



To: Dr. Melanie J. Oppor  
 From: Nate Ziemer  
 Date: June 30, 2016  
 Re: Manawa Athletic Coaches Guidebook

The purpose of this memo is to highlight the changes in the Manawa Athletic Coaches Guidebook as follows:

Page #	Current Language	Proposed Change or Addition
2	2. Complete and turn in sportsmanship evaluations within 24 hours after each conference contest to Athletic Director.	Removed from guidebook as it is no longer required at the conference level.
3	15. At least one coach must stay until all players have left the building after practices and games.	15. All coaches are expected to be present at all practices and events. If a coach is unable to attend a practice or event, the Athletic Director and Principal should be notified. Also, at least one coach must stay until all players have left the building after practices and games.
5	6. A coach must complete an injury report form on each student athlete injured during practice or an athletic contest. The completed form should be given to the Athletic Director. Injury report forms are available from the Athletic Director or Nurse.	6. A coach must complete an injury report form on each student athlete injured during practice or an athletic contest. The completed form should be given to the High School Office. Injury report forms are available from the High School Office.
6	2. Special individual awards (player of the week) are also the responsibility of each coach.	Removed.
10	3. Make sure the refs are ranked on refranking.com	3. Make sure the refs are ranked on wiaawi.org
12	Old evaluation form	Updated evaluation form
15	Nothing	New: Pilot of Assistant Coach evaluation form to help Head Coaches prepare for the next season.

**MANAWA ATHLETIC  
COACHES GUIDEBOOK  
2016-17**

*Little Wolf*



*High School*

## **SCHOOL DISTRICT OF MANAWA'S COACHES GUIDEBOOK**

### **ATHLETIC PHILOSOPHY**

Coaching is a very difficult yet rewarding endeavor. It requires a generous amount of intelligence, patience, and perseverance. A coach is constantly being critiqued by other coaches, players, and fans. With all of the pressure that this close scrutiny brings, he or she must always keep in mind the main purpose for athletics in the school is to help provide opportunities for young men and women. Winning may be of paramount importance to fans and players, but it must take a back seat to the single most important goal of athletics, **the positive development of the student/athlete.**

### **STAFF RESPONSIBILITY**

#### **Coaches**

Coaches are the key figure in the inter-scholastic athletic program. Each coach should strive to teach the basic skills and techniques of his/her sport to squad members through sound educational means. Each coach should consider the teaching of good character, self-discipline, respect, honesty, responsibility, and sacrifice just as important as winning. A coach should always strive to win, but never at the expense of the total school program, the athlete, or the established rules. Each coach should take an interest in every athlete on the team; realizing learning can take place regardless of the individual's position on the team. Each coach shall conduct his/her program under the direct supervision of the Athletic Director. Each coach shall be evaluated annually.

#### **Coaches Duties and Responsibilities**

1. Supervise the development of his/her sport on a system wide basis.
2. Lend support to the entire athletic program and to the philosophy of the department.
3. Make recommendations to the Athletic Director concerning filling assistant coaching vacancies in their sports.
4. Hold an informational meeting for parents prior to the start of the season to explain expectations and answer any questions.
5. Work for professional growth by attending clinics, reading related material.
6. Be responsible for all equipment used in his/her sport, including issuance, collecting, and inventory.
7. Be responsible for calling meetings for pre-season planning, in-season work, and a session to evaluate the program at the conclusion of the season.

8. Determine the system to be used in his/her sport on a system wide basis, and inform all coaches of the proper implementation of the system before the season starts.
9. Work directly with the Athletic Director regarding facilities management and scheduling.
10. Be responsible to organize all supervisory tasks associated with his or her sport, including:
  - a. practice area supervision
  - b. locker room supervision
  - c. training room supervision
  - d. equipment room supervision
  - e. transportation supervision
11. Teaching staff should attend staff meetings or make arrangements with the principal to discuss the information that was presented at the meetings.
12. Make recommendations to the Athletic Director concerning:
  - a. Athletic Department policies
  - b. CWC Eight Conference considerations
  - c. WIAA
13. Make recommendations for the purchase of equipment and supplies on a system wide basis and submit an itemized budget to the Athletic Director at the appropriate time.
14. Determine the system to be used in granting athletic awards and give a written copy to the Athletic Director at least one week before each banquet.
15. All coaches are expected to be present at all practices. If a coach is unable to attend a practice or event, the Athletic Director and Principal should be notified. Also, at least one coach must stay until all players have left the building after practices and games.
16. Give written documentation of any problems within his/her program to the Athletic Director.
17. Coach should check with the Athletic Director on WIAA status (i.e. Physicals, grades, Concussion Agreement).
18. Provide a written updated roster to the Athletic Director prior to the first game. The roster should include name, height and weight (if applicable), year, position, and jersey number.
19. Inform the Athletic Director of any Foreign Exchange Students who want to participate in his/her sport. (WIAA forms must be completed)
20. Provide recommendations to Athletic Director and Principal on coaching positions within their sports program. Assistance in finding coaches may be obtained from the Athletic Director if needed.
21. Conduct oneself in a manner that positively represents the school and team at all times. (i.e. language, sportsmanship, positive relationship with athletes)

**Assistant Coaches and Middle School Coaches**

1. Carry out all duties as outlined by the Head Coach
2. Work to gain full understanding of the system employed by the Head Coach.
3. Work for total staff effort in preparing practice schedules.
4. Hold an informational meeting for parents prior to the start of the season to explain expectations and answer any questions.
5. Have an awareness of all equipment and facilities. Make any problems known to the Head Coach or Athletic Director.
6. Work for professional growth by attending clinics, reading related material.
7. Teaching staff should attend staff meetings or make arrangements with the principal to discuss the information that was presented at the meetings.
8. Attend athletic award ceremonies whenever possible.
9. Work within the “system” of the head coach and publicly support that “system.”

**Transportation of Player Personnel**

1. The Athletic Director is responsible for ensuring all sporting transportation needs. The Head Coach should discuss any special transportation needs with the Athletic Director prior to the start of the season. Teams will be transported in buses contracted by the school district. Coaches may, at times, be required to drive the school van to an athletic event. Number of students participating and availability of buses will determine whether the van needs to be used. All team personnel will travel with the team from the departure site to the location of the scheduled event.
2. All player personnel should be encouraged to return with the team to the departure site following the contest.
4. A “Travel Release Form” is available to release a student to a parent or guardian in exceptional situations.
  - a. Parents may make prior arrangements with the athletic director or coach in advance of the trip or at the conclusion of the event. Signed “Travel Release Forms” must be in the possession of the head coach prior to departure from the event.
  - b. It is the Head Coaches responsibility to ensure that only a parent or legal guardian is transporting the athlete for the return trip.

## **Injuries**

1. All coaches in charge of a given activity should take care of an injured athlete to the best of their abilities. This may require referring the injured athlete for proper medical attention.
2. Local ambulance service will be at the athletic field for all football games.
3. The coach in charge of the activity is responsible for having a first aid kit at all practice sessions and contests.
4. All athletes facing life-threatening injuries must be transported by ambulance to a clinic or hospital.
5. Procedures to follow when a student is injured:
  - a. Notify the parents of the injury immediately.
    1. Parents should assume the responsibility of contacting their family physician.
    2. For less serious injuries, have parents provide transportation for necessary medical attention.
    3. In more serious injuries, not life threatening, get permission from parents to use the ambulance service.
  - b. If parents are not available, use the following procedure.
    1. Consult emergency consent forms, which are required to be carried to all home and away events.
    2. A member of the coaching staff must accompany the athlete to seek the necessary medical attention.
    3. For serious injuries, call the ambulance immediately.
    4. Never move an injured athlete if there is a reasonable risk that movement will exacerbate the injury.
    5. In all of the above situations, continue to maintain contact with parents to keep them informed of the situation.
    6. Always secure the name of the physician who treats the athlete and the hospital/clinic where the athlete was taken.
6. A coach must complete an injury report form on each student athlete injured during practice or an athletic contest. The completed form should be given to the High School Office. Injury report forms are available from the High School Office.
7. The Head Coach should do follow-up calls to the parents to check on the well-being of the injured athlete.

## **Awards**

Coaches will establish, in writing, their criteria for earning a letter or award for their particular sport. The award policy should be reviewed before the season starts with all of the participants, and a copy should be given to the Athletic Director.

### **Maintenance of Facilities and Grounds**

1. All coaches are responsible for the care and maintenance of all of the following athletic facilities:
  - a. Locker room areas
  - b. Practice fields, courts and rooms provided for practices and games
  - c. Training and equipment rooms
  - d. Waiting areas such as commons, halls, and entrances
  - e. Any other rooms used for team meetings or video viewing
2. All breakdowns and problems with facilities should be reported to the Athletic Director, and he/she will report them to the Director of Maintenance.
3. The entire coaching staff will cooperate and collaborate fully with the maintenance staff.

### **Athletic Recognition**

1. Each sport will be responsible for their own end-of-season recognition program.

### **News Media**

1. Coaches are responsible for reporting scores and statistics to the news media after each game.

### **Conference Information**

1. The Athletic Director will inform all coaches of any change in conference policy regarding athletics.
2. Coaches are responsible for informing their players of any information required by the conference commissioner or his/her designated representative.
3. Coaches are required to attend or send a representative to their respective all-conference and WIAA playoff seeding meetings.
4. Any problems with conference policy or procedure regarding athletic events should be reported to the Athletic Director.

### **Officials**

1. If a coach feels an official at a home or away contest does an inadequate job of officiating, a written report indicating all specifics should be given to the Athletic Director.
2. Sportsmanship is an important lesson for our athletes and officials should be treated with respect.

### **Scheduling**

1. All non-conference contests, within the limits of the WIAA regulations, will be made on the recommendation of the Head Coach in a given sport.
2. Special consideration will be given to the following events in scheduling non-conference contests, special meets, etc.
  - a. Distance traveled
  - b. Size of school
  - c. Cost of event
  - d. Established patterns of scheduling
3. Postponements: Anytime there is to be a postponement or cancellation, the following procedure should be used:
  - a. Any time school is dismissed early because of inclement weather or other unusual circumstances, all athletic practices and games will be canceled.
  - b. On non-school days the Athletic Director will have the responsibility to postpone or cancel a contest.
  - c. All rescheduling of athletic events postponed or canceled must be made with the approval of the Athletic Director.
  - d. In the event of inclement weather occurring at the end of the school day, the Athletic Director or his designee will be responsible for canceling practices and contests.
4. Use of facilities: All requests for use of athletic facilities for special clinics, tournaments, etc. must be made through the building secretary.

### **Equipment**

1. The head coach will be responsible for all equipment issued to participating athletes.
2. All equipment must be returned at the end of the season.
3. Any equipment or uniforms that are damaged beyond normal wear and tear will be paid for by the participant. The amount of payment will be the difference between the user fee and the replacement cost of the uniform or the piece of equipment.
4. Equipment is to be stored in the proper storage areas in a neat fashion.
5. Equipment belonging to the school district should not be lent to outside groups except with the approval of the Athletic Director. Requests for equipment usage by non-school groups should be made in writing to the Athletic Director. The Building Principal will be notified each time this occurs.
6. The Athletic Department will not furnish towels for any athletic practices or contests.



### **Facilities**

1. Suggestions for improvement of athletic facilities should be made to the Athletic Director. These recommendations will be discussed with the building principal and the Director of Maintenance.
2. Training Room: The proper use of the training room is the responsibility of each coach who uses it.
3. Weight Room: The use of the weight room equipment will be governed by the following policy:
  - a. Physical education classes will have priority during the regular school day.
  - b. The weight room will be closed during the school day, at noon-hour, and after school unless under the direct supervision of a teacher or athletic coach.

### **Release From Class**

1. It is the responsibility of the Head Coach to make arrangements with the Building Secretary to have students excused from classes early to attend away games.
2. Students should meet with their teachers prior to leaving early to arrange for any assignments that must be made up or information that the student might need.
3. For attendance purposes, coaches should have an updated roster on file with the high school office and with any teachers whose classes students might be missing.
4. Head Coaches should inform the high school office and fill out the proper paperwork if a substitute teacher/teachers will be needed for any early release days.

### **General Information**

1. Student Managers
  - a. Student managers are responsible to the Head Coach in each sport.
  - b. Managers are subject to the same eligibility rules that team members are.
2. Locker Rooms are for our athletes and coaches only. Parents and friends must wait outside the locker room after games and contests. The varsity side of the boys' locker room is for participating athletes only. During the fall, winter, or spring season, any boy out for a sport can use his locker on the varsity side.
3. Off-Season Activities: Check with the WIAA Rules regarding out of season participation. One rule to remember is that the WIAA does not allow limiting an athlete's participation time during the season because he/she was not involved in an out of season program.

4. Prior to the season starting, each head coach will ensure that the following procedures are followed:
  - a. Conduct a sign-up meeting at least two weeks before the start of the season.
  - b. Turn in a pre-season roster to the Athletic Director two days before the start of the season to ensure physical cards and emergency consent forms are in order and all dues have been paid.
5. Video equipment is the responsibility of the head coach. It is his/her job to properly sign out for the equipment and return it in working order. The Athletic Director will handle any conflicts in availability.
6. Student Attendance (See Student Handbook)
7. Level of Participation: Juniors may participate at the JV level at the discretion of the Head Coach. Seniors may not play on JV teams without the consent of the Athletic Director.
8. Player Recruitment: Coaches should never try to persuade students not to participate in other sports. Manawa is a small school; we need every athlete out for every sport.
9. Winter and Spring Practice Schedules: Head Coaches will work together to establish a workable practice schedule for gym usage during these two seasons. A written copy of the schedule will be given to the Athletic Director.
10. Weekend and Holiday Practices: No practices will be scheduled on weekends or nationally accepted holidays without the prior approval of the Athletic Director.
11. Inventories: At the end of each season, the head coach will provide the Athletic Director with a written copy of his/her sport's inventory.
12. Athletic Code (See Student Handbook)
13. No spikes of any kind should ever be worn in the building.
14. The coach will make sure building is secure and all doors they used are locked before leaving.
15. The coach will not schedule practices or contests that would interfere with Wednesday night religious instruction. Students should not be restricted in their practice time or game participation because they have Wednesday religious instruction.
16. Fund Raising: Before committing to a fund raiser the head coach must have approval from the Athletic Director.

## COACHES CHECKLIST

The following form can be used as a checklist by coaches to ensure that all duties which are to be performed prior to, during, and after the sports' season have been accomplished. It will also be used by the Athletic Director to record any areas of concern that have arisen during the course of a season.

### Before Season

1. Take WIAA Test. All coaches must do this at all levels
2. Check on all supplies
3. Turn in a list of potential athletes to Athletic Director
4. Have a parent meeting
5. Do newspaper surveys
6. Make sure the field/court is prepared
7. Watch concussion video on WIAA site and turn in signed concussion sheet. Again, all coaches must do these at all levels.

### During Season

1. Make sure all equipment is handed out and documented and labeled
2. **Send results to all papers and TV stations**
3. Close up all building when you are done and only leave after all the athletes are gone
4. Make sure athletes have the following forms in **before they can start practicing**
  - a. Physical form
  - b. Concussion sheet
5. Make sure the athletes have the following forms in **during the first week of practice**
  - a. Emergency consent forms
  - b. Fee sheet
  - c. Handbook form

### End of Season

1. Collect and turn in all equipment
2. Turn in an inventory of all your equipment
3. Make sure the refs are ranked on wiaawi.org
4. Send the Athletic Director participation numbers at each grade level at the start and end of the year
5. Have an end-of-the season meeting with the Athletic Director
6. Head coaches evaluation with Principal
7. Turn in a list of athletes who are lettering and all who are receiving the participation certificate
8. Have a sports awards banquet and make sure all letters are handed out
9. Let the Athletic Director know if you are returning to coach next year
10. Turn in your keys

### Approval of Coaching Assignments

Each year coaching assignments shall be reviewed and recommendations will be made to the building administrators from the athletic director and or head coaches of each sport. Once these recommendations and reviews are finished a list will be presented for approval to the Board of Education. Spring athletic coaches will be approved by the Board of Education at the December regular board meeting and fall and winter coaches will be approved by the Board of Education at their regular board meeting in May.

## NFHS Coaches Code of Conduct

The function of a Coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic Success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the Coach at all times. Accordingly, the following guidelines for Coaches have been adopted by the NFHS Board of Directors.

The Coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

The Coach shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the Coach shall strive to set an example of the highest ethical and moral conduct.

The Coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.

The Coach shall avoid the use of alcohol and tobacco products when in contact with players.

The Coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The Coach shall master the contest rules and shall teach them to his or her team members. The Coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

The Coach shall exert his or her influence to enhance sportsmanship by spectators. Both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

The Coach shall respect and support contest officials. The Coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.

The Coach should meet and exchange cordial greetings with the opposing Coach to set the correct tone for the event before and after the contest.

The Coach shall not exert pressure on faculty members to give student special consideration.

The Coach shall not scout opponents by any means other than those adopted by the League and/or state high school athletic association.

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Coach Signature

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Athletic Director Signature

**School District of Manawa  
Coach Evaluation Form**

Coach's Name:                      Sport:

Evaluator's Name: Dan Wolfgram

Completion Date:

Directions: All coach evaluations are to be completed within four (4) weeks of the final contest. Based on your experiences with the athletic program, rank the coach in the following areas using the following rubric:

<b>4-Distinguished</b>	<b>3-Effective</b>	<b>2-Developing/Needs Improvement</b>	<b>1-Unacceptable</b>
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<b>#</b>	<b>Indicator</b>	<b>Rating</b>	<b>Comments</b>
1.	Coach follows and is fair in administering the athletic code.		
2.	Coach is a positive role models.		
3.	Coach sets realistic expectations.		
4.	Coach communicates well with parents and student athletes.		
5.	Coach avoids using profanity.		
6.	Coach comes to practice prepared and enthusiastic.		
7.	Coach is a team builder.		
8.	Coach respects athletes and treats athletes with respect.		
9.	Coach is careful not to make superstars on the team.		
10.	Coach acts as positive motivator.		
11.	Coach promotes academics.		
12.	Coach holds athletes accountable/responsible.		
13.	Coach immediately confronts and deals with problems.		
14.	Coach promotes good sportsmanship.		
15.	Coach respects officials.		
16.	Coach is reliable/dependable.		
17.	Coach is fair and consistent.		
18.	Coach demonstrates appropriate self-control.		
19.	Coach is approachable by parents/players in a timely manner.		
20.	Coach does not use tobacco/alcohol/drugs in presence of athletes.		
21.	Coach sends strong/clear message to team about avoiding alcohol/drug use.		



## Coach's Commitment

(Can be used by the Athletic Director or Coach can share  
with parents.)

**As the coach of the (boys or girls) \_\_\_\_\_ team, I am dedicated to more than the X's and O's of competition. I know that less than 2% of high school athletes go on to play team sports at the college level. Therefore, I understand that high school athletics provide students a unique opportunity for the development of not only physical conditioning and athletic skill, but also character traits essential for success in life. Recognizing my role as educator, leader and role model for students, for the next season I commit to:**

- Exemplify the highest moral character as a role model for young people.
- Recognize the individual worth and reinforce the self-image of each team member.
- Establish a realistic team goal or vision for each season and communicate that to the athletes and parents.
- Encourage and assist team members to set personal goals to achieve their highest academic, potential.
- Create a set of training rules for athletes that reflect the positive values of abstaining from the use of alcohol, tobacco and other drugs (performance degrading substances).
- Strive to develop the qualities of competence, character, civility and citizenship in each team member, as outlined in the athletic policy/code.
- Provide a safe, challenging and encouraging environment for practice and competition.
- Gain an awareness of the importance of prevention, care and treatment of athletic injuries.
- Respect the integrity and judgment of the game officials.
- Teach and abide by the rules of the game in letter and in spirit.
- Build and maintain ethical relationships with other coaches and administrators.
- Strive for excellence in coaching skills and techniques through professional improvement.
- Promote personal fitness and good nutrition.
- Be modest in victory and gracious in defeat.
- Refrain from use of alcohol, tobacco or other drugs before, during, or immediately after practices and games or until my supervisory duties are completed.

**My signature below indicates my commitment to the above:**

Date	Coach's Signature	Sport
<p>My specific goals for the team this season are:</p>		

## Manawa Pilot Assistant Coach Evaluation

Sport: \_\_\_\_\_

Name: \_\_\_\_\_

It takes many people working together to build a successful program. The goal of this form is that you will find new ways to work together as a staff to help our athletes succeed. Assistant coaches, please answer the question and when you meet with the head coach they will fill in the portion designated for them. Thank you for all you do for our Manawa athletes!

What are the areas of strength you bring to the coaching staff?

Head Coach:

What area would you like to improve in as a coach before next year?

Head Coach:

How do you think you can best help the team next year?

Head Coach:

Did you meet all your goals for the year, why or why not?

Head Coach:

Are there any off-season activities you would be interested in running or assisting with?

Head Coach: