



Coach/Activities Handbook

2022-2023

Jefferson High School

Coaches/Advisors Handbook

August 2023

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INTRODUCTION

This handbook is designed to provide resources and assistance for coaches as they prepare for their seasons, manage their teams, coach their athletes, meet with parents, manage problems and fulfill their duties throughout the season.

By providing each coach and/or advisor with a handbook, we hope to help them navigate their seasons and maintain a positive climate to which athletes can concentrate on improving skills, developing appropriate attitudes for optimum performance, building sportsmanship and generally, preparing for events.

Coaches and advisors have many responsibilities, but their foremost responsibility is to provide student participants with the support and encouragement they need to accomplish both individual and team goals that will lead to later success in life.

Coaches and advisors should be proactive; they should plan, prepare, be organized, and anticipate. It is our hope that this handbook will assist them in this endeavor.

PHILOSOPHY

The function of a school activity program is to encourage within students a fondness for learning and a desire for high scholastic standards in all areas. To accomplish this, the school provides educational experience in many ways, one being through co-curricular programs.

The purpose served by the co-curricular programs is not separated and apart from the general purpose of secondary education, but an important avenue that Jefferson High School chooses to fill objectives not met by normal classroom instruction or participation.

The co-curricular programs begin with fundamentals and provide experiences that will help each student progress in developing emotional maturity, sound moral values, social competence, a sense of responsibility, and the ability to deal with adversity and success.

It is intended for our co-curricular programs to strive for excellence and reach for the highest level of achievement reasonably expected from the students who participate, with the principle goals being a positive learning experience, maintaining and/or building high self-esteem, and the development of each individual students' personal potential. The emphasis of our developmental programs should be on skill development, refinement, and maximum participation when possible. In varsity level activities, winning is considered a worthy and immediate objective along with good sportsmanship and the well-being of each participant as well as the team.

GOALS

The goals of our co-curricular activities are as follows:

- Develop the educational benefits of activities for the student participants and promote and integrate the student community through the available co-curricular programs.
- Develop and refine sportsmanship, positive attitudes, and competitive goals.
- Provide a positive learning environment regardless of individual skill level.
- Promote service, goodwill, and positive public relations through a well-developed activity program.

CHAIN OF COMMAND

All activities, orders, scheduling etc. will be done through the activities director. Input from each area is needed and wanted to allow for an even flow of ideas and events. However, there is a chain of command that needs to be adhered to at all times. The chain of command is as follows:

Assistant Coach



Head Coach



Activities Director



Principal



Superintendent



School Board

Participants and/or parents having questions about the programs must address the coach first. If they are not satisfied they can contact the AD, who will set up a joint meeting with the coach, parent and participant. If no satisfaction, the next step is to contact the principal. If no satisfaction is received there then they may set up a meeting with the superintendent. If no satisfaction then they need to contact the board chair to be placed on the agenda for the next board meeting. **Jefferson High has a 24 hour cooling off period. No contact with a coach is allowed until the 24 hour period has expired.** This chain is not to be broken. If the person directly below you on the chain cannot or will not help you, inform them that you wish to take it to the next person on the chain. If the chain is broken, a letter will be written for your personal file. A simple disagreement is not grounds to go over anyone's head.

MHSA'S COACH'S EDUCATION PROGRAM

For MHSA requirements, all coaches (head, assistant and volunteer) of MHSA member schools must be in compliance with the following:

1. NFHS Coaches Education-Fundamentals of Coaching-must be completed every five years. Visit www.nfhslearn.com to access the course. You'll need to create a profile if you don't already have one. There is a \$35 charge for the Fundamentals of Coaching Course. Be sure to select "Montana" when paying for the course (some states have added components and charge more, you don't want to get overcharged!).
2. NFHS Concussion Course-very coach must complete the NFHS Concussion Course every year. Visit www.nfhslearn.com to access the course. This one is free.
3. Sport-specific rules clinic-MHSA provides an online rules clinic at the start of every season (i.e. the basketball clinic is available on or about November 1st). Each coach must complete the current MHSA rules clinic for his/her sport(s) every year. Visit www.mhsa.org when it is close to your sport's season to access the clinic. There is no charge for the rules clinics.
4. ***NFHS Social Media course every two years. Visit www.nfhslearn.com to access the course. This one is free.***

MHSA'S ONLINE RULES CLINIC

All coaches are required to view the online rules clinic. Simply go to the MHSA's website at www.mhsa.org and click on "Online Rules Clinics". Read the instructions carefully and make sure to turn off your pop-up blocker on your browser before viewing the clinic. The MHSA will fine the school \$50 for each coach that fails to complete the rules clinic before the deadline. Any fines the school receives for a coach's failure to complete to clinic before the deadline will be the responsibility of that coach. The fine will be deducted from the coach's stipend. Coaches are responsible for insuring that the Activities Director receives a copy of the results to keep on file. Make sure to keep a copy for yourself.

Activity Trip Protocols

- Provide an itinerary for the trip to the AD prior to departure
- Cross-gender contact is limited to hallways(no boys in girls rooms & vice versa)
- Check frequently with hotel management for any problems
- Conduct room checks
 - Lights off at a specific time – check rooms PM & AM
- Always have a coach/advisor in the hotel with any # of students
- Be seen! Be visible!
- If you suspect rule violations:
 - Always work with another coach or advisor.
 - Search the room with students outside in hall
 - Female search female suitcases, male searches males. Search inside and out of room.
 - Have the students empty their pockets etc.
 - Do not strip search or pat down
 - Call an administrator 225-3317, Sarah Layng, 437-4871, Mike Moodry 406-4901816 or, Erik Wilkerson 406 4651310
 - Bring each student into the room and question them individually
- If someone violates JHS policies:
 - Notify administrator as soon as possible.

- Notify their parents, they can come and get them.
- They do not participate
- They are treated fairly, fed, etc.
- They can be reassigned rooms, seats, etc.
- They come home with the group.
- Students that are picked up by their parents must provide the coach/advisor with a signed note from the parents.
- Make sure you take Medical Release Forms and Parent Emergency Information on all trips.
- Any damage to rooms will be reimbursed by students.

DUTIES OF A JEFFERSON HIGH SCHOOL HEAD COACH

The head coach is responsible to the Principal and the Activities Director.

Specific Duties:

- Conduct the program for which he/she is responsible within MHSAA and Jefferson High School rules & guidelines.
- Complete an organizational plan for the total program, which will describe the application of the program to all the various grade and team levels. Make certain that a detailed daily practice plan is in evidence at every level and in the hands of every assistant coach before and during practice.
- Assist administration, upon request, in locating potential assistants.
- Organize and oversee the issue, collection, acquisition and maintenance of all equipment.
- See that the activity area is in safe and proper condition.
- Organize daily practices and activity day procedures.
- See that all team members travel to and from contests on the team bus.
- Work to improve your background in coaching area and profession.

- Maintain a satisfactory competitive performance record.
- Know and understand all rules, which apply to his/her activity.
- Act as a conduct model for students during practice and contests. Use good judgment, project positive coaching behavior and be responsible for the team's appearance and conduct during practice and competition. Physical or emotional abuse of participants, officials or other coaches is not acceptable.
- Promote his/her program through the media. Call the media after each game, win or lose.
- Keep records and file necessary reports.
- Provide written goals for the season and recap the goals at the end of the season
- Provide seasonal evaluation of each assistant coach.
- Make sure of all pre-season responsibilities (physical, medical release, etc.) are completed before a student may practice or compete.
- Coaches must remain with their teams at all times on overnight trips and supervise the hotel.

PRESEASON RESPONSIBILITIES FOR COACHES AND ADVISORS

Coaches and advisors have a number of important pre-season duties to perform as they prepare for their upcoming seasons. The following items are responsibilities of said coaches and advisors in order to be ready:

- Meet with the Activities Director about any concerns that either party may have on the upcoming season and to obtain a schedule of contests.
- Complete the required MHSA Coach's Education Program that is on-line by passing all portions of the exam, printing out a hard copy, and turning it into the Activities Director to be placed on file. All coaches, whether paid or volunteer must complete the Coach's Education Program
- Complete the MHSA on-line rules clinic for his/her respective activity. All coaches, whether paid or volunteer must complete the on-line rules clinic.
- Coaches will conduct a pre-season meeting with prospective student participants. Students will be informed of practice times and procedures, take care of any paperwork that is required and inform them of criteria in "reducing" squads when

necessary. Documentation of information from this meeting should be sent home with the participants.

- A meeting with the parents must take place pre-season. Items to be communicated at this time would be introduction of staff, practice times, training rules, behavior expectations, lettering requirements, injuries common to the activity and information on how, when and where to contact the coach if necessary.
- Copy of enough contest schedules to hand out to players, parents and subordinate coaches.
- Notify the Activities Director of any transfer student involved in your activity so that transfer of eligibility can be taken care of through the MHSA office and so that no contests are forfeited.
- Meet with subordinate coaches to develop a program plan of action, which includes expectations and requirements of them in their specific duties.
- Complete a roster of all squad or group members that includes, when applicable, jersey information, sizes, positions etc. Turn this into the Activities Director ASAP.
- All athletic participants must have a current completed physical examination form turned into the activities office on the official MHSA form before they will be permitted to practice.
- All students who participate in a co-curricular activity need to have an emergency medical release form completed and turned into to activities office before they are allowed to practice or compete in a scheduled contest or meet, see attachments.
- Coach/Advisor will be given a copy of all athletes/participants medical release form to keep with you at all times.
- In activities that use tryouts for participation selection, where numbers make it necessary, the coach must establish the criteria that will be used in the selection process. Tryout evaluations resulting in cuts should be done, whenever possible, by at least two coaches. The coaches should be able to provide objective reasoning upon request to explain their reason for the decision.
- Coaches need to organize equipment and storage areas.
- All practice schedules of the coaches program, need to be given to the Activities Director. This includes varsity, junior varsity & frosh practice times. The head coach is responsible for this.

- New coaches and advisors need to become acquainted with the inventory specific to their activity that was done the previous year by the previous coach or advisor.
- An inventory will be done at the start of the season and at the end of the season and turned in to the Activities Director.
- Coaches and advisors need to review with the activities director the departure times that have been set up for their prospective season for accuracy.
- Coaches and advisors need to secure their own support staff, i.e. student managers, statisticians, video operators, etc. for the upcoming season.
- Coaches and advisors need to adhere and follow all MHSA general rules and regulations and those specific to their activity.

IN-SEASON RESPONSIBILITIES FOR COACHES AND ADVISORS

During the season, coaches and advisors are responsible for a number of items. As the season progresses these responsibilities continue to grow. Although not inclusive, the following is a list of some of these responsibilities:

- Maintain required paperwork such as attendance records, practice plans, injury reports, etc.
- Demonstrate sportsmanlike conduct and respect for others at all times.
- Teach skills and fundamentals necessary for the specific activity and as assigned by the head coach within the specific activity.
- Plan safe, effective, and time efficient practices.
- Provide the Activities Director with a verbal itinerary of all day trips and a written itinerary of all overnight trips. Travel itineraries for all overnight trips should also be given to the parents of the students attending the trip.
- Understand the training rules and other regulations stated in the Jefferson High School Handbook and apply consequences for noncompliance in a consistent, equitable, and judicious manner.
- Supervise all participants during trips, practices, competitions & performances.

- Coaches and advisors are responsible for their practice areas, locker rooms, supplies and equipment. Keep it neat and organized. There is no excuse for messiness. If problems exist see the Activities Director.
- Coaches, advisors and participants need to co-operate with requests from the custodial staff. Any problems need to be reported to the Activities Director.
- Maintain periodic communication and cooperation with classroom teachers regarding the academic performance of students. Encourage teachers to inform you of any academic or discipline problems that may arise.
- Be aware of the eligibility list. It is the head coaches responsibility that missing assignment list and students completion of homework is monitored by someone on the coaching staff. Please ask the principal for the list on Thursday and Monday if they are not in your mailbox.
- Conduct staff meetings with subordinate coaches on a regular basis. Also, attend the junior high activities as often as possible.
- Good public relations are an important key to your program.
- Promote your program!
- All interscholastic activities personnel need to cultivate good rapport with non-coaching members of the faculty. Cooperate in their ventures and show interest in their projects whenever possible. Make sure that student participants have a high regard for class attendance and academic work.
- Win the respect of the community as a whole for the sake of our Interscholastic programs, not just by winning, but also by showing respect for people, exhibiting a professional image, and working in cooperation with community groups/organizations.
- Coaches and advisors shall conduct themselves in a professional manner at all times. Use discretion, honesty and good judgments when making statements to the media. Coaches and advisors should refrain from making negative comments that condemn, criticize or otherwise hurt anyone involved in an activity whether they are from Jefferson High or an opposing school.
- Attend District 5B meetings that are pertinent to those making all-conference or all-state.
- Coaches will work with the activities office and school office to provide our school website with current events that are happening in your activity.

- Will be required to present to the JHS School Board at the end of the season. The activities director will assist in creating a presentation.

POST-SEASON RESPONSIBILITIES FOR COACHES AND ADVISORS

Coaches and advisors have numerous duties to perform at the conclusion of their season. The following list, although not inclusive, describes some of these duties:

- Prepare a list of all participants who successfully completed the season in good standing that are worthy of recognition for their efforts and turn it into the activities office ASAP.
- Prepare a list of all participants who successfully met the letter requirements. Turn this list into the activities office as soon as possible after the completion of your respective season. A copy of the letter requirements must be given to the Activities Director at the beginning of the season.
- Finalize subordinate coaches evaluations and discuss with the Activities Director.
- Conduct a thorough inventory of all equipment, uniforms, practice gear and other supplies. The Head Coach is responsible for typing out the completed inventory and turning it into the activities office within one week of the completion of your season.
- Plan and discuss out-of-season training programs, camps, open gym/weight room times, etc. with the AD to ensure MHSAA and Jefferson High School guidelines are being adhered to.
- Clean and organize locker rooms, storage facilities and practice areas for a final time.
- Write letters of special thanks to groups or individuals that have helped you in any way throughout the season.
- **Head coaches will give a presentation to the Board, following their season, to present their successes and areas of improvement. Any critique of the Board or public will happen in closed session. Public critiques or compliments will follow the uniform complaint procedure outlined in JHS Board Policy 1700 and/or the annual sports survey.**

MHSA GUIDELINES ON OUT-OF-SEASON ACTIVITIES

Practice is defined as two or more potential players reporting to the practice field or court, with or without uniforms, under the supervision of a coach, and receiving coaching in game skills and techniques.

Open Gym/Field is an arrangement whereby the school's gymnasium or field is scheduled for volunteer play for all the student body.

Individual Instruction (coaching) is acceptable out of season on a one on one basis, i.e. one athlete per coach(es). This means that one or more coaches could instruct one athlete but two or more coaches could not coach two or more athletes. This rule does not provide the coach, or any coach on the school's coaching staff, the opportunity to coach his/her athlete in any post-season competition.

Required Instruction on a one to one basis out of season cannot be required of any student. The intent of allowing one on one instruction is to provide the opportunity for a student to improve his/her skills if he/she requests assistance.

Coaching rules:

1. The team-coaching rule is suspended from June 1st until July 31st. This means a coach of a team can coach his/her players anytime, anywhere, during this period.
2. The team –coaching rule is in effect from August 1st – May 31st. This means that there is to be no coaching of one's team sport (team sports being football, basketball and volleyball) out of season other than the one on one provision allowed presently. Coaches of individual sports (cross country, wrestling, track & field, golf & tennis) are not affected by this rule.
3. Students cannot be required to attend out-of-season practices, camps, or contests.
4. A coach coaching a team during the summer that advances to a regional or national event can continue to coach after July 31st until the competition has ended. The MHSA office must be notified if this occurs.

JOB DESCRIPTION FOR ASSISTANT COACH

The responsibilities below are the prime concerns of the assistant coach. As the program develops, it may be necessary to alter or add responsibilities to meet the needs of the total program.

General Responsibilities:

- Promote the worth of each participant in the program.
- Display school and program support to incoming players, parents and personnel.
- Assist in the development of the total sports program.
- Complete the MHSA Coach Education Program.
- Complete the MHSA On-line Rules Clinic specific to your activity.
- Complete NFHS Concussion Course.

Specific Responsibilities:

- Cooperate with and assist the Head Coach.
- Submit a detailed plan for each practice to the Head Coach.
- Be aware of legal responsibilities and take precautions against any negligence.
- Use professionally sound coaching methods.
- Carefully explain and demonstrate fundamentals.
- Strive to keep injuries to a minimum.
- Maintain discipline during practice and game time.
- Offer encouragement and constructive criticism.
- Be fair in treatment of players.
- Prohibit unsocial acts – swearing, drinking, stealing, lying, tobacco & drug use, etc.
- Locker room supervision before and after practice and games.
- Maintain professionalism with students. Don't be one of them. Earn their respect.
- Keep abreast of new ideas and techniques by attending workshops and reading in your appropriate field.
- Be knowledgeable of rules and regulations concerning your sport.
- You are encouraged to become a member of a professional organization such as the Montana Coaches Association.
- Encourage proper procedures for out-of-season practices according to MHSA guidelines, i.e. weight programs.

GENERAL MEDICAL

Coaches and advisors must have a valid First Aid card, CPR and AED. Coaches and advisors are to treat symptoms, but as the injury warrants, they should try to obtain parental or guardian permission or directions for the treatment. If a student goes to a physician, they must have a written release before resuming practice or competition. All coaches and advisors should be aware of procedures for practicing in extreme smoke, heat or humidity. Athletes should be in good shape prior to any extended or prolonged practice in hot weather. Water breaks should be frequent. Never keep water from participants. Watch athletes carefully during times of extreme smoke, heat and humidity. Notice nausea, incoherence, fatigue, weakness, cramps, unsteadiness, etc. If lightning is visible, all outdoor activities **MUST STOP** and participants must retreat to the nearest facility. Make sure that 911 is called in any situation where major injury has occurred. Lightning – if there is a 30 second time lapse from flash to bang, clear the field for 30 minutes.

EMERGENCY PROCEDURE

The following items should be anticipated, thought through, and followed in a case of an emergency situation:

- Have all emergency equipment and phone numbers readily available.
- Know emergency procedures, sports first aid, and life saving techniques.
- Assess the situation: Check for vital signs, consciousness, numbness, etc. and move the student as little as possible, especially if a head or neck injury is suspected.
- Act: Take life-saving measures if necessary, do not go beyond the limits of your training, decide if an ambulance transport is necessary and call promptly if needed.
- Notify: Notify parents or guardians immediately and identify a staff member to accompany the injured student to the hospital.
- Report: Complete an injury report form immediately and report the injury and circumstances to the Activities Director as soon as possible.
- Follow Up: Call to check on the student or visit the student in the hospital if applicable. Contact the parents or guardians, letting them know you care and would appreciate any updates on their child's condition. Require written clearance from the physician prior to their return to participation in the activity.

SPORTS EMERGENCY PLAN & GUIDELINES

If you are attending an out of town event, check with the administrator in charge and find out their emergency plan for their school.

1. Coach in charge will make an immediate general assessment of the injury, checking for:
 - a. Check for any sign of unresponsiveness
 - b. ABC's – Airway, Breathing, Circulation
 - c. Gross deformities, i.e. apparent fractures
 - d. General athletic injuries
2. In the event of a serious injury, the coach in charge must decide to contact the Athletic Trainer or immediately activate the emergency medical system (911).
 - a. If neck or spinal injuries are suspected, **DO NOT move a seriously injured athlete!** Do not move helmet or other equipment, the athlete should be immobilized and not moved without medical direction.
3. If contacting the emergency medical system (911):
 - a. Coach in charge will designate an assistant coach or two responsible athletes or managers to make the call to EMS (911)
 - b. Coach in charge will stay with the injured athlete
 - c. Callers are to give the following information to the dispatcher:
 - i. Name of caller
 - ii. Where you are calling from (building/facility)
 - iii. Telephone number you are calling from
 - iv. What is the emergency?
 - v. What assistance is being done
 - vi. Where the EMT should enter the building or facility
 - vii. Do not hang up until the dispatcher does.

- d. Callers should report back to the coach in charge
 - e. Coach in charge will send a responsible person to meet the EMT people and guide them to the location of the injury.
4. Coach in charge will give and continue to give proper First Aid procedures until qualified medical help arrives and relieves the coach of the responsibility
 5. A copy of the athlete's emergency medical form should be available and be given to the EMT before departing with the athlete. Decide who will travel with the injured athlete to the hospital, i.e. parent, coach, administrator
 6. Contact the parent/guardian and notify them of the athlete's injury
 7. Contact the Activities Director AND Building Administrator to notify them of the athlete's injury
 8. File a written report of the injury with the Activities Director

EMERGENCY PHONE NUMBERS

Ambulance	911
Police	911
Fire	911
Poison Control	1-800-525-5042
Sarah Layng – Activities Director	437-4871
Mike Moodry – Principal	490-1816

If there is an emergency, give the following information:

1. **Your name**
2. **Site where help is needed**
3. **Give type of injury or emergency**

MISCELLANEOUS GUIDELINES

- Dismissal of any student from a co-curricular activity needs to be brought to the attention of the Activities Director in a timely fashion.
- Electronic Communication (texting, Facebook, Twitter, etc.): All coaches/advisors are representatives of Jefferson High School, therefore, every coach/advisor must always use good judgment, extreme caution & common sense when using any form of electronic communication. Any comments, criticism, suggestions etc. made by any coach/advisor that reflects negatively on Jefferson High School, its faculty & staff, other coaches/advisors & students will not be tolerated. Violations of this rule will result in disciplinary action ranging from written reprimand to termination depending on severity of the violation.
- It is your responsibility to have the students on time to the activity bus. Adjust the end of your practice if needed.
- NO activities are allowed on Sunday.
- Gambling is not allowed on school-sponsored trips.
- Students are not allowed to leave the activity on an away trip without a coach or sponsor.
- Students on an activity trip are the responsibility of the coach or advisor. In most instances, all students should ride the bus home with the team, except for extenuating circumstances. If a student decides to ride home with his/her parents or guardians, they must supply the coach in charge with a written note signed by that student's parent or guardian.
- A coach must be in attendance when students are practicing or warming up at all times.
- Coaches and advisors are responsible to lock the doors and turn lights off after their activity concludes.
- Coaches and advisors should have immediate access to emergency medical release forms for each student at any time students are in your care, i.e. practice, bus, home & away events.

- Coaches and advisors are expected to dress appropriately at practice and competitive events when supervising students.
- For coaching and advisors who are also teachers, your teaching duties are your first priority. You are required to attend all staff meetings unless excused by the Principal.
- Make sure that all students under your supervision are acting like ladies & gentlemen, they are representing Jefferson High School and our community. An appropriate dress code is to be adhered to especially on away trips.
- Coaches and advisors need to complete a travel list and turn it into the Activities Director and Amy Williams at least 2 days in advance.
- On overnight trips, coaches/advisors should stress behavior on the bus, in restaurants and especially in motels. Students causing damage will be held accountable for their actions, to include, paying for damage and/or parents called to come pick up their child.
- Loss of uniform – school issued, must be paid for by the student prior to their next season or the end of school. Report cards will not be issued until the uniform is returned or paid for.
- Accident reports must be filled out legibly and thoroughly.
- At tournaments you will stay as long as your team is participating.
- Equipment checkout and check-in. Good records are important. Equipment is expensive, mark/number all equipment and record who has each item. Collect all gear at the end of your season.
- Typed inventory must be done by the Head Coach and should be turned into the Activities Director within 1 week of the conclusion of your season. Coaches will be paid after inventory has been turned in.
- Due process when investigating violations: The Principal and Activities Director should be informed of any training violations you are aware of.
- Volunteer coaches: Follow the handbook. They have certain requirements to follow as well which have been previously mentioned. All volunteer coaches must be approved by the Head Coach, Principal, AD and School Board.
- All coaches are encouraged to help with & attend Jefferson High sponsored fundraising events throughout the school year.

- Supervision of athletes: You must be there anytime your athletes are gathered for any school sponsored event or activity – NO exceptions.
- Parental conflicts: do not be abused by angry parents. Let the AD and Principal know if you have any problems.

The school reserves the right to add, delete or revise the contents of this handbook at any time if such additions, deletions or revisions are necessary.

Coaches Code of Ethics

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors.

- The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- The coach shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, 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.
- The coach shall avoid the use of alcohol and tobacco products when in contact with players.
- 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 master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
- The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
- The coach shall not exert pressure on faculty members to give student special consideration.
- The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

CLOSING

This handbook is not inclusive to all the responsibilities that a coach or advisor has in supervising a student group. Common sense is key and will go a long way if used. Open lines of communication with students, parents, other coaches, teachers, the Activities

Director, and the administration should be a high priority. It takes a lot of organization to be successful. Good luck this year and in your prospective season.