

NYSSA HIGH SCHOOL

BULLDOGS



Athletics

COACHES HANDBOOK

2018-19

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NYSSA HIGH SCHOOL

2017-18 Coaches

FALL ACTIVITIES

Football:

Lee Long, Head Coach
Travis Sapp, Asst. Coach
Brian Beck, Asst. Coach
Jamie Moreno, Asst. Coach
Jesse Melendez, Asst. Coach
Brandon Sundquist, Asst. Coach

Cross Country:

Ann Fournier, Head Coach

Volleyball:

Maddie Speelman, Head Coach
Erin DeAnda, Asst. Coach
Jacquelle Heid, Asst. Coach

Girls Soccer:

Carol Steinmetz, Head Coach

Boys Soccer:

Steven Escobedo, Head Coach

WINTER ACTIVITIES

Girls Basketball:

Jeremy Chamberlain, Head Coach
Josh De Anda, Asst. Coach
Naomi Castro, Asst. Coach

Boys Basketball:

Aaron Mills, Head Coach
Brad Dalton, Asst. Coach

Barry Hartley, Asst. Coach

Wrestling:

Luke Cleaver, Head Coach
Bobby Deleon, Asst. Coach
Craig Fournier, Asst. Coach
Jeff Beck, Asst. Coach
Edward Petersen, Asst. Coach

SPRING ACTIVITIES

Baseball:

Travis Sapp, Head Coach
Dirk Cleaver, Asst. Coach

Softball:

Jaimi Greenwood, Head Coach
Stevie Howard, Asst. Coach

Boys & Girls Golf:

Kevin Draper, Head Coach

Boys & Girls Tennis:

Kent Blanchard, Head Coach

Boys & Girls Track:

Katy Holcomb, Head Coach
Jeff Beck, Asst. Coach
Vic Woods, Asst. Coach
Genniel Frahm, Asst. Coach

PHILOSOPHY

The athletic program at Nyssa School District is a part of and subscribes to the general aims of the total academic program and justifies itself on its contribution to this total program.

The athletic program exists to help the student athlete. It is our belief that interscholastic athletic competition is one of the greatest motivating forces for students. The desire to excel is fundamental to human nature and finds one of its highest expressions in a wholesome, well-conceived athletic program.

Athletics must be a force for good in the school and community. It has as its greatest contribution the development of loyalty and positive spirit among the students, faculty, and community.

GOALS

The goals of our athletic program are:

1. To encourage the greatest possible number of students to take part in the interscholastic sports within budget limitations.
2. To provide the widest possible variety of activities within budget limitations.
3. To promote the health and physical development of the participants.
4. To promote good sportsmanship, healthful living, and good citizenship.
5. To teach leadership, decision-making attitude in the school and participants.
6. To develop the highest possible degree of individual and team skills.
7. To develop a positive self-image in all participants.

COACHES - CODE OF ETHICS

1. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a happy relationship between visitors and hosts.
6. To respect the integrity and judgment of sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
8. To encourage leadership, use of initiative, and good judgment by the players on the team.
9. To recognize that the purpose of athletics is to promote the physical, mental, social, moral, and emotional well-being of the individual players.
10. To remember that an athletic contest is only a game—not a matter of life or death for player, coach, school, official, fan, community, state, or nation.

THE INFLUENCE OF A COACH

The coach/advisor is in a better position to have an influence for good upon the youth of a school than many other members of the faculty. The coach has an obligation to develop a personality and character which are above reproach. Since most coaches are admired and imitated by young people, the example set by them is of extreme importance. The character building potential of athletics is closely related to the character of the coach.

Contests furnish a setting for a demonstration of the attitudes of players, whose attitudes are a direct reflection on the coach. A great deal of self-discipline on the part of the coach is required to always let reason rather than emotions guide conduct. To build the correct pattern for your athletes, give the following points your attention.

1. Watch your language. Obscenity and profanity have no place on the bench, in the dressing room, or in fact, in your speaking vocabulary.
2. You can explain defeat, but do not alibi for it.
3. Do not gloat in victory: this is even more offensive than the alibi.
4. Do not be indecisive. Make up your mind.
5. Do not constantly be challenging the decisions of officials, particularly judgment decisions.

6. Do not lose your temper because with it will go your poise.
7. Organize your work well in advance, make a work schedule and perform it promptly and without undue commotion.
8. Do not try to take unfair advantage of the rules.
9. Allow your players plenty of opportunity for leadership training.
10. Building a philosophy to support your own convictions is necessary, but it must not be too different from that of the school and the educational goals of the administration. The coach's job is to develop the individual players and the team into a unit which can give a performance approaching their maximum ability as individuals and as a team. This must be done within the same meaning of the word SPORTSMANSHIP.

COACH'S RESPONSIBILITIES

The following are considered as an extension and/or clarification of the job description responsibilities.

I. Year-round responsibilities

1. Recognize that he/she is ultimately accountable for every aspect of his/her program and takes steps to see that it is one of quality.
2. Formulate objectives for the coming sports season in cooperation with the other coaches or specific sport staff.
3. Keep abreast of new knowledge and techniques and encourage assistant coaches to do the same.
4. Possess a working knowledge of rules and regulations regarding his/her sport as presented in the OSAA handbook. Keep abreast of the rules and rule changes of the sport.
5. Be aware of and adhere to all State, District, League, and Nyssa School District rules, policies and procedures.
6. If there is ANY doubt about a participant's eligibility, either scholastically or with residency, check with the Athletic Director before this student participates in a contest. Ineligible players may practice, but may not play or perform.
7. Maintain quality communication with booster club, parents, and community.
8. Maintain a current first-aid card or the equivalent in sports medicine.
9. Be aware of potential problems in sports litigation. Take steps to prevent situations which may result in liability to self, other staff, or the school district to include the following, but not limited to:
 - a. Maintain accurate permanent records for documentation of injuries.
- b. Document all written information given to athletes and keep attendance at meetings relating to safety, rules, and policies, i.e., football viewing of safety films.
10. Attend coaches meetings as called by the Athletic Director and/or Principal.
11. Review status of your budget.
12. Meet with middle school coaches to coordinate program and to review sequence of fundamentals.
13. Inspect all protective equipment to be issued for the coming season. After clearing it with the Athletic Director, discard equipment that is not safe or is beyond repair.

II. Additional seasonal responsibilities

Before the season:

1. Be sure each student has paid his/her fees and completed all of the necessary clearance forms prior to the first practice. No student will practice unless they are cleared. The needed forms are:
 1. Physical Examination
 2. Medical Release
 3. Insurance or an insurance waiver
 4. Athletic Policy (Training Rules)
 5. Hold harmless agreement
2. Arrange for a systematic and responsible method of issuing and fitting school equipment to students.
3. Arrange and prepare a first aid kit.
4. Review rules and rule changes with staff.
5. Review with staff the fitting procedures for protective equipment.
6. Review with staff the techniques and actions of a player that are unsafe and could cause serious injury to

- the player, a teammate, or opponent.
- 7. Review with staff the safety techniques and fundamentals that will be used in your sport.
- 8. Review first aid procedures and emergency plan with coaches, trainers, and managers.
- 9. Inform parents and players of the risks involved in the sport.
- 10. Report any unsafe conditions in the practice facility that could result in injury.

During the season:

- 1. Attend the rules interpretation meeting sponsored by OSAA.
- 2. Assume supervisory control over athletes and teams. The dressing rooms should be supervised any time they are being used by athletes. Any discipline will be consistent with building and district policies. (See Attached School Code of Conduct).
- 3. Explain all regulations of the Athletic Training Rules and the Complaint Procedures to student participants and parents within the first week of practice.
- 4. Clarify to athletes and their parents the criteria necessary to earn a letter award and maintain permanent records, with a copy to the Athletic Director.
- 5. Have regular communication with the Athletic Director regarding transportation, officials, practice schedules, game management, team concerns/needs, etc.
- 6. Assume responsibility for care of equipment.
- 7. Follow the proper procedure for initiating purchase orders.
- 8. Report any serious student injury immediately to parents, Principal, and Athletic Director. Fill out an Accident Report Form and turn it into the office within three (3) working days.
- 9. All practices and games are to be supervised by a coach at all times.
- 10. Organize and schedule practice sessions.
- 11. Apply discipline in a firm and positive manner, understanding that different athletes require different motivation. Be consistent with district procedures and policies.
- 12. Emphasize safety precautions and be aware of the best training and injury care procedures. Communicate these to students and parents as appropriate.
- 13. Conduct himself/herself and his/her team in a professional and ethical manner during practice and contests.
- 14. Report a summary of all contests to the news media and provide any publicity information that would aid his/her program and the athletic department in general.
- 15. Develop within the participants ideals of sportsmanship, cooperation, and respect for discipline and authority.
- 16. Maintain good public relations with faculty/staff, parents, community, and news media. Coaches and advisors should bear in mind that their statements are published and read by people who are for and against the school's program. Consequently, these statements should be carefully weighed and considered before they are given to the news media.
- 17. Provide accurate records and keep current information needed to compile eligibility lists, grade checks, and other reports.
- 18. Should an athlete quit a sport make certain that all of his/her equipment is returned and checked in immediately and notify the Athletic Director.
- 19. Turn in the following to the Athletic Director:
 - a. An alphabetical squad list as soon as the squad is set and correct as necessary.
 - b. A roster, with all necessary personal data at least one week before the first contest (i.e. number, height, weight, year, position, etc).
 - c. Make a list of transfer students so that state certification may be completed.
 - d. A typed alphabetical list of award winners immediately following the season.
- 20. Before the first bus trip, review proper bus conduct and the schools' return policy; boys and girls are to sit separate.
- 21. Notify the Athletic Director of any suggested changes to the facilities.
- 22. Make sure you have a copy of the medical release form in your first aid kit.
- 23. Explain to the athletes their responsibilities for taking care of equipment, lockers, towels, etc.
- 24. Turn in program information for the first game of the season to the Athletic Director.
- 25. Turn in program information changes in time to have them appear in the next game program.
- 26. Frequently remind athletes of eligibility and conduct requirements.
- 27. Frequently inspect protective equipment to see that it is in good repair and properly fit for use.
- 28. In case of serious injury, secure all equipment involved and retain in actual condition.

29. Consider video-taping various practice sessions showing fundamentals taught, terminology used, etc.
30. Keep dated records of the following:
 - a. Safety information or warnings discussed with or sent home to players and parents.
 - b. Films about rules, fundamentals, safety, etc. shown to players and parents.
 - c. Rules clinics put on by local officials' association.
- d. Practice schedule for each day (include safety techniques emphasized in each drill).

End of Season:

1. Arrange for the systematic return of all school equipment and hold the athlete responsible for all equipment not returned.
Notify the Athletic Director of any equipment not returned. The equipment will be returned and/or the athlete charged for the missing equipment within five (5) school days of the last contest, or before the athlete turns out for another sport.
2. Arrange for issuing certificates, letters, and special awards at assemblies, sport socials, team potlucks, etc.. Coordinate dates and times through the Athletic Director's office for out of school socials.
3. Arrange for cleaning, storage, and inventory of all equipment within two (2) weeks of the last contest.
4. Be concerned with the care and maintenance of his/her facility by making recommendations concerning maintenance and improvements.
5. Turn in and discuss with the Athletic Director the proposed budget for the following year.
6. Submit recommendations to the Athletic Director for proposed schedule of contests.
7. Maintain records of team and individual accomplishments and submit with end of season's participation report to the Athletic Director.
8. Submit evaluations of all assistant coaches to the Athletic Director within seven (7) days after the last contest.
9. Submit a complete list of all the awards and letters.
10. Participate in any league meetings called for the selection of an All League team.
11. Send all damaged equipment to be repaired or request it to be discarded.
12. Evaluate injuries that occurred during the season to see how they relate to specific drills, techniques.
13. Remind staff to renew CPR, first aid, and sports medicine cards for the coming season.
14. Evaluate assistant coaches with the Athletic Director.

MAIL BOXES

Mail boxes must be checked daily and kept clean and empty.

CONFLICT OF ACTIVITIES

If a student has a conflict of activities or practice for an activity (scheduled at the same time), the following steps are to be taken:

1. The two advisors try to resolve the conflict by a schedule change.
2. If a schedule change is not possible, the advisors shall try to reach a mutual agreement that will benefit the student.
3. When a conflict between a family activity and a school activity arises and the student has a prior submitted written request from a parent, then that student will be excused from the activity with no repercussions.

ACTIVITY LISTS: STUDENTS

It is the responsibility of an event sponsor to provide the Vice Principal/Athletic Director's Office, or to the Administrator where appropriate, with an up-to-date list of those students who will be absent from class in pursuit of extra-curricular glory. Any student participating in an extracurricular activity which requires him/her to miss class **SHALL NOT BE COUNTED ABSENT IN THE ROLL BOOK.** Please see that all lists are in the office no later than 8:00 a.m. on the day of the event. On the page, indicate the activity, the date of the activity, excuse from class time (no earlier than 10 minutes before departure time), and departure time. The list must be in alphabetical order. Students will not be released until a list is printed.

ABSENCE FROM PRACTICE

Coaches must be in attendance at all regularly scheduled practices. If for any reason a coach must be absent, he/she MUST inform the office before noon so that other arrangements can be made to cover practice or cancel practice. This is necessary so that bus schedules may be altered or other practices moved to a more convenient time.

BLEEDING, OPEN WOUNDS, BLOOD ON UNIFORM

The following is the National Foundation policy concerning bleeding, open wounds, and blood on the uniform: *A contestant or coach who is bleeding, who has an open wound, or who has blood on his/her uniform, shall be prohibited from participating further in the contest until appropriate treatment has been administered. If medical care or treatment can be administered in a reasonable amount of time, the individual would not have to leave the contest. The length of time that is considered reasonable is official's judgment.*

COMMUNICABLE DISEASE PRECAUTIONS

While the risk of one athlete infecting another with HIV/AIDS during competition is close to nonexistent, there is a greater risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids. Precautions for reducing the potential for transmission of these infectious agents should include, but not be limited to the following:

1. Routine use of gloves or other precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids is anticipated.
2. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or body fluids. Wash hands immediately after removing gloves.
3. The bloodied portion of the uniform must be properly disinfected or the uniform changed before the athlete may participate.
4. Clean all blood contaminated surfaces and equipment with a solution made from a 1-100 dilution of household bleach or other disinfectant before competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels, and other sharp instruments or devices.
6. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
7. Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
8. Contaminated towels should be properly disposed of/disinfected.
9. Follow acceptable guidelines in the immediate control of bleeding and disposal of bodily fluids and contaminated items.

TITLE: Head Coach

QUALIFICATIONS:

1. Shall possess the personal and professional qualities which will insure a high quality of leadership and instruction.
2. Demonstrated aptitude for successful fulfillment of assigned performance responsibilities.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Athletic Director / Building Principal.

JOB GOAL: To conduct a program, in a particular sport, which recognizes the needs, capacities, and welfare of all participants at their respective age and grade level, and provides an opportunity for the maximum development of performance skills, good sportsmanship, fair play, and ethical conduct.

PERFORMANCE RESPONSIBILITIES:

1. Has full responsibility for the overall supervision of the program including, junior high, frosh-soph, and JV programs.
2. Encourages all prospective candidates to turn out for the team, encourages good scholarship and desirable pupil-teacher relationships.
3. Sees that the dressing rooms, equipment rooms, his/her office, the playing fields, and the floors are always neat and clean. His/her players and managers should be carefully and completely instructed in this respect.
4. Supervises locker rooms closely; making sure that all student/player property is secure and safe. Sees that the players do not damage or deface property or in any way detract or interfere with the host schools' program when an athletic team is on an away-from-home trip.
5. Explains and enforces rules and regulations pertaining to conditioning of players and training rules affecting the health and safety of the players.
6. Is responsible for the safety and welfare of each student making the trip. Must accompany the team to the game and home from the game on the player/coach bus; unless other arrangements have been approved by the Athletic Director or Building Principal.
7. Sees that all team members present a neat appearance while traveling.
8. Sees that all team members ride the team bus to and from all athletic events unless released by the coach to his/her parents or legal guardians. To release a player to other than a parent, a note signed by a parent, and approved by the administration, must be presented to the coach before the team departs from the school.
9. Always conduct themselves as ladies or gentlemen before the public no matter what the circumstances.
10. Is responsible for the selection of their own managers, and shall be responsible for the manager's conduct during team practices, participation, and travel.
11. Is responsible for the conduct of all coaches and players under his/her jurisdiction.
12. Is responsible for all of the equipment used in their sport and is solely responsible for seeing that all equipment is checked back in.
13. Makes sure that physicals are current, students must have one every two years (7th -9th – 11th grades), with parents' signature form permission to participate, before they begin practice. These forms are available from the Athletic Director or the Building Principal.
14. Must notify the parent or guardian, and complete the appropriate insurance and accident forms when a participant is injured.
15. Does not leave a practice unsupervised; if unable to be there, cancels practice. STUDENTS MUST BE SUPERVISED AT ALL TIMES. Negligence in this area may leave personnel liable.
16. IS THE LAST ONE OUT OF THE DRESSING ROOMS AND GYMS AT ALL TIMES. Makes sure everything is in order before locking up.
17. Upon the return from an away activity, a coach must wait/supervise players until all have been picked up.
18. Reports to the Athletic Director all information needed to complete the OSAA eligibility forms, one week prior to the first contest.
19. Must complete a postseason inventory before the season will be declared officially over.
20. Shall turn in budget requests for all levels of their program.
21. Realizes that a coach has an ethical obligation to any player who is ill or injured. The health of the player is always the most important factor to consider. Students must be in school all day the day of the activity, and if that is on Saturday, they must be in attendance on Friday, unless the absence has been pre arranged through the office and approved by the administration.

22. Does not allow any student in possession of equipment belonging to the athletic department, or, equipment from a prior sport season to participate in any athletics until the equipment is returned or paid for.
23. Uses the appropriate Purchase Order for any purchases with Athletic Directors signature prior to ordering.
24. The Athletic Director will do the scheduling of events. Coaches are to make recommendations to the Athletic Director of their preferences.
25. Keeps all equipment numbers, along with a list of students to whom it is issued, and informs the students of said list so that they will keep track of equipment they were issued.
28. Supports each coach and tries to attend the games, meets, matches, plays, and concerts when possible. He/she is expected to support the entire program and to be an active participant in striving to improve the athletic program as well as the total educational program.
27. Sees that all OSAA and Eastern Oregon League constitutional by-laws are followed.
28. Attends appropriate league meetings.
29. Conducts all staff meetings and is in charge of all tryouts, practices, team meetings, and athletic contests insofar as the team is involved. Meets, at the end of the season, with other coaches in their respective sport, to discuss where improvements may be made. In conjunction with the AD is responsible for evaluations of assistant coaches and their program.
30. Keeps and turns in to the office, all receipts for purchases of equipment, meals, and gas, etc..
31. Does not allow swearing on the part of students or coaches in practice, games, or in the dressing rooms.
32. Does not allow an off-season sport to be played or practiced until after the end of the current sport.
33. Head Coach of each sport submits in writing to the Athletic Director his/her recommendations for lettering in that sport. Once approved, the criteria must be given to each participant and parents.
34. Performs such other tasks, related to coaching, which may from time to time be assigned by the Athletic Director or Building Principal.
35. Must be certified through the NFHS Coaches Certification Program formerly (ASEP).
36. Needs to attend/carry a current First Aid Card.
37. Must be 15 Passenger Mini-Bus certified.

CONDITIONS OF EMPLOYMENT:

1. Assignment for a coaching position is for one school year only.
2. No person shall be head coach in more than one sport, unless the administration feels that it is reasonable and necessary. However, a person being a head coach in one sport may be an assistant coach in other sports. No person shall engage in coaching two sports at the same time.
3. No coach shall allow a student to participate in after school activities while same interferes with a student's academic work, nor while suspended from school or activities for disciplinary reasons.

TERMS OF EMPLOYMENT:

The contract for coaching will be on a separate contract. Number of working days shall correspond with the number of days in that particular activity season. Salary shall be set by the current collective bargaining contract. Background check will be performed prior to the volunteer working with Nyssa School District students/athletic programs.

EVALUATION:

Performance of this job will be evaluated annually by the Athletic Director in accordance with provisions of the District Policy.

Building Principal/Athletic Director: _____

Head Coach: _____

DATE: _____

TITLE: Assistant Coach

QUALIFICATIONS:

1. Shall possess the personal and professional qualities which will insure a high quality of leadership and instruction.
2. Demonstrated aptitude for successful fulfillment of assigned performance responsibilities.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Head Coach/Athletic Director/Building Principal.

JOB GOAL: To assist the Head Coach in conducting a program, in a particular sport, which recognizes the needs, capacities, and welfare of all participants at their respective age and grade level, and provides an opportunity for the maximum development of performance skills, good sportsmanship, fair play, and ethical conduct.

PERFORMANCE RESPONSIBILITIES:

1. Encourage all prospective candidates to turn out for an athletic team, encourage good scholarship and desirable pupil-teacher relationships.
2. Have an understanding of the rules and regulations regarding the sport as presented in the OSAA handbook and Eastern Oregon League Constitution and By-Laws.
3. Report to the Head Coach and teaches the basic fundamentals of the sport as directed by the Head Coach.
4. Keeps the safety and welfare of his/her athletes above all other considerations.
5. Carries out the athletic program which has been established by the Head Coach.
6. Reports and records any injury requiring medical attention immediately.
7. Is responsible for the condition of his/her facilities following a practice. All doors shall be locked and lights turned off.
8. Must know and understand all athletic and coaching regulations and procedures of the district.
9. Supervises any bus trip (to and from a contest) in which his/her athletes are involved.
10. Sees that all team members present a neat appearance while traveling.
11. Sees that the players do not damage or deface property or in any way detract or interfere with the host schools' program when an athletic team is on an away-from-home trip.
12. Sees that all team members ride the team bus to and from all athletic events unless released by the coach to his/her parents or legal guardians. To release a player to other than a parent, a note signed by a parent and approved by the administration, must be presented to the coach before the team departs from the school. Students cannot stay overnight and meet the team the next day for a contest. If the team comes home, all come home.
13. Always conduct themselves as ladies or gentlemen before the public, no matter what the circumstances.
14. Is responsible for the selection of their own manager's, and shall be responsible for the manager's conduct during team practice, participation, and travel.
15. Does not leave a practice unsupervised; if unable to be there, cancel practice. Students must be supervised at all times. Negligence in this area may leave personnel liable for legal action.
16. Make sure that a completed physical form (for 7th, 9th and 11th grades) and parents signatures for permission to participate have been obtained before they begin practice.
17. Must notify the parent or guardian, and complete the appropriate insurance and accident forms when a participant is injured.
18. Reports to the Head Coach and Athletic Director, any addition in team rosters throughout the season for OSAA clearance before practice is allowed.
19. Assist the Head Coach with a postseason inventory.
20. Assists the Head Coach in determining budget requests.
21. Submits a travel schedule for away trips at least seven (7) days in advance of the season beginning.
22. The Athletic Director will do the scheduling of events. Coaches are to make recommendations to the Athletic Director of their preference
23. Does not allow students in the equipment room.

24. Keeps all equipment numbers, along with a list of students to whom it is issued, and informs the students of said list so that they will keep track of the equipment they were issued.
25. Supports each coach and tries to attend the games, meets, matches, plays, and concerts when possible.
26. Must be 15 Passenger Mini-Bus certified
27. Must be certified through the NFHS Coaches Certification Program formerly (ASEP).
28. When assistant coaches are given JV coaching assignments, their system of play will be designated by the Head Coach. He/she will have the same responsibilities as listed for head coach, where applicable.
29. Meets, at the end of the season, with the other coaches in their respective sports, to discuss where improvements may be made.
30. Keeps, and turns in to the Athletic Director, all receipts for purchases of meals, gas, etc..
31. Performs such other tasks, related to coaching, which may from time to time be assigned by the Head Coach or Athletic Director.

CONDITIONS OF EMPLOYMENT:

1. Assignment for a coaching position is for one school year only.
2. Seniority shall not be considered in selection of a head coach nor assistant coaches unless skill and ability are equal in each sport. The most able, trained, and skilled shall be the head coach and assistant coaches in each sport except as hereinafter limited.
3. No coach shall allow a student to participate in after school activities while same interferes with a student's academic work, nor while suspended from school or activities for disciplinary reasons.

TERMS OF EMPLOYMENT:

The contract for coaching will be on a separate contract. Number of working days shall correspond with the number of days in that particular activity season. Salary shall be set by the current collective bargaining contract.

EVALUATION:

Performance of this job will be evaluated annually by the Athletic Director and Head Coach in accordance with provisions of the District Policy.

CONDITIONS OF INVOLVEMENT:

1. Background check will be performed prior to the coach working with Nyssa School District students/athletic programs.
2. Nyssa School District reserves all rights in the assignment of coaches.

Building Principal/Athletic Director: _____

Head Coach: _____

Volunteer Coach: _____

DATE: _____

TITLE: Volunteer Coach

MINIMUM

QUALIFICATIONS: Shall possess the personal and professional qualities which will insure a high quality of leadership and instruction. Demonstrated aptitude for successful fulfillment of assigned performance responsibilities. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Head Coach/Athletic Director/Building Principal

JOB SUMMARY: To assist the Head Coach/Assistant Coach in conducting a program, in a particular sport, which recognizes the needs, capacities, and welfare of all participants at their respective age and grade level, and provides an opportunity for the maximum development of performance skill, good sportsmanship, fair play, and ethical conduct.

PERFORMANCE RESPONSIBILITIES:

1. Have an understanding of the rules and regulations regarding the sport as presented in the OSAA Hand book and EOL Constitution and By-Laws.
2. Report to the Head Coach, and teaches the basic fundamentals of the sport as directed by the Head Coach.
3. Keeps the safety and welfare of his/her athletes above all other considerations.
4. Carries out the athletic program, which has been established by the Head Coach.
5. Reports and records any injury requiring medical attention — immediately.
6. Must know and understand all athletic and coaching regulations of the District.
7. Sees that the players do not damage or deface property or in any way detract or interfere with the host schools' program when an athletic team is on an away-from-home trip.
8. Always conduct themselves as ladies or gentlemen before the public, no matter what the circumstances.
9. Does not leave a practice unsupervised; if unable to be there, cancel practice. Students must be supervised at all times. Negligence in this area may leave personnel liable for legal action.
10. Assist the Head Coach with postseason inventory.
11. Assists the Head Coach in determining budget requests.
12. Supports each coach and tries to attend the games, meets, matches, plays, and concerts when possible.
13. Volunteer Coaches will follow under the supervision of head coaches system of play.
14. Meets at the end of the season with the other Coaches in their respective sports to discuss where improvements may be made.
15. Performs such other tasks, related to coaching, which may from time to time be assigned by the Head Coach or Athletic Director.
16. Must be certified through the NFHS or the ASEP Coaching program. This can be done on the osaa.org web site.

CONDITIONS OF INVOLVEMENT:

1. Background check will be performed prior to the volunteer working with Nyssa School District students/athletic programs.
2. Nyssa School District reserves all rights in the assignment of volunteer coaches.

Building Principal/Athletic Director: _____

Head Coach: _____

Volunteer Coach: _____

DATE: _____

AREAS OF RESPONSIBILITY IN CONTEST MANAGEMENT

SPORT	COACH	MAINTENANCE	SUPERVISOR
F.B.	<ul style="list-style-type: none"> • Videotaping • Game balls • Ball boys • Statistics Book • Reporting game • Rule Book • Doctor • Scorer/timer • Placing and removing markers, flags, and padding • Media • Turn field lights on before game and off after game 	<ul style="list-style-type: none"> • Line field • Check benches • Check score clock • Check/clean press box • Ready restrooms 	<ul style="list-style-type: none"> • Supervision • Before game get cash box to Boosters • After game get cash box to vault • Officials • Programs to field • Chain gang • Announcer
J.V. FB	<ul style="list-style-type: none"> • Game balls • Ball boys • Statistics Book • Reporting game • Rule Book • Scorer/timer • Turn field lights on before game and off after game • Placing and removing markers, flags, and padding 	<ul style="list-style-type: none"> • Line field • Check benches • Check score clock • Check/clean press box • Ready restrooms 	<ul style="list-style-type: none"> • Supervision • Officials • Programs to field • Chain gang
X-C	<ul style="list-style-type: none"> • Trail layout • Trail markers • Numbers • Timers • Report scores 	N/A	Supervision
V.B.	<ul style="list-style-type: none"> • Game Balls • Scorebook • Reporting contest • Videotaping • Line Judges • Erecting nets • set up clocks 	<ul style="list-style-type: none"> • Clean floor • Set up Score table • Set up bleachers 	<ul style="list-style-type: none"> • Supervision • Officials • Programs to Gym
SOCC	<ul style="list-style-type: none"> • Game Balls • Scorebook • Reporting contest 	<ul style="list-style-type: none"> • Line field • Check benches • Ready restrooms 	<ul style="list-style-type: none"> • Supervision • Officials • Programs to field

SPORT	COACH	MAINTENANCE	SUPERVISOR
WRES	<ul style="list-style-type: none"> • Roll out mats/ Clean mats • set up clocks • Tape mats • Put mats away • Scorebook/keepers • Announcer • Hospitality set up and help • Report match 	<ul style="list-style-type: none"> • set up score tables • set up bleachers 	<ul style="list-style-type: none"> • Supervision • Officials • Before matches get cash box to Boosters • After matches get cash box to vault
BX Ball	<ul style="list-style-type: none"> • Game ball • Timers • Scorebook/keepers • Stat keepers • Rule book • Announcer • Videotaping • Report game • set up clocks • Hospitality set up and help 	<ul style="list-style-type: none"> • set up score table • set up bleachers • Clean floor & at ½ time 	<ul style="list-style-type: none"> • Supervision • Programs to Gym • Before games get cash box to Boosters • After games get cash box to vault • Officials • Get water for Officials
J.V. BX Ball	<ul style="list-style-type: none"> • Game ball • Timers • Scorebook/keepers • Stat keepers • Rule book • set up clocks 	<ul style="list-style-type: none"> • set up score table • set up bleachers • Clean floor & at ½ time 	<ul style="list-style-type: none"> • Supervision • Programs to Gym • Officials • get water for Officials
BB/SB	<ul style="list-style-type: none"> • Game balls • Scorer • Scorebook/Keeper • Rule book • set up score board • Line infield 	<ul style="list-style-type: none"> • Field preparation – mow and paint 	<ul style="list-style-type: none"> • Supervision • Umpires
TRCK	<ul style="list-style-type: none"> • Field marking • Setting up pits, hurdles, etc. • Event workers • Report scores • Meet set up – rakes ,tapes, etc. • Hospitality set up and help 	<ul style="list-style-type: none"> • Prep field/Blow off track 	<ul style="list-style-type: none"> • Supervision
GOLF	<ul style="list-style-type: none"> • Coordinate w/golf course • Spotters • Report scores 	N/A	<ul style="list-style-type: none"> • Supervision

TRANSPORTATION REGULATIONS

1. The bus rules set down by the Transportation Director will be followed.
2. Students will ride to and from the activities in school vehicles unless otherwise agreed to by the principal or designee. These arrangements must be completed BEFORE the team departs. Absolutely no changes will be made over the telephone. NOTE: A coach may always release a player to his/her parents without written authorization.
3. The bus driver may stop the transportation of the athletic participants to a contest when the bus conduct of the participants is a distraction or in direct violation of the district's bus regulations.
4. It is the coaches' responsibility to see that the participants are properly supervised.
5. It is the responsibility of the participants and the coach to leave the bus in a clean condition. Eating/drinking on the bus should be kept to a minimum and allowed only with the permission of the driver.
6. There will be only small radios/tape players with headphones on the bus.
7. On a co-ed trip see that the two sexes are separated and the coaches are between both groups.
8. The coach will discourage any excess loud noise from any rider under his/her supervision.
9. Transportation Requests. All requests for transportation for trips are to be made on forms provided by the District, at the beginning of the season. Additional trips or changes should be made at least one week in advance.
10. Travel Expense. Advance approval MUST be obtained from the administration before the District will be obligated to reimburse any staff member for any expenses. This includes mileage expenses. When possible, district vehicles will be used rather than personal cars. Use of school vehicles must be approved in advance. Itemized vouchers (with receipts) must be submitted with the purchase order for reimbursement.
11. Students cannot stay overnight and meet the team the next day for a contest. If the team comes home, all come home.

GUIDELINES FOR USE OF SCHOOL DISTRICT VANS DURING THE SUMMER

1. Groups using van(s) must have a qualified driver. For Type 15 Vans with a 15 passenger capacity, or type 10 Vans with a 10 passenger capacity, the driver must have a valid first aid card plus a training session regarding operation of the van. If the District provides a driver, the group must pay the driver his/her hourly rate plus expenses.
2. Van(s) used by groups must involve school students and be an extension of a currently existing academic or athletic school program in the District (i.e. Science Club, FBLA, Band/Choir, Athletic Camps, etc.).
3. Groups using vans must be chaperoned by employees of the School District (i.e. teachers, coaches, advisors, etc.).
4. Groups using vans will return them in the same clean condition as when taking them. If not, a cleaning fee will be billed to the issuing group and that group will be prohibited from any additional usage.

USE OF VANS

The Driver shall:

1. Possess a valid Oregon Driver's License, appropriate to the vehicle being driven.
2. Maintain a valid first aid card.
3. Not operate the van with more passengers than the rated capacity.
4. Instruct passengers to use seat belts at all times the vehicle is in motion.
5. Not permit anyone else to operate the vehicle.
6. Make sure that all aisles are kept clear.
7. Make sure all rear doors are unlocked during operation
8. Not use tobacco in the van
9. Not permit signs of any kind attached to the van.
10. Secure any article in the passenger compartment likely to cause injury in the event of an accident.
11. Not fill the fuel tank while passengers are in the vehicle or while the motor is running.
12. Not leave the van with passengers aboard until the motor is shut off, and the brakes set.
13. Report to the proper official any deficiency or malfunction of the van.
14. Not drive more than three hours continuously without taking a 15 minute break.
15. Drivers shall inspect the following prior to each trip or each day of a trip, unless the inspection is performed by other designated employees:
 - a. windshield and wipers
 - b. all outside lights
 - c. service door, emergency door, and buzzer
 - d. tires and wheel lug nuts
 - e. battery, belts, oil, and coolant levels
 - f. horn
 - g. brakes
 - h. steering
 - i. exhaust system
 - j. see that lights, windshield, and mirrors are clean
 - k. emergency equipment

LEGAL ASPECTS

Coaches should be aware that they are living in a time when society is "suit conscious". Coaches should take care that they provide adequate supervision and safe conditions for participants at all times.

SCHEDULING CONTESTS/ACTIVITIES

All activities and athletic contests are to be scheduled by the Athletic Director with input from the coach in charge of the activity. Any contests scheduled by the coach will be taken on advisement by the Athletic Director. The majority of the contests in which Nyssa participates are determined by the Eastern Oregon League one year in advance. Contest starting times are not changed without approval of the Athletic Director and proper notification to the press and radio station.

Discuss and obtain approval of any modifications to the regular schedule through the Athletic Director; i.e. overnight instead of coming home, changes in meal plans, etc. Facilities at the High School are scheduled through a Master Calendar of events and other community events. A calendar will be issued every two weeks to those involved.

FINANCES/PURCHASE ORDERS

Allocations for the various athletic/activity programs are set by the School District Budget Committee and must be used as a basis of all purchasing by a coach. Purchase orders are available in the office for purchasing items included in the allocation. All purchases must be approved **in advance** by the Athletic Director/Administrator and referred to the bookkeeper to determine dollars available and to assign the proper code numbers. Once approved the item(s) may be ordered.

FUNDRAISING / HANDLING MONEY

Do NOT handle any of the money collected for your program. Have it collected at the office, or see that at least two District employees or two parents count the money and get it to the office as soon as possible. This applies to any money collected during the season or during the summer.

ATHLETIC AWARD PROGRAMS/BANQUETS

Athletic award programs are to be scheduled in advance through the Athletic Director. If special arrangements are needed provide the information to the Athletic Director so that it may be taken into account. All programs will be announced through a letter to parents to ensure that parents are aware of the event. There shall be no more than one awards program per sport area (i.e. football, volleyball, boys basketball, girls basketball, wrestling, track, baseball, etc).

COACH STANDARDS - DRESS LANGUAGE

Coaches are considered as an example to the students when in a supervisory position. Coaches must refrain from language (swearing) that is inappropriate; there will be no use of a tobacco or alcohol product within the vision of a student or participant. Coaches representing Nyssa School District are to dress appropriately when involved with the students in a supervisory capacity. This includes both home and away contests.

SUNDAY/HOLIDAY PRACTICES

Practices may not be held on any Sunday or school holiday, unless there is an OSAA state playoff contest scheduled on the next school day after the Sunday/Holiday. Likewise all practices held during a vacation period must have prior approval of the Administration. Typically practices will only be allowed during the custodian's workday when they are on duty.

OPEN GYM POLICY

- 1) All open gyms must be scheduled with the Athletic Director.
- 2) Open gym will not be permitted until the in-season sports are in their fourth week.
- 3) Open gyms must follow the regulations set by the OSAA.
- 4) Coaches must discuss their plans for open gyms with the Athletic Director and deal with issues such as supervision, participants, and use of the facilities.
- 5) Open gyms include batting cages, weight room, outdoor facilities, etc.

EJECTION POLICY

It is the responsibility of the individual program to cover the cost of fines that are a result of a player/coach ejection or rule violation. Fines for ejections or violation of rules will not come out of the athletic budget. If the fine is a result of a rule violation, the fee will be paid by the group or individual responsible for the violation.

PHYSICAL EXAMINATIONS

Nyssa School District requires physical exams for all athletes. These must be on file before a student may practice or participate in any activity. New physical forms are required for all 7th, 9th, and 11th grade athletes, and any student athlete new to the District.

OTHER NECESSARY FORMS

The following forms must be signed and on file in the High School Office before a student may practice or participate.

1. Drug Testing authorization form
2. Authorization and Consent for Treatment of Minors
3. Verification of Insurance Coverage

PRACTICES: BEGINNING DATES

1. Football, volleyball, cross country, basketball, wrestling, track, baseball, softball, tennis, and golf, — all begin practice on dates established by the OSAA.
2. Ten days of athletic practice are required before a player may participate in a contest; exception being if the athlete was an active participant in a sport the previous season involved with post season play.
3. Students will be allowed to participate in more than one athletic activity during any one sport season, if they have permission of both coaches

TRANSPORTATION

A student must ride to all contests with the team on school provided transportation; but, may return from a contest with his/her parents or someone of the parents choosing, if prior written approval is obtained from the parent and approved by the principal and presented to the coach. A student may not stay overnight after a contest/game and meet the team the next day for the next contest. If the team does not stay overnight, all come home.

ATTENDANCE

Students must be in school all day on the day of a home activity, in school the equivalent of one full day before departure for an away activity and all day the day following an activity (VIOLATION is automatic suspension from the next away trip); and, if the activity is on Saturday, the student must An athlete who is disciplined for violating training be in attendance all day on Friday.

MISSED PRACTICES

Missed practices, excused or unexcused, will be handled in each sport by the head coaches' discretion. Excessive truancy from practices may result in removal of the athlete from the team either by the coach or Administration.