

OVERVIEW OF RESPONSIBILITIES

ITEM	COACH	BUILDING ATHLETIC COORDINATOR	ATHLETIC OFFICE
1. RULES INTERPRETATION CLINIC	Head coach MUST attend the WIAA-sponsored Rules Interpretation Clinic for	Inform coaches of WIAA Rules Interpretation Clinic <u>as soon as possible</u> . their sport (if provided).	Inform B.A.C. & coaches WIAA Rules interpretation Clinic as <u>soon as possible</u> .
2. ATHLETIC CODE POLICY	<u>MUST</u> have Athletic Code Policy signed by athlete and parent.	Collect signature forms & Enforce policies w/coaches.	NO RESPONSIBILITIES
3. FOOTBALL HELMET SAFETY	<u>MUST</u> have Football Helmet Safety Guidelines signed by both athlete and parent.	NO RESPONSIBILITIES	NO REPOSIBILITIES
4. SAFETY GUIDELINES	<u>MUST</u> have Safety Guide-lines of sport participating in signed by both athlete and parent.	NO RESPONSIBILITIES	NO RESPONSIBILITIES
5. FIELD TRIP PERMISSION	<u>MUST</u> have form completed from each athlete PRIOR to field trip. Copy to B.A.C. &/or principal. Copy to be with coach at all times during field trip.	Must keep on file in office for balance of school year.	NO RESPONSIBILITIES
6. FORM A Permission Slip	<u>MUST</u> have Form A completed from each athlete PRIOR to first practice. Hand in to B.A.C. alphabetized. Check all signatures.	Must keep on file in office for two sports seasons.	Athletic office to forward B.A.C. a list of all athletes who purchased insurance through school plan. Insurance claim forms to be given to coaches in pre-season packets.
7. FORM B Physical Exam Card	<u>MUST</u> have Form B completed from each athlete PRIOR to first practice. Hand into B.A.C. alphabetized. One exam covers athlete for 24 consecutive months. Coach is to check list(s) from previous sports season(s) for athletes who have turned in Form B/BB.	Must keep all Forms B/BB on file in office as each sports season progresses. Must compile list of all athletes having physicals on file after fall and winter seasons and distribute to Coaches.	NO RESPONSIBILITIES

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8. FORM C Emergency Card	<u>MUST</u> have Forms C complete prior to first practice. Keep on hand as directed in Coaches' Handbook.	NO RESPONSIBILITIES	NO RESPONSIBILITIES
9. FORM D Injury Referral Sheet (if used)	Give to <u>any</u> athlete who sees a physician for an injury in your sport. Athl Trainer to collect, file and hand in to the Athletic Office at end of season.	NO RESPONSIBILITIES	Receive from coach at end of sport season. Keep on file for seven years.
10. FORM E Injury Summary Sheet	Hand in, completed, to B.A.C. at end of season. Note carry-over injuries.	After receiving all season Forms E from coaches, make copies of each and distribute to all Head Coaches in building. Distribute <u>promptly</u> . Keep on file for balance of school year.	NO RESPONSIBILITIES
11. FORM F Injury Report Sheet	Athl Trainer to <u>THOROUGHLY</u> complete for <u>each</u> injury in your sport. Hand in to Athletic Office after season is completed.	NO RESPONSIBILITIES	Collect from coach at end of season. Keep on file for seven years.
12. FORM G/GG Checklist Sheet	Must complete through Eligibility column - balance of columns optional. Hand in to B.A.A. with Forms A and B.	Keep on file with Forms A & B for balance of school year.	NO RESPONSIBILITIES
13. FORM I Equipment Issue Card	Use Form I - or use equivalent record.	NO RESPONSIBILITIES	NO RESPONSIBILITIES
14. FORM J Coach-to Coach Evaluation	Each coach completes a Form J at conclusion of sports season as directed in Handbook. Hand in to the Athletic Office.	NO RESPONSIBILITIES	Collect, file and confer if necessary with coach(es).

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15. FORM K Post-Season Wrap-Up	Complete at conclusion of season - hand in to Athletic Office after following handbook instructions.	Confer with coach on items relative to Handbook instructions.	Confer with coach on item relative to Handbook instructions. Keep on file as desired.
16. FORM L Transportation Request	Complete as instructed in Handbook. Hand into B.A.A. at least two weeks prior to first travel date.	Promptly process through Transportation Dept. as instructed.	NO RESPONSIBILITIES
17. FORM M Transportation Summary Sheet	Complete as desired.	NO "DIRECT" RESPONSIBILITIES	NO RESPONSIBILITIES
18. FORM N/NN Overview of Coach's Responsibilities Sheet	Follow as instructed.	NO RESPONSIBILITIES	NO RESPONSIBILITIES
19. FORM O WIAA Eligibility Sheet	Complete as instructed in Handbook. Forward to B.A.A. following timeline.	Complete as instructed in Handbook. Make copies for coach. Keep on file as desired. Copy to Athletic Office.	Collect copy and file.
20. FORM P Student Athletic Handbook Acknowledgement Sheet	Follow instructions in Handbook. Hand in to B.A.A. (High School only)	Collect from coach and file for balance of school year. Maintain supply of Student Handbooks for coaches.	NO RESPONSIBILITIES.
21. ASB CARDS	Coach to check squad athletes for ASB Cards purchased. Those athletes not having ASB Cards are assessed a equipment rental fee. Compile list and forward to B.A.A. (High School only)	B.A.A. to provide list of student-athletes having purchased ASB Cards-- list to all Coaches. Collect obligation lists from coaches and forward to Treasurer.	NO RESPONSIBILITIES
22. LETTER POLICY AND AWARDS	Establish criteria and determine recipients.	Keep supply of letters and certificates available for coaches.	NO RESPONSIBILITIES

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23. FIRST AID CARDS	Maintain updated First Aid Card or acceptable equivalent	NO RESPONSIBILITIES	Provide information for coaches to obtain and maintain valid First Aid Card through workshops, clinics, etc. on a regular periodical basis.
24. EQUIPMENT ORDER & REPAIR	Complete inventory of conclusion of season. Forward final copy to B.A.C. - keep copy for your files. At this time, submit any equipment repair requests to B.A.C. or Athletic Office as feasible. Coach is responsible for ordering all equipment and supplies for the following year.	Provide inventory and order forms for coaches prior to end of season. Upon receiving inventory forms from coach, forward to Athletic Office. Process and forward order forms likewise. File copy.	Provide inventory & order forms for B.A.C. prior to end of season. Process inventory forms. Process order forms. File copy. Provide B.A.C. with copy of bid prices at conclusion of bid process. File copy.

COACHES CODE OF ETHICS

The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each child should be treated as though they were the coaches' own and their welfare shall be uppermost at all times.

The coach must be aware that he or she has a tremendous influence, either good or bad, in the education of the student athlete and thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.

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, the WIAA, the media and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse and under no circumstances should authorize their use.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.

The coach shall actively use his or her influence to enhance sportsmanship by their spectators, working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct which will incite players or spectators against the officials. Public criticism of officials or players is unethical.

Before and after contests, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.

A coach shall not exert pressure on faculty members to give student-athletes special consideration.

CARING BEHAVIOR

Recent court cases involving charges and convictions of local coaches for having inappropriate physical contact with their student-athletes makes all aware of and concerned with what is proper physical contact. The question often asked is does a coach dare even touch a student without risking his or her job?

Clearly, such changes as the increased number of women athletes and society's growing concern about abuse and personal safety have drawn attention to what constitutes appropriate and inappropriate physical contact. Additionally, athletics often creates special and intense relationships between student and coach. Thus, it is imperative to have a clear sense of appropriateness. It is with these concerns in mind that the following contact guidelines are suggested:

NON-PHYSICAL CONTACT (the first consideration)

Eye contact, energetic and demonstrative conversations, specific verbal praise, and identification by name are always appropriate methods of communicating with student- athletes.

PHYSICAL CONTACT (things to be aware of)

1. Behavior, not intention is what matters.
 - Think of how specific behaviors appear to others.
 - A friendly touch may be interpreted as a personal intrusion.
2. Avoid isolated student contact in secluded environments.
 - There is wisdom in the adage, Safety in Numbers.
 - If you do meet with a student alone, make it in a public, well-trafficked location, or with a colleague near by.
3. Avoid prolonged physical contact.
 - High fives are great, as is a pat on the arm, shoulder or upper back. Any other hand to body contact is off limits.
4. Avoid touching articles of personal clothing.
 - Personal, as in underwear, bra straps, etc., especially when being worn.
5. Hugs - only side-to-side, if at all.
 - Sometimes in their excitement, students throw themselves at a coach.
 - As a general rule, don't do the same to them.
 - A one-armed, brief, side-to-side hug in a group setting is the limit.
6. Flirting is an emerging adolescent emotion.
 - Coaches need to tell students who want to flirt with them, whether single or in a group, that he/she is not an appropriate target.
7. Giving students rides.
 - Only in extreme situations.
 - Receive direct permission from parent and communicate your plan to another adult.
 - Be cautious.
 - Never, for a single student of the opposite sex.
 - Again, safety exists in numbers.
8. Inviting students to the coach's home.
 - Don't do it. School events need to stay on school grounds.

DUTY TO REPORT

RCW 28A.400 now requires both certificated **AND** classified employees who have knowledge or reasonable cause to believe a student is a victim of physical abuse or sexual misconduct by another school employee to report the abuse or misconduct or shall cause a report to be made to the school administrator. The administrator is then required to report the abuse to the proper law enforcement agency in accordance with the mandatory reporting requirements if the administrator has reasonable cause to believe the abuse or misconduct occurred. Now, school districts must, at the first opportunity, but in all cases within 48 hours of receiving a report of sexual misconduct by a school employee, notify the parents of a student alleged to be the victim, target, or recipient of the misconduct.

It should be noted that this does not change the previous requirement of school professionals to report to the proper law enforcement agency or the Department of Social and Health Services (CPS) if the professional has reasonable cause to believe that a child has suffered abuse or neglect.

RESPONSIBILITY AND PROCEDURE FOR PUBLICITY

Responsibility

The responsibility for publicity rests on the coach. The coach owes it to his team to see that they are recognized for their efforts. Athletes enjoy receiving publicity and when used effectively, it is a tremendous means of motivation. Publicity reports should include information pertaining to pre-season, regular and post-season.

Procedures

The coach will report directly to the news media.

The middle school coach should have:

- 1) Articles in the school bulletin, or over morning announcements if permitted, before and after each contest. Prior to contest to inform fellow students to attend the contest and post contest announcements of the outcome of the game.
- 2) Articles in the school paper.

The high school coach should have:

- 1) Articles in the school bulletin and/or morning announcements, before and after each contest.
- 2) Articles in the school paper.
- 3) Publicity reports or articles to the Everett Herald, Snohomish County Tribune, and Seattle Times/P.I.
- 4) Scores phoned to the area papers directly after the contest:

Everett Herald - Prep Sports	425/339-3471 or 866/6SCORES (672-6737)
Email	sports@heraldnet.com
Fax	425/339-3464
Deadline	Before 10:00pm

Seattle Times – Prep Sports	800/343-6319 or 206/464-2276
Email	sports@seattletimes.com
Fax	206/464-3255
Deadline	ASAP or before 10:00pm

Seattle P.I. – Prep Sports	206/448-8370 or 888/439-8385
Email	sports@seattlepi.com
Fax	206/448-8164
Deadline	9:55pm – First Edition 11:15pm – Final Edition

COACHES STANDARDS – WIAA Handbook

Philosophy of Coaches

Coaches are primarily responsible for imparting valuable educational experiences to student participants. Therefore, the WIAA believes that coaches should have training in at least the essential areas of study required for a physical education teacher's endorsement in Washington secondary schools.

Conditions of Employment

Individual coaches are responsible for pursuing and reporting all coaching clock hours to maintain coaching standards set forth by WIAA. **Any hours obtained must be reported to your site Athletic Coordinator as well as the District Athletic Office.** Official record of all coaching clock hours are kept and reported from the District Athletic Office.

Failure to comply with the coaching standards set forth by WIAA can include disciplinary action, suspension, or termination. WIAA coaching standard compliance is a condition of employment. Failure to comply may result in possible forfeiture of high school post-season play, implement probationary period on specific school and/or non-compliant coach, or ultimately termination of coaching position.

Volunteer Coaches

Volunteer level coaches must complete a coaching effectiveness training class as provided by the WIAA or a school district approved coaching course equivalent to the NFHS Coaches Education Program and approved by the WIAA; **OR** complete a total of at least thirty (30) coaches education hours. Training must be complete before the beginning of the third year of coaching. Volunteer coaches are encouraged to obtain a minimum of fifteen (15) clock hours of coaching standard courses during any three (3) year period of coaching.

Employee of the District

No school team or individual contestant shall be eligible to represent a school in an athletic contest unless the coach is an employee of the school district in which they coach and has been employed to coach in compliance with RCW 28A.405.020 and/or WAC 180-79-230(1)(iii). This requirement also applies to paid or volunteer assistant coaches who serve at all times under the supervision and direction of a regularly certified person. Volunteer coaches may serve as assistants only upon approval and authorization of the school district Board of Directors.

Supervision

A school appointed coach, or another appointed member of the school faculty, must accompany any school team (or individual) at any time in connection with school sponsored interscholastic competition.

Training

Interscholastic coaches shall have training in at least the essential areas of study required for a physical education teacher's endorsement in Washington secondary schools. For initial payment as an interscholastic coach, an individual must meet the following coaching level requirements.

Levels of Coaches Standards

Described below are the standards for an interscholastic coach for initial employment, progressive employment and continuous employment.

Entry-Level Coach Requirements

Described below are the entry-level standards for a paid and/or volunteer interscholastic coach for employment, progressive employment, and continuous employment.

- 1) Hold a valid current First Aid Certification Card or have completed a School District approved Athletic Training/Sports Medicine course equivalent to the Red Cross first aid card training. A Sports Medicine course is to include prevention of injuries, recognition of injuries, emergency on-site procedures including transporting the injured, and rehabilitation of injuries. If a Sports Medicine course is used to fulfill this requirement it must be renewed every three (3) years. This also applies to paid assistant coaches and is recommended for volunteer, non-paid assistant coaches.
- 2) Hold a valid current CPR Certification Card or is enrolled in a CPR course.
- 3) Red Cross Safety Training for swim coaches is required for all swimming and diving coaches.
- 4) The employing school district will require:
 - i) Washington State Patrol Criminal History Information Form required by RCW 43.43.830 on file.
 - ii) The OSPI Moral Character Supplement Form 4020B to be completed.
- 5) The coach must satisfy the following requirements:
 - i) Be a high school graduate
 - ii) Be at least 21 years of age to be a head coach
 - iii) Be at least 19 years of age to be an assistant

a) Head Coach – High School

Annually attend a WIAA approved rules clinic for the sport being coached, or pass the WIAA approved sports rules required of officials for the sport being coached.

i) DEFINITION OF A HEAD COACH

A person in charge of the highest level team for that building (e.g. the person responsible for the highest level (varsity) team in a building that houses grades 9-12 is the head coach; the person who is responsible for the highest level team in a building that houses grades 7-8 is the head coach).

Beginning Coach Level Requirements (Paid or Volunteer Coaches)

High and Middle School Coaches – Before the beginning of the third year of coaching employment, a member school coach (paid or volunteer) must meet the beginning level coaching standard by completing the class and successfully passing the test, of the NFCEP Coaching Principles Course; or must have completed a total of at least thirty (30) hours of coaches' education courses. A paid coach remains at the beginning level and earns an additional 15 hours of coaching education courses within the next three years of coaching and then advances to the continuous training level. (NOTE: Volunteer coaches are exempt from the continuous training standard, but are encouraged.)

Continuous Training Level Requirements (Paid and/or Volunteer Coaches)

After completion of the beginning coach level, during each subsequent three (3) year period of coaching, must obtain a minimum of fifteen (15) coaches education hours of approved coaches' standards courses selected or prescribed by the employing school district shall be completed by all high **and middle** school coaches.

Progressive Experienced Coach Requirements (optional status)

Should an individual wish to work toward professional fulfillment in the coaching profession, he/she must earn 60 clock hours by the end of the fourth year, and 90 clock hours by the end of the fifth year, from the standards categories listed below:

- a) By the end of the fourth year of Interscholastic coaching, a total of sixty (60) clock hours shall be completed from three (3) or more of the Coaching Standards areas (Additional 30 course hours to Beginning Coach Standards).
- b) Head Coach – annually attend a WIAA approved rules clinic for the sport being coached, or pass the WIAA approved sports rules required of officials for the sport being coached.
- c) Demonstrate understanding and knowledge of School District and WIAA Interscholastic activities policies.

Preferred Coach Designation (optional status)

- a) Prior to the sixth year of Interscholastic coaching a total of ninety (90) clock hours shall be completed with a minimum of six (6) clock hours from each of the five (5) standards.
- b) Head Coach – annually attend a WIAA approved rules clinic for the sport being coached, or pass the WIAA approved sports rules required of officials for the sport being coached.

COACHES STANDARDS CATEGORIES (Knowledge and Skills)

A. Medical Aspects of Coaching – Health and Welfare

1. Care and prevention of student injury

- a. First Aid
- b. CPR Certification
- c. Athletic Training/Sports Medicine
- d. Chemical and Substance Abuse
- e. Injury Rehabilitation

B. Legal Aspects of Coaching – Litigation, Liability

1. School Physical Education, Sports, or Athletic Law
2. Annual Review of rule changes and application of rules
3. School Board policies, WIAA Rules, School Law

C. Psycho/Social Foundations

1. Sociology and Psychology of Sports (adolescent psychology, sports sociology and psychology, motivation, dealing with substance abuse).
2. Philosophy of Interscholastic Activities Programs

D. Coaching Techniques

1. Instructional methods in physical education/activities
2. Instructional methods in physical education for handicapped
3. Instructional methods in interscholastic sports

E. Philosophy/Sports Management/Pedagogy

COACHING EXPECTATIONS

Coaching Skills

- 1) Teaches fundamentals
- 2) Promotes physical conditioning with specific plan
- 3) Has valid First Aid and CPR card, or equivalent
- 4) Teaches specific safety procedures for activity
- 5) Prepares team for contest
- 6) Maintains discipline
- 7) Knows and abides by rules of activity
- 8) Develops team quality
- 9) Encourages appropriate traits of citizenship by being a positive role model
- 10) Provides positive leadership for students/staff

Organizational Skills

- 1) Care of equipment and facilities
- 2) Team supervision – home and away
- 3) Appropriate time committed during season
- 4) Delegates responsibility to assistants when appropriate
- 5) Organizes effective practice sessions
- 6) Practice plans on file
- 7) Ability to develop and manage budget
- 8) Makes good use of managers and supervises each
- 9) Responsibility for such details as: student eligibility, transportation, inventories, and awards
- 10) Follows district (coaching handbook), league, and WIAA policies
- 11) Goes over Student Athletic Handbook with team
- 12) Promotes participation of all team members

Professional Relations

- 1) Communicates with fellow coaches
- 2) Cooperates with building administration
- 3) Cooperates with district athletic director
- 4) Supports and cooperates with other sports programs
- 5) Attends clinics and other professional meetings
- 6) Cooperates with media and responds to reasonable requests
- 7) Holds meeting when appropriate with parents and athletes prior to first contest to establish positive communication
- 8) Maintain good relations with players
- 9) Maintains professional relationships with officials

Personal Characteristics

- 1) Is enthusiastic and self-motivated
- 2) Exercises fairness in dealing with players
- 3) Is punctual
- 4) Maintains sense of humor
- 5) Maintains poise and composure during practice
- 6) Maintains poise and composure during games
- 7) Appropriate appearance/dress

COACHING COMPETENCIES

Appropriate Competencies for Making Specific Coaching Assignments Should Include:

A. Physical Aspects – The program should be conducted so as to insure the health, physical well being and safety of the student participant. Appropriate competencies here would be:

1. Has knowledge and understanding of physical fitness and its relationship to the overall health of the student.
2. Prepares students for activities by developing optimal fitness levels.
3. Follows physician's recommendations concerning physical activity for the student.
4. Has knowledge of safety and injury prevention.
5. Identifies and interprets the effect of nutrition upon health and performance.
6. Identifies and relates basic safety information pertaining to sport.
7. Can administer appropriate first aid.

B. Sociological-Psychological Aspect – The program should be conducted with appropriate consideration for the impact of sport upon the behavior of the student athlete and his/her relationship with society. Appropriate competencies here would be:

1. Understands the psychological, sociological and physical characteristics of adolescence.
2. Plans a school program consistent with the philosophy of the school district, needs of the community and growth and development of the students.
3. Identifies principles and techniques of officiating the sport being coached.
4. Motivates athletes toward immediate and long-range goals.
5. Identifies and interprets and values developed from participating in athletics of a specified sport.
6. Demonstrates knowledge of legal responsibilities and liabilities pertinent to field of coaching.
7. Motivates a student to develop positive self-concepts.
8. Helps students to develop positive self-concepts.
9. Helps students to accept self-responsibility.
10. Helps students to accept and fulfill responsibility to others.
11. Recognizes and initiates procedures to resolve behavioral and emotional problems.
12. Helps students to understand liability of participation in a particular sport.

C. Professionalism – The program should be conducted by individuals with positive attitudes towards student, faculty and management, and for the total competitive athletic program. Appropriate competencies here would be:

1. Accepts the basic general philosophy of interscholastic athletics and coaching consistent with the role of the school and the policies of the district.
2. Assumes professional responsibility within the school.
3. Is active in pertinent professional organizations.
4. Maintains normal ranges of self-control and emotional stability under stress.
5. Understands the place of interscholastic competition in the educational program.
6. Understands and applies ethical procedures in the sport.
7. Maintains rapport with school staff.
8. Relates and interprets the program to co-workers, athletes, parents and public.
9. Displays sincere enthusiasm for sport being coached.
10. Is knowledgeable of and conforms with league, state and national rules and regulations pertaining to athletics.
11. Has knowledge in regards to purchase, care, use and storage of equipment and supplies.
12. Can prepare a budget and maintain records and inventories.

13. Has understanding of and/or demonstrates efficient procedures of team management (facility scheduling, travel arrangements, home events, etc.).
14. Has knowledge of evaluation and selection of personnel involved in athletic program or sport.
15. Utilizes findings and interpretations from evaluations for revision of program.
16. Has knowledge of evaluation and selection of personnel involved in athletic program or sport.

D. Theory and Techniques of Coaching – The program should be conducted by qualified individuals with full respect for accepted educational principles, philosophies and practices of each competitive athletic activity. Appropriate competencies here would be:

1. Selects appropriate strategies and tactics of teaching to facilitate learning.
2. Analyzes skills, rules, theory and strategy of specific sport.
3. Identifies and plans specific game strategies and tactics.
4. Demonstrates ability to analyze following contest.
5. Demonstrates ability to formulate practice plans.
6. Demonstrates ability to design drills to challenge individuals and team to reach potential.
7. Keeps current in sports techniques and theory.
8. Has understanding of organizational techniques for practice.
9. Has knowledge of teaching aids.
10. Has knowledge of strengths and weaknesses of various offensive and defensive systems in a specified sport.
11. Has knowledge of various scouting techniques suitable for specific sport.