

LOPEZ ISLAND ATHLETIC PROGRAM

ATHLETIC VISION STATEMENT

At Lopez School District we value interscholastic athletics, and our program is an integral part of the educational experience. Our athletic program is broad and provides opportunities for all students to participate as well as excel. The program is diverse in its offerings and insures that the level of competition is appropriate to induce excellence in athletic abilities, moral leadership, physical enjoyment, and school involvement.

CHARACTERISTICS OF OUR ATHLETIC PROGRAM

- At all levels participation on Lopez varsity teams is based strictly on merit.
- Junior varsity and middle school teams encourage broad-based participation and serve to groom the next generation of varsity players.
- Parents, faculty, students and alumni provide strong fan support.
- Excellence, not merely competitiveness, is encouraged.
- Opportunities exist for involvement and development in a sport beyond the confines of the sport's season.
- Skill development is emphasized at all levels.
- The athletic program is consistent throughout the school, with a coordinated, sequential approach designed to improve the level of play as students' progress.

VALUES SUPPORTED BY A STRONG ATHLETIC PROGRAM

- Teaches the ability to work under pressure.
- Encourages students to work hard and to go beyond ready achievement.
- Fosters teamwork and are groups greater than the sum of their parts.
- Provides a physical outlet that can reduce stress.
- Promotes self-discovery and awareness.
- Builds confidence and self-discipline.
- Encourages honor and trustworthiness as educational and personal values.
- Allows students to practice how to think and react when being challenged physically and emotionally.
- Facilitates the development of empathy.
- Provides opportunities to serve as role models.
- Encourages the establishment and achievement of personal and team goals.

CHARACTERISTICS OF A STRONG COACH

- Possesses significant knowledge of and passion for the sport coached.
- Is able to teach fundamental skills.
- Motivates and inspires student-athletes to reach their potential.
- Well organized and has good time management skills.
- Is committed to continued professional growth by attending conferences, clinics, and camps.
- Understands and practices the mission of the school and good sportsmanship.
- Is committed to excellence in building a team and/or program which focuses on teamwork, skill development, good sportsmanship, and success.
- Serves as a positive role model.

WHAT IT MEANS TO BE AN ATHLETE AT LOPEZ

The athlete is committed to his/her team. The athlete should also be committed to maintaining the highest standards possible in academics and sportsmanship. In order to fulfill these commitments, an athlete must:

- Desire team success by making team goals primary in thought
- Desire to improve skills and show a good daily work ethic
- Show personal integrity and take responsibility for individual actions
- Be supportive of teammates, coaches, and officials
- Communicate clearly and effectively with teammates and coaches
- Be willing to be coached
- Be on time to every practice and game

VARSITY TEAMS AT LOPEZ

- Participation on a varsity team is to be viewed as a privilege.
- All spots are earned.
- Playtime is merit based. Athletes are not "entitled" to playing time.

JV TEAMS AT LOPEZ

- JV teams are developmental squads that are open to all those willing to work hard.
- We will endeavor to avoid cuts at this level, as long as the numbers do not hinder our ability to give everyone a quality experience.
- With the emphasis on development, it should be the goal of JV coaches to play their athletes in each contest when possible. Students are not "entitled" to equal time.

COACHING EXPECTATIONS

Program Philosophy

All coaches are expected to adhere to the following philosophical positions:

- All participants will be treated with dignity and respect at all times.
- All programs will be safe, well organized, and well supervised.
- All programs will set examples of sportsmanship and "class".
- All programs will have high expectations but will not sacrifice participants.
- All programs are only one portion of an overall educational experience, therefore perspective will be maintained and a sense of teamwork shall be operational at all times.

Program Summary

Each coach will, at the beginning of each season, distribute an updated program summary outlining program rules and expectations. The summary, no longer than two pages, will cover lettering, practice and competition expectations, travel conduct, and safety/injury emphasis.

Eligibility

Participants must have the physical and consent/insurance forms completed and on file in the high school office. Participants must also pay the required activity fee and purchase an ASB card. Participants may not travel or play in competition while ineligible for academic, WIAA, or co-curricular policy reasons.

Rosters

Rosters must be submitted to the AD's office immediately. An accurate list of names /grades is to be submitted at the end of each of the first three days. The roster is to be refined by the end of second week. Names, grade, uniform number, position, and other appropriate information is to be included and ready for program construction. Roster changes occurring during the season should be reported immediately to the AD.

Competition Results

Match or game results must be reported to the AD's office as soon as possible after each competition. This is a requirement for maintaining up to date league standings.

Miscellaneous

All-League balloting and sportsmanship forms, materials for post-season programs, and lettering/awards information and other such expectations must be completed in a quality and timely manner.

General Expectations

All staff members in the Lopez School District are expected to make the best interest of the participants the number one priority in their programs. In doing so, the coach or advisor should adhere to the following concepts:

- Participants shall always be treated with dignity and respect.
- Treatment of participants shall be fair and consistent.

- The program shall be well organized and planned.
- The program, participants, and staff shall have high standards regarding sportsmanship, honesty, integrity, and the positive representation of the school and community.
- The safety of all participants shall be a high priority. The following of the rules must be emphasized, emergency medical procedures must be followed, and the injury of a student must always be handled in a conservative manner.
- When students involved in multiple activities have conflicts, coaches and advisors must cooperate and work out the problem in the best interest of the student. The student must not be penalized for the decision if they are allowed to do both activities.

Legal Expectations

The court system has determined that the profession of coaching has some inherent legal duties that must be met. They apply whether a person is paid or volunteer. These duties are as follows:

- Adequate general and specific supervision- coaches must effectively carry out their supervisory duties at all times, included in pre and post practice, practice, games, and all trips from the start to finish.
- Knowledgeable and responsible planning- the coach must plan well and keep past practice plans on file.
- Clear and frequent warning of risks- the coach must warn participants of the inherent risks frequently, not just at the start of the season. The participant must know and understand the risks of the activity.
- Provision of a safe environment- the coach must make sure that the practice and game fields and facilities do not present any dangers.
- Fair matching of participants- the coach must take into account age, weight, skill level, and any other important variables depending upon the activity.
- Knowledgeable evaluations of injuries- the coach must stay up to date on sports medicine techniques, handle injuries in a conservative manner, and **not** put athletes back in action too soon.
- Appropriate emergency medical procedures- the coach must be trained in handling the injuries common to the activity and have a written procedure for handling emergency medical procedures.
- Provide fair and equitable rules/regulations- the coach must have the rules of the program in writing and make sure they are followed consistently and fairly.

Contractual Expectations

Coaches are under a contractual obligation to follow the rules and regulations of the school district, state association (WIAA), league, and legal system. They also have the obligation to provide a good role model, represent the school positively, and ensure the emotional and physical well being of the participant. Those duties extend beyond the practice room and the game field or court to all phases of trips, such as in restaurants, on buses, and in motels. Coaches are performing contractual duties from the time they leave the school on a trip until they release the participants after arrival home. Other contractual duties include, but are not limited to the following:

- Satisfying stated coaching requirements (clock hours, first aid, etc.)
- Completing all necessary paperwork to ensure legal and safety expectations are being met - this includes the writing of a program syllabus.
- Attending all meetings and workshops as required.
- Exhibiting professional behavior at all times.
- Demonstrating sportsmanship, honesty, and ethical behavior at all times.
- Effectively teaching the skills, techniques, and strategies of the activity.

Sportsmanship Expectations

Sportsmanship is a priority in the Lopez Island School District Athletic Program. Coaches are expected to set the example for good sportsmanship. Technicals and unsportsmanlike conduct penalties are not acceptable as professional behavior. Coaches are expected to follow the National Federation Coaches' Code of Conduct. These expectations extend to the following areas:

- The coach must interact with referees in a professional and controlled manner.
- The coach is responsible for the conduct of participants on his/her team. Participants displaying unsportsmanlike behavior should be immediately removed from the game and, if necessary, the event or activity.
- The coach is responsible for his/her comments to the media and in other public forums.
- Sportsmanship and respect must be extended to all members of the opposing team.
- Sportsmanship must be an emphasized part of the team goals.

Informational Expectations

All coaches and advisors must be good communicators and effectively relay information to various individuals and groups. This is necessitated not only by the legal duties as defined by the courts, but also by the fact that many problems can be eliminated early by making sure that all involved persons are aware of the expectations of the program. The following constitute the main expectations in this area:

- Pre-season letters- If pre-season letters are to be sent to participants, a copy of the letter needs to be on file in the AD's office prior to being sent.
- Participant meeting- All coaches and advisors are required to hold a meeting with all interested participants at the beginning of the season. The topics that are covered at the meeting should be communicated verbally and in writing. Copies of all program expectations are to be written out and handed to the participants. Topics to be covered are program philosophy, program expectations, warnings of inherent dangers, lettering requirements, selection criteria (if applicable), schedule, equipment requirements, and all pre-season expectations.
- Parent meeting- All coaches are asked to hold a parent meeting at the beginning of the season. Topics should be the same as the participant meeting (above). The parent and participant meetings may be held at the same time.
- Program promotion- Coaches are expected to promote the program and provide the participants with the proper recognition. It is essential to communicate with the news media and submit results immediately. These things should take place regardless of the outcome of the individual game or season.

JOB DESCRIPTIONS AND RESPONSIBILITIES

Head Coach Job Description

With the head coach rests the responsibility to conduct the program in the best interest of the school district, by adhering to the policies of the school board and the regulations of the school and district administration. In addition, all coaches must familiarize themselves with the sport rules of the National Federation, WIAA, and league.

In addition to the general expectations and duties outlined in the previous pages, the head coach has the following specific responsibilities:

- Instruct all participants in the rules of the activity with special emphasis on the rules that have sportsmanship and safety implications.
- Monitor all injuries to participants in the program.
- Use a variety of techniques and drills to condition the participants in ways that will be both safe and effective.
- Display professional and sportsmanlike behavior at all times.
- Determine the program philosophy and system to be used.
- Promote the activity by prompt and accurate reporting of results to the media.
- Make recommendations to the AD regarding suggestions for event scheduling.
- Communicate with the AD in the following matters: equipment orders, travel arrangements, trip itineraries, gym/field use, practice schedules, post season arrangements.
- Provide leadership for assistant coaches (paid or volunteer) and define the roles of those coaches. Supervise all coaches and communicate with all coaches in the program. The head coach is responsible for communicating the following to all paid and volunteer assistants:
 - ✓ Program philosophy
 - ✓ Assignment of duties and responsibilities
 - ✓ Technical expectations and limitations
 - ✓ Coaching and educational professionalism
 - ✓ Loyalty to school, program, and staff
 - ✓ Professional ethics in coaching
 - ✓ Time expectations and demands
 - ✓ Respectful treatment of participants
 - ✓ School/WIAA policies for the activity
 - ✓ Safety and legal considerations
- Secure and care for equipment, facilities, and supplies used in the program.
- Prepare, inspect, and maintain practice facilities and equipment.
- Exercise good judgement in projecting positive coaching behavior and taking responsibility for the team's appearance and conduct during practice and games or events.
- Strongly encourage good sportsmanship, fair play, and ethical relationships.
- Make sure all participant pre-season responsibilities are completed prior to participation in practices and games.
- Make sure all participating students are academically, legally, and residentially eligible.
- Exercise good judgement when dealing with student infractions and discipline.
- Turn in all required paper work as outlined by the AD.
- Submit annual equipment requests to the AD
- Supervise your team in the locker room before and after practice and games. If you are the last to leave, make sure everything is secured and locked and lights are out.

- Recruit and train team manager, score keeper, clock operator, lines people, timers/judges (whatever your team and sport requires).
- Set up and put away equipment needed for your game, match, or meet.
- Mark and paint lines on fields if your sport requires it.
- Make sure all facilities are secure after each use, and that participants respect those facilities.
- Adhere to the following procedure at the end of games:
 - ✓ Teams should be instructed to return to their dressing rooms. No member of the team should linger behind to take issue with the officials or the opposing team.
 - ✓ It is important that a manager or assistant coach be sent ahead to ensure that the dressing room door be open.
 - ✓ Coaches should remain with their teams at all times, particularly if a contest is close or heated. If overnight trips are involved, coaches are to supervise hotel rooms at all times and conduct themselves as if in the classroom.
 - ✓ Dressing rooms should be always be supervised and must be picked up and left in an orderly fashion. Coaches have the responsibility to check for damage and garbage before leaving.

Assistant Coach Job Description

The general duties of the assistant coach are as follows:

- Support the program as planned and organized by the head coach.
- Perform duties and provide assistance as directed by the head coach.
- Teach techniques, strategies, philosophies, and rules of the activity as directed by the head coach.
- Carry out all policies and procedures as directed by the school board, AD, and administration.
- Adhere to all requirements as outlined in previous sections (clock hours, First Aid/CPR, etc.)
- Support, without fail, all sportsmanship and professionalism expectations outlined in previous sections.

Volunteer Coach

Volunteer coaches are subject to approval by the AD and /or principal. Volunteer coaches are subject to the following rules:

- Volunteer coaches must fill out a district application including background check information and disclosure statement.
- All requirements for coaching apply to the volunteer coach (First Aid/ CPR, clock hours, etc.)
- Volunteer coaches are limited in their duties and responsibilities. Those duties are too outlined by the head coach according to the activity and situation, but in general volunteer coaches are to aid the coaching staff in the conduct of practice sessions. Their capacities may be expanded in emergency situations with the approval of the AD and /or principal. That determination will be made based on the coaches' experience and nature of the situation.
- Volunteer coaches who violate the expectations and limitations of the position will be dismissed immediately.

Reminder of Your Responsibilities as a Coach

- Be positive and supportive, yet have firm control of the participants and program. Treat them with dignity, respect and compassion under all circumstances.
- Make sure that no player practices or plays unless all eligibility requirements have been met.
- Complete all expected paperwork correctly and on time so crises are not created for other people.

- Submit game/match results immediately after each away competition and complete league sportsmanship forms immediately after each competition.
- Inform the AD of roster changes immediately.
- Communicate information to parents regarding off-island games, times, directions, etc.
- Insure that ferry time during school time is used for academic studies.
- Inventory, collect, secure, etc., all program equipment.

Basic Guidelines for Coaches

Pre-Season:

- Prepare a plan of seasonal goals, objectives, and practice plans.
- Check equipment.
- Obtain rulebooks.
- Letter to your team containing the expectations of your athletes:
 - ✓ identify the risks inherent in your sport
 - ✓ include letter requirements for varsity sports
 - ✓ give a copy to each athlete and the AD
- Hold a pre-season meeting to inform participants of practice plans and expectations, and give out necessary forms.
- Update CPR, First Aid, and clock hours.
- Attend rules clinic.
- Attend sports clinic.
- Meet with assistant coaches to prepare for season assignments and roles.

During the Season:

- Hand out and record all equipment.
- Ensure that no participants practice without proper forms being turned into high school office.
- Warn participants and parents about the dangers to the sport.
- Attend parents/coach night and communicate about the needs and requirements of the sport and hand out letter and other pertinent information.
- Plan practices that teach skill development and build on previous learning.
- Communicate to participants about procedures for cuts, attendance, and injuries.
- Provide a safe environment and proper safety procedures.
- Require participants who have been seen by a physician to bring a note giving permission to return to the activity.
- Communicate to participants about their role on the team.
- Communicate with the media.
- Accurately fill out and turn in a copy of your attendance to the AD at the end of each month.
- Communicate with parents as needed.
- Help participants reach towards goals of the athletic program—including, but not limited to sportsmanship, teamwork, individual responsibility and excellence.
- Request transportation in a timely manner.
- Turn in team list to AD for publication of rosters.
- Lock and secure equipment and building after use.
- Recruit and train whatever help your team may need (manager, score keeper, lines people, clock operator, timers, judges, starter etc.)
- Fill out league sportsmanship forms after each contest.

Post Season:

- Collect all assigned equipment.
- Hold a post-season awards ceremony/awards night.
- Communicate with AD on preparation of letter certificates in advance.
- Inventory all equipment.
- Have participants do a "coach's evaluation."
- Provide copies of all results, statistics, and other pertinent information to the AD.
- Meet with AD to evaluate season and assistants.
- Provide AD with requests for the following year.

Coaches Development Fund

The school has provided some funding for the coaches to help keep their coaching standards updated. Please talk to the AD.

Team Travel and Academics:

- Students wanting to travel home from an away contest with an adult other than their own parent may do so, but only if they have previously given their coach a note from their own parents giving permission. Coaches, please take these photocopied notes with you on the trip (original notes are filed in the high school office).
- Students may travel home with parents after an away contest. Please make sure to mark down on your attendance sheet when a student does not ride back in the school van or bus.
- Students will not be allowed to travel home with other student drivers after away contests. In the rare case that it becomes necessary to use student drivers, we require a written note of permission from parents or legal guardians of both the driver and the passengers prior to departure.
- Since athletes are representing the school when they go off campus, they should dress appropriately. Coaches are responsible for making sure the team is in proper attire for each individual occasion.
- Athletes are required to communicate with their teachers prior to all travel days. It is the athlete's responsibility to apprise their teachers if classes will be missed. Further, it is the athlete's responsibility to get all assignments from their teachers and to complete them on time.
- Ferry travel time, during regular school hours is required study time. Coaches should be supervising.
- **Coaches, your bus attendance sheet must be copied before you leave on an away contest and given to the office secretary.**

End of the Season Awards Night

End of the Season Awards Night is used to award letters and certificates. It is important that each athlete be recognized in front of their peers and parents in a manner befitting their participation. We hope that End of the Season Awards Night is a final piece of a memorable year for each student athlete.

General Safety:

Coaches must:

- Inspect equipment regularly. Make sure it is safe.
- Keep a daily written attendance record.
- Keep records of your practice sessions, especially when you go over safety items.
- Report injuries to the AD.
- Make sure every athlete has a current physical and insurance form on file before allowing participation.
- Immediately notify the AD of all changes to your team roster.
- Coaches will be issued a medical kit during their season. Know what in the kit. Do not allow the athletes to treat themselves.

Emergency Procedures

In the event of an emergency injury the following steps should be followed:

Minor Injury: coaches are expected to handle minor first aid and usual training injuries.

Emergency Injury:

- Call 911.
- Phone parents/guardians and advise them of the situation, then follow their instructions. Emergency forms are kept with the head coach. It is a good idea to keep the medical forms in your team's medical kit.
- If a head, neck, or back injury occurs, do not move player.
- Do not leave the injured player unattended. An adult should remain with the athlete at all times.
- Do not drive the injured player to the hospital; call for an ambulance.
- Keep the injured player comfortable; apply your knowledge of first aid, if practical; wait until trained personnel arrive.
- Report the injury to the AD and school office as soon as possible.
- Complete the school accident report form and submit to the school office.
- Later, call player and family to see how they are doing.

Doctor Referral:

After an injury that requires an emergency room or doctor's visit, the participant may not return to active participation until cleared by a doctor.