



Lincolnview Athletic Department

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Greg Leeth, Athletic Director

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Coaching Duties and Information

Pre-season:

Provide an alphabetized list of your athletes, grade, and their date of birth to the Athletic Office prior to the first day of practice. This will enable me to determine if your athletes have a physical on file and the Ohio Department of Health Concussion Information sheet signed and on file. If you do not provide me a list before the first practice, it is your responsibility to make certain all athletes have a current physical on file before permitting them to practice or scrimmage. According to OHSAA bylaws, athletes are not permitted to practice or scrimmage without a physical on file!

If players are cut, quit, or added to this list before your first contest, revise the list to indicate who will participate during the season. The list should be provided to me at least one week in advance of your first contest so that Kay Mohr can prepare the eligibility list for the OHSAA.

Hold a pre-season meeting with parents on the same night of the required OHSAA meeting for each season. Please consider addressing practice and game schedules, team rules, equipment needs and costs, player and parent expectations, procedures for establishing a parent/coach meeting, etc. Communication with parents regarding your expectations is essential to obviating potential problems.

After you receive notice of your bus drivers for your season, contact the drivers to confirm dates and departure times.

Provide a copy of your practice schedule, team rules, and any other important documents to the Athletic Office. Coaches are responsible for collaborating on practice schedules so that conflicts are avoided. Practice schedules will be posted outside the gym and on the school web site under the "calendars" tab.

In-season:

Supervise athletes during all practices, scrimmages, workouts such as weightlifting, bus rides, travel, after games etc. Do not leave the school until all athletes have been picked up by parents or have left the building. Be the first to the practice or event and the last to leave! If you have a situation with an

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athlete not being picked up in a timely manner, contact the parents to resolve the situation. If it continues, contact Mr. Mendenhall or me.

Secure the building when you are the last to use it for practices. Make certain doors are locked and lights are off when you leave.

When a reporter does not cover your event, report the score and include a summary of the highlights or brief article that evening (win or lose) to local media.

Post-season:

Collect uniforms and equipment; store them in the proper area. Uniforms are not to be collected by the high school office. I suggest collecting uniforms at a team meeting or the awards program. Return med kits to the training room.

Head coaches must evaluate their assistant and junior high coaches. An evaluation form will be provided for this purpose. Head coaches will meet with these coaches to discuss the evaluation and will file the evaluation with the Athletic Office.

Turn in the season record form and the awards sheet to the Athletic Office at least one week before your awards program. Each sport should award three special awards (i.e. MVP, best FT %, Coach's Award, etc.) and may provide additional special awards with my approval.

Head coaches will work with me to plan a suitable awards program.

Other:

All coaches must know OHSAA bylaws for their sports. Sport specific manuals are available at OHSAA.org. I encourage all coaches, to read the current manual before their season begins. If you have questions or need assistance interpreting rules, please see me. If I do not know the answer, I will contact the OHSAA official who can provide the answer.

When school is cancelled, all junior high practices are cancelled. High school coaches may be permitted to practice when school is cancelled with the Principal's permission.

All practices must end by 6:00 p.m. on Wednesday. On the nights of boys' varsity basketball games, all practicing athletes must be out of the building by 5:00 p.m.

Coaches should complete an injury report for an athlete injured at practice or a game or have the Athletic Trainer complete the report if present. Coaches may request athletes to provide documentation from a doctor to determine whether the athlete can compete following an injury. Do not allow athletes who have not been released by a doctor or the Athletic Trainer from an injury or concussion to practice or to play in a game.

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All teams will be provided a medical kit with supplies to treat minor injuries. Additionally, coaches should carry copies of each athlete's emergency medical form to consult if a serious injury occurs and a parent is not in attendance of the event.

Fundraisers for a sport must be approved on an annual basis. The fundraiser request form must be completed and turned in for approval.

All Athletic Booster requests must go through the Athletic Office. If approved, the request will be presented to the Athletic Boosters by the coach and me.