

Mountain Iron Buhl School District
ISD #712

Mountain Iron Buhl High School Coaches Handbook

Home of the Rangers

Serving the Communities of Kinney, Buhl and Mt.Iron

www.mib.k12.mn.us

MIB COACHES HANDBOOK

SUCCESS FOR EACH, RESPECT FOR ALL

PHILOSOPHY

The Activities programs at MIB are student centered and an integral part of a student's total educational program. The program will provide a positive learning experience for each student who participates. Joining with the family and community, students will benefit from the development of good self-discipline and decision making, good citizenship, importance of fair play, and the promotion of individual wellness. Each of these characteristics helps in the development of individual and team attitudes which are necessary for a successful season and life.

GOALS AND OBJECTIVES

The goals of our overall activities program shall be to develop a balance of mental, physical, and interpersonal skills. These activities shall be contributing factors to the emotional stability and serve as motivational stimulants for each and every participant. Student activities shall also serve as a means of teaching lifetime fitness, cooperation, tolerance, teamwork and the acceptance of winning and losing as a part of daily living.

Our goals shall include a determined effort to provide effective leadership for each activity, to teach the fundamentals and skills necessary to perform to the best of one's ability, to offer opportunities to all competitors to show their talents and abilities, and to strive for excellence while upholding the dignity of each individual involved.

SPORTS-LIKE BEHAVIOR

Sportsmanship is strived for in all events. Good sport-like behavior is a responsibility of players, coaches, faculty, students, adults, spectators, officials and the media. Promotion of good sports-like behavior at all events should include a demonstration of respect for opponents and officials. All involved should maintain self-control throughout the contest. Rules of the event should be understood and skill and performances should be recognized regardless of team affiliation. Good sports-like behavior is the cornerstone of a quality activity program.

ACTIVITIES DIRECTOR

The Athletic Director shall be the first line administrator of the athletics programs at MIB, responsible to the PK-12 Principal of MIB Schools. The responsibilities of the Athletic Director will be as follows:

A. Administration

1. Coordinate and correlate all school sponsored sports, activities, and MSHSL programs at MIB Schools.
2. Conduct head coach staff evaluations.
3. Work with Community Education scheduling activities.
4. Work closely with the PK-12 Principal with regard to coach performance and hiring of coaches.
5. Responsible for communicating athletic needs, site improvements or developments, and general maintenance with building and grounds supervisor, principal, and superintendent.
6. Provide guidance for MSHSL web site.
7. Collecting all MSHSL forms and Physicals.
8. Must make sure that all sporting events have properly running electronic equipment for all athletic events at least one full hour prior to game time.

B. Supervision and Evaluation

1. Responsible for the supervision of all student athletic personnel and activities on a day-to-day basis.
2. Arrange for reasonable supervision at all Varsity level Athletic events. Head coaches will supervise J.H and lower levels.
3. Work with coaches concerning personnel, facilities, budget, equipment, etc.
4. Work closely with the PK-12 Principal in the area of personnel- the hiring, placement, evaluation and dismissal.

5. Preseason discussions of goals and post-season meetings with a written evaluation of all head coaches.
 6. Make sure Coaches are supervising school locker rooms during athletic seasons.
- C. Financial
1. Maintain the budget for the MIB Athletic programs and determine that coaches, supervisors, volunteers, etc. live within the parameters of their budget as approved by the school board.
 2. Assist coaches in arranging for transportation, rooms, and meals of any activity per school board policy and guidelines when necessary.

ADMINISTRATOR RESPONSIBILITIES

The PK-12 Principal of MIB Schools will have the primary responsibility for overseeing all school sponsored activities programs. Specific duties will include the following:

1. Supervise/evaluate the Activities Director.
2. Supervise the hiring, placement, evaluation, and dismissal of athletic personnel.
3. Supervise the Activities Director in the handling of MSHSL rules of behavior and conduct for district activities.
4. Supervise the Activities Director in the handling of the academic eligibility of student participants.

GUIDELINES

Participation by students on athletic and activity teams presenting the secondary school will normally be limited to those students representing the school (i.e. junior high or high school) which they attend for regular classes. Such teams constitute an integral part of the total educational program and are primarily designed to serve the needs of the students. However, on rare occasions, a junior high school participant may be so physically and emotionally mature, as well as athletically gifted, that consideration should be given to allowing that student to leave his/her middle school team and compete at the senior high level. Such a decision requires a thoughtful and critical look at the needs of the student and concern for his/her physical, mental and emotional well-being and what will be in the best interest of the student's total development. Also, the effect on the middle school and senior high school programs must be considered. However, the total welfare of the student must be the focus of all recommendations and decisions.

1. Grades 9 -12 shall be considered as the senior high programs. This includes Varsity and JV teams.
2. Grades 7-8 shall be considered as the junior high school programs for almost all sports. These levels include 7th and 8th. 5th and 6th graders will be allowed to play junior high when lack of participation numbers allow for this occurrence.
3. The C team is a flex level composed mainly of 9th graders. The C team allows our program to maintain appropriate participation numbers and levels on a sport by sport basis.
4. Signed parent permission forms and sports physicals are required for all levels.

Students must be in class that day (unless it is an excused absence) in order to be eligible to practice or participate in any activity after school.

Students with assigned OSS are ineligible for all activities before or after school that day.

MIB Schools Scholastic Eligibility Policy

Any student who receives a failing grade for the quarter will be ineligible to participate in extracurricular play for one week following the issuance of report cards. The student continues to be ineligible for the entire quarter unless he / she provides the coach with a completed eligibility slip at the end of each week of the quarter.

Eligibility Grades will be Quarter 1, Semester 1, Quarter 3, Semester 2. The semester grades will be used because students receive credit each semester. If a student attends summer school to make up a Semester 2 failure, they will be eligible in the fall. If they fail more classes than can be made up in the summer, they would be ineligible in the fall.

By failing any class, the students will be responsible for collecting grades for all classes to maintain eligibility.

The goal is to keep students on track and allow for a partnership between parents, students, teachers, and coaches to work toward graduation for all students.

Student Responsibility:

Pass all classes and stay on track for graduation.

If a student fails a class, they will have the slip signed each Monday by his / her teachers indicating that the student has done passing work.

Teacher Responsibility:

The teacher will have the students' current grades available each Monday morning.

Coaches Responsibility:

The coach will collect the completed forms each Monday and those students that have not completed the requirements will not be allowed to participate in contests or travel with the team that week.

Athletic Director Responsibility:

The AD will file the forms for record.

Coaches can work with the counselor and principal if there are specific questions about grades or academic achievement.

GENDER EQUITY (Title IX)

The school district provides a process for responding to a complaint filed by a student and parent/guardian alleging sex discrimination under the Title IX regulations. If a student and/or parent/guardian wishes to file a grievance, this district complaint form can be found in the K-12 Office or in the District Office and should be submitted to the Activities Director, PK-12 Principal, or Superintendent.

MINNESOTA STATE HIGH SCHOOL LEAGUE VIOLATIONS

Found on the MSHSL Handbook (website below)

<http://www.mshsl.org/mshsl/Publications/code/handbook/HandbookTOC.htm?ne=8>

First Offense

A student who loses eligibility due to alcohol, tobacco or drug use as defined by the MSHSL forfeits eligibility for a period of two contests or two weeks of the events in a regularly scheduled season; whichever is greater. Current athletic season length and numbers of contest vary, but any penalties will be assessed consistent with the stated rule.

Second Offense

A student who loses eligibility for a second infraction forfeits eligibility for 6 contests or 3 weeks, whichever is greater.

Third Offense

A third violation requires that a chemical evaluation be conducted and the loss of eligibility for twelve contests or 4 weeks, whichever is greater.

Students who lose eligibility may attend practice sessions of the activity and are directly responsible to the coach. Under **NO circumstances will an ineligible student be released during the school day to attend events or ride the bus to contests.*

**A student must successfully complete the entire season of the activity in which he/she is serving a MSHSL violation in order to get credit for the imposed penalty. If a student does not make the team or quits, the consequences remain until the next season of participation.*

ACTIVITY FEE SCHEDULE

7&8 School Athletics	\$50.00		
High School Athletics	\$75.00	Maximum Annual Family	\$200.00

1. Any student who is unable to pay for their participation fee needs to talk to the Activities Director for a scholarship. No student will be denied participation due to financial needs.
2. Participation fees must be paid prior to participation in all activities.
3. If a student qualifies for free/reduced lunch the fee will be waived.

GENERAL COACHES GUIDELINES

1. Coaches shall be responsible for advising their players of eligibility requirements. Specifically, the MSHSL Athletic Eligibility Information Bulletin must be read and presented in advance of participation.
2. Players must attend a minimum of two weeks of practice before becoming eligible for games and must also comply with rules as set forth by the MSHSL.
3. Off-site practice/games: Coaches shall instruct their athletes about proper etiquette and hazards of running on the streets when going to practice or game sites. The coach will work to minimize any student running alone.
4. Injuries: In the event of personal injury to a participant they are to be immediately attended to. If there is any doubt about the seriousness of the injury or if the injury is serious, there shall be continuous adult supervision of the injured until either a parent or a medical expert is able to assume responsibility. If any of your athletes suffer a head injury, coaches must notify the parents or guardian, Activities Director, PK-12 Principal, and School Nurse.

5. Accident reports: Accident reports shall be completed and submitted to the school nurse when any accidents or injuries involve more than the usual first aid treatment or when a case of liability may be involved. Accident forms are available in the Athletic Director's office. An accident report needs to be completed within 24 hours of the incident.
6. Inventory: At the end of the season, the coach shall be responsible for a detailed inventory report to be given to the Activities Director. This shall also include seeing that the equipment is properly cleaned and stored in the designated school storage area. Equipment needed for the next season should be identified at the time of this inventory.
7. Lockers: Coaches shall be responsible for assigning lockers to participants. This matter should be in coordination with the respective physical education teachers. For increased security, students are required to add a lock to their locker. If there are issues with the locker room facilities, please contact the Activities Director and PK-12 Principal immediately.
8. Coaches are responsible for locker room supervision at the start and end of every practice and game. Coaches are responsible for locking the locker room after every athlete has left for the day.
9. Meals: Coaches will arrange meal allowance when at the state competition level.
10. Scrimmages: Coaches are requested to use judgment in the number of scrimmages, the distance traveled to scrimmages and the sequence of scrimmages relating to practices and/or games for the sake of the participants and also in consideration of the budget. The scrimmage schedule must be cleared with the Activities Director and must comply with the MSHSL Rules.
11. Team Selection: MIB Schools desire to see as many students as possible participate in the athletic program; we encourage coaches to keep as many students as they can without affecting the integrity of their activity. Time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport. Strive to maximize the opportunities for our students. No junior high school participants (grades 7-8) will be removed if a team is offered at their grade level.
12. Philosophy Statement:
 - a. In activities where 7/8 grade teams exist, it is recommended to provide approximately equal playing time for all participants during the first half of games. Coaches will use their discretion in playing time during the second half of those games.
 - b. In 9-12 grades athletic playing time is at the full discretion of coaching staffs for the entirety of competitions.
13. Transportation: Transportation request should be turned into the Activities Director at the beginning of the season. All vehicle expenses will be charged back to the respective budgets of coaches using such vehicles.
 - a. Coaches shall accompany their team and/or players on all bus trips. They shall be responsible for the conduct of their students at all times during practice, games, travel to and from scheduled events and until such time that they have vacated the locker room after completion of their activity or been picked up upon return back to school.
 - b. All students are expected to ride to and from contests on transportation provided by the district. If special situations arise, students may ride **only with their own parents/guardians if written permission is given in advance.**

- c. All coaches who will drive a school van/short bus will need Type III Driver's Training by the District's Transportation Director annually.

UNDUE INFLUENCE

A system of fines shall be imposed on a school whose personnel exert undue influence on students to participate with non-school teams or to attend camps or clinics as a condition precedent to membership on that coach's team. Disciplinary action could result and the coach will personally be assessed the \$500/\$1000 fine, taken out of their coaching compensation.

WEDNESDAY NIGHT ACTIVITIES

In an effort to accommodate religious education activities, teams will not practice past 5:45 p.m. on Wednesday nights.

VOLUNTEER COACHES

Volunteers may assist coaches at the discretion of the coach and with approval of the activities director and the school board. All volunteers must present themselves in an appropriate manner and are subject to all MSHSL policies. All volunteers must be approved by the MIB School Board and pass a background check.

EQUIPMENT REQUEST

Equipment requests from sport Booster Clubs need to be pre-approved by the Booster Club board by filling out a request form. Once approved, a MIB purchase order form needs to be filled out and faxed to the company with the billing address of the Booster Club. State on the P.O. that the club will reimburse.

HEAD ATHLETIC COACHES DUTIES AND RESPONSIBILITIES

Qualifications:

1. Coaching certification or coaching minor.
2. Employment as a teacher in the District has priority for coaching positions.
3. Has the ability to organize and supervise a total sports program.
4. Has previous coaching experience in assigned sport.
5. The head coach must have substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to the sport.
6. Attend meetings on the local and state level of his/her sport.
7. Sign and abide by the Coaches Code of Ethics.
8. Complete and update Coach's dashboard on MSHSL website

Reports to:

The Activities Director will provide overall objectives and final evaluation in conjunction with the PK-12 Principal.

Supervises:

In several instances the head coach must advise, coordinate and support a staff of high school assistant coaches and junior high school coaches in conjunction with the Activities Director and PK-12 Principal. The head coach will supervise all home junior high games not held on Varsity nights in his or her sport. The head coach must collect all school keys at the end of the season from all coaches not returning for the next sport season, all junior high assistants and all volunteer coaches and return to the Athletic Director

or building principal. Keys must NEVER be given out to students or non-coaching staff. Keys given to student athletes and other non-staff personnel could be subject to disciplinary actions.

Job Goal:

To instruct participants in fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, and self-discipline and self-confidence.

General:

1. The success of athletic programs has a strong influence on the community's image of the entire system. Public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not override the objectives of good sportsmanship and good mental health.
2. The position includes other unusual aspects such as extended time, risk of injury factor and due process predicaments.
3. It is the express intent of these duties and responsibilities to give sufficient guidance to the students of MIB. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

Duties and Responsibilities:

1. Has a thorough knowledge of all the policies approved by the MIB Board of Education and is responsible for its implementation by the entire staff of the sports program.
2. Has knowledge of existing system, state and league regulations; implements the same consistently and interprets them for staff.
3. Generates an attitude of good sportsmanship and fair play.
4. Understands the proper administrative line of command and refers all requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.
5. All coaches and volunteers are expected to complete their MSHSL dashboard training online before working with any students.

Supervision (Groups and Facilities)

One of the prime responsibilities of a coach is the supervision of his/her team. During the first week of practice each team must complete the Emergency Action Plan template and practice the emergency protocol. (See EAP Appendix A) In addition, the coach must be aware of his/her responsibilities for building and facility security.

1. No participant is allowed to use school facilities without a coach present to supervise.
2. If you open a door to a gym, equipment room, and/or locker room, you are responsible for securing the door when your practice/event is completed.
3. Before leaving the premises, make the following final check:
 - a. All showers are shut off.
 - b. All lights in gymnasium, locker room, and coach's office are shut off.
 - c. All doors in the gym and locker room are locked and secured.

- d. Be sure the exterior doors are locked and secured.
4. Do not, under any circumstances, leave while there are students still in the building.

Staff Responsibilities:

1. Establishes the fundamental philosophy, skills and techniques to be taught by staff. Design conferences, clinics and staff meetings to insure staff awareness of the overall program.
2. Trains and informs staff, encourages professional growth by encouraging clinic attendance.
3. Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness and evaluates all assistant coaches as requested by Activities Director.
4. Maintains discipline, adjusts grievances and works to increase morale and cooperation.
5. Performs other duties which may be assigned by the Activities Director.

Administrative Duties:

1. Assists the Activities Director in scheduling needs, requirements for tournaments and special sports events.
2. Assists in the necessary preparation to hold scheduled sports events or practices and adheres to scheduled facility times.
3. Verifies that all participants have all forms and obligations cleared through the Athletic Office before the participant is allowed to practice.
4. Participates in the budgeting function with the Activities Director by establishing requirements for the next season. Recommends equipment guidelines as to type, style, color or technical specification. Is responsible for operating within budget appropriations.
5. Is certain all equipment is properly marked before issuing or storing.
6. At the end of the season, checks in, inventories and stores uniforms and equipment.
7. Provides proper safeguards for maintenance and protection of assigned equipment and facilities.
8. Advises the Activities Director and recommends policy, method or procedural changes.
9. Prepares and submits year-end reports including information as to participants, recommendation for all levels of participation.

Student Responsibilities:

1. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
2. Understands and supports the District's chemical awareness policy and assists in its implementation.
3. Students need to be aware of their grades, conduct, and school attendance.
4. Provides assistance, guidance and safeguards for each participant by his/her presence at all practices, games and while traveling.
5. Initiates programs and policies concerning injuries, medical attention and emergencies.
6. Completes paperwork on all disabling athletic injuries on proper forms and submits to the school nurse within 24 hours.
7. Directs assistants, captains, student managers and statisticians.
8. Determines discipline, delineated procedures concerning due process when the enforcement of discipline is necessary and contacts parents when a student is dropped or becomes ineligible.

9. Develops a positive relationship between coach and athlete through open communication.
10. Counsels and advises athletes in their college or advanced educational selection.
11. Permits the athletes to only be in authorized areas of the building under special circumstances.
12. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility and report irregularities to the Activities Director or PK-12 Principal.
13. Secures all doors, lights, windows and locks before leaving building.
14. Instills in each player a respect for equipment and school property, its care and proper use.
15. Insures that the participant is not left unsupervised in practice areas or in the locker rooms.
16. Conducts some form an awards presentation for his/her participants.
17. Adheres to district transportation policies and time lines as delineated in this handbook.

Public Relations:

1. Avoids criticizing, admonishing, or arguing with an assistant coach or any staff members within ears or eyes of player or parent.
2. Organizes parents, coaches, players and guests for preseason meetings.
3. Promotes the sport within the school through recruiting athletes that are not in another sport program and promotes the sport outside the school through news media, community recreation programs, or in any other feasible manner.
4. Is responsible for maintaining good public relations with the news media, support groups, parents, officials, volunteers and fans.
5. Presents information to news media concerning schedules, tournaments and results.

ASSISTANT ATHLETIC COACH DUTIES AND RESPONSIBILITIES

Qualifications:

1. Employment as a MIB Schools staff member is desirable.
2. Previous coaching experience in assigned sport is desirable.
3. Has knowledge and background in the assigned sport.

Reports to:

The head coach in conjunction with the Activities Director and PK-12 Principal.

Supervises:

Athletes and team assigned to him/her and assumes supervising control over all participants in the program when such control is needed.

Keys:

Keys must NEVER be given out to students or non-coaching staff. Keys given to student athletes and other non-staff personnel could be subject to disciplinary actions.

Job Goal:

To carry out the objectives of the sport program as outlined by the head coach. To instruct participants in fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success.

Duties and Responsibilities:

1. Has a thorough knowledge of policies of the MIB Schools Athletic Department and is responsible for its implementation.
2. Has knowledge of the existing system, state and league regulations; implements same consistently.
3. Understands the proper administrative line of command and refers all student and parent requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.
4. Generates an attitude of good sportsmanship and fair play.
5. Maintains discipline and works to increase morale and cooperation within the school sports program.

Administrative Duties:

1. Carries out responsibilities as designated by the head coach.

Student Responsibilities:

1. Provides assistance and guidance to, and safeguards for, each athlete (by his/her presence at all practices, games and while traveling)
2. Maintains the discipline framework and philosophy outlined by the head coach.
3. Permits the participants to only be in authorized areas of the building at the appropriate times.
4. Examines locker rooms before and after games, checking on general cleanliness of the facility. Is responsible for cleanliness and maintenance of the specific sport equipment.
5. Secures all doors, windows and locks and checks lights before leaving the building.
6. Instills in each player a respect for equipment and school property, its care and proper use.

Equipment and Facilities:

1. Is accountable to the head coach for all equipment and assists the head coach with inventory, issuing and storing of equipment.
2. Recommends to the head coach budgetary items for the next year in his/her area of the program.

Program Responsibilities:

1. Assists the head coach in carrying out his/her responsibilities.
2. Instructs team members as to changes in the rules and teaches fundamentals of the sport as outlined by the head coach.
3. Maintains a record of team statistics.
4. Works within the basic framework and philosophy of the head coach of that sport.
5. Attends all staff meetings and carries out scouting assignments as outlined by the head coach.
6. Arrives early enough before practices, contests and meetings to adequately prepare and remains long enough to help players with problems or to become involved in staff discussions.
7. Helps in planning and implementation of both in-season and out-of-season conditioning and weight programs.
8. Avoids criticizing, admonishing, or arguing with head coach or any staff member within ears or eyes of player or parents.
9. Performs such other duties that are consistent with the nature of the position and may be requested by the head coach.

CLASSROOM/TEACHING RESPONSIBILITIES

1. When you are required to leave your classroom duties to go on a trip with the team you supervise, and your leave from the classroom requires a substitute teacher, it is your responsibility to notify the PK-12 Principal by filling out a leave request at least two days in advance.
2. Coaches shall work out conflicts in schedules relating to faculty meetings.

SALARY SCHEDULE FOR COACHES

Coaches will be issued a contract based on the extra curricular pay schedule of the master agreement.

STAFF MEETINGS

1. There are two times a year (just before the start of your school sports seasons and at the end)
2. Coaches can meet with the Activities Director any time during the year that is needed.

VOLUNTEER COACHES

1. Volunteer coaches may be used but must be approved by the MIB School board and have an up to date background check on file.
2. Volunteers are not permitted to coach athletes unless under the supervision of a licensed coach. They are not permitted to take players to contests on their own. During the summer or off-season a volunteer coach can't coach any athlete who is on the eligibility list in the sport in which they are volunteering unless they sign a summer waiver and turn it into the Activities Director. The supervising coach is to ensure that a volunteer coach adheres to all policies and rules of the school, district and MSHSL.

APPENDIX

HEAD COACH SELF-EVALUATION FORM

Coach: _____ Sport: _____ Date: _____

Assess the team's performance this season.

Assess your performance as a head coach this season.

*Strengths:

*Areas for further improvement:

What are your goals for the team next season?

What are your personal goals as a head coach next season?

What suggestions or recommendations do you have for the Athletic Department that could help you achieve your team and personal goals?

Coach's Signature

Date

COACH EVALUATION FORM

_____ Coach	_____ Sport	_____ Date
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The coach's evaluation will be based on how well he or she scores on each of the responsibilities listed below. Scoring on each item will reflect:

- * 4 – Exceptional
- * 3 – Effective
- * 2 – Growth/Improvement Needed
- * 1 - Ineffective
- * NA – Not Applicable or No Opportunity to Observe

Professional Duties and Responsibilities:

____ abides by all relevant MIB Board policies, administrative guidelines, and enforces all rules of the MSHSL related to his/her sport

____ reviews the coaches' handbook and code of conduct with assistants

____ **develops integrity within the coaching staff, evaluates performance, and works to make them better coaches**

____ plans all practice sessions with specific training objectives

____ assists in planning special events such as parent's night banquets, etc.

____ maintains an accurate roster and submits copies to the Activities Director when and as requested

____ submits the master eligibility list to the Activities Director by the end of the first week of practice

____ completes the online MSHSL rules interpretation, and CER requirements by the deadline established by the MSHSL

____ completes an emergency action plan and returns a copy to the Athletic Department

____ submits transportation requests by the end of the first week of practice

____ verifies that no student is issued equipment or allowed to practice until his/her MSHSL forms and fee have been collected

____ assigns at least one coach to be with the squad at all times, including locker room supervision until all squad members have left the building

____ makes sure all transfer students in grades 9 -12 report to the Activities Director

____ submits a detailed supply request, post season report, and complete inventory to the Activities Director within two weeks of the team's last contest

____ enforces rules and regulations concerning conditioning of players, their health and safety, and conduct pursuant to the Conduct Code

____ in all cases, the coach confirms that an injured player is receiving competent medical care

____ develops respect by example in appearance, manners, behavior, language and conduct during a contest

____ maintains effective individual team discipline and control

____ develops a well-organized daily practice schedule

____ **develops and cultivates positive relationships with student-athletes**

____ establishes the fundamental philosophy, skills, and knowledge to be taught by the staff

____ is fair, understanding, tolerant, empathetic, and patient with team members

____ willingness in trying and assessing new coaching techniques and ideas

____ provides leadership and demonstrates attitudes that produce positive efforts by participants

____ models behaviors which reflect the values of good sportsmanship, fair competition and ethical behavior

____ provides opportunities for all members of the team to participate, consistent with their ability

____ **develops rapport with the athletic coaching staff, other teachers, and administrators**

____ communicates with parents, players, and administration in a timely and effective manner

____ develops and retains appropriate numbers of players and provides a necessary framework for success

____ understands the responsibility of establishing, supporting, and evaluating an effective youth program for elementary students

____ works with the youth and junior high coaches to develop and maintain a coordinated program

____ promotes all sports in the athletic program and encourages multi-sport athletes

____ attends all the sport meeting and communicates expectations of athletes

ACTIVITIES DIRECTOR'S RECOMMENDATION

Exceptional - Very Talented in this Area / Renew Contract

Effective – Renew Contract

Growth Needed – Renew Contract with improvement suggested

Growth Needed – Not Recommended for renewal of contract

Ineffective – Not recommended for renewal of contract

The coach's signature indicates only that all phases of the appraisal have been conducted with the full knowledge of the coach.

Coach's Signature

Date

Activities Director's Signature

Principal's Signature

Date

EMERGENCY ACTION PLAN – ATHLETICS

Return this form w/ Worksheet from MSHSL Site to the Activities Director

Coach _____ Level _____ Sport _____ Season _____

1st call – EMS (911) 2nd call – Luke Winans 218 969-2209 3rd call –

Nearest Phone _____ Nearest AED _____

Lead Responder and CPR/AED Team

If someone collapses, is not breathing normally, and is unresponsive, initiate response protocol.

1. Instruct Emergency Call Team to call 911 and staff numbers listed
2. Instruct AED Retrieval team to get the AED from the nearest location
3. Position the person on his/her back
4. Initiate CPR, once AED arrives follow voice prompts
5. Continue CPR until EMS arrives

Emergency Call Team

Student 1 – Call 911: Provide the dispatcher with a quick description of the medical emergency

Student 2 – Go to the EMS access point to meet the ambulance

Student 3 – Call emergency contacts 2 and 3 listed above

AED Retrieval Team

Student 1 – Retrieve the AED and give it to the Coach/Lead Responder

STUDENT RESPONSE TEAMS

CPR/AED Team: Administer CPR, get AED

Lead Responder: Coach

Responder: Student 1:

Student 2:

Student 3:

911 Team: Call 911, meet EMS

911 Caller Student 1 Student 2

Staff caller Student 1 Student 2

Meet EMS Student 1 Student 2

AED Retrieval Team: Retrieve AED

Get AED Student 1 Student 2

MIB RANGERS Athletics/Activities

~ MIB Coaching Agreement ~

Expectations

- ☐ I will establish positive relationships with Coaches, Players, and Parents
- ☐ I will attend all practices, games, and Coaching Meetings.
- ☐ I will represent myself, my family, my team, and my community with the utmost sportsmanship; respecting Coaches, Players, Parents, Opposing Players, Officials, etc.
- ☐ I will place the emotional and physical well-being of all Players ahead of my personal desires to win.
- ☐ I will do my best to insist on safe playing situations for players
- ☐ I will prepare daily practice agendas with fun and challenging activities for all Players.
- ☐ I understand that verbal and physical abuse is not to be tolerated against anyone.
- ☐ I will help with fundraising events when requested.
- ☐ I will show respect to the practice and playing grounds.
- ☐ I will promote ALL MIB Athletics and Activities.

I WILL LEAD BY EXAMPLE!!

As a Coach, I acknowledge the above are required to participate in MIB Athletics/Activities. I have read, understand and will abide by the expectations of the MIB Coaches Handbook as approved by the MIB School Board.

Coach's Name (Print)

Coach's Signature

Date