

Harbor Lights Middle School

Coaches Handbook

General Information

1. Be sure that HLMS office always has a current team roster. All roster changes must be reported to the HLMS office immediately.
2. Coordinate all fundraisers through the HLMS principal. Do not make concrete fundraising plans until details are approved. (*See fundraiser information below*)
3. Coaches of home teams are responsible for contacting media with results of contests.
4. Coaches are responsible for contacting the HLMS office to run information in the daily bulletin.
5. All scheduling is to be done ONLY by the HLMS principal. Coaches may not make schedule changes.
6. Coaches must thoroughly review and abide by the "Activity and Athletic Code" that is signed by all student athletes.
7. Coaches who wish to install additional rules other than those that appear in the Code must present them in writing for approval by HLMS principal. Approved additional rules may then be presented to the student athlete and parent for signature before each season begins.
8. Coaches who are school employees must notify the appropriate office(s) if a substitute will be needed when leaving school early for contests.
9. School employees who coach are not to schedule practice during times they are contractually obligated to work at their school job.
10. The HLMS principal will arrange for all transportation to and from games and events. Confirm correct times and other information at least one week prior to each event.
11. Coaches need to arrive for practices before students do.
12. Coaches need to be certain that when you are supervising the gym, locker room or other school facility, to turn off all lights and lock all doors before you leave. Do not leave students in a facility unsupervised, especially in the locker rooms. Don't just assume another supervisor will lock up. Make certain who will do it before you leave.
13. Please watch your image (behavior/language) when around young folks, whether in your official capacity or personally.
14. If coaching participants of the opposite sex, be cautious about demonstrating approval through hugs, pats or other forms of physical contact. Be careful about your presence in the locker room or shower area. Be judicious about anything you say or do anytime around participants, on or off the playing arena. Be guarded about what you say or do around participants of the same sex. Never be alone with a student athlete of the opposite sex.
15. Do not text individual students. Group text messages are permissible.

Student Participation

Any athlete involved in a current sport season is not to be encouraged to participate in training or skill development by a coach of another sport until the current sport season is over, or when the in-season sport coach gives their permission to do so.

Use of Facilities

Show respect for all Bandon School District facilities. This includes, but is not limited to, gyms, fields, classrooms, storerooms and locker rooms. Degradation of our facilities will not only be cost prohibitive, but also reflects poorly on the district. Remember that the facilities are for school use first and athletics second. Show respect for other activities by taking down your equipment properly and returned things to the state that you found them (i.e. volleyball nets/standards, badminton nets, etc.) Set up and take down of all equipment must be supervised. Also, do not make any changes to school district property without the approval of administration.

Sportsmanship

- HLMS follows OSAA guidelines for spectators at athletic events. Sportsmanship is defined as an attitude and demeanor that does not degrade or discredit an opponent under any circumstances. All coaches should strive to build quality character among team personnel. A list of guidelines that coaches, players and middle school students shall pay attention to are:
- Show proper respect for our flag during pledge of allegiance
- Do not make disrespectful remarks to officials or opposing players
- Do not use bells, whistles or other noisemakers during athletic events
- Show common courtesy during free throws
- School officials have the right to ban fans from athletic events if they demonstrate inappropriate contact
- Non-participants will stay off the playing field and/or floor during games and events

Fundraising Policy

Coaches must complete an "Activity Request" for all proposed fundraising events. Advance approval must be obtained from the HLMS Principal/AD before any other arrangements are made for fundraising. Fundraising should be service-oriented. In other words, any individual who donates money to the athletic program should receive a service or an item in return. Following are some examples of existing fundraisers:

- Sports Camps and Clinics
- Dinners
- Sports Team Cups
- Car Washes
- 50/50 Drawings
- Concessions

Examples of fundraisers that are excluded:

- Solicitation door-to-door
- Business-to-business
- Asking for donations
- Requiring student athletes to sell in order to play

All monies from specific fund raising activity must be turned in to the financial secretary at the HLMS office. Each sport has its own fundraising account. A receipt will be issued for monies turned in.

Purchasing Supplies and Equipment

Purchase Orders All purchases for Harbor Lights Middle School's athletic program must be generated through the HLMS office. All purchase order requests must be approved *prior to ordering anything*. If anything is ordered without an approved purchase order, the individual who placed the order will incur the expense. All packing slips must be reviewed, verified and turned in to the HLMS secretary before an invoice will be approved for payment. Payments are processed by the District Office and distributed on the 10th and 25th of each month.

Fundraising funds are handled in a similar manner to budgeted district funds. All expenditures and reimbursements or payments must have *prior approval* from the HLMS principal.

Pay To Play Fees

Middle school fees are \$35 per sport. Each student's participation fee must be paid prior to the first competition. Students who do not pay the participation fee on time will not be allowed to compete until arrangements for payment have been made. All participation fees are put into the general fund. The participation fee does not guarantee a student any given amount of playing time. Pay to Play Fees are NOT used for purchasing.

Liability Prevention and Risk Management

- Coaches must complete all required coaching classes and Bandon School District Moodle classes prior to the start of the season.
- Coaches must keep on hand all emergency medical treatment authorization permits and parent contact information for each participant at all practices and game
- Coaches must have an emergency plan in place if a player is injured. Accident report forms should be carried with you and filled out for any injury. Completed accident reports must be turned in at the HLMS office.
- Coaches may be personally liable for injuries. Plan how to handle and prevent injuries. Factors that will help are as follows:
 - Utilize written plans that document proper teaching techniques, especially in football and wrestling.
 - Utilize written plans that teach athletes to protect themselves and safety information.
 - Never praise an athlete for using techniques that could injure another participant.
 - Be careful how you name drills (avoid names like Killer, Head Buster, Suicide, etc.)
 - Maintain constant supervision of the field/court and locker room. Students are not to use school facilities without direct supervision.

Major Reason for Liability:

Failure to supervise
Negligently putting trust in an unqualified individual
Failing to teach proper techniques
Failing to teach athletes how to protect themselves

Inventory/End of Season

Coaches are responsible for ensuring that a record is kept of all uniforms issued to students, and ensuring that all uniforms and equipment are returned to the school at the end of the season.

Equipment should be monitored and maintained for extended use.

First aid kits are the responsibility of the coach, and first aid supplies must be purchased using your athletic budget.

Coach Salary Your check will be issued at the end of your team's season. ***All uniforms and equipment must be inventoried and accounted for prior to issuance of your paycheck.***

Contact the HLMS principal with any an all questions or concerns regarding athletics.