

Rush City Schools



2015-2016
Coaching
Handbook

RUSH CITY HIGH SCHOOL

Coaching Regulations

Any coach in charge of athletes at any level and in any sport will be expected to maintain a high degree of integrity for carrying out assigned duties and responsibilities. Listed below are those most often encountered.

A. Coaches' Duties:

1. Assign managers and the duties each is expected to perform.
2. Be first to arrive and make sure you are the last to leave. Check to be sure that showers, lights and doors are secure. Only items you want in the wastebasket should be left on the floor.
3. Be certain that each student has a **medical examination** form before participating in your activity. (physicals are good for 3 years)
4. Be sure that each student has an **eligibility** form signed by a parent or guardian, the student and on file.
5. Be sure each student has a **parental permission** form on file.
6. Be sure that each student has either an **insurance waiver** form on file or has enrolled in the school sponsored insurance program.
7. Prepare an alphabetical list of all players for our eligibility list that may be provided to the MSHSL upon their request. Include any player that may participate at the varsity level. This needs to be prepared 1 week prior to the first contest.
8. Prepare a complete roster of players (include necessary information for opponent's game programs) and turn into the Activities Director as soon as this information is known.
9. At your first practice, hold a team meeting to fully explain the Athletic Eligibility information bulletin. Spell out, in very specific terms, the dangers and possible injuries that may occur in your sport. When going over eligibility information, emphasize to your athletes that "behavior" issues with athletes is the Principal's decision. If there are behavior issues that are not covered by the Minnesota State High School League, it is entirely up to the high school principal to assess an appropriate penalty. The penalty may be more or less severe than league penalties.
10. Make sure first aid equipment (Med Kit) is handy at all times.
11. Demonstrate the manner in which equipment is to be worn, how to take care of it and emphasize that equipment is loaned and belongs to the school district.
12. Assign lockers and locks to your athletes. Keep an accurate record of the locks, combinations and locker assignments.

13. It would be wise to conduct weekly inspections of lockers for unnecessary equipment, clothing and dirty clothes.
14. To supervise practices with particular emphasis on safety. This includes the supervision of the locker room/shower area, travel to and from athletic fields, the elementary school and the aquatic center.
15. To handle all injuries with care and fill out an **injury report form** promptly.
16. It is the duty of the head coach to assist all levels below varsity with regard to direction and coordination of teaching methods for that particular sport.
17. To **report scores** and summaries of contests to newspapers and radio stations. Put scores on MSHSL website. If you need help, see Beth. This is the responsibility of the head coach or designee. **Seeding results** must be reported to the Activities Director as soon as possible after released.
18. To enforce the “no driving or riding” policy to and from practice.
19. To check your equipment to see that it meets proper safety guidelines and that it is marked or numbered before being issued.
20. To assume responsibility for all equipment furnished by the school in the sport coached.
21. To encourage students to go out for the sport of their choice.
22. Coaches should not emphasize their sport at the expense of other sports.
23. Coaches must set the example necessary to encourage good sportsmanship.
24. To emphasize victory with honor and teach players that when a loss occurs it **must** be accepted gracefully. Any act of unsportsmanlike conduct reflects on the entire Rush City athletic program.
25. To collect game equipment at the earliest possible time after a contest. (Game equipment and duffle bags have a way of disappearing).
26. To fully explain to your squad members what their responsibilities are during the time period they are waiting for their rides to come while in the commons area. If the students will not or do not accept this responsibility, it may be necessary to have coaches supervise this time period.
27. To fully explain your awards policy (lettering policy), your attendance at practice policy (this should be in writing) and the school attendance policy.
28. All weight training must be supervised by a competent adult **in attendance**. The students will change into proper clothing and are encouraged to shower after each workout.
29. Has the responsibility for striving to build good sportsmanship and developing good public relations in the school and community.

30. Has the responsibility to report MSHSL violations to the school administration.
31. If one of your athletes is on the verge of being dismissed from your team, it is the responsibility of the coach to contact the parent and arrange for a face to face meeting with the parent or parents. **Please be specific and document.** The athlete will not be allowed to participate until the meeting is held. Example: Your rule is, three unexcused absences and you are off the team. After the second unexcused absence, arrange for the meeting.
32. If a parent confronts you after a game, the following steps should be taken:
 - a. Tell parent you will not talk to him or her for minimum of 24 hours. (cooling off period)
 - b. Tell parent to call you after 24 hour period to set up meeting at the school. (coach and parent)
 - c. If meeting between coach and parent does not resolve the problem, a meeting will be set up with the Activities Director in attendance.
 - d. If meeting between coach, parent(s), and Activities Director does not resolve the problem, a meeting will be set up with the Superintendent of schools in attendance.
33. Has the responsibility to be familiar with and adhere to the “Competition Index for Heat and Cold”.
34. Students must be in school periods 4-7 to practice or participate in an event. No later than 11:00.
35. Detention-no practice or no game. Suspension-no practice or no game.
36. Student must be out for sport within 3 weeks or no participation.
37. If school is cancelled or students are sent home early, there is to be no practice or contests that day or evening. This includes youth sports.
38. All coaches must get a P.O. before ordering any equipment or awards. Arrange with the AD for the P.O.
39. Weekly write ups for paper for your particular sport.
40. Jr. High Church Night (Wednesday) – release students to attend with no penalty.
41. Coaches successfully complete the online course “Concussions in Sports-What You Need to Know”.
42. In order to minimize the health and safety risks to student-athletes, maintain ethical standards and reduce liability risks, school personnel and coaches should never supply or recommend the use of any drug, medication or food supplement solely for performance-enhancing purposes. School personnel and coaches should not dispense any drug, medication or food supplement except when the student is under the care of a doctor and only as prescribed. Even natural substances in unnatural amounts may have short-term or long-term negative health effects.
43. In season sports (senior high) take priority over out of season sports (AAU, Traveling, JO Volleyball, etc.) Any athlete who is out for an in season sport at the junior high or senior high level, must attend all practices, games, contests and meets as scheduled. If a practice, game,

contest, or meet (in season sport) is postponed and rescheduled, the athlete must attend in season practice, game, contest or meet that is rescheduled, which includes Saturdays. Any athlete who chooses to miss an in season practice, game, contest or meet to attend an out of season sport will be removed from the team.

44. During the fall, winter and spring sports seasons, an athlete may be involved in only one sporting event per season.

A. Coaches' Dress:

Coaches should be dressed in appropriate workout gear during practices and for all contests and trips.

B. Coaches' Responsibilities on Trips:

1. Hold a group meeting before each departure to firm up general directions. Have each player check equipment and assume responsibility for it throughout the trip.
2. Prepare ahead a checklist of needed equipment so nothing is forgotten by the managers.
3. When players arrive back at school, the coach must be sure that each individual has a way home. Do not leave students unattended in the school.
4. Make provision for safekeeping of all valuables. Athletic combination locks are not to leave our school. One possibility would be to keep a valuables bag at your bench.
5. The coach or designated assistant should check the dressing rooms, hotel rooms, restaurant and bus as soon as the athletes have left the facility. This will help prevent the loss of clothing and equipment and give the coach information as to the condition of the property.
6. Impress upon the students that rowdiness and the use of obscene language or gestures will not be tolerated. Set the standards of behavior and hold to them. Including the bus trips.
7. Make sure the athletes know the type of clothing to wear; the address of the hotel where the team is to stay, including phone number; the exact time of departure from home and the approximate time of arrival back home. This information should get to the parents at least 24 hours before departure.
8. Bus Conduct:
 - a. Players and manager must see that the bus is clean at the end of a trip.
 - b. Do not tolerate horseplay, loud talking and players shouting out the windows. Students must remain seated and face the front of the bus. One coach may have to ride in the back of the bus.
 - c. No beverage or food will be allowed on the bus. An exception would be made for long trips(a long trip refers to **distance** or **time**). Communicate with the bus driver.
9. Use of opponent's dressing facilities:

Coaches should discuss with team members the appropriate conduct when using the dressing facilities of the opponent. Note the general condition of the dressing room both upon arrival and departure to help prevent vandalism. Coaches should ask to have their dressing room locked

during their team's absence. Carrying out these procedures may save the school and the district some unfavorable publicity.

10. **Note Policy**

If a student does not ride the bus home from an away game and is not leaving with their parents, the student must have a note signed by the Activities Director or High School Principal beforehand. The note must be given to the coach. Students cannot ride with students.

C. Attendance at Rules Meetings:

When rules interpretation meetings are held for a specific sport, all coaches in that sport are encouraged to attend. The head and JV coaches are required to view. Dates available to view can be obtained from the Activities Director or from the MSHSL website: www.mshsl.org

D. Practices – Days & Times:

General comment – start on time and end on time. You are not improving your athletic program by jeopardizing your responsibility with parents and administrators by holding late practices. The less you disrupt the family time with practice, the more apt you are to have a favorable reaction from parents to the athletic program. Consideration of the role and responsibility of the family, church, community and individual participant must be acknowledged.

1. All practices are to be supervised by coaches at all times. If a coach is unable to be present, his/her practice should not be held. PRACTICES SHOULD NOT EXCEED 2 HOURS. Exception: Sports activities that begin in the fall of year before the start of school –football, volleyball, cross country; winter and spring activities may practice longer(within reason) during the first week of the season.

Team sports are to be limited to one practice per day during the student school year. Activities may practice twice per day if approved by the Activities Director and the practice is properly supervised.

2. **Sundays and Special Holidays:**

Sunday meetings or practice for squad members is prohibited by the Minnesota State High School League. Thanksgiving and Christmas should be treated the same as Sunday. Practice during the more extended vacations and on Saturdays may be scheduled at the discretion of the coach with the approval of the Activities Director.

3. If practice is going to be cancelled, you must go through the Activities Director prior to that cancellation. Cancellation of practice can effect many things, including rides home.

E. Participation Policy

At the junior high level, all members of the team who are in good standing are to participate in games. Note: As close to equal playing time as possible if in good standing. At the C-team level it is encouraged that all student-athletes in good standing should play in the game, however playing time is not equal. At varsity and junior varsity, however it must be noted that winning becomes more important and not all players will receive playing time.

F. Facilities:

1. Make recommendations to the Activities Director concerning new facilities and improvement of existing facilities.
2. Do all you can to improve and keep your existing facility. This may, at times, involve coaches, managers and players doing maintenance on the facility.
3. If you should encounter an “unsafe” condition at your facility, be sure to report this immediately.

G. Coaching Clinics:

1. If clinics are conducted during a school day, a day off will be granted for attendance. Must fill out appropriate paperwork and it must be signed by the Superintendent.
2. Allowance for coaching clinics will include school paying the registration fee and mileage.
3. Please inform the Activities Director as soon as possible of any clinics you be attending throughout the year for budgeting purposes.

H. Reporting of Scores:

It is the responsibility of the head coach (may be delegated) to report all varsity scores to the media. Please put your scores on the MSHSL website. Minn. Scores / WCMP

I. Tournament Brackets:

After tournament seeding has take place, it is the responsibility of the head coach to give a copy of the tournament brackets to the Activities Director the next morning.

J. Completion of Season:

1. The head coach is directly responsible for a complete inventory of equipment used for their sport.
2. A squad roster and seasons record form shall be completed.
3. The head coach, at the end of their season, shall write an annual report evaluating the program and making recommendations for improvement.
4. Shall turn in a requisition of equipment and supplies needed for the following year and a list of repairs to be made on existing equipment.

K. Number of Coaches:

The School Board determines the coaching positions for the following school year.

L. Moving junior high athletes to higher levels of competition:

Determined by coaches in respective sport, activities director, and parent/guardian of student being moved.

N. Academic Eligibility Rules and Procedures:

As accepted by the School Board for grades 7-12 beginning in the year 2014-2015.

O. Lettering Policy

Established by each coach or advisor for their respective sport or activity. A copy must be given to the activities director before the start of your season.

COACHES CHECKLIST

Beginning of Season

- _____Collect all forms for participation. (eligibility, physical exam, parent's permit, insurance waiver)
- _____Turn in alphabetical eligibility list to AD (Head only) This should include anyone who may participate at the varsity level.
- _____Practice times for non-school days turned into AD (Head only)
- _____Turn in a roster for programs with all pertinent information to the HS office one week before the first contest (Head only)

End of Season

- _____Athletic inventory complete and all equipment cleaned and put away.
- _____Athletic awards list (letter winners and participants) turned into HS office.
- _____Year-end report turned into AD.
- _____Requisition/budget for next year.
- _____All team lockers cleaned and vacated.
- _____Arrange for repair of equipment and practice/game clothing.

PROGRAM CHECKPOINTS

1. Cooperation with Activities Director, faculty, support staff and media.
2. Suitable sideline conduct at games towards players, officials and workers.
3. Works cooperatively with coaches in program-developing a coordinated program.
4. Respect-by example in appearance, manners, behavior, language and conduct during contest.
5. Proper supervision and administration of locker room and bus trips.
6. Control – individual and team
7. Organization – well organized practice plans, game plan and adjustment and ordering for following year.
8. Promotion of program-enthusiasm & participation.
9. Willing to remain updated in latest coaching techniques.
10. Paperwork-physicals, MSHSL forms, accident forms and awards.
11. Follows policies in Athletic Handbook.

Heat Stress and Athletic Participation

Early fall football, cross country, soccer and field hockey practices are conducted in very hot and humid weather in many parts of the United States. Due to the equipment and uniform needed in football, most of the heat problems have been associated with football. During the 1998 season there were four heat stroke deaths in football. There are no excuses for heatstroke deaths if the proper precautions are taken. During hot weather, the athlete is subject to the following:

HEAT CRAMPS-Painful cramps involving abdominal muscles and extremities caused by intense, prolonged exercise in the heat and depletion of salt and water due to profuse sweating.

HEAT SYNCOPE-Weakness, fatigue and fainting due to loss of salt and water in sweat and exercise in the heat. Predisposes to heatstroke.

HEAT EXHAUSTION (WATER DEPLETION)-Excessive weight loss, reduced sweating, elevated skin and core body temperature, excessive thirst, weakness, headache and sometimes unconsciousness.

HEAT EXHAUSTION (SALT DEPLETION)-Exhaustion, nausea, vomiting, muscle cramps, and dizziness due to profuse sweating and inadequate replacement of body salts.

HEATSTROKE-An acute medical emergency related to thermoregulatory failure. Associated with nausea, seizures, disorientation and possible unconsciousness or coma. It may occur suddenly without being preceded by any other clinical signs. The individual is usually unconscious with a high body temperature and a hot dry skin (heatstroke victims, contrary to popular belief, may sweat profusely).

It is believed that the above mentioned heat stress problems can be controlled provided certain precautions are taken. According to the American Academy of Pediatrics Committee on Sports Medicine, heat related illnesses are all preventable. (Sports Medicine Health Care for Young Athletes, American Academy of Pediatrics, 1991). The following practices and precautions are recommended:

1. Each athlete should have a physical exam with a medical history when first entering a program and an annual health history update. History of previous heat illness and type of training activities before organized practice begins should be included. State high school association's recommendations should be followed.
2. It is clear that top physical performance can only be achieved by an athlete who is in top physical condition. Lack of physical fitness impairs the performance of an athlete who participates in high temperatures. Coaches should know the **PHYSICAL CONDITION** of their athletes to set practice schedules accordingly.
3. Along with physical conditioning, the factor of acclimatization to heat is important. Acclimatization is the process of becoming adjusted to heat and it is essential to provide for **GRADUAL ACCLIMATIZATION TO HOT WEATHER**. It is necessary for an athlete to exercise in the heat, if he/she is to become acclimatized to it. It is suggested that a graduated physical conditioning program be used and that 80 percent acclimatization can be expected to occur after the first 7 to 10 days. Final stages of acclimatization to heat are marked by increased sweating and reduced salt concentration in the sweat.
4. The old idea that water should be withheld from athletes during workouts has **NO SCIENTIFIC FOUNDATION**. The most important safeguard to the health of the athlete is the replacement of water. Water must be on the field and readily available to the athletes at all times. It is recommended that a minimum of 10 minutes be scheduled for a water break every half hour of heavy exercise in the heat. **WATER SHOULD BE AVAILABLE IN UNLIMITED QUANTITIES**. Check and be sure that athletes are drinking the water. Cold water is preferable. Drinking ample water before practice or games has also been found to aid performance in the heat.
5. Salt should be replaced daily. Modest salting of foods after practice or games will accomplish this purpose. Salt tablets are not recommended. **ATTENTION MUST BE DIRECTED TO REPLACING WATER-FLUID REPLACEMENT IS ESSENTIAL**.
6. Know both the **TEMPERATURE AND HUMIDITY**. The greater humidity, the more difficult it is for the body to cool itself. Test the air prior to practice or game using a wet bulb, globe, temperature index (WBGT Index) which is based on the combined effects of air temperature, relative humidity, radiant heat and air movement. The following precautions are recommended when using the WBGT Index (ACSM's Guidelines for the Team Physician, 1991):

Below 64

65.72.1

Unlimited Activity
Moderate Risk

There is also a weather guide for activities that last 30 minutes or more (Fox and Mathews, 1981), which involves knowing the relative humidity and air temperature.

AIR TEMP	DANGER ZONE	CRITICAL ZONE
70° F	80% RH	100% RH
75° F	70% RH	100% RH
80°F	50% RH	80% RH
85°F	40% RH	68% RH
90°F	30% RH	55% RH
95°F	20% RH	40% RH
100°F	10% RH	30% RH

RH=Relative Humidity

One other method of measuring the relative humidity is the use of a sling psychrometer, which measures wet bulb temperature. The wet bulb temperature should be measured prior to practice and the intensity and duration of practice adjusted accordingly. Recommendations are as follows:

Under 60°F	Safe but always observe athletes
61°-65° F	Observe players carefully
66°-70° F	Caution
71°-75° F	Shorter practice sessions and more frequent water and rest breaks
75° + F	Danger level and extreme caution

7. Cooling by evaporation is proportional to the area of the skin exposed. In extremely hot and humid weather reduce the amount of clothing covering the body as much as possible. NEVER USE RUBBERIZED CLOTHING.
8. Athletes should weigh each day before and after practice and WEIGHT CHARTS CHECKED. Generally a 3 percent weight loss through sweating is safe and over a 3 percent weight loss is in the danger zone. Over a 3 percent weight loss the athlete should not be allowed to practice in hot and humid conditions. Observe the athletes closely under all conditions. Do not allow athletes to practice until they have adequately replaced their weight.
9. Observe athletes carefully for signs of trouble, particularly athletes who lose significant weight and the eager athlete who constantly competes at his/her capacity. Some trouble signs are nausea, incoherence, fatigue, weakness, vomiting, cramps, weak rapid pulse, visual disturbance and unsteadiness.
10. Teams that encounter hot weather during the season through travel or following an unseasonably cool period should be physically fit but will not be environmentally fit. Coaches in this situation should follow the above recommendations and substitute more frequently during games.
11. Know what to do in case of an emergency and have your emergency plans written with copies to all your staff. Be familiar with immediate first aid practice and prearranged procedures for obtaining medical care, including ambulance service.

HEAT STROKE-THIS IS A MEDICAL EMERGENCY-DELAY COULD BE FATAL. Immediately cool body while waiting for transfer to a hospital. Remove clothing and place ice bags on the neck, in the axilla (armpit), and on the groin area. An increasing number of medical personnel are now using a treatment for heat illness that involves applying either alcohol or cool water to the victim's skin and vigorously fanning the body. The fanning causes evaporation and cooling. (Source-The First Aider-September 1987).

HEAT EXHAUSTION-OBTAIN MEDICAL CARE AT ONCE. Cool body as you would for heat stroke while waiting for transfer to hospital. Give fluids if athlete is able to swallow and is conscious.

SUMMARY—The main problem associated with exercising in the hot weather is water loss through sweating. Water loss is best replaced by allowing the athlete unrestricted access to water. Water breaks two or three times per hour

are better than one break an hour. Probably the best method is to have water available at all times and to allow the athlete to drink water whenever he/she needs it. Never restrict the amount of water an athlete drinks, and be sure the athletes are drinking water. The small amount of salt lost in sweat is adequately replaced by salting food at meals. Talk to your medical personnel concerning emergency treatment plans.