

Kershaw County School District **COACHING HANDBOOK**



2011 – 2012 School Year

Kershaw County School District
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EQUAL OPPORTUNITY EMPLOYER

The School District of Kershaw County does not discriminate on the basis of race, gender, disability, age, or national origin in its educational programs and employment practices. Questions pertaining to Title IX or Section 504 may be directed to the Title IX Coordinator, Dr. Connie Long, Assistant Superintendent for Human Resources, School District of Kershaw County, 2029 West DeKalb Street, Camden, South Carolina, 29020, Telephone # 803 432-8416.

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PURPOSE OF HANDBOOK

The purpose of this Handbook is to provide pertinent information to coaches regarding serving as a coach in the Kershaw County School District. Coaches are expected to read and become familiar with its contents. Administrators will expect coaches to have knowledge of the contents of the Handbook and will refer to this Handbook whenever questions arise.

Having a common understanding of the rules and regulations that govern extra-curricular activities will assist in significantly reducing concerns and unforeseen problems.

PHILOSOPHY OF ATHLETICS

Interscholastic Athletics are an integral part of the total education process. Participants gain valuable skills that foster positive attitudes, build self-esteem, create positive relations and develop life-long skills that will serve as a vehicle to enhance total growth and development. The Kershaw County School Board recognizes the value of extracurricular and co-curricular programs as significant tools that enrich the academic experience.

Program Objectives:

- To encourage maximum participation of students in all sports;
- To encourage athletes to display good sportsmanship at all times;
- To instill the desire to prepare for success;
- To encourage participants to react in a positive manner, both in victory and defeat;
- To encourage participants to learn the values of responsibility, dedication, loyalty, teamwork, desire, humility, confidence and other desirable traits of good character and citizenship;
- To encourage participants to attempt to influence younger students in the community in a positive manner;

- To assist participants in learning to set and achieve goals and in building self-esteem.

I. General Athletic Department Policies

- A. All questions concerning Athletics should be directed to the Athletic Director before contacting the Principal or other administrative staff members.
- B. Be professional regarding relationships and duties.
- C. Always treat parents with respect understanding that parental love many times emotionally blinds the reality of adults when it concerns their son or daughter.
- D. Treat your players with respect. Treat them as if they were your own sons or daughters.
- E. Always supervise your players. This includes pre-game and post game activities. Coaches should never leave players on campus after games or practices.
- F. Always abide by the KCSD Board Policies.

II. Policies Concerning Coaching

- A. Be on time for practices and games.
- B. **First year Varsity coaches** who are not school district employees must attend a one-day training session required by the South Carolina High School League. Coaches should check the South Carolina High School League web site for dates and times of these meetings. Fines associated with not attending these sessions will be paid by the coach who fails to attend.
- C. Coaches who are not full-time employees will be requested to sign a form stating they understand they are not eligible and will not apply for unemployment benefits.
- D. Always have an organized practice plan.
- E. Maintain your area of practice by keeping it as neat as possible.
- F. Secure buildings, gates, locks. Make sure that laptop computers are stored and secured. Coaches are prohibited from giving keys to players to open storage areas or locker rooms.
- G. Coaches should demand that players keep valuables or cash in a secure area provided by the coach. Do not allow players to keep these items in our locker rooms even if locks are provided. You hold on to their cash or valuable jewelry.
- H. Junior Varsity programs are under the direction of the Varsity coach. All head coaches of varsity sports should monitor and provide leadership for the junior varsity program.

III. Practice Policy

- A. Attendance at practice and team meetings is an expectation for all participants.

- B. Players who do not attend practice will be cut from the team. Team rules will address specifics for attendance and expectations. Make up work should be provided for missing any practice.
- C. Players who are constantly late for practice should be removed from the team at the discretion of the coach. Late arrivals should be dealt with daily with extra work after practice.
- D. Each coach will check attendance on a daily basis.
- E. A mandatory cut-off date will be implemented by each coach concerning try-outs for their particular sport. **Exceptions:** Players coming from another sport or new transfer students will be addressed on an individual basis.
- F. **Coaches will never discourage students from participating in other sports. Any coach who violates this policy will be terminated as a coach.**

IV. Rules Regarding Player Conduct

- A. Follow all rules set forth by the South Carolina High School League.
- B. All team rules shall be approved by the Athletic Director.
- C. Disrespect
 - a. Coaches will not tolerate disrespect by players toward themselves, other coaches, other players, fans, or officials. Blatant disrespect should lead to the dismissal from the team. Alternative punishment will be handled by the coach or Athletic Director depending on the severity of the offense.
- D. Alcohol and Substance Abuse
 - a. Coaches only have jurisdiction at School or at school sponsored events.
 - b. All school discipline policies will be enforced.
 - c. Any student athlete using or possessing alcohol or tobacco or using or possessing controlled substances on campus or at a school related event may be denied participation in interscholastic athletics or face suspension of games or contests. The rules of the Kershaw County School Board will be used for in-school infractions and will be adhered to concerning Board Policy. First time offenders of tobacco or alcohol abuse will be punished and possibly suspended from athletic events, and may have the opportunity to redeem themselves during the same school year depending on the nature of the offense. This may be done through an approved drug rehabilitation program such as offered through the Alpha Center. Offenders of selling illegal controlled substances on campus or school related events will be immediately dismissed from athletic participation for the remainder of the school year in accordance to Kershaw County School Board Policy. Off-campus violators of substance abuse will be suspended from athletic activities until resolved by school or law enforcement officials. Depending on the nature of the offense, players could be dismissed from the team.

Second offense requires immediate dismissal from all athletic competition for the remainder of the year.

- d. Illegal Drugs - Immediate dismissal from all athletic competition for the remainder of the year once a conviction occurs or student admits guilt. Additional suspension time may be instituted by the school administration depending on the nature of the offense.
- E. Criminal Conduct OFF Campus
 - a. To be handled by police agencies or the court system.
 - b. Off-campus violators of substance abuse will be suspended from athletic activities until resolved by the school or law enforcement officials.
 - c. Any student athlete who has been convicted of a felony in criminal court will be dismissed from the athletic program upon notification to the athletic department.

V. Conditioning, Pre- Season Practice, and Safety Training:

- A. **Students must have a physical before participation** in athletic programs (including tryouts).
- B. Follow all guidelines set forth by the South Carolina High School League. This includes dates, number of participants, and guidelines concerning practice times.
- C. Closely monitor all physical activities.
- D. All coaches should be CPR, AED and First Aid certified. Participation in updates and training in the above areas must be completed as required. All coaches must participate in OSHA updates annually. Coaches should always have access to an Automated External Defibrillator (AED) anytime there is a conditioning session, practice or game.

VI. Eligibility

- A. Team coaches are responsible for their own players. Each coach should become familiar with the South Carolina High School League's requirements concerning eligibility.
- B. Questions concerning eligibility should be directed to the Athletic Director.
- C. The Athletic Department will check grades, type, and submit all players to the South Carolina High School League Office.
- D. During the try-out period, a list of names should be submitted to the Athletic Director/Secretary so a preliminary verification of grades can be done.
- E. Ask all try-out candidates if they attended another school during the prior school year or if they transferred here from another school during the current school year. Transfer students need to be noted and a list of these students needs to be sent to the athletic director/secretary so that eligibility forms can be completed in a timely manner.

- F. By week two of tryouts, physicals, parent permission forms, and copies of birth certificates should be turned in to the athletic director/secretary in one organized folder. Additional players can be submitted later, but it is vital that this information gets turned in and processed. Coaches are to consult with the Athletic Director concerning procedures for submitting athletic forms.
- G. **Do not take for granted that a player has played another sport. Verify this with the athletic department before allowing a player to try-out or condition without a physical.**
- H. **A Hospital Certificate of Birth is not considered a legal birth certificate by the SCHSL.**
- I. **For initial eligibility: Coaches should turn in names of players as they were written on their birth certificate.**
- J. It is the responsibility of each coach to know who is eligible for competition. **Any fines associated with playing an ineligible player will be the responsibility of the coach who has allowed the infraction.** Each coach should check the official eligibility list to make sure that all roster players have been turned into the SC High School League.

VII. Injuries

- A. Handle all injuries with great caution.
- B. Do not move a player who is suffering from a neck or back injury. Contact the **Athletic Trainer** or call EMS.
- C. If we have a trainer on campus, send injured players to the trainer. If not, check with the Athletic Department for doctors who can attend to athletic injuries. If in doubt- always be cautious. Do not hesitate to call 911 if you see a student athlete in great pain or distress.
- D. Always carry an AED and first-aid bag to practice and on road trips. Instruct injured players who must see a doctor to get an insurance form from the athletic department.
- E. **Do not play a player who has been told by a doctor or our trainer not to participate.**
- F. **The trainer at our school has all authority over decisions regarding the playing time of injured players.**
- G. When an injury occurs, please notify the player or the parent that our school has Athletic Insurance to assist them with financial matters regarding visits to the ER or a doctor. Also notify players and parents that they must **pick up an insurance form** the Athletic Department **within a week of the injury if they intend to file for this insurance aid.**
- H. Any player who is under a doctor's care must have a release form from that doctor before continuing and participating in athletics.

VIII. Equipment and Uniforms

- A. Each coach is responsible for the facility, fields, equipment and uniforms for the sport he/she is coaching.
- B. Coaches will turn in a typed inventory to the Athletic Director of all your equipment and uniforms no later than 2 weeks after your final competition. This can be emailed.
- C. Coaches are to place any athlete that fails to turn in equipment, uniforms or owes fees on the indebted list and notify the Athletic Director.
- D. Coaches are to properly store any nets, dummies, cones, goals, etc.
- E. Coaches are to store equipment in an orderly fashion and note where items are stored.

IX. Facilities - Coaches are expected to:

- A. Monitor and supervise dressing and practice facilities.
- B. Keep your areas clean.
- C. Address all facility problems with the Athletic Director.
- D. Make no facility changes unless you consult with the Athletic Director.
- E. Coaches are responsible for the upkeep of the playing and practice area for the sport they coach.

X. Purchasing Equipment and Supplies

- A. **Coaches will not purchase anything that is not approved by the Athletic Director.**
- B. Upon approval, the coach will use the Purchase Order Form in the front office when ordering. The bookkeeper will assist you with this form and it must be approved by the Athletic Director and the Principal. Once you have decided on the needs of your program, schedule a meeting with the Athletic Director to go over upcoming needs for your program.
- C. Upon receipt of purchased materials, the coach will check the condition of the materials, inventory items, and return the receiving notice/packaging slip to the bookkeeper for payment.

XI. Budget

- A. Coaches will adhere to the budget as set forth by the Athletic Director.
- B. Normal supplies and a "wish list" will be presented to the Athletic Director prior to the playing season. Coaches should ensure a reasonable amount of time is planned to complete the ordering process.
- C. Coaches may inquire about account balances with the Athletic Director.
- D. Fundraising for your particular sport must be approved in advance by the Athletic Director.

XII. Booster Club

- A. At no time shall a coach attempt to start a separate booster club.

- B. All fundraising must be approved in advance by the Athletic Director. Coaches are not to solicit funds from a business or parent without the approval of the Athletic Director.
- C. All coaches are encouraged to support and join the athletic booster club.

XIII. Transportation

- A. All coaches should have their CDLS prior to the start of school or as soon as possible.
- B. Coaches who do not or can not drive their respective team to its events should understand that the money used to pay a driver will come directly out of the funds budgeted for that sport.
- C. All coaches will submit a transportation request to the Athletic Department along with their schedule in a timely manner so busses can be scheduled and obtained. Make copies of the transportation request once you have filled it out. It is always a good idea to check on your bus the morning of your away game with the Athletic Director.
- D. Coaches who do not drive their own buses will be lucky to get a bus by 4:00pm. Most days drivers cannot get back to the school from their bus routes until 4:15 pm. Make sure that if you are going to be late you notify the other team of your dilemma.
- E. **If you have any problems with your bus you always need to contact the bus supervisor for your area.**
- F. All players will ride to away events and may ride home with their parent only with prior approval from the coach. A waiver form is available for this purpose.
- G. Coaches need to make sure that buses are clean and all equipment is accounted for following any trip/event. Any costs associated with the cleaning of a bus will be the responsibility of the coach.

XIV. Scheduling

- A. Coaches are expected to work on schedules for the sport he/she coaches. These should be discussed with and will need the approval of the Athletic Director.
- B. Coaches are encouraged to schedule events for the next season as soon as Region Schedules are complete. This should give ample time for working out scheduling conflicts. Costs, such as travel, associated with scheduling should be taken into consideration.
- C. All conflicts arising in scheduling will be worked out by the coach and the Athletic Department.
- D. Coaches of the same season are encouraged to work with each other to avoid conflicts.
- E. A rainy day schedule for spring sports will be issued by the Athletic Department. In- season sports always take priority.
- F. **All head varsity coaches are required to attend the rules meetings required by the South Carolina High School League. Failure to attend will result in a fine for the coach and the coach will be**

responsible for payment of the fine. The South Carolina League website should be checked regularly to ensure that all meetings and proper paper work are completed on time.

XV. Weight Room Use

- A. Coaches of all sports are encouraged to require some type of training program on a year-long basis.
- B. Use of the weight room must be approved by the Strength Coach.
- C. Coaches are expected to monitor their players while working in the weight room. Students at no time are to work out without a coach present. Coaches are never to send players to the weight room without prior approval of the Strength Coach.
- D. Coaches should schedule and monitor weight room activities with the Strength Coach.

XVI. Community Service Camps

- A. Coaches are encouraged to hold a camp designed to help young children. Although not mandatory these camps provide your program a chance to raise extra money for your particular sport.
- B. Camp dates and pricing of the camp must be approved by the Athletic Director.
- C. Compensation for coaches and students who work camps must be approved by the Athletic Director prior to the camp.

XVII. Communication

- A. Coaches are encouraged to communicate with parents and community leaders, however coaches who have continual problems with parents need to communicate this with the Athletic Director.
- B. Coaches need to be in constant communication with Athletic Department regarding cancellations or changes of dates, times, venues, etc. It is important that the Athletic Department be notified of any changes so that parents and staff members are not confused about misinformation.
- C. Coaches should follow established guidelines. A calling tree should be developed and followed to ensure all parties are informed when a change in schedule is necessary.
- D. Coaches need to make sure that parents and the Athletic Department are aware of practice times, game times, and schedules.
- E. Coaches should always feel free to talk about athletic concerns with the Athletic Director.
- F. **Volunteers to your program always need approval of the Athletic Director. Any non-school employee, paid or unpaid, must to fill out appropriate paperwork through the school district. The Athletic Director will facilitate this process. A SLED check must**

be included in this information before the person can work with our programs.

- G. If a parent calls to get directions to games or scrimmages, that call will directed to the coach. The coach is responsible for giving directions through the website or parental email.**

XVIII. Conclusion

There is no greater opportunity than having the ability to influence young people. Coaching is an honor and we appreciate the sacrifices and time that you put into your sport. The Goal is always to be the best in your particular sport, but please know that how our young people are taught is more important than the number of wins our programs achieve. This coaching handbook is provided to help you with questions concerning policies and procedures with athletics in KCSD.

Good luck and success with your program and always consult with your Activity/Athletic Director when you have a question or concern.