

Kanawha County Schools Coaches Handbook 2023-24

SUPERINTENDENTS MESSAGE

The Kanawha County School system has a rich history of athletic success and good sportsmanship. This success has been made possible due to the efforts of talented athletes, involved parents, faithful fans, and dedicated coaches, teachers and administrators. It is important for all of us who enjoy athletics to continue to support the efforts of our student athletes. These efforts however must be tempered with the understanding that sportsmanship is the true aim of athletics.

The purpose of this document is to assist all of us who participate in our athletic programs to assist students to achieve a thorough understanding of the rewards available through good sportsmanship. The Kanawha County School system has developed a number of policies that specifically address athletics. They are listed below and are available for review on the Kanawha County Schools website at - <http://kcs.kana.k12.wv.us/Policies/index.html>

WEST VIRGINIA TEACHERS CODE OF CONDUCT

To provide students with quality educational opportunities which reflect both excellence and equity, every teacher in the public schools of West Virginia shall:

- 4.1 Demonstrate a belief that all students can learn;
- 4.2 Give assignments that make learning relevant;
- 4.3 Teach responsible citizenship and life
- 4.4 Treat each student fairly;
- 4.5 Promote a safe and positive learning environment;
- 4.6 Be a good adult role model;
- 4.7 Exhibit a caring, honest and professional attitude;
- 4.8 Maintain professional growth and development
- 4.9 Communicate with parents;
- 4.10 Recognize the community as a partner in educating students;
- 4.11 Maintain confidentiality; and
- 4.12 Abide by policies and regulations.

GENDER EQUITY POLICY

The athletic department at _____ is committed to developing an athletic program that our community can be proud of. Part of the development is recognizing the need for programs that include all students regardless of gender.

The federal movement through Title IX recognizes that inequity has existed between athletic programs offered to males and females throughout the United States Title IX is the law of the land. At

_____, gender equity means putting the law into practice by providing fairness with regard to opportunity and participation for females.

THE COACHES CODE OF ETHICS

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she was the coaches' own, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the NFCA Board of Directors.

- The coach shall be aware that he or she has a tremendous influence for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the higher ideals of character.
- The coach shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the WVSSAC, the media and the public, the coach shall strive to set an example of the highest, ethical and moral conduct.
- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- The coach shall avoid the use of alcohol and tobacco products when in contact with players.
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
- The coach shall respect and support contest officials.
- The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical. Before and after contests, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event. and exchange cordial greetings to set the correct tone for the event.
- A coach shall not exert pressure on faculty members to give student-athletes special consideration.
- A coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

The coach shall:

- Exemplify behavior that is representative of the educational staff of the school and a credit to the teaching profession.
- Demonstrate high ideals, good habits, and desirable attitudes in personal behavior and demand the same standards of the players.
- Recognize that the purpose of competition is to promote the physical, mental, social, and emotional well-being of the individual players and that the most important values of competition are derived from playing the game fairly.
- Be a modest winner and a gracious loser.
- Maintain self-control at all times. Accepting adverse decisions without public display of emotion or of dissatisfaction with the officials. Cooperate with the school principal in the planning, scheduling and conduct of sports activities.
- Employ accepted educational methods in coaching, giving all players an opportunity to use and develop initiative, leadership, and judgment.
- Pay close attention to the physical condition and well-being of the players refusing to jeopardize the health of an individual for the sake of improving his team's chances to win.
- Teach athletes that it is better to lose fairly than to win unfairly.
- Prohibit gambling, profanity, abusive language, and similar violations of the true sportsman's code.
- Refuse to disparage an opponent, an official, or others associated with sports activities and discourage gossip and questionable rumors concerning them.
- Properly supervise student athletes under his immediate care and specifically observe a coach's responsibilities in conjunction with state sponsored contests.
- Conduct a preseason parent meeting to outline the rules and expectations of the team.
- Secure the locker room after each practice and game. This includes ensuring that all water is turned off lights turned off, and all clothes are off the floors.
- Not leave the facility until all players have secured a ride home.
- Provide the athletic director with a written policy about attendance requirements at practice.
- Supervise before, during, and after practices and games. This includes the locker room areas.
- Coaches will fill out the Accident/Injury form when the injury occurs, notify the Athletic Director immediately of the injury and submit the Injury Form to the Athletic Director by the end of the next day.

KANAWHA COUNTY SCHOOLS

MISSION

The mission of Kanawha County Schools is to provide a world-class education that ensures success for every student in the 21st century.

NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS

The National Federation consists of the fifty individual state school athletic and/or activities association and the association of the District of Columbia. Also affiliated are the nine interscholastic organizations for the Canadian provinces of Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland-Labrador, Nova Scotia, Ontario, Prince Edward Island, Saskatchewan, and Quebec, as well as the Canadian School Sports Federation and the associations of the Republic of the Philippines, Guam and Saint Thomas.

These associations have united to secure the benefits of cooperative action which eliminates necessary duplication of effort and increases efficiency through the pooling and coordinating of ideas of all who are engaged in the administration of high school athletic and activities programs.

The National Federation maintains a code of conduct for coaches and officials of all participating institutions. This information may be found on their website **nfhs.org**.

WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION

The Secondary School Activities Commission is the organization delegated the authority by state law to supervise and control interscholastic athletics and band activities among its member schools. More than 300 secondary high schools, junior high schools and middle schools belong to the Commission. The principal of each member school, or his delegate, represents the school in all matters before the Commission.

BELIEFS & OBJECTIVES. The Commission believes that a controlled activities program is a strong factor in the development of courage, personality, cooperation and leadership.

The commission believes that representatives of a school should be good citizens of that school, hence the need for requirements and regulations governing eligibility that have been standardized,

The commission is designed to provide means for the unbiased and amicable settlement of disputes regarding activities.

The Commission seeks to present proper ideals of sportsmanship so that coaches, players, school authorities, game officials, and spectators may combine to make any activity enjoyable and productive of physical and social benefits to both sides involved in the contest; with partisanship and prejudice eliminated as far as possible.

To accomplish these objectives the Commission asks the cooperation of its members, all lovers of clean, wholesome activities, and all fans, young and old, who believe in our American system of interscholastics.

Current information about all WVSSAC rules can be found at **nths.org**.

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION ELIGIBILITY RULES AND REGULATIONS

The NCAA has minimum academic standards required for participation by incoming college freshman. A national clearinghouse has been established to certify the eligibility of new student athletes at all NCAA institutions. See the school guidance counselors for information on the latest NCAA requirements, along with instructions for registering with the clearinghouse.

Additional information about the NCAA can be found at **nths.org**.

OBJECTIVES OF THE ATHLETIC DEPARTMENT

The interscholastic program of _____ will:
(School Name)

1. Be closely coordinated with the general instructional program of the school.
2. Be such that the number of the students accommodated and the educational aims achieved justify the existence of each individual activity.
3. Be based on the spirit of non-professionalism so that participation is regarded as a privilege to be won by training and proficiency and to be valued highly enough to eliminate any need for expensive prizes or awards.
4. Confine the school activities to events, which are sponsored and supervised by the proper school authorities.
5. Be planned so as to result in opportunity for many individuals to explore a wide variety of sports and to do so in reasonable season limits for each sport.
6. Include training in conduct and game ethics,
7. Engender respect for the local, state, and national rules and policies under which the school program is conducted.

8. Always put the welfare of the student-athlete first.

Non-Faculty Coach

A non-faculty coach is a coach who is not a certified instructor/employee of the Kanawha County Board of Education or of another county board of education certified by the state Board of Education. However, state certified non-instructional coaches are allowed with the prior recommendation of the athletic director and the athletic coordinator, and approval of the principal. Before receiving approval, the non-faculty coaching applicant must submit a resume, including references, and a copy of the certificate showing completion of the NFICEP Sport Science and Sport First Aid training (twelve instructional hours and passing score on the accompanying tests), to the athletic director. Under no circumstances, are non-faculty coaches allowed to begin coaching until receiving the approval the Human Resource Department with Kanawha County Schools.

GUIDELINES FOR STAFF PURCHASING

Each head coach must submit to the athletic director a needs assessment as an estimate of the cost of financing his/her team the upcoming year. The coach will include a detailed list of all equipment and supplies needed to be purchased. This information will be used in the preparation of the annual budget for the athletic department.

All purchasing, whether from school funds or boosters funds, must be reviewed by the athletic director and the athletic coordinator. All purchase orders must be approved) and signed by the principal. The head coach must provide written justification for any requested expenditures other than those for game administration and medical needs.

Coaches will not order anything until approval has been secured. Un-approved purchases will become the personal responsibility of the coach! A request can be considered approved when the coach receives a signed, approved purchase order from the principal. All schools must follow the purchasing guidelines set by Kanawha County Schools. Failure to monitor and enforce purchasing guidelines may result in disciplinary action for the school, coach, athletic director and school administrator

FINES

Any fines assessed by the West Virginia Secondary School Activities Commission because of an action, or inaction, of a coach will be paid by that coach. This includes fines for improper conduct, failure to attend meeting or clinics, or any other fines imposed.

FUND RAISING

Coaches are encouraged to sponsor fund raising projects. All fund raising activities must be approved by the athletic director and the athletic coordinator. Funds raised will be placed in that team's account. The coach may recommend expenditures from the account for his/her team. Expenditures will be reviewed by the athletic director and approved by the principal, who must sign all purchase orders.

INVENTORY

Each coach is responsible for all athletic property issued to him. At the completion of the season, an inventory form should be completed and returned to the athletic director. On the inventory, the coach will list all property, its condition, where it will be stored, and if it should be repaired or replaced. Nothing new will be ordered until inventory is complete. It is imperative that coaches and members of their teams pay strict attention to the manufacturer's instructions on washing and care of uniforms.

ACCIDENTS AND INJURIES

The coach must take care to track all injuries sustained by student athletes during practices and contests. If an athletic trainer is available, any injuries should be reported to him/her, who is to keep the coach advised. Note what caused the injury, when it occurred, and any first aid or treatment. Any injury that may require medical follow-up should be documented by the completion of a school accident report to be sent to the superintendent and kept on file in the school office.

If an accident occurs outside the normal practice or game situation, the coach must complete a school accident report to document the circumstances of any injuries.

Coaches are required to have in their possession an "Emergency Treatment Form" for every student participating in their program. Several guidelines are especially important in the prevention and treatment of injuries. The coach must:

1. Follow safety practices established by the _____ trainer, if available, and acknowledge any applicable conditions and concerns that may lead to increased likelihood injury. A list

of potential hazards and areas of concern are listed under the LIABILITY section on the next page.

2. Understand basic first aid procedures for common athletic injuries, and be certified in Level 1 First Aid. It is also recommended that coaches be currently certified in CPR.
3. Keep records of athletic injuries, treatments, and medical referrals and authorizations.
4. Have a doctor or ambulance available when necessary for athletic events.
5. Have athletes return to practice and competition ONLY after written medical approval is given to the athletic trainer or head coach.
6. Teach proper techniques and correct use of equipment for each sport.
7. Be responsible for all actions in handling an injury or illness in the absence of an athletic trainer or doctor.
8. Involve the athletic trainer, if available, in all cases involving the physical condition of a student athlete.
9. Never admit anyone into the school athletic training facility except under the direction of the athletic director or the coach.
10. Never allow anyone in the weight room without the supervision of a coach.

LIABILITY

Coaches and administrators are not immune from liability under the law simply because they are employees in a school system run by the state. Educators are obligated to pay particular attention to the protection, health, and welfare of the student athlete. The athletic director and coaches can meet the legal obligations by carrying out their responsibilities in the proper manner. They must:

1. Be informed about the laws pertaining to educators
2. Use caution and control
3. Try to act wisely and carry out responsibility in the prescribed manner.
4. Teach student athletes the proper techniques, and ward them of the potential dangers of any activity...
5. Never allow students to leave school activities with someone other than a parent or legal guardian, unless authorized to do so by written notice signed and dated by the student's parent or legal guardian.

It is important to understand potential hazards, and how to deal with them effectively. Potential areas of concern and responsibility that could lead to problems include, but are not limited to:

Equipment deficiencies; Poor safety practices; High risk activities; Poor organization; Failure to warn student of potential injury; Dehydration; Heat exhaustion; Poor technique instruction; Sunstroke; Improper conditioning; Stress fracture; Leading to muscle strain; Unsecured facilities; Improper first aid, infections; Coach-instructed diet recommendations; Athletic participation without medical release; Unequaled supervision or instruction; Absence when injury occurs; Issuance of keys to unauthorized personnel; Unsupervised student athletes, before or after practice or activities; Severe weather or lightning; Poor maintenance of playing surfaces; Unauthorized personnel in the practice or competition areas.

SCHEDULING

The number of contest scheduled must conform to West Virginia Secondary School Activities Commission and conference standards. Contests that require long trips should be considered carefully. A copy of the schedule should be given to the athletic director as soon as possible. All schedules must be approved by the athletic director or school administrator.

COMPETITION PROTOCOL

Each head coach will be responsible for making sure the facilities are clean and properly setup for competition. The athletic coordinator and the athletic director will be responsible for ticket sales, ticket takers, and required security.

CANCELLATION OF CONTESTS

When it becomes necessary to cancel a contest, the head coach will:

- Obtain approval of the athletic director, who may need to contact the principal for approval.
- Notify the school office, to have an announcement made over the public address system.
- Notify the coach at the other school.
- Notify the media.
- Cancel any scheduled transportation.
- Notify game officials.
- Notify scheduled security personnel.
- Notify support personnel and boosters club representative.
- Seek the approval of the athletic director to reschedule.
- In the event of an emergency, such as a "Snowday" when schools are closed, all athletic events are canceled.

STATISTICS AND THE MEDIA

Each coach is responsible for keeping accurate team and individual statistics as appropriate for his/her team. These statistics should be as detailed as possible, and provided to the media as requested. A copy of the final season ending statistics should be turned in to the athletic director at the end of the season.

Keep a good rapport with the news media. Be responsive to their requests for information and interviews. Try to schedule student athlete interviews at a mutually acceptable time; minimize the amount of instructional time the student will miss. Working with the media will be an advantage for your program and for Kanawha County Schools.

TRAVEL

The athletic department will arrange team travel by school bus when possible. In all other cases, the coach will secure adult drivers to transport students to practice or games away from the school. In no case will a coach ask a student to transport other students to games or activities. Coaches may, but will not be required to, transport students in their own vehicles. Students cannot under any circumstances be transported in the back of a pickup truck. Overnight trips should be discouraged. If absolutely necessary, overnight trips must be approved by the athletic director and the principal. The following information regarding overnight trips must be supplied to the athletic director for communication to team members and parents:

- * Day, time and place of departure and means of transportation.
- * Expected day, time and place of return.
- * Headquarters and tentative schedule while at destination.
- * Travel instructions for parents to reach destination.
- * Number and names of adult chaperones (the coach is responsible for insuring at least one adult chaperone for every eight students).

BOOSTERS CLUB

Coaches are encouraged to join, and to recommend that the parents of their student athletes join. Any coach who requests funding from the booster club must have the prior approval of the principal before any funds will be allocated. As in the case of expenditures through the school athletic account, the principal will be required to sign all purchase orders to be paid from boosters club funding.

FACILITIES

Off-Campus-For some sports, it may be necessary to use off-campus facilities. It is the responsibility of the head coach to arrange the use of off-campus facilities. Use of off-campus facilities must be approved by the athletic director. Upon arrival at off-campus facilities, the head coach should inspect the facilities for cleanliness and damage, or for any conditions that could lead to safety concerns. On-Campus-Schedules for the use of on-campus facilities must be arranged through the athletic director to avoid scheduling conflicts. In no case should a coach give permission for any individual or group to use our facilities; such approval must come from the athletic director or the school administration.

Weight Room:

The _____ Weight Room is for ALL students. No pictures, slogans or mottoes will be posted in the weight room without the approval of the athletic director and the principal. COACHES MUST ACCOMPANY STUDENT ATHLETES IN THE WEIGHT ROOM AT ALL TIMES. Under no circumstances is the weight room to be used without supervision. The weight room must always remain "gender friendly". Policy and procedure established and posted by the weightlifting coach must be followed.

GENERAL GUIDELINES FOR EXTRA—CURRICULAR SPORTS

- Cheerleaders participate all year and support several teams. It is suggested that squads be divided among two groups so they can cheer for all sports and not be out every night. In addition, principals may restrict travel to out of county games on school nights.
- Release athletes only 10 minutes before the final bell for travel to a visiting school.
- Schedule Conference Tournaments after school or on weekends.
- No event or practice may start after 10:00 p.m.

Kanawha County Middle School Sports Philosophy

Many positive benefits for young adolescents can result from participation in competitive sports programs. However, when young adolescent needs and interests become secondary to pressures and unreasonable expectations from coaches, parents, the community, and even themselves, participation often has the opposite effect. Young adolescents' psychological, as well as physical, well-being should be a priority in developing middle level sports programs.

Kanawha County Schools is committed to providing a middle level sports program that meets the needs of our young adolescences. Focusing our attention on middle school sports raises the awareness level of all stakeholders and leads to the following actions that make Kanawha County Middle School sports more developmentally responsive.

It is the resulting expectations that:

Kanawha County Middle School sports programs employ athletic directors and coaches who are knowledgeable about not only the physical development of young adolescents, but also their social, emotional, and intellectual development. Athletic directors and coaches who are aware of the implications of these characteristics make better coaching decisions based on this knowledge.

Kanawha County Middle School sports programs provide an inviting, supportive, and safe environment. Students who participate have opportunities to be actively engaged. Practices and games are organized in ways that provide all athletes maximum opportunities to participate. Activities are planned to allow all participants to learn and practice the skills required.

Kanawha County Middle School sports programs maximize the enjoyment of participants. These programs are not so competitive that participants experience undue stress. When stress levels become too high and only a select few young adolescents dominate playing time, many participants permanently drop out of all sports participation

(McEwin & Swaim, 2007). The emphasis in middle level sports programs is placed on enhancing self-confidence and developing social and physical skills within reasonably competitive environments.

References

McEwin, C. & Swain, J. (2007). *Clearing the Hurdles: Issues and Answers in Middle School Sports*. National Middle School Association. Westerville, Ohio.

National Association for Secondary School Principals, (2008). *Middle Level Sports: Recommendations for Reform*. Retrieved from <http://www.nassp.org/Content.aspx?topic=58431>

KANAWHA COUNTY SCHOOLS ATHLETIC SCHEDULING GUIDELINES

The purpose in developing guidelines for schools in scheduling athletic contests is to insure that students will not be out late at night before school because of participation in athletic contests. Following is a list of days and time limits for the schools to use in scheduling games during this week. Schools may schedule matches earlier than the time listed. Schools may also schedule athletic contests on any night which does not precede a school day.

<u>SPORT</u>	<u>DAY</u>	<u>START TIME</u>
FOOTBALL:		
High School Varsity	None	7:30 p.m.
High School J.V.	Monday	7:00 p.m.
Middle School	Thursday	4:00 – 7:00 p.m.
VOLLEYBALL		
Varsity (Tri/Dual Matches)	Tuesday	4:00 – 7:00 p.m.
Junior Varsity	Tuesday	Precedes Varsity Game
SOCCER	Monday	7:00 p.m.
BASKETBALL (boys and girls)		
High School Varsity	**	7:30 p.m.
Junior Varsity	**	Precedes Varsity Game
Middle School	**	4:00 – 7:00 p.m.
WRESTLING (Tri/Dual Matches)	*	4:00 – 7:00 p.m.
TENNIS	None	
TRACK (boys and girls)		
High School Varsity	*	No event begins after 10:00 p.m. on week nights.
High School J. V.	*	No event begins after 10:00 p.m. on week nights.
Middle School Varsity	*	No later than 7:00 p.m.
Middle School J. V.	*	No later than 7:00 p.m.
SOFTBALL/BASEBALL	*	No later than 7:00 p.m.
		No event or inning begins after 10:00 p.m.
GOLF	None	

*One night during the week and weekend

"In order to comply with Title IX and the limited facilities, basketball games may be scheduled on any night of the week. Varsity games may be scheduled on any night of the week. Varsity games may start immediately after the Junior Varsity game, but no later than 7:30 p.m. Friday and Saturday dates shall be used to keep week night games at a minimum.

MEMORANDUM

TO: ALL MIDDLE SCHOOLS
PRINCIPALS
COACHES
ATHLETIC DIRECTORS

FROM: Thomas Williams, Ed.D., Superintendent

RE: MIDDLE SCHOOL ATHLETIC TRAVEL OUT-OF-COUNTY All
preseason scrimmages requiring out-of-county travel, must be
played on a non-instructional day, during after school hours or weekends
- excluding Sunday (with the approval of Central Office).

Regular season games (football, basketball, volleyball, soccer, tennis) must be played by the in-county schedules that are predetermined.

All schools are required to participate in Kanawha County tournaments at the end of each season. Cheerleaders are required to participate in all-county competitions.

Regular season wrestling and track matches/meets are scheduled independently by each school. Out-of-County matches/meets must be played on a non-instructional day, during after school hours or weekends - excluding Sunday (with approval of Central Office).

Cheerleaders participating in tournaments out-of-county must be scheduled on a non-instructional day, during the after school hours or weekends- excluding Sunday (with the approval of Central Office).

KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION

Transportation of Students in Private Vehicles; 6-12

Series: C5IA

Reference

Issued: 1)3.11.1997

Revised: Revision Number:

51.01 Permission Required.

A student's parent custodial guardian or other responsible adult must give permission for their child to be transported by a volunteer driver either to or from school assignments or activities conducted during the school day, or from school to home. Permission forms (Appendix A) shall be distributed at the commencement of each school year and shall remain in effect until cancelled in writing.

FIELD TRIP PERMISSION FORM

(Parent/Custodial Guardian or Responsible Adult)

Give permission for _____
(Student)

to be transported by volunteer drivers in private vehicles, as indicated
(check all that apply). I understand that my permission will remain in effect
until canceled in writing. ' _____

From school on a regular basis
Vocational school
Work sites
Athletic events or practice
Field Trips
Other. _____

Signature

Date

