



KENNEDY HIGH SCHOOL ATHLETICS

# COACHES' HANDBOOK

John F. Kennedy High School  
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## **Preface**

The material covered within this handbook is intended as a method of communicating to each coach regarding general information, rules and regulations, and procedures, which will benefit the coach in his/her management of the athletic program he/she is responsible for.

Each coach is expected to read the handbook and use it as a guide and resource. If there are any questions regarding its contents, the coach shall get clarification from the athletic director or building principal.

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## **Mt. Angel School District Statement of Beliefs on Athletics**

In accordance with Board Policy IGDJ, Interscholastic Athletics, the Mt. Angel School District Board of Directors believes that participation in interscholastic athletics offers individual students opportunities to grow physically, intellectually and socially through their participation in team and individual sports.

As a member of the Oregon School Activities Association (OSAA), the District fully endorses the adherence to the OSAA Sportsmanship Statement, which states:

*Interscholastic activities are an integral part of the educational curriculum and experience. High school activities promote the character development of participants, enhance the educational mission and promote civility in society. Therefore, student-athletes, coaches, spectators and all others associated with high school activities, programs and events should adhere to the fundamental values of respect, fairness, honesty and responsibility. These values should be established as a priority among all OSAA member high schools.*

*It is the responsibility of each member high school to establish policies for sportsmanship and ethical conduct consistent with the educational mission and goals of that school and to continually educate students, coaches, teachers, parents and all involved about those policies.*

The health and welfare of each student-athlete is a primary consideration in conducting an athletic program. Athletic contests are to be the culmination of ethical and educationally sound instruction methods employed by coaches and demonstrated by athletes. It is the expectation of the school district that each coach shall adhere to board policies and regulations, OSAA rules and regulations, and the above sportsmanship statement.

## **Coaches Code of Ethics**

It is the duty of each coach representing Kennedy High School athletics to:

- Exhibit sound, adult conduct and judgment as a role model for athletes
- Emphasize the proper ideals of sportsmanship, ethical conduct and fair play
- Eliminate all possibilities which tend to destroy the best values of the sport
- Stress the values derived from competing fairly
- Show cordial courtesy to visitors and officials
- Understand and accept the rules of the sport and standards of eligibility
- Encourage leadership, initiative and good judgment by athletes
- Recognize the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individual student-athlete
- Understand the value of effective communication with student-athletes and parents

## **BUDGETING PROCEDURES**

The athletic program at Kennedy High School is financed through allocations approved by the district budget committee and adopted by the school board. It shall be the responsibility of each coach to operate within the budget limits set forth in the adopted budget. The athletic director and building principal will provide each coach an allocation in which to budget supplies and equipment. Each head coach will meet with the athletic director to finalize budget requests for the following year.

Board Policy DB

## **COMMUNICATION**

Communication is essential for the success of any program. Coaches are expected to schedule a meeting with parents and athletes at the beginning of each season. This will give the coach the opportunity to clearly communicate his/her expectations and procedures. It also will allow athletes and parents to ask questions to ensure they fully understand the program and what's expected. Miscommunication or lack of communication usually leads to issues and complaints.

Board Policy KB

## **COMPLAINTS**

The district recognizes that complaints regarding a coach's performance, discipline and athlete's progress may be made by athletes and parents from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible. Athletes, parents and others with complaints will be encouraged to discuss the complaint directly with the coach. All such meetings should be held in confidence and not in the presence of others.

If the complaint is not formally resolved, the coach should advise the complainant that he/she may submit the matter directly to the athletic director, building principal or immediate supervisor, as appropriate. The complainant will be provided with the necessary formal complaint procedure guidelines in accordance with Board policy.

When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the superintendent for appropriate building administrator follow-up.

Board Policy JFH and KLD

## **CONDUCT OF ATHLETES**

Athletes are expected to conduct themselves in a similar manner that is expected of coaches. Each athlete represents Kennedy High School and shall abide by the same rules and policies as expected in school, but at a higher standard. Each athlete is expected to adhere to the fundamental values of respect, fairness, honesty and responsibility as stated in the OSAA Sportsmanship Statement. Any violations of team rules, OSAA standards and district policy will result in the appropriate disciplinary action as outlined in the student handbook. The coach will exercise the utmost effort to see that the conduct and appearance of athletes, managers, statisticians and assistant coaches under her/his charge is exemplary in every respect.

Policy JFC

## **CORPORAL PUNISHMENT**

The use of corporal punishment in any form is strictly prohibited. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of physical pain.

Corporal punishment does not include physical pain or discomfort resulting from or caused by:

1. Training for or participation in athletic competition voluntarily engaged in by a student;
2. Recreational activity voluntarily engaged in by a student;
3. Physical exertion shared by all students in a teacher directed class activity, which may include, but is not limited to, physical education exercises, field trips or vocational education projects;
4. Physical restraint or the use of aversive techniques as a part of a behavior management program in a student's individualized education program which has been signed by the parents and is carried out according to district procedures.

Board Policy JGA

## **CRIMINAL RECORDS CHECKS/FINGERPRINTING**

Coaches newly hired into a position having direct, unsupervised contact with students are required to submit to a nationwide criminal records check and fingerprinting as required by Board policy and law.

Employment will be offered pending the return and disposition of such checks. All offers of employment are contingent upon the results of such checks.

Fees for all coaches subject to such checks and/or fingerprints shall be paid by the individual. A coach may request that the required fees be withheld from his/her first paycheck.

The following procedures will be used for all newly hired non-licensed and non-registered employees subject to criminal records and/or fingerprinting:

#### Processing/Reporting

1. The individual shall, as part of the application process, complete a Criminal History Verification of Applicants form and a Fingerprint Based Criminal History as provided by the ODE.
2. Following acceptance of an offer of employment, the individual is subject to a Fingerprint Based Criminal History check.
3. He/she will be required to report within three working days to the district office for appropriate paperwork and instructions.

#### Termination of Employment

Any individual required to submit to criminal records checks and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status by the superintendent immediately upon the following:

1. Refusal to consent to a criminal records check and/or fingerprinting; or
2. Notification by the Superintendent of Public Instruction or his/her designee that the employee has made a false statement as to conviction of a crime or conviction of crimes prohibiting employment with the district as specified in law.

#### Appeals

A non-licensed individual may appeal a determination, which prevents their employment or eligibility to contract with the district to the Oregon Superintendent of Public Instruction. Individuals eligible to appeal a contested case will be so notified in writing by the Oregon Department of Education.

Board Policy GCDA/GDDA

#### **DRUG-FREE WORKPLACE**

No staff member engaged in work in connection with a direct federal grant or contract of \$25,000 or more shall unlawfully manufacture, distribute, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

“Workplace” is defined to mean the site for the performance of work done in connection with a federal grant or contract. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

Each staff member engaged in work related to a direct federal grant or contract of \$25,000 or more must notify his/her supervisor of his/her conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction.

Each staff member engaged in work related to direct federal grant or contracts of \$25,000 or more must abide by the terms of the district's drug-free workplace policy.

The district, upon determining that a staff member has engaged in the manufacture, distribution, dispensation possession or use, on or in the workplace, of a controlled substance or alcohol or upon having reasonable suspicion of a staff member's use of a controlled substance or alcohol in the workplace, shall, pending any criminal drug statute conviction for a violation occurring in the workplace, take action with regard to the employee determined to be appropriate. Such action may include suspension with or without pay or dismissal.

Within 30 days of a staff member's criminal drug statute conviction for a violation occurring in the workplace, the district shall:

1. Take action with regard to the employee determined to be appropriate which may include discipline up to and including dismissal and/or:
2. Require satisfactory participation by the employee in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency.

Board Policy GBEC

### **EARLY DISMISSALS FOR AWAY COMPETITIONS**

Excusing athletes from school early in order to compete away from home will be kept to a minimum and be the responsibility of the Athletic Director. The athletic director will supply a list of athletes that will be excused. The athletic director will also provide the entire school staff at the beginning of each season a schedule of competitions with school release times and departure times. Athletes will be dismissed upon coach's arrival at JFK.

Athletes who are excused from classes for participating in a contest are to be fully informed by their coach of the following obligations:

1. Current class assignments shall be turned in before departure.
2. Be prepared for full participation in class work on the day of return to class, including any written assignments due.
3. Coaches will come to the main office to obtain eligibility verification for grades and attendance before the competition

## **EJECTIONS**

In accordance with OSAA policy, an ejection by a coach or athlete may result in the school being assessed a fine. The coach/athlete will not be allowed to participate in the next scheduled contest after the first offense, next two contests after the second offense, etc. The district will require the coach/athlete to pay the fine assessed that could range from \$50 - \$200. Physical contact with an official will result in a fine up to \$1000. The athlete must pay the fine before they're allowed to participate in the next eligible contest. If the coach feels the fine is unwarranted, the coach may present evidence to the athletic director and principal and request fines to be paid through the team's ASB account, if funds are available. Coaches will sign an agreement allowing the district to deduct the fine from their paycheck.

## **ELIGIBILITY OF AN ATHLETE**

To be eligible to participate in interscholastic competition at Kennedy High School, the athlete must be both Kennedy and OSAA eligible as outlined in the Kennedy Student Handbook. The athlete must also meet the following criteria, including, but not limited to the following:

1. Pass all classes enrolled in and maintain a minimum GPA of 1.75.
2. Earn a minimum of 2.5 credits the preceding quarter, and maintain passing grades during the season(s) of participation.
3. Observe and abide by the district rules and policies governing athletics and general student behavior.
4. Be in attendance on each school day for all classes enrolled in. Student/Athletes will only be allowed to participate in activities with a pre-arranged absence.
5. Complete and submit all required medical and informational forms.
6. Pay all fees for the season as outlined in the Athletic Season Registration Form.

Coaches will obtain a list of ineligible athletes prior to dismissal from classes.

## **EQUIPMENT**

Athletic equipment/supplies shall be issued by the coach or by the manager of the sport under the supervision of the coach. Proper return and complete inventory of all equipment will be the responsibility of the coach. Equipment lost or damages by and athlete will be reported by the coach or athletic director to the school office, and paid by the individual at the cost of replacement of the item.

## **EVALUATION OF COACHES**

It is the responsibility of the athletic director and the building principal to complete an evaluation on each head coach within two weeks after the season concludes. Assistant coaches will be evaluated with input from the head coach. Prior to the season, each coach shall receive a copy of the Coaches Handbook, which includes a job description. The building principal and/or athletic director will meet with each coach to discuss the evaluation and the direction of the program. A copy of the evaluation form is included in the Coaches Handbook in the appendices so the coach will be aware what he/she will be evaluated on.

## **FACILITIES**

Coaches will be responsible for maintaining safe and clean facilities, both at home and away facilities that are used by their teams. Coaches will report any concerns and/or damages to the athletic director immediately.

## **FUNDRAISING**

Fundraising activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year. All fundraising activities must be conducted under the direct supervision of staff and approved by the superintendent prior to the activity begin initiated.

Fundraising requests must include an explanation or justification for the proposal consistent with building and/or district goals. Fundraising must not interfere with or disrupt school. Fundraising request forms are available in the office.

All money raised must be immediately receipted and deposited with the district. If the money is being collected over a period of time, it should be deposited on a daily basis.

Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold. Staff members are directed to follow established building procedures for the depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, lockers or other unsecured areas.

Board Policy IGDF, IGDF-AR and DM

## **GAME DAY PROCEDURES**

The day of any home or away competition, the following procedures will be followed:

1. Athletic Director will prepare an eligibility list for coaches
2. Coaches will come to the main office to obtain eligibility verification for grades and attendance before the competition

## **GAME SCHEDULING**

Scheduling of games, contest, and meets will be completed by the athletic director. The athletic director may confer with the head coach on non-league events.

## **HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING**

Hazing, harassment, intimidation, bullying or menacing by students, staff or third parties is strictly prohibited and shall not be tolerated by the district. Staff who are found to be in violation of this policy (Board Policy JFCF/GBNA) will be subject to discipline up to and including dismissal. Individuals may also be referred to law enforcement officials and licensed staff will be reported to the Teachers Standards and Practices Commission (TSPC).

Board Policy JFCF/GBNA

## **INJURY ILLNESS REPORTS**

All injuries/illnesses occurring on district property or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the athletic director or building principal immediately.

Reports will cover property damage as well as personal injury.

A completed injury/illness report form must be submitted by the athletic director or building principal within 24 hours or the next scheduled work day, as appropriate.

Board Policy EBBB

## **LOCKER ROOMS**

The locker rooms are to be used by in-season athletes as a priority. During practice or home competitions, the locker rooms are to be locked at 3:15 pm and re-opened at the end of practice/game. Coaches will advise their athletes who will leave practice/game early to bring all belongings to the location of game or practice. After practice sessions, home contests or upon the return from trips, athletes should not be allowed to loiter about the school. They should be encouraged to leave the building as soon as they have collected personal belongings. The head coach or designated assistant coach shall continue to supervise the locker room and remain on school grounds until all athletes have departed. Locker rooms shall be locked at 3:15 and opened only by an authorized staff member with the appropriate key. Coaches will be held responsible for all messes left by their athletes including, but not limited to, garbage, apparel and equipment.

## **PLAY-OFF PROCEDURES**

In the event of an athletic team making an appearance in an OSAA sponsored play-off, meet or tournament, it is necessary to establish a uniform procedure to provide for transportation, meals and lodging if necessary. The following procedures have been adopted:

1. All arrangements will be made by the athletic director, with input from the head coach and the approval of the building principal.
2. Within 48 hours of determination of whether Kennedy will be hosting or traveling to an OSAA sponsored event, the athletic director, building principal, and head coach will meet to plan transportation, meals, lodging, other logistics, etc.

### **Transportation Guidelines**

1. Transportation will be arranged by the athletic director with input from the head coach and approval by the building principal.
2. The athletic director will compute the cost of the trip using district vehicles and personnel. The district will fund the full cost of the excursion using district transportation.
3. If the head coach chooses alternative transportation which exceeds the cost of district provided transportation, any additional cost must be paid by the team through its own resources. Alternative transportation will be arranged by the athletic director and must be approved by the building principal.

4. If the cost of alternative transportation exceeds the cost of district provided transportation the additional amount must be available for disbursement by the district business office prior to the trip.
5. Payment of transportation expenses will be done by the district business office using prescribed payment procedures.
6. The district will receive all OSAA reimbursement funds for transportation.

#### **Meals**

1. The number of meals to be provided will be determined at the meeting between the athletic director, head coach and building principal.
2. The location, time and a good faith estimate of the total cost will be prepared.
3. The district will fund the cost of meals to be provided based on the predetermined estimate.
4. All payment and account for expenses of meals will be done by the district business office.
5. The district will receive all OSAA reimbursement funds for meals.

#### **Lodging**

1. Lodging for teams in OSAA sponsored events is to be prearranged by the athletic director with approval of the building principal.
2. The number of individuals being provided lodging at district expense will be determined by the building principal with input from the athletic director and head coach.
3. The district will fund the cost of lodging for approved team members and school personnel.
4. Payment and accounting for lodging expenses will be done by the district business office.
5. The district will receive all OSAA reimbursement money, if any, for lodging.

#### **PRACTICE SCHEDULES**

Practice schedules are to be determined by the head coach in accordance with the rules and regulations of the Oregon School Activities Association. Practice and training regulations need to be carefully planned in consideration of the effect upon the mental and physical health of the athletes. The length and time for practice periods shall be in keeping with sound coaching methods.

#### **PURCHASE ORDERS**

No obligation may be incurred by any staff member unless that expenditure has been authorized in the budget or as may otherwise be permitted by Board action and/or Board policy. No purchase including purchase from student body funds are authorized unless covered by an approved purchase order. Requisition forms are available in the office.

All building purchase orders will be processed in the order received by the business office and must be completed with the following:

1. Date
2. Vendor
3. Delivery address
4. Item quantity
5. Item description
6. Unit value

7. Total amount
8. Budget code
9. Name of requestor
10. Signature of individual authorized to sign purchase orders

Board Policy DJ and IGDG

### **STAFF CONDUCT**

Coaches are expected to conduct themselves in a manner that conforms with applicable job descriptions, Board policy and administrative regulations.

### **STUDENT FEES**

Students are expected to pay their fees by the date indicated on the Sports Registration Form. Coaches will be notified of any and all outstanding fees.

### **STUDENT ACTIVITY FUNDS**

All monies raised or collected by and/or for school-approved student groups are receipted and deposited into a checking account administered by the business office. All student activity fund expenditures must be approved by the building principal and person in charge of the student activities program. All expenditures from a specific account of student activity funds, related to other school-recognized student groups, must be approved by the members of that organization and their staff advisor. Funds derived from authorized clubs and organizations shall be expended to benefit the specific club or organization and, to the extent possible, to benefit those students currently in school who have contributed to the accumulation of the funds.

Board Policy IGDG

### **STUDENT ATHLETIC MANAGER**

A student athletic manager will be appointed by the head coach. The manager will care for the equipment under the supervision of the coach. They will perform such duties as required by the coach. Student managers will follow the same guidelines as athletes and sign a student manager contract and follow the guidelines thereof.

### **STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

Transportation of students to and from school and to curricular and extracurricular activities sponsored by the district is provided by the district's transportation system in accordance with district policy.

Parents, employees and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities only with prior building principal approval. The parent, employee or other adult driving the vehicle must be properly licensed and must provide proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the district. The vehicle must contain an adequate number of seat restraints and the driver must require their use. No student is to be permitted to perform district business with his/her own vehicle, a staff member's vehicle or a district owned vehicle.

Board Policy EEAE and EEBB

### **SUPERVISION OF STUDENTS**

Coaches are responsible for the supervision of all students while engaged in school-sponsored activities in which they are responsible. No coach may leave their assigned group unsupervised except as appropriate supervision arrangements have been made to take care of an emergency, such as an assistant coach. This includes all home facilities and away facilities used by athletes.

Board Policy JHFA

### **TOBACCO-FREE ENVIRONMENT**

In order to protect the health of students, staff and the general public, provide a healthy working environment and promote good health for students, tobacco use is prohibited on all district property and in district owned vehicles.

Tobacco use is defined to include any cigarette, cigar or other smoking tobacco and smokeless tobacco dip, chew or snuff in any form.

Board Policy GBK

### **TRANSPORTATION**

Transportation for all athletic events will be arranged by the athletic director.

Board Policy EE/EEA

### **USE OF PRIVATE VEHICLE FOR DISTRICT BUSINESS**

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles. No staff member may use a private vehicle for district business without permission from the building principal.

Board Policy EEBB

### **VARSITY LETTER CRITERIA**

The head coach will determine the specific criteria for an athlete to earn a varsity letter. Coaches are expected to give all athletes the criteria at the beginning of the season. General guidelines for lettering at Kennedy High School include the following:

1. Athlete must complete the season, unless injured.
2. Athlete must have participated in events (games, meets, matches, etc) at the varsity level.
3. Obtain the minimum requirements determined by the coach.
4. Varsity letters are awarded for OSAA sanctioned events only.

## **VOLUNTEERS**

The district encourages the constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of staff.

Every effort should be made to use volunteer resources in a manner that will ensure maximum contribution to the welfare and educational growth of students.

Board Policy IICC