

Scales Mound
Community Unit School District
#211



Coaching
Handbook

*Revised
June 2020*

INTRODUCTION

This Coaching Handbook has been developed for the purpose of establishing guidelines for operation of the interscholastic programs at Scales Mound CUSD #211.

PHILOSOPHY

Scales Mound CUSD #211 is committed to the idea that interscholastic competition in athletics and other programs is an opportunity to develop the lifelong traits of strong character, self-discipline, good sportsmanship, leadership skills, teamwork and a strong work ethic. These programs further challenge student athletes to develop a positive self-concept as well as a healthy body and mind. A good interscholastic program is one which strives toward continual improvement and maximizes the potential of students and teams, as well as teaches those who participate that cooperation, as well as competition, are important parts of the society in which we live. The goal of the Scales Mound interscholastic program is to teach victory and the acceptance of defeat and keep both in proper perspective. We believe that adherence to this philosophy will create the best possible experience for all of our students.

ADMINISTRATION OF THE ATHLETIC PROGRAM

The Principal is responsible for the interscholastic program at Scales Mound Schools. At the Principal's discretion, day-to-day operations may be delegated to the Athletic Director and other qualified personnel.

ANNUAL REVIEW OF ATHLETIC PROGRAMS

At the conclusion of each season, the Administration and/or Athletic Director, Head Coach and the Assistant Coaches will meet to assess the performance and progress of the particular program in terms of:

- Progress toward identified goals and desired outcomes
- Fulfillment of job descriptions and duties consideration of program needs
- Formulation of plans and goals for the future

The Principal and/or Athletic Director will keep a record of this meeting, complete with minutes. This document will not be considered a formal evaluation of the Head Coach and/or Assistant Coaches and will not be placed in the employee's personnel record. However, all Scales Mound CUSD #211 positions are considered "at will" and the performance and progress of coaches and programs will be used as a basis for annual administrative recommendations for assignments.

SYSTEM OF COMMUNICATION

A clear system of communication that is understood and followed by the Board of Education, Administrators, Athletic Director, Coaches, parents, and players is essential. Anyone who wishes to discuss a concern should use the following chain of command. It is the hope that all concerns can be resolved at the earliest possible level with athletes, parents, and coaches:

1. Coach
2. Athletic Director
3. Principal
4. Superintendent
5. Board of Education

Conferences with coaches should be scheduled at a convenient time during school hours or after a practice. Conferences should not occur immediately after a contest.

RESPONSIBILITIES OF THE ATHLETIC DIRECTOR

1. The Athletic Director shall work with all personnel to establish and facilitate an efficient interscholastic program. It shall be the duty of the Athletic Director to assess all athletic facilities and equipment and make recommendations for maintenance, repair and improvement. The maintenance and the care of athletic facilities will be coordinated between the Athletic Director and the maintenance department.
2. The Principal shall recommend coaching selections to the Superintendent and Board of Education, after consultation with the Athletic Director.
3. It shall be the duty of the Athletic Director to arrange and participate in a meeting with the Principal, and all Head Coaches at the beginning of each season. The purpose of the meeting is to review the District's interscholastic goals and to work out logistics for the upcoming season.
4. It shall be the duty of the Athletic Director to arrange, participate in and record an end of the season review meeting with the Administration, each Head Coach employed by the District and their staff. The purpose of the meeting is to assess the performance and progress of the coaches in terms of their respective job descriptions/duties, program goals, program needs and to plan for the future.
5. The Athletic Director is encouraged to meet with the Athletic Director and Head Coach of the schools in which we share athletic programs to discuss logistics, goals and the effectiveness of the program.
6. It shall be the duty of the Athletic Director to schedule all athletic contests.
7. It shall be the duty of the Athletic Director to secure officials for all high school athletic contests.
8. The Athletic Director will be responsible for maintaining the athletic budget and prepare all budget requests and present them to the Principal for consideration.
9. It shall be the responsibility of the Athletic Director to secure all scorers, time keepers, etc., for each home athletic contest.
10. The Athletic Director shall ensure compliance with all Illinois High School Association, Conference, and Scales Mound CUSD rules.

ADDITIONAL RESPONSIBILITIES OF THE ATHLETIC DIRECTOR

1. General Responsibilities - organize, coordinate and administer the total interscholastic athletic program and report about the program to the Principal, Superintendent, and Board of Education.
2. Specific Duties
 - a. Students/Teams/Coaches
 - i. Confirm student-athletes' eligibility prior to the beginning of the season
 - ii. Check and report student's weekly eligibility during the season
 - iii. Confirm student's semester IHSA eligibility in January and June
 - iv. Monitor and confirm athletes' physical expiration dates to make sure they are all current
 - v. Send team information to opponents and to the home program publisher

- vi. Confirm buses and bus times when appropriate
 - vii. Distribute early dismissal times to all teachers and administrators
 - viii. Supervise coaches
 - ix. Monitor compliance with IHSA, conference and district rules
- b. Officials
- i. Design and maintain officials database
 - ii. Secure officials for athletic contests
 - iii. Process officials contracts
 - iv. Confirm contests with officials prior to each season
 - v. Request official's payment checks
 - vi. Reschedule officials as needed
- c. Opponents/Schedules
- i. Design and maintain athletic contest database
 - ii. Process contest contracts with non conference opponents
 - iii. Generate seasonal and team level schedules and distribute them to coaches, administration, opponents, etc.
 - iv. Confirm contests with opponents prior to each season
 - v. Request contest entry fees
 - vi. Make sure opponents have all necessary information: rosters, school information, etc.
 - vii. Communicate cancellations and rescheduled events
- d. Other
- i. Prepare budget requests
 - ii. Monitor the athletic summer activities schedule
 - iii. Establish and recommend improvements of all athletic fields and athletic equipment
 - iv. Recommend coaching selections
 - v. Arrange and participate in a meeting with the Principal, and all Head Coaches at the beginning of each season. The purpose of the meeting is to review the interscholastic athletic philosophy/ policies, to discuss season goals and work out logistics for the upcoming season
 - vi. Arrange and participate in an end of the season review meeting with the Administration and each Head Coach and their staff. The purpose of the meeting is to assess the performance and progress of the coaches in terms of their respective job descriptions, program goals, program needs and to plan for the future

RESPONSIBILITIES OF THE HEAD COACH

The Head Coach shall report to the Athletic Director and supervise all assistant coaches assigned to that sport. The basic function of the Head Coach is to carry out the objectives of the athletic program. He or she is responsible for the program's compliance with the policies and regulations of the Board of Education, School Administration, Athletic Conferences and Illinois High School Association.

1. Entire Year Responsibilities

- a. Be responsible for the basic organization of the program, players, and staff with regard to methods, practice areas, time schedules, equipment, and management of students.
- b. Formulate team rules and expectations for the coming season
- c. Keep abreast of new knowledge and innovative ideas and techniques by attending clinics, workshops, and reading in your field and encourage assistants to do the same.

- d. Have understanding and knowledge of rules and regulations regarding the sport as presented in the State Athletic Handbooks. Keep abreast of rule changes.
- e. Implement proper procedures for season practices and procedures, according to and Scales Mound Athletic Department regulations.
- f. Attend an annual IHSA sports rules interpretation meeting and complete required a registration process or complete web-based version of rule interpretations,
- g. Submit pertinent information for the athletic website and keep this information updated regularly.
 - i. Maintain accurate roster information online
 - ii. Report accurate game outcomes for the athletic website from each contest
- h. Utilize the school notification system to communicate with parents/players and promote your program.

2. Seasonal Responsibilities

- a. Before Season
 - i. Provide accurate information needed to compile rosters and other reports.
 - ii. Arrange for systematic issuance of school equipment
 - iii. Participate in a preseason meeting with the Athletic Director and/or Principal
 - iv. Conduct a meeting before the first contest to discuss team rules, procedures, expectations, and philosophies
- b. During Season
 - i. Share pertinent information for transportation, officials, and other logistics with the Athletic Director
 - ii. Assume responsibility for constant care of equipment and facilities being used
 - iii. Assume supervisory control over all phases of coaching staff and teams
 - iv. Organize and conduct practices sessions with the idea of developing the team's and student-athletics' greatest potential
 - v. Apply discipline in a firm and positive manner
 - vi. See that building regulations and rules are understood and enforced
 - vii. Emphasize safety precautions and be aware of the training and injury procedures
 - viii. Treat players fairly and with respect
 - ix. Display ethical and professional conduct during practice and contests
 - x. Report summaries and stats of all contests to the media and provide any publicity information that would promote the program and student-athletic
 - xi. Inform teachers about any early releases including names of participants and time of dismissal
 - xii. Instruct players concerning rules and rule changes
 - xiii. Be responsible for in-service training and upgrading of the coaching staff
 - xiv. Supervise locker rooms before and after contests
 - xv. Assist the Athletic Director in checking on the academic progress of the student-athletic in their sport
 - xvi. Communicate with players and parents in an effective manner
- c. End of Season
 - i. Arrange the systematic return of all school equipment and school issued uniforms. Hold the student-athlete responsible for all equipment not returned. Arrange cleaning, storing and inventorying of all uniforms and equipment
 - ii. Recommend equipment purchase needs or repairs
 - iii. Coordinate the issuance of letters and special awards with the Athletic Director
 - iv. Be concerned with the care and maintenance of facilities by making recommendations concerning maintenance, additions and improvements
 - v. Share recommendations for future schedules

- vi. Maintain records of team and individual accomplishments
- vii. Submit reports as instructed by Athletic director or Administration
- viii. Meet with the Administration, Athletic Director and Assistant Coaches to discuss program effectiveness and brainstorm ideas for program improvement
- ix. Encourage student-athletic to participate in off-season condition
- x. Submit dates of summer activities to the Athletic Director

RESPONSIBILITIES OF THE ASSISTANT COACH

Assistant Coaches report to the Head Coach and shall be responsible for the full understanding of their function and responsibilities within the staff. They shall execute the duties as assigned by the Head Coach.

1. Yearly Responsibilities

- a. Have an understanding and knowledge of district, conference and IHSA rules and regulations
- b. Keep abreast of rules and rule changes
- c. Keep abreast of new knowledge, innovative ideas and techniques by attendance at clinics and workshops
- d. Assist the Head Coach in carrying out team responsibilities

2. Seasonal Responsibilities

a. Before Season

- i. Assist the Head Coach in making a systematic issuance of school equipment
- ii. Assist the Head Coach in providing accurate information needed to compile eligibility lists and other reports
- iii. Assist the Head Coach in formulating team rules and expectations for the coming season
- iv. Participate in a preseason player/parent information meeting

b. During Season

- i. Assume responsibility for constant care of equipment and facilities being used
- ii. Assume supervisory control over student-athletics and teams in a responsible manner
- iii. Supervise locker rooms before and after games and practices
- iv. Organize and conduct proactive sessions with the idea of developing the teams' and student-athletics greatest potentials
- v. Regularly attend practice sessions and contests using discipline in a firm and positive manner
- vi. Treat players fairly and with respect
- vii. Emphasize safety precautions and be aware of training and injury procedures
- viii. Display ethical and professional conduct during practice and contest.
- ix. Provide local media with information needed in making game reports and publicity releases
- x. Instruct players concerning rules and rule changes
- xi. Communicate with players and parents in an effective manner

c. End of Season

- i. Assist in the return and inventory of school equipment and uniforms
- ii. Assist the Head Coach in off-season and summer activities
- iii. Meet with the Head Coach, Administration, Athletic Director to discuss program effectiveness and brainstorm ideas for improvement

Scales Mound Community Unit School District 211 Concussion Management Plan

1. Coaches and Assistant Coaches must:
 - a. Complete concussion training as specified in the Youth Sports Concussion Act (105 ILCS 5/22-80(h)) by September 1
 - b. High school coaches must complete the IHSA's online concussion certification program.
 - c. Learn concussion symptoms and danger signs
 - d. Sign a form "that acknowledges receiving and reading written information that explains concussion prevention, symptoms, treatment, and oversight and includes guidelines for safely resuming participation in and activity following a concussion (105 ILCS 5/22-80(e))."
 - e. Each year inform student athletes and their parent/guardians about concussion and head injury by:
 - i. Giving them a copy of the IHSA's *Concussion Information Sheet*, District Concussion Management Plan, and Agreement to Participate form.
 - ii. Using educational material provided by IHSA to educate students and parents/guardians about the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
 - iii. Remove any student from an activity, practice, or competition immediately if any of the following individuals believes that the student sustained a concussion during the activity, practice, or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the Concussion Management Protocol.