.

7. COACHES MUST BE RESPONSIBLE FOR LOCKING ALL DOORS (INSIDE AND OUTSIDE), AND MAKING SURE ALL WINDOW ARE CLOSED AFTER THE ATHLETES HAVE LEFT THE BUILDING. THIS IS VERY IMPORTANT, ESPECIALLY ON WEEKENDS AND HOLIDAYS.

Supervision

1. THE HEAD COACH OR DESIGNEES MUST ORGANIZE, DIRECT, AND SUPERVISE PRACTICE SESSIONS AND DRESSING ROOM FACILITIES ANY TIME THEY ARE BEING USED BY HIS/HER TEAM MEMBERS.
2. Coaches must supervise their athletes on ALL bus trips. This includes to and from the site of competition. If boys and girls are traveling on the same bus, the bus will be divided by gender and the coaches sitting with their respective teams.
3. THE COACH MUST BE THE LAST PERSON TO LEAVE THE FACILITY AFTER ALL ATHLETES HAVE LEFT THE BUILDING. BE FIRST TO ARRIVE AND THE LAST TO LEAVE.

ATHLETIC ACCIDENTS/LIABILITY

Student Athlete Accidents

1. In the event of an injury during practice or in a game, an accident report must be completed and brought to the activity office within one (1) school day of the accident.
2. The responsibility for filing the report rests with the coach most directly involved in the accident.
3. Failure to immediately report any accident may result in the refusal of the insurance company to pay the submitted claim.
4. Any injury serious enough to require a doctor's attention will also require a doctor's release before returning to practice or a game.
5. If the injury is serious enough that medical attention is needed, a coach must accompany the injured athlete to the hospital and make proper arrangements for entering the athlete in treatment and make contact with the parent or guardian. (REMEMBER: TAKE MEDICAL RELEASE FORMS TO THE HOSPITAL!)
6. Coaches must have in their possession at games and practices, the athlete's medical release forms.

Liability

1. Coaches will use all safety precautions available to protect the athlete from injuries.
2. Coaches should have an appropriate conditioning program and must provide an adequate warm-up and cool-down period.
3. Coaches should consistently check on proper wearing of uniforms and equipment and document the dates of these checks.
4. Coaches must teach sound fundamentals and monitor each group while teaching and coaching.
5. Coaches should refer all injured athletes to the doctor if there are any questions to the seriousness of the injury.
6. Coaches should check all players in the dressing room before and after each practice and game for injury. They should also be aware of and stop any horseplay. \
7. Coaches should be organized and have planned practices.
8. Inform athletes of the safety rules and safety procedures for executing a skill in a specific manner.

WE ARE LIABLE IN THE EYES OF THE LAW IF WE:

1. Fail to adequately warn of the dangers and risks in our sports program.
2. Fail to adequately instruct.
3. Fail to adequately supervise.

When the need arises to discipline an athlete, each coach should adhere to the following guidelines:

1. Be firm and consistent.
2. Be concerned with what is best for the team as well as for the individual.
3. Take time to discuss the reason for disciplinary action.
4. Inform the athlete of the reason for disciplinary action.
5. Inform the Athletic Director, in writing, if the athlete is to be suspended for any length of time.
6. Inform the parents of any disciplinary action taken (suspension or probation).

PARENT NIGHT

An information meeting will held within two weeks of the season's start date. The following items should be covered at this meeting.

1. Safety issues.
2. Practice Schedule should be distributed with the expected starting and finishing times.
If these times are adjusted by more than ten minutes, parents, athletes, and the BCMS office must be informed.
3. Games schedule.
4. Team and individual expectations, including expectations for dress at home and away games, attendance at practice, and other specific requirements.
5. Team rules.
6. Open proper lines of communication.
 - a. Coach - player (parents)
 - b. Athletic Director
 - c. Last - Administration
7. Travel procedures
8. Other appropriate topics, **including coaching staff's philosophy regarding squad placement and playing time.**

Make the Parents Night fun, as well as informational. A few ideas could be:

1. Inter squad scrimmage.
2. Demonstration of a typical practice.

IN-SEASON RESPONSIBILITIES OF HEAD COACHES

1. Turn in program information changes one week prior to the scheduled contest.
2. Check in equipment and clean lockers of athletes who quit during the season.
3. Promptly fill out and turn in an accident report to the athletic office after each athletic injury (may be done by the head trainer), must be done with in one day of the incident.
4. All purchases have been made by approved purchase order.

POST-SEASON RESPONSIBILITIES OF HEAD COACHES

1. Check in all equipment.
2. Fill out fine list for all equipment/uniforms not turned in.
3. Complete Inventory.

STUDENT ELIGIBILITY

1. The student-athlete must be achieving at least a 2.0 GPA at the designated grade checks to try out, to practice, or to participate in athletics for teams that have a cut policy. (volleyball, basketball, and cheerleading) In non cut programs, football and wrestling, an athlete may practice but not play in a contest until the next grade check.

2. Grade checks for football will be the 4th quarter grades from the previous year.
3. Wrestling will be first quarter mid-term grades.
4. Basketball will be second quarter mid-term grades.
5. Track will be the third quarter mid-term grades.
6. Cheerleading is the same as the sport they are cheering for.

SUBSTANCE USE POLICY

PHILOSOPHY AND PURPOSE

The BCMS is committed to promoting the well being, personal development, and successful performance of all high school students. This policy is designed to help students in athletics and other leadership roles demonstrate their non-use of harmful substances. These students are asked to set an example for all students to promote a school atmosphere free from harmful drug abuse.

SUBSTANCE USE POLICY

STUDENTS WILL ABSTAIN FROM POSSESSING, USING, BUYING, CONSUMING, SELLING, OR GIVING AWAY ANY NON-PRESCRIPTION, ILLEGAL SUBSTANCE INCLUDING LEGEND DRUGS, ANABOLIC STEROIDS, ALCOHOLIC BEVERAGES, OR ANY TOBACCO PRODUCT. Failure to follow this policy will result in immediate suspension from the squad.

DRUG TESTING POLICY

BCMS will test all athletes for drugs at the beginning of each sports season and randomly test 10-20% of athletes during each season.

FUNDRAISING

If you wish to raise money for a team trip, warm ups, sports bags, or for something that will benefit the team, it can be done! Talk to the Athletic Director and the Office Manager first about what and how to go about it. They will tell you what approved ways that money can be raised are and help you through the process. The guidelines listed below are very general and may not cover exactly what you need to know. Money that you raise will be deposited to an ASB (Associated Student Body) account and should be used to benefit all the team members. If you purchase equipment with this money, it becomes the property of the BCMS.

General Procedure

1. Talk to the Athletic Director and the business Manager about the idea.
2. Fill out Fundraising Application. All fundraising done by student's needs to be approved by the ASB officers and scheduled so there won't be product conflicts.
3. After it has been approved by the ASB officers and calendared by the administration, fill out the purchase order request for the products with all the pertinent information so the product can be ordered for your sale. Please allow sufficient lead-time.
4. Keep a list of each student/athlete you give product to sell, how many products, and how much money they return to you.
5. Promptly turn all money earned to ASB accountant. Fill out the receipt form and include a photocopy of your list. Do this daily, if possible.
6. After the fund-raiser is done, fill out the fundraising evaluation form.