



COACHING EXPECTATIONS HANDBOOK

**"All kids need is a little
help, a little hope and
somebody who believes in
them."**

Magic Johnson (Basketball)

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OVERVIEW

Program Philosophy

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

1. All participants will be always treated with dignity and respect.
2. All programs will be safe, well organized, and well supervised.
3. All programs will set examples of sportsmanship, integrity and excellence.
4. All programs will have high expectations but will not sacrifice participants.
5. All programs are only one portion of an overall educational experience; therefore, perspective will be maintained and a sense of teamwork shall be operational at all times.

Program Synopsis

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

Interscholastic Activities Policy 2151 & Interscholastic Co-curricular Activity Procedure 2151P

Each coach will, at the beginning of each season, distribute and review the [Interscholastic Activities Policy 2151 & Interscholastic Co-curricular Activity Procedure 2151P](#) -- aka "Co-Curricular Code (CCC)" -- with participants. All participants must adhere to this policy and policy procedure. Violations must be reported to the Athletic Director (AD) immediately.

Eligibility Checks

It is the responsibility of each coach, to monitor eligibility. Participants may not practice, in any way, without the physical and insurance information being verified, completed and on file in the Activities Office. Participants may not travel or play in competition without Associated Student Body (ASB) cards, participation fees, or while ineligible for Academic, WIAA, or co-curricular policy reasons. It is the responsibility of the coach to monitor the lists from the Activities Office and not play or practice a participant who does not meet eligibility criteria.

Rosters

An accurate list of names/grades is to be submitted at the end of each of the first three days of the season. The roster is to be refined by the end of the second week. Names, grade, uniform number, position, and other appropriate information is to be included and ready for program construction. Roster changes during the season need to be reported to the Activities Office. Travel rosters need to be submitted to the Attendance Office if different from the team roster.

Photos

It is the responsibility of the coach to communicate with and schedule photo sessions with the school contracted photographer and any sportswriters or photographers from local newspapers.

Competition Results

Match or game results must be reported to the Activities Office as soon as possible after each competition. Coaches and managers for teams should do online reporting of scores to the email addresses below:

- news@sanjuanislander.com
- rwaljer@sanjuanjournal.com
- schedules@wiaa.com
- ddirks@seattletimes.com
- mcdonald@heraldnet.com

Fundraising

Fundraising activities must be approved by the District.

Miscellaneous

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

EXPECTATIONS

General Expectations

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

1. All participants shall always be treated with dignity and respect.
2. Treat of all participants shall always be fair and consistent.
3. The program shall be well organized and planned. Activities shall have a direct relationship to the sport/activity and shall never be arbitrarily or irrationally conducted.
4. The program, participants, and staff shall have high standards regarding sportsmanship, honesty, integrity and the positive representation of the school and community.
5. The safety of all participants shall be a high priority. The following rules must be emphasized: Emergency medical procedures must be planned and followed and the injury of a student must always be handled in a cautious manner.
6. If a student is involved in multiple activities has a scheduling conflicts, coaches and advisors must cooperate and work out the problem in the best interest of the student. The student must not be penalized for the decision if they are allowed to do both activities.

Legal Expectations

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

1. **Adequate General and Specific Supervision:** Coaches must effectively carry out their supervisory duties at all times, including pre-and post-practice, games, and all trips from start to finish.
2. **Knowledgeable and Responsible Planning:** Coaches must plan well and keep practice plans on file.
3. **Clear and Frequent Warning of Risks:** Coaches must warn participants of the inherent risks frequently, not just at the start of the season. The participant must know, understand, and appreciate the risks of the activity.
4. **Provision of a Safe Environment:** Coaches must make sure that the practice and game fields and facilities do not present any dangers.
5. **Fair Matching of Participants:** Coaches must consider age, weight, skill level, and any other important variable depending upon the activity.
6. **Knowledgeable Evaluation of Injuries:** Coaches must stay up to date on sports medicine techniques, handle injuries in a conservative manner, and must not put athletes back in action too soon.
7. **Appropriate Emergency Medical Procedures:** Coaches must be trained in handling the injuries common to the activity and have a written procedure for handling emergency medical situations.
8. **Provide Fair and Equitable Rules/Regulations:** Coaches must have the rules of the program in writing and make sure they are followed consistently and fairly.

Contractual Expectations

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

1. Satisfying stated coaching training requirements (e.g., clock hours, first aid training, etc.), as well as District training mandates upon hire and annually via SafeSchools.
2. Completing all necessary paperwork to ensure legal safety expectations are being met. This includes the writing of the program syllabus.
3. Attending all meetings and workshops as required.
4. Exhibiting professional behavior at all times.
5. Demonstrating sportsmanship, honesty, and ethical behavior, at all times.
6. Effectively teaching the skills, techniques, and strategies of the activity.

Sportsmanship Expectations

Sportsmanship is a priority in the San Juan Island School District Activities Program. Coaches are expected to set the example for the good sportsmanship. Technical and unsportsmanlike conduct penalties are not acceptable as professional behavior. Coaches are expected to follow the [National](#)

[Federation of Coaches Code of Ethics](#) (see Appendix 1) and apply its spirit and principals to all situations and people with which the coach might work during activities events. These expectations extend to the following areas:

1. The coach must interact with referees in a professional and controlled manner.
2. The coach is responsible for the conduct of participants on his/her team. Participants displaying unsportsmanlike behavior should be immediately removed from the game and, if necessary, the event or activity.
3. The coach is responsible for his/her comments to the media and in other public forums. Professionalism, sportsmanship, and perspective are mandatory.
4. Sportsmanship and respect must be extended to all members of the opposing team.
5. The coach must emphasize sportsmanship as part of the team goals.

Informational Expectations

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

1. Participant Meeting: All coaches and advisors are required to hold a meeting with all interested participants at the beginning of the season. The topics that are covered at the meeting should be communicated verbally and in writing, in the form of an agenda. Copies of all program expectations are to be written out and distributed to the participants. Topics to be covered are,
 - Program Philosophy
 - Program Expectations
 - Warnings of inherent dangers
 - Lettering requirements
 - Selection criteria, if applicable
 - Schedule
 - Co-curricular Code
 - Equipment requirements
 - Pre-season expectations
2. Pre-Season Letters: If pre-season letters are to be sent to participants, copies of the letters should be on file in the Activities Office prior to being sent.
3. Parent Meeting: All coaches and advisors are asked to hold a parent meeting at the beginning of the season. Topics should be the same as in the participant meeting, above.
4. Program Promotion: Coaches are expected to promote the program and provide the participants with proper recognition. It is essential to communicate with the news media and submit results immediately after each game. Cooperation with booster clubs, community sports groups, and other supporters of the program is important. Promotion, recognition and communication should occur regardless of the outcome of the individual game or the season.
5. Parent Communication: The coach/advisor is expected to communicate with parents whenever there is a problem with, concern about, or special praise for their son or daughter. This should be done by phone or face-to-face.

6. Administrative Communication: The coach/advisor is expected to communicate at all times with the Athletic Director, and/or Principal. Whenever a controversial situation arises, the coach/advisor should immediately inform the administrator and seek additional input as to how to handle the situation.
7. Electronic Communication: All Head Coaches are expected to conduct all electronic communication with student participants via the current secure District-hosted communication system. Currently the system in use is called "Remind". All coaches, advisors and assistant coaching staff will not communicate with student participants via personal call or text or via personal email. All Head Coaches will utilize District email for communicating with the Athletic Director and/or Principal.

APPENDICES

Head Coach Job Description

The responsibility to conduct the program in the best interest of the school District by adhering to policies of the School Board and the regulations of the School and District Administration rests entirely with the Head Coach. In addition, all coaches must familiarize themselves with the sport rules of the National Federation, WIAA and League.

In addition to the general expectations and duties outlined in the Coaches Expectations Handbook, the Head Coach has the following specific responsibilities:

1. Instruct all participants in the rules of the activity with special emphasis on rules which have sportsmanship and safety implications.
2. Monitor all injuries to participants in the program.
3. Use a variety of techniques and drills to condition the participants in ways which will be both safe and effective.
4. Model professional and sportsmanlike behavior, always.
5. Determine the program philosophy and system to be used.
6. Promote the activity by prompt and accurate reporting of results to the media.
7. Make recommendations to the AD regarding suggestions for event scheduling.
8. Provide leadership for assistant coaches (paid or volunteer) and define the roles of those coaches. Supervise all coaches and communicate with all coaches in the program. The Head Coach is responsible for communicating the following to all paid and volunteer assistants:
 - a. Program Philosophy
 - b. Assignment of duties and responsibilities
 - c. Technical expectations and limitations
 - d. Coaching and educational professionalism
 - e. Loyalty to school, program and staff
 - f. Professional ethics in coaching
 - g. Time expectations and demands
 - h. Respectful treatment of participants
 - i. School/WIAA policies for the activity
 - j. Safety and legal considerations

9. Communicate with the AD in the following matters:
 - a. Equipment orders
 - b. Travel arrangements
 - c. Trip itineraries
 - d. Gym/field use
 - e. Practice Schedules
 - f. Post-season arrangements
10. Secure and care for equipment and supplies used in the program.
11. Prepare, inspect, and maintain practice facilities and equipment.
12. Exercise good judgement in modelling positive coaching behavior and taking responsibility for the team's appearance and conduct during practice, games and events.
13. Strongly encourage good sportsmanship, fair play, and ethical relationships.
14. Make sure all participant pre-season responsibilities are completed prior to participation in practices or games.
15. Make sure all participating students are academically, legally, and residentially eligible.
16. Exercise good judgement and use process when dealing with student infractions and discipline. Make sure that all participants are aware of all expectations prior to the start of the season.
17. Turn in all required paperwork as outline by the AD.
18. Submit annual equipment request to the AD.
19. Make sure all facilities are secure after each use and that participants respect those facilities.
20. Adhere to the following procedure at the end of games:
 - a. Teams should be instructed to return to their dressing rooms. No member of the team should linger behind to take issue with officials or the opposing team.
 - b. It is important that a manager or assistant coach be sent ahead to ensure that the dressing room door will be open.
 - c. Coaches should remain with their teams at all times, particularly if the contest is close or heated. If overnight trips are involved, coaches are to supervise motel and hotel rooms at all times and conduct themselves as if in the classroom.
 - d. Dressing rooms should always be supervised and must be tidied and left in an orderly fashion. Coaches have the responsibility to check for damage and garbage before leaving.

Assistant Coach Job Description

To guarantee an efficient program, assistant coaches or advisors will be hired by the Athletic Director in consultation with the Head Coach. The general duties of the assistants are as follows:

1. Support the program as planned and organized by the Head Coach/advisor.
2. Perform duties and provide assistance as directed by the Head Coach/Advisor.
3. Teach the techniques, strategies, philosophies, and rules of the activity as directed by the Head Coach/Advisor.
4. Carry out all policies and procedures as directed by the School Board, AD, and Administration.
5. Adhere to all training requirements as outlined in the Coaching Expectations Handbook.
6. Support and model, without fail, all expectations of sportsmanship and professionalism described in the Coaching Expectations Handbook.

Volunteer Coaches

Volunteer coaches are subject to approval by the Athletic Director (AD) and/or Principal. Volunteer coaches are subject to the following rules:

1. Volunteer Coaches must complete and submit a Co-Curricular Application including background check information and disclosure statement.
2. All training requirements for coaching apply to the volunteer coach.
3. Volunteer coaches are limited in their duties and responsibilities. Those duties are to be outlined by the Head Coach according to the activity a situation, but in general, volunteer coaches are to aid the coaching staff in the conduct of practice sessions. Their capacities maybe expanded in emergency situations with the approval of the AD and/or Principal. That determination will be made based on the coach's experience and the nature of the situation.
4. Volunteer caches who violate the expectations and limitations of the position will be dismissed immediately.