

## **BEECH GROVE ATHLETICS COACHES HANDBOOK**

### **PREFACE**

This athletic department handbook provides a source of information for coaching staff members, administrators, and other persons that may be interested in the interscholastic athletic program of Beech Grove Athletics.

It is impossible to list all the details necessary for the complete operation of an athletic program in an athletic handbook. Therefore, each coach should use his/her discretion in handling the many situations which arise in fulfilling his/her coaching assignment but which are not covered in this handbook. This handbook contains information that may be useful to the coaches in the performance of their duties.

*These guidelines will be reviewed annually and modified when necessary. However, as long as a policy or regulation is in effect, the members of the athletic department are expected to support and abide by them.*

### **STATEMENT OF PHILOSOPHY**

**Beech Grove City Schools** believes that a dynamic program of student athletics is vital to the educational development of its students. The Beech Grove Athletic program should provide a variety of experiences to enhance the development of positive student habits and attitudes that will prepare them for adult life in a democratic society. Athletics should function as an integral part of the total curriculum. It should offer opportunities to serve the institution, to assist in the development of positive relationships and goodwill, to promote self-realization, all-around growth, and good citizenship qualities.

The athletic program can only be as strong as its leadership. We must continually work to improve and expand our program. The quality of our program will be reflected in the number of students participating, the sportsmanship displayed by athletes and fans, and the won/loss record of the athletic team. Our continued improvement of the program is a tribute to the members of the coaching staff who contribute most to the operation, and to the citizens of this community who have endorsed and supported the program. Our program will continue to improve so long as we serve in the best interests of the students and the community.

While wins/losses and titles won are good indications of the success of an athletic program, the primary measure of success of the Beech Grove Athletic Program is:

1. The growth in the skills of all the athletes who choose to participate in our programs.
2. Teamwork and the support of fellow athletes.
3. Our athletes' display of sportsmanship.
4. The attitude they display, win or lose; in other words, if they are losing, do they give up or do they compete with all they have to the end of the competition.
5. The number of students participating in athletics.
6. How they feel about their participation.
7. The athletes' desire to continue to participate in the program from one year to the next.

Coaching leadership should be consistent with the general objectives of the school. The athletic administration will be oriented to general policies of the institution. At no time should the program place the total educational curriculum secondary in emphasis; program leaders should constantly strive for the development of well rounded individuals, capable of taking their place in modern society.

We believe that the opportunity for participation in a wide variety of athletics is a vital part of a student's educational experience. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to other students, to the community and to the athletes themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to achieve maximum benefit from his or her education.

Beech Grove athletics are considered a supplement to the school's academic program which strives to provide experiences that will help to develop students physically, mentally, socially, and emotionally.

The interscholastic athletic program shall be conducted in accordance with existing School Board policies, rules, and regulations. While the School Board takes great pride in winning, it does not condone "winning at any cost" and discourages any and all pressures which might tend to neglect good sportsmanship and good mental health. At all times, the athletic program must be conducted in such a way so as to justify it as an educational activity.

A comprehensive and balanced athletics program is an essential complement to the basic program of instruction. Every effort should be made to support the activities program with the best facilities, equipment, and the most qualified staff available. Insofar as possible, knowledge and skills gained in classes should be applied and further developed through participation in the athletic program. Coaches, directors, and sponsors should also teach the specific skills necessary for improvement in athletics and provide guidance in the development of self-realization, good sportsmanship, cooperation, leadership, ethical behavior, artistic sensitivity, and an appreciation for the importance of practice.

### **OBJECTIVES OF PARTICIPATION**

- **To provide a positive image** of school athletics at Beech Grove City Schools.
- **To always strive** for playing excellence that will produce winning teams within the bounds of good sportsmanship while enhancing the mental health of student athletes.
- **To ensure growth** and development that will increase the number of participants, give impetus to increased contest attendance, enhance a program of maintenance and improvement of athletic facilities.
- **To provide opportunities** that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for:
  - Physical, mental and emotional growth and development.
  - Acquisition and development of special skills in activities of each student's choice.
  - Development of commitments such as loyalty, cooperation, fair play and other desirable social traits.
  - Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
  - A focus of interests on activity programs for student body, faculty and community that
  - Achievement of initial goals as set by the school in general and the student as an individual.
  - Provisions for worthy use of leisure time in later life, either as a participant or spectator.
  - Participation by the most skilled that will enable these individuals expanded possibilities for future vocational pursuits.
- **To provide a superior program** of student activities that includes appropriate activities for every participant.
- **To provide an opportunity** for students to experience success in those activities he or she selects.
- **To provide sufficient** activities to respond to a wide variety of student interests and abilities.
- **To provide student activities** which offer the greatest benefits for the greatest number of students.
- **To create a desire** to succeed and excel.
- **To provide for the students'** worthy use of leisure time now and in the future.
- **To develop high ideals** of fairness in all human relationships.
- **To practice self-discipline** and emotional maturity in learning to make decisions under pressure.
- **To be socially competent** and operate within a set of rules, thus gaining a respect for the rights of others.
- **To develop an understanding** of the value of activities in a balanced educational process.

## **GENERAL INFORMATION FOR ALL COACHES**

### **ATHLETE'S HIGH SCHOOL ACADEMIC ELIGIBILITY**

Student-athletes must be enrolled at Beech Grove and pass 75% of their course load with no fewer than 6 credits earned a semester (IHSAA standard) and with no more than 2 F's each 9 week grading period in order to continue to participate as a team member. Semester-ending grades take precedence. Coaches and sponsors can check progress of students by talking with teachers, issuing periodic grade checks, and checking grade cards at the end of grading periods. It is the policy of the athletic department to work closely with the academic progress of each participant. Students-athletes with failing grades will attend practices or study at the coaches' discretion during periods of academic difficulty. The ineligibility will be in effect until the next 9 week report card. At that time, eligibility will be determined. It is ultimately the student-athlete's responsibility to maintain academic eligibility.

### **ATHLETE'S MIDDLE SCHOOL ACADEMIC ELIGIBILITY**

Each student receiving one or more Academic failing (F) grades on his/her report card (9-week) will become a probationary participant in a given activity. Said student will have 2 weeks to raise his/her failing grades. If the student fails to do so, he/she will continue probation until the grade is brought up. If the grade is not brought up to a passing mark at progress report time (4 1/2 weeks), the student may be dropped from the activity. All students are eligible for Fall Sports participation. Grades will be checked at the first progress report to determine eligibility and will follow the same academic guidelines. At the first progress report, any student not eligible will have a mandatory 10-day (2 weeks) probationary period. The Athletic Director will check failing grades at that time. The student-athlete is either reinstated for competition or they remain a probationary participant until the 9-week grades are posted. Other than the first 4 1/2 weeks grade check in the fall, progress reports will only be checked to reinstate a student-athlete or dismiss a probationary athlete. Progress reports serve as a warning to coaches that a student-athlete is in jeopardy of not being eligible at the 9-weeks or semester. "Progress reports can only help a student-athlete; they will not be used to place a student-athlete on probation."

#### **TERMS OF PROBATIONARY PARTICIPATION:**

- Each probationary student may practice with the team/activity during probationary status.
- Under no circumstances will a probationary participant be allowed to participate in an extra-curricular contest or performance sponsored by Beech Grove Middle School.
- A student-athlete will be ineligible for the three sport or four sport awards and 2-year medallions in that particular year if he/she did not complete the athletic season in which he/she has participated.
- Eligibility for athletes will be verified at the beginning of each nine weeks after the Athletic Director has examined all of the nine weeks report cards. The organization's sponsor will verify eligibility for other activities.

### **FUNDRAISING & CAMPS RUN BY COACHES**

Coaches are to complete the Central Office forms (fundraiser and/or facility rental) for any fundraiser, camp, clinic, or youth league. Any fundraiser should get approval from the athletic director and principal before submitting to the district office for School Board approval. Coaches may not accept any payments for these fundraisers, camps, or clinics until approval has been given by the School Board and/or administration. All monies collected must be deposited into the respective sports' school account at BGHS. Head coaches should coordinate dates and times with the athletic director.

### **IHSAA RULE INTERPRETATION MEETINGS**

Coaches are required to complete online rules interpretation meetings in your sport. The dates and times are available on the myihsaa.net website. Email reminders will be sent to each coach. \$100 fines to your athletic programs will be the end result if you do not complete these training sessions.

## **HAZING**

Soliciting, encouraging, aiding or engaging in hazing is prohibited.

“Hazing” means any intentional, reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office or maintaining membership in any organization, club or athletic team whose members are, or include, other students.

It is the coaches responsibility to make his/her team aware that the Beech Grove Athletics program does not condone hazing and that the person(s) committing the act of hazing is/are subject to discipline by the school and possible dismissal from the team.

## **LOCKING AND CARE OF FACILITIES**

Coaches are not to leave their athletes in the building alone after practices and/or contests. The coach should be the last person out of the building and be sure the building is locked. The same is true for rooms, gyms, stadiums, etc., within the athletic complex. Coaches should be sure these areas are locked and all lights and water are turned off. At no time should a coach allow students or former students to use their keys or their entry pass to gain access into a locker room or into an exterior door of a building. Please make sure a coach stays at the school until all athletes are picked up after contests.

## **FACILITY MAINTENANCE, REPAIR AND REPORTING OF DAMAGE**

Any type of facility maintenance, or repair items, should be reported to the athletic director in writing. In the event of damage to a part of the facility the athletic director must be notified immediately.

## **HOLIDAY PRACTICES AND PERIODS OF INCLEMENT WEATHER (including school dismissal and/or shortened day)**

- If a coach desires to practice on a school holiday, he/she must submit a time schedule of practice(s) to the athletic director for approval. Approval will be determined by the principal and district administration.
- No practices, conditioning or weight room practices will be allowed for teams during periods of inclement weather.
- On days where school has been canceled due to the weather or even periods of bad weather during vacation, the coach should check with the athletic director or principal for approval of practice as the roads may be judged to still be hazardous.

## **PRACTICES WHEN STUDENTS ARE NOT IN ATTENDANCE**

When students are not required to attend school (teacher record days, in-service days, etc..) practices cannot start until 4:00 PM. There should be no student-athlete in the building until their scheduled practice time. **A STUDENT-ATHLETE MUST BE IN ATTENDANCE FOR TWO BLOCKS TO PRACTICE/PLAY UNLESS HE/SHE OR THEIR COACH HAD OBTAINED PERMISSION FROM THE PRINCIPAL/ATHLETIC DIRECTOR. THE STUDENT-ATHLETE MAY PRACTICE IF ABSENCE IS PRE-ARRANGED SUCH AS A DOCTOR'S APPOINTMENT, ETC. IT IS THE COACHES RESPONSIBILITY TO ENFORCE THIS RULE!**

## **COACHES ATTENDANCE AT FACULTY MEETINGS**

Coaches are teachers first and therefore should set a strong positive example by attending all faculty meetings.

## **REPORTING CONTEST RESULTS**

Following contests the coach has the following responsibilities:

- Submitting a **Pressbox** report
- Uploading results and stats to MaxPreps

## **BUS TRIPS - AWAY CONTESTS**

Coaches should coordinate with the athletic department to set up a bus schedule for their season. Coaches should instruct athletes as to the departure and approximate return times for away contests. All team members are to ride the team bus to and from the contest. The only exception is if the parent of a player asks for the athlete to ride back with them for a legitimate reason. This should be the exception not the rule. We should expect athletes to ride the team bus at all times. We feel it is important for team unity and camaraderie for team members to ride to and from contests together. If you allow an athlete to ride with a parent, the parent must present you with a signed note requesting that their son/daughter leave the athletic event with them. Be sure the parent comes to you and you see the athlete leave with his/her parent(s).

Coaches must ride to and from all contests on the bus. Any exception to this must be cleared with the athletic director. Coaches must also spread out throughout the bus; 1-front, 1-middle, and 1-back of the bus. If only one coach, you must sit in the back of the bus.

## **OVERNIGHT TRIP INFORMATION**

Overnight trips need to have BGCS School Board approval **prior to the trip**. Paperwork can be obtained in the athletic office and must be submitted at least one week prior to the school board meeting before the trip.

## **PURCHASES AND REIMBURSEMENT POLICY**

All purchases **require** a quote, approval for the purchase by the athletic director, and a purchase order for the vendor. The invoice should be given to the high school treasurer once everything has been received from the vendor. The invoice should not be returned if any items are missing, defective, or an incomplete order was delivered.

## **TRANSFER STUDENTS**

Any student new to BGHS will need to complete an IHSAA transfer before they can participate in any contest. This transfer needs to be completed by the athletic director and one of the parents. This does not apply to incoming freshmen at the start of the school year, but applies to any athlete who has attended any other high school other than BGHS. Once school has officially started it would apply to freshman, as well.

## **MULTI-SPORT ATHLETES**

With the understanding that BGHS athletics has a wide array of excellent programs to and quality student-athletes, all coaches should avoid trying to coerce any athlete into participating in any one singular sport. Coaches should encourage as much multi-sport participation as our athletes would like to pursue, without provocation, humiliation or mistreatment. If a student-athlete has a desire to participate in two sports/activities in one season, a meeting prior to the start of the official season with the student-athlete, the coaches/sponsors and at least one parent of the student-athlete should occur to determine the "primary" sport/activity. A document, indicating that decision, will be signed by all attending that meeting.

## **ATHLETES CHANGING SPORTS**

- Athletes will be allowed to transfer from one sport to another during the season only upon mutual agreement of both coaches and with the approval of the athletic director.
  - If the transfer is due to coach-athlete-parent conflict on playing time, elevation, position playing, etc., the transfer will most likely be denied.
  - Should an athlete quit a sport or be dismissed from the squad during the season, he/she will most likely not be allowed to join another sport squad during their preseason practice. This would include the weight room and/or any running program. It will be necessary to wait until the sports season of the team that he/she quit or was dismissed from is over before he/she can practice.

**\*Season starts with a final cut or one week prior to the first scheduled contest, whichever occurs first.**

### **ACTIVITY CONFLICTS**

Where sports or other school activity conflicts occur, the following policy will apply:

- The "Performance", i.e., the athletic game or meet in sports, concert or contest in music, has priority over any practice or extra rehearsal. In the event a practice, extra rehearsal, or even final dress rehearsal is scheduled at the same time an athletic game or meet occurs in which the student is participating, the game or meet has priority and the music member is excused without penalty. Conversely, in the event the music "Performance" conflicts with an athletic practice (even a final practice), the "performance" takes priority and non-participation will not result in a penalty.
- In the event the practice occurs at the same time in both music and sports, the practice time is divided equally between the two activities. The two parties involved can work out a mutual agreement to trade off every other day in having the athlete involved.
- In the event a music performance conflicts with a game, both scheduled at the same time, the student is permitted a choice without penalty. If this causes a problem, the high school principal will have to act as arbitrator.

### **PARENTAL ISSUES**

If a coach has a problem with a parent, the coach should make every effort to resolve the situation. The athletic office should be made aware of the circumstances and the outcome.

### **EVENT ISSUES**

Any significant issues that occur at a home or away event should be reported as soon as possible. This would include, but not limited to, ejections, altercations, any unusual situations while transporting the team to or from the event, a spectator/parental issue or a significant injury. The athletic director should be made aware of the details soon after the event.

### **PROCEDURE FOR REMOVING AN ATHLETE FROM THE TEAM**

First the athletic director is made aware of the problem. The athlete is informed that he/she is suspended until further notice and reasons for suspension. Based upon the ensuing investigation, the athletic director and coach will reinstate the athlete or remove the athlete.

- Parent(s) will be notified at the time of the suspension and informed of the final result.

### **ATHLETIC AWARDS**

Qualifications for awards:

- An athlete for any award must have conformed to IHSA and local eligibility rules.
  - An athlete must have returned all equipment issued to them to the satisfaction of the coach and Athletic Office.
  - An athlete must pay any athletic fees such as practice packs, missing equipment, etc.
  - An athlete must complete the season, but injuries may waive this consideration. The injury must be school related, and the athlete not allowed to participate further on doctor's orders. The athlete is still expected to be with the team until the season concludes.

Award to be given:

- Athletic awards presented at the end of each season. Athletes and parents are encouraged to attend this awards ceremony.

- Each coach determines his/her own criteria for earning letters within the scope of the student-athlete handbook.
- Freshman numeral or certificates will be given in all IHSAA sanctioned sports.
  - A freshman, JV, and varsity student-athlete will receive a certificate.
  - A varsity student-athlete earning their first varsity letter will receive their numerals, BG patch, and varsity chevron.
  - Each year a student-athlete earns a varsity letter they will receive a varsity chevron.
  - A letter jacket may be purchased by the student-athlete upon earning his/her first varsity letter.

Wearing of awards:

- With each award goes some responsibility which the athlete must assume.
  - The award represents Beech Grove High School, therefore, it should never be worn in situations that might bring discredit to the school.

### **SPECIAL ATHLETIC AWARDS**

- Two plaques are awarded in each sport at the coaches discretion provided by the athletic department. Any additional plaques to be passed out by the team will be covered by the team's account.
- The athletic department will award the following plaques and awards:
  - Sportsmanship awards will be awarded to a female and male student-athlete per season
  - 4 varsity letters in one sport plaque
  - 5, 7, 9, and 11 varsity letter plaques
  - 12 varsity letters or more will receive a blanket

### **MIDDLE SCHOOL ATHLETIC AWARDS**

- Jim Newport Athlete of the Year - Top Male & Top Female Athletes
- 3/4/5 Sport Award - Accumulated in 1 school year
- Each sport - Player Certificate plus 3 season awards (plaques) as decided by the coach and his/her staff

### **SPORTS MEDICINE INFORMATION**

Beech Grove Athletics is in partnership with Community Health, providing our athletic trainer - Carl Palma. Carl Palma will schedule AT coverage for athletic events and practices. Not all practices will be covered but the coaching staff should be well versed in Final Forms and our emergency injury procedures. Coaches are given access to all athlete emergency contact information wherein a parent or guardian would need to be contacted. Each coach is responsible for communicating with Carl Palma in regards to student health and safety.

### **FINAL FORMS**

Every student-athlete and coach must sign up on Final Forms, our online student-athlete management system. The parent of each student-athlete will sign them up and go through the process of signing off that they have read and consented to the athletics code of conduct, random drug testing program, concussion information, and additionally assigned items. Each coach will sign up on Final Forms to allow the athletics department to keep track of required training that will be completed bi-annually, maintain coaching records, and contact information. Coaches will utilize Final Forms for the following purposes:

- Required student-athlete attendance
- Eligibility of student-athletes (green indicated **eligible**, red indicates **ineligible**)
  - Forms are completed
  - Academic eligibility
  - Physically able to participate
  - Any other items that would prevent a student-athlete from participating
- Maintaining updated rosters
- Inventory of equipment

- Communication with student-athletes and families
- Assigning varsity letters and awards, and
- Other tools pertaining to the coaching job description

<https://beechgrove-in.finalforms.com>

### **EMERGENCY INJURY PROCEDURES**

Indiana State Law states that teachers (coaches included) are expected to anticipate possible causes of injuries and to act to prevent such injury, if possible. However, teachers (coaches) are expected to do more than prudent teachers/coaches would do in similar circumstances.

Failure to do so could result in a finding of negligence. You are covered in Indiana by the “Good Samaritan Law”. This states that as long as you administer first aid in which you have been trained, you cannot be found guilty of negligence. Listed below are the procedures a teacher/coach should follow for an injury to a student while under your supervision **IF A TRAINER IS NOT AVAILABLE**.

- Evaluate the injury to decide if outside medical assistance is needed.
- If the injury is life threatening, call for an ambulance immediately and contact parents. Check for an emergency card/bracelet for any restrictions.
- If the injury is severe, but not life threatening immobilize the athlete and/or area of injury.
- If the trainer is available, ask for assistance.
- Check to see if the athlete’s parents are at the event. Give them your advice and let them decide a course of action. If the parents are not present, contact them.
- Do not send an injured athlete with another parent unless you have the consent of the injured athlete’s parent.
- If the injured athlete is assisted off the playing area, have the trainer, an assistant coach, or yourself monitor the athlete.
- If a doctor is available, ask that the injury be checked.
- For minor injuries, such as sprains or pulled muscles apply ice and use discretion regarding further participation.
- Check with the athlete and/or the athlete’s parents the next day.

### **PARENT MEETING**

All head coaches are required to conduct a meeting for all parents to discuss team guidelines, rules, and expectations **before** the team plays its first game.

### **PROFANITY-ABUSE**

All coaches are expected to demonstrate professionalism, patience, and expertise when dealing directly or indirectly with student-athletes. Profanity should be avoided at all times when speaking to an individual or to a group of team members. Any form of abuse - whether physical, verbal, mental, or psychological is unacceptable. Student-athletes - specifically those who are being judged for mental or physical error - should be made aware of their miscue(s) without any inappropriate physical contact, any personal insults, or any demeaning form of verbal or non-verbal corrections.

### **EJECTIONS**

All coaches are expected to begin and finish every contest. EJECTIONS are not tolerated. Under IHSAA guidelines a coach who has been ejected is suspended the next contest. Further disciplinary action is possible from the Athletic Office depending on previous disciplinary action and circumstances involved in the contest he/she was ejected from. The coach will file a report with the athletic office the next morning. The coach will have a conference with an athletic director the next day. The coach could serve a one game suspension in addition to the IHSAA one game suspension.

## **DRESS CODE**

Coaches should present themselves in a neat and professional manner at all times. It is the head coaches responsibility to see that team members present themselves in a way that reflects positively on our school and community.

## **CELL PHONE COMMUNICATION WITH STUDENT-ATHLETES**

All staff members are required to **copy an identified employee** on any cell phone communication: text message, instant message, direct message, group cell phone message or when using social media platforms to communicate directly to a student or students at any time. **Note:** If an employee/volunteer coach feels they have a situation for a class communication or other situation that would not allow them to perform the normal duties of their assigned coaching position or role, they should consult with the athletic director or building principal to discuss.

## **SOCIAL MEDIA POLICY**

As an organization with a commitment to quality of education and the safety of our students, as well as the preservation of our outstanding reputation as a school, the standards for appropriate online communication at Beech Grove City Schools are necessarily high. While we respect the right of students, employees, alumni, and other members of our community to utilize the variety of internet and social media options available, we must insist that the following standards be met by our students and staff at all times, as well as by alumni and all other users who participate in BGCS sponsored programs.

## **COACHES USE OF SOCIAL MEDIA**

Coaches are encouraged to use social media sites to promote their athletic programs in a positive, professional, and communicative manner. Inappropriate, argumentative, or criticizing information should not be posted on school based social media sites. Any social networking site directly linked to a sporting team is considered a school based media site. Any school based media site which depicts illegal or inappropriate behavior, will be considered in violation and subject to athletic discipline which could include a documented reprimand, suspension, or termination. Length of suspension, or termination, will be determined by the athletic director and principal.

## **STUDENT-ATHLETE USE OF SOCIAL MEDIA**

Student-athletes are responsible for information contained in written or electronic transmissions (e.g. e-mail) and any information posted on a public domain (e.g. Twitter, Facebook, TikTok, Snapchat, Instagram, YouTube, etc... ). Inappropriate or embarrassing information or pictures should not be posted in any public domain. Student-athletes are not precluded from participation in such online social networks; however, student-athletes should be reminded that they serve as representatives of their team, the athletic program and Beech Grove City Schools. Texting, tweeting, and uses of other social networks to disparage or criticize the team, other students, opponents, coaches or other school personnel is inappropriate behavior and conduct unbecoming of a Beech Grove City Schools' student-athlete. Any individual identified on a social networking site which depicts illegal or inappropriate behavior will be considered in violation and subject to athletic discipline which could include suspension or dismissal from the program. Length of suspension will be determined by the athletic director with coach's involvement.

## **DISCIPLINARY ACTION**

The BGCS Athletic Department follows a progressive discipline model for minor infractions. The Athletic Director reserves the ultimate determination of inappropriate conduct and consequence for coaches in the Athletic program. In general, progressive discipline measures include (but are not limited to): informal meeting, formal reprimand, suspension, termination.

For example purposes only, disciplinary action could be taken for the following infractions:

INFRACTION	CONSEQUENCE
Arrest	The athletic director and principal will deal with each offense case by case.
Failure to attend IHSAA rules meeting	<p>1st Absence: The coach will have a conference with the athletic director and the principal. <b>Pay fine issued by the IHSAA.</b></p> <p>2nd Absence: The coach will have a conference with the athletic director and the principal. a letter of reprimand could be placed into the coach's file. The coach could serve a one game suspension. <b>Pay fine issued by the IHSAA.</b></p>
Failure to attend coach's meetings	<p>1st Absence: The coach will have a conference with the athletic director and/or the principal.</p> <p>2nd Absence: The coach will have a conference with the athletic director and the principal. A letter of reprimand could be placed into the coach's file. The coach could serve a one game suspension.</p>
Missed deadline for All-Conference, Academic All-State, All-State, local and central Indiana honors nominations.	Upon first occurrence, conference with the athletic director and/or the principal. Possible letter of reprimand could be placed in the coach's file. Possible one game suspension. Possible termination of position.
Multiple examples of inappropriate conduct	Conference with the athletic director and/or principal, formal reprimand, suspension, termination.

### ATHLETIC COACHES

In any athletic program, the key individuals are the coaches. The Athletic Department has one main purpose: to assist the coaches to effectively influence the students who participate in athletics.

The Athletic Department desires competent instruction and leadership for all the athletes. Coaches are responsible to the Athletic Director for each sport they are assigned to. In matters such as schedule making, purchasing equipment, selection of officials, the Athletic Director will try to give due consideration to the wishes of the coaches.

### THE COACHING STAFF

#### Code of Ethics for Coaches:

#### The Coach and His/Her Players

In his/her relationship with players under his/her care, the coach should always be aware of the tremendous influence he/she yields, for good or bad. Parents entrust their dearest possessions to the coach's charge, and the coach, through his/her own example, must always be sure the athletes who have played under him/her are finer and more decent people for having done so.

The safety and welfare of his/her players should always be uppermost in his/her mind, and they must never be sacrificed for any personal prestige or selfish glory.

A coach should teach and practice true sportsmanship. The coach should never place the value of a win above that of instilling the highest desirable ideals and character traits in his/her players.

A coach should not engage in conduct detrimental to players, officials, or spectators. Every coach must remember that he/she is a living example for all of the young people in the community in which he/she coaches. It is vitally important to him/her, and to the profession which he/she represents, that his/her actions and behavior at all times bring credit to athletics and the school he/she represents.

Each coach must strive to maintain an appropriate coach/athlete relationship throughout the athlete's athletic career. A coach should be concerned about obtaining the respect of his/her players.

Each coach should work to develop the skills and abilities of all young people who have decided to participate in the sport for which the coach is responsible. It is understood, at the Varsity level the best players will compete. However, we must recognize athletes develop at different rates, and they need the coaches guidance in order to develop.

### **The Coach and His/Her Leadership**

The function of the coach is to educate students through participation in sports. This primary and basic function must never be disregarded. In teaching a sport, the coach must realize there are certain rules designed to protect the player and provide common standards for determining a winner and loser.

A coach should:

- Have lofty ideals and firm principles of right and truth.
- Be humble in victory and courageous in defeat.
- Any attempts to beat any rules in each sport, to take unfair advantage of an opponent, or to teach deliberate unsportsmanlike conduct, have no place in athletics, nor has any coach guilty of such teaching any right to call himself/herself a coach.
- Offer congratulations in public, win or lose.
- Conduct himself/herself so as to earn the respect and confidence of all.
- Set the example for winning without boasting, and for losing without bitterness. A coach who conducts himself/herself according to these principles need have no fear of failure, for in the final analysis the success of a coach can be measured in terms of the respect he/she has earned from his/her own players, from other students, from parents, and from his/her opponents.

### **The Coach and His/Her School**

A coach should be a goodwill ambassador between the school and the public. In his/her relationship with the institution for which he/she works, the coach should remember he/she is on public display as a representative of his/her institution. It is important therefore that he/she conduct himself/herself so as to maintain the principles, the integrity, and dignity of his/her school.

A coach should be loyal to superiors and support the policies of the administration. School policy regarding athletics should be adhered to, both in letter and in spirit. The coach should remember other members of the faculty also have an interest in the institution and its students, and his/her conduct must be such that there arises no criticism of his efforts to develop the common interests and purposes of the school.

## **The Coach and His/Her Professional Contacts**

In his/her relationship with other coaches, it should be assumed all members of the coaching profession are people of integrity and are making an honest effort to follow the precepts of this code. Therefore, opposing coaches should be treated courteously and as guests of the school. Moreover, the winning coach should do all in their power to assure the losing team be allowed to lose with dignity and leave the contest with its self respect intact.

### **A Coach should:**

- Stay current with skills and techniques and other coaching sport related advancements.
- Neither knowingly nor unethically strive for another person's job in a manner detrimental to the program.
- Never publicly criticize other coaches or officials.
- Never "run up the score."
- Dress in a manner suitable to the profession.
- Conduct himself/herself to be a worthy member of the coaching profession.
- Be loyal to his/her profession.

## **THE HEAD COACH**

### **General Statement of Responsibility**

The head coach of each sport has the responsibility of carrying on the sport in the best interests of the school corporation, as well as the practices and procedures of the school administration. Further, each head coach should have working knowledge of the individual practices as outlined by the Indiana High School Athletic Association (IHSAA), Indiana Crossroads Conference, and the Beech Grove City Schools.

### **Qualifications**

**Professional preparation:** Coaching preparation either through experience or college preparation. Employment in BGCS, preferred.

**Background experience:** Possess working knowledge of all aspects of the sport.

**Personal skills:** Demonstrate an interest in and an aptitude for performing the tasks listed below:

- Always display good sportsmanship, win or lose.
- Maintain poise and self-control at all times, especially at contests.
- Teach your team to play fairly.
- Be a good host to the visiting team, coach, and fans.
- Discipline and, if necessary, dismiss players who disregard good sportsmanship and training rules.
- Respect the official's judgment and interpretation of the rules. If an interpretation appeal is necessary, follow appropriate procedures.
- Let officials control the game and the coach control the team.
- Publicly shake hands with the officials prior to the game if approached by the officials.
- Publicly attempt to shake hands with the opposing coach before and after the game.

**REPORT TO:** Athletic Director

**SUPERVISES:** Assistant Coaches, Student Managers and Athletes

### **GENERAL RESPONSIBILITIES**

- Attend clinics, workshops, etc., to stay current with new ideas and techniques.

- Be knowledgeable of school rules and regulations.
- Be knowledgeable of game rules and rule changes.
- Review, know, follow and implement established IHSAA rules and regulations.
- Be active in professional coaches associations.
- Inventory, select, care and maintain equipment and uniforms.
- Assist the athletic director as needed.
- Coaches should promote their athletes to post-secondary institutions by being available to talk with those coaches and completing questionnaires on those athletes and promptly returning them.
- Guarantee that all practice sessions and contest environments are free from any and all harassment, hazing, and conflict situations.

### **Specific Responsibilities**

- Be involved with, committed to, and influence the junior league and middle school programs.
- Have direct involvement with the development of the youth programs in the Beech Grove area. Encouraged to have camps and league opportunities available for interested youth.
- Oversee assigning all duties of assistant coaches working under his/her supervision; evaluates the performance of subordinate coaches in his/her program and provides the athletic director with a copy of this evaluation.
- Maintain general upkeep and protection of equipment under the jurisdiction of the program.
- Report periodically while the sport is in season to the Athletic Director with regard to developments in the program.
- Maintain a complete inventory of the equipment used for the sport.
- Submit an annual report at the end of the season evaluating the program and making recommendations for improvements.
- Is responsible for recommending purchase of equipment, supplies and uniforms as need demands.
- Plans and schedules a regular program of practice. A copy of the practice schedule should be provided to the Athletic Director.
- Oversees the safety conditions of the facility or area in which assigned sport is conducted at all times that athletes are present.
- Promotes assigned sport by prompt and accurate score reporting to the media.
- Makes recommendations to the Athletic Director in matters of scheduling.
- Cooperates with all other coaches in providing the optimum total athletic program possible under the existing conditions.
- The coach will make the proper contacts to find the deadline dates for nominating Academic All-State and All-State players. These dates should be given to the Athletic Director prior to your first contest. It is the coaches responsibility to complete all Academic All-State, All-State, and All-Conference nominations **before the deadline**. The coach is also responsible to make sure athletes are nominated for any local and central Indiana honors **before the deadline**.
- Turn in the following to the Athletic Director or Athletic Secretary
  - An alphabetical squad roster with grade classifications as soon as squad is determined.
  - A squad roster with uniform and all necessary personal data when specified by the Athletic Director.
  - An end of season list of award winners.
  - An end of season summary of game scores.
  - A list of student athletes with outstanding equipment and uniforms
  - Physicals must be completed and turned in before an athlete is allowed to practice. Physicals should be in the hands of the athletic director or athletic secretary within 24 hours of the coach receiving it.
- Keep current of new developments, innovative ideas and techniques by attendance at clinics, workshops and reading in his/her field.
- Performs other duties as related to his/her assignments as designated by the Building Principal and or the Athletic Director.

- Attends staff meetings as scheduled; completes the Indiana High School Athletic Association mandatory rule meetings.
- Supervises locker room before and after practice. Is responsible for players cleanliness and behavior.
- Maintains and encourages an in and off season conditioning program.
- All doors are locked, lights off, and athletes have left before leaving.
- Secure official scorekeeper for each contest.
- Provide season-ending statistics, scores, and records.
- **It is the responsibility of the coach to update the athletic department whenever athletes leave the team or new team members are added to the team.**
- **At the beginning of each season the coach should ask all athletes if they have been students in Beech Grove High School the last 365 days. If they have not they should be reported to the Athletic Office for transfer documentation.**
- **Knowledge of Athletic Handbook and enforce its rules.**

## **SEASONAL RESPONSIBILITIES**

### **Before Season**

- Make sure all athletes have had physical examinations.
- Arrange a system to issue equipment.
- Explain all school regulations regarding athletic policies.
- Explain your awards policy.
- Assist athletic director or athletic secretary in compiling eligibility lists and other reports.
- Select and instruct managers on proper care of equipment, facilities, and other assigned duties.
- Check arrangement for transportation of all away contests with the athletic director.
- Arrange an organizational meeting with coaching staff for all levels.
- Parents' Meeting-See Athletic Director for agenda.
- Have a parent meeting to coincide with the Athletic Department Parent Meeting for the season.

### **During Season**

- Assume responsibility for care of equipment, uniforms, and facilities.
- Assume supervisory control over all phases of your program.
- See that athletes know and follow IHSAA rules.
- Organize practice sessions with definite goals.
- Apply discipline in a firm and positive manner in accordance with school policy.
- See that facility regulations are understood and enforced.
- Emphasize safety precautions and use accepted training and injury procedures.
- Conduct oneself in an ethical manner during practices and contests.
- Report results of contest to media & athletic department.
- Instruct athletes on game rules and rule changes.
- Provide the Athletic Director a copy of all general correspondence and information that is presented to athletes and parents.
- Develop rules for bus conduct on away contests.
- Supervise, or designate a supervisor of all dressing rooms, facilities, equipment, etc.
- Accompany and direct the varsity team in all inter-school activities.
- It is the responsibility of the Head Coach to complete and check sectional entry forms to ensure that all athletes on the tournament team are included. Complete and turn in to Athletic Department prior to the deadline. Make a copy for you file.
- Anytime a player is ejected the coach will file a report with the athletic office the following day. The player ejected should meet with the athletic director the following day as well. It is the responsibility of the coach and the player to see the athletic director as soon as possible the following day.

### **End of Season**

- Arrange for a system to collect all equipment and hold the athlete accountable for equipment not returned.
- Arrange for cleaning, storing and conducting inventory of all equipment.

- Complete the award forms for athletes who have fulfilled requirements for athletic letters, certificates or special awards.
- Recommend addition and/or improvements for the care and maintenance of facilities.
- Recommend to the athletic director and principal, personnel for assistant coaching positions.
- Recommend equipment and make recommendations for purchases of such.
- Prepare a budget in conjunction with the athletic director.
- Maintain team and individual records of quarters played, awards, injuries, etc.
- Complete the coaches self-evaluation & schedule a meeting with the AD to discuss the season.

### **ASSISTANT, J.V. AND/OR FRESHMEN COACH**

**REPORT TO:** Athletic Director and Head Varsity Coach

**SUPERVISES:** Student Managers and Players

### **GENERAL RESPONSIBILITIES**

The duties of assistant coaches are to carry out the program planned by the head coach; to be of whatever assistance is required, and perform delegated duties set forth by the head coach of that sport. Guarantee that all practice sessions and contest settings are free from any and all harassment, hazing, or other conflict situations.

### **Qualifications**

- Professional preparation: coaching preparation either through experience or college preparation. Employment as a teacher in the MCSC is preferred.
- Background experience: working knowledge of all aspects of the sport.
- Personal: demonstrated interest in and an aptitude for performing tasks listed below:
  - Attend clinics, workshops, etc., to stay abreast of new ideas and techniques.
  - Be knowledgeable of school rules and regulations.
  - Be knowledgeable of game rules and rules changes.
  - Review, know, follow and implement established IHSAA rules and regulations.
  - Be active in professional and coaches associations.
  - Assist the varsity coach as needed.
  - Always display good sportsmanship, win or lose.
  - Maintain poise and self-control at all times, especially at contests.
  - Be a good host to the visiting team, coach, and fans.
  - Attends staff meetings as required.
  - Let officials control the game and the coach control his/her team.
  - Publicly shake hands with the officials prior to the game and the opposing coach before/after the game.

### **SEASONAL RESPONSIBILITIES**

#### **Before Season**

- Assist the Head Varsity Coach in making sure all athletes have had physical examinations.
- Assist in the issuance of equipment.
- Attend an organizational meeting held by the head coach.
- Any duty assigned by the head coach.

#### **During Season**

- Assume responsibility for care of equipment and facilities.
- See that athletes know and follow IHSAA rules.
- Apply discipline in a firm and positive manner in accordance with school policy.
- See that facility regulations are understood and followed.

- Emphasize safety precautions and use accepted training and injury procedures.
- Conduct oneself in an ethical manner during practices and contests.
- Report results to the athletic director or athletic secretary.
- Instruct athletes on game rules and rule changes.
- Assist in the supervision of all dressing rooms, facilities, equipment, etc., as determined by the head coach.
- Accompany the team you are assigned to in all inter-school activities.
- Additional responsibilities assigned, such as:
  - scouting opponents
  - working with student managers
  - equipment supervisor
  - publicity reports
  - filming
  - Statistics
- Any other duty assigned by the head coach.
- All doors are locked, lights off, and athletes have left before leaving.

#### **End of Season**

- Assist in the collection of all equipment.
- Assist in the cleaning, storage, and inventory of all equipment.
- Complete the award form for athletes who have fulfilled the requirements for the awards given for your team as assigned by the Head Coach.
- Maintain team and individual records as assigned by the Head Coach.
- Any duty assigned by the Head Coach.