

North Cow Creek Coaches' Handbook 2018/2019

MISSION STATEMENT

The mission of the North Cow Creek School community (parents, students and staff) is to develop in all students the skills to maximize and value their academic potential, social abilities, and personal fitness. Each student will demonstrate continuous progress using a variety of instructional approaches measured by both formal and informal assessments throughout the year. Students who need assistance will receive the benefits of available resources to reach their individual potential in all curricular areas. In partnership with the community, we will work to foster an environment of trust, respect and responsible citizenship.

Checklist

- CPR/First Aide Training (Every 2 years);
Date: _____
- Child Abuse Reporting Training (Annually)
- Concussion Training (Every 2 years)
- Fingerprints (Only one time for NCC)
- Employment Paperwork (New Coaches)
- Signed Coaches Assurances Form

Board Approved: 2015/2016

Table of Contents *Table of Contents*

Important Contact Information	3
Philosophy	4
Mission Statement	4
Role Model	4
Student Eligibility	5
Tryouts	5
Attendance	5
Player Safety	6
Student Conduct/Sportsmanship	6
Coaches Conduct/Sportsmanship	6
Parent and Spectator Conduct	7
Parent/Player Communication	7
Volunteer Coaches	7
Injuries	7
Alcohol, Tobacco and other drugs	8
Training	8
Keys and Building Access	8
Locker Rooms	8
Equipment and Uniforms	8
Transportation	9
End of Season Celebrations	9
Timeline of Responsibility	10-11
Appendix	
Concussion and Head Injuries	12
League Information	14
Student Extra Curricular Contract	15

Contact Information

North Cow Creek Elementary School District
10619 Swede Creek Road
Palo Cedro, CA
P: (530) 549-4488
F: (530) 549-4490

Superintendent/ Principal: Kevin Kurtz
kkurtz@northcowcreek.org

Athletic Director: Andrea Cipparrone
ACipparrone@northcowcreek.org

Philosophy

The athletic experience is an essential part of many students' overall education. Athletics plays a significant role in developing positive self-esteem and a sense of well-being. Students often get excited, confused, argumentative, curious, sensitive and self-conscious. In sports and other extra-curricular activities they will learn the value of fair play and sportsmanship. They are to be given the chance to participate and be allowed to make mistakes. They will learn to appreciate teamwork and how to deal with coaches, referees, opponents, peers and themselves. We realize that competition is a perspective and winning is not the overall goal of our program.

A Team: The "A" team is considered a competitive team and students selected to be on this team will need to demonstrate a proficient skill level. Students on the A team should expect to be played approximately $\frac{1}{4}$ of the game.

B Team: The "B" team is considered a practice level and is designed to encourage students to practice and build their skills. Students on the B team should expect to be played approximately $\frac{1}{2}$ of the game.

Mission

Responsibilities of the coach include understanding the philosophy of the school and the athletic program. Each coach should have the ability to articulate his or her personal coaching philosophy as it pertains to the school's philosophy.

Role Model

The coach is responsible for setting an example for his or her players and setting the tone for the program. A coach who behaves professionally will encourage others around him or her to do the same. They must exhibit proper leadership and conduct, be fair and consistent disciplinarians, show respect to opponents and officials, and coach every player on their team. The coach must be a strong, positive, respectful role model for his/her athletes by being a consistent ambassador of the game and of North Cow Creek Elementary School. All coaches are expected to have an understanding of the Athletic Association's rules and regulations governing their sport.

Student Eligibility

Students wanting to participate in extracurricular activities must maintain a C or better grade in each subject, have satisfactory citizenship/behavior, and maintain a 90% attendance rate.

Below is clarification for monitoring and maintaining athletic eligibility.

- Upon being selected as a member of a team, the athletic director will confirm a student's eligibility.
- If a student is deemed ineligible:
 - Their teacher(s) will indicate specific requirements for the student to become eligible on the district form. During the first week of practice the student may participate in practice. Thereafter they may only participate in practice and games if they have meet eligibility requirements based on the teacher's requirements.
 - If eligibility requirements have not been met the coach will be notified and the student not permitted to participate for a minimum of one week and/or until requirements have been met. (Eligibility is only checked on Friday's of each week)
 - It will be the responsibility of each ineligible student to check in with their teacher(s) during the Friday check utilizing the district eligibility form. All eligibility forms will be maintained in the school office.
- If a student is deemed eligible they may participate without any limitations. The ineligible process will be implemented for any student who becomes ineligible during the season.

Tryouts

Expectation for tryouts must be clearly communicated to the student before the start of tryouts.

If there is a shortage of students at the designated grade level, a coach may open up tryouts to a lower grade level. Tryouts must be available to all students at a specific grade level.

Attendance

Coaches are expected to be on time for all games, practices and any other events. Practices should begin right after the school day. If a game or practice does not start immediately after the school day ends, the coach must work with school staff to arrange supervision. Coaches are expected to remain with the students at all times. This includes waiting until the last student has been picked up by the parent or guardian at the end of practices, games and other events. When visibly present it eliminates many behavioral and safety issues. Please keep an eye on students at all times.

Students are expected to be on time to all practices, games and other events. Students must be in school at least half of the school day to be eligible to participate on that day unless otherwise approved by prior arrangements with the coach or principal.

If a coach is sick or has an emergency the day of a practice or event, the coach must call the school office at 549-4488.

Player Safety

The safety and protection of the players on the team is the primary duty of a coach at any level. The coach must provide a safe environment for athletes during all team activities. Coaches must keep the health and safety of their players as the main focus during practice sessions and when managing game strategy. Coaches must have knowledge related to fitness and conditioning, general health habits and expertise in their sport area

Student Conduct/Sportsmanship

Behavior and appearance are of great importance. Our students are ambassadors of North Cow Creek School. They represent the school in the public and their behavior frequently determines the opinion that outsiders have of our school. As a coach it is your responsibility to teach students what is expected of them. It is the coach's responsibility to clearly communicate behavioral expectations during games, bus rides and at other events. These expectations must be consistent and communicated proactively. Look for the positive things students do and avoid sarcasm and ridicule. Demonstrate for the team how to win graciously and lose without complaining or criticizing the officials, other players or coaches.

Coaches Conduct/Sportsmanship

All coaches are expected to conduct his or herself in a professional manner. Coaches must be a positive role model due to the influence you have over your student athletes. If an incident involves a coach demonstrating poor behavior, the principal will determine appropriate action to be taken.

Coaches are asked to report any serious behavior violations or sportsmanship conduct to the athletic director and to contact the student(s) parents, especially if a consequence of the inappropriate behavior results in a student's play being limited.

Parent/Spectator Conduct

Parents and any other spectators are expected to behave appropriately while in attendance. They are expected to allow the coach to coach the players and remain positive to all players, coaches, referees and fans of both teams in attendance. Please report any acts of inappropriate behavior to the athletic director or principal.

Parent/Player Communication

Good communication between coaches, players, parents and the athletic director is expected. Please take time with players and parents if they have questions or concerns. This should take place outside of game/practice time at the convenience of all parties. If the support of administration or the athletic director is needed during a parent or player meeting, please let us know so we can schedule a meeting time.

The coach must provide all athletes with a season game and practice schedule. Game schedules will also be posted on the district website. Any practices or events held outside of the normal school week must be optional and not held against the athlete if they choose not to participate. Please notify the athletic director if outside events are scheduled. Practices need to be kept to a reasonable length, lasting no more than two hours maximum. Water breaks must be provided frequently during practice.

It is highly recommended to obtain emails from parents and create a team email list. This has proved to be extremely effective for communicating with athletes' families in the past.

Volunteer Coaches

Volunteer coaches are a welcome addition to our programs. They serve an important role and perform more efficiently when they work under the supervision or guidance of the head coach. Coaches must notify the athletic director of any regular volunteer coaches they have assisting the team. Volunteer coaches must be fingerprinted.

Injuries

All injuries should be reported immediately and will be treated at treated appropriately. The coach will call the parent to let them know of the injury. Parent contact information is on the medical cards.

If a concussion is suspected due to a blow to the head, please refer to the concussion checklist in the medical kit. Take note of all symptoms. Please call the parent immediately and notify the athletic director.

Alcohol, Tobacco and Other Drugs

Alcohol, tobacco and any other drug use are prohibited on school grounds and while attending any school sponsored events. Working under the influence, no matter where it is consumed, is also prohibited.

Training/Qualifications

All coaches must be fingerprinted for security purpose, obtain training in concussion awareness and participate in a preseason training provided by the school. Concussion training can be obtained on the NFHSlearn.com website as a free training course. The athletic director will provide specific information on accessing this training. First Aide training is recommended, but not required.

It is also expected that coaches will have a general knowledge of the sport they are coaching pertaining to rules, skills and conditioning techniques.

Keys and Access to Building

Building security is always a concern. All coaches will be given a building key at the beginning of the season if appropriate. This key will unlock the gym doors. DO NOT loan this key out to anyone. Please ensure that all doors are locked before leaving the building. Keys must be returned at the end of the season.

Locker Rooms

Locker rooms, if available, may be used for changing purposes, team meetings, etc. However, no students are allowed in the locker rooms unless there is an adult present for supervision purposes. Please maintain a neat locker room and all belongings must be removed at the end of the season.

Equipment and Uniforms

Coaches are responsible for assigning uniforms. It is the coach's responsibility to collect uniforms and equipment at the end of the season. If there is a problem with an athlete returning his or her uniform, please notify the athletic director. No stipend will be paid out until all post season responsibilities have been fulfilled.

Coaches should report any damaged equipment to the athletic director. Students are responsible for the replacement cost of lost or damaged uniforms and equipment. We recommend that students turn in all equipment on the last day of a game or event.

A medical kit will be issued to each team at the beginning of the season. It is the coach's responsibility to notify the athletic director or school nurse if it needs replenishment during the season.

Transportation

The school has specific policies for transportation of students in private cars. This policy and appropriate forms are attached.

End of Season Celebrations

This is up to each coach. Any costs incurred will be out of pocket. Coaches may give out awards. Celebration times and locations need to be scheduled with the school office.

Coach's Timeline of Responsibilities

Pre-Season Responsibilities:

- Attend the preseason meeting/training by the school.
- Schedule and announce sign-up dates
- Determine, schedule and announce preseason informational meeting
- Hold tryouts/select team
- Submit team roster to Athletic Director and administration
- Generate an email list to contact parents
- Inform players of team rules and regulations and set up a system to hold players accountable to those expectations.
- Ensure that each athlete has his/her completed Athletic Packet with required signed forms, emergency cards and physical exam documentation.
- Notify the Athletic Director of any other persons who will be helping assist the team.
- Distribute uniforms
- Provide the Athletic Director with certificates of training (concussion, first-aid, CPR)

Season Responsibilities:

- Ensure that practices are being supervised in a safe and proper manner and they are well planned out.
- Learn and apply safety protocols for school as well as train assistant coaches in safety protocols.
- Notify the athletic director of any unsafe equipment or facilities.
- Bring emergency cards, first aid kit and necessary equipment to all practices and games.
- Be aware of health concerns for athletes.
- Communicate all injuries to Athletic Director by submitting an accident report.
- Insure eligibility policy is enforced.
- Coaches must be at school at the school dismissal time on practice and game days for supervisory purposes.
- Coaches must be the first to arrive at a game location and the last to leave insuring proper supervision of students.

- The coach is responsible for the behavior and actions of his or her players at all team functions
- The coach must report all incidents requiring disciplinary action to the athletic director and/or administration before enacting the discipline

Post-Season Responsibilities: *

- Collect uniforms and equipment
- Turn in all uniforms, equipment, medical kits and building key to athletic director
- All equipment bags and medical kits must be cleaned out and free of trash and personal items.
- Return medical cards and first aid kit to the Athletic Director

*stipends WILL NOT be paid out until all responsibilities have been fulfilled

CONCUSSIONS AND HEAD INJURIES

The School Board recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. The Board recognizes that the majority of concussions will occur in “contact” or “collisions” sports. However, in order to ensure the safety of all District student-athletes, this policy will apply to all competitive athletic activities as identified by the administration.

District will utilize recommended guidelines, procedures and other pertinent information to inform and educate coaches, youth athletes, and parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury.

Prior to each athletic season, the coaches will distribute a head injury and concussion information sheet to all parents/guardians of student-athletes in competitive sport activities prior to the student-athlete's initial practice or competition.

All coaches, including volunteers, will complete training as recommended and/or provided by NHIAA, and/or other pertinent organizations.

Athletic Director or Administrator in Charge of Athletic Duties

Updating: Each fall, the athletic director or designee shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the NHIAA or the District's on-call physician, if applicable. If there are any updated procedures, they will be adopted and used for the upcoming school year.

Coach Training: All coaches shall undergo training in head injury and concussion management at least once every two years by one of the following means: (1) nfhslearn.com, (2) other designated training program.

Parent Information Sheet: On a seasonal basis, a concussion and head injury information sheet shall be distributed to the student-athlete and the athlete's parent/guardian prior to the student-athlete's initial practice or competition. This information sheet may be incorporated into the parent permission sheet that allows students to participate in extracurricular athletics.

Coach's Responsibility: A student-athlete who is suspected of sustaining a concussion or head injury or other serious injury in a practice or game shall be immediately removed from play and notify the Athletic Director and parents.

Administrative Responsibilities: The Superintendent or his/her designee will keep abreast of changes in standards regarding concussion, explore staff

professional development programs relative to concussions, and will explore other areas of education, training and programs.

Protocol For Return To Play

No member of a school athletic team shall participate in any athletic event or practice the same day he or she is injured if:

1. Exhibits signs, symptoms or behaviors attributable to a concussion; or
2. Has been diagnosed with a concussion.

No member of a school athletic team shall return to participate in an athletic event or training on the days after he/she experiences a concussion unless all of the following conditions have been met:

1. The student no longer exhibits signs, symptoms or behaviors consistent with a concussion, at rest or with exertion;
2. The student is asymptomatic during, or following periods of supervised exercise that is gradually intensifying; and
3. The student receives a written medical release from a licensed health care provider.

Concussion Awareness and Education

To the extent possible, the Board encourages the administration to implement concussion awareness and education into the district's physical education and/or health education curriculum. The administrative decision will take into account all relevant considerations, including time, resources, access to materials, and other pertinent factors.

Academic Issues in Students With Concussions

In the event a student is concussed, regardless of whether the concussion was a result of a school-related or non-school-related activity, school district staff should be mindful that the concussion may affect the student's ability to learn. In the event a student has a concussion, that student's teachers will be notified. Teachers should report to the school office if the student appears to have any difficulty with academic tasks that the teacher believes may be related to the concussion. The school office will notify the student's parents and the school nurse. Administrators and district staff will work to establish a protocol and course of action to ensure the student is able to maintain his/her academic responsibilities while recovering from the concussion.

Additional Resources:

<http://nhiaa.org/PDFs/3076/SuggestedGuidelinesforManagementofConcussioninSports.pdf> <http://www.bianh.org/concussion.asp>

League Information

League: East Hills Athletic Association

Available Sports and associated grade levels:

FALL

Flag Football (6-8)

Volleyball (Boys & Girls) 6-8)

A Team

B Team

WINTER

Basketball (6-8)

Girls (A & B Team)

Boys (A & B Team)

SPRING

Softball (Girls: 6-8)

Track (Boys & Girls: 4-8)

Baseball (Boys: 6-8)

North Cow Creek Elementary School District Coaching Assurances

We appreciate your willingness to serve as a coach and take on this role. We hope you feel valued and are here to assist any way we can. Because of the nature of this position, we ask that you review the *Coaches' Handbook* and initial the key points below.

_____ I have read the *Coaches Handbook*, including the *Coach Timeline of Responsibility*.

_____ I will complete the *Concussion Training* course prior to the first official game (must be completed every 2 years for returning coaches).

_____ Students will not be permitted to participate in practice or games if they have not met eligibility requirements.

_____ I understand that students may never be left unattended or unsupervised by a coach or a school staff member. (Only individuals with security clearance from the school may supervise students).

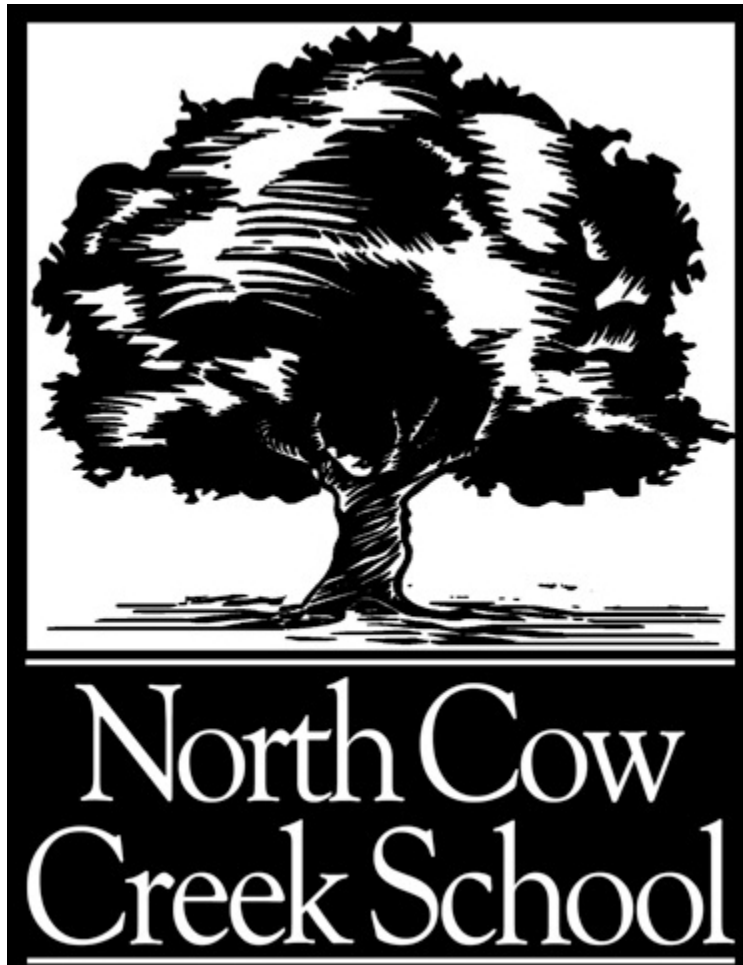
_____ I will notify the office of any changes to the practice or game schedule.

Below we have listed emergency contact information if you experience any problems. We also ask that you report any issues you may have with parents or students of North Cow Creek or other schools.

North Cow Creek Athletic Director:
Andrea Cipparrone, (530) 410-5211
acipparrone@northcowcreek.org

North Cow Creek Superintendent/Principal
Kevin Kurtz, (530) 710-8908
kkurtz@northcowcreek.org

School Office Information
(530) 549-4488
nccs@northcowcreek.org



North Cow Creek
Athletic/Extra Curricular
Contract

PHILOSOPHY OF EXTRACURRICULAR PROGRAMS

All students are encouraged to achieve their fullest academic potential. While athletics and extracurricular programs provide opportunities to develop other skills and knowledge outside the classroom, students are expected to study and learn to the best of their ability in the classroom and other instructional environments. Therefore, the School Board has established academic, behavioral and attendance standards to guide students.

Your coach or teacher's primary purpose is to help you grow as a person. In order to be successful, however, you must commit toward the same goal by following the rules set forth.

We sincerely hope that you enjoy your experience and live up to these responsibilities.

CONTRACT

This contract has been designed to bring total understanding among student participants, their parents, and school personnel. We ask that all participants and parents read and sign this contract, indicating full knowledge of the rules, regulations, and commitment that participation in extracurricular programs at North Cow Creek Elementary requires.

The rules stated in this contract have been established to assure the successful operation of the extracurricular programs. These rules are set to assure fairness for all involved. The following are the Basic Rules of Behavior for all participants in the North Cow Creek Elementary Extracurricular Program.

ELIGIBILITY

Students wanting to participate in extracurricular activities must maintain a C or better grade in each subject, have satisfactory citizenship/behavior, and maintain a 90% attendance rate.

Below is clarification for monitoring and maintaining athletic eligibility.

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- If a student is deemed eligible they may participate without any limitations. The ineligible process will be implemented for any student who becomes ineligible during the season.

BEHAVIOR & DRESS CODE

Students are expected to follow the school's behavior plan and dress code as listed in the student/parent handbook. Additional expectations for specific events (i.e. dances, etc.) may be required and will be given to students/parents in advance of the event.

CARE OF EQUIPMENT, UNIFORMS, LOCKER ROOMS (ATHLETICS)

All athletic gear is on loan to the athlete and you are personally responsible for its care and return. Lost **uniforms and equipment** must be reported to the coach or advisor immediately and if not found, you will be charged the **replacement cost** for it. It is also your responsibility to maintain a neat locker room.

TRANSPORTATION

The school has specific policies for transportation of students in private cars. This policy and appropriate forms are available in the school office.

PRACTICE/GAME ATTENDANCE

Regular attendance at all practices, games and events along with promptness is imperative. Absences will be excused for illness or other school sponsored events. Unexcused absences may result in dismissal from the team or program.

INJURIES

Be sure to report all injuries to your coach or program leader no matter how minor they may seem.

CONCUSSION & HEAD INJURIES (ATHLETICS)

The School Board recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. The Board recognizes that the majority of concussions will occur in "contact" or "collisions" sports. However, in order to ensure the safety of all District student-athletes, this policy will apply to all competitive athletic activities as identified by the administration.

District will utilize recommended guidelines, procedures and other pertinent information to inform and educate coaches, youth athletes, and parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury.

Prior to each athletic season, the coaches will distribute a head injury and concussion information sheet to all parents/guardians of student-athletes in competitive sport activities prior to the student-athlete's initial practice or competition.

All coaches, including volunteers, will complete training as recommended and/or provided by NHIAA, and/or other pertinent organizations.

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4. Has been diagnosed with a concussion.

No member of a school athletic team shall return to participate in an athletic event or training on the days after he/she experiences a concussion unless all of the following conditions have been met:

4. The student no longer exhibits signs, symptoms or behaviors consistent with a concussion, at rest or with exertion;
5. The student is asymptomatic during, or following periods of supervised exercise that is gradually intensifying; and
6. The student receives a written medical release from a licensed health care provider.

Academic Issues in Students With Concussions

In the event a student is concussed, regardless of whether the concussion was a result of a school-related or non-school-related activity, school district staff should be mindful that the concussion may affect the student's ability to learn. In the event a student has a concussion, that student's teachers will be notified. Teachers should report to the school office if the student appears to have any difficulty with academic tasks that the teacher believes may be related to the concussion. The school office will notify the student's parents and the school nurse. Administrators and district staff will work to establish a protocol and course of action to ensure the student is able to maintain his/her academic responsibilities while recovering from the concussion.

CONCLUSION

A primary purpose of our extracurricular programs at North Cow Creek Elementary School is to provide students with a well-rounded educational experience. Extracurricular activities serve to extend and support the academic program. It is intended that through these programs students will build a desire to achieve excellence and strive to live a more healthful and purposeful life. Further, that they would develop a high level of respect for themselves, others, and working collaboratively with others. Through these programs it is desired that students will develop a positive self-esteem, sense of well-being, and value teamwork and learning from mistakes/failures.

Please tear off this page, sign below and return to your coach or classroom teacher. DO NOT return the entire contract; it is to be maintained by you for your records.

I acknowledge that I have read, understand, and will abide by the rules of the above North Cow Creek Elementary School Extracurricular Activities Contract.

Parent Signature

Date

Student Signature

Date