

COACHING

2024-2025

HANDBOOK



Table of Contents

Section.....	Page No.
1.0) Introduction and Purpose	1
2.0) Administration of the Interscholastic Athletic Programs	2
2.1) Responsibility in Administering the Athletic Program	2
2.2) Duties of the Athletic Director	3-4
2.3) Nebraska School Activities Association	5
2.4) East Husker Conference	5
3.0) Job Descriptions, Duties, and Responsibilities	6
3.1) Duties of the Head Coach	6-7
3.2) Duties of the High School Assistant Coach	8
3.3) Duties of the Junior High Coach	9
3.4) Duties of all Coaches	10
4.0) Procedures in Conducting the Interscholastic Athletic Program	11
4.1) Coaches Meetings	11
4.2) Budget Procedures	11
4.3) Annual Report	11
4.4) Damaged or Broken School Property	11
4.5) Distribution and Return of Equipment	11-12
4.6) Facilities	12
4.7) Loyalty	12
4.8) Negligence and Liabilities	12
4.9) Emergencies	12
4.10) Doctor's Release	12
4.11) Permission Form	13
4.12) Physical Form	13
4.13) Athletic Code	13
4.14) Parental Medical Waiver	13
4.15) Insurance	13
4.16) Training Rules and Athletic Guidelines	13
4.17) Suspension	13
4.18) Practice Time	14
4.19) Church Night	14
4.20) Postponements and Cancellations	14
4.21) Scheduling of Games	14
4.22) Vacation and Sunday Practices	14
4.23) Squad Selection and Cut Policy	14-15
4.24) Transportation	15
4.25) Coaching Clinics	15
4.26) State Tournaments	16
4.27) Game Day Preparations	16
4.28) School Day Contests	16
4.29) Storage of Equipment	16
4.30) Program and Eligibility Information	16

4.31)	Hiring of Officials	16	
4.32)	Scouting	16	
4.33)	Mileage	16	
4.34)	School Attendance by Athletes	16	
4.35)	Strength Training Program	17	
4.36)	Summer Sport Clinics	17	
4.37)	Length of Season	17	
4.38)	NSAA Rules Meetings	17	
4.39)	Dress	17	
4.40)	Philosophy of the 7 th and 8 th Grades Athletic Programs	17	
4.41)	Absence Reports	18	
4.42)	Uniform Purchase	18	
4.43)	Awards	18	
4.44)	Lettering	18-20	
4.45)	Weight Room Rules	20	
4.46)	Topics for Pre-Season Parent Meeting	20	
5.0)	Evaluation of the Coaching Staff	21	
5.1)	Purpose	21	
5.2)	Procedure	21	
5.3)	Instrument	22	
5.4)	Coaches Evaluation Form	23	
6.0)	Appendix	23-28	
6.1)	Athletic Injury Report	24	
6.2)	Transportation Waivers	25	
6.2.1)	Pre-Event Waiver		25
6.2.2)	Event Waiver		26
6.3)	Parental Medical Waiver	27	
6.4)	Amended Lettering Requirements	28	
7.0)	Activities Information	29-32	
7.1)	Uniforms	29	
7.2)	Cut Policy	29	
7.3)	Conduct at Activities	29	
7.4)	Transportation To and From Activities	29	
7.5)	Activity Participation	30	
7.5.1)	Eligibility Requirements	30	
7.5.2)	Permission to Participate	30	
7.6)	Guidelines for Interscholastic Participation	31	
7.6.1)	Philosophy	31	
7.6.2)	Objectives	31	
7.6.3)	Training and Participation Rules for All Sports and Activities	31-32	
7.6.4)	Athletic and Activity General Information	32	

Section 1

Introduction and Purpose

The assembly of this handbook was designed to delineate policies and procedures that each coach is responsible to carry out, to create some uniformity in dealing with each sport and coach, and to demonstrate cohesiveness amongst the coaching staff with policies that everyone will respect and operate under.

At the same time we want to show our student / athletes that each season is an opportunity to compete. They must see themselves not as members of a program, but as athletes competing for the Scribner-Snyder Trojans. Each coach will be expected to lead our athletes to the expectations we have of them in the areas of growth, participation, and success. Growth is going to take place when practices are planned and developed so that fundamentals and skill levels are improved daily. Participation means that all athletes have a role as a part of the team and are given the opportunity to participate to the best of their abilities in the context of that role.

Success is achieved when we combine growth and participation with athletes that compete to win because they are prepared and values such as sportsmanship, character, and leadership are stressed as paramount to that success.

Accountability is now and always has been a very important part of any administration. The contents of this handbook will allow that and should answer most questions regarding a coach's responsibilities, athletic policies, and procedures followed in the athletic department.

As is the case with all such guides and handbooks this handbook will be subject to refinement, deletion, and amendment from time to time. All policies will be in effect until such changes are deemed necessary and are made by the administration, the board of education, or the Nebraska School Activities Association. The evaluation of this handbook will be done annually.

Section 2

Administration of the Interscholastic Athletic Program

2.1) Responsibility in Administering the Athletic Program

The **Activities Director** is responsible for the administration of the athletic program with approval of the **Superintendent/Principal**. Any problems that arise within the athletic program should be brought to the attention of the administration by means of the chain of command as diagrammed below.



The **Activities Director** is ultimately responsible for all phases of the Athletic Program. This would include interschool scheduling and finances. Administration of the interscholastic athletic program is delegated to the **Activities Director** with all decisions subject to the approval of the **Superintendent/Principal**. The **Activities Director** will report to the **Superintendent** and **Board of Education annually** as to state of the Athletic Programs.

2.2) **Duties of the Activities Director**

2.2.1) Plan for and implement the K-12 activities programs.

2.2.2) Handle all correspondence and other liaison necessary to arrange, schedule, and contract for all interscholastic contests grades 7-12.

This shall include, but not be limited to:

(a) Contracts in the scheduling of contests.

(b) Contracts for officials.

(c) Information sheets (schedules, roster, etc.) to opposing teams.

(d) Eligibility lists to NSAA office.

(e) Entry forms to contests.

(f) Obtain written approval from opposing schools on officials for varsity contests.

2.2.3) Schedule monthly meetings with the coaching staff and serve as the chairperson for these meetings.

2.2.4) Represent Scribner-Snyder Schools at conference, area, and state meetings involving interscholastic activities.

2.2.5) Be responsible for collecting inventories for each sport from coaches and keep these lists on file.

2.2.6) Oversee procedures for care, maintenance, and storage of all athletic equipment and supplies.

2.2.7) Evaluate procedures for closing down gym, field, etc., following a home athletic event.

2.2.8) Help secure medical aid and facilities for all athletic events.

2.2.9) Keep a file on athlete physical forms, consent forms, and activity codes.

2.2.10) Keep an accurate record (rosters, scores, etc.) of all varsity athletic events from year to year.

2.2.11) Help supervise the management and control of students and adults in the audience and spectator situations at all athletic events.

2.2.12) Attend the pre-season and post-season meetings for each sport when appropriate.

2.2.13) Secure timers, scorers, public address announcers, and any other personnel necessary to conduct the specific event to be held. Check with personnel previous to each scheduled home event for field, court, or track readiness.

3

2.2.14) Assist the Principal in the arrangement and promotion of publicity and press releases concerning all athletic programs.

2.2.15) Attend scheduled meetings with the Superintendent/Principal to formulate plans for supervision at home and away athletic events for the coming month.

2.2.16) Coordinate all k-12 school athletics clinics with Superintendent/Principal.

2.2.17) Keep up-dated on all NSAA regulations and by-laws. Keep all coaches informed of these regulations.

2.2.18) Make arrangements for the payment of officials for all athletic contests.

2.2.19) Serve as tournament director for any conference or district athletic events scheduled at Scribner-Snyder.

2.2.20) Establish a winter sports program practice schedule.

2.2.21) Complete coach's evaluation forms at the conclusion of their respective seasons and complete a follow-up conference with that coach.

2.2.22) Coordinates the mowing, painting, and setting out of pylons, goal posts, and yard markers for home football games.

2.3) Nebraska School Activities Association

This is the official organization for the state of Nebraska for the regulating and conducting of athletic events, contests, and tournaments among member schools.

The purpose of the **NSAA** is to promote the best interests of secondary education, to maintain cooperation, professional growth, and good fellowship among members, and to secure uniform regulations and control of interscholastic participation in activities throughout the state as an integral part of the educational program for secondary school students.

All decisions and rulings handed down by the NSAA must be adhered to in all instances.

2.4) East Husker Conference:

Scribner-Snyder is a member of the East Husker Conference. The object of this conference is to promote the interests of the member schools in the conducting of interscholastic athletic activities that are deemed to be beneficial to the physical health and well being of the participants.

Section 3

Job Descriptions Duties and Responsibilities

3.1) Duties of the Head Coach/Sponsor

The Head Coach, while staying within our guidelines and philosophy, will be responsible to:

- a) Formulate, develop, and direct the program grades 7-12.
- b) Hold both a pre-season and post-season meeting for all coaches in grades 7-12. Meetings will be attended by the AD when necessary.
- c) Assign duties to sub-varsity coaches and student managers as provided for in their respective job descriptions. They will keep the AD informed of these assignments.
- d) Develop practice schedules.
- e) Check new purchase orders before the start of the season. All purchase orders must be approved by the Activities Director prior to ordering.
- f) Make certain that no student is allowed to participate before they have submitted an approved physical and a signed athletic code.
- g) Check on the eligibility of the athletes weekly to make sure those athletes do not participate.
- h) File an accurate roster with the AD and keep it current throughout the season.
- i) Be responsible for filling out injury reports to prepare for possible insurance claims.
- j) Be sure that all athletes are properly supervised at all times. This would include the practice areas, weight room, training room, locker room, and transportation vehicles.
- k) Attend the NSAA rules meeting, keeping aware of the rules and regulations that apply to the sport.
- l) Discuss with the AD how to best promote the program through the media. This will include radio, newspapers, and TV. In dealing with the public, use sound judgment. You must live with what you say.
- m) Prepare and submit any reports requested by the AD. This would include, but not be limited to, the end of the year report, requisitions, assistant coach evaluations, etc.
- n) Recommend to the AD possible teams to be scheduled and officials to be hired.

- o) Coaches conduct clinics/camps each for elementary, Junior High, and Senior High level students within the Scribner-Snyder school district.
- p) Attend at least 1 sport specific coaching clinic each year.
- q) Be responsible for maintaining an up-to-date record of the inventory within the program and be responsible for all equipment in your charge.
- r) Help secure the buildings by locking up and turning off lights following practices.
- s) Attend the Honor's Night. In the event the coach is unable to attend, prior permission must be requested from the AD.
- t) Help promote and show interest in the total program by attend as many Junior High, freshmen, and Junior Varsity games as possible.
- u) Set practice times for the teams in grades 7-12 in accordance with school policy. Adhere strictly to those times. Deviation from those times must be approved by the Activities Director.
- v) Keep the Activities Director informed as to problems or unusual circumstances that arise with parents, players, and fellow staff members.
- w) Inform the AD in writing of any rules or regulations being used that are not listed on the athletic code.
- x) It is recommended that you hold a meeting for parents and athletes in grades 9-12 prior to the start of the season.
- y) Be loyal to and supportive of all coaches working within the athletic program.
- z) Meet with the director of the strength program to establish an appropriate lifting program for the season.
- aa) It's encouraged that each coach help with summer weight room monitoring.

3.2) Duties of the High School Assistant Coach

- a) Support the head coach in conducting the program.
- b) Be loyal to the head coach and to the team. An assistant coach will have to sacrifice some of their own thought regarding team strategy, etc. to fit into the overall program being developed by the head coach.
- c) Are encouraged to attend the NSAA rules meeting.
- d) Conduct daily practice sessions, incorporating the techniques and drills as directed by the head coach.
- e) Assist the head coach in the development of practice schedules.
- f) Attend all meetings and clinics set up by the head coach or AD.
- g) Be in attendance at all games and practices. Any exceptions must be approved by the Activities Director.
- h) In the absence of the head coach, the head assistant coach will assume the duties of the head coach.
- i) Attend the Athletic Banquet. In the event the coach is unable to attend, prior permission must be requested from the Head Coach and Activities Director.
- j) Help in the supervision of the locker rooms, weight room, training room, practice area, and transportation vehicles.
- k) Assume duties assigned by the head coach. These would include, but not be limited to:
 - 1. Conducting portions of practice
 - 2. Checking equipment in and out
 - 3. Inventory of equipment
 - 4. Statistics
 - 5. Scouting
 - 6. Determining eligibility
 - 7. Working with student managers
 - 8. Training room
 - 9. Charting films
 - 10. Other assigned duties
- l) Assist in conducting the summer camps and clinics.

- m) The duties and responsibilities of the assistant coaches at Varsity, JV, and 9th grade games will be assigned by the head coach.
- n) Coaches conduct clinics/camps each for elementary, Junior High, and Senior High level students within the Scribner-Snyder school district.
- o) It is encouraged to attend at least 1 sport specific clinic each year.
- p) Follow all procedures for conducting the interscholastic athletic program.

8

3.3) Duties of the Junior High Coach

- a) Support the head coach in conducting the program.
- b) Be loyal to the head coach and to the team. A coach at this level will have to sacrifice some of their own thought regarding team strategy, etc. to fit into the overall program being developed by the head coach.
- c) Conduct daily practice sessions, incorporating the techniques and drills as directed by the head coach in the pre-season meeting.
- d) Develop practice schedules. The head coach may request copies of schedules or summaries of what has been covered.
- e) Attend all meetings and clinics set up by the head coach or AD. At the request of the head coach assist with clinics held at Scribner-Snyder.
- f) It is encouraged to attend at least 1 sport specific clinic each year.
- g) Scout varsity games when assigned by the head coach.
- h) Make certain no student is allowed to practice until an approved physical and signed athletic code has been submitted.
- i) Assist in the care of all Jr. High equipment.
- j) Be loyal to and supportive of all coaches working within the athletic program.
- k) Inventory all equipment and give a copy to the Activities Director.

3.4) Duties of All Coaches

The Coaches are official representatives of the school in interscholastic athletic activities. The head coaches and their assistants have the entire responsibility of the guidance for their respective squads. It is the personal obligation of each coach to have a thorough knowledge of the policies and procedures of the Athletic Department of the Scribner-Snyder Schools as well as all Conference, State, and Federal rules which pertain to their particular sport.

From a safety and legal position, all participants involved in an athletic program must be under constant supervision. All coaches, regardless of the sport and / or level, are expected to supervise their athletes in a manner that creates a safe and positive environment. The following areas demand a diligent effort on the part of each coach to provide such an environment.

3.4.1) Locker Room Areas:

It is the responsibility of every coach to actually supervise, or to set up a system of supervision for all squad members when the locker room is in use. Abuse and destruction of property, stealing, and horseplay shall not be tolerated. The coaches are responsible until the last athlete is out of the locker room. The coaches are also responsible to see that items are picked up off the floor, responsible to see that all doors and windows are closed and locked, and all lights are turned off.

3.4.2) Gymnasium, Fields, Weight Room, and Track:

Athletes must be supervised during all phases of every practice session. It is the responsibility of the Head Coach to either be present, or to make sure that an assistant coach is present at all times. All athletes should be made aware of this, and the rules of conduct should be made clear. Remember, the Head Coach is responsible for the practice session from beginning to end.

3.4.3) Training Room:

The training room will not be left open for the general use of the athletes. If there is not a coach present, the training room is to be closed up and locked. In addition, athletes shall not be allowed to congregate in the training room while they wait to be taped, etc. Under no circumstances is an athlete to be allowed to use the whirlpool without supervision. It is the responsibility of all coaches to keep the training room clean and sanitary. Furthermore, it is the coach's responsibility that all training room equipment is taken care of and properly handled. Therefore, all taping is to be done in the tape room, not on stage, or any other practice area.

3.4.4) Transportation:

Coaches are responsible for the safe and proper behavior of their squads on all trips. No horseplay of any type is to be tolerated. See that all paper, cans, and other trash are picked up before leaving the vehicle. Fill up any vehicle with gas after use. If the coach is unable to do so report back to the Activities Director. It shall be the responsibility of the Head Coach to inspect the bus for damage before and after the trip. Any and all damages should be reported immediately to the Activities Director.

10

4.0) **Procedures in Conducting the Interscholastic Athletic Program**

4.1) **Coaches meetings:**

General coaches meetings shall be called at the discretion of the AD. All coaches are expected to be in attendance at these meetings.

Head coaches in each sport will meet with their respective coaching staffs throughout their season. These meetings shall include Jr. Hi coaches. In addition, the head coach must conduct a pre-season and post-season meeting for their entire staff. The AD will attend these meetings when appropriate.

4.2) **Budget Procedures:**

Athletic requisition sheets are supplied to all head coaches in the spring. They will fill out the requisition sheets and meet with the Activities Director at the end of every school year to discuss budget and supplies, equipment, uniforms, etc. If there are any in season purchases needed (i.e. safety equipment, tape room supplies) then the head coach will need to seek approval of order from the Activities Director. ALL purchase orders must be approved by the Activities Director prior to ordering.

4.3) **Annual Report:**

At the end of each season every coach will submit an annual typed report to the AD. The report shall include the following information:

- a) Letter winners for Varsity sports.
- b) Season record with games won and lost with scores.
- c) Team and individual statistics and records.
- d) Awards for team and individuals. All-Star selections, etc.
- e) Inventory of all equipment and inclusive of condition.
- f) Budget requests.
- g) Goal sheet for the next season.

This report should be complete and thorough. It is to be turned in to the AD within 2 weeks of the completion of the season.

4.4) **Damaged or Broken School Property:**

The coach shall report any broken, damaged, or lost equipment immediately to the AD.

4.5) **Distribution and Return of Equipment:**

The coach is responsible for handing out and collecting all equipment. A complete record of all equipment which is issued to an athlete must be kept by the coach. An athlete will not be allowed to compete in a sport until they have returned or paid for all equipment issued to them in the previous sport. In the case of track and golf the coaches should secure any equipment or uniforms from the athletes before dismissing them from the state competition. Prior to handing out equipment, the coach will give a list of all participants to the AD. The AD will give cards with each athlete's information to the head coach. When the athlete hands back their equipment the coach will sign the back of the card indicating that this athlete is now eligible to participate in the next athletic season. The AD will collect the cards from the coach at the end of each season. If an athlete fails to return all equipment checked out to them, their card will not be signed by the coach and they are prohibited to participate in the following athletic season until the equipment is returned or paid for. The AD will send a letter to the parents of the athlete listing the items and cost of each.

School issued equipment shall not be worn for any other purpose than competition. The exception would be all day track meets. Equipment may be worn during the school time previous to leaving.

4.6) **Facilities:**

The AD and head coaches will arrange the time and place for practice sessions. It is important that each coach begin and end their practice on time.

All coaches should assist in the pick up and general appearance of their area. Any problems with the facility should be directed to the AD's office.

4.7) **Loyalty:**

Support your fellow coaches. If you question something they are doing ask them about it in private. The success of the total program comes from everyone working together.

4.8) **Negligence and Liability:**

All coaches should know the legal aspects involved with negligence and liability. The general rule is to always act in a prudent and reasonable manner. Make sure that the athletes are always supervised. Be sure that the athletes are made aware of any dangers or dangerous phases of the particular sport. Use up-to-date coaching and training techniques. Keep records of all meetings and practice schedules.

4.9) **Emergencies:**

In the event of an emergency administer first aid and if necessary seek medical assistance. If an ambulance is needed call 911. Once the ambulance has been called notify the parent or guardian that the athlete is being transported to the hospital.

If medical assistance is needed, but an ambulance is not necessary, one of the coaches should take the athlete to the doctor or hospital and the parent or guardian should be notified.

Regardless of whether the athlete was transported by ambulance or by the coach the coach shall stay with the athlete until the parent or guardian arrives.

Coaches should have phone numbers of parents/guardians available in the event of emergencies. Each coach should also have readily available the emergency procedures and numbers provided by the AD's office.

Following any injury that requires medical aid the coach shall contact the AD as soon as possible and submit an **Athletic Injury Report** to the AD.

4.10) Doctor's Release:

If an athlete has been unable to participate in athletics as a result of doctor's orders they must obtain a doctor's release before being allowed to practice or play in a game.

4.11) Permission Form:

The parental consent form is a part of the physical form through which the parent or guardian give their consent for the student to participate in the athletic program at Scribner-Snyder. The form must be signed in all appropriate places and on file with the coach before the athlete will be allowed to participate in any sport.

4.12) Physical Form:

Every athlete within the Scribner-Snyder athletic program must obtain a physical each year. The physical must be taken after the conclusion of the previous school year and it is good for the entire school year. No athlete will be allowed to participate until they have a current physical on file.

4.13) Athletic Code:

The Athletic Code outlines the general rules set down by the NSAA and Scribner-Snyder Community Schools in regard to the participation in the interscholastic program. This form must be read and signed by both the athlete and their parent or guardian before the athlete may participate in any sports at Scribner-Snyder.

4.14) Parental Medical Waiver:

At times a student will have a medical condition which makes participation in athletics an additional risk. The coaches should read the physicals as they are submitted. If there is an unusual medical condition present, we will request that an additional waiver be signed by the parent or guardian before allowing the student to compete in athletics.

4.15) Insurance:

Prior to participating in the athletic program at Scribner-Snyder every athlete must submit a Proof of Insurance form signed by the parent or guardian.

4.16) Training Rules/Athletic Guidelines:

Prior to the start of the season the coach should meet with their athletes and go over training rules, schedule, practice schedule, length of practice, dress code, and any other pertinent information. Training rules must be in writing and it is very important to explain the consequences if the rules are violated.

4.17) **Suspension:**

In the event that disciplinary action must be taken, the coach should inform the AD as to what took place. The AD and Principal will then proceed with the due process procedure as outlined in the Disciplinary Referral Form. Any items which will involve discipline or suspension should be a part of the coach's rules which are explained to the athletes at the start of the season.

4.18) **Practice Time:**

All practice on the high school level, with the exception of split practices will run no longer than 3 hours. Practices must begin 15 minutes following the completion of the school day. Football practices will begin 20 minutes after school is dismissed.

If a coach must cancel a practice the cancellation should be announced prior to the noon break.

If school is dismissed due to inclement weather, there will be no practices. If there was no school for the entire day due to the weather a practice might be held with AD approval. Such a practice must be voluntary.

Under certain conditions students may transport themselves to practices held away from Scribner-Snyder. These exceptions must be approved by the AD/Superintendent.

4.19) **Church Night:**

Wednesday night is reserved for the churches. There will be no regular season athletic events scheduled on Wednesday night. Practices held on Wednesdays are to be completed with athletes out of the building by 6:00pm.

4.20) **Postponements and Cancellations:**

The changing of schedules and the postponement or cancellation of events is the responsibility of the AD in cooperation with the Principal and Superintendent. In rescheduling an event the coaches will be consulted and if possible their opinions or desires will be considered.

4.21) **Scheduling of Games:**

Athletic events are scheduled by the Conference, State and the administration. A coach may express a desire as to whom they would like to play and when, but no coach has the authority to schedule any scrimmage, game, tournament, etc. without the authorization of the administration.

4.22) **Vacation/Sunday Practices:**

Any practices to be held on Sundays or when school is not in session must be cleared by the AD. Sunday practices may be held when a conference tournament game and district or state events are held on Monday. Practices held on Sunday cannot take place before 12:30pm. These practices are to be strictly voluntary.

4.23) **Squad Selection/Cut/ Dismissal Policy:**

The coach is responsible for the selection of their squad.

The head coach shall work with the assistant coaches in the selection of the squad. The head coach may cut a senior involved with a varsity athletic team if he/she is not capable of making the team.

A student that has been released from a team should be encouraged to participate in other school activities.

General procedures that will be followed by the coaches will be made available to the athletes and parents prior to the start of the season regardless of grade level.

The head coach must talk to all individuals being cut and explain why they are being cut. Squad selection will be finalized prior to the first regular scheduled contest. No one below the 11th grade will be cut. Any athlete cut or withdrawn from a squad must be reported to the AD immediately.

If an athlete is cut or dismissed from a team due to a discipline problem they may not participate in another sport the remainder of that season. If an athlete is cut from a squad or decides to participate in a different sport they will miss a minimum of one contest and then will begin competition at the discretion of the coach.

4.24) **Transportation:**

Each coach will fill out bus requests for each event. **Dismissal times are subject to approval by the AD.** Athletes are expected to ride to and from the athletic contest with the team. An athlete may receive permission to ride home with their parent, but this must be a special situation and is not encouraged.

Any athlete going home with their parent or guardian must have signed by the parent or guardian a **Transportation Waiver**. We have two forms that we use:

The coach shall have the **Event Form** available to use at the event site. The coach will fill out the information for the event and date. The parent or guardian will print the student's name and sign theirs.

The **Pre-Event Form** is to be used when a student is permitted by the parent or guardian to ride home with another parent. The form must be signed in advance and the coach shall make personal or phone contact to confirm the situation.

We never release students to anyone but their parents.

4.25) **Coaching Clinics**

Coaches are expected to keep up-to-date on the developments within their sports through the regular attendance at coaching clinics. At the end of each school year the Activities Director will collect registration forms for the Nebraska Coaches Clinic. The fees for the clinic and dues for the NCA will be paid by the school. **ANYONE NOT ATTENDING WILL REIMBURSE THE SCHOOL IN THE FULL AMOUNT OF THE CLINIC FEES.**

A coach may request professional leave to attend a clinic during the school year. Approval must be sought from the AD and Principal. Each coach shall submit to the Activities Director written verification of each clinic attended. The district will pay up to \$200 per clinic, per coach. The coach will be responsible to pay the difference on clinics that exceed \$200.

4.26) **State Tournaments:**

Coaches may request 1 day of professional leave (if approved by the AD and principal) to attend the state tournament of their sport when their team does not qualify. There will be no financial reimbursement and is subject to substitute availability.

4.27) **Game Day Preparations:**

Each coach is expected to assist in the preparation of the facility for a contest.

4.28) **School Day Contests:**

At the beginning of each sport season the coach shall submit to the AD and Principal's office a list of students participating in each sport. When the athletes are to be absent from school the list will allow the faculty to plan their classes with these absences in mind.

4.29) **Storage of Equipment:**

Following the completion of the season all equipment for that sport should be properly stored. All equipment shall be stored in the designated areas. Equipment should be stored in condition ready for use the following season. Any problems should be reported to the AD immediately.

4.30) **Program and Eligibility Information:**

Coaches are to have program and eligibility information made available to the AD 1 week prior to the first contest. Eligibility information includes name, grade, and date of birth. Program information should be kept current throughout the season.

4.31) **Hiring Officials:**

The hiring of officials is the responsibility of the AD. As part of the end of the season meeting with the AD desired officials should be made known.

4.32) **Scouting:**

The head coach may assign sub-varsity coaches to scout. The scout may use a school vehicle if one is available. If a school vehicle is unavailable mileage will be paid.

4.33) **Mileage:**

Mileage will be paid at the annually determined rate.

4.34) **School Attendance by Athletes:**

Athletes not in attendance for any part of the day will not be allowed to participate in practice or competition. Waivers may be granted through the AD's office for legitimate excuses. Such arrangements shall be made in advance.

4.35) **Strength Training Program:**

A strength training program should be designed for all athletes both In-Season and Off-Season.

All coaches should know the Core Exercises and proper technique used for each lift. It is also the responsibility of all coaches to keep the weight room in order and clean. Expect the same of the athletes in your charge. A summer strength program will be run for all athletes that choose to participate. This program will be monitored by all coaches.

4.36) Summer Sport Clinics:

All Head Coaches are encouraged to have a short clinic that includes the elementary and Jr. High. These shall be in accordance with the NSAA guidelines. Check with the AD as to the specific guidelines for running a clinic. All coaches within each sport are also encouraged to assist in the running of the clinics.

The dates for the clinic must be approved by the AD/Principal. These dates shall then be listed on the Summer Schedule for athletes and coaches.

4.37) Length of Season:

The NSAA sets the dates for the start and completion of each sports season. These dates will be placed on the school calendar by the AD.

4.38) NSAA Rules Meetings:

The NSAA requires that every Head coach attend and register at a rules meeting prior to the start of each season. Scribner-Snyder Community Schools strongly encourages Sub-Varsity and Junior High coaches to attend these meetings as well.

4.39) Dress:

Coaches shall be appropriately dressed for all games and practices. Coaches are to see that their team members are appropriately dressed before and after each contest. Scribner-Snyder athletes are expected to dress neatly going to and coming from games.

4.40) Philosophy of 7th and 8th Grade Athletic Programs:

The two major goals of our Junior High athletic programs are fundamentals and participation.

On this level the athletes should be taught the rules of the sport and the fundamentals and techniques necessary to compete in that sport. We believe this approach will help build the overall program in a particular sport.

We also want to have as many students participating as possible. It is also our belief that by improving participation on this level we will be able to improve the level of competition again throughout the entire program.

In addition, it is our belief that on this level every student should have the opportunity to compete in game or meet situations. On this level we are not as concerned with winning and losing as we are with teaching the proper fundamentals and giving everyone a chance to participate. With this in mind the coach shall attempt to get each athlete into each contest. We are aware, however; that this is not always possible.

4.41) **Absence Reports:**

At times a coach will need to take his or her team out of school. When this occurs the coach is responsible for setting dismissal time with the AD/Principal and filling out a complete absence report.

4.42) **Uniform Purchase:**

Uniform life is designed to last 5 full years of competition.

2019-20 TRACK & Supplement Wrestling Buy with Girl's Uniforms

2020-21 FOOTBALL???

2021-22 VOLLEYBALL & GIRLS BASKETBALL

2022-23 BOYS BASKETBALL

2023-24 WRESTLING

2024-25 TRACK

Track sweats, golf shirts and football pants can be bought yearly on a need basis. Softball, Volleyball, Football, Boys and Girls Basketball is determined by our Co-op school (LV).

4.43) **Awards:**

a) Legal awards:

1. Letters and Monograms
2. Medals, Ribbons, and Certificates
3. Banquets
4. Trophies and Plaques to the school with the name and achievement of the individual engraved upon it
5. Photographs
6. Non-High School Scholarships

b) Illegal awards:

1. Sweaters or Jackets
2. Athletic Equipment
3. Blankets
4. Announcement of an award, which is illegal, during the school year for presentation after school is out
5. Trophies or Plaques to individuals
6. Any award made with the intent of violating the award rules

4.44) **Lettering:**

The Head Coach will determine which members of their varsity squad shall receive a letter.

If a participant is unable to complete a season or to practice or compete during a portion of the season due to injury, illness, or disciplinary action and still wishes to be considered for a letter, the participant must meet with the coach regarding **amended lettering requirements** (ALR).

The ALR will be given in writing to the participant and their parent(s) and must be followed in order to be considered for a letter in that specific sport. These ALR's will vary among coaches depending upon the sport and nature of injury, illness, or disciplinary action.

In all sports a team member who for any reason is removed from the team or quits the team loses his/her eligibility for a letter.

Each student who letters for the first time in any activity will receive a chenille letter, gold bar pin, activity pin, and certificate. For every additional activity they letter in for the first time they will receive an activity pin, gold bar, and certificate. Each time a student letters in an activity in which they have previously lettered they will receive a gold bar and certificate.

Specific sport lettering requirements are as follows:

a) Football:

1. Participate the entire season and remain in good standing.
2. Play in one quarter over half of the total number of quarters.
3. If injured and it appears that the player would have lettered a letter may be granted at the coach's discretion.
4. Any senior who has participated 4 years in the program and has no unexcused absences may be lettered if they have shown leadership, cooperation, and other supportive attitudes which the coaching staff finds contributed to the team effort.

b) Volleyball:

1. Play in 10 games (sets) in one season.
2. Seniors who have not met requirements but have contributed to the team and attended all practices.
3. Special situation at the discretion of the coaches (examples: injury, exceptional play at the end of a season).
4. Managers letter at the discretion of the coaches. Attendance at practice and games is required.

c) Basketball:

1. 12 varsity quarters.
2. Coaches discretion.
3. Finish the season in good standing.

d) Wrestling:

1. Win a tournament
2. Win a minimum of 5 matches (excluding forfeits or byes)
3. Coaches discretion
4. Finish the season in good standing

e) eSports:

f) Track:

1. Major Meet:
 - Place (1st-6th) individually in an event
 - Place (1st-6th) as a member of a relay team

- Two 7th place finishes individually, as a relay, or combination of both
- 2. Triangular: (Triangular scoring is 5-3-2-1 in individual events and 5-3 in relays)
 - Accumulate 7 points from individual and relay placing
- 3. Other:
 - Considerations of the coach

-Lettering for Softball and Girls Golf will be determined by the host school.

4.45) Weight Room Rules:

Coaches:

Give the athletes proper training of the equipment.
 Demand that athletes use the equipment and technique properly at all times.
 No one should be lifting weights without coach supervision.
 Check to make sure weights are picked up and stored properly **EVERYTIME.**
 Shut radio off and lock the area when you leave.

Athletes:

1. Absolutely no horseplay.
2. Keep this room clean. No food, no beverages other than water, no glass bottles, etc.
3. Make sure your area is clear of equipment BEFORE lifting.
4. Make sure your collars are snug.
5. Make eye contact with those near you BEFORE lifting.
6. Protect your lower back: Head up, Buttocks down, Spread the chest, Lock in the lower back.
7. Never interfere with another lifter.
8. Spot carefully: Concentrate on the lifter.
9. Return weights to proper racks when finished.
10. Help and encourage each other. Make your teammates GREAT.

4.46) Topics for Pre-Season Parent Meetings:

The following are good topics to cover in your pre-season meeting with parents and athletes:

1. Coaching Philosophy
2. Attendance policy.
3. NSAA eligibility.
4. S-S Athletic Training Rules
5. Policy for lettering.
6. Sportsmanship and citizenship.
7. Reactions to "Official's calls".
8. Transportation policy to and from event.
9. Parent's Night date and procedures.
10. Basic care of injuries. Explain our use of certified trainer and the free Saturday clinics.
11. Nutrition for the athletes.
12. Uniform and equipment responsibility.
13. Practice schedule.
14. Handouts

5.0) Evaluation of the Coaching Staff:

Historically, coaches have been evaluated in a very informal manner. This manner usually involved the won-loss record and if the record was within the realm of the expectations of the community the coach was retained. If not, the coach was fired.

As the American social scene has changed over the year's emphasis has been placed on accountability and due process. With this in mind it is necessary to have a method of evaluating our coaching staff that is more reliable than simply the won-loss record. The procedure for that is as follows:

5.1) **Purpose:**

- a) Create a climate for individual improvement.
- b) Identify strengths and weaknesses of each coach.
- c) Provide information to support the coach against false accusations which question their right to continue coaching.
- d) Provide for the continuing interchange of ideas between the coach and the AD.
- e) Provide the School Board and the community with the assurance that quality coaching is the responsibility and goal shared by the entire coaching staff and that the individual members of the coaching staff are willing to be accountable for their performance.
- f) Provide a means for emphasizing a particular aspect of desirable or undesirable coaching performance.

5.2) **Procedure:**

- a) Each fall the AD will review the evaluation procedure with all members of the coaching staff.
- b) The AD will distribute copies of the evaluation instrument to the members of the coaching staff.
- c) Coaches will be formally observed at least twice during the season.
- d) Informal evaluation will be a constant, on-going process.
- e) The evaluation procedure will be a cooperative effort on the part of the AD and the Principal.
- f) There will be a post-observation conference.
- g) All conferences will be documented.
- h) The coach will have the opportunity to submit a written rebuttal to any items in the evaluation. Rebuttals must be submitted within 10 days of the evaluation conference.
- i) Head coaches may be asked to assist in the evaluation of assistant and Junior High coaches.

5.3) **Instrument:**

The Coach's Evaluation Form will be used as a means for evaluating each member of the coaching staff. **All evaluations will take place at the end of each sport season.**

The objective of each evaluation is to:

- a) Improve the opportunity for student athletes to receive the best quality of instruction, safety, and treatment possible.
- b) Afford an opportunity to identify, recognize, and praise quality coaching and instruction.
- c) Provide an opportunity to identify potential leadership within our system.
- d) Provide information necessary to make an objective assessment of the coach's performance within the guidelines of the coaching job description.

- e) Identify those factors which interfere with the coach's contributions to the overall athletic program.
- f) Assure that quality coaching is a responsibility shared by the entire coaching staff and the AD.
- g) Provide evidence of learning, teaching and proper conduct.

5.4) Coaches Evaluation Form

SS TROJANS COACHES EVALUATION FORM

Coaches Name: _____ Date: _____

Assignment: Head _____ Clinics Attended: _____
 Asst _____
 JH _____

PERSONAL CHARACTERISTICS:

1. Grooming and Dress	Excellent	Good	Needs Improving	Unsatisfactory
2. Emotional Control & Poise	Excellent	Good	Needs Improving	Unsatisfactory
3. Enthusiasm	Excellent	Good	Needs Improving	Unsatisfactory
4. Language	Excellent	Good	Needs Improving	Unsatisfactory
5. Role Model	Excellent	Good	Needs Improving	Unsatisfactory

PROFESSIONAL QUALITIES:

1. Cooperation with Administration	Excellent	Good	Needs Improving	Unsatisfactory
2. Rapport with coaching staff	Excellent	Good	Needs Improving	Unsatisfactory
3. Respect & Support of other School programs	Excellent	Good	Needs Improving	Unsatisfactory
4. Professional Growth	Excellent	Good	Needs Improving	Unsatisfactory
5. Public Relations	Excellent	Good	Needs Improving	Unsatisfactory
6. Conduct during athletic contests	Excellent	Good	Needs Improving	Unsatisfactory

COACHING PERFORMANCE:

1. Organization	Excellent	Good	Needs Improving	Unsatisfactory
2. Knowledge of Sport	Excellent	Good	Needs Improving	Unsatisfactory
3. Innovativeness	Excellent	Good	Needs Improving	Unsatisfactory
4. Supervision of facilities	Excellent	Good	Needs Improving	Unsatisfactory
5. Knowledge of Rules	Excellent	Good	Needs Improving	Unsatisfactory
6. Control of Players Conduct	Excellent	Good	Needs Improving	Unsatisfactory
7. Elementary/JH Involvement	Excellent	Good	Needs Improving	Unsatisfactory
8. Summer Skills/Camps	Excellent	Good	Needs Improving	Unsatisfactory
9. Goal Setting	Excellent	Good	Needs Improving	Unsatisfactory

RELATED RESPONSIBILITIES:

1. Care of Equipment	Excellent	Good	Needs Improving	Unsatisfactory
2. Clerical Duties	Excellent	Good	Needs Improving	Unsatisfactory

AD

Comments: _____

6.0) Appendix

6.1) ATHLETIC INJURY REPORT

This report should be filled out in duplicate. The coach should keep one copy and file the other with the AD's office.

Athlete

Activity

Date

Coach's Signature

Nature of Injury

How did the injury occur? _____

What first aid procedures were administered? _____

Was medical attention required? _____

If yes, what was the result of the doctor's examination? _____

Were the parents notified or aware of this injury? _____

Comments: _____

6.2) Transportation Waivers:

6.2.1) Pre-Event Waiver

My son / daughter, _____, will ride home from the
Student's Name

_____ at _____ on
Event Site

_____ with _____.
Date of Event Parent

Parent Signature

6.2.2) Event Transportation Waiver:

Scribner-Snyder School’s policy is that all participants ride to and from a school sponsored event with their team.

If it is NECESSARY for them to go with you please print their name and sign yours in the appropriate area. We do not allow students to ride home with brothers or sisters. Parents only are allowed to take their son or daughter.

By signing I am stating that my son or daughter will ride home from this school sponsored event with his or her parents.

Event: _____ **Site:** _____ **Date:** _____

Student’s Name

Parent Signature

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____

- 14. _____
- 15. _____
- 16. _____
- 17. _____

6.3) PARENTAL MEDICAL WAIVER:

In reviewing the results of the physical examination for _____, it has been brought to our attention that the results show that **he/she** has _____. Due to the nature of sports and the risks involved, we are requesting an additional signed waiver before any participation will be allowed.

Please fill out the bottom half and return this waiver immediately. Participation will not be allowed until it is on file.

I/We understand the health condition of our **son/daughter** _____ and the health risks involved. **I/We** grant permission for them to participate in _____.

Parent or Legal Guardian Signature

Date

6.4) AMENDED LETTERING REQUIREMENTS:

Student Name: _____

Activity: _____

Coach: _____

Nature of inability to practice or compete:

Date of occurrence: _____

Date of anticipated return: _____

AMENDED LETTERING REQUIREMENTS:

1. _____

2. _____

3. _____

4. _____

I understand these amended lettering requirements and realize they do not guarantee a letter in the activity.

Signatures

Student _____

Parent _____

7.0) ACTIVITIES INFORMATION

7.1) Uniforms:

Band uniforms and athletic equipment checked out for each season becomes the responsibility of the student participant. The student who was issued the equipment will pay for equipment that is lost or not accounted for at the end of each season. Reimbursement from the student will be the amount equivalent to the cost of replacement for the missing articles.

NO ONE IS TO WEAR SCHOOL ISSUED UNIFORMS AND EQUIPMENT FOR ANY PURPOSE OTHER THAN DIRECT COMPETITION IN THE SPECIFIC ACTIVITY. SUSPENSION FROM THE ACTIVITY IS POSSIBLE IF NECESSARY.

7.2) Cut Policy (Board Policy #5133.5):

The head coach can cut seniors involved with a varsity athletic team if he/she is not capable of making the team. A student that has been released from a team is encouraged to participate in other school activities.

7.3) Conduct at Activities:

When you are attending an activity, whether in Scribner-Snyder or an opposing community, you are representing Scribner-Snyder Community School. All students who are spectators or participants will conduct their action in a manner that is a positive and sportsmanlike. All cheering will be directed at our players and team. Negative outbursts will not be tolerated. Standing at any sporting event will not be permitted with the exception of the last two minutes of a varsity game. In Volleyball standing will be allowed on game point of a varsity game. A student may be suspended from participation in or attendance at extra-curricular activities for un-sportsmanlike conduct, fighting, use of profanity, or other acts of violence.

7.4) Transportation To and From Activities:

If attendance is required for an activity in another town the school will provide transportation. All students representing Scribner-Snyder Community School in activities must ride school transportation to and from the event. The only exceptions to this rule are as follows:

- a) If it is an inconvenience for the parent to go back to Scribner to pick up their child or if the family is heading another direction we will allow them to take their child from the event. Each coach will have a form that the parents must sign. The coach or sponsor will then release their child into their care.

- b) If a parent is going to be out of town and would like their child to ride home with another set of parents they may do so if they sign a waiver at least a day in advance of the event. These will be available from the coaches.

Students will never be released to ride home with brothers, sisters, boyfriends, girlfriends, etc. We release to the parents only.

7.5) Activity Participation:

Participation in student centered co-curricular activities or athletic events at Scribner-Snyder Community Schools are a privilege extended to each student. These guidelines will be outlined in the constitution of the activity. Students that fail to abide by the regulations that have been established may lose the privilege of participating.

7.5.1) Eligibility Requirements:

To participate in any senior or junior high school activity or athletic event, weekly eligibility must be maintained. Any student failing **any two or more classes** two weeks in a row will not be eligible to participate in any school activity the second week or days there after until less than two classes are failed. The eligibility week for the Scribner-Snyder School will begin at 8:00 a.m. on Tuesday and end at 7:59 a.m. on the following Tuesday. Grades 9-12 students ineligible due to poor academic progress may practice during the week, but cannot represent the school in public competition or participation because of their academic failure. This would include, but not be limited to: All athletic events, Instrumental and Vocal Music, eSports, FCCLA, FFA, Speech, Play Production, and Dance. Grades 7-8 students will not be allowed to practice during ineligibility periods. Any student on the ineligible list will **NOT** have passing privileges.

7.5.2) Permission to Participate:

School sponsored events may require signed parent permission slips from home. Parents of students involved in athletic events will have signed a one-time parental permission form they sign at the beginning of each of the sports seasons.

7.6) Guidelines for Interscholastic Participation:

7.6.1) Philosophy

Interscholastic athletics and school-sponsored activities shall be an integral part of the total school educational program. Its main purpose is to provide educational experiences not provided in the curriculum, to develop learning outcomes in the areas of knowledge, skills and emotional patterns, and contribute to the development of better citizens.

7.6.2) Objectives

- a) To provide outlets for students desiring to participate on terms in competition with other schools.
- b) To assist in the development of higher levels of strength, endurance and vitality.
- c) To teach good sportsmanship, character and sociability.

- d) To develop the health of each individual so he/she will be a contributing member of society.
- e) To develop ideals of self-sacrifice and denial.
- f) To help develop skills that has carry-over value of worthy use of leisure time.
- g) To create an atmosphere of unity to foster a school spirit growing out of the school's athletic and activity endeavors, a spirit that will make the educational process more effective.

7.6.3) TRAINING AND PARTICIPATION RULES FOR ALL SPORTS/ACTIVITIES

1. Any student observed smoking, chewing tobacco, using illegal drugs, or drinking alcohol by an employee of the school district or if apprehended by any law enforcement officer and formally charged during the school year which starts June 1st and ends May 31st the following will result:

First Offense:

- a) Suspension from public performance in activities for two (2) weeks (which must include at least two (2) activities).
- b) Recommended evaluation/treatment for chemical abuse

Second Offense:

- a) Dismissal from activity participation for the remainder of the school year.
- b) Suspension from public performances in activities for four (4) weeks (which must include at least (4) activities) if evaluation/treatment for chemical abuse is verified.

Third Offense:

- a) Dismissed from all activities for the remainder of the school year regardless of treatment. The dates when suspension starts and ends will be determined by the administration.

During the 1st and 2nd offense students will participate in practice sessions.

2. Swearing and disrespect will not be tolerated. Those guilty will receive suitable punishment by the coach/sponsor and /or administration. If swearing or disrespect continues, the student will be dismissed from the team/activity.
3. Any conduct unbecoming to an athlete or activity participant that in general reflects poorly on the program or the school may result in the participant being expelled from the program. This decision will be a joint one between the coaches/administration/sponsors in that activity.

7.6.4) ATHLETIC & ACTIVITY GENERAL INFORMATION

1. If an athlete is under medical advice not to participate in athletics, he/she will not be allowed to do so regardless of the feelings of the athlete, his/her parents or the coach.

2. Health Examination Form – The head coach will ensure that each squad member has submitted a health examination form signed by his/her doctor and parents prior to practice of that sport. These forms are kept in supply with the Athletic Director. Completed files will be kept in the High School Office for referral.
3. Individual Insurance – All **football squad members must have individual insurance** before they are permitted to practice.
4. Dress of team members on out-of-town trips will be clean, neat and in good taste.
5. A team/activity member may not practice with the team or activity group or play in an athletic contest or activity if he/she has missed **any part** of the school day unless the principal gave prior approval.
6. There will be no Sunday activity or athletic practices unless there is a **district or state** game, match or an activity on the following Monday.
7. If practices are held during school vacations or holiday periods, excluding pre-season practice in the summer, students will be encouraged, but not required, to participate.
8. There will be no activity practice when school has been called off because of stormy weather. On early dismissal days due to heat practice times will be determined by the administration.
9. There will be no use of school facilities during the NSAA mandated moratorium over Christmas Break.
10. Proper grooming is expected of every activity participant. Proper grooming would include, but not be limited to:
 - a) Hair neatly trimmed at an acceptable length.
 - b) No facial hair; Sideburns no longer than the bottom of the ear lobe.
 - c) Tattoos are not to be visible; tattoos not covered by clothing will be covered with tape or appropriate materials.

