



**Mancos School District RE-6
Middle and High School
Coaches Handbook**



INTRODUCTION

The Mancos Schools Athletic Coaches' Handbook is designed as a practical guide for coaches. This handbook will provide the necessary information for carrying out coaching assignments. Included in this handbook are the operating procedures for Mancos Middle/High School's Athletic Program. Using this handbook in conjunction with the Colorado High School Athletic Association (CHSAA) handbook, should answer most questions in regard to the athletic program. Coaches desiring more information in regard to the athletic and activities program should contact Travis Greenlee – Mancos Athletic Director.

PHILOSOPHY

Mancos Middle/High School is committed to the goal of a responsible education based athletics and activities program that supports our primary academic purposes. A strong program of education based athletics and activities, properly balanced with the academic program, will provide positive developmental opportunities for students. Mancos Middle/High School will do all that it can to help each student achieve his or her individual potential.

APPLICATION, SELECTION, AND APPOINTMENT OF ATHLETIC COACHES

All athletic coaching assignments are made on a seasonal basis. Mancos School District Staff members have priority for extra-curricular assignments. In the event that no suitable applications are received from Mancos School District Staff for a particular coaching assignment, CHSAA, CDE, and District guidelines will be followed for the hiring of outside coaches. At the high school level, non-certified coaches; that is, individuals who do not have a teaching certificate, must complete an approved coaching certification program as mandated by CHSAA. The Athletic Director, Principal, and representatives of the Athletic Advisory Committee will interview and make recommendations to the Board of Education, who must approve all appointments.

RULES AND REGULATIONS GOVERNING INTERSCHOLASTIC ATHLETICS COLORADO HIGH SCHOOL ATHLETICS ASSOCIATION-CHSAA

Interscholastic athletic programs in the state of Colorado are governed by CHSAA. CHSAA supervises and administers all programs and rules as approved by the state. Those persons directly involved with interscholastic programs will receive a CHSAA HANDBOOK and SEASONAL BULLETIN. Coaches should become thoroughly familiar with its contents.

COACHES ARE EXPECTED TO KNOW AND FOLLOW ALL CHSAA GUIDELINES AND REGULATIONS.

LEAGUE AFFILIATIONS

Currently, Mancos High School is a member of the San Juan Basin League. Mancos Middle School is also a member of the San Juan Basin League. The SJBL operates within the guidelines established by CHSAA, including all rules and regulations. Copies of the SJBL League Constitutions and By-Laws are available upon request from the Athletic Director. League/district affiliations are listed below:

SPORT HIGH SCHOOL MIDDLE SCHOOL

Girls Volleyball San Juan Basin (2A) San Juan Basin League

Boys 8-Man Football (8-man) Mountain Conference

Girls & Boys Cross Country San Juan Basin League

Girls & Boys Basketball (2A) San Juan Basin League

Girls & Boys Track (2A) San Juan Basin League

Cheerleading - No League Affiliation

MANCOS MIDDLE/HIGH SCHOOL REGULATIONS

In addition to CHSAA and league regulations, all Mancos Middle/High School rules and regulations shall be in effect while a student participates in interscholastic athletic programs. The following should be given special attention: On the day of an athletic contest, student athletes who arrive late in the day (3 periods) or miss the entire day are INELIGIBLE to compete that day unless they obtain permission from the Athletic Office due to extenuating circumstances. Students on either in-school or out-of-school suspensions are not permitted to attend any day, evening, or weekend activities (practices, contests, extracurricular events). A student's suspension will end at 12:00 midnight on the final day of suspension. If suspended, a one-week ineligibility penalty will automatically be imposed. High school students must be enrolled in at least 2.5 Carnegie Units (5 classes) and must pass at least 2.0 Carnegie Units (4 classes) in order to be eligible by CHSAA standards. If enrolled in 3.0 Carnegie Units (6 classes), the student may fail no more than .5 Carnegie Units (ONE) class. This standard must be met during the present quarter and during the previous quarter. In addition to CHSAA standards, Mancos requires weekly eligibility. Eligibility for school-sanctioned activities is recognized as a privilege awarded to a student who has a passing grade in both academic and conduct areas. Eligibility will be based on a student's passing grade in both conduct and academics on a week-to-week basis regardless of whether the student is passing on a cumulative basis. Teachers are required to submit eligibility sheets to the office manager by 3:00 pm every Thursday. Any student receiving one F or more in any class for either conduct or academics will be ineligible for one week starting the following Monday through Sunday. If a student is being placed on the ineligibility list, it is the responsibility of the teacher to inform the student of the problem. The student will not be able to participate in the activity for one week, Monday through Sunday. Ineligible students may continue to practice with the team, subject to their coach's discretion. Students who are able to improve their grades to pass will be reinstated as eligible members of their team, provided all CHSAA guidelines are met. Any suspension for discipline automatically results in ineligibility from the day of suspension for a week.

School closings due to inclement weather may result in the cancellation of a game and/or practice. Coaches should contact the Athletic Director who will consult with the Principal in order to make the final decision regarding the activity. Coaches are responsible for contacting their players. It is highly required that all coaches establish a team on the Band App to notify players and families.

COACHES GENERAL RESPONSIBILITIES

As an employee of the Mancos School District, you establish a model for your athletes. Preparedness, keeping accurate records, and having a very clear concept of what it means to be a student-athlete, are keys to developing and maintaining a quality program. The school district does not equate a quality program with a win-loss record. However, it does believe that hard work, caring about your athletes outside of the athletic arena, and making your behavioral expectations in and out of school extremely clear are very important. It is critical that you are consistent with your application of your rules and standards. This will allow the athlete to make appropriate choices and understand the consequences for making poor choices.

CRITERIA FOR LEVEL OF PLAY

Establish criteria for Varsity and Junior Varsity teams. Athletes want to know where they stand in relation to other team members and what their expected role will be. You are expected to regularly communicate this to players. The Varsity team is to compete at the highest level possible. The Junior Varsity team should be considered the developmental team, and as such, should not have Varsity players playing down for the express purpose of winning. Though this is a coaching decision, it is the philosophy of this department that the athlete can only learn sufficiently from game situations by playing the game which he/she has practiced.

Skill development shall be the primary goal of middle school programs. The A teams should consist of the highest skill level players while the B teams shall be considered developmental squads. All players shall play in scheduled contests, with the exception of tournament play. At the high school level, skill levels again will determine squad placement. At both the middle school and high school levels, no advanced player shall play down. However, a coach may move an advanced player down to insure that there are sufficient players to complete the contest. The intent is to allow students to compete at their skill level.

COMMUNICATION

District wide all coaches will use the same and universal App to communicate with parents and team members and well as athletic staff. The Band App is the approved and required app.

Coaches MUST communicate regularly and effectively with the Athletic Director, other coaches, athletes, and parents. If problems arise the Athletic Director should be notified immediately. The Athletic Director is the coach's immediate supervisor. All injuries should be reported to the Athletic Director immediately following the practice or contest.

Parents with questions about coaching decisions will be directed first to the coach. Coaches should communicate at the pre-season meeting when they

are accessible to parents and players off the field or court. In order to address concerns before they become problems, coaches are asked to communicate with parents at the pre-season meetings, fall, winter, and spring.

Regularly check your email and school mailbox to see if you have any information that could be essential to you and the athletic program.

APPEARANCE AND CONDUCT

All coaches should set and keep a high standard of appearance and conduct at all times. A coach's dress should be neat and appropriate for all occasions. Coaches should set an example for the athletes. Athletes are expected to dress neatly and behave appropriately as representatives of the school. Students should maintain an appearance that represents the school well and that is in accord with the Student Dress Code.

COACHES CONTROL AND GROWTH

It is the coach's responsibility to control himself / herself and their players at all times. Failure to do so will result in a letter of reprimand, establishment of a growth plan, and if progress is not made according to the growth plan, termination. The expectation of the school district is that the coach is the model for mature behavior.

POSITIVE TEAM CLIMATE

It is the coach's responsibility to create a positive team climate. Mancos School District is part of the Colorado PBIS (Positive Behavior Interventions and Support System) where Being Respectful, Responsible and Ready are the expectations of both the coaches and their players. Chants and cheers by Mancos teams should only be positive. Any chants or cheers of anything negative (promoting injury, harm, foul language, or any other derogatory language is not allowed). Coaches will promote positive behavior and sportsmanship.

SUPERVISION

Supervision of players and managers is the responsibility of the head coach and his/her assistants. Measures should be taken to ensure that quality supervision is taking place during all practices, games, tournaments, and travel. Playing facilities and equipment should be routinely checked to make sure they are safe for use.

SCHOOL SAFETY

After each practice the coaches should be the last to leave and make sure all athletes are out of the building and have been picked up by parents or guardians. Also, coaches should check and make sure the gym and locker rooms are empty and that all doors are locked and secured and lights out.

REMEDATION AND TERMINATION

In some instances, the performance of a coach may not meet the guidelines established above. In such cases, the Athletic Director will develop a remediation plan for the coach in an effort to

correct the deficiency or deficiencies. The purpose of the remediation, or Growth Plan, is to provide the coach with a document that states the problem(s) and identifies corrective action(s) that the coach must initiate. For serious infractions, identified by the Athletic Director, the coach may be terminated immediately.

RESPONSIBILITIES FOR CLEARANCE AND ELIGIBILITY

PRE-SEASON

Students are not allowed to participate in practices, scrimmages, or games until he/she has turned in all clearances listed here. Students are not allowed to participate in any sport, except CHSAA approved non-contact activities, until he or she has participated in the number of practices set by CHSAA. Coaches must inform students about the following forms which must be on file before an athlete can participate in any sanctioned scrimmage or game:

- 1) School Registration is complete
- 2) A current physical, which has been signed by a doctor. (valid for one calendar year).
- 3) A copy of current health/accident insurance. Parents are required to maintain health and accident insurance coverage.
- 4) A signed emergency treatment form.
- 5) A signed acknowledgement/code of conduct form.
- 6) A signed CHSAA brochure/information form.
- 7) Paid athletic fee.
- 8) Returned any uniform or equipment from the previous sport.

A student cannot practice or compete until all paperwork is complete. The coach should discuss the Code of Conduct with his/her team prior to the beginning of the season.

STUDENTS MISSING CLASS

All coaches, through the Athletic Director, are responsible for notifying (posting an excused list) for staff members if athletes are going to miss a class(es). The staff should be notified at least one week in advance. A copy of the list should be given to the Athletic Office.

If the students are missing less than a half a day, the coach should remind students to talk to the teachers in order to get any work that may be missed.

IN-SEASON RESPONSIBILITIES

UNIFORMS, EQUIPMENT AND FACILITIES

All coaches are responsible for uniform check out at the beginning and uniform check in at the end of the season. A copy of the checkout list should be given to the Athletic Director at the beginning of the season. Check your facility before and after practices and games to ensure a safe environment. In addition, emergency equipment and first aid supplies will be readily accessible regardless of practice plan or game situation. Any trash is to be removed from the practice site at the beginning and conclusion of a practice or game sessions. In short, make

certain that it is ready for the next group. If your practice area is not clean and safe, let the Athletic Director know immediately so the problem does not reoccur.

The Athletic Director will schedule practice times with input from the respective coaches. Unscheduled practices must be cleared through the Athletic Director in order to prevent facility usage conflicts.

CLASS COVERAGE/SUBSTITUTES

Any on campus coach needing class coverage must fill out a Request for Leave substitute form, marking school business. This form should be completed at least three days in advance. This form must be approved and signed by the Principal.

ORDERS AND LOGOS

All orders must be approved by the Athletic Director. All purchasing must go through the main District Office. Club accounts that order through the school must be approved also. Uniforms, warm-ups, t-shirts, hoodies etc... can only use approved logos.



LOCKS AND LOCKERS

Upon request, the Athletic Director may issue students a locker. The student must provide their own lock preferably a combination lock and the combination must be given to the coach.

Coaches are responsible for providing a list of locker assignments and combinations to the Athletic Director.

TRANSPORTATION

All coaches and assistant coaches are required to complete the Mancos School District Transportation Department driver's packet. Each coach and assistant coach understands due to transportation conflicts and availability of bus drivers, there may be a time they will need to transport their own players using a microbus or any of the district approved small vehicles.

All athletes must travel with coaches in district vehicles to all athletic contests sanctioned by the School District. Coaches are responsible to monitor and maintain behavior on the bus to ensure safety and that the driver is not distracted. After all teams have finished participating, students, after checking with the coach, may leave with someone's parent only if a signed parent note has been given to the coach prior to leaving Mancos and the coach gives permission. Students may not ride with other students or drive themselves unless the Athletic Director gives explicit permission for an emergency or an extenuating circumstance. When traveling in vehicles, coaches are responsible for compliance of seatbelt use by self and all passengers, safely loading gear, and operating vehicles safely within District guidelines at all times.

OVERNIGHT TRIPS

The Athletic Director of Mancos Middle/High School must approve any and all overnight trips in advance. Coaches should make their requests known to the Athletic Director stating the purpose and goals, in addition to providing a detailed itinerary. Coaches are expected to inform

parents where the team will be staying and phone numbers in the event of a family emergency. Athletes must be told curfews and team expectations of conduct. Coaches will be expected to deal with athletes who become problems with disciplinary action, including game suspension or missing the next road trip(s).

Per diem for overnight trips is as follows:

Coaches:	\$50/day
Athlete breakfast	\$8
Athlete lunch	\$9
Athlete dinner	\$10

MEDICAL (FIRST-AID) KIT

The Athletic Trainer will supply each coach with a first-aid kit. The coach will maintain the stock in the first-aid kit and request restocks from the Athletic Director and the Athletic Trainer.

POST SEASON

At the completion of his or her teams season each head coach is responsible for the following:

- 1) Collecting, cleaning, and storing uniforms and equipment in the assigned area.
- 2) An itemized inventory of equipment including uniforms and their condition.
- 3) Submitting a list of those team members who lettered to the athletic director and any other special awards needed.
- 4) Submitting a prioritized list of all equipment and uniform needs for the following year. Please be as specific as possible (company, make, size, color, etc.). The athletic director will assess the needs of all the sports programs and will prioritize the requests and needs.
- 5) Meeting with the athletic director to evaluate the season.
- 6) Returning the key(s) that were issued.

FINAL PAYCHECKS WILL NOT BE ISSUED UNTIL ALL OF THE ABOVE HAVE BEEN COMPLETED.

GENERAL LETTERING GUIDELINES

Only one athletic letter may be given to a participant during his/her high school career. Each sport and/or year after that, if a letter is earned, a pin or service bar will be awarded. All requirements, including completion of the season, must be met before an athlete can be recommended for a letter. Coaches may recommend that students do not receive an athletic award due to disciplinary reasons. These reasons may include but are not limited to: citizenship, sportsmanship, and behavior detrimental to the school, community and/or team.

Service Award: A senior boy or girl who has completed two years or more participation in a sport may be recommended by the coach for a varsity letter. A student may earn up to two Service Awards for each sport or activity.

Hardship Award: Any boy or girl who is injured or ill (during the course of the season) and who, in the opinion of the coach, would have earned an award had the injury or illness not occurred, may be considered for an award. If because of an unforeseen problem in the family, an athlete is forced to discontinue competition and has not earned an award, the coach may consider this athlete for an award. A student awarded a Hardship Award must be present for all games, events, and practices that he / she is able.

MINIMUM REGULATIONS PER VARSITY SPORT/ACTIVITY (Coaches may submit a request to change to these requirements.)

PEP BAND

Play at 70% of HOME (Basketball) games.

GIRLS AND BOYS BASKETBALL

Play in 1/3 of the quarters of the regular season varsity games.

CHEERLEADING

Attend and participate in 70% HOME games and 50% of the AWAY games (Fall or Winter season) and compete in the State Spirit Championships.

GIRLS AND BOYS CROSS COUNTRY

Compete in 70% of regularly scheduled varsity level races or compete at the state meet.

KNOWLEDGE BOWL

Compete in 70% of all scheduled competitions.

GIRLS AND BOYS TRACK

Earn a minimum of ten points during the season
Score one point at the SJBL League Meet
Qualify for the State Meet

VOLLEYBALL

Play in 30% of sets of varsity games.

FOOTBALL

Play in 50% of quarters of varsity games.

SPORTS AWARDS ASSEMBLY

All coaches are expected to present awards and letters at individual sports banquets that will take place at the conclusion of each individual season. Coaches will coordinate with the Athletic Director for the number, type, and format for all awards.

LEGAL DUTIES OF COACHES AND ADMINISTRATORS

Over the past 30 years, through thousands of lawsuits, the courts have defined and continued to define the legal duties of the coach. These duties may change as sports litigation continues unabated over the years. The NIAAA, NFHS, the Coalition of Americans to Protect Sports, and the National Association for Sports and Physical Education all recognize these fourteen duties.

Your fourteen legal duties are:

- Duty 1: Properly plan the activity.
- Duty 2: Supervise the activity closely
- Duty 3: Provide a safe physical environment.
- Duty 4: Evaluate athletes for injury or incapacity
- Duty 5: Provide adequate and proper equipment.
- Duty 6: Provide proper instruction.
- Duty 7: Duty to condition properly
- Duty 8: Warn of inherent risks.
- Duty 9: Provide Emergency Care
- Duty 10: Design an Emergency Response Plan
- Duty 11: To Select Train and Supervise Coaches
- Duty 12: To Match/Equate Athletes
- Duty 13: To Provide Safe transportation
- Duty 14: To Provide Insurance Disclosure

EVALUATION FORMS BELOW

Mancos Middle/High School
Practice Session Observation Form

Coach: _____ Sport: _____ Date: _____

1. Was there evidence of pre-practice planning (written practice plan)?
2. Were the athletes actively involved in every drill?
3. Was the coaching clear and instructive?
4. Was the atmosphere positive, encouraging and enthusiastic?
5. Were the drills sequential and appropriate for the talent level?
6. Were weather factors – heat, humidity, rain, lightning, cold, wind chill – taken into consideration?
7. Were water, ice, and first aid supplies available?
8. Did the head coach effectively involve the assistants?
9. Positive aspects of the practice.

Mancos Middle/High School
Head Coaches Season Ending Evaluation

Coach: _____ Activity: _____

Performance Rating: 4 - Outstanding
3 – Meets Expectations
2 – Needs Improvement
1 - Unsatisfactory
NA – Not Applicable or Observed

I. Coaching Style

1. Knowledge of activity that you are coaching
2. Practice and game philosophies match
3. Consistent with approach to practice and games
4. Maximize individual players strengths for team benefit
5. Athletes clearly have defined roles on the team
6. Athletes know the coaches philosophy and expectations

II. Leadership Qualities

1. Supervision of locker room, practice setting, game setting, and team Transportation
2. Represents their program at state, regional, conference, and local level
3. Quality leader of overall program at every level
4. Properly inspires athletes to perform at their highest level
5. Promotes their sport at various levels in the community
6. Understands and provides the time commitment that is needed to build a quality

overall program

7. Shows care and belief in players

III. Performance

Practice

1. Practice plans were well designed and wrote out
2. Practices were well organized and effectively executed
3. Athletes were consistently engaged in skill development
4. Was a clear progression of known to unknown skills
5. Athletes were well matched based on the age, size, skill and ability levels
6. Assistant coaches understand role in practice

Game

1. Understands game strategy and provides athletes best opportunity to be successful
2. Game management skills
3. Sportsmanlike attitude is evident and representative of our school
4. Positive leadership is displayed to all athletes and game personnel
5. Communicates openly with coaches and athletes in game setting
6. Expectations of athletes and coaches is unwavering

IV. Team Management

1. Morale and effort of team was consistent
2. Teamwork and emphasis of team was evident
3. Team consistently improved as season progressed
4. Team captains understood their role and led the team properly
5. All players felt well treated and appreciated as players

6. Players overall development was evident

V. Administrative Duties

1. Understood and enforces school athletic policies, rules, and regulations
2. Academic success with players is a communicated priority
3. Supervises distribution, collection, and inventory of all athletic supplies and equipment throughout the season
4. All TSD requested paperwork for Human Resources Department submitted in timely fashion
5. All TSD requested paperwork for player requirements to play submitted in timely Fashion
6. Conducts pre-season meeting with coaches, student-athletes, and parents to communicate philosophy and season expectations
7. Submits all paperwork requested by athletics director
8. Attends and participates in coaching meetings, clinics and professional development programs
9. Attends all CHSAA required coaching meetings

VI. Communication Skills

1. Establishes and communicates realistic, achievable goals for the team
2. Uses praise and encouragement to influence player behavior
3. Exhibits enthusiasm during practices and games
4. Conducts self in a professional manner with players, parents, officials, media and community members
5. Exemplifies integrity throughout the program with all personnel
6. Communication with AD is frequent and open
7. Motivates players in an ethical manner

Signature of Evaluator: _____

Signature of Coach: _____

Date of Evaluation Meeting: _____