

LEBANON
HIGH
SCHOOL

COACHES
HANDBOOK

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Coaches Handbook Introduction

The purpose of this handbook is to introduce to coaches the various responsibilities that are put in their charge. It is the responsibility of every coach to know the guidelines that govern his/her duties and to fulfill them in a professional and efficient manner.

This handbook is designed to provide answers to questions relating to job assignments. Information in this handbook has been taken from policies and manuals relating to coaches and can be used as a resource guide.

This handbook is not exhaustive in nature but should simply serve to answer questions and provide information for most situations.

There may be questions specific to your situation that can be answered by the athletic director or building administrator. If there is a question on any matter not addressed in this handbook those questions should be directed to the appropriate source to get clarification before proceeding.

A Table of Contents is included in the front of the handbook for ease in finding subjects of interest to the user. Each section contained in this handbook details the duties and responsibilities for that task. If the duty involves a form, a copy of that form will be included in that section.

It is hopeful that this manual will clarify any questions that coaches and/or students might have concerning their sport.

Mission Statement: All participants will learn the process of how to achieve through hard work, teamwork, and preparation. Programs will be administered in a supportive as well as demanding environment. When you come to watch a practice or game you will see and feel success. Athletes and coaches will be working together with the utmost of class and sportsmanship to achieve at their highest level. Our competitive advantage will reside in our strength and speed development program as well as our philosophy of focusing on multi-sport athletes.

Participation Fees: \$100 per sport

Multi-Sport Participation: As an athletic department, we will support and reinforce students participating in a sport every season. Every coach will support this philosophy with their words and actions.

Strength and Conditioning Program: Our competitive advantage in program as well as individual development will focus on our strength and speed development program. It is essential that all participants regardless of sport give 100% towards becoming their physical best. Having stronger faster athletes will lead to individual as well as team improvement in addition to lowering the individual's risk of injury.

Athletic and Co-curricular Grade Policy

Lebanon High School requires students in all grades (9-12) wishing to participate in co-curricular activities to demonstrate and maintain the following academic standards:

OSAA Requirement:

Take and pass 5 classes equaling 2.5 credits the previous semester. The student must also be enrolled in 5 classes for 2.5 credits during the present semester.

Lebanon High School Requirement:

Grade checks will begin on the 2nd week of the season.

Students must meet the required standards of passing all classes with a 'C' or better.

If requirements are not met, the student will be put on Academic Probation level 1 or 2.

Probation Level 1 'Eligible Probation'

If the student has any 'D's or 'F's he/she will need to attend supervised study sessions set up by the coach or Athletic Director. These students can practice and participate as long as they attend study table and hand in their weekly grade check. Once they have taken care of their GPA or grade, the study table is optional but they must continue the weekly grade check. Once there are no 'D's or 'F's the study table is optional but must continue weekly grade checks.

Probation Level 2 'Ineligible Probation'

Students failing 2 or more classes are ineligible from competition until they reach the Probationary Level 1 requirement. These students must bring weekly grade checks to the coach and attend supervised study sessions until reaching Probation Level 1.

Coaches can set the day and time of the weekly grade checks. This policy is intended to give our student-athletes an opportunity to be successful in the classroom prior to being determined ineligible. A key to this success will be the coaches and advisors' support and supervised study sessions.

If a student is suspended out of school, they will not be allowed to practice or participate in school-sponsored activities (either home or away) during that period of time.

Alcohol and Controlled Substances

Once a student turns out for a sport, they will remain under this policy through out their high school career. Any student involved in a competitive athletic program shall not knowingly possess, use, transmit alcohol, tobacco, or controlled substances of any kind during a school year. Athletes that find themselves associating with others that are using, transmitting or possessing alcohol or controlled substances of any kind are expected to leave within a reasonable time limit or be subject to discipline as if they were violating this rule. All suspensions begin on the next competition date.

First Offense: is a 14 day calendar suspension from competition (must attend all practices); suggested meeting(s) with school substance abuse counselor or the appropriate professional person and a willingness to follow his/her recommendations. The student athlete will be required to comply with the recommendations following the first offense or he/she will be disciplined as though a second offense had been committed.

Second Offense: is full suspension from the athletic program for the remainder of the sport season or for not less than a 45 calendar day period (whichever is greater) and mandatory follow-up sessions with the substance abuse counselor or other appropriate professional person. Reinstatement of the athlete into the athletic program is contingent upon the athlete complying with recommendations made by the counselor or professional person and his/her approval for reinstatement.

Third Offense: is full suspension from all athletic programs for the remainder of the student's high school years at LHS.

If an athlete voluntarily requests assistance from school officials with regard to an alcohol or drug use problem and has not previously committed an alcohol/controlled substance use offense, there shall be modified discipline considered of that athlete provided that:

- A. the athlete meets with the appropriate professional person and follows his/her recommendations and...
- B. there are not subsequent incidents of either alcohol or controlled substance use

C. the self-referral is before an investigation is initiated into a violation.

Athletic Attendance Policy

Athletic Attendance rule: Athletes who have one or more periods of unexcused absences will miss the next contest after the coach has been notified. Attendance records will be sent out on Tuesdays by the Athletic Secretary. Coaches are responsible for holding out athletes. The first week of each semester will not count because of schedule changes. Athletes must be in school at least half the day in order to compete in the afternoon. Exceptions would be field trips, college courses, doctor's appointment, or permission from Athletic Director.

Coaching Beliefs

I. Roll of the Program

- The program belongs to the student body and the participants. Without the students participation there are no athletics. Always focus on making each day fun and meaningful.
- We are here for the kids—they are not here for us.
- We must make our activity so attractive, that students and parents are drawn to it.
- We must contribute positively to the educational environment in our school and community.

II. Truths of Coaching

- We don't have to have the best talent to win. We need to develop kids who believe in our program and are willing to prepare and who will compete.
- We don't need the best coaches to win. We need coaches who are striving to be their best within our system.
- We don't always have to out scheme our opponent to win.
- We must prepare to win, expect to win, and have a winning attitude. Nothing happens by accident. We must instill this in our players.

III. Coach Discipline and Toughness

- Be intense and demand intensity.
- Coach at least as hard as you expect players to practice.
- Be focused and know what you want and what it looks like. Do not accept less than each player's best effort.
- Coach consistently. Focus on the positive.
- Coach toughness, effort, and attitude. We must out compete our opponents and make this our core value.

IV. Coach Intrinsic Motivation

- Our first priority in all our decisions will be what is best for our student athletes.
- Build trust with players. We will always do what is right for each player and program, regardless of wins and losses.
- Build relationships with your players.
- Coach how you would want your child coached.
- Communicate with your players. Never let a player go home thinking you're mad at them. Focus on their actions. Let them know that you care about them as a person first and a player second.
- Communicate your vision of what you want to happen. If you need meeting time to do this—schedule it.
- Always be a role model. Be conscious of your action, language, and attitude. We will not tolerate abusive behavior towards participants, officials, coaches, players, or fans. We will meet to discuss all penalties issued for misconduct.

V. Coach Confidence

- Don't coach caution. We want to make things happen.
- Be organized and prepared.
- Be positive.
- Make things simple. Confused players don't perform well.
- Keep your expectations high. We will teach the best techniques and give our kids the best schemes and opportunity to win. We must pass this belief on to our kids.

VI. Keep the Game a Game

- Enthusiasm and hustle breed enthusiasm and hustle.
- Make drills as competitive as possible. Focus on effort and improvement not just outcomes.
- Have a reason for every drill. Don't waste time.
- Winning is fun.
- It feels good to be good. Lets focus on feeling great!

Program Development

1. Recruit and demand high-energy coaches and coaching. Philosophically we must coach as hard as we ask our players to practice and compete. This relates towards preparation as well as practice tempo.
2. Define schemes and teaching progressions for all program levels.
3. Divide coaching staff so all levels are getting the best opportunity to be successful.
4. Create a reward for attitude and effort.
5. Work with feeder programs to establish a total program.
6. Coaches retreat to establish program fundamentals.
7. Players retreat to focus on team skills and program attitude.
8. Development of a shared vision of what we want our athletic program to be, and our methodology in achieving our goal.
9. Development of a parent education and information program.

Foundation for Success

What does our athletic program stand for?

What does your team stand for?

Great teams Know what they stand for.

Their actions match their words.

Can every participant articulate what he or she stands for?

Every player commits to what they stand for. If they don't, this weeds out the non-committed.

Actions reinforce what you stand for... Integrity.

If you watch Lebanon play or practice this is what you will see win or lose

Decide what we stand for and make it Public

Put it on a poster with player's pics and have all sign it

AD as well as the Coaches reflect what our covenants are.

What do we stand for win or lose?

How are these things going to affect our student's lives?

If you are ever in question of how to act, or what to do, follow our players and coaches.

Accomplish through intentional design and intention.

I want to feel, taste, smell, hear, see, our covenants.

Staff Development

1. Clearly define coaching expectations, responsibilities and evaluation process.
2. Meet with all coaches individually to clarify program and individual goals and responsibilities. All coaches will have game plan responsibilities that they will be responsible for.
3. Make all clinics available to staff. Our universities are an excellent source of information.
4. Individual staff goals must be set and supported with education and resources.
5. Yearly calendar to establish organization and essential dates.
6. Summer coaches retreat with families to clarify all program goals. This will include staff relationship building.
7. Post game responsibilities with family and community.
8. Booster club and community involvement focus.

Player Development

1. Development of weight training classes. We, as a athletic staff, must have a shared vision of how we are going to train and develop our athletes. Strength and speed training are common denominators for all programs.
2. Reinforce and encourage competition every season.
3. Create a truly articulated program K-12.
4. Summer program articulation.
5. Preseason players meeting to focus on team attitude and beliefs.
6. Weekly goal setting with assigned coach and or group. Organized evaluation and feedback process by position coach, including film-grading sessions with players.
7. Defined film study sessions.
8. Mentor program with underclassmen.

Player Ideals

- I. Is Success Important to Me?
 Are you self motivated?
 Will you do the extras necessary to be great?
 Are you a full speed player?
 Will the experience make me a better person?
 Will I have fun and make this a fun experience for the people around me?
- II. Do You Care About Us?
 Can your teammates and coaches count on your loyalty?
- III. Can You Be Trusted?
 Can you be trusted to do the right thing on and off the field?
 Are you a person of integrity? Will you do what you say you'll do?

There are many ways of doing things, but there is only one way we will do it:

OUR WAY. Our way works. If you do not believe in our way, you will not be successful in our program.

Concentration: Concentration is a learned habit. Pay attention. Learn from every rep you take as well as those of your teammates. Pay attention. Learn from every coaching point made whether it is directed at you or not.

Honesty: Liars do not last. Always be 100% truthful in your actions and words.

Attitude: We all must have a burning desire to succeed and get better. Search out ways to improve in the classroom, on the field, or in the weight room.

Desire: Do not let a play or contest go by that you do not give 100%. One thing that all of us are in charge of is our effort. Show your attitude through your actions.

Accountability: Be accountable to your parents, teachers, teammates, and coaches. Do the right thing all the time.

Communication: Ask questions when you don't know. Don't let a problem fester. Communicate it to the coach.

Respect: Respect is earned, not given. Complete every play, every day.

Toughness: It will not be easy or always fair, although as coaches we will try to make it so. You will be expected to deal with some pain. We must differentiate between pain and injury.

Parent and Community Expectations

I would like to thank you for trusting this coaching staff with the physical, mental and emotional development of your student athlete. We expect a great deal from your child. Our goals are not ordinary, and our expectations are extremely high. Your student athlete will be challenged on a daily basis to improve. The parent's role in the development of our program is as important as your child's. We would like to encourage parent involvement. It is very important that we develop and maintain an open line of communication between parents, coaches and players.

As a community we will have a program that you can take great pride in. One of the best parts of high school athletics is the community pride that gives kids the feeling that they are special. We will always have time to communicate what we are doing, our expectations, and accomplishments. It is of utmost importance that a community spirit is fostered within our program.

One of our program goals is to remove as many limitations on player development as possible. This entails that participants compete every season. The best athletes do not limit their participation to one sport. They compete in multiple sports with a strong strength and conditioning program being the critical core ingredient. In order to achieve our goals we must allow athletes to be their very best. This means that we will need parental and community support implementing programs that will allow our young people to be the best that they can be. At all times, we will focus on doing what is best for each of our athletes.

Parental Expectations:

- * In order for your child to achieve at the level we expect scholastically and athletically, parental involvement is a must.
- * Make sure your child is getting enough rest. We will make him/her tired.
- * Communicate all concerns to the coaching staff.
- * Demand achievement in the classroom, in the community, and on the field. We will do the same.
- * Stay positive. We will challenge your child. Have faith in what we are building.
- * Become involved in our program. Be an active booster. Make athletic participation fun. Enjoy the process of what we are building.
- * Support the development of our program. We will make mistakes. Stay positive!
- * Be complimentary of players other than your child. Avoid the trap of expressing approval only when your offspring is involved.
- * Focus on effort, competitiveness, and improvement not just the final score with your athlete.

Warrior Athletic Evaluation

The following questions are intended to provide some dialogue in order to facilitate program development and evaluation. Head coaches need to take the time to meet and evaluate assistant coaches prior to meeting with myself in order to give voice to the entire program. This is not optional. I consider this a very important piece towards giving us input as to program development. Each assistant coach needs to be debriefed on the season prior to the meeting between the HC and AD.

Please remember that I would like to focus on things that we can control. Areas of concern that I have included:

1. Program articulation
2. Increasing our individual competitiveness and expectations.
3. Increasing practice efficiency.
4. Increasing player commitment.
5. Increasing coaches in the building.
6. Crystallizing what we want to see, how we are going to develop this, and individual staff responsibility and accountability.
7. Dramatically increasing the fun factor associated with coaching and being a part of this program.
8. Increasing student participation
9. Increase community participation.
10. Other concerns

Do you understand completely what we are trying to accomplish through our program?

- a. Supporting student behavior
- b. Reinforcing excellence
- c. Teaching sportsmanship
- d. Learning the process of practice
- e. Having fun

Are there areas that you have concerns about? How can we improve your program, our athletic program as well as our school?

What do I need to do in order to help develop a championship program?

What is your program giving back to the school and community?

Could you please outline a program development plan in addition to a summer calendar? Attach copies of staff evaluations as well as outline potential program staffing changes. Could you please submit a budget request for the following year as well as a current inventory?

Dear Parent or Guardian:

The WARRIOR Athletic Department values your feedback. Please fill out the following survey and return it to the LHS Athletic Office. Your feedback is completely anonymous. We appreciate your participation!

DATE: _____ SPORT: _____ COACH: _____

QUALITY RATING (CHECK ONE)

	Excellent	Good	Average	Fair	Poor	N/A
PLEASE RATE EACH OF THE FOLLOWING:						
The quality of coaching.						
The coach's communication with the team.						
The coach's attitude toward positive coaching.						
The coach as a role model for attitudes and behavior.						
The coach's knowledge of the game.						
The coach's ability to communicate that knowledge.						
Presented coaching philosophy at start of season.						
The coaching philosophy was agreeable to you.						
Coach stuck to their philosophy during the season.						
Well organized for practices, games, meetings, etc.						
Maintained appropriate discipline during practices, games.						
Demonstrated a positive attitude.						
Knowledge of the game.						
Ability to teach.						
Provided constructive feedback.						
Level of respect for the players.						
Level of respect from the players.						
Equitable play time for all players.						
Development of individual skills.						
Development of team skills.						
Handling player problems and personalities.						
Stressing sportsmanship/fun over winning.						
The coach treated you with respect.						
You felt comfortable with the coach.						
The team selection process was clear to you at the start.						
The evaluation/team selection process was fair.						
MORE COMMENTS						

Please expand upon your assessment of any areas that could improve or that were good for our program. We welcome your suggestions.

General Coaches Guidelines

It is expected that all coaches in the Lebanon School District will conduct themselves in a professional manner when in the presence of students in their charge. The reputation of the Lebanon schools, the respectability of the community at large and the impact that the coach will have on students and parents is of utmost importance to this district.

The Lebanon School District coach will:

- recognize the worth and dignity of all persons
- inspire teamwork and fair play
- use professional judgment in all his/her duties
- follow all rules and regulations of the school district
- assume all responsibilities for the activities planned and assists colleagues to do the same
- show skill in supervision of all students
- follow the school's and district's business and financial procedures
- communicate with clarity, knowledge and judgment to the best of his/her ability
- show a willingness to be flexible in cooperatively working with others
- adhere to the conditions of his/her contract or terms of appointment
- extend equal treatment to all members of the profession in the exercise of professional rights and responsibilities.

Conduct & Ethics

The Lebanon School District expects its employees to exhibit a high degree of responsibility and conduct themselves in a professional manner at all times when representing the school at which they are employed. Each employee will exhibit a high degree of responsibility at all times in an ethical and professional way.

The ethical coach fulfills obligations to the student by:

- Keeping the confidence entrusted in them as it relates to confidential information.
- Refraining from exploiting professional relationships with any student for personal gain, or in support of persons or issues.

The ethical coach fulfills obligations to the district by:

- Adhering to the conditions of his/her contract or the terms of his/her appointment.
- Conducting professional business, including grievances, through established lawful and reasonable procedures.
- Striving to continually improve and professionally grow.
- Accepting no gratuities or gifts of significance that could influence his/her judgment in the exercise of professional duties.
- Not using the districts or school's name, property, or resources for non-educational or non-athletic/activity related benefit without approval of their supervisor or appointed authority.

The ethical coach fulfills obligations to the profession by:

- Maintaining the dignity of the profession by respecting and obeying the law, personifying personal integrity and honesty.
- Extending equal treatment to all members of the profession in the exercise of their professional rights and responsibilities.
- Responding to requests for evaluation of colleagues and keeping such information confidential as appropriate.

Volunteer Coaches

The School District will allow volunteer coaches on a limited basis, which will be a non-paid position. This is determined by the head coach with the approval of the athletic director. Volunteers must have a Volunteer Application and Criminal History Verification check done. Forms may be picked up in the Athletic Office. They must also have the coaching certification course (NFHS) which can be taken online (osaa.org). The cost is \$50 which will be reimbursed if the volunteer brings in his/her receipt. They also need to take the Steroid and Concussion test also off the OSAA website. These tests are free.

Volunteer coaches should only be involved with students when another coach is present. It is strongly recommended that volunteer coaches have a working knowledge of emergency procedures.

All volunteer coaches must be coaching certified.

Parent Night

It is the duty of each head coach to present the following information at their sport's parent night.

1. Program Goals and Objectives
2. Eligibility Rules:
 - a. Number or credits to be considered full time student. Prior trimester and in season.
 - b. In season grade checks and standards
3. Drug and Controlled Substances Policy
4. Contact Procedures
 - a. School web-site (<http://lebanon.k12.schoolwebpages.com>)
 - b. Schedule Star for schedules, cancellations (www.schedulestar.com)
 - c. School Hot Line (451-8555 Ext. 2621)
 - d. Any others
5. Scholarship Information
6. Practice times
7. Fund-raiser ideas
8. Check for Parent Support, Group Interest
9. Letter Policy
10. Sportsmanship Guidelines and Fundamentals

Use of Facility and Equipment

All coaches using facilities of the school district must fill out Facilities Usage Form. This then will be posted on the districts facilities web-site.

More and more agencies are using school districts facilities. They are being charged for this. We need to be part of the procedure, not the problem. PLAN AHEAD.

Work Orders

All requests for work to be done, whether proposed work or repair work, should be cleared through the athletic director who has responsibility to pass information to the head custodian. If the work is approved and it cannot be done or repaired by the Lebanon High School custodial staff, a work order will be submitted to the district.

Under NO circumstances will any individual or group (parents, coaches, players or outside contractors) work on the facility or perform capital improvements without prior approval from the athletic director.

Work done by any individual associated with the school or outside contractors needs prior approval from the athletic director.

It is extremely important that the proper procedures are followed when work is done on the school property or facilities. In order to avoid unnecessary delays or unauthorized work, questions related to work orders must be directed to the athletic director.

Website is: www.schooldude.com

Keys and Building Security

Keys

Because of the potential for loss or theft, coaches should not be loaning keys to students. Any need to have rooms or buildings unlocked should be the responsibility of head, assistant or volunteer coaches or advisors. At no time should students be unsupervised. This includes all areas, especially such areas of high liability as the weight room.

Building Security

It is the responsibility of all district personnel (whether paid or volunteer) to make sure the building and facilities are secure during and after their use.

During non-custodial hours the coaches must follow the Building Entry/Exit Protocol. This includes using the building/district security system and following the instructions to effectively arm and disarm its program. Ask for assistance.

If using the main building, all users must sign in on the clipboard noting the time you entered and exited.

First Aid Certification For Coaches

All employees who are assigned to a paid coaching responsibility must submit evidence of a valid recognized First Aid/CPR/AED card, to the building athletic director. This card must be presented prior to hiring and should be valid for the entire sport season. If a coach does not have current card, he/she must be enrolled in the next available class. All volunteer coaches are encouraged to secure a first aid/CPR/AED card, and have knowledge of emergency procedures.

Transportation

Arranging Transportation.

If your activity needs to use district buses for transportation to an activity, the coach must let the athletic director know and arrangements will be made.

Out of State Trips

We encourage out-of-state contests. Our athletic budget prohibits us from financially supporting our teams on such games. Fundraising for out-of-state contests are the only way these games can happen. If you are interested in scheduling an out-of-state contest, please contact the Athletic Director so he/she can help with the process.

Private Transportation

If private cars or rental vans are used for transportation, students and parents must have completed and signed the Transportation and Release Form. Get these forms from the AD secretary (volunteer, criminal history check and District form along with copies of their driver's license and current insurance card. These completed forms should be kept on file with the coach.

Student Riding Home with Parents

If an athlete is going to ride home with his/her parent, this is up to the coaches philosophy. A checkout form should be signed by the parent in the presence of the coach after the game.

Fundraising and Budgeting

The School District encourages students and staff to raise and spend funds to promote the welfare, education and morale of students. Participation in student activities or any fund raising is not required and is strictly voluntary.

Funds raised by authorized athletic groups will be expended to benefit the specific athletic groups and support individuals and will be used for program purposes.

The management of student body funds will be in accordance with acceptable business practices and procedures as defined by the District's Financial Director.

Procedures

Student

1. Raise moneys on behalf of student body or specific student groups.
2. Daily, submit all moneys raised to appropriate staff member.

Staff

1. Collect moneys raised by students or have students turn money into finance office.
2. Record moneys received from students and when appropriate, provide receipts to students. This can be done by the finance office.
3. Reconcile moneys received.
4. Daily, submit all moneys to school secretary/bookkeeper.
5. Receive receipt
6. Match deposit with receipt from secretary/bookkeeper

Ordering:

Have the finance secretary or athletic secretary process Purchase Order Numbers before ordering. Plan ahead.

Accounts:

The District will try to have a supply budget for all sports. Each sport can also have an ASB account for their fundraised money. No other accounts are sanctioned and are discouraged. This is for your protection. Any money raised by Lebanon athletes must go into your ASB account.

Miscellaneous

T-shirts and Logos

All T-shirts and logos used for Lebanon sponsored activities should be approved by the Athletic Director BEFORE the items are ordered.

Desserts/Banquets

End of the year Desserts or Banquets should only have food served that is store bought and prepackaged. Anyone preparing food that is not pre-packaged, should have a current food handlers card on file with the district.

Sundays

The Lebanon School District does not allow meetings or activities on Sundays. The no-play no-practice rule is enforced by the Lebanon School District. Any exceptions must be cleared by the Athletic Director.

Release of Information

Coaches should not release pictures and names to the press without prior approval. Please ensure that student/parents have not requested that any personal information NOT be released. Always check with the Athletic Director to see if there are release denials.

Web Sites

Any information posted on Websites (including pictures) should be approved by the school administration and have permission from student and parents for its release. No phone numbers, addresses or other personal information should be posted.

Compliance with all of the above miscellaneous items outlined is very important. Failure to do so is in direct violation of school district rules and will result in a meeting with the athletic director and/or administrator and may result in disciplinary action.

Scheduling: Philosophy and Procedure

The OSAA (Oregon School Activities Association) sets the number of games allowed in sports. The League puts together the League Schedule. The remaining games are non-league games. In many of the sports the OADA (Oregon Athletic Directors Association) develop a non-league schedule through a State wide summit. This is usually a two year commitment.

For all non league games at Lebanon High School, it is the Head Coach and Athletic Director that work together to develop the schedule. We typically have a home and away agreement which could be in the same year or the following year. Honoring a home and away agreement is emphasized. The Head Coach can call other coaches to get dates and then the Athletic Directors from each school can confirm. If the Head Coach wishes for the Athletic Director to find the teams, this can be another option.

PBS Behavior at Athletic Contests Matrix

Lead	Honor	Succeed
Make sure your behavior truly reflects your values	Accept outcome without excessive displays of disappointment	Learn the rules of the game Learn proper etiquette for the game
Your behavior influences others	Be a supporter of your team and do not try to draw attention to yourself	Expect your team to play by the rules
Your behavior reflects on your family your school and community	Win with grace and humility lose with dignity	Players prepare to the best of your ability
We will support the rules and policies of the school and our coaches		Players need to compete to the best of their ability.
Do not allow any negative signs, comments, or gestures to be made toward the opponents	Show appreciation for opponents skill and effort	
Treat opponents as honored guests	Cheer whole heartedly for your team when they perform well or give good effort	
Show hospitality and respect		
Do not celebrate another person's misfortune.	Wear school colors to the game	
Delay celebration on the court or field until the opponents leave	Participate in positive cheers and chants for your team	
Clap in appreciation for a great play Or effort made by the opponents.	Stand and respectfully participate in the National Anthem	

JOB DESCRIPTION

TITLE: Head Coach – High School

QUALIFICATIONS: Valid teaching or ACEP/NFHS coaching certificate or other district requirements. Current First Aid card. Minimum age of 18 years.

REPORTS TO: Athletic Director and Principal.

JOB GOAL: To carry on the sport in the best interests of the community, the student, and the School system by adhering to the policies of the Board of Education and regulations of the Principal, Athletic Director, the OSAA and the League.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates with the assistant coaches all policies and procedures relating to practice and the sport, use and care of equipment, OSAA and League eligibility regulations, preparations for contests and other matters relating to the program. Works closely with the Athletic Director.
2. Works to make the program run smoothly. Is cognizant of problems and works through the Athletic Director to reach solutions.
3. Assesses program needs and seeks appropriate solutions. Schedules teams into areas with equity and appropriateness in terms of player maturity, sex, and specific needs, then scheduled with Athletic Secretary.
4. Maintains proper upkeep, storage and inventory of all equipment relating to the sport activity.
5. Determines program needs and makes recommendations to the Athletic Director.
6. Assists in the evaluation of the assistant coaches and makes recommendations to the Athletic Director for assignments.
7. Checks with the Athletic Director to be certain proper arrangements are made for transportation of teams.
8. Makes all participants aware of academic and training regulations and resulting penalties for infractions. Reviews problems and procedures with the Athletic Director.
9. Oversees the safety conditions of the facility, equipment, or area in which assigned sport is conducted at all times that students are present. Makes sure that a coach remains on supervision until all athletes are out of locker rooms.
10. Enforces disciplined and sportsmanlike behavior at all times and establishes and oversees penalties for breach of such standards by individual athletes.
11. Promotes and helps in the development of program. Is active in building the program K-12 through recruitment, publicity, and representing the program to the Boys and Girls Club and the public.
12. Serves as administrative representative for the specific sports activity and is responsible for the conduct of the program.

TERM OF EMPLOYMENT: For the sport season as designated by the school.

EVALUATION: By the Athletic Director.

JOB DESCRIPTION

TITLE: Assistant Coach – High School

QUALIFICATIONS: Valid teaching or ACEP/NFHS coaching certificate or other district requirements. Current First Aid card. Minimum age of 18 years old.

REPORTS TO: Head Coach and Athletic Director

JOB GOAL: To carry on the sport in the best interests of the community, the student, and the school system by adhering to the policies of the Board of Education and regulations of the Principal, Athletic Director, Head Coach, the OSAA and the League.

PERFORMANCE RESPONSIBILITIES:

1. Carries out the program planned by the Head Coach.
2. Attends all staff meetings arranged by the Head Coach.
3. Oversees the safety conditions of the facility, equipment, or area in which the assigned sport is conducted at all times that students are present.
4. Teaches the system of play designated by the Head Coach.
5. Assumes, when assigned to coach the JV or other squad, the same responsibilities for those teams as do the Varsity coaches.
6. Teaches and demonstrates values of self-discipline and sportsmanship.
7. Carries out all policies set forth by the school officials and takes initiative in making proposals to the Athletic director for any improvements in the program.
8. Clears all matters concerning the operation of their assignments with the Head Coach.
9. Assists the Head Coach with scouting and/or filming as appropriate for the sport.
10. Performs other delegated duties as set forth by the Head Coach and Athletic Director.

TERM OF EMPLOYMENT: For the sport season as designated by the school.

EVALUATION: By the Athletic Director with input from the Head Coach of the sport.

Lebanon Athletic Grade Check Form

Student/Athlete's Name _____ Date: _____

Period	Grade	Citizenship	Teacher's Signature
0			
1			
2			
3			
4			
5			
6			
7			

Citizenship Scale: E=Excellent N=Needs Improvement U=Unsatisfactory

Lebanon Athletic Grade Check Form

Student/Athlete's Name _____ Date: _____

Period	Grade	Citizenship	Teacher's Signature
0			
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Citizenship Scale: E=Excellent N=Needs Improvement U=Unsatisfactory

SPORTSMANSHIP / SPECTATOR CONDUCT

Rule 3.3 -- Sportsmanship Responsibility (Revised Fall 2008)

The high school principal, coach and other responsible officials of each member school shall take all reasonable measures to insure that the school's students and supporters maintain a sportsmanlike attitude toward all events so that events may be conducted without unreasonable danger or disorder. All cheers, comments and actions shall be in direct support of one's team. No cheers, comments or actions shall be directed at one's opponent or at contest officials. Derogatory and/or unsportsmanlike language is not allowed. No player may be singled out by number, name or position with negative comments of any kind.

Executive Board Policy 66 -- Spectator Conduct at OSAA Sanctioned Events (Revised Fall 2008)

In addition to the general expectations included in the OSAA Constitution, Rule 3, that school officials "...shall take all reasonable measures to ensure that the school's students and supporters maintain a sportsmanlike attitude toward all events..." the following specific expectations regarding spectator conduct at all OSAA sanctioned events, including regular and post season competition, are provided:

- A. Spectators are not permitted to have signs or banners (larger than 8 ½ by 11 inches), confetti, balloons or glass containers. Spectators are required to wear shirts.
- B. Spectators are not permitted to have artificial noisemakers. Some examples of artificial noisemakers are Thunder Stix, cowbells, clappers and air horns.
- C. Spectators shall not be permitted to use vulgar/offensive or racially/culturally insensitive language. Spectators shall not be permitted to engage in any racially / culturally insensitive action.
- D. All cheers, comments and actions shall be in direct support of one's team. No cheers, comments or actions shall be directed at one's opponent or at contest officials. Some examples of inappropriate conduct or actions that are not permitted are: turning backs, holding up newspapers or jeering at cheerleaders during opposing team introductions; disrespecting players by name, number or position; negative cheers or chants; throwing objects on the floor.
- E. Spectators who fail to comply with Association or site management spectator conduct expectations may be expelled from the contest.

Questions & Answers / Clarifications (Revised December, 2008)

1. Q. May home team schools display signs and/or banners at their home venues?

A. Yes, home team schools may display "permanent" signs and/or banners that are positive/supportive at their home venues. Examples are welcome signs, in season rosters, league banners, league/state championship banners and sportsmanship banners.

2. Q. May visiting schools bring signs and/or banners to hang at the host school's venue?

A. No.

3. Q. Are "run through" signs allowed?

A. Yes, so long as the message is positive/supportive.

4. Q. May a school use an artificial noisemaker at specific times during athletic events?

A. In limited cases, yes. An example of an allowable use of artificial noisemakers by a school would be the firing of a cannon or the ringing of a bell after a touchdown is scored.

5. Q. May spectators use small, handheld megaphones?

A. Yes, but only cheerleaders are allowed to use large megaphones. Neither cheerleaders nor spectators may use megaphones for banging on the floor or bleachers.

6. Q. What are some examples of cheers that do not encourage a positive atmosphere?

A. Any yell that is intended to antagonize an opponent detracts from a positive atmosphere. "Air Ball! Air Ball!", booing, "You! You! You!", or "You Got Swatted!" are examples of yells that will not encourage a positive atmosphere. Conversely, a positive atmosphere is created when fans focus on positive yells in support of their team, rather than on negative yells attacking their team's opponents.

7. Q. Are students allowed to stand on the bottom row of the bleachers?

A. Yes, but when they sit down they must be sitting on the 2nd row.

8. Q. May students cheer during serves in volleyball and free throws in basketball?

A. Yes, as long as they are just "making noise" and not specifically addressing a contest official or an individual player from the opposing team.

9. Q. Is a school allowed to use balloons at an athletic event?

A. Yes, a host school is allowed to use them for decoration. However, fans are not allowed to have balloons and they may not be placed by the school in any manner that would block spectator viewing.

10. Q. Is a school allowed to use balloons at a state championship finals site?

A. No

11. Q. Are oversized foam fingers allowed at athletic events?

A. Yes, they are allowed as long as they are not blocking spectator viewing.

DIRECTIONS:

1. Completely fill out the form below.
2. Submit the form to Athletic Director's office.
3. Upon review we will notify you whether it has been approved or disapproved.

DATE (S) OF ACTIVITY: _____

Name of Organization/Team/Class/Club Group: _____

Name of Advisor/Coach: _____

Date Submitted: _____

Number of Students Involved: _____

Describe the activity (e.g. selling candy bars): _____

Estimate money to fundraise: \$ _____

Money will be spent for (item(s) and amount): _____

Where will activity take place? _____

Name of authorized person(s) collecting funds: _____

Name of authorized person(s) keeping records: _____

Name of vendor involved (if any): _____

Name of representative: _____

Name of Product: _____

Purchase price of item(s): _____ Number Ordered: _____

Selling Price of item (s): _____ Money Deposited into what account? _____

NOTE:

1. Keep complete records or receipts & expenditures.
2. Deposit money with bookkeeper daily/as appropriate.
3. NO MERCHANDISE TO BE ORDERED WITHOUT APPROVAL

ADVISOR/COACH

ATHLETIC/ACTIVITIES DIRECTOR

