

THREE LAKES BLUE JAYS 2016 - 2017



2016 - 2017

Coach/Advisor Handbook

Adopted By Three Lakes

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Universal Guidelines for all Coaches/Advisors

Coaches will foster Student athletes to develop Strong work ethics, Teammanship, Responsibility, Self-discipline, Sportsmanship, Self-esteem, and Respect for self and others.

Coaches/Advisors will encourage student athletes to set high individual and team goals and help them strive to achieve their goals.

Coaches/Advisors reinforce a desire for achievement and underscore the satisfaction of accomplishment.

Coaches/Advisors shall be responsible for all assistant coaches/advisors and volunteers as outlined by the Coaches/Advisors Handbook.

Coaches/Advisors will conduct their programs with the highest regard to the health and safety and welfare for their student athletes.

Coaches/Advisors will adhere to the policies, ethics and duties as stipulated in the Coaches/Advisors Handbook.

COACH/ADVISOR HANDBOOK

Introduction

This handbook concerning coaching/advisor duties at Three Lakes High School has been compiled to assist coaches/advisors in determining their responsibilities. Co-curricular activities shall be designed at all times to provide rich educational experiences in leadership, the democratic process, and personal growth and development. Cooperation for the common goal and the physical, emotional, and mental adjustment necessary to succeed in all that we do. In addition, the development of poise, sportsmanship, and self-discipline shall be considered highly worthy outcomes. Co-curricular activities shall be conducted and administered in such a manner, and at such times, that will have minimum interference with normal academic progress of students.

The Three Lakes School District believes the actions of the coaches/advisors should be based first and foremost on what is best for the student. To this end, the Board of Education asks for the cooperation of all coaches/advisors.

GENERAL INFORMATION

Cooperation

The coaches/advisors shall seek to establish rapport within the school that will lead to cooperation and understanding in all endeavors.

Code of Ethics/Duties for Coaches/Advisors of Three Lakes Schools

1. Remember that you are working with adolescents. They are not professional athletes/performers. Some students are participating for fun while others are there for the competition. Please consider each adolescent as an individual with your coaching/advising.

2. The coaches must maintain friendly relationships. As a staff we are in close contact with each other and must attempt to assist each other as much as possible. Constructive criticism is permissible so long as it is conveyed directly to the person so criticized.

3. We must not attempt to influence a student to select one activity over another - the final choice is theirs. If your opinion is requested, give the athlete, or their parents, your honest opinion. Be certain that all those involved understand that this strictly an opinion and does not necessarily guarantee success. The main thing is to be honest with the person. We hope to get as many young people as possible involved in our co-curricular programs.

4. The attitude of the coaches/advisors is reflected by their students. Be careful of your attitudes as expressed in the presence of athletes. Profanity/vulgar language is not an acceptable practice and will not be tolerated.

5. Do not infringe upon another coach's season. The start and conclusion of your season is clearly indicated in the athletic regulations. If the athletes approach you about how they might improve themselves, you may indicate several methods. Do not try to influence them to drop out of other sports in order to concentrate on one sport. This is unfair to the student-athlete, the school teams, and the other coaches. Coaches/Advisors need to be aware of other co-curricular activities and work with one another to resolve conflicts when they arise.

6. Coaches/Advisors should inform students that they may lose the privilege of participating in our program if they do not maintain high standards in their responsibilities as students and as citizens of the school community. Their actions in school reflect upon every student in the program.

7. Coach/Advisor conduct shall be a credit to the school, teams/organizations, and community.
8. Coaches/Advisors should check the school absentee list each morning. The office will provide an absentee list for contest/performance days.
9. A student absent for any part of the day may not participate or play in a performance/game on that given day unless approved by the principal or activities director.
10. It is the responsibility of all coaches/advisors to encourage our students to have neat appearance because they represent our school.
11. It is the duty of each coaching/advising staff member to see that our facility is maintained.
12. At the beginning of each sport season, coaches are to inform the squad that there are to be no padlocks used except those issued through the school athletic department.
13. At the conclusion of each sport season, coaches are to turn in emergency contact cards, an awards list, a brief season summary, medical kits, and a complete inventory to the Activities Director.
14. Coaches/Advisors are expected to report contest results to local newspapers and radio stations.
15. Attendance at the Three Lakes Annual Athletic Banquet is required for all high school coaches.
16. Coaches are required to complete the officials rating form for WIAA purposes.
17. Head coach/advisor is responsible for outlining responsibilities and duties for assistant coach(es) and/or volunteer(s).

Eligibility Blanks

1. Before a student is allowed to practice, be certain to verify their eligibility with the activity director. (W.I.A.A. Card and Consent Forms)
2. In the event a new student reports for an activity, be sure their name is added to the eligibility list and that the activity director has cleared them for participation before they are allowed to participate in any capacity.

Training Rules

Activity Handbook and Parent Consent Forms are available from the Activities Director. The Activity Participation Agreement and Parent Consent Form must be handed in to the Activities Director before the student is allowed to participate in practice or a contest/performance. In the event that serious disciplinary action is being contemplated by the head coach/advisor for an infraction of training rules, a meeting with the student in question, the head coach, the activities director, and the principal will be held prior to any disciplinary action.

Equipment and Equipment Room

The head coach/advisor of each sport/activity is responsible for issuance of equipment to participants. Forms for this purpose should be designed to accommodate your sport/activity.

Each head coach/advisor is responsible for the return and condition of all equipment at the conclusion of a sport season/performance. If equipment has been lost or damaged through neglect, it is the responsibility of the head coach/advisor to assess the amount of the fine. The coach/advisor should, in each instance, inform the activities director of this amount and the name of the student.

All outdoor athletic shoes are not to be worn in the school building. This is also a Northern Lakes Conference rule.

Only school issued equipment shall be worn by an athlete during participation in an athletic contest, unless approved by the respective head coach.

The training room and storage areas must be kept neat and orderly. Student entry into these areas must be kept to a minimum and only when accompanied by an adult supervisor.

Injuries

See that all injuries are cared for in a proper manner. Always think the worst of an injury and hope for the best. Be sure to report all injuries to the activities director, regardless of severity. Please do not enable the school to receive criticism or liability because of failure to report an injury.

All blood related injuries, regardless of their severity, must be documented (including date, time, and the type of injury) in the blood born pathogen log located in the training room .

Coaches are encouraged to attend workshops for first aid training and sport specific seminars related to training and athletic injuries.

Practice Sessions

Practice during the season may be held on a Saturday, Sunday or holiday provided attendance is optional. Under no circumstance should an athlete feel obligated to attend such a practice. Great care must be exercised to ensure this is clearly understood by all. Sunday practices should only take place prior to a Monday contest/performance.

After school practice sessions for activities at Three Lakes High School have been standardized in regard to time. All practices will begin formally at 3:20 and conclude promptly at 5:30. This time schedule will give students 15 minutes to change clothes, shower, dress, and get on the late bus. The locker room should be cleared promptly at 5:45 p.m. (On nights of home basketball games or wrestling contests, the gym must be cleared by 5:00 p.m. and the locker room by 5:30 p.m. There is no reason for any athlete to remain in the locker room after 5:30 p.m.) Head coaches/advisors should make this information a part of their first practice discussion with their students.

A coach/advisor must be present for supervision each time there is any form of workout/practice. A coach/advisor must be at the activity, not merely on the grounds or in the building. A substitute may be used, if necessary, with prior permission of the Activities Director.

If a student is ineligible, he or she must not be permitted to practice until regaining their eligibility. This rule also pertains to students who have incompletes. They are not to compete or practice until the incomplete is made up.

No student will be permitted to practice if he or she has been absent from school more than half of the day, unless cleared through the Activities Director.

The duty of supervising late bus students, those waiting for rides, and closing the school after practice will be rotated among the coaches involved. The Activities Director will work out a schedule at the beginning of each season.

School Closings

If school is canceled due to poor weather, all practices will be canceled.

Schedules

All activities over and above those normally scheduled after school must be approved by the Activities Director.

Hiring of Officials

All officials for non-conference contests will be hired by the Activities Director in consultation with the head coach.

Participation Requirements

The School District of Three Lakes regards interscholastic competition as a privilege. In order to enjoy this privilege, students must abide by certain responsibilities and self-imposed restrictions while at school sponsored activities in terms of their conduct and behavior. That is, they will conduct themselves so as never to bring discredit to themselves as individuals, to their coaches/advisors, team, school or community. Our students are expected to show proper respect for those in positions of authority. This includes the teachers, coaches, advisors, officials, and parents. Also, it is expected that our students display a deep sense of loyalty and cooperation. Profanity and vulgarity are not socially acceptable practices and will not be tolerated.

Training Area

The head coach of the sport in season is responsible for cleanliness and order in the training area.

Use of Training Facilities

Locker Room Lockers

The lockers now in the locker room are to be issued to athletes starting with the varsity. These must be kept locked. Clothes and equipment are not to be left outside the lockers when athletes are not present. Locker rooms must be kept neat and clean at all times. All athletes must vacate the lockers at the conclusion of the season.

Budget Requests

According to instructions from the business office, each head coach will submit to the Activities Director a budget request form which includes upcoming expenses. In this budget request form, include all anticipated expenditures necessary to carry on a complete and educationally satisfactory program. This form will be reviewed by the Activities Director and the District Administrator. Each head coach will be informed as to the extent of their operating budget for the following year by the Activities Director.

Ordering Supplies

Ordering supplies must be done in compliance with the school policies and regulations governing that area of school finance.

All supplies must be ordered on the requisition forms available in the office. Be absolutely certain, when completing requisition forms, that all pertinent information is included (i.e. stock numbers, colors, sizes, etc.). Every effort will be made to insure that needed equipment and supplies are here and available to the coach/advisor one month before the beginning of their season. Head coaches/advisors should anticipate all needs so that mid-season expenditures can be kept to a minimum.

Transportation to Away Contests/Performances

In regard to buses and transportation to tournaments, information must be turned in to the Activities Director as soon as it is received by the head coach/advisor of the sport/activity involved.

All activities participants will travel to and from contests on school-provided transportation. Participants living along the route to a contest/performance may be picked up or dropped off at a prearranged spot. Parents may transport their children home from a contest/ performance by notifying the head coach/advisor in person, and state in writing that they will take responsibility for their child. Participants who plan to ride home with other parents must have a permission form approved by the Activities Director or Principal prior to the day of the contest.

If a contest or an event necessitates taking students out of school, encourage those involved to have their work made up in advance. Also, provide an alphabetized list of students making the trip to teachers by noon of the preceding day.

All traveling squads must take along a first aid kit, including emergency medical cards.

All coaches/advisors involved in a given activity are required to ride the bus to and from all activities. (Exceptions only as previously arranged with the Activity Director.)

Any bills incurred for expenses on trips are to be turned in to the office on the first school day following the trip.

At all away games, coaches/advisors and their participants are responsible for the condition of the locker room used. Both must be left neat and clean.

Transportation Policy for Co-Curricular Organizations

There will be a 'late bus' run offered each day school is in session. The administration will cancel the run if it is determined there is no need for a 'late bus' run.

All co-curricular activities may take advantage of this transportation, provided the activity is scheduled prior to departure time and arrangements are confirmed with the Activities Director.

Transportation will be provided for school organizations participating in interscholastic activities. Spectator buses will be offered for all tournament play and as otherwise determined by the administrative team.

All requests for transportation not listed above will be referred to the School Board for a decision. Over-night trips are not allowed unless special permission is given by the Board of Education.

Student organizations that are required to wait in the school building for transportation or participation are to be chaperoned by their coaches/advisors.

Managers

Head coaches, or a designated manager, should keep attendance at each practice session. Manager duties must be fully outlined at the start of each season, and their responsibility explained to all athletes and assistant coaches.

Dress the Day of the Contest

On the day of an interscholastic contest/performance, students participating should be dressed appropriately, i.e. no dress that will reflect poorly on the group or school. Students should be encouraged to wear letter jackets for athletic competitions.

Supervision at Contest

Head coaches/advisors are responsible for their student participants. This includes assuring appropriate decorum and representation of the Three Lakes School District in the best possible way at all contests/performances.

Procedure for Athletic Awards

On the Monday following the conclusion of the season, the head coach/advisor will submit to the Activities Director an alphabetized list of students who are recommended for the block "TL" award and also an alphabetized list of students who are recommended for the numeral awards. This list will be reviewed by the head coach and the Activities Director together and compiled into a master list. Awards will be issued at the fall, winter, and spring Award and Recognition Assemblies/Programs. Special athletic awards will be presented at the Athletic Banquet.

VOLUNTEERS

Individuals are welcomed and encouraged to volunteer in co-curricular activities in the Three Lakes School District. Volunteers will be recommended by the head coach/advisor with the approval of the Activities Director. Volunteers will perform only duties and responsibilities (in practice and events) as directed and outlined by the head coach/advisor and approved by the Activities Director. The head coach/advisor is ultimately responsible for maintaining the control and integrity of the program as a whole.

DUTIES AND RESPONSIBILITIES OF ACTIVITIES DIRECTOR

1. All coaches will be responsible to the Activities Director in carrying out their respective duties. In turn, the Activities Director will be responsible to the High School Principal in seeing that each coach carries out their respective duties.
2. The A.D. will be the coordinator between the athletic department and school administration.
3. The A.D. will supervise the overall operation of the locker room and supply room facilities.
4. The A.D. will fulfill all contract obligations in football, cross country, volleyball, soccer, basketball, wrestling, track, softball, and baseball and assist in the scheduling of the contests.
5. The A.D. will see that all students who participate in athletics are insured and all paperwork involving physicals, eligibility, and registration is received from the respective coaches for each season.
6. The A.D. will compile and maintain a list of eligible participants and distribute it to the coaches/advisors. The A.D. will maintain a master copy.

7. The A.D. will obtain a record from each coach/advisor of all equipment and clothing checked out, and to whom it is checked out.
8. The A.D. will provide all coaches with WIAA information that pertains to their activity.
9. The A.D. will provide dates/places and ensure each coach attends the required rules interpretation meeting prior to each sport season.
10. The A.D. is responsible for arranging transportation for all after school practices and away activities.
11. The A.D. will consult with a coach/advisor on issues of training violations and see that disciplinary action is reported to the administration.
12. The A.D. will enforce the necessary disciplinary action for a participant when they have violated the Activities Handbook.
13. The A.D. will work with the coaches on evaluating budget needs for the succeeding school year.
14. The A.D. will maintain a work schedule for ticket sellers, timers, announcers, statisticians(books), supervisors, concession sales, and bus chaperones.
15. The A.D. will make sure each coach has the proper awards for their activity, and that these awards are at the respective awards assemblies or the athletic banquet awards night.
16. The A.D. will organize and serve on the Activities Council as a non-voting member. Each committee is comprised of the A.D., six faculty members, six students, high school principal, and an appointed faculty chairperson.
17. The A.D. is responsible for the preparation of each activity field, court, stage, playing surface, etc., to ensure everything is in order.

HEAD COACH SELF-EVALUATION

Coach _____ Sport _____ Date _____

This self-evaluation is designed as a tool to help you to be a better coach and teacher in your sport. Please take a good look at yourself as you complete the evaluation. Answering the questions as truthfully as possible will help you and your program be the best it can be.

1. *(To be filled out before season begins)* What are your season expectations prior to the beginning of the season? *(Include team goals, personal goals, what expectations of success are for an individual player on the team, and for the team).*

2. *(Season Summary)* Were your expectations met? Why? or why not?

3. What can you do to make yourself a better coach?

4. What can you do to make your program a better program

	Needs Improvement	Satisfactory	Good
I. Administrative Duties			
1. Supervision of Facilities	_____	_____	_____
2. Supervision of Athletes	_____	_____	_____
3. Awards	_____	_____	_____
4. Practice Organization	_____	_____	_____
5. Game Organization	_____	_____	_____
6. Equipment Accountability	_____	_____	_____
7. Evaluation of Assistants	_____	_____	_____
II. Coaching Skills			
1. Knowledge of Fundamental Skills	_____	_____	_____
2. Teaching of Fundamental Skills	_____	_____	_____
3. Knowledge of Rules & Regulations -WIAA School	_____	_____	_____
4. Conditioning of Athletes	_____	_____	_____
5. Game Preparation	_____	_____	_____
6. Clinics to Improve & Keep Current	_____	_____	_____
7. Discipline & Control of Athlete & Team	_____	_____	_____
III. Public Relations			
1. Positive Communication			
A. Parents	_____	_____	_____
B. Athletes	_____	_____	_____
2. School Staff & Administration	_____	_____	_____
3. Coaching Staff	_____	_____	_____
4. A. D.	_____	_____	_____
5. Opposing Schools & Coaches	_____	_____	_____
IV. Personal Qualities			
1. Appropriate Attire			
A. Practice	_____	_____	_____
B. Games	_____	_____	_____
2. Punctuality	_____	_____	_____
3. Cooperation	_____	_____	_____
4. Enthusiasm	_____	_____	_____
5. Interaction with			
A. Players	_____	_____	_____
B. Officials	_____	_____	_____
6. Commitment	_____	_____	_____
7. Appropriate Language	_____	_____	_____
V. Program & Individual Development			
1. Works with Assistant Coach on Skills & Program Development	_____	_____	_____
2. Supports All Teams in Program	_____	_____	_____
3. Anticipates Problem Areas and Works to Facilitate Solutions	_____	_____	_____

ASSISTANT COACH SELF-EVALUATION

Coach _____ Sport _____ Date _____

This self-evaluation is designed as a tool to help you to be a better coach and teacher in your sport. Please take a good look at yourself as you complete the evaluation. Answering the questions as truthfully as possible will help you and your program be the best it can be.

1. *(To be filled out before season begins)* Going into the upcoming season, what are your expectations of what the season will be? *(How do you see the team doing, what do you see you helping the team to accomplish, what will your role be?)*.
2. *(Season Summary)* Were your expectations of the season met? Why? or why not?
3. What things could you have done better over the course of the year?
4. What were some things that you felt that you did well over the course of the season?
5. How can you make yourself a better coach for next year?

	Needs Improvement	Satisfactory	Good
I. Administrative Duties			
1. Supervision of Facilities	_____	_____	_____
2. Supervision of Athletes	_____	_____	_____
3. Awards	_____	_____	_____
4. Practice Organization	_____	_____	_____
5. Game Organization	_____	_____	_____
6. Equipment Accountability	_____	_____	_____
II. Coaching Skills			
1. Knowledge of Fundamental Skills	_____	_____	_____
2. Teaching of Fundamental Skills	_____	_____	_____
3. Knowledge of Rules & Regulations -WIAA School	_____	_____	_____
4. Conditioning of Athletes	_____	_____	_____
5. Game Preparation	_____	_____	_____
6. Clinics to Improve & Keep Current	_____	_____	_____
7. Discipline & Control of Athlete & Team	_____	_____	_____
III. Public Relations			
1. Positive Communication			
A. Parents	_____	_____	_____
B. Athletes	_____	_____	_____
2. School Staff & Administration	_____	_____	_____
3. Coaching Staff	_____	_____	_____
4. A. D.	_____	_____	_____
5. Opposing Schools & Coaches	_____	_____	_____
IV. Personal Qualities			
1. Appropriate Attire			
A. Practice	_____	_____	_____
B. Games	_____	_____	_____
2. Punctuality	_____	_____	_____
3. Cooperation	_____	_____	_____
4. Enthusiasm	_____	_____	_____
5. Interaction with			
A. Players	_____	_____	_____
B. Officials	_____	_____	_____
6. Commitment	_____	_____	_____
7. Appropriate Language	_____	_____	_____
V. Program & Individual Development			
1. Works with Head Coach on Skills & Program Development	_____	_____	_____
2. Supports All Teams in Program	_____	_____	_____
3. Anticipates Problem Areas and Works to Facilitate Solutions	_____	_____	_____

I have read and understand the Three Lakes 2016-2017 Coach/Advisor Handbook

Print Name

Signature

Date

Sport