

SAVAGE SCHOOLS COACHES HANDBOOK



**FOOTBALL · VOLLEYBALL · BASKETBALL
CHEERLEADING · TRACK · GOLF · MUSIC**

2023 -2024

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Purpose

The purpose of this handbook is to provide Savage School's coaching staff with a set of guidelines and recommendations that are necessary to help them in their role as coaches and leaders of our children.

Philosophy

Extracurricular activities are an important part of the total educational program here at Savage. We often refer to them as an important extension of the classroom. The experience of participating in these activities has been, and will continue to be, a life changing event for a good number of the students who attend Savage Schools. Participation in a sound extracurricular program contributes to health, happiness, physical skill, emotional maturity, social competence, and sound moral values. Extracurricular activity involvement can help teach the values of cooperation needed in the world of work, as well as teaching a healthy spirit of competition.

Objectives of the Savage Extracurricular Program

1. To provide, promote, extend, manage, and administer a sound program of activities for students.
2. To establish uniform and equitable rules for extracurricular activities.
3. To promote participation in extracurricular activities
4. To teach sportsmanship and encourage responsible citizenship among our students.
5. To recognize that the purpose of extracurricular activities is to promote the physical, mental, moral, social and emotional well-being of individual participants.

Administrative Organization

BOARD OF TRUSTEES

SUPERINTENDENT

PRINCIPAL

ACTIVITIES DIRECTOR

HEAD HS COACHES

ASSISTANT HS COACHES

HEAD JH COACHES

HEAD ELEMENTARY COACHES

ASSISTANT JH COACHES

ASSISTANT ELEMENTARY COACHES

Savage Warrior Head Coaches' Checklist

Pre-Season

- Get Activities Director (AD) open gym/practice schedule
- Rules/Expectations turned in to AD prior to season
- Complete all required trainings
 - Coaches Clinic (Every 5 years)
 - Concussion Training (Redo every school year)
 - Rules Clinic (Redo every school year)
 - First Aid Certification/CPR training (every 2 years)
- Make sure that all assistants/volunteers complete required trainings as well
- Update inventory to include off-season purchases

During season

- Distribute uniforms (keep track of who has what)
- Assist with game setup (i.e. markers, nets)
- Immediately following home games send results to:
 - 406 sports
- Head Varsity Coaches Line up JV & Varsity players to work for JH games (i.e. line judges, chains)
 - Except when the Varsity team is away and the JH games are at home, then AD will handle this
- Maintain equipment and locker rooms

Post Season

- Turn in:
 - Completed score book
 - Complete season stats
 - Inventory
 - All student forms (i.e. consent to treat, alternative transportation, release to ride home, etc.)
- Collect all uniforms; clean and properly store them.
- Collect and properly store any equipment used.
- Clean the:
 - training room
 - field
 - storage area
- Complete evaluation with Administration

A. MHSA Coach's Code of Conduct

Coaches/sponsors must follow the MHSA Coach's Code of Conduct which includes the following:

- Refrain from making degrading/critical remarks about officials, opposing coaches or players before, during or after a contest.
- Refrain from arguing with officials or opposing coaches or going through the motions indicating dislike/disdain for a decision.
- Refraining from detaining an official following a contest to argue a ruling
- Refrain from behaving in such a manner as requires ejection from the contest or allowing a student to behave as such.
- Refraining from physically or verbally assaulting an official or allowing his/her bench/locker room atmosphere to encourage such an action.

B. GENERAL

1. This handbook applies from the first scheduled activity/practice through the final scheduled activity/practice of the year for all students regardless of participation in extracurricular activities. Sponsors, parents and athletes are responsible for ensuring that activity guidelines are maintained throughout the school year.
2. The following guidelines apply to all students who participate in any of the following extracurricular activities sponsored by Savage Schools.
 - a. **ATHLETIC:** Football, Basketball, Track, Volleyball, Cheerleading, Golf
 - b. **MUSIC:** Tournament Pep Band,
 - c. **OTHER:**, Academic Olympics, Prom, Homecoming
3. Coaches/sponsors must effectively carry out their supervisory duties at all times, including practice, pre-and post-practice, games, and all trips from start to finish.
4. All coaching staff members in the Savage School District extracurricular activities programs are expected to make the participant's best interest the number one priority in their program.
5. The coach/sponsor is expected to be a positive role model for the team/group and an ambassador for the school and community. The coach/sponsor needs to understand that the behaviors they model tend to be reflected by the students.
6. Participants should always be treated with dignity and respect.
7. The safety of the participant is a priority. The district rules must be emphasized, emergency medical procedures must be planned and followed, and the injury of a student must always be documented, reported to the A.D., and handled in a collected and conservative manner.
8. Treatment of participants should always be fair and consistent.
9. The program should be well organized and planned. Activities should have a direct relationship to the sport or activity and should never be arbitrarily or irrationally conducted.
10. The program, participants, and staff should mirror high standards regarding sportsmanship, honesty, integrity, and the positive representation of the school and community.
11. Profane, foul, or inappropriate language or gestures by coaches or sponsors, or participants on the practice field, in the bus, in the locker room or on the playing floor/field, is unacceptable and is subject to disciplinary measures.
12. The coaches/sponsors shall adhere to the established procedure concerning a student involved in more than one activity during the same season. Sensitivity to the other school programs is a professional courtesy.
13. Below the varsity level, the primary focus, in order of importance is on:
 - a. The development of fundamentals and skill building
 - b. Student participation and involvement.
 - c. Building character, responsibility and citizenship.
 - d. Winning.
14. The coach/sponsor is expected to demonstrate good judgment in the operation of his/her program. Being responsible for projecting positive influence regarding the overall focus of the program and its long-range success.
15. The coach/sponsor must have the flexibility to develop the program with the available personnel both student wise and staff wise.

C. CERTIFICATION/REQUIREMENTS

1. All coaches, including volunteers, must complete before the first practice:
 - a. NFHS Coaches Education Program (good for 5 years)
 - b. Sports Specific MHSA Rules Clinic
 - c. Concussion Training
 - d. First Aid Certification/CPR training
 - e. Practice schedule turned in to AD
 - f. Team rules turned in to the AD to be approved by administration
 - g. DragonFly registration and information completed
2. Coaches will upload their certificates to DragonFly or communicate to the AD that they can be downloaded into DragonFly
3. Coaches must attend all mandatory meetings, up to and including all conference meetings. If, during conference meetings, the head coach is unable to attend, the assistant coach will attend.

D. COACH/SPONSOR RULES AND REGULATIONS

- A coach/sponsor may elect to have additional rules/regulations for their sport/group beyond those addressed in the student handbook.
- All additional rules must be turned in and approved by district administration prior to the first scheduled practice.
- A list of the specific rules/regulations requested by the coach/sponsor will be distributed to the participants involved within the first week of scheduled practices/meetings and will be on file in the activity director's and/or principal's office.

E. END OF SEASON DUTIES

1. All coaches must complete the following postseason, before a check will be distributed (see Form K in Appendix):
 - a. Complete Check Out/Check In Form in storage room.
 - b. Collect all uniforms, clean and properly store them.
 - c. Collect and properly store any equipment used.
 - d. Clean the training room/field/storage area
 - e. Update Equipment Inventory in storage room.
 - f. Turn in season stats and scorebook to Administration at time of evaluation.
 - g. Determine awards and communicate these awards to the AD. Also, communicate winners of All-Conference/All-State awards to the AD.
 - h. Return all student forms (i.e. consent to treat, alternative transportation, release to ride home, etc.) to the office
 - i. Post season Evaluation with Administration

F. EVALUATIONS

1. All coaches at all levels must complete a post season evaluation with Administration

G. HIRING OF EXTRA-CURRICULAR COACHES/STAFF

- Savage Public Schools shall strive to fill leadership positions in its extracurricular programs with the most qualified candidate(s) available, based on experience and knowledge of the activity.
- The Superintendent opens up the position after each season, in accordance to the extra-curricular contractual language and the Collective Bargaining Agreement Section 4: Vacancies and New Positions, which states: "Teachers within the district will have the opportunity to apply for vacated positions, new positions, and coaching positions by formal application during the first week of the posted notice of the position. Trustees will consider these applications prior to listing the position outside the district."
 - Should the trustees determine that the in-house certified applicant does not have the qualifications for the position, the position will then be advertised at large until filled.

- The board will allow the past current season extracurricular personnel to apply for the position with a cover letter only, all other applicants will need to complete a district application.
- Interviews will be conducted by the interview committee consisting of administration, two board members, and the activities director. Recommendations will be given to the school board.

H. MANAGEMENT OF INJURIES

In the event of an injury please remember, the injured athlete takes priority. Coaches are cautioned to exercise great care in dealing with all injuries. The following procedure shall be followed:

1. Administer necessary first aid (i.e. call ambulance if needed, provide ice, etc)
2. DO NOT MOVE a seriously injured athlete.
3. Notify parent, if possible.
4. Contact Activities Director immediately who will then contact Administration.
5. Accompany athlete to the hospital if a parent is not present. The coach will wait with the athlete until parents arrive.
6. Fill out an accident report and submit to the office as soon as possible.
7. If medical care is necessitated for the injury, the coach will not allow the player to return to practice/play until a medical release is received.

I. MANAGEMENT OF SPORTS RELATED CONCUSSIONS

Because of the seriousness of Sports Related Concussions, the following policy has been adopted by the district:

1. Activities Director or Administrator in Charge of Athletic Duties:
 - a. *Updating:* Each spring, the Activities Director, or administrator in charge of athletics if there is no AD, shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the MHSA or the MHSA web site. If there are any updated procedures, they will be adopted and used for the upcoming school year.
 - b. *Identified Sports:* Identified sports include all MHSA- sanctioned activities as determined by the district.
2. Coach Training: Every coach (head, assistant and volunteer including cheer coaches) are required by law and, prior to contact with student-athletes, to complete the NFHS online coaching program (www.nfhslearn.com):
 - a. *NFHS Fundamentals of Coaching:* Certification is good for a five-years
 - b. *Concussion in Sports:* Certification is good for a one-year. The district should restrict any coach from coaching until the course is completed or the school district is in violation of Montana State Law.
 - c. *Clinics:* The MHSA rules clinic is the only clinic that is mandatory. The school will be fined if not represented at the MHSA rules clinic. Coaches can go online at www.mhsa.org to complete the online rules clinic. The on-line rules clinics are season specific and can only be taken prior to a sport season
3. School, Student Athlete and Parent/Guardian Concussion Information:
 - a. The MHSA require that schools distribute information to each student athlete and his/her parents or legal guardians before the student participates in an MHSA sport
 - b. The student athlete and parents/legal guardians must sign Form A in the Appendix after verifying they have read and understand the information regarding concussions. The sign off sheet must be retained on file by each school. This information with signature sheet cannot be distributed and completed until after May 1st for the next school year. The student and parents/guardians only have to do this once per year and it must be completed before the first sport the student participates. Coach's Responsibility: A student-athlete who is suspected of sustaining a concussion or head injury or other serious injury in a practice or game shall be immediately removed from play.
4. Return To Play After Concussion or Head Injury: In accordance with MHSA Return to Play Rules and Regulations, a student-athlete who has been removed from play or practice may not return to play or practice until the athlete is cleared and presents to the Activities Director a written documentation to return to play by a licensed health care provider (MD, DO, PAC, or NP). The health care provider may be a volunteer
5. Discipline Action for Non-Compliance: If an athlete is found to have altered, falsified, or forged a written documentation from the licensed health care provider, the athlete will be removed from the team for the remainder of the season.
If the Coach plays a player who does not have the proper documentation releasing him/her to play or practice, they will be suspended with a pending board hearing.

J. NUMBER OF COACHES PER SPORT

- The following guidelines will be used for the number of coaches per activity:

- Head High School Football – 1 coach
- Assistant High School Football – 1 coach
- JH Football – 1 coach
- JH Football Assistant – 1 coach
- Head High School Volleyball – 1 coach
- Assistant High School Volleyball – 1 coach
- JH Volleyball – 1 coach
- JH Volleyball Assistant – 1 coach
- Head High School Basketball – 1 coach
- Assistant High School Basketball – 1 coach
- JH Basketball – 1 coach
- JH Assistant Basketball – 1 coach
- Elementary Basketball – 1 coach for Boys and One for Girls (Boys and Girls teams will host practices together.)
- Head Track – 1 coach
- Assistant Track – 1 coach
- JH Track & Elementary Track – 1 coach at each level who will hold practices together
- JH Track & Elementary Track – 1 coach as needs requires
- Golf – 1 coach
- Assistant Golf – 1 coach
- Cheerleading – 1 coach
- Assistant Cheerleading – 1 coach

K. PARTICIPANT & PARENT MEETING

All coaches must attend the Mandatory Rules and Regulations meeting in the fall.

L. POST SEASON PASS POLICY

The number of post season passes distributed by MSHA varies per sport.

- 14 for volleyball
- 14 for basketball
- 14 for football
- 4 for track

The distribution of such passes will be in the following order:

- Head Coach – 1
- Assistant Coach – 1 (more if there are multiple assistant coaches)
- Activities Director – 1
- Bookkeeper – 1 (if applicable)
- Bus Driver – 1
- Cheer Advisor – 1 (if applicable)
- Band Director – 1 (if applicable)
- Superintendent – 1
- Principal – 1
- School Board – 5 (1 per board member)
- In the case of unused passes, the AD will redistribute within the athletic department.

M. RESPONSIBILITIES

1. Coaches must be present for all required or assigned games, events, and practices. Must ride to and from events on the provided school transportation; unless absence or alternate transportation is approved by the administration (ie. superintendent) because of unforeseen circumstances, emergencies, or medical conditions. Approved by the Board of Trustees on March 21, 2022 for the 2022-2023 school year and beyond.

2. Coaches will be physically present whenever their athletes are in the gym, locker room, or weight room.
3. Coaches will not leave the building until all athletes have left the building following a practice/open gym, or game.
4. Coaches will ensure all locker rooms are left clean and damage free.
5. Coaches will maintain, clean, service, and ensure inventory of all equipment.
6. Coaches are responsible for the collection of season stats
7. Coaches will make eating arrangements when necessary, making sure to grab a PO or credit card before departing.
8. Coaches will be responsible for making sure that immediately following home games scores and statistics are reported to:
 - a. 406mtsports.com
 - b.
9. Coaches will assist with game set up and line up workers for junior high games (ie line judges, chains, etc)
10. Coaches will maintain the supplies needed for their sport and inform the AD when supplies are needed or running low.
11. Coaches will retain a written record of uniform inventory and keep track of those that are checked out to players.
12. Coaches will work with AD in purchasing uniforms when needed. When uniforms are purchased, the final choice of designs and price must be approved by the board before any purchases occur. Adopted by the Board of Trustees on June 28, 2022.

N. END OF SEASON FORMS

END OF SEASON HEAD COACH CHECKLIST

Be sure to complete the following tasks. Responsibility to completing these tasks well and on time will be reflected in your coach's evaluation. You will not receive your full coaching stipend until this has been completed and signed off on.

COACH'S NAME: _____

SPORT COACHED: _____

LEVEL: _____

DATE TURNED IN TO AD: _____

_____ Completed check out/check in form in storage room

_____ Updated inventory of uniforms and equipment in storage room

_____ Collect all uniforms; clean and properly store them.

_____ Collect and properly store any equipment used.

_____ Clean the training room/field/storage area

_____ Turn in season stats and scorebook to AD

_____ Determine awards and communicate them with the AD. Also, communicate All-Conference/All-State achievements to the AD.

_____ Fill Out Season Summary Form

_____ Turn in all student forms (i.e. consent to treat, alternative transportation, release to ride home, etc.)

_____ Post season Evaluation with Administration.

COACH'S SIGNATURE: _____

AD'S SIGNATURE: _____

TEAM RECORD AND SEASON SUMMARY

SPORT: _____

LEVEL: _____

SCHOOL YR: _____

Head Coach: _____

Assistant Coach: _____

Conference Record: _____

Season Record: _____

Dist. Place: _____

Div. Place: _____

State Place: _____

RECORD OF GAMES PLAYED:

Opponent	Our Score	Opp Score	W/L	Opponent	Our Score	Opp Score	W/L

Tournament	Opponent/Score	Opponent/Score	Opponent/Score
District/Playoffs			
Divisional/Playoffs			
State			

Individual Awards or Accomplishments (All Conference, Tourney Team, All State, School Record, etc:

Coach's Handbook Statement of Understanding

I recognize my role as a coach to ensure that individuals associated with the interscholastic program at Savage Public Schools conduct themselves in a sportsmanlike manner in accordance with Montana High School Association (MHSA) rules and regulations as well as District Policy. I have read and understand the Coach, Student, and Parent Handbooks as provided to me. I further understand that any violation of District Policy and/or handbooks while serving as a coach will result in disciplinary action up to and including termination of employment. Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook and policy and procedure manual may occur. All such changes will be communicated through official notices and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Savage School Board has the ability to adopt and revise the policies in this handbook.

Furthermore, I acknowledge that this handbook and policy and procedure manual are neither a contract of employment nor a legal document. I have received the handbook and policy and procedure manual and understand that it is my responsibility to read and comply with the policies contained in these documents and any revisions made to it.

I have also attended the mandatory coach's meeting and understand all expectations and requirements of the position I hold.

EMPLOYEE'S NAME: (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____