



Coaches Packet



Student Activities Mission Statement

The primary purpose of the Student Activities program is to meet those school-related interests and needs of students that are not provided for by the curricular program of the school.

Whereas winning is important, it should never be purchased at the cost of fair – play and good sportsmanship. We demand that every coach and sponsor make it their highest priority that their students constantly pursue the highest standards of ethical care and respectful demeanor.

STUDENT ACTIVITIES PROGRAM OBJECTIVES

In keeping with the District's educational goals, school activities encourage students to:

1. Live productive, healthy lives.
2. Promote cooperation, fair-play, and civility.
3. Develop positive attitudes toward vocational and recreational activities.
4. Increase their leadership skills.
5. Improve self-concept, appreciation of others, and the skills of group work.
6. Improve their attitudes toward school.
7. Be part of an organization dedicated to positive peer pressure.

All high school activities are conducted in accordance with ASAA By-laws, Rules, and Policies. Additional standards may be established by the Matanuska Susitna Borough School District (MSBSD).

Coach

A coach asserts the greatest influence on individual athletes and the health of an athletic program. Therefore, it is of paramount importance that the coach is well versed in the activity and demonstrates the highest form of behavior, leadership, and sportsmanship before the team, student body, faculty, and community.

Mandated Reporting:

Any instances of hazing, harassment, Tobacco violations, vaping, alcohol use, fighting, drug use of assault must be reported to administration as soon as it is discovered. Do not try to investigate or handle the situation.

If a team member is transported by ambulance or has sustained a head/neck injury notification needs to be made immediately to administration.

➤ **Certification:**

- Complete ASAA Coaches Certification Class-Online
 1. 2 parts- Fundamental of Coaching, Alaska portion,
 2. first aid/CPR (need certification date)
 3. Concussion Awareness Training

4. Sudden Cardiac Arrest
5. District paperwork
6. Volunteers need to complete an interested person's report and have it on file with Activities director.

Certifications must be uploaded to Planeths coach's account.

➤ **Duties:**

1. Provide list of coaches and contact information
2. Provide information on how to dispense stipends to coaches
3. Provide information on desired practice times and areas used for daily practices.
4. Provide notice of injuries or suspected concussions.
 - Injuries: Any injury requiring medical treatment more than rest, ice and standard bandaging need to be reported to school nurse Carmen Pell carmen.pell@matsuk12.us and an injury report filed with her.
5. Notify AD or Roxanne Pettit if an athlete is removed from the team or quits the team so that rosters are accurate.
6. Manage, select, and coach team members
7. Supervision and responsibility of the general health and welfare of the student participation, conditioning, and care of injuries.
8. Maintain eligibility list in cooperation with Administration and adhering to all ASAA and school district eligibility rules.
9. Supervising all coaches, volunteers and coordinating schedules, practices, and equipment.
10. Responsibility for the team's behavior at all team functions and public appearances.
11. Traveling with team when transportation is provided. A minimum of one stipend coach (not volunteer is required on bus)
12. A minimum of one stipend coach (not volunteer) is required to stay in room with student athletes when housing at other schools.
13. A female/male chaperone is required for all sleep overs.
14. Notify AD immediately of any ejections involving players or coaches.
15. Provide a copy of team rules, handbooks, and expectations. This will be very important when I meet with disgruntled parents regarding a punishment that their student athlete receives.
16. Responsible for providing accurate information in a timely and convenient manner to parents and school administration.
17. Weekly travel itineraries should be handout out for all road trips that include emergency contact information for a coach/sponsor.
18. Provide an outline of any fundraising efforts so that the AD will be able to answer questions from parents and potential sponsors.
19. Supervising all athletes until all athletes have left the facility.
20. Use security code when first or last in during non-school hours.
Custodians on from 6am Monday to 7am Saturday 24 hours/day
21. Lock up and clean up event area.

22. Work with custodians to ensure that areas are properly cleaned and accessible to cleaning staff.
23. Equipment inventoried and put away within 2 weeks of the end of the season.
24. Lettering information provided to AD
25. Scheduling requests for next season need to be submitted in writing to AD prior to scheduling meetings in January.
26. Keys-turned in immediate following season

➤ **Other:**

1. ASAA Passes will be provided for all head coaches.
 - a. Submit list of assistant coaches your program wants to buy a ASAA pass for.
2. Parking in new rear lot is for coaches and officials only during non-game times. No student parking. Parking during game days after 2:30 is reserved for handicap parking.

➤ **Registration for athletes**

- Registration is now all through Planeths. P
 1. Participation form
 2. Physical with current date not ending in current season
 - Can be uploaded by parent or brought to office.
 3. Insurance
 4. TAD Form
 5. Concussion acknowledgement form
 6. Money (\$250/\$125) can be paid online through schoolpay.
 7. Matsu participation consent form

➤ **Eligibility**

- Ineligible athletes may practice but not play, travel, sit on bench, or help in any way during competition.
- Master Eligibility sheet
 1. Names on sheet may participate-no name no play
- Manager, etc. must meet same eligibility
- Attendance-Athletes must be in school the day prior to an event (weekend), the day of and event (weekday).
 1. Prior Administrative approval will be required for any absences on game day. Prior meaning contacting school administration prior to the absence, not just coach
 2. Remind students of these rules and tell them to review their student handbook. Any questions can be directed to AD.

➤ **Budgets**

- All gates and Entry fees collected go into Athletic coed account, once all bills associated with each individual sport are paid if there is a remaining balance it will be split 50/50 between athletic coed and your sport account.
- Coaches are responsible for school account. School account can no longer fall below \$0.00
- Unable to transfer money from other accounts
- Boosters will be asked to write a check at the end of the year if account falls below \$0.00.
- Be sure to think about overhead
- \$250.00 Sports fee distribution
 1. \$125.00 to team
 2. \$85.00 to sports general
 3. \$30.00 to transportation account
 4. \$10.00 to athletic General (weight room/equipment upgrade)

➤ **Travel**

- \$30.00 to travel account for cost overrun
- District to cover all state championship transportation above budgeted amounts
- Have medical kits with you
 1. Pick up medical supplies from me.
- Have parental release forms with you at all times (on phone with arbiterathlete)
- Supervise students at all times.
 1. Last to leave the building after game/practice
- **Staying at schools**
 1. **Ensure rooms are clean and desks/chairs placed back where they were**
 2. **Coaches need to be the last one out of the rooms to ensure that they are clean!**
- Written note required for students not traveling back with team.
 1. No note, must ride back with team. Prior approval must be attained if athlete is riding home with someone other than his or her parent or legal guardian.
- Must travel on bus to event
- Must have itinerary for all long haul travel
 1. Must be sent to AD one week prior to trip
 2. Include numbers and places where staying including any stops for dinner, etc.
- Travel request form to 7 Days prior to trip, longer for out of state or out of country travel.

➤ **Facilities:**

- Turf rules/maintenance
 1. No food, Gatorade, sunflower seeds, pets bicycles, skateboards, scooters. Only wheeled vehicles allowed on track or turf are golf cart and gator which have special tires.
 2. No metal cleats
 3. Avoid practicing in same area each day

4. You are responsible for cleaning up any trash, athletic tape, and debris after each use.
5. Please notify AD of issues with trash cans, toilets, and turf misuse immediately.
6. Turf maintenance will be performed by Kay Omer, AD, or other individuals with turf maintenance training.
7. Avoid parking anything with gas on track or turf to avoid leaking gas that will damage the surface.
8. Avoid placing any hot objects or appliances such as a generator with a hot exhaust on track or turf to avoid melting surface.
9. Any snow removal done by district office. **DO NOT ATTEMPT TO MOVE SNOW YOURSELF.**
10. Please use track crossings to access the turf.

➤ **Administrative Supervision**

- Coaches will assume administrative roles while traveling except for region or state events that an administrator is required to attend.

➤ **Games**

- Must submit roster of early release to Vanessa Becker vanessa.becker@matsuk12.us three days prior to event. Please also submit to Lisa Bowman lisa.bowman@matsuk12.us.
- Set-up
 1. You are responsible for game/event setup including chairs, nets, baskets, field set-up, hurdles...
 2. You will need to designate a meet director for your events that will work with AD. I will not be able to act as a meet director for your event.
 3. Meet director will work with AD to develop meet packet to send to coaches.
- Admission Gates:
 1. Try to collect gate for all games, please notify me of how many cash boxes (1 per admission gate) that you will require a minimum of three days prior to your event.
- Concessions
 1. Clean after use
 2. Many organizations using it
- Lock up fields
 1. Last out must lock all gates
- Lock up building
 - 1. DO NOT PROP OPEN DOORS**
- Use security code when first or last in during non school hours. Custodians on from 6am Monday to 7am Saturday 24 hours/day

➤ **Music for home games, etc**

- Coaches provide music. **None from athletes**
- Clock/book/officials

➤ **Booster Clubs**

- **Need contact information for officers**
- **Need current copy of bylaws and constitution**

- **Need proof of gaming permit, 501 (c) 3, info**