

# **Glendale School District**

## ***Athletic and Extra – Curricular HANDBOOK***

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Dear Coach/Advisor or Volunteer,

Thank you for your interest in the extra-curricular/athletic activities offered by the Glendale School District. Both athletic and academic activities are available to our students.

**The district is dedicated to making student activities as successful as possible with the limited resources we have. Much help is needed from the community to reach this goal.**

The School Board believes that extra curricular activities and athletics are an important extension of and an enhancement to classroom learning, and that all students benefit from involvement. Organization skills, time-management, sportsmanship, teamwork and many other “life skills” are learned as youth enjoy camaraderie and team play.

This handbook is intended to be a resource for those who are either now actively involved or who may be considering the leadership of an activity. Effort has been made to address common concerns, answer questions and list requirements for selection as a coach/advisor. If you have any further questions after reading this material contact the Athletic Director or the building principal.

To insure an excellent experience for the youth in our schools it is necessary that the district have the highest quality staff. School Board approval is a prerequisite for all coaches/advisors before every season of play or school term, including volunteers. Prior to working with our students both seasoned and new coaches/advisors must complete ALL requirements listed (see page 5-6). Current coaches/ advisors and district staff should have met most items (such as background checks, and fingerprinting and certain training needs) and have no need for duplication.

**The work of adult coaches/advisors is incredibly important. Your willingness to be an outstanding leaders and role model for Glendale youth is very much appreciated.**

**Our students need you!**

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## **DISTRICT EXPECTATIONS For Coaches & Advisors**

The Extra-curricular/Athletic activities offered to students of the Glendale School District are considered to be part of and will adhere to the same policies that guide academic programs. The philosophy and the behavior of coaches & advisors are expected to meet the same high standards as those of all other district staff. Before, during and after contested events, all participants, including coaches & advisors, are expected to give 100% effort. As representatives of the Glendale School District, all involved will behave in a sportsmanlike manner as defined by the OSAA.

DISTRICT OBJECTIVES and GOALS that guide all district sports and activities:

- **SAFETY & RISK MANAGEMENT:** All practices, events and contests are to be planned with student safety and well-being kept in mind.
- **EXCELLENCE:** Glendale students who participate in extra-curricular and athletic activities will enjoy the highest quality experience within the limitations of district enrollment, financial considerations and adequacy of staff.
- **CONSTRUCTIVNESS:** Extra-curricular events and activities will contribute to the positive climate of the school and the over all success of district students.
- **INVOLVEMENT:** The district and all staff, both volunteer and paid, will vigorously encourage every student, without regard to skill level, to participate in every activity in which there is interest.

DISTRIC CODE OF ETHICS for Coaches & Advisors to follow:

1. Emphasize the ideals of sportsmanship, fair play and high ethical behavior.
2. Stress the merit of participation according to the rules, and strongly discourage/eliminate any actions that may destroy the positive values to be learned.
3. Be courteous to visiting teams and officials and insist the same from all participants representing the Glendale School District. Seek to establish a friendly relationship with opposing teams.
4. Respect the role of the officials even when there may be disagreement.
5. Know, accept and promote the rules of the game.
6. Always maintain the dignity of your role as a model for the youth you lead.
7. Encourage and promote leadership, initiative, and good judgment.
8. Embrace the purpose of extra-curricular and athletic activities as promotion of the physical, mental, social, moral and emotional well-being of every participant.

9. Remember that every athletic contest is ONLY A GAME.

## **RESPONSIBILITIES of Coaches & Advisors**

### RISK MANAGEMENT –

Notice that “Safety” is the first objective of the district. Being “pro-active” about illness and injuries is always the best risk management decision. As the coach/advisor consider how to avoid putting the youth in your care in harms way. It is the duty of the coach or advisor to counsel participants about healthy actions to prepare their bodies for the demands of competitive sports. Good food and beverage choices, adequate rest, and proper training should all be discussed throughout the season.

All athletes must have a physical examination every two school years. Copies of “Student Activity Participation Sheets” giving individual health and medical information are available to coaches/advisors. The forms are to be kept in notebook form for immediate reference at all times. Duplicate copies are kept in the school office. Students are not permitted to participate in any practice or contest before the signed forms are on file.

All coaches must have a current First Aid card with training to handle emergency situations. Coaches are to continually monitor team members’ condition during practices and competitions to insure that demands on participants’ bodies are within safe parameters. Encourage students to always report how they are doing and to be open about illness and injuries.

- MINOR BLEEDING - At times a minor injury at practice or in a contest will cause bleeding. The National Federation policy in regard to bleeding, open wounds and blood on the uniform states:

*A contestant or coach who is bleeding, who has an open wound or who has blood on his/her uniform will 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 the official’s judgement.*

- REPORTING INJURIES –When injuries occur, whether in practice or during contests, a report must be made immediately by the supervising coach or advisor. Even minor injuries treated by the coach are to be reported. A medical professional should examine all serious or undiagnosed injuries. The coach or advisor is to contact parents, ambulance (or other personnel) and see that the injured person receives proper medical care. If the injury is severe, the parents **MUST BE NOTIFIED IMMEDIATELY.**

Follow-up contact with parents after injury or illness may uncover on going health issues. It is the duty of the coach or advisor to require a written statement from a doctor after extended illness or serious injury.

## PRACTICES –

The OSAA establishes official dates when practices for high school sports may begin and posts the dates on the OSAA web-site. Coaches are to be aware of the state practice guidelines.

At least nine days of practice is considered necessary to develop adequate body condition for most sports. It is the responsibility of coaches/advisors to be aware that some students will need more time than others and will adjust playing time accordingly.

## RULES –

Coaches/Advisors will enforce eligibility requirements and rules. OSAA outlines its High School eligibility needs in Rule 8 of the OSAA Handbook, available on line. District rules are listed below. On-going contact with the school office is necessary to acquire current district information in regard to students.

Each coach/advisor will design reasonable rules for on and off field/court regarding member conduct. Rules are to be reviewed with the AD and/or Athletic Committee before distribution to students. It is suggested that several people collaborate in development of specific team rules to avoid unnecessary conflict during the school year.

EQUIPMENT & INVENTORY – Coaches are to submit to the AD a beginning and ending inventory of uniforms, equipment, and apparatus for each sport.

USE AND CARE OF FACILITIES – Keys for facilities and equipment storage are to be inventoried prior to and after each season. Coaches are responsible for behavior and the condition of locker rooms, storage areas, and fields, courts, and competition areas while in use by the team. All necessary repairs or maintenance requests concerning facilities will be submitted to the AD in a timely manner.

## **COACHES and ADVISORS**

### Requirements

**IMPORTANT NOTE:** *No applicant will be allowed to begin activities with students until ...*

- *they have met all listed qualifications AND...*
- *the AD has notified the Administration that requirements have been met.*

*The Superintendent will offer names of coaches/advisors to the Glendale School Board for approval as close as possible to the beginning of each playing season.*

1. All applicants who are not current district employees must submit an application or have a completed PAN form submitted on their behalf by the AD.
2. All applicants must be fingerprinted at their own expense. For instructions on how to meet this requirement, contact the district office.

3. All applicants must have a current First-Aid card from any approved agency. Contact the AD (541) 832-1801 for information about district sponsored First Aid instruction.
4. All applicants will take the NFHS Coach Education Program and become certified. According to OSAA, all high school coaches must have their certification immediately after hiring, but an individual may be granted a temporary waiver if they have taken the class and are awaiting test results. Coaches for lower grades are not required to be NFHS certified but are encouraged to participate if the training opportunity is available.
5. All coaches must complete all training as provided through the OSAA and NFHS. This requirement is by Oregon State statute.
  - NFHS Coaches Principles (\$50 fee, prior to 1<sup>st</sup> season, good for life)
  - Concussion Management (annually)
  - Heat Exhaustion Training (every other year)
  - Steroid Use/recognition Training (every 4 years)
  - Heads Up Football certifications (every year for football coaches only)
6. All coaches/advisors, including assistants MUST submit a signed contract, and BE APPROVED by the Glendale School Board before or as close to the beginning of season play or term of activity as possible.

## COACH/ADVISOR RESPONSIBILITIES –

Coaches/advisors in the Glendale Schools are to be guided by all policies, rules and regulations established by the district, the member league(s), and the OSAA.

A respect for and upholding the dignity of every individual under their leadership (both adult and youth) is required. A deep interest in the physical and emotional well-being of others is necessary and should be reflected in how programs are structured.

It is the responsibility of the head coach/advisor to lead both his/her assistants and the team participants.

The image of the district is reflected by this select group and the youth they lead.

Behavior and media comments about other schools, coaches, and officials are to be positive and embrace the responsibilities of the position held.

It is expected that coaches/advisors will adhere to the requirements of a given activity, maintain a working relationship with teachers and administration, avoid the use of legal or illegal drugs (except those medically prescribed), be honest and avoid trouble with the law. It is important coaches are aware that their position brings the community's eyes upon them.

## DEVELOPING A POSITIVE EXPERIENCE FOR YOUTH

The extra-curricular coach/advisor is in a unique position of influence for the students supervised. The behavior of the coach/advisor both on and off the field of play should set an example worthy of imitation.

Much self-discipline is required by adults to use reason rather than emotion guide their conduct, especially during the extreme pressure moments during contests.

Remember that displays of anger and inappropriate language are always counter-productive to the goals of the program.

The head coach/advisor's work begins long before practices begin or the season starts. Effort spent learning as much as possible about the game or activity is a good beginning point.

Building a working relationship with district administrators, other coaches/advisors and people who can offer advice or resources is helpful.

Begin a file of drills and games that can be used to help in teaching skills the youth will need to know.

Becoming familiar with all district, league and state rules and processes will allow the coach/advisor to immediately react when problems arise.

Consider potential issues before situations occur and visualize several ways to find resolution.

The small enrollment of the Glendale School District does not afford the luxury of try-outs and screening players or an activity will disappear because of too few youth to make a team.

Coaches/Advisors **MUST** treat all potential participants with respect and do everything possible to maintain the dignity of those who turn out for an activity.

Accept that there may be individuals and personalities that do not meld well with each other or with you. Skill levels will range from excellent to few. Explore how to deal with these realities.

Teach players with more ability to act as mentors for those with fewer skills.

Help youth select achievable goals.

Find something special and worthy in every person worked with and remember to congratulate in public; counsel in private.

Encourage input from everyone, including players and parents. Many ideas discover solutions.

Enjoy what the youth can offer, but be the adult. They have enough friends.

Don't be afraid to make decisions, even unpopular ones – that's why you are the coach/advisor.

## **DISTRICT FUNDING & COLLABORATIVE FUNDING GROUPS -**

The Glendale School District is committed to the inclusion of extra-curricular opportunities to help provide a “complete school experience” to district students.

**Public trust is involved when any district money is part of funding and is subject to continual review.** For this reason, ultimate responsibility and control of all school programs continues to rest with the Glendale School Board even if some funding comes from other sources. Such control provides legal safe-guards for the district, students, all staff, and for individuals/groups assisting.

### **PURCHASING**

Coaches submit Purchase Requisition, prior to ordering, to the building secretary. Upon approval coaches will be notified and materials will be delivered to building office. All invoices, statements, credits, order forms, etc., must be turned in to the building secretary **IMMEDIATELY** after each purchase.

All purchases of supplies or equipment must be received at the school office prior to coaches receiving supplies or equipment.

It is the responsibility of the head coach/advisor to 1.) be aware of the current amount of club funds available (contact the District Office), and 2.) make initial contact with sport supplier or salesperson to obtain specific information on supplies or equipment . More than one price quote may be necessary if a major purchase is planned.

**Coaches/Advisors need to be aware that purchases made without prior approval may become the fiscal responsibility of the individual placing the order.**

**ALL STAFF, (paid and unpaid) must understand and use the directed process when handling ‘club’ funds.**

Monies raised by collaborative groups may pay for new equipment and uniforms, out of league travel, special coaching needs, and any other reasonable expenditure necessary to run a program. All costs met with funds in ‘club accounts’ are subject to review by an Athletic Director prior to spending. All purchases become part of the inventory of equipment on hand and are then property of the school district. Monies raised for athletic club account must be submitted to building secretary as soon as possible.

The district will be responsible for OSAA fees, background checks of in-coming coaches/advisors, a stipend for head coaches of High School sports, creation of schedules, transportation to ‘away’ events and general maintenance of ‘home’ facilities, provide use of equipment on hand, the contact and payment of officials, and first aid supplies. District financial support is budgeted from the General Fund and not part of ‘club’ accounts.

At the end of the school year after budget review, the school board will evaluate and approve a funding plan for next year.



All questions about shared funding and purchasing procedures are to be directed to the AD or Superintendent.

## **ATHLETIC/EXTRA CURRICULAR DEPARTMENT –**

It is important that Coaches/Advisors maintain a regular and meaningful dialogue with Athletic Director before and during their season of events.

Some of the responsibilities of the Athletic Director are:

- Scheduling all games, competitions and events
- Coordination of home events
- Scheduling transportation to and from 'away' events.
- Contacting officials
- Representing the extra-curricular component to the District Board
- Providing leadership to coaches/advisors
- Providing a link with in-league schools
- Providing a link with the OSAA
- Assisting the Athletic Committee as a representative of the district
- Assisting with Problem Solving and Complaints
- Dealing with participant safety, eligibility and discipline issues

The Athletic/Extra-curricular Committee is under the chairmanship of the Athletic Director. All coaches/advisors are considered committee members. The committee will collaborate with other interested groups and individuals to assist each sport/activity in whatever ways possible, including fundraising.

### **DISTRICT SUPPORTED ACTIVITIES**

Each year after the district budget review, the Glendale School Board will evaluate and give approval for all funded, partially funded and non-funded activities for the following year. Equipment, uniforms and supplies purchased with monies from fundraisers are all subject to approval by the district and become the property of the district as part of district inventory.

Under the direction of the Glendale School Board, approval may be given for additional groups to form for the assistance in fundraising for activities not fully funded by the district. Partial support from the district includes:

- Payment of OSAA fees
- Employment of coaches/advisors
- Create schedules
- Provide transportation to and from events
- Purchase first aid supplies
- Maintain playing fields/courts to district standard
- Provide uniforms from current inventories

Some support is available for the following activities:

HS

Football  
Volleyball

JHS

Football  
Volleyball

Boys & Girls Basketball  
Wrestling  
Track  
Baseball  
Softball  
Drama

Boys & Girls Basketball  
Wrestling  
Track

## STUDENTS

### PARTICIPANT ELIGIBILITY

- Eligibility - Students may be restricted from practices and events until all paperwork, the Athletic Participation Pack, is complete and fees are paid. Those needing financial assistance for fees or equipment can notify the head coach for alternate arrangements.
- Practices - All team members are expected to attend all practices, contests and events unless excused. A student missing an entire school day is not eligible to practice or play that day. Events held “away” or those scheduled on non-school days require school attendance for the full day immediately prior.
- Excused and Unexcused Absences – If absence is necessary, a note submitted before the absence is preferred. Emergency absences require a note when the student returns to school. Unexcused absences may not directly affect a team member’s eligibility, but will affect participation during events.
- Academic - Students will be required to meet OSAA and Glendale School District academic eligibility to participate. High School team members must be enrolled in and passing at least 8 classes and be on track to graduate with a minimum 2.0 GPA.
- Fees – Fees will be determined at the beginning of each school year.
- **RESPONSIBILITY FOR EQUIPMENT** – All students are responsible for maintaining equipment in their care and notifying the coach immediately when damage or loss occurs.  
Students must return all equipment checked out, including jerseys, and other uniform items upon ending participation in the sport or fines may be assessed.
- **LEAVING A SPORT OR ACTIVITY** – outlined in Sports Participation Packet

### APPENDIX

- PAN Form
- Purchase Requisition form
- Check out procedure form (Inventory, awards and recognition, statistics, etc.)
- Complaint form
- Athletic Participation pack