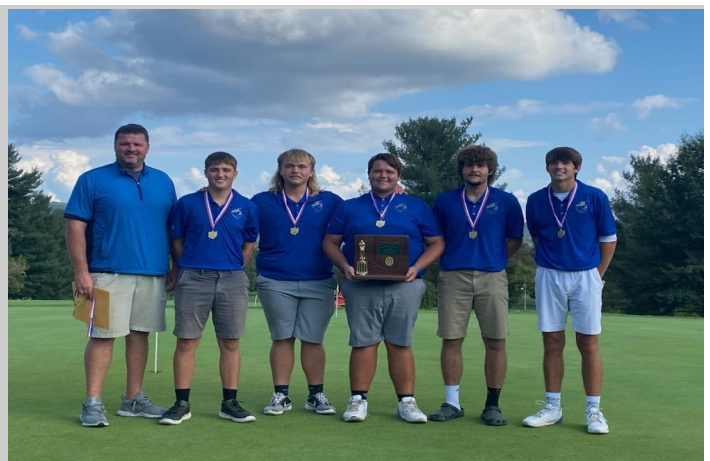


Manchester Local Schools Athletic Department 2022-23





Coaching Policy & Procedures Manual

<https://www.mlzd.us/AthleticsDept.aspx>

Coaching Requirements & Responsibilities

Requirements to Coach

To Coaches in our system (Head Coaches & Assistant Coaches) you must be/do all of the following:

- ✓ Obtain a Pupil activity permit from the Ohio Department of Education
- ✓ Complete all necessary forms from Manchester Local School District
- ✓ Complete the Rules Clinic for your sport each year through the OHSAA

Professionalism

- ✓ Social media, you are a representative of the school and must make smart choices no matter what your personal opinions are on a subject.
- ✓ In public you are a representative of the school district, choices made outside school can affect you and your position
- ✓ Dress the part, be in proper attire all times at games or practice (Shirts must stay on inside or outside)

Head Coach Responsibilities

In the Manchester Local School District, when you assume the title of “Head Coach” you are responsible for all things that involve your sport. It is the job of the Head Coach to accept full responsibility for everything that happens within that sports program. This is a great opportunity to grow your sport that most school systems do not allow. By assuming this job, you are taking responsibility of ALL of the following:

- ✓ Managing Coaching Staff at High School & Middle School
- ✓ Booster Club member and encourage parent support at High School & Middle School
- ✓ Managing game day activities (Equipment, setting up for games, etc.)
- ✓ Managing player eligibility (physicals, academic eligibility)
- ✓ See the feeder programs as an important part of the program, through vertical alignment plan (jr high and youth)
- ✓ Promote your program as much as you can
- ✓ Communicate effectively to athletes, parents, administration, and other support staff
- ✓ Have practice plans at every practice (handwritten or typed)
- ✓ Utilize character development program (we want them to be great people first, great players second)



OHSAA Sport-Specific Requirements

As the Head Coach, you are also responsible for following all OHSAA rules and regulations that pertain to your sport. Please refer to <https://www.ohsaa.org/School-Resources/StateRulesMtg> for information on the OHSAA rules and regulations.

Assistant and Volunteer Coaches

You are welcome to have non-certified teachers on your coaching staff as long as they meet the following requirements.

- ✓ Volunteer Coaches must have completed the following:
 - o Pupil Activity Permit
 - o Criminal Background check through Manchester Local School District (\$60 cost) * school will cover the cost of background check for volunteers.
- ✓ The Head Coach of each sport is responsible for all coaches and also responsible for helping gather all appropriate information for their coaches and turning in all forms to the Athletic Director
- ✓ Help manage game day activities (Equipment, setting up for games, etc.)
- ✓ Help Manage player eligibility (physicals, academic eligibility)
- ✓ See the feeder programs as an important part of the program, through vertical alignment (jr high and youth)
- ✓ Promote your program as much as you can
- ✓ Communicate effectively to athletes, parents, administration, and other support staff
- ✓ Have practice plans at every practice (handwritten or typed)
- ✓ Help utilize character development program (we want them to be great people first, great players second)

Physicals & Athletic Paperwork

No athletes can participate without a physical conducted within the last calendar year AND all athletic paperwork completed.

Physical Procedures

Turn all hard copies into Linda Grooms or Nick Neria. Physicals will then be entered into the Google Drive folder.

Physical must be signed by a doctor.

You can check the "Physicals & Eligibility" folder in Google Drive to see who has a current physical.

If the physical expires after April 1st, it is good through the end of the school year the next year.

Contact Linda Grooms or Nick Neria with any questions.



Other Athletic Paperwork

Athletes need to have ALL of the following Medical Forms completed IN ADDITION to the physical:

Emergency Medical Form: This form gives the coach medical information on the athlete as well contact information for athlete's care providers.

Ohsaa Preseason Presentation: Can be found at the bottom of the school's athletic page.

<https://www.mlsd.us/AthleticsDept.aspx>

Eligibility

Academic Eligibility Rules

To participate in athletics, a prospective student-athlete should have the following:

HIGH SCHOOL

- ✓ Have 0 F's the quarter before
- ✓ Be on OHSAA Eligibility located in the "Physicals & Eligibility" folder in Google Drive

JUNIOR HIGH

- ✓ Junior High should follow the rule of 0 F's the previous Quarter.
- ✓ All 7th graders are eligible of the fall school year

Weekly Academic Eligibility

Athletes that fall below a 60% in any class will be considered on academic watch and must spend the first hour of each practice on that subject in order to get a grade above a 60%.

- If a student's grade remains below a 60% for two weeks in a row in the same subject, then that student will become ineligible for that following week and until that grade is brought up above a 60%.
- A student may be on academic watch for one week in one subject and one week in another and still be eligible to play, as long as it is not the same subject two weeks in a row.



Google Drive & Calendar

CALENDAR

Every Head Coach has access to a Google Calendar that is titled with your sport. This calendar should be the primary calendar you use to schedule events. This calendar is shared with the AD, technology, administration, etc. so that everyone is on the same page.

Put all practices, games, meetings, etc on your Google Calendar.

It should show up on <https://www.mlsc.us/AthleticsDept.aspx> immediately.

If any issues arise where you don't know how to use the calendar or don't think it is working properly, contact Nick Neria or [Garrett Stevenson](#)

GOOGLE DRIVE

Every Head Coach has access to a Google Drive folder under the "My Teams" portion of your Google Drive. The following are in this folder:

- ✓ **Physicals & Eligibility Folder** – this is where you can go to check physical expiration dates and to confirm who has a current physical.
- ✓ **Coaching Information Folder** – this is where you can get forms, volunteer coach info, logos, pic forms, etc.
- ✓ **Individual Sport Folder** – this is the part of the Google Drive where you enter data. Please put the following in this folder:
 - o **Schedule** – Please put your schedule in your folder.
 - o **Roster** – When you finalize your team, please put your roster in your folder.
 - o **Pics** – any pics you have saved, place here so we can use them to help promote your program.
 - o *Any other information you want to put in this folder. (Team Policies, etc.)*

If you need a form of any kind or any document, it is likely located in the Google Drive folders

Transportation

Transportation notes:

Loading Bus with Equipment

- o Back door needs to be clear
- o Aisle needs to be clear
- o Store under seat or in cargo holds under the bus

Everyone needs to understand the evacuation plan



Trash/mess on the bus – please make an effort to keep the bus clean. Also walk the bus before you are finished with it for the evening and make sure all trash is cleaned up.

If you have an out-of-state trip, it must have board approval (summer included). These need to be approved 30+ days in advance. Contact the Athletic Director to begin this process.

Game Day Operations

Set up

Before the game: Please make sure that all equipment or markers are set up and are ready to play. You will need to help with water for you and the opposing team, as well as helping set up chairs.

After the game: please inspect your area and leave it nicer than you found both at home and away.

Officials for home games?

Officials Associations are assigned through the Arbiter, which will be taken care of by the Athletic Director. We want to keep good relationships with the official associations for all sports.

What is the role of the administration & security at the game?

ADMINISTRATION: At least one member of the administration will be present at home events that involve a gate. Administration and Security will be there to deal with any circumstances that should arise. During the game, if any parent or spectator is becoming a problem, please get the security and/or administration and they need to address the situation.

Injuries

What do I do if a player gets injured?

Contact our Athletic Trainer. They will be contracted to be at most Varsity home matches. They will also be around at some practices and games, but they cannot be at all places all the time. You can contact them for any injury. They should be able to direct the athlete and the athlete's parents on what to do next.

Maintenance

Who is responsible for cleaning my facilities?

- ✓ **Regular Maintenance** – the custodians will help keep your area clean, take out the trash, clean bathrooms, etc. but it is your responsibility to take some pride in your facilities and keep them as clean as possible. ***If your players bring water bottles or other things to practice, please make sure they pick***



them up at the end of practice. This trash can be left for weeks (especially at the stadium) and cause some real problems.

- ✓ **After Games** – Custodians will clean restrooms, but your sport is responsible for picking up in the team area.

What do I do if something breaks and I need maintenance?

Contact the Athletic Director with any Maintenance request and he will forward your concerns onto the proper people. If something has been requested and did not get fixed, please contact the Athletic Director again after a reasonable amount of time has passed.

Inclement Weather

HEAT

The Athletic Trainer and coaches will be responsible for testing the Heat Index and following the OHSAA policies on practice. The Athletic Trainer will communicate with the coaches when it becomes too hot to practice or practice is limited.

LIGHTNING / THUNDERSTORM

- **Thirty-Minute Rule** – Competition or practice shall be suspended once lightning has been recognized or thunder is heard. It is required to wait at least 30 minutes after the last flash of lightning is witnessed or thunder is heard prior to resuming practice or competition.
- **Evacuation** - If lightning is imminent or a thunderstorm is approaching unless under the night atmospheric conditions previously explained, all personnel, athletes and spectators shall evacuate to available safe structures or shelters Can be found on <https://www.ohsaa.org/sports/inclementweatherpolicy>

EMERGENCY ACTION PLANS

We have designed EAPs for each sport facility on and off campus. Each coach needs to read and recognize his/her responsibilities regarding the action plan during an emergency situation for his/her facility. EAP's have been mounted at each facility.



What do I do if a game gets canceled /rescheduled?

CANCELLATIONS

If you are going to cancel due to weather (or anything else), do the following:

- Contact parents
- Make a post on social media sites

RESCHEDULING

Will be taken care of by the athletic director and as soon as a new date has been confirmed you will be notified.

Technology

HUDDL

Hudl is a website/app you can use to load video and access many organizational features that can help your sport. You have access to Hudl. You can use it as much as you like. If you want some help on how to use Hudl, let us know. We have unlimited sports on our account and it is paid for by Athletics at no cost to your sport. This can be a very valuable tool. Contact the Athletic Director if you need a login to Hudl.

Recruiting

What is my role in College Recruiting for my athletes?

It is your responsibility to do everything you can do to help promote athletes to colleges. It is not possible for you to directly get players scholarships, but you should not neglect any responsibilities and should try as hard as you can to promote any players in your program that have a chance to compete at the next level.

In order for a student-athlete to have a chance to get a chance to participate at the next level, they must do all of the following:

- Must want to participate in collegiate athletics
- Must have the athletic ability to participate in this sport in college
- Must be wanted by a particular college to participate
- Must have the academic standing to get into that school



How do I get an athlete a Signing Ceremony?

If you have an athlete planning to attend a college to participate in athletics, let the Athletic Director know and we can set up a Signing Day to promote that student and your sport. We will have 3 opportunities to sign each year:

October

February

May

The students will need to wait until the closest day to have their ceremony.

Also please promote any former players you have that are currently participating in collegiate athletics. This is a great promotion for your program and shows your current and future players that they can achieve this goal.

Banquets & Honors

How do I go about getting Letters and Certificates for my banquet?

When your season is complete, you will submit a final roster to the Athletic Secretary via email. You should distinguish on that email who lettered and who did not letter. She will then create Varsity Letters & Letters of Participation for your banquet. You must do this at least one week in advance of your sports banquet to have names and signatures added to these.

Athletic Honors Night

Starting in 2022-23, we will have an Athletic Honors Night in May at the conclusion of the school year. This will be a time to give annual awards for the entire department and recognize our Hall of Fame Class.

Finances

Depositing Money

ALL money deposited needs to go into your Booster Club account. To **DEPOSIT** money in your **BOOSTER CLUB ACCOUNT**:

You must turn the money in to your Booster Club Treasurer.

Treasurer should deposit the money and code it for your financial records

NOTE: The booster club is not directly affiliated with the school system. However, your booster club does need to act in a transparent manner. The district can ask for monthly statements and auditing of the booster club.



How do I purchase things for my team?

It is the responsibility of the coach to purchase items. Work with the booster club to create a budget, raise money, and spend the money. The athletic department will not force the coach to use a specific company. The coach should work with whichever company they prefer. If you are not sure what company to use or you would like guidance on how to proceed, contact the Athletic Director.

Purchasing Orders through School Account

Occasionally, the Athletic Department will be able to use extra gate money to help your sport. In these instances, you need a Purchase Order from the School system. You will need to work with the Athletic Secretary to fill out a PO requisition first and get it approved BEFORE ordering. Once they get it approved we can then get the PO issued.

Frequently Asked Questions

What do we do if someone quits the team to play another sport?

If a student-athlete begins a season with one sport and quits playing, he/she will not be allowed to participate in any sport for the remainder of that season. The exception would be if both coaches agree to allow this.

What things does each sport determine independently?

Personal Conduct = each sport should have their own policies. These policies need to be filed with the Athletic Director's office each year.

Lettering = each sport can have their own determination of what constitutes "lettering" in that particular sport.

What do I do if a parent is complaining?

You do not have to discuss playing time and you should not discuss other players on the team with any parent. If a parent is complaining about anything other than those things, you should definitely hear their concern. If they want to talk about playing time, you should not engage them very far in that discussion. However, it is important to remember that they have a child on your team they are responsible for and it is understandable that they want what is best for their child. Don't take the criticism personally; just politely remind them of our policy on talking about playing time. If they continue to press the issue or become rude and belligerent, direct them to contact Coach Neria.



What do I do if I have a question?

Call the Athletic Director. We want to help you as much as we can. Please keep us informed of any issues that arise during your season and we will do my best to help you and your program.

Things you can do to help your program

Communication

Communication is the key to any relationship and organization. We need to do our best to communicate with each other, our administration, players and parents. Please send anything you want communicated through our Social Media/Website. We are getting some good feedback and people seem to like the setup we have. We just need to make sure we are communicating as effectively as possible.

Promotion

This is sometimes overlooked as you stay so busy trying to be a teacher and work tirelessly coaching. It is important that we publicize as many positive things going on in our athletic department as possible. If you have any "good news" or have a player do something special (on or off the field) please send me that information. Do not hesitate to "brag" on your team in any way. If you can add in pictures or videos, it will enhance the promotion.

All of this is done through the following outlets

Our School System Methods

Send Coach Neria info you want posted and it will go onto each of these

<https://www.facebook.com/profile.php?id=100057595722101>

<https://www.mlsd.us/AthleticsDept.aspx>

Other ways to promote your team...

Max Preps – It is your responsibility to keep updated Max Preps. This is also a great way to promote your program.

Team History – Keep track of historical information for your sport. Publicize it when we are close to, or do, break a record.



Beginning of Season Reminders

As you start your seasons, please look through this list and make sure all of this is done. If you need help with any of this, please ask.

- ✓ **Rules Clinic** – Make sure all your people do the Rules Clinic (High School coaches only)
- ✓ **Google Calendar** - put all practices, games, meetings, etc on there.
- ✓ **Check Physicals** – You can check the "Physicals & Eligibility" folder in Google Drive
- ✓ **Schedule** – Put your schedule in the Google Drive folder for your sport .
- ✓ **Roster** – When you finalize your team, please put your roster in the same Google Drive folder
- ✓ **Purchasing** – please remember to follow all district policies on purchasing. Ask questions if you need help.
- ✓ **Hudl** - you have access to Hudl. You can use it as much as you like.
- ✓ **Inventory**- all equipment and uniforms must be counted at the start of the season

End of Season Reminders

As you conclude your seasons, please look through this list and make sure all of this is done. If you need help with any of this, please ask. I will be glad to help you.

- ✓ **Meet with Athletic Director** – Set up time to sit down with the AD and discuss the following:
 - o Evaluations
 - o Review end of season survey
 - o Evaluate what went well and what can improve in the coming year.
 - o Expectations and goal-setting for the coming year
- ✓ **Inventory**- all equipment and uniforms must be counted at the start of the season and at the end of the season review quality and have a list of anything that may need to be replaced.
- ✓ **Hudl** – you have access to Hudl. You can use it as much as you like in the off-season to self-scout or scout future opponents. If you don't feel comfortable using Hudl, the off-season is a great time to learn and explore this great tool.
- ✓ **Clinics** – make an effort to attend any clinics and professional development you feel like will help your team in the coming year.



HEAD COACH EVALUATION FORM

Coach: _____ Sport: _____ Date: _____

1 – Good 2 – Needs Improvement 3 – Unsatisfactory 4 – Not observed

ADMINISTRATIVE RESPONSIBILITIES:

_____ Submitted all paperwork to athletic office regarding preseason paperwork (rosters, eligibility & compliance lists) prior to first practice.

_____ Sets clear guidelines with assistant coaches in regards to roles, duties, and expectations.

_____ Abides by all relevant Board of Education policies, OHSAA guidelines, and school and administrative guidelines within the Manchester Coaching Policies & Procedures Manual.

_____ Attends OHSAA rules interpretation

_____ Works with the AD in scheduling and officiating requests.

_____ Follows proper budget and purchase order procedures.

_____ Maintains and updates team and individual records.

_____ Supervises practice area and locker room when athletes are present.

_____ Publicizes team and individual accomplishments to the media and school (daily announcements).

_____ Demonstrates care of school facilities and equipment.

_____ Prepares a detailed inventory of team equipment and updates it after each season.

_____ Submits end-of-season list of award winners at least one week prior to the team banquet.



RELATIONSHIPS:

- _____ Demonstrates enthusiasm for working with high school and middle school athletes.
- _____ Communicates effectively with athletes and parents.
- _____ Establishes and maintains good rapport with faculty, administration, and coaching staff.
- _____ Promotes all school activities and encourages students to participate in a variety of activities.
- _____ Maintains cooperative relations with the media regarding team information, statistics, and interviews.
- _____ Keeps commitments and is punctual.
- _____ Shows an interest in the athletes' academic experiences.
- _____ Supports team as well as individual accomplishments.
- _____ Cooperates with the athletic trainer in regards to athletes' physical well-being.
- _____ Works with coaches at levels below high school to develop athletes.

COACHING PERFORMANCE:

- _____ Conducts himself/herself in a professional and sportsmanlike manner at all times.
- _____ Teaches the fundamental philosophy, skills, and knowledge essential to the sport.
- _____ Develops a well-organized practice schedule with specific objectives for each practice.
- _____ Praises athletes for positive performances.
- _____ Offers constructive criticism for poor performances.
- _____ Maintains effective individual and team discipline at practice and in games.
- _____ Team's performance reflects enthusiasm, motivation, proper fundamentals, and sportsmanship.
- _____ Learns new strategies and trends in the sport by attending clinics and reading coaching publications.
- _____ Incorporates and uses character development curriculum



ATHLETIC DIRECTOR'S COMMENTS:

HEAD COACH'S COMMENTS:

Head Coach's Signature

Date

Athletic Director's Signature

Date

The coach's signature indicates he/she has read this evaluation. The coach has twenty days to respond to any portion of this evaluation to which he/she does not agree.



HEAD/ASSISTANT COACH SELF-EVALUATION FORM

Coach: _____ **Sport:** _____ **Date:** _____

Assess the team's performance this season.

Assess your performance as a head/assistant coach this season.

What are your goals for the team next season?



What are your personal goals as a head coach next season?

What suggestions or recommendations do you have for the Activities Department that could help you achieve your team and personal goals?

Coach's Signature

Date

The coach's signature indicates he/she has read this evaluation. The coach has twenty days to respond to any portion of this evaluation to which he/she does not agree.



ASSISTANT COACH EVALUATION FORM

Coach: _____ Sport: _____ Date: _____

1 – Good 2 – Needs Improvement 3 – Unsatisfactory 4 – Not observed

ADMINISTRATIVE RESPONSIBILITIES:

_____ Cooperates/participates with the head coach regarding preseason paperwork (rosters & compliance lists) prior to first practice.

_____ Assists with the issuing and collecting of equipment.

_____ Cooperates/participates with requests for information from the athletic office on time.

_____ Abides by all relevant Board of Education policies, NCHSAA guidelines, and school and administrative guidelines.

_____ Attends NCHSAA rules interpretation meetings.

_____ Cooperates/participates with team booster club and fundraising activities to enhance the athletes' experience as team members.

_____ Publicizes team and individual accomplishments to the media and school (daily announcements).

_____ Supervises practice area and locker room when athletes are present.

_____ Demonstrates care of school facilities and equipment.

_____ Assists in preparation of a detailed inventory of team equipment and updates it after each season.



RELATIONSHIPS:

- _____ Demonstrates enthusiasm for working with high school athletes.
- _____ Cooperates with head coach regarding team philosophies, guidelines, and player expectations.
- _____ Communicates effectively with athletes and parents and athletic director.
- _____ Establishes and maintains good rapport with faculty, administration, and coaching staff.
- _____ Promotes all school activities and encourages students to participate in a variety of activities.
- _____ Keeps commitments and is punctual.
- _____ Shows an interest in the athletes' academic experiences.
- _____ Supports team as well as individual accomplishments.
- _____ Cooperates with the athletic trainer in regards to athletes' physical well-being.

COACHING PERFORMANCE:

- _____ Conducts self in a professional and sportsmanlike manner at all times.
- _____ Teaches the fundamental philosophy, skills, and knowledge essential to the sport.
- _____ Develops a well-organized practice schedule with specific objectives for each practice.
- _____ Praises athletes for positive performances.
- _____ Offers constructive criticism for poor performances.
- _____ Maintains effective individual and team discipline at practice and in games.
- _____ Team's performance reflects enthusiasm, motivation, proper fundamentals, and sportsmanship.
- _____ Learns new strategies and trends in the sport by attending clinics and reading coaching publications.



HEAD COACH'S COMMENTS:

ASSISTANT COACH'S COMMENTS:

Assistant Coach's Signature

Date

Head Coach's Signature

Date

The coach's signature indicates he/she has read this evaluation. The coach has twenty days to respond to any portion of this evaluation to which he/she does not agree.