

***New Athletic Director’s***

***Welcome Booklet***

***2021-2022***

Composed by the KIAAA Executive Board and KIAAA Mentor Committee



August 2022

Dear New Athletic Director,

On behalf of the Kansas Interscholastic Athletic Administrators Association, we would like to congratulate you on your new position. As an athletic director, you will face many challenges. This is a position that is both demanding and rewarding.

New athletic directors often feel overwhelmed and may benefit from the experience of a mentor in the field. In an attempt to assist in this transition, the KIAAA will provide you with an active AD mentor. This is an opportunity for you have regular contact with an experienced Kansas Athletic Director. We hope to provide you with someone you can rely on for guidance, direction and advice.

This manual is to serve as a resource for you in your professional responsibilities.

Please do not hesitate to contact us if you have any questions or concerns. Best of luck in your new position.

Sincerely,

*KIAAA Executive Board*

KIAAA Executive Board

Amended August 2022

**Important Professional Organizations**

**KIAAA** – *KANSAS INTERSCHOLASTIC ATHLETIC ADMINISTRATORS ASSOCIATION*

 “The KIAAA is the state professional organization for all athletic directors in Kansas and associates. The organization provides services and opportunities for professional development and networking among its members. Each year in the fall and spring, we sponsor a major state conference or workshop for our members. We offer NIAAA Leadership Training Courses as well as pertinent seminars and workshops. The KIAAA works closely with the Kansas State High School Activities Association (KSHSAA) in establishing policies and guidelines for the state athletic programs.

**Mission**

The mission of the KIAAA is to develop, enhance and preserve the educational values of interscholastic athletics.

The purpose of this organization shall be:

1. To promote and maintain an activities program that will encourage the widest possible participation with the highest possible standards.
2. To cooperate with the administrative head of the high school and to recognize that he/she is held ultimately responsible in all matters pertaining to interscholastic activities involving his/her school.
3. To assist and cooperate with the Kansas State High School Activities Association in carrying out its objectives.
4. To improve activities understanding and relationship throughout the state of Kansas.
5. To establish closer working relationships with related professional groups.
6. To present an opportunity for an exchange of ideas on mutual problems and practices.
7. To foster higher standards of professional proficiency and ethics.
8. To improve the educational aspects of interscholastic activities in the total educational program.
9. To promote greater unity and fellowship among all members.
10. To establish and implement standards for the professional preparation of interscholastic athletic administrators.

The KIAAA serves its members by providing resources to develop and enhance leadership skills and by offering opportunities for professional growth. The KIAAA delivers Leadership Training Institute courses, where attendance surpasses expectations and positive feedback is overwhelming. The KIAAA enjoys a close relationship with the Kansas State High School Activities Association (KSHSAA) and is dually associated with the National Interscholastic Athletic Administrators Association (NIAAA).

**The History of the KIAAA**

In January of 1969 (the year men first stepped on the moon), Elmer “Carp” Carpenter (Athletic Director at Wichita South High School) asked Art Newcomer (Athletic Director at Shawnee Mission East High School) if he would like to attend the Minnesota Secondary School Athletic Directors Conference in Minneapolis, Minnesota to be held in March of that year. At this conference, both men (with the help of representatives of the Minnesota Secondary School Athletic Directors Association) discussed the idea of starting a Kansas Secondary School Athletic Directors Association.

At the Kansas State Track and Field Meet in May of 1969, a Saturday morning meeting was held at Wichita Heights High School. Attendees included Elmer “Carp” Carpenter, Art Newcomer, Frank Hinkle (Wichita East High School), Jim Lininger (Wichita Heights High School), Bob Howard (Kingman High School), Mark Webb (Wichita West High School) and Jim McDonald (El Dorado).

At this meeting, plans were adopted to form a Kansas Secondary School Athletic Directors Association. The decision was made to host the first conference at the Holiday Inn in Wichita, Kansas in November of 1969. Dr. Arzell Ball, former assistant Superintendent of the Wichita Public Schools and the new Superintendent of the Shawnee Mission Public Schools, served as the opening guest speaker. Additionally, Bryce Durbin, the former Executive Director of the KSHSAA, also served as a conference speaker.

The first-ever association officers were presented at the November 1969 conference. They were as follows:

President: Elmer “Carp” Carpenter         Secretary: Jim Lininger  
Vice President: Art Newcomer         Treasurer: Clayton Williams

In the early 1980s, the Kansas Secondary School Athletic Directors Association changed its name to the Kansas Interscholastic Athletic Administrator’s Association (KIAAA). The name change coincided with the inclusion of junior high and middle school athletic directors in the organization.

It should also be noted that Dr. Art Newcomer served on an eleven person committee in Elgin, Illinois (near Chicago) in February and July of 1975 to form the National Interscholastic Athletic Administrators Association (NIAAA).

The first-ever Elmer “Carp” Carpenter Award was presented in 1981 in order to honor a leader in the area of athletics, education or both. Additionally, the first-everDr. Art Newcomer Award was presented in 2006 to honor an athletic director who had three years or less experience who demonstrates leadership qualities, outstanding work ethic and good communication skills. It should be noted that Dr. Newcomer is the only athletic director from Kansas to ever be awarded the National Interscholastic Athletic Administrator’s Association Award of Merit – the highest honor that can be bestowed on a high school athletic director. Only 24 athletic directors have ever been recognized with this honor.

**PARTNERSHIPS**

**NIAAA -** *National Interscholastic Athletic Administrators Association*

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**“**The National Interscholastic Athletic Administrators Association preserves, enhances and promotes educational based athletics through the professional development of interscholastic athletic administrators.The NIAAA champions the profession of athletic administration through educational opportunities, advocating ethics, developing leaders and fostering community.” This is the national association for high school athletic administrators. The annual dues are $80.00, which entitles members to four issues of the IAA magazine, and $1,000,000.00 liability policy and a $2,500.00 life insurance policy. The website is [www.niaaa.org](http://www.niaaa.org).

**NFHS** – *National Federation of State High School Associations*

 “The National Federation of State High School Associations serves its members, related professional organizations, and students by providing leadership for the administration of education-based interscholastic activities, which support academic achievement, good citizenship and equitable opportunities.” This is a national organization that is responsible for developing rules for the officials who conduct athletic contests. New Hampshire is a member of the NFHS. The NFHS also provides a variety of online learning opportunities for athletic directors, coaches, parents and student-athletes. The website is: [www.nfhs.org](http://www.nfhs.org).

**KIAAA Executive Board 2022-2023**

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**KIAAA/NIAAA Dual Member Benefits**

Being a member of KIAAA/NIAAA affords you many benefits. Here are just a few of the most popular:

**Insurance**

As a member of KIAAA/NIAAA, you have access to multiple types of insurance at free or discounted rates. Included with the annual membership fee is excess liability coverage up to $2,000,000 and a $2,500 term life insurance policy.

**Liability Insurance**

For our regular members, the KIAAA/NIAAA provides excess coverage beyond any other coverage the member has through his/her employer. This liability insurance covers any suits for claims involving bodily injury or property damage. This liability does not cover suits for discrimination, wrongful suspension of a coach or athlete or any other claim not involving bodily injury or property damage. Suits for such claims occurring during the course of employment would have to be covered by the employer.

**Term Life Insurance**

The NIAAA provides $2,500 term life insurance for any current member with exception of student members. The benefit is paid to the surviving spouse or to the estate (if no surviving spouse) unless a beneficiary form has been completed and sent to the NIAAA office. All members (except student members) are eligible for this life insurance as long as they were a current member of the NIAAA upon their death.

**Student Scholarships**

In accordance with our purpose to promote, facilitate and increase the knowledge and understanding of the vital role of interscholastic athletics in the educational system, our scholarship program fosters and recognizes the partnership between the KIAAA/NIAAA and secondary education. The scholarships will recognize the distinguished scholastic, leadership and citizenship attributes of high school student-athletes, and the importance of high school athletics in each student’s life. Interscholastic athletic administrators must be a member of the NIAAA in order for their student-athletes to be eligible for this scholarship.

**IAA Magazine**

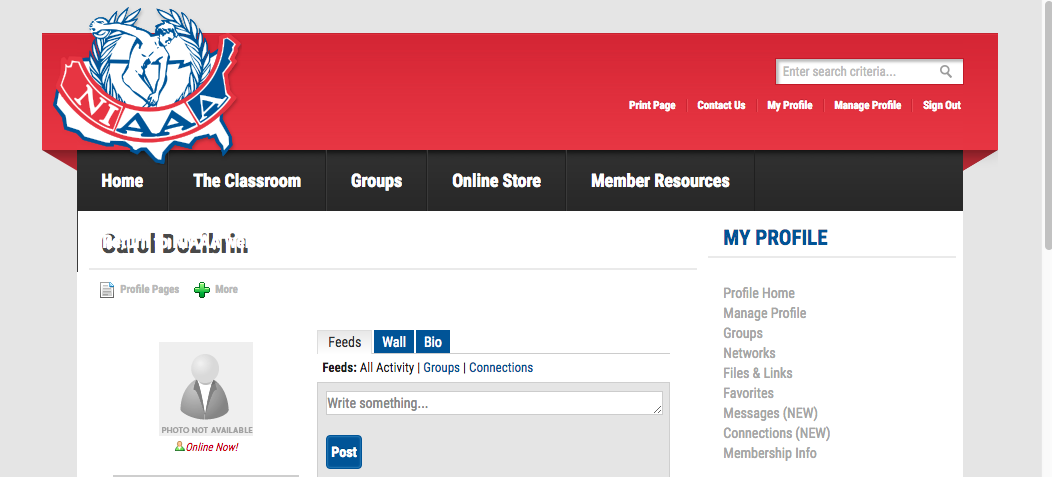
The IAA Magazine is a quarterly professional journal written by and for athletic administrators.

**Discounted Rates**

The NIAAA provides discount rates on webinars, online courses, certification, and National Athletic Directors Conference registration. For more information on NIAAA member benefits, please visit their website at [www.niaaa.org](http://www.niaaa.org) . For KIAAA information please visit our site.

**NIAAA Website and Member Portal** [www.niaaa.org](http://www.niaaa.org)





The NIAAA Member Portal is where all of the action happens. In the portal, our members can track completed course work, apply for certification, gain access into the Classroom, network with colleagues, and so much more.

**Professional Transcript**

The NIAAA offers over 50 Leadership Training Courses that are loaded with information relevant to the role of the athletic administrator. As an NIAAA member, they will track every LTC you complete. When it comes time for certification or submitting proof of continuing education, all you have to do is print your transcript.

**The Classroom**

The newest feature of the Member Portal is the Classroom. This is where all of the learning happens. The NIAAA hosts a variety of resources and presentations that are free to their members, and available for a small fee to nonmembers. Also included in the Classroom are their online courses. These are available at a discounted rate to their members.

For a further look into navigating the Member Portal, check out their instructional video on their YouTube Channel: NIAAA Official or visit <http://niaaa.site-ym.com/>

**KIAAA/NIAAA Professional Development Academy**

**Leadership Training Institute**

With the vast turnover of athletic administrators, a need has developed for an educational program to support the new administrators and at the same time offer a professional development program for the experienced athletic director. We offer just that. Our Leadership Training Institute was established in 1996 and now boasts over 48 Leadership Training courses (LTC) packed full of best practices necessary to perform the role of athletic administrator at the highest level. Each of the courses is four hours in length and is taught in person at the national/state conferences and online through webinars or online courses.

**Certification**

The NIAAA Certification Program is a voluntary professional service for athletic administrators and is based on the premises of continuing education, professional growth and program development in the profession of interscholastic athletic administration. It recognizes and incorporates the professional development opportunities provided by the Leadership Training Institute. The attainment of professional certification demonstrates the completion of a comprehensive plan for self-improvement that will enhance the ability of the athletic administrator to better serve the school, community and profession.

The NIAAA offers four levels of certification:

• Registered Athletic Administrator (RAA)

• Registered International Athletic Administrator (RIAA)

• Registered Middle School Athletic Administrator (RMSAA)

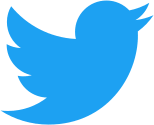
• Certified Athletic Administrator (CAA)

• Certified Master Athletic Administrator (CMAA)

**KIAAA Website** [www.kiaaa.org](http://www.kiaaa.org)

With our website, we are able to post information quicker and easier than ever before with a dynamic layout. Athletic Directors across the state will have better access to KIAAA news & updates, documents, general information and more.

With this site, we also do our best to showcase various highlights and recognize the accomplishments of both individuals and groups throughout the year. The site will be more visual, as we aim to create photo galleries of our events and provide more interactivity with new features such as a "jobs" section for coach openings that you can submit to. Once your submissions have been received, we will approve them for display on the website for the rest of the NHADA membership to view. There is also a member only portion for contact information and minutes of meetings. Check us out for information: Professional Development, Awards, Executive Board and Leadership, Jobs, Toolbox, News, Members Only

Follow us: @KIAAAks Facebook Group: KIAAA Group

**KIAAA Professional Development Plan**

Professional development is about learning new skills and knowledge and the ability to apply it effectively at work. Professional development for the athletic administrator can be divided into three categories: formal education, continuing education and on the job training plus personal professional development.

What’s in it for you?

* Better able to successfully achieve your goals
* Gratification from striving to be your best
* Opportunity to expand skills and experience for future career growth
* Opportunity to expand your professional network (relationships)
* National Certification

**Growth and Networking Events**

**KIAAA State Conference**

The KIAAA state conference, held in the Spring, allows athletic directors from across the state an opportunity to network with their peers and gain insight and motivation to return home to administer programs with new knowledge, information and enthusiasm. The conference features professional development opportunities through LTC courses, professional speakers, workshops and an exhibit show with 50 vendors and products. The conference awards banquet highlights and recognizes those athletic directors who have given years of service to the profession.

**National Athletic Directors Conference**

The National Athletic Directors Conference sponsored by the National Interscholastic Athletic Administrators Association (NIAAA) and the National Federation of State High School Associations (NFHS), is the single premier conference that provides outstanding educational in-service programs for interscholastic athletic administrators. This conference is foremost in featuring professional speakers and an exhibit show with more than 300 exhibit booth spaces, as well as proven athletic administrators who willingly share their experience and expertise on a variety of educational topics. It is held in December in venues across the US.

The NIAAA holds its business functions in conjunction with the conference, along with its popular Leadership Training Institute. There will be a total of 48 courses that cover a variety of topics, and early registration is a must, as classes fill rapidly. All courses are outstanding and you will want to work at least one into your conference schedule.

The conference luncheon and banquet programs allow attendees to recognize their peers through presentation of awards.

I**nvolvement and Volunteer Opportunities**

The organizational structure of the KIAAA and the NIAAA includes committees that manage many of the tasks of the organizations. Members may serve the organization as representatives of these committees. When openings exist, a process is in place to replace vacated positions.

Other volunteer roles include but are not limited to: District Reps, Class Reps, DEI Rep, Middle School Rep, Retired AD’s rep, KSHSAA Liason, Mentor Chairperson, LTI Coordinator, Credentials Chairperson, Vendors Rep, Golf tournament rep, Silent Auction Rep, Awards Coordinator, Scholarship coordinator, KSHSAA Proposal Coordinator

For more information about the KIAAA check our website at www.kiaaa.org . For more information about the NIAAA and their committees check their website at [www.niaaa.org](http://www.niaaa.org)

**Athletic Director’s Job Description**

1. Schedule all athletic contests, practice times and locations, for middle school and high school.
2. Hire all officials and support personnel for home contests (scorekeepers, security personnel, mediators, etc.).
3. Issue contracts to officials and keep copies of these contracts on file.
4. Arrange, authorize, and present payment to officials and support personnel.
5. Ensure that all coaches follow the letter and spirit of the Coaching Manual.
6. Coordinate the award system, including but not limited to ordering materials and hosting banquets.
7. Chair the Athletic Committee.
8. Keep a file of student physicals and parental approval of the Athletic Code, notifying the necessary coaches and administrators of any deficiencies.
9. Coordinate weekly student eligibility, notifying coaches of ineligible players.
10. Supervises issuance and care of all athletic equipment:
    1. Maintains perpetual inventory of all equipment.
    2. Sees that each coach keeps a record of their equipment, records to whom equipment is issued, mark the equipment properly, and repairs/cleans/replaces as needed.
    3. Ensures that equipment is properly stored/maintained in the off-season.
11. Tracks each sport’s win-loss record, letter winners, and individual record holders.
12. Ensures that fields, gyms, equipment, and clocks are ready for games.
13. Determines the ability to hold a contest with respect to weather.
14. Ensures that athletic facilities are properly cleaned, maintained, and repaired.
15. Works with the Transportation Company to arrange transportation to away contests.
16. Records, tracks, and orders new uniforms on a rotational basis for teams.
17. Coordinates the use of the gymnasium for practices, games, plays, etc.
18. Works with Athletic Booster organization to provide additional materials for all teams.
19. Is evaluated by the High School Principal.
20. Work with the principal to help prepare all NHIAA reports regarding eligibility, tournament entries, and transfer forms. Ensuring that all coaches attend rules meetings and comply with said rules.
21. Coordinate the purchase of athletic equipment and supplies with the coaching staff.
22. Forward accident reports after consultation with the coach, athlete, or parent to the building principal and nurse.
23. Advise the administration of any athletic problems.
24. Advise and work with coaches to help strengthen coaching deficiencies.
25. Supervise and evaluate all coaches.
26. Responsible for supervision of home contests.
27. Communicate with other district administrators to anticipate and plan for future concerns.
28. Inform the Superintendent on a regular basis of happenings in the athletic department.
29. Any other duties as deemed appropriate by the principal for the success of athletic department.

**Game and Event Management**

* Crowd Control Planning and Implementation
* Game Management Checklists: Football, Soccer, Basketball, Wrestling
* Game Introduction and Opening Remarks
* Cancellation Checklists
* Lightning Guidelines
* Fundamentals of Sportsmanship and Guidelines for Behavior

**Crowd Control Planning and Implementation**

Efficient management of interscholastic athletic contests, both at home and away, is an increasingly important aspect of administering a high school athletic program. The following recommendations have been provided to assist schools in preparing adequately for crowd control at athletic contests.

1. Pre-season and pre-game responsibilities are shared by both schools competing in any athletic contest.
2. Responsibilities during the game are shared by both schools with the home school assuming the major role. A dual responsibility exists at a neutral site.
3. Post-game responsibilities are shared by school officials, local police, and the citizens of the community.
4. Advance preparation of all details pertaining to athletic contests is necessary for efficient administration.
5. The coach is usually a stabilizing influence in an emotionally charged situation. In the present social climate, the coach must always assume this important responsibility. No person should be coaching who does not realize that the future of high school athletics is more important than winning or losing a particular game.

**PROCEDURES BEFORE THE GAME**

**(Size of school and type of facilities will dictate some of the following suggestions).**

**Home School**

1. Develop an operational plan for each home event.
2. Contact the visiting school as early as possible to arrange for a meeting or telephone conversation to discuss the game, including prior and existing school/community control problems.
3. Discuss any situations peculiar to the stadium, field (or gym) and send a map to the visiting school, if necessary.
4. Formulate plans that provide directions and instructions for all visiting personnel regarding safest routes, parking, seating and dismissal from bleachers, and loading and unloading buses and automobiles.
5. Have parking areas well lighted. Arrange for on-site parking of visitors’ autos and buses. Arrange for bus parking so that the buses do not create a hiding place for loiterers. Police should periodically patrol the bus parking area.
6. Have stadium or gym secure and all gates locked prior to the scheduled opening time.
7. Arrange for supervision to continue until after all visitors, including the team bus, have left the area.
8. Prepare a supervision chart and inform assigned personnel of their duties before the game. (Persons on duty from both schools should have some type of identification - shirts, jackets, arm-bands, badges, etc.).
9. Staff representatives should be informed of any court orders or other restrictions placed on specific individuals limiting their presence at school events or school property.
10. All faculty members or other personnel supervising should be identifiable. This can be done with T-shirts, arm-bands, caps, etc. Easily recognized apparel that will let people know that these individuals are on duty is highly recommended.
11. The host school must assign supervisors on the visiting side; their main duty is to keep students from the home side from moving into the visitor section. They should assist in overseeing the visiting students and fans only if absolutely needed. In this regard, always designate specific seating for students, bands, adults, and visitors. Student bodies and the respective spectator sections should be kept separated at all times.
12. Provide for adequate police supervision before, during, and after the game.
    1. • Ensure that there is police supervision both inside and outside at games.
    2. • Police should be assigned to known or likely trouble spots. Law enforcement supervisors should make sure that officers do not congregate at one place or become spectators.
    3. • At a set time after the game starts, police should "sweep" the area outside the stadium. Everyone should be inside or off the premises.
    4. • Provide escorts, preferably police, for game officials and visiting teams before, and particularly after, the event. Use a designated school individual, if no police coverage.
    5. • Marked police vehicles at each vehicular access will serve as a deterrent and a uniformed officer at the gate sends a message as to expected behavior.
    6. • Traffic control should be delegated to other than sworn-officers, if possible.
    7. • Sworn officers should never be used for parking control. Service clubs, school officials or other groups can perform this duty.
    8. • Make arrangements with the local police chief, or designee, so that adequate police protection will be available to control the spectators at the conclusion of the contest. Develop a plan of action, in cooperation with the police, for measures to be taken in the event of trouble. Review prior and existing school/community control problems.
    9. • Arrange to divert traffic away from the athletic field or gym so that spectators leaving the game can do so quickly.
    10. • Work with local police in providing "no parking" signs around the stadium or gym, blocking off streets if needed and arranging for one-way traffic where necessary.
    11. • Give specific instructions concerning responsibilities to auxiliary police, ushers, and faculty members hired by the school; designate someone to provide further instructions and direction to paid auxiliary police, ushers, and faculty members at the game.
    12. • Develop a supervision chart for police coverage before, during, and after the game. Police supervision of the parking areas during the game should not be forgotten.
    13. • Suggest a suitable location to detain anyone arrested by the police until that person(s) can be taken away with the least amount of confusion.
    14. • All security personnel should be readily identifiable by the public. Prevention, not apprehension after trouble begins, should be emphasized.
    15. • Review the need for and the provision for metal detection equipment. If such equipment is to be used, inform administrators of the visiting school prior to the day of the event.
13. School employees may tend to no longer feel responsible when uniformed police or other security personnel are present. This is incorrect. School officials have the ultimate responsibility.
14. Depending on local conditions, you may wish to advise ticket sellers to screen for troublemakers and group agitators. In some communities, it may be necessary to consider the advisability of not admitting elementary and junior high students unless accompanied by adults.
15. Instruct the operator of the video taping equipment to record all incidents of inappropriate behavior and to continue taping as teams depart the playing area after conclusion of the contest.
16. School personnel know and are known by potential troublemakers. The presence of a staff person in the right place at the right time may well avoid a potential problem. Staff members should know the limits of dealing with a situation personally and seek the assistance of a police officer, or school administrator, in any doubtful circumstances.
17. Have all special seating areas roped off prior to opening the gates. Use school service club members (ROTC, student council, etc.,) for ushers and monitors of student sections and make sure that these students are rehearsed in their duties.
18. Provide reserved seats for bands. The amount of time they will have for half-time activities should be known to them and should be strictly observed.
19. Seat students from opposing schools in separate sections. Seating for home and visiting spectators should be adequate. Spectators should remain on their side of the field or gymnasium throughout the contest. Do not over-sell the facility. Admission for tournament events cannot be included as part of season ticket sales. Keep general admission spectators separate from student sections, if possible.
20. Arrange for interested parents and patrons to assist with supervision of general admission section.
21. Check fire code for seating capacity and other recommendations.
22. Provide an escort to meet the visiting team when it arrives and to direct them to their dressing quarters. A good-sized room, a whiteboard and markers, a training table, benches, chairs, and drinking water should be provided. It may be necessary to ask opponents to come dressed for the game, if the visiting team’s quarters are not adequate.
23. Provide security measures to protect visitors’ clothing and valuables while the visitors are on the field or court. The playing field or court and the area immediately adjacent to it at all athletic contests shall be restricted to team members, coaches, managers, officials, and other parties necessary to conduct the game. Staff on duty should wear something distinctive so that they may easily be identified. Sufficient personnel should be provided by the host school to enforce this regulation. The visiting school should see that this rule is enforced in its area, where appropriate. Schools must bear a dual responsibility when playing at a neutral site.
24. Provide reserved parking for game officials and doctor/medical personnel. Arrange for the game administrator to meet officials when they arrive and to escort them to their dressing area.
25. Emphasize to game officials the importance of keeping the game under control.
26. Take care in the preparation, printing, and sale of athletic programs. Correct names and numbers, major rule changes and interpretations, and statements concerning spectator behavior have proven effective. The following message has been adopted by the National Federation of State High School Associations and may be considered for inclusion in the game programs and should be announced several times throughout the game during breaks for time-outs, quarters, halves, etc.,

*"These are high school athletes who are performing here tonight. They are friendly rivals as members of opposing teams. They are not enemies."*

*"This basically is the theme of interscholastic athletics -- the idea of friendly competition. The visiting team tonight, and in every interscholastic game, is a guest of ours. They are expected to be so regarded and so treated."*

*"The officials are individuals who are assigned to administer the rules of the game. Their experience and their integrity qualify them for their part in this friendly interscholastic contest. This attitude of sportsmanship should be reflected by all spectators, too, no matter what your personal feelings of loyalty may be to one or the other of the teams in tonight’s contest."*

1. Arrange for adequate concessions as a service to spectators. If possible, concession stands should be available on both sides of the stadium at football games.
2. Have custodian check bathrooms for sanitation/supplies before game and between quarters.
3. Check game facilities: Conditions on the field or court and areas throughout the facilities being used by players and by spectators should be checked before the game for hazards, cleanliness, and proper markings. Special attention should be given to the position of fences and players’ benches.
4. Athletic trainers are required for all high school football contests. It is further recommended that an athletic trainer or a physician be present at all other rugged-contact athletic contests. If possible, an ambulance should be available. It should be brought onto the field only by request of the athletic trainer or physician. The home team athletic trainer or physician may be made available to the visiting team, if the visiting team does not bring its own athletic trainer or physician to the contest.
5. Have properly trained adult scorers and timers working at games. If possible, the same individuals should be assigned for the entire season.
6. Assign a competent person to operate the scoreboard.
7. Post signs reminding fans New Hampshire State Law prohibits smoking on school property.

**Public Address Announcer**

Many individuals certainly play key roles and assume important responsibilities to ensure the successful administration of an athletic event. One of these people is the public address announcer, because of the major contribution he/she can make to set the tone for the game, match, or meet which will contribute to the spirit of fair competition and true sportsmanship.

1. Be organized and prepared. This item really speaks for itself, but the good PA announcer will have announcements and forms prepared ahead of time to facilitate his/her job. Being prepared simply means that PA personnel are better able to handle the announcements for emergency situations as they arise.
2. Check that all equipment operates properly. There is more to be concerned with than just a properly working microphone. Do not forget about CD players, auxiliary cords, electronic message centers, remote controls and so forth. Often, announcements are to be synchronized with songs or scripts, so ensuring that all equipment works properly will make for a quality presentation.
3. Be professional and unbiased. High school sport announcers should not imitate the styles and antics of some college and/or professional PA personnel who draw attention to themselves and away from the athletic contest. The announcer should confirm PROPER name pronunciations.
4. Speak slowly, clearly, and distinctly always! Of these, "slowly" is most important. Not only does the announcer need to be heard, he or she also must be easily understood.
5. Say only what is necessary. Talking all the time and speaking constantly into the microphone - especially with unnecessary comments and/or endless promotion - turns people off and makes them not want to listen. People who "turn off" the announcer may miss out on important, valuable, or emergency announcements.
6. Do not rush and do not panic on public service announcements or emergency announcements. Public service announcements related to sportsmanship are available from the NHIAA office.
7. Do not attempt to do play-by-play.
8. Do not editorialize about or comment on any aspect of the game. The fastest and easiest way for an announcer to lose all respect and credibility with everyone at the contest (spectators, players, officials, coaches, and others) is to make a comment about or react to a game situation or outcome. As with item #7, this is not the announcer’s role or responsibility.
9. Be involved with the teams and the competition, not with yourself. Enjoy the competitive atmosphere of the game, meet or match and become excited about the young people who are performing. Do not become wrapped up in yourself and excited to hear yourself talk.
10. The announcer is not the entertainment. The spectators came to watch the game and the players perform, to support the cheerleaders, to enjoy the band and its auxiliary units, to congratulate the homecoming courts, to see their neighbor’s kids, to observe special halftime activities - NOT TO LISTEN TO THE ANNOUNCER!
11. Give location of rest rooms, concessions, and lost-and-found station.

**Band Director**

1. Encourage and stimulate good feeling by playing visitor’s school fight songs and other appropriate music.
2. Help in crowd control with music at the appropriate times.
3. Encourage band members to stay in small groups of at least three to five when they are not performing at athletic contests.
4. Prior to a contest, the guest band director should make a courtesy call to the host band director and exchange information concerning:
   1. If the visitors band is planning to attend.
   2. The length of the half-time performance.
   3. Number and location of seating required. Number of band parents or helpers attending.
   4. Whether or not there are any special events planned.
5. Host band officers should seek out and meet with the guest band officers sometime before, and possibly during the contest for the purpose of promoting good will.
6. Provide faculty supervision for all pep or marching bands at all athletic contests.

**Visiting Schools**

1. Contact home school or neutral site manager to discuss game preparations and obtain information on:
   1. safest route to and from stadium or gymnasium
   2. location of visitors’ parking area
   3. visitors’ entering and exit gate
   4. visitors’ seating area
   5. prior and existing school/community control problems
2. Consider transporting students by bus if there is inadequate parking at the stadium.
3. Student buses should have staff supervision.
4. Have adequate faculty and administrative supervision going to the game, at the game, and after the game. Provide identification for school personnel.
5. Consider asking interested parents and patrons to help with supervision.
6. Provide information to students regarding travel, parking, entrance, seating, and exit.
7. Check on amount of time allotted for band or other half-time activities and adhere strictly to the time limit.
8. Check cost of admission for both students and adults and announce so everyone is prepared.

**Dual Responsibilities—when appropriate**

1. Provide opportunities for cultural exchange between student bodies through assemblies.
2. Use assemblies to orient students to the importance of good conduct.
3. Ask student councils and cheer teams to help by planning campaigns for spectator sportsmanship.
4. Plan assemblies to inform students about game rules, or issue a book of rules and regulations so that everyone knows how to watch a game intelligently and knows what is expected. Utilize physical education classes to instruct these activities and extend the knowledge of the playing rules.
5. Any type of mascot shall be kept on the side of a school’s cheering section.
6. Only the school banner, sportsmanship creed, and signs which display positive connotations should be displayed and placed on the participant’s side of the field.
7. Be alert to prior and existing community or cross community control problems.

**DURING THE GAME**

1. Visiting school principal or representative should contact the site manager or athletic director immediately upon arrival to discuss final details and to indicate seat locations so that parties are available to each other.
2. Separate rest rooms and concession booths should be available, when appropriate.
3. Have adequate police, faculty, and patrons distributed among the students and other spectators. Assign someone to help control spectator behavior in the vicinity of the players’ bench.
4. Spectators should not be allowed to leave and re-enter the site. This can result in the smuggling of weapons, drugs, alcohol, etc., into the facility, as well as unruly spectators.
5. Prepare a plan for acquiring police back-up, if necessary.
6. Meet faculty supervisors from the visiting school and acquaint them with their areas.
7. Employ a walkie-talkie system, tied into the police department, if possible, or exchange cell phone numbers.
8. Check on supervision each quarter.
9. Keep lines of communication open to administrators from the visiting school and the site manager.
10. Assign a responsible adult, other than the coach, to help attend to injured players and, if necessary, to accompany them to the hospital. Parents may be involved, if going to hospital.
11. Provide supervision during half-time. Whether or not there is half-time entertainment, supervision is necessary to help direct the crowd, keep spectators off the playing area, and keep the area under the stands cleared. This is especially if there are a lot of younger children around.
12. Provide an escort, with a key, to the locker room for officials during half-time.
13. Maximum available lighting shall be utilized during any contest and shall not be restricted to the area of competition.

**AFTER THE GAME**

1. Use public address system to give directions to spectators regarding exit from the stands.
2. Provide police and faculty supervision until all students and spectators are well dispersed. Permit no loitering.
3. Provide an escort, with a key, to the locker room for officials.
4. Arrange an area for press interviews, when appropriate.
5. Check supervision of all areas; provide continuous security for locker room area.
6. Assign someone to assist police in dispersing hangers-on who wait for the team after the game.
7. Buses loaded with fans, band, and team should depart immediately after the game.
8. Administrators of both schools should confer before leaving to be sure that all details have been covered.
9. When deemed necessary, have police escort officials to their cars and team and spectators to buses to the city/town limits.
10. Letters of appreciation should be sent to the opposing school, coaches, officials, and newspapers, if appropriate.

**GUIDELINES FOR CHEERLEADERS**

1. The host school cheerleaders should go to the visiting side and greet the visiting cheerleaders. Cheerleaders should lead a cheer for the visitors’ section and follow with a cheer for the home section. Cheerleading coaches, coaching staffs, and other game management advisors should meet to discuss the importance of spectator and player sportsmanship.
2. Cheerleaders’ function is to make a positive contribution to good spectator reaction at an athletic contest and to create better relations between opposing supporters.
3. Cheers should be positive and not aimed at antagonizing an opponent. Care should be taken to make certain that words used in a cheer are not suggestive and do not have a connotation which would inflame an audience.
4. Cheerleaders should remain silent when the opponents’ cheerleaders are cheering and during free throws at basketball games.
5. Cheerleaders are expected to lead fans in a round of applause for an injured player leaving the game. Cheering is appropriate when injured player leaves the contest area.
6. When "booing" occurs, the cheerleaders should attempt to stop it by immediately starting a popular sideline cheer. Immediate action is the key to the control of booing.
7. Cheerleaders, properly trained, can be as important to the spectator behavior as the coach is to his/her team.
8. The student body and teams will react as they are instructed, inspired, and led by neat and well-poised cheerleaders.

**SPECIAL RESPONSIBILITIES**

**Police/Security**

1. Police/security should arrive in sufficient time before game starting time and report to principal or his/her representative to request instructions, such as best locations for observation, nearest phone, etc.
2. During the game, officers should be requested to assist in controlling the following:
3. Non-students who may cause disturbances seated in student sections.
4. Any person appearing to be under the influence of alcohol, or drugs, should be denied admission to the event.
5. Any suspicious gathering of individuals in rest rooms, behind the stadium, in parking areas, or elsewhere.
6. Fans should be asked to move on and crowds dispersed outside the facility, if a contest is sold out.

**Coaches**

1. Coaches influence not only the conduct of the players under their direction, but also that of the student spectators, parents of squad members, and interested citizens who attend athletic contests. Since the coach is influential in setting the tone of conduct, he/she shall be a role model for self-restraint, fair play, and sportsmanlike behavior.
2. In dealing with the officials, the coach’s approach must be professional at all times. The coach must exercise self-control and realize that the official sees through impartial and unbiased eyes. Coaches must familiarize themselves with the proper procedure for requesting a conference with an official.
3. Coaches shall never seek out an official during half-time or at the conclusion of a contest.
4. The behavior of the coach must at all times be marked by dignity and self-control. He/she should not, at any time, use provocative language or engage in any unsportsmanlike actions or tactics. He/she must avoid any actions or remarks that would tend to incite the displeasure of the spectators or provoke disorderly behavior.
5. If the coach, as a professional educator, cannot exercise emotional control under stress, then such behavior cannot be expected from the young people on the team nor from the heterogeneous combination of spectators in the stands.
6. The coach will immediately discipline any player who intimidates an official or displays unsportsmanlike behavior.
7. Deliberate attempts to humiliate an opponent should not be tolerated by school officials, e.g., running up the score. Coaches are encouraged to substitute whenever possible especially when the outcome of the game has more or less been decided.
8. Opposing coaches **must** shake hands publicly and should ask players to shake hands with opponents before or after the game and behave with courtesy at all times.
9. Coaches must be sensitive to situations such as athletes losing control of themselves and must get potential troublemakers out of the game before difficulty begins. Head coaches are responsible for the conduct of their entire staff.

**Players**

The less notice the player takes of the spectators and the more he/she concentrates on his/her part in the game, the more absorbed the crowd will be and the less likely to misbehave.

1. Players should refrain from showing surprise or irritation at a call of an official. The official’s ruling should be accepted with politeness.
2. "Playing to the crowd" can cause trouble particularly in basketball where the player’s facial expressions are clearly visible to the bench and stands.
3. Unsportsmanlike gesturing or the harassing of an individual opponent should be avoided and must not be condoned by the coaches.
4. Substitutes on the bench must not heckle the opposing team and should never enter the playing field/court.
5. The relationship of players to each other before, during, and after the game affects and helps establish crowd rapport.

**School Reporters**

1. Stories should be presented fairly and accurately.
2. Losses do not need to be explained.
3. Wins should not be overstressed.
4. Reporters have many opportunities to speak out for good sportsmanship.
5. Reporters should refrain from criticizing high school athletes in a school newspaper.

**Spectators**

1. Student councils can develop codes of sportsmanship.
2. Cheerleaders and bands can help promote good sportsmanship.
3. Sportsmanship rating forms are helpful.
4. Sportsmanship trophies can be given to encourage good conduct.
5. Pep boosters can promote better sportsmanship.
6. The pre-game atmosphere is improved if spectator participation is encouraged. Standing and singing "The Star-Spangled Banner" is one opportunity for such participation.
7. Handbooks on regulations dealing with crowd conduct are helpful.
8. Disorderly persons should be removed promptly.
9. Posters can be used to stress courtesy and sportsmanship.
10. Noisemakers and drunkenness should not be permitted.
11. Students should sit as a group.

Students and adult spectators who have general knowledge of game rules and of officials’ techniques and signals seldom cause disturbances at athletic contests.

**Other Considerations**

1. Conduct pre-season meetings for athletes and parents. Invite members of the community to also attend.
2. Post a copy of the crowd control policy in a conspicuous place in the gym and/or lobby.
3. When crowds are anticipated to be large, conduct a pre-game sale of tickets.
4. If prior circumstances indicate the possibility of problems, change the time of the game to the afternoon.

***SAMPLE DOCUMENTS FOR YOUR INTEREST***

**Game Management Checklist – FOOTBALL**

Game Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Final Game Score: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Opponent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pre-Game Set-Up**

\_\_\_ Field marked

\_\_\_ Grass cut

\_\_\_ Yard line markers out

\_\_\_ Pads on goal posts

\_\_\_ Water on for teams (water keys needed)- quick connects, hose, etc.

\_\_\_ Cover for track protection –plywood/rubber tarp, etc.

\_\_\_ Cover drains and other hard surfaces

\_\_\_ Ticket booth setups (sign, lights, desk, chair, cash box, tickets)

\_\_\_ Chain and lock all non-entrance gates

\_\_\_ Check visitors’ locker room (clean, paper, chalkboard, drinks)

\_\_\_ Check officials’ locker room

\_\_\_ Flag

\_\_\_ Field lights on, when needed

**Press Box Set-Up**

**\_\_\_** PA system set-up

\_\_\_ Scoreboard on

\_\_\_ Telephone, radios, phone #s, EMT’s

\_\_\_ Programs

\_\_\_ Roof door open for filming crews

\_\_\_ Reserve room for filming and coaches

**Administrative Game Details**

\_\_\_ Meet visiting team

\_\_\_ Meet officials

\_\_\_ Administrative coverage/police security

\_\_\_ Cheerleader information

\_\_\_ Program distribution and collection for cheerleaders or boosters

\_\_\_ Reserved seats

\_\_\_ Parking attendants for busses, officials, administrators, boosters

\_\_\_ Announcers packet

**Pre-Game Personnel**

\_\_\_ Band practice \_\_\_ Scorekeeper/Clock operator

\_\_\_ Special teams on field \_\_\_ Announcer

\_\_\_ Coin toss \_\_\_ Ticket sellers

\_\_\_ Teams leave the field for band activity \_\_\_ Athletic Trainer

\_\_\_ Teams back on field for introductions \_\_\_ Snack Bar/Booster club

\_\_\_ Starting line-ups \_\_\_ Chain crew

\_\_\_ National anthem \_\_\_ Police/Security/Staff

**GENERAL INSTRUCTIONS FOR FOOTBALL CLOCK OPERATORS**

A. The clock operator should report to the officials’ dressing room at the stadium at least 45 minutes before game time for the following purposes.

1. To synchronize timer’s watch with official game time as established by the official responsible for timing.
2. To advise officials whether the clock operator will be in the press box or on the sideline. Determine procedure for communication with timer and check this procedure prior to the game.
3. To discuss coordination of starting, stopping and adjusting the clock in accordance with the playing rules.

B. The field clock is normally started 30 minutes before game time. The halftime intermission will start on the referee’s signal when the players and officials leave the field. All pre-game and halftime activities will be synchronized with the official game clock. The mandatory three-minute warm-up period will be put on the clock after the intermission time has elapsed.

C. The clock operator shall have an extra stopwatch available. In case of failure of the game clock, the clock operator shall immediately contact the officials, giving them the correct data regarding the official time. The official responsible for timing will then pick up the correct game time on the stopwatch. Should the field clock become inoperative and subsequently repaired, it will not be used again until the next period or when the referee determines it is operational. The public-address announcer will indicate the field clock will not be official until the malfunction is corrected and subsequent announcement made on the PA system.

D. Game procedures:

1. The clock operator is an integral member of the officiating crew and game administration. Unfair advantages occur when the game clock is not started correctly by rule. Great care must be exercised to see that no time lag occurs in starting or stopping the clock.
2. On all free kicks, the nearest official(s) will signal the legal touching of the ball by indicating that the clock should start.
3. The official who declares the ball dead will be the first official to signal a time-out when a first down occurs.
4. Any official may signal a team time-out; therefore, the operator should be alert to stop the clock.
5. On plays near a boundary line, unless an official so signals, if a pass is caught out of bounds, the incompletion signal will stop the clock.

**Note:** On plays near the out-of-bounds line and in advance of the line to gain, an official may give a winding signal to indicate the ball is inbounds and follow it by a stop-the-clock signal for an apparent first down. Be alert for both signals.

1. The clock operator will automatically stop the clock following a touchdown, field goal, touchback or safety after the appropriate signal has been made.
2. After the clock has been stopped, the referee will start it again on the referee’s start-the-clock signal and if no such signal is given, the operator will start it on the snap.
3. The referee may start the clock again before the ready-for-play signal.
4. The try is not a timed down.
5. There are instances when a period shall be extended by an un-timed down. During these extensions, leave the clock at :00. Do not reset the clock for the next period until the referee declares the period over by facing the press box and holding the ball overhead.
6. Guidelines for utilizing a running clock as per state association adoption. The clock will be stopped when:
7. An official’s time-out is called, except when a first down is declared; following a change of team possession; or to dry or change the game ball;
8. A charged time-out is called;
9. At the end of a period, or;
10. A score occurs.

**Note:** The clock will continue to run in all other situations.

**GENERAL INSTRUCTIONS FOR FOOTBALL LINE-TO-GAIN CREWS**

The typical line-to-gain crew consists of at least three individuals – a down-box operator and two to hold the rods. Unless otherwise possible by use of a fourth crew member, the down-box operator will attach the clip as specified. The crew should be dressed uniformly in readily identifiable attire. Remind crew members that they are officials; not fans.

**PREGAME DUTIES**

1. The line-to-gain crew shall meet the LINESMAN on the sideline opposite the press box at least 15 minutes before game time and also five minutes prior to the second-half kickoff. If an auxiliary down marker is used, operator shall meet the LINE JUDGE on press-box side at the same time.
2. The LINESMAN shall make certain that the chain and the official down box have been placed opposite the press box or the designated sideline and that all are in good working order and conform to the rules. The LINE JUDGE shall then make certain that the auxiliary marker is in good working order and is placed on the opposite side of the field from the line-to gain crew.
3. The complete concentration of the crew is absolutely necessary if it is to discharge its duties efficiently. The crew must refrain from showing any partisan reaction to the events taking place on the playing field. The crew must be prepared to act immediately on instructions from the LINESMAN so that teams and all concerned will know the exact situation concerning the down and yards to be gained. The crew shall not move or change the number of the down until signaled to do so by the LINESMAN. The auxiliary down-box operator shall act only on instructions of the LINE JUDGE.

**GAME PROCEDURES**

1. On the LINESMAN’S signal, the crew must move as quickly as possible to the next position.
2. When a runner or pass receiver is going out of bounds in the immediate vicinity, the involved crew member is to quickly and carefully drop the marker down and move away from the sideline, keeping his eye on the spot of the marker. The crew member away from the play should hold his position if possible.
3. The LINESMAN will set the spot of all first downs by going to the sidelines and marking, while facing the field, the exact spot where the rear stake will be set. The front crew member will then be sure the chain is fully extended before setting his stake.
4. The DOWN-BOX OPERATOR, on every new series of downs, will set the box at the spot marked by the linesman. When the line-to-gain equipment is moved, the rear rod is to be set behind the down marker and then the clip shall be placed at the back edge of the 5-yard line nearest the rear rod. The marker must be held at all times in an upright position with the down correctly shown.
5. The DOWN-BOX OPERATOR is to show the number of the down just completed and shall not indicate the new down until so notified by the LINESMAN. On instruction from the LINESMAN, the DOWN-BOX OPERATOR will move the down marker to a new position with the marker placed at the forward point of the ball and change the marker to the correct down.
6. On all measurements for first down when the chain is moved onto the field, the DOWN-BOX OPERATOR is to place his marker at/off the spot of the front rod until a new series of downs is declared or the chain is returned to its previous position.
7. The DOWN-BOX OPERATOR should be aware of any penalty markers. The marker must not be moved nor the down changed until so notified by the LINESMAN.
8. The chain is not extended if it is a first-and-goal situation. After the chain is clipped, remove it from the sideline. LINESMAN should provide DOWN-BOX OPERATOR a bean bag in this situation to mark location of the box in case it is moved during the down.
9. The DOWN-BOX OPERATOR should place the marker on the line of scrimmage on all try situations. This will aid players and officials in determining the line of scrimmage on all plays toward the sideline. The chain will not be placed on a try.
10. If the sidelines become crowded and the crew does not have room to efficiently discharge its duties, the crew is to notify the LINESMAN immediately so that a time-out may be called and sidelines cleared before the game will be allowed to proceed.
11. If the game is delayed for any reason, the crew will stay with the officials.
12. Operating the equipment 6 feet off the sideline is for the protection of players, coaches and all persons who are part of the game.

**Game Management Checklist – SOCCER**

Game Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Final Game Score: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Opponent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pre-Game Set-Up**

\_\_\_ Bathrooms open

\_\_\_ Visiting team dressing room opened

\_\_\_ Trash cans on sidelines

**Administrative**

\_\_\_ Scorebook turned on press box, microphone set up

\_\_\_ National Anthem set up

\_\_\_ Ticket boxes

\_\_\_ Flag up on pole

\_\_\_ Lines on Field

\_\_\_ Goals on field, corner flags in place

\_\_\_ Greet officials

\_\_\_ Field lights on, when needed

**Personnel**

\_\_\_ Scorekeeper/Clock operator

\_\_\_ Announcer

\_\_\_ Ticket seller

\_\_\_ Athletic Trainer

\_\_\_ Snack Bar/Booster club

**Half-time**

\_\_\_ Drinks for officials

**Post-Game**

\_\_\_ Remind coach to call in scores

\_\_\_ Goals moved and secured

\_\_\_ Trash Removed

\_\_\_ Equipment secured

\_\_\_ Press box locked

\_\_\_ Stadium lights turned off

\_\_\_ Ticket box in safe

Officials:

JV: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Varsity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Game Management Checklist – BASKETBALL**

Game Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Final Game Score: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Opponent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pre-Game Set-Up

\_\_\_ Bleachers out on both sides and side baskets up

\_\_\_ Dust floor and/or wet mop

\_\_\_ Clean lobby, lobby bathrooms, and drinking fountains

\_\_\_ Team dressing rooms prepared/board and chalk

\_\_\_ Entryway checked and opened

\_\_\_ All necessary doors closed and secured

\_\_\_ Officials’ dressing room prepared

\_\_\_ Scoring tables and banner

\_\_\_ Team chairs – 25 on each side

\_\_\_ Gym lobby – 2 tables/2 chairs for ticket sales

Administrative

\_\_\_ Set-up scoreboard

\_\_\_ Set up PA

\_\_\_ Set up possession clock

\_\_\_ National Anthem (tape or live performers)

\_\_\_ Ticket boxes and price signs

\_\_\_ Announcer information/schedule

\_\_\_ Greet visiting teams and show them to their team rooms

\_\_\_ Greet officials – give them the key to their room

Personnel

\_\_\_ Scorekeeper

\_\_\_ Announcer

\_\_\_ Ticket sellers

\_\_\_ Security/Police

\_\_\_ Administrative assignments

\_\_\_ Student helpers

\_\_\_ Booster Club/concession stand

\_\_\_ Athletic Trainer

Half-time

\_\_\_ Coordinate half-time with cheerleading coach, dance team sponsor, and other performers

\_\_\_ Open team rooms

\_\_\_ Direct officials to their locker room

\_\_\_ Provide drinks for officials

\_\_\_ Notify both teams that there are only three minutes left

During game

\_\_\_ Monitor behavior of the coaches, athletes and spectators

\_\_\_ At designated time pick up tickets

**“Name of School”**

Department of Athletics

**End of Season Report**

**Sport \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Personnel**

Head Coach \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assistants \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Records**

Season Record \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ League Record \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Honors \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ League Standing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lower Level Records: JV \_\_\_\_\_\_\_\_\_\_\_\_\_ FR \_\_\_\_\_\_\_\_\_\_\_\_\_\_ MS\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Awards**

Captain(s) / Yr in School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Most Valuable Player \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Awards \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

League Award \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scholar-Athlete Awards \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**State Tournament**

(Circle the final series of competition)

First Round Quarter Final Semi Final Final

List Scores, Opponents and Highlights \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Suggestions and Concerns**

Scheduling:

Facilities:

Safety:

Equipment:

Administrative:

Other:

**Please attach any summary information you wish to include in report**

**End of Season Coaches Report**

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

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

Final Record W L T

League \_\_\_\_ \_\_\_\_ \_\_\_\_

Non-League \_\_\_\_ \_\_\_\_ \_\_\_\_

Overall (in season record) \_\_\_\_ \_\_\_\_ \_\_\_\_

Final Standing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tournament Record: \_\_\_\_ \_\_\_\_ \_\_\_\_

(Do not combine tournament play with regular season record)

**Athletic Contest Record (by Score):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Opponent** | **Score** | **Win/Lose/Tie** |
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**Post Season Record (by Score)**

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|  |  |  |  |

**Outstanding Team Achievement (including All State)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Outstanding Individual Achievement/Awards/Honors**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Post Season Tournament Information**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Coaches Comments**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Potential Hall of Fame Nominees.** Please list athletes you feel could be considered for introduction in the Hall of Fame in 5 years.

**Department of Athletics**

**Head Coach Evaluation Form**

Coach \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sport\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**S** (Satisfactory) **N** (Needs improvement) **U** (Unsatisfactory) **N/A** (Not Applicable)

Essential Duties and Responsibilities

|  |  |  |
| --- | --- | --- |
| C.E. | A.D.E. |  |
|  |  | 1. Met with athletic trainer prior to practice to assure all athletes have provided current medical clearance in accordance with \_\_\_\_\_\_ Public Schools and NHIAA regulations. Assures that athletes without proper clearance do not practice.  Date of Meeting \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | 2. Alphabetized eligibility list of all candidates for your team submitted one week prior to the 1st day of try-outs. (department form) |
|  |  | 3. Alphabetized roster of team members by level (Var/JV/Fr) completed and submitted by designated determined by Athletic Department. |
|  |  | 4. Maintains a complete, accurate squad roster (for all levels) and submits copies to athletic office. |
|  |  | 5. Confirms collection of parental consent forms and provides a list of athletes who have not turned in consent forms (These athletes are **not** to practice). |
|  |  | 6. Conducted pre-season parent/athlete meeting as outlined by the athletic department policies. |
|  |  | 7. Completes 1st Aid/CPR Training or provides current certification to the athletic office. |
|  |  | 8. Provides each team member with a calendar of team practices /contests. (It is understood that schedules are fluid and will change to some extent) |
|  |  | 9. Assigns at least one coach to monitor athletes at all times, including locker room and on field. |
|  |  | 10. Assures that team locker room is neat, athletes lock their lockers and locker room is locked during and after practices/games. |
|  |  | 11. Issues equipment using athletic department equipment cards. |
|  |  | 12. Assures that all equipment is returned prior to the team banquet and that no athletes attend the banquet or receive a gift until full restitution has been made. |
|  |  | 13. Provides the athletic office with all locker #’s, combinations and athlete names no later than the 2nd week of practice. |
|  |  | 14. Assures \_\_\_ High School equipment, locker rooms and fields are locked at the conclusion of practice. |
|  |  | 15. Cooperates with athletic trainer regarding care and treatment of injuries. |
|  |  | 16. Follow \_\_\_ High School transportation rules including maintaining a coach in the back of the bus. |
|  |  | 17. Meets with the Athletic Director to provide a complete summary of the season including.   * Season records/scores * Championships won * Outstanding individual achievements of athletes * League all-stars, student-athlete awards, etc.. |

**Comments:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Athletic Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Coach: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The signature of the coach means only that he/she has read this document, not that he/she agrees with its content. The coach may attach a written statement of his/her own provided it is done within 10 working days.

*Circle one*

Successful To be recommended for continued assignment.

Needs Improvement To be recommended for re-assignment, provided an

understanding can be reached in areas where improvement

is suggested.

Unsatisfactory Not to be recommended for continued assignment.

I wish to be considered for re-employment in this position for the next school year.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

**Department of Athletics**

**Assistant Coach Evaluation**

Coach \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sport\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**S** (Satisfactory) **N** (Needs improvement) **U** (Unsatisfactory) **N/A** (Not Applicable)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | S | N | U | N/A |
| 1. Loyalty to head coach and system |  |  |  |  |
| 2. Care of Equipment |  |  |  |  |
| 3. Knowledge of Sport |  |  |  |  |
| 4.Teaching Ability |  |  |  |  |
| 5. Ability to Motivate |  |  |  |  |
| 6. Rapport between coach and players |  |  |  |  |
| 7. Intensity of interest in coaching this sport |  |  |  |  |
| 8. Supervision of players in locker room and other areas |  |  |  |  |
| 9. Rapport between coach and rest of coaching staff |  |  |  |  |
| 10. Accepts duties given by head coach |  |  |  |  |
| 11. Knows High School/NEC/MIAA rules and regulations. |  |  |  |  |

**General Evaluation of this coach by:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Head Coach |  |  |  |  |
| Athletic Director |  |  |  |  |

*The coach’s signature indicates only that all phases of the appraisals have been conducted with the full knowledge of the head coach.*

Head Coach’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assistant Coach Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Athletic Director’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*The signature of the coach means only that he/she has read this document, not that he/she necessarily with its content. The coach may attach a written statement of his/her own provided he/she does so within 10 working days.*

*(Continued)*

**Circle one**

Successful To be recommended for continued assignment.

Needs Improvement To be recommended for re-assignment, provided an

understanding can be reached in areas where improvement

is suggested.

Unsatisfactory Not to be recommended for continued assignment.

**I wish to be considered for re-employment in this position for the next school year.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name Signature Date**

**“Name of High School”** Department of Athletics

**Coaching Evaluation**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **Name** | **Sport** | **Level** | **Date** |

**Section 1: Self Evaluation**

* 1. State both your personal goals and the goals of your program for this upcoming season. How do you plan on accomplishing these goals? **(To be completed prior to the beginning of the coaching season.**
  2. Self-evaluate your pre-season personal and team goals and make any necessary additions.  **(To be completed at the middle of the season)**
  3. Final Evaluation of Goals **(To be completed at the end of the season)**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **Name** | **Sport** | **Level** | **Date** |

**Section II: Athletic Director’s Evaluation (Completed at the end of the season)**

**Please circle the appropriate response (S= satisfactory; N= needs improvement; U= unsatisfactory; NA= not applicable)**

**Professional and Personal Responsibilities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Cooperates with AD in regards to: | **S** | **N** | **U** | **N/A** |
| A) Submits rosters- Pre Season and Post Season Awards | **S** | **N** | **U** | **N/A** |
| B) Collects permission and physical exam forms | **S** | **N** | **U** | **N/A** |
| C) Checks attendance and mailbox daily | **S** | **N** | **U** | **N/A** |
| D) Checks eligibility list, including sending transfer students to me | **S** | **N** | **U** | **N/A** |
| E) Reports scores | **S** | **N** | **U** | **N/A** |
| F) Reports injuries to Athletic Trainer | **S** | **N** | **U** | **N/A** |
| G) Collects and delivers Official’s Payment forms | **S** | **N** | **U** | **N/A** |
| Establishes rapport with: | **S** | **N** | **U** | **N/A** |
| A) Student-athletes | **S** | **N** | **U** | **N/A** |
| B) Coaching staff | **S** | **N** | **U** | **N/A** |
| C) Administration | **S** | **N** | **U** | **N/A** |
| D) Parents | **S** | **N** | **U** | **N/A** |
| E) Middle School or Community Programs | **S** | **N** | **U** | **N/A** |
| Returns all required paperwork, CPR certified and MIAA class | **S** | **N** | **U** | **N/A** |
| Participates in professional and in-service meetings | **S** | **N** | **U** | **N/A** |
| Understands and follows established rules and regulations | **S** | **N** | **U** | **N/A** |
| Encourages students to participate in athletics | **S** | **N** | **U** | **N/A** |
| Participates in parent’s night, assemblies, and end-of-season banquet | **S** | **N** | **U** | **N/A** |
| Takes Active role in student-athlete’s professional development/college process | **S** | **N** | **U** | **N/A** |
| Displays appropriate sideline conduct | **S** | **N** | **U** | **N/A** |
| Works cooperatively with AD in all matters in a manner which shows careful consideration of the departments needs | **S** | **N** | **U** | **N/A** |

**Coaching Performance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Understands and implements the goals and philosophy of the school and athletics program | **S** | **N** | **U** | **N/A** |
| Establishes performance criteria for eligibility | **S** | **N** | **U** | **N/A** |
| Prepares for practices and games in order to provide for maximum participation | **S** | **N** | **U** | **N/A** |
| Knowledgeable in matters pertaining to individual sport | **S** | **N** | **U** | **N/A** |
| Acts as a role model | **S** | **N** | **U** | **N/A** |
| Displays poise and self-control in all areas of coaching | **S** | **N** | **U** | **N/A** |
| Displays tolerance, respect, and supports for all team members | **S** | **N** | **U** | **N/A** |
| Provides for individual and team discipline | **S** | **N** | **U** | **N/A** |
| Shows interest in athletes’ classroom efforts and off-season activities | **S** | **N** | **U** | **N/A** |
| Displays promptness at practices and games | **S** | **N** | **U** | **N/A** |
| Assists other coaches in their development of coaching skills | **S** | **N** | **U** | **N/A** |
| Demonstrates personal integrity with coaching staff and among fellow coaches | **S** | **N** | **U** | **N/A** |
| Supervises locker rooms | **S** | **N** | **U** | **N/A** |
| Supervises equipment issues, inventory, and storage | **S** | **N** | **U** | **N/A** |
| Collects uniforms and equipment at end of season | **S** | **N** | **U** | **N/A** |
| Instill principals of sportsmanship and team work | **S** | **N** | **U** | **N/A** |
| Keeps Director of Athletics informed about any confrontational situations that are related in individual sport | **S** | **N** | **U** | **N/A** |
| Provides appropriate level of challenge for all student-athletes | **S** | **N** | **U** | **N/A** |
| Keeps abreast of rule changes/attends clinics | **S** | **N** | **U** | **N/A** |

**Comments/ Recommendations:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Coach Signature of Director of Athletics**

**\_\_\_\_ / \_\_\_\_ / \_\_\_\_ \_\_\_\_ / \_\_\_\_ / \_\_\_\_**

**Date Date**

**Coaches Response:**

**Sub Varsity Coaches Evaluation Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Date:** |  |

|  |
| --- |
| **Sport and Level:** |

**Scale:** Exceeds Standard (ES) Meets Standard (MS) Needs Improvement (NI)

***Qualifications:***

Meets the NHIAA Coaches Eligibility Standards MS

|  |  |
| --- | --- |
| CPR |  |
| First Aid |  |
| Coaching Principles/Equivalent |  |
| Rules review |  |

Participates in Professional Development opportunities

ES MS NI

|  |  |  |  |
| --- | --- | --- | --- |
| Sport Specific and/or coaching in general |  |  |  |

Comments/evidence:

***Skill Development:***

ES MS NI

|  |  |  |  |
| --- | --- | --- | --- |
| Takes direction from the Varsity Coach |  |  |  |
| Prepares appropriate daily plans and adjusts to a variety of skill levels |  |  |  |
| Assesses skills appropriately |  |  |  |
| Knowledge of and ability to teach the sport |  |  |  |

Comments/evidence:

***Leadership:***

ES MS NI

|  |  |  |  |
| --- | --- | --- | --- |
| Modeling of sportsmanship at games and practices |  |  |  |
| Rapport between coach and players |  |  |  |
| Encourages participation in a variety of sports |  |  |  |
| Supervision of players |  |  |  |

Comments/evidence:

***Discipline:***

ES MS NI

|  |  |  |  |
| --- | --- | --- | --- |
| Team management |  |  |  |
| Sets clear expectations |  |  |  |
| Provides appropriate feedback, consequences |  |  |  |
| Treats players fairly and consistently |  |  |  |

Comments/evidence:

***Communication:***

ES MS NI

|  |  |  |  |
| --- | --- | --- | --- |
| Communicates with head coach/athletic director |  |  |  |
| Communicates with parents |  |  |  |
| Communicates clearly, appropriately with athletes |  |  |  |

Comments/evidence:

***Academic Support:***

ES MS NI

|  |  |  |  |
| --- | --- | --- | --- |
| Checks on academic progress |  |  |  |
| Allows time to attend make up sessions |  |  |  |
| Encourages scholar athlete status |  |  |  |

Comments/evidence:

***Administrative Direction:***

ES MS NI

|  |  |  |  |
| --- | --- | --- | --- |
| Knows and adheres to rules and regulations |  |  |  |
| Rapport with head coach and remainder of coaching staff |  |  |  |

Comments/evidence:

Summary:

Coach’s comments:

Signature of Coach: Date:

Signature of Athletic Director: Date:

Recommended to return: \_\_\_\_ Not recommended to return:

**Parent Notice of Responsibility of Equipment**

Date:

To: Nick Doe and Family

Athletes are responsible for all equipment issued to them. Athletes who lose or damage equipment will be required to pay replacement costs for comparable equipment. Athletes who do not pay replacement costs will be prohibited from participating in any other sport until the debit is paid.

During the track season the team uniform was not returned. The cost to replace the uniform will be $xx.xx. Please make checks payable to \_\_\_\_\_\_\_\_\_\_ Athletics. Payment is due within 5 school days of post marked letter. Thank you in advance for your cooperation.

Sincerely,

(Name)

Director of Athletics

**Pre-Season Paperwork**

****

Sample Fall Coaches Meeting Form

* Welcome
* Coaches Information
* Coaches Expectations and Handbooks
* Character Counts
* Athletic Eligibility
* Game Schedules
* Practice Schedules
* Mailboxes
* CPR/First Aid-AED/Concussion/Heat Illness
* Town Athletic Association
* KSHSAA Tournament Forms
* KSHSAA Coaching Class
* Weight Room Summer Hours
* Locker Rooms
* Awards Night

FALL COACHES MEETING AGENDA

Date, Time and Location

1. **House Keeping**
2. Introduction of new staff members
3. Update personal information
4. Medical forms for coaches
5. Accepted positions
6. CPR/KSHSAA Certification
7. Any teachers in other districts?- Tax purposes- Papers at CO
8. Keys
9. Uniforms missing-can not play
10. Accident reports for coaches
11. **Coach’s Folder**
    1. Sexual harassment
    2. \*Emergency plan-keep in medicine kit
    3. \*Accident report- copy to nurse- next day
    4. \*Disqualification sheets- keep in medicine kit
    5. \*Official sheets or cards- must have **scores** on back and passed in the bythe **next** day
       1. If game is away -**email** results to AD by **8:00** am next morning
    6. Uniform sign in sheet and contract- must have
    7. EAC report-head coaches due by **9:00** am each **Friday - emailed**
    8. Sheets for end of season
       1. Evaluation tool- AD evaluates head coaches- head coaches evaluate staff
12. **Preseason**
    1. Athletes must have physical form and consent form passed in to practice.
       1. Nurse must clear all athletes- **DO NOT** collect forms
       2. Call athletes and tell them to drop off physical sheet, signed by their own doctor, at the HS nurse’s office.
    2. Check list to make sure athletes at preseason are students at the school
    3. Medicine Kit
       1. Forms in folder, starred above, **plus consent forms** should be in kit.
    4. Scrimmages are up to you- no more than 2 away, unless cleared with AD
    5. Practice Times
    6. 10 days practice to participate (15 for FB)
       1. Whatever practices missed must be made up before athlete can participate in games
       2. Reason- must be physically prepared
       3. Fall practice limitations- see sheet e-mailed (10 max- including Friday prior to labor day)
       4. Practices and try-outs should be planned- CYA paper trail
       5. Create a practice schedule for athletes so they know what is to be expected.
       6. If making cuts, **DO NOT** post
       * Call, talk with small groups, one on one, etc .
       * Create an expectation sheet/letter and have athletes and parentssign it.
       * Must be approved by AD
       * Discuss with parents/guardians on Information Night
       * Keep on file.
       * Is now part of your evaluation
    7. Pick up trash after games and practices
       1. Home and Away
    8. Volunteer coaches
13. **1** volunteer coach per team
14. Packet must be **completed** before they can be involved with practices or games.
15. AD will tell you when the paperwork has cleared. It can take up to a week.
16. **Sportsmanship**
    1. Swearing, complaining to officials, throwing equipment, etc. - **NEVER ACCEPTABLE. You are role models!**
    2. Captain’s club
    3. Captain’s expectations- shaking hands with officials at the end of each game.
    4. Discuss with your athletes what it means to be a **GOOD** Sport!
17. **Building Protocol**
    1. No one in building after 3:00 on Saturdays
    2. No one in building on Sundays
    3. School will not be open on holidays
18. **In House Coaches**
19. Teachers must inform VP’s for coverage on dismissal days.
20. Faculty meetings must be attended unless you have a game.
21. **Orders**
22. Equipment and uniforms must be ordered through AD
23. Coaches responsible to collect equipment and uniforms
24. Team apparel must be approved by AD
25. **School Rules and Regulation:** Look over School Hand Book for attendance policies and school rules-**Now on-line**
    1. **Security and Safety**
26. Athletes must be supervised at all times.
27. Locker room, bus, athletic facility, weight room, etc.
28. Coaches should wait until all athletes are picked up before leaving – after dark.
29. Remind athletes to lock up their belongings.
30. **NO** Hazing – ex. Freshmen carrying all the equipment
    1. **Travel policy**
31. All athletes must go and leave on bus- TEAM
32. Problem occurs- letter must be written by PARENT prior to going to game- **Coach Collects**- hold onto notes in case of a problem
33. Only the parent/guardian can transport their athlete.

c. **KSHSAA Rules**- [www.kshsaa.org](http://www.kshsaa.org) Handbook on right side

**d. Non School Competition-** waivers available through AD and Principal, all levels must follow.

**e. Attendance Policy**

* + 1. Teacher’s responsibility to check for dismissals- must attend 3 consecutive classes to be eligible to play.
    2. Non-Teachers please assign a captain to pick up attendance sheets at the attendance office after 1:30.
    3. When playing away, students must be in at regular school time unless note is given and approved by Attendance office prior to being late.
    4. Problems may occur ex. College Day
    - Athletes must see coach, AD and AP prior to conflict
    - Provide documentation when returning to school

1. **Booster Clubs**
   1. Meetings should be attended by coaches when requested
   2. **Fundraising** **-** teams may fundraise through Booster’s- New Forms
   3. Boosters will pay up to $ for awards, per sport, at the end of the season.
2. **Reporting Scores**- call in each and every score to:
   1. ***Local Newspapers***
   2. ***Notify AD***
3. **Tournament formats**
   1. Scores should be reported to AD to be posted on KSHSAA Site
   2. Paperwork will be put in mailboxes- must fill out and submit paperwork to AD who will submit on KSHSAA website.
4. **End of season Responsibilities**
5. Paperwork passed in
6. Keys collected
7. Uniforms collected
8. Equipment collected and put away

* Special Awards- please submit names to AD so plaques can be updated

**CHANGES/UPDATES**

* + Seniors are not allowed to play JV
  + All athletes must wear a shirt to practice that covers their torso area. (health reasons)
  + Athletic Trainer cell phone 555-555-5555- use for injuries on field-**put in cell phone**
  + Physical Education Policy- Athletes must change to practice or compete afterschool
  + **Transportation Company and Number**

**Dates to Remember**

* Pre- Season Parent/Guardian Information Night
* Impact Concussion Testing Dates
* Team Pictures- TBD at tonight’s meeting- schedule will be e-mailed
* Athletes must be in uniforms
* Team roster must be given to photographer

**Items needed to be passed in ASAP**

1. **E-mail** a roster- when teams are picked-Update when changes are made throughout the season for dismissal purposes
2. Include grade, number, position, and captains
3. Check spelling
4. Copy of **practice schedule** - **Due ?**
5. Scrimmage dates, times, bus times if applicable.
6. Expectation Sheet for Pre-Season Parent/Guardian Information Night- **Due ?**

**\*\*\*\* Paperwork must be submitted on time in order to keep the flow of the athletic department.**

In order for the Athletic Office to run smoothly, the lines of communication must be open. **Please check e-mail and mailboxes (located in the athletic office) on a daily basis**. Feel free to contact me: Office:555-555-5555, **cell: 555-555-5555 *(program in cell phone)*** or e-mail me at AD@school.org

Good Luck in your season!

Go Team!!!

**WINTER COACHES MEETING AGENDA**

Date, Time and Location

1. **House Keeping**
2. Introduction of new staff members
3. Update personal information
4. Medical forms for coaches
5. Accepted positions
6. CPR/KSHSAA Certification
7. Any teachers in other districts?- Tax purposes- Papers at CO
8. Keys
9. Uniforms missing-can not play
10. Accident reports for coaches
11. **Coach’s Folder**
    1. Sexual harassment
    2. \*Emergency plan-keep in medicine kit
    3. \*Accident report- copy to nurse- next day
    4. \*Disqualification sheets- keep in medicine kit
    5. \*Official sheets or cards- must have **scores** on back and passed in the bythe **next** day
       1. If game is away -**email** results to AD by **8:00** am next morning
    6. Uniform sign in sheet and contract- must have
    7. EAC report-head coaches due by **9:00** am each **Friday - emailed**
    8. Sheets for end of season
       1. Evaluation tool- AD evaluates head coaches- head coaches evaluate staff
12. **Preseason**
    1. Athletes must have physical form and consent form passed in to practice.
       1. Nurse must clear all athletes- **DO NOT** collect forms
       2. Call athletes and tell them to drop off physical sheet, signed by their own doctor, at the HS nurse’s office.
    2. Check list to make sure athletes at preseason are students at the school
    3. Medicine Kit
       1. Forms in folder, starred above, **plus consent forms** should be in kit.
    4. Scrimmages are up to you- no more than 2 away, unless cleared with AD
    5. Practice Times
    6. 10 days practice to participate (15 for FB)
       1. Whatever practices missed must be made up before athlete can participate in games
       2. Reason- must be physically prepared
       3. Fall practice limitations- see sheet e-mailed (10 max- including Friday prior to labor day)
       4. Practices and try-outs should be planned- CYA paper trail
       5. Create a practice schedule for athletes so they know what is to be expected.
       6. If making cuts, **DO NOT** post
       7. Call, talk with small groups, one on one, etc .
       8. Create an expectation sheet/letter and have athletes and parentssign it.
       9. Must be approved by AD
       10. Discuss with parents/guardians on Information Night
       11. Keep on file.
       12. Is now part of your evaluation
    7. Pick up trash after games and practices
       1. Home and Away
    8. Volunteer coaches
13. **1** volunteer coach per team
14. Packet must be **completed** before they can be involved with practices or games.
15. AD will tell you when the paperwork has cleared. It can take up to a week.
16. **Sportsmanship**
    1. Swearing, complaining to officials, throwing equipment, etc. - **NEVER ACCEPTABLE. You are role models!**
    2. Captain’s club
    3. Captain’s expectations- shaking hands with officials at the end of each game.
    4. Discuss with your athletes what it means to be a **GOOD** Sport!
17. **Building Protocol**
    1. No one in building after 3:00 on Saturdays
    2. No one in building on Sundays
    3. School will not be open on holidays
18. **In House Coaches**
19. Teachers must inform VP’s for coverage on dismissal days.
20. Faculty meetings must be attended unless you have a game.
21. **Orders**
22. Equipment and uniforms must be ordered through AD
23. Coaches responsible to collect equipment and uniforms
24. Team apparel must be approved by AD
25. **School Rules and Regulation:** Look over School Hand Book for attendance policies and school rules-**Now on-line**
    1. **Security and Safety**
26. Athletes must be supervised at all times.
27. Locker room, bus, athletic facility, weight room, etc.
28. Coaches should wait until all athletes are picked up before leaving – after dark.
29. Remind athletes to lock up their belongings.
30. **NO** Hazing – ex. Freshmen carrying all the equipment
    1. **Travel policy**
31. All athletes must go and leave on bus- TEAM
32. Problem occurs- letter must be written by PARENT prior to going to game- **Coach Collects**- hold onto notes in case of a problem
33. Only the parent/guardian can transport their athlete.

c. **KSHSAA Rules**- www.kshsaa.org Handbook on the right side

**d. Non School Competition-** waivers available through AD and Principal, all levels must follow.

**e. Attendance Policy**

* + 1. Teacher’s responsibility to check for dismissals- must attend 3 consecutive classes to be eligible to play.
    2. Non-Teachers please assign a captain to pick up attendance sheets at the attendance office after 1:30.
    3. When playing away, students must be in at regular school time unless note is given and approved by Attendance office prior to being late.
    4. Problems may occur ex. College Day
    - Athletes must see coach, AD and AP prior to conflict
    - Provide documentation when returning to school

1. **Booster Clubs**
   1. Meetings should be attended by coaches when requested
   2. **Fundraising** **-** teams may fundraise through Booster’s- New Forms
   3. Boosters will pay up to $ for awards, per sport, at the end of the season.
2. **Reporting Scores**- call in each and every score to:
   1. ***Local Newspapers***
   2. ***Notify AD***
3. **Tournament formats**
   1. Scores should be reported to AD to be posted on NHIAA Site under Tournaments
   2. Paperwork will be put in mailboxes- must fill out and submit paperwork to AD who will submit on NHIAA website.
4. **End of season Responsibilities**
5. Paperwork passed in
6. Keys collected
7. Uniforms collected
8. Equipment collected and put away

* Special Awards- please submit names to AD so plaques can be updated

**CHANGES/UPDATES**

* + Seniors are not allowed to play JV
  + All athletes must wear a shirt to practice that covers their torso area. (health reasons)
  + Athletic Trainer cell phone 555-555-5555- use for injuries on field-**put in cell phone**
  + Physical Education Policy- Athletes must change to practice or compete afterschool
  + **Transportation Company and Number**

**Dates to Remember**

* Pre- Season Parent/Guardian Information Night
* Impact Concussion Testing Dates
* Team Pictures- TBD at tonight’s meeting- schedule will be e-mailed
* Athletes must be in uniforms
* Team roster must be given to photographer

**Items needed to be passed in ASAP**

1. **E-mail** a roster- when teams are picked-Update when changes are made throughout the season for dismissal purposes
2. Include grade, number, position, and captains
3. Check spelling
4. Copy of **practice schedule** - **Due ?**
5. Scrimmage dates, times, bus times if applicable.
6. Expectation Sheet for Pre-Season Parent/Guardian Information Night- **Due ?**

**\*\*\*\* Paperwork must be submitted on time in order to keep the flow of the athletic department.**

In order for the Athletic Office to run smoothly, the lines of communication must be open. **Please check e-mail and mailboxes (located in the athletic office) on a daily basis**. Feel free to contact me: Office:555-555-5555, **cell: 555-555-5555 *(program in cell phone)*** or e-mail me at AD@school.org

Good Luck in your season!

Go Team!!!

**SPRING COACHES MEETING AGENDA**

Date , Time and Location

1. **House Keeping**
2. Introduction of new staff members
3. Update personal information
4. Medical forms for coaches
5. Accepted positions
6. CPR/KSHSAA Certification
7. Any teachers in other districts?- Tax purposes- Papers at CO
8. Keys
9. Uniforms missing-can not play
10. Accident reports for coaches

**2. Coach’s Folder**

* 1. Sexual harassment
  2. \*Emergency plan-keep in medicine kit
  3. \*Accident report- copy to nurse- next day
  4. \*Disqualification sheets- keep in medicine kit
  5. \*Official sheets or cards- must have **scores** on back and passed in the bythe **next** day
     1. If game is away -**email** results to AD by **8:00** am next morning
  6. Uniform sign in sheet and contract- must have
  7. EAC report-head coaches due by **9:00** am each **Friday - emailed**
  8. Sheets for end of season
     1. Evaluation tool- AD evaluates head coaches- head coaches evaluate staff

**3. Preseason**

* 1. Athletes must have physical form and consent form passed in to practice.
     1. Nurse must clear all athletes- **DO NOT** collect forms
     2. Call athletes and tell them to drop off physical sheet, signed by their own doctor, at the HS nurse’s office.
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  3. Medicine Kit
     1. Forms in folder, starred above, **plus consent forms** should be in kit.
  4. Scrimmages are up to you- no more than 2 away, unless cleared with AD
  5. Practice Times
  6. 10 days practice to participate (15 for FB)
     1. Whatever practices missed must be made up before athlete can participate in games
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* 1. Volunteer coaches

1. **1** volunteer coach per team
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**5 . Building Protocol**

1. No one in building after 3:00 on Saturdays
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3. School will not be open on holidays

**6. In House Coaches**

1. Teachers must inform VP’s for coverage on dismissal days.
2. Faculty meetings must be attended unless you have a game.

**7. Orders**

1. Equipment and uniforms must be ordered through AD
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**8. School Rules and Regulation:** Look over School Hand Book for attendance policies and school rules-**Now on-line**

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Good Luck in your season!

Go Team!!!

**Sample Coaches Interview Questions**

Name of Coach: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + - 1. Tell us about yourself. Briefly review your background and experiences that qualify you for this position.
      2. Why do you want to coach at \_\_\_\_\_\_\_ High School? What do you know about us?
      3. Tell us about your personal coaching goals and your goals future in coaching.
      4. What is your vision of an ideal high school “name of sport” program? Describe what the ideal high school environment for you to work in would look like, feel like, etc. Be detailed and specific.

5. Give three adjectives or brief statements that the following people might use to describe you:

* Former Players
* Colleagues on the Coaching Staff
* Parents of Players
* Teammates (if you have not held a coaching position)

6. Describe a rewarding coaching experience that brought you satisfaction, had an impact on others and will influence your philosophy of coaching.

7. Self Assessment:

* What are your strengths as a coach and colleague?
* What things do you need to work on?
* What training do you need?

1. Describe your coaching style. Give an example.
2. Talk about a significant mistake you’ve made? How did you handle it? What did you learn from it?
3. Give an example of how you have dealt with an underachieving player whose effort/reliability/commitment to the team was not up to standard?
4. Give an example on how you have dealt with a parent(s) who unreasonably interfered with a coach, team or program?
5. Are you currently CPR certified? Are you currently KSHSAA Certified? What other coaching certificates do you hold?

**(Name of School) Athletics**

**Agreement To Coach**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to coach the following sport \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ during the 20??-20?? school year. I understand that this agreement is valid only for a minimum of one year depending on the recommendation of the Athletic Director under the direction of the Principal.

I understand that I must know and abide by the regulations governing this activity as described by the New Hampshire Interscholastic Athletic Association and the (name of school) Student/Parent Handbook. I understand that I have a responsibility to hold student participants to a high standard of personal conduct through instruction, demonstration and as a role model.

I agree that if I am convicted of a crime including use of drugs or am found guilty of a violation of law related to alcoholic beverages that I shall immediately resign my position as a coach.

I understand that I am responsible to the Athletic Director and Principal. I understand that I must maintain satisfactory performance evaluations.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Coach Signature Date Athletic Director Signature Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Principal Signature Date**

**Coaching Agreement**

Department of Athletics

(Name of School)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

SSN# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You have been assigned to coach the above position and are hereby notified that your salary as stated above by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Department will be for the 20\_\_/20\_\_ school year.

Please fill in all the information above along with your signature and return it to the athletic office with (7) seven days from date on form. Any forms or missing information will delay payment.

Please sign and return to: John Doe

Athletic Department

(Name of High School)

(Address)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Athletic Director Coaches Signature**

For Office/Dept. Use Only

Date rec’d: \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ Payroll \_\_\_\_\_\_\_ Voucher

**Sample Appreciation for Coaching Application (Non-Hire)**

(Date)

Dear John Doe,

I regret to inform you that another candidate has been chosen for the (Name of Position). The decision is likely to be disappointing to you, but you should not regard it as any reflection on you or your abilities.

I want to thank you for your interest in athletics at (Name of School). Please feel free to apply in the future.

Sincerely,

(Your Name)

Director of Athletics

**Sample Hazing Form**

Department of Athletics

(Name of School)

I have reviewed the rules and laws regarding hazing with all the team members participating in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (sport) at (Name of School).

Head Coach\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return signed form to: (Your Name), Director of Athletics

Athletic Department, (Name of School)

(School Address)

**Sample Booster Form**

To: All Varsity Head Coaches

Please provide information for your team’s booster organization as indicated below.

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

President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone #

Please return this information to: (Your Name)

Athletic Department

(Address)

Thank you for your prompt attention.

**Sample Athletic Parental Consent Form**

(Name of School) ATHLETIC PARENTAL CONSENT RELEASE FROM LIABILITY AND INDEMNITY AGREEMENT

YEAR\_\_\_\_\_\_\_\_\_\_\_\_\_ • FALL • WINTER • SPRING

We the undersigned father and mother or guardian(s) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a minor, do hereby consent to his/her participation in voluntary athletic programs and do forever RELEASE, acquit, discharge, and covenant to hold harmless the City/town of (name town), a municipal corporation of the State of New Hampshire and its successors, departments, officers, employees, servants, and agents, of and from any and all actions, causes of actions, claims, demands, damages, costs, loss of services, expenses and compensation of account of, in any way growing out of directly or indirectly, all known and unknown personal injuries or property damages which we/I may now or hereafter have as the parent(s) or guardian(s) of said minor, and also all claims or right of action for damages which said minor has or hereafter may acquire, either before or after he/she has reached his/her majority resulting or to result from his/her participation in the (name of city/town) Public School Athletic Programs. FURTHERMORE we/(I hereby agree to protect the City/Town of (Name of town/city) and its successors, departments, officers, employees, servants, and agents against any claims for damages, compensation, or otherwise on the part of said minor growing out of or resulting from injury to said minor in connection with his/her participation in the (Name of city/town) Public Schools voluntary athletic programs and to IDEMNIFY, reimburse or make good to the City/Town of (name of town or city) or its successors, departments, officers, employees, servants and agents any loss or damages or costs, including attorney’s fees, the City or its representatives may have to pay if any litigation arises from said minor’s intentional, grossly negligent, or reckless acts or omissions while participating in said sports programs.

School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sport\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature(s) of Parent(s)/Guardian(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ • Male • Female

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please Print – Student’s Last Name First Name Middle Initial

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address City/State/Zip

(\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ \_\_\_\_\_\_/\_\_\_\_\_\_\_

Telephone Number Date of Birth Grade/ H.R.#

(A copy of birth certificate may be required)

IN CASE OF EMERGENCY CALL:

Please Print – Name Telephone Number Relationship

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Name of School) Athletic Participation Fee Sample Form**

Administrative Information

Please Print Clearly – ONLY ONE STUDENT PER FORM

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

Parent/Guardian’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sport Participating in this season: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FEE: $ .00 per sport

$ .00 Family Maximum per year

Payment Form: (check one) □ Personal Check Check#\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Bank Check Check#\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Money Order MO#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Fee Waiver Request

No cash will be ac accepted

Checks or Money Orders Payable to:

(Name of School) Athletic Revolving Account

If requesting Athletic Participation Fee Waiver please complete this forma along with the Federal Lunch Waiver Form and return to the Athletic Department.

The waiver request will be handled confidentially

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Athletic Participation Fees have been paid for: (Please List Siblings)

(circle a season)

Students Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sport:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Season Fall – Winter - Spring

Students Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sport:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Season Fall – Winter - Spring

Students Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sport:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Season Fall – Winter – Spring

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ family has now reached the family maximum for Athletic Participation Fees for 20\_\_ - 20\_\_ school year.

Waiver Approval Date:\_\_\_\_\_\_\_\_\_\_\_

TEAM ELIGIBILITY FORM

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (School Name) Department of Athletics | | | | |  |  | Please Print- Alphabetical Order | | | | | |
|  |  |  | | Sample Eligibility Form | | | | |  |  | |  |
|  |  |  | | Please make sure all information is filled in  Thank You | | | | |  |  | |  |
| Sport: |  | | | |  |  | Date: | |  | | | |
| Coach: |  | | | |  |  | Level: | |  | | | |
|  |  |  |  | |  |  |  | |  |  | |  |
| YOB | DOB | Last Name | First Name | | Address | Phone # | Parent Form | | Phys. | Grades  Checked | | Misc. Info |
|  |  |  |  | |  |  |  |  |  | |  | |
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(Name of School)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Equipment Issue

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

Equipment List Number

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

* I realize that the above items distinguish me as an athlete at (Name of School)
* I will wear them with pride and respect and only when designated by my coach.
* I will care for them like my own, RETURN them at the end of the season or PAY replacement value.

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

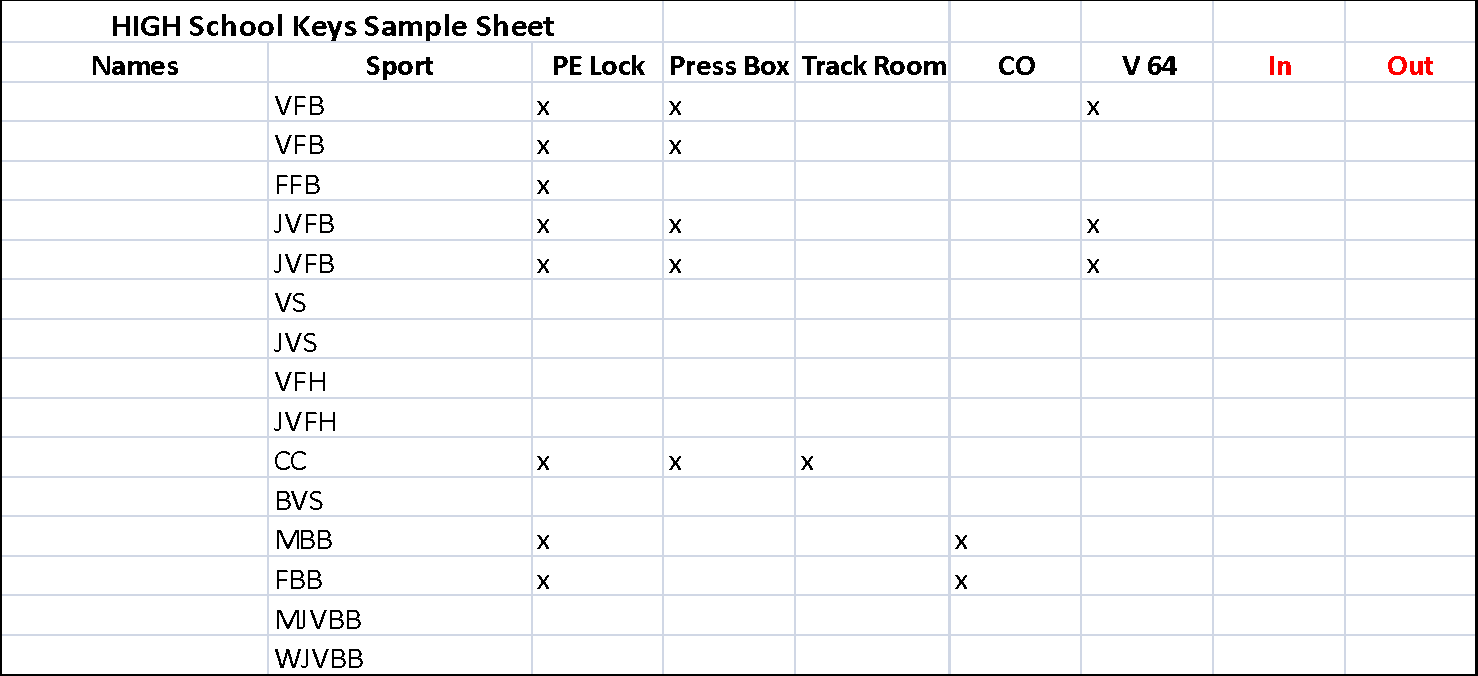
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| STAFF DIRECTORY | | | | | | | |
| Sport | Position | Name | Home # | Cell # | Address | Zip Code | Email |
| All | Trainer |  |  |  |  |  |  |
| Football |  |  |  |  |  |  |  |
| Football |  |  |  |  |  |  |  |
| Football |  |  |  |  |  |  |  |
| Football |  |  |  |  |  |  |  |
| Football |  |  |  |  |  |  |  |
| Football |  |  |  |  |  |  |  |
| Cheer Fall |  |  |  |  |  |  |  |
| Field Hockey |  |  |  |  |  |  |  |
| Field Hockey |  |  |  |  |  |  |  |
| Girls Soccer |  |  |  |  |  |  |  |
| Girls Soccer |  |  |  |  |  |  |  |
| Boys Soccer |  |  |  |  |  |  |  |
| Boys Soccer |  |  |  |  |  |  |  |
| Cross Country |  |  |  |  |  |  |  |
| Golf Coach |  |  |  |  |  |  |  |
| Volleyball |  |  |  |  |  |  |  |
| Volleyball |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Middle School |  |  |  |  |  |  |  |
| Football |  |  |  |  |  |  |  |
| Football |  |  |  |  |  |  |  |
| Football |  |  |  |  |  |  |  |
| Cheer Fall |  |  |  |  |  |  |  |
| Field Hockey |  |  |  |  |  |  |  |
| Girls Soccer |  |  |  |  |  |  |  |
| Boys Soccer |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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New Uniform Needs List

|  |  |
| --- | --- |
| HS Sport | Uniform Status |
| Football |  |
| Field Hockey |  |
| Volleyball |  |
| Boys Soccer |  |
| Girls Soccer |  |
| Cross Country |  |
| Golf |  |
| Boys Basketball |  |
| Girls Basketball |  |
| Wrestling |  |
| Ice Hockey |  |
| Gymnastics |  |
| Baseball |  |
| Softball |  |
| Girls Tennis |  |
| Boys Tennis |  |
| Cheerleading |  |
| Middle School |  |
| Football |  |
| Field Hockey |  |
| Girls Soccer |  |
| Boys Soccer |  |
| Girls Basketball |  |
| Boys Basketball |  |
| Softball |  |
| Baseball |  |
| Cheering |  |

High School Keys Sample Form





Athletic Rules