

LAPWAI ATHLETIC DEPARTMENT



2022-2023 Coaches Handbook

Lapwai School District #341
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Home of the Wildcats

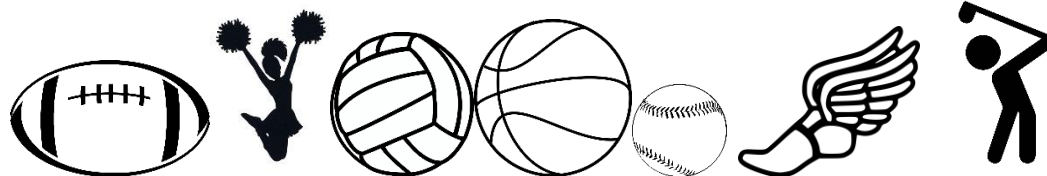


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Section 1: Introduction

Lapwai Middle-High School District Interscholastic Athletic Program

The purpose of this handbook is to aid the Lapwai Middle-High coaches in their administrative functions. The standardization of forms and procedures should bring about a more efficient operation of the interscholastic athletic programs.

Each coach should read the contents of this handbook carefully. It will answer many questions related to athletic policy as established by this department, the administration and the Lapwai School District School Board.

This handbook should be used in conjunction with both the Student-Parent Handbook and the Student Athletic Handbook which contains expanded information on many of the topics included in this handbook in particular the school's discipline policy.

Copies of this handbook are available through the Athletic Director or high school principal. Any questions or proposed changes to this handbook should be forwarded to the Athletic Director.

Vision Statement

The Lapwai School District recognizes that the athletic program is complimentary to the academic program, and is where the athletes acquire significant life skills, attitudes and habits of heart, mind and body in preparation for becoming positive and productive members of our society.

Mission Statement

It is our responsibility to provide student athletes the opportunity to participate in a rich variety of sports; to be coached by knowledgeable and caring individuals; to learn the value of hard work, competition, team play, individual effort and sportsmanship; and to ensure each athlete an enjoyable and rewarding experience.

Objectives

- To give the Lapwai student body a variety of opportunities to experience the benefits of participation in athletics and to be meaningfully engaged after school hours.
- To ensure that student athletes are exposed to positive role models in both coaches and teammates.
- To maintain a consistency of effort and expectation throughout the entire athletic program.
- To develop life skills in student athletes including self-discipline, work ethic, motivation, leadership, time management, sportsmanship, responsibility, self-esteem and an understanding of the relationship between individual effort and team success.
- To enhance the possibilities for student athletes to go on to post-secondary education.
- To contribute positively to school spirit and community pride.

- To help student athletes learn and master the skills and knowledge necessary to competitively engage in the sport in which they are participating.
- To teach student athletes the benefits derived and lessons learned from both winning and losing.
- To ensure that the student athlete is enjoying the experience that participation brings.

Indicators of a Successful Athletic Program

At the end of each school year, the success of the athletic program should be evident. Each coach has an important role in the success of the athletic program. Desired attributes of the Lapwai Interscholastic Athletic Program include:

- A wide variety of athletic teams that provide opportunities for all Lapwai students.
- All approved athletic teams are staffed with the best available coaches.
- Coaches and athletic department staff are excellent role models for student athletes.
- Student athletes are excellent role models for other students by exhibiting;
 - good grades,
 - good behavior in and out of school,
 - are motivated to continue as a role model after high school and as a positive member of our community.
- Athletic program consistently supports the development of student athletes and their teams to be the best that they can be.
- Student athletes prepare themselves mentally and physically for the demands of their sport.
- Athletic program receives consistent positive feedback regarding their programs from student athletes, parents and coaches.
- Issues are addressed and resolved in a timely manner.

Section 2: Athletic Leadership Team

An Athletic Leadership Team has been formed to support our student athletes, coaches, and the Lapwai community. This team can be reached by emailing Wildcats@Lapwai.org

Dr. D’Lisa Penney
Lapwai Middle-High School Principal
Dr.Penney@Lapwai.org
(208) 843-2241, X3205

Dr. David M. Aiken
Lapwai School District Superintendent
Daiken@Lapwai.org
(208) 843-2622

Section 3: Coaching Roles and Responsibilities

Lapwai School District Coach Contract

Each coach (head, assistant, junior high and volunteer) must be appointed by the School Board. Each paid coaching position must sign a coach's contract prior to assuming coaching responsibilities and activities. The contract is in effect for the duration of the applicable sport’s season.

HEAD COACH JOB DESCRIPTION

Reports to: The high school principal through the athletic director.

Qualifications:

- Possesses and maintains a moral character that’s in congruence with the expectations of the board of education.
- Possesses all qualifications and criteria established by the state board of education for coaches, supervisors, and directors of student activity programs.
- Possesses a good knowledge of the sport assigned, including but not limited to knowledge of training and conditioning techniques and the ability to diagnose player deficiencies and prescribe corrective activities.

Goals and Performance Responsibilities

Goal A: Manage and supervise the assigned athletic programs from grades 7-12:

- Assign duties and responsibilities to assistant coaches (with the approval of the athletic director).
- Coordinate the issuance, care, and inventory of equipment, supplies (medical as well as others), and uniforms.
- Assist the athletic director in scheduling non-league games, and tournaments.
- Supervise students at all times from the time practice or the activity starts until students leave for home.
At no time should students be without direct supervision of a coach.
- Coordinate the security of all facilities used by the team and coaching staff.
- Submit the following forms to the athletic director:
 - Complete team roster forms
 - Complete awards, season records, inventory forms, and lost equipment forms immediately at the conclusion of the season.
 - All other forms required by the athletic director.
- Ensure the proper completion of physical examinations and all forms relating to the examinations and emergency medical authorization before a student participates.
- Ensure proper completion parental emergency release forms when the team is traveling.
- Coordinate the distribution, collection, and storage of the athletic equipment, uniforms, and supplies (during the season and at its conclusion) and the collection of fees for lost equipment and uniforms by athletes.
- Recommended, but not mandatory: Attend an in-service sports medicine event.
- Show respect for officials, the press, opposing coaches, visiting teams, parents, fans, students, athletes, fellow coaches, and teachers.
- Be a leader among young student-athletes as an athletic coach and as a classroom teacher.
- Be responsible for the security of all facilities used by the team and coaching staff when custodians aren't on duty.
- Set up all scouting trips and meetings with coaches.
- Perform any other duties or responsibilities related to the coaching position as needed or directed by the high school principal and/or the athletic director.
- Mandatory Study Hall. When a student is identified at being at risk of eligibility due to attendance and/or grades, they will be required to attend the After School Program (3:30-4:30) after school until their grades are passing. Students who are absent from school cannot attend practice that day and if they are at risk of earning credit due to attendance, they will need to improve attendance and be on an attendance contract to continue to participate in sports. "Student" comes before athlete, thus good standing includes behavior, attendance, and grades.

Goal B: Establish an environment in which athletes can gain self-esteem and develop a positive self-image:

- Be responsible for awards presentations made during annual awards programs and incorporate the total coaching staff.
- Demonstrate an interest in the classroom efforts and off-season activities of athletes.
- Provide leadership that promotes positive attitudes and good sportsmanship.
- Work with athletes in a fair, understanding, tolerant, sympathetic, and patient manner.
- Encourage students to participate in more than one sport.
- Promote school and community interest in the sport by:
 - Appearing at school pep rallies, if/when applicable
 - Holding pre-season parent meeting
 - Attending booster club meetings, if/when applicable
 - Maintaining a pleasant, workable relationship with the news media
- Notify all members of the team of all policies, procedures, and training rules as they pertain to the team.
- Be responsible for the conduct of student-athletes and other involved students at all times (practices, games - including district and state tournaments, bus rides, other schools, etc.).
- Promote unity within the coaching staff and within the framework of the athletic department.

- Ensure representation from all groups within the student body by providing an opportunity for students in all stages of development.

Goal C: Establish winning teams within the bounds of good sportsmanship:

- Develop teamwork, morale, sportsmanship, courtesy, fair play, academic excellence, and strict adherence to the rules of training and conduct.
- Promote the attitude among athletes and coaches that winning is important but is secondary to good sportsmanship and the overall welfare of the athlete.

Term of Employment

The length of the contract shall be determined by the length of the athletic season as established but the state high school athletic association, the administration, and the board of education.

The job description listed is meant as a guideline, and in absence of specific direction, I understand I must make reasonable decisions and must act on those decisions to ensure that board goals are met.

My signature signifies I’ve reviewed the contents of my job description and I’m aware of the expectations of my position. I understand I must maintain the qualifications requirements and will be evaluated directly in accordance with the performance responsibilities as stated herein.

Signature of Employee

Date

Signature of Administrator

Date

Coach Responsibilities

All head coaches’ report directly to the Athletic Director.

- Head Coach Job Description.
- Assistant Coach Job Description.

Coaching Certifications

The head coach of any IHSAA sport or activity must be certified to teach in Idaho or have completed a coaching fundamentals course. Authorized courses are: NFHS Fundamentals of Coaching and ASEP Coaching Principles.

Assistant and sub-varsity coaches need not be certified teachers as long as they have been officially approved by their local Board of Trustees. Assistant and sub-varsity coaches are strongly encouraged to complete a coaching principles course.

All coaches (includes head coaches, directors, assistant coaches, and volunteers) of IHSAA activities must complete:

1. A First Aid course with a CPR component from a school district-recognized provider. A “recognized provider” is one whose curriculum is similar to the American Red Cross and American Heart Association. New coaches must complete the course during his/her first year of coaching. At no time may a team practice, travel or compete without at least one adult present who has met this requirement.
2. New coaches must take the St. Luke’s online concussion course prior to the first day of practice. All coaches are required to review the St. Luke’s Online Concussion Course on even numbered years. IHSAA statewide review dates: 2022-23, 2024-25, etc. Only courses completed after May 1 will be accepted. The IHSAA Board of Directors must approve alternative concussion courses or seminars.

3. New coaches must take the NFHS Sudden Cardiac Arrest course prior to the first day of practice. All coaches are required to review the NFHS Sudden Cardiac Arrest Course on even numbered years. IHSAA statewide review dates: 2022-23, 2024-25, etc. Only courses completed after May 1 will be accepted.

New coaches must take the NFHS Student Mental Health and Suicide Prevention course prior to the first day of practice. All coaches are required to review the NFHS Student Mental Health and Suicide Prevention course on even numbered years. IHSAA statewide review dates: 2022-23, 2024-25, etc. Only courses completed after May 1 will be accepted.

See: IHSAA RULE #3: COACHES <https://idhsaa.org/asset/Rules%20&%20Regs/RULE%203.pdf>

Coach Pre-Season Checklist (To be completed prior to the first contest)

Please see attached for a reproducible copy of the Pre-season Coaches Check List.

Coach In-Season Checklist

Please see attached for a reproducible copy of the Pre-season Coaches Check List.

Coach End-of-Season Checklist (To be completed after last contest)

Please see attached for a reproducible copy of the Pre-season Coaches Check List.

Section 4: Evaluation Process

All coaches are evaluated based on the Lapwai School Districts' Coaches Evaluation Process.

- Coaches will be provided a copy of their evaluation tool at the start of their season. (See attached coaches evaluation tool)
- Schedule
 - The A.D. and principal will meet with the coach and complete the evaluation within two weeks of the conclusion of the coach's season.
 - The A.D. and principal will conduct walk-through observations of practices.
- Mid-Season Check Point
 - The coach and A.D. will schedule a mid-season check point (prior to the district competition) to review the coach's season, assess any needs, and address any opportunities for clarification or remediation.

All coaches are evaluated annually, at the end of each season. The evaluations are based primarily on the Athletic Director's and/or Principal's observations in conjunction with the coach's self-assessment, but may also include feedback from head coaches, student athletes and parents.

Each coach is responsible for completing their self-assessment and scheduling a review meeting with the Athletic Director no later than two weeks after the season has ended.

The types of evaluation include:

- Coach's Self-Assessment – each coach is expected to complete a self-assessment and submit it to the Athletic Director at the end of each season.
- Head Coach Feedback – each head coach is expected to provide feedback regarding their assistant and sub-varsity coaches at the end of each season and submit them to the Athletic Director.
- Student Feedback (Survey) – each student athlete is asked provide feedback regarding their season. The student forms are distributed and collected by the Athletic Director. Student feedback is summarized and reviewed by the Athletic Director. The student's feedback forms are kept confidential by the Athletic Director.

- Athletic Director and/or Principal Evaluation – the Athletic Director and/or Principal evaluate each coach based on his observations, the self-assessment completed by the coach, and feedback from head coaches, student athletes and/or parents as determined by the Athletic Director.

Head coach and Assistant coach evaluations are attached below.

Coach Certifications

All coaches under contract by the Lapwai School District must have current certifications for minimum coaching skills as well as emergency CPR and First Aid before they begin conducting practices with student athletes. Any coach hired without these certifications must make arrangements, approved by the Athletic Director, to meet their certification requirements as agreed upon. The following certifications are required for any coach employed by the Lapwai School District:

Coach Renewal Nominations and Non-Renewal / Dismissal

Coaches are under contract for one season. At the end of the contract season the Athletic Director and/or Principal has the discretion to not rehire or recommend a coach for the next season. During the contract season, coaches may be dismissed for breach of contract or for any behavior that may jeopardize the well-being of a student athlete or the school district. The Athletic Director is responsible for overseeing the supervision of all coaches with the support of the head coaches, the Principal and the Superintendent.

Concussion Awareness and Guidelines

In accordance with the IHSAA and Idaho State Legislation, the Lapwai School District Concussion Management document is included in its entirety with all Sports Paperwork Packages.

Section 5: Athletic Department

The Lapwai School District's Athletic Program is managed and administered by the Athletic Department, headed by the Athletic Director, and is responsible for the interscholastic athletic teams at Lapwai Jr./Sr. High School.

The key contacts for the Athletic Department are:

- Athletic Direction Team Wildcats@Lapwai.org

The key school administration contacts are:

- Dr. David M. Aiken Superintendent
- Dr. D'Lisa Penney Principal, Athletic Director

Athletic Department Chain of Command and Issue Resolution

The goal of the athletic program is to resolve issues at the level at which the problem occurs. Coaches should notify the Head Coach and the Athletic Director of any issues where the coach is not able to resolve the issue at their level or if the coach would like help in resolving an issue.

Conflict Resolution

The Athletic Leadership Team was created to support our coaches with challenges from student disciplinary matters to parent concerns. Please contact us for support and assistance when needed through the proper chain of command beginning with the Athletic Director, followed by the Principal, and then finally the Superintendent.

Coaches are expected to promptly and respectfully respond to parent and community concerns, yet support from the Athletic Leadership Team may be requested.

Please consistently model the respect and professionalism you deserve in return during volatile situations, yet know the Athletic Leadership Team is on standby to support you with difficult conversations and prompt resolutions.

Youth and interscholastic coaches regularly deal with emotional parents, and most understand that parent disputes about their child's playing time comes with the job. While coaches may not enjoy having to respond to an upset parent, there are strategies a coach can employ to help temper emotions and lead to a more productive

conversation. As with most things in life, preparation is key and can help prevent minor misunderstandings from growing into ugly, season-long disagreements and arguments.

When meeting with a parent/athlete to seek resolution to a conflict, consider the following:

1. Be proactive. If something happened during the game or a practice and you know about it, reach out and confirm. It may not be an issue, but the parent will be grateful you called to check.
2. If you hear of a concern and can reach the parent first, you've shown pro-activeness and a willingness to resolve.
3. Do not wait and do not ignore. Call. Return the call. Return the email.
4. The concern, misunderstanding or conflict is about the parent's/athlete's perception of a situation. To know this, allow them to speak first and completely. Listen carefully and let them complete their scenario completely. You may discover a misunderstanding, misinterpretation, or misrepresentation of a situation. Active listening is key. Listening with sincerity is important. Listen closely without interruption when the parent speaks, clarify any misunderstanding, and paraphrase back to the parent what you heard. Often in life people simply want to be heard, and by providing an open forum many problems go away by simply being put out for analysis and discussion. Always hear the parent out, and keep the focus on the athlete. Take the opportunity to explain your coaching philosophy or criteria expectations.
5. Apologize and acknowledge their concern. Empathy goes a long way. Apologizing does not equal accepting blame, so depersonalize the situation. Depersonalize the concern and conversation and sincerely apologize. Parents want to be heard, understood, and sympathized with, and to know you care about their concerns and their student.
 - a. Example: I am so sorry that your athlete is going through this. I am here to help and support your student. I appreciate the opportunity to communicate and work together. I know how much you care about your student, as do I... etc....
6. Provide specific feedback. Telling a parent that their kid "just needs to play better" is hardly offering feedback, so make it a point to provide one or two specific things the kid can work on in order to earn more playing time. Does the child need to get stronger? Throw better? Be more aggressive? These are just a few examples of talking points that parents can take away and turn into future goals with their child.
7. Thank them. Ensure you thank the parent for bringing the issue/concern to your attention. Thank them for providing the opportunity to meet and gain understanding. Thank them for allowing you to work on the situation. "Thanks for bringing that to my attention. I can totally understand why you'd feel that way..." In fact, send a follow up email: "Again, thank you for the opportunity to communicate and support your student. Please don't hesitate to email me any additional information that can assist us in our common goal."
8. Intervention: If the conflict resolution is to a degree where you need A.D. or administrator support, respectfully ask to pause the discussion so that you can ask the A.D. or principal to join the conversation and support the student, and let them know the A.D. and/or principal will contact them to set up another meeting. Say thank you and end the discussion. Then contact administration.

Seven Tips for Empathic Listening

1. Be nonjudgmental. ...
2. Give the person your undivided attention. ...
3. Listen carefully (to feelings and facts). ...
4. Show that you are listening carefully. ...
5. Don't be afraid of silence. ...
6. Restate and paraphrase. ...
7. Follow up.

Coach to Student Athlete Communications:

Coaches are expected to communicate their expectations to student athletes and their parents clearly and consistently. It is recommended that coaches document their expectations and place a copy of file with the Athletic Director's Office. Coaches should encourage student athletes to approach them if they have any issue

about their experience on an interscholastic school team. The athletic experience that the Lapwai School District provides for the opportunity for young people to develop communication skills with adults and those in positions of authority. The student athlete and coach must develop a mutual respect and understanding that allows them to discuss issues openly and honestly while striving to gain a better understanding of each other's roles, responsibilities and perspectives.

- 1. Create a document that outlines expectation for parent/coach communications.**
- 2. Hold a Pre-Season Parent Meeting:** A parent meeting can make or break your entire season. Some coaches simply send home a letter with their players after the first practice detailing the expectations and schedule, but nothing can really replace a face-to-face meeting. Hold a parent meeting and send the athletes home with the game and practice schedule and your contact information to hang on the fridge.

Key topics to discuss in the parent meeting:

- **Goals for the season** - You should emphasize that the goal is to ensure that athletes are having fun, as well as teaching them the necessary skills so that they can improve their skills.
- **Expectations for the players and parents** - One of the most important parts of the meeting will be communicating what expectations you have for parents and their athletes.
- **Other important information** - Anything you want parents to know about practices, gear they may need to buy to participate, what you are doing for uniforms, practice/game times, etc.

Starting off on the right foot with your players and their parents can make an enormous difference, and sets a precedent for the entire season. It also shows parents that you are approachable, and will encourage them to come to you if they have any problems later on. Hold this meeting before the first practice.

Coach to Parent Communications:

Coaches are expected to communicate with parents. If a parent has an issue after a game, coaches should encourage parents to schedule a face-to-face meeting 24 hours after the competition to discuss concerns or questions, so that all parties have the opportunity to prepare and focus on the core issue to be discussed. A 24 hour period will allow cooler heads to prevail. Please note that the Athletic Director and Principal are always available to sit in on meetings with parents.

Topics which are appropriate to discuss with parents:

- The treatment of their child, mentally and physically
- Ways to help their child improve individually and as a team member
- Concerns about their child's behavior or academic status

Topics which are not appropriate to discuss with parents:

- Playing time
- Team strategy
- Play calling
- Other student athletes
- Coach's skill and knowledge of the game

Unresolved issues should be appealed based on the established Chain of Command. 1. Coaches, 2. A.D., 3. Principal, 4. Superintendent, 5. Board of Trustees

Lapwai Athletic Department Chain of Command

Communication Order	Jr. / Sr. High School
1	Sub-Varsity Coaches (C-squad, JV, Assistant and Volunteer coaches)
2	Head Coach (Junior High and High School)
3	Athletic Director
4	Principal
5	Superintendent
6	School Board

Student Athlete Post-Season Surveys

Athletic student voice and choice are important to evaluate our effectiveness as an athletic program. Athletes are provided an opportunity to do a post-season survey. This survey will be developed as a digital survey in google forms, and also be available in paper form. Data will be available for coaching staff, the A.D., and principal to review and discuss for the analysis of the athletic program and future goals and areas of opportunity. (A copy of the post-season survey is provided below). Post-Season Surveys will be administered to student athletes by the Athletic Director or their designee no later than one week (7 calendar days) following the final competition for sport.

Student Athlete and Coach Game Dress Code

On game day the role of our athletic program (coaches and athletes) is to positively represent the community and school. The expectations of our athletic program strives to be consistent. Professional attire and/or designated athletic warm ups should be worn as coaches and athletes enter a competitor's facility. Sportsmanship and positive manners are also part of the dress code, and coaches should coach athletes in how to positively interact with hosts and guest (good manners, welcoming, please, thank you, etc.) This includes the professionalism and positive attitudes displayed in the stands when athletes are spectators. When leaving the facilities, the same dress code and sportsmanship is expected. We represent our school when we exit the bus to enter a gym as well as when we enter the bus to travel home.

Open Gym and Summer League

Open gym/Field/Facility-Coaches are allowed to coach/instruct any number of students on individual skills and development specific to their sport. Open Gym/Field/Facility does not violate IHSAA rules if the following conditions are met:

1. Maximum of 20 hours per school year.
2. Sessions do NOT count as required practice time prior to the season.
3. Scrimmages and/or team competition against anyone that is not enrolled at the school are NOT allowed.
4. Participants, coaches and/or schools are NOT covered under IHSAA catastrophic insurance plan.
5. Administrative approval of Open Gym/Field/Facility hours and weeks is required from the school Principal or Athletic Director.

In order to ensure the safety of our facilities, compliance with district insurance, and to protect coaching staff from liability, thank you for taking a moment to carefully review the following information:

Summer Custodial Hours: Custodial hours during summer months are from 7:00 a.m. to 3:00 p.m. Thank you for ensuring the building is secure following summer practices. Please turn off the lights make sure *all* doors are locked and secure.

Summer League Practice Times: Please keep the Athletic Director informed regarding summer league practice times at Wildcats@Lapwai.org

Personal Use: For exclusive or individual gym use not involving *all* student athletes, please request time in advance by completing a [Facilities Use Agreement](#). Fees may apply. Please refrain from personal use or individual practices with your own children until approval of your application request.

Summer gym use is limited to *currently enrolled* Lapwai School District students, *current* coaches, and *current board-approved* volunteers with no exceptions.

Key Access: Thank you for not lending your keys to anyone. They are assigned to you only. Your keys are intended to provide access to *currently enrolled* Lapwai School District students, *current* coaches, and *current board-approved* volunteers with no exceptions.

Parent Access: Parents may join practices with your approval and *supervision*. Parents who consistently join practices must complete a volunteer application and background check at the District Office and become board approved. Parents may not be left unsupervised with student athletes unless they have completed the volunteer approval process. Volunteers are reapproved on an annual basis. Prior volunteer status must be renewed. Please see the Athletic Director with questions regarding volunteer status.

Supervision: Please do not leave student athletes unattended. Thank you for maintaining and modeling high expectations for good sportsmanship and respectful, responsible, and safe behavior.

Sound System: Please do not allow student athletes to use the expensive sound system equipment. If students access the equipment, please carefully monitor their use. Please ensure the equipment is stored properly and turned off after use. Thank you for your support in protecting this investment. Music played on the sound system during practice or athletic competitions and events must be pre-approved by the coach or athletic director and/or game manager. Thank you for ensuring clean versions of music with appropriate language and content.

Moratoriums

The intent of IHSAA Moratoriums is to allow students and teachers/coaches quality time with their families without the pressure of losing a level playing field.

Coaching Limitations

Coaches are not allowed to coach students of the school during the following times:

1. The 7 consecutive days prior to the Fall Practice start date listed in the IHSAA calendar.
2. The 3-day, consecutive no contact period during the winter break
3. Winter and spring activity coaches may contact students after the Fall Practice start date.

- Sport specific activities lead by coaches, captains, volunteers or parents such as practices, retreats, camps, weight room and conditioning/workouts are prohibited 7 days prior to the Fall Practice start date.
- Meetings with medical professionals, parent meetings, registration, equipment handout and fundraising are allowed. These meetings shall be non-mandatory

Program Consistency, Equity & Fairness

The Athletic Leadership Team will work with coaching staff to align a district-wide athletic program philosophy, including criteria for athletic levels (C-squad, JV, Varsity), and athlete evaluation tools of skill and abilities. Program consistency, equity and fairness within sport programs (girls basketball and boys basketball, for example), as well as district-wide is a goal.

- Sports banquets: This year the district will host two banquets: fall/winter banquet, spring banquet
- Within female and male sports programs, head coaches will discuss and bring activities, events, and requests to the A.D. and principal's attention and make a decision at the start of the season to ensure both programs are afforded the same opportunity, such as cutting the net in a district tournament. Prior discussion and approval are required. We will make decisions as an athletic program.
- Coaches will provide feedback and rubrics/criteria on how they assess and determine C-squad, JV, and Varsity status, as well as how feedback is provided to athletes. While each sport and skills are individualized, some district-wide tenets and tools can be created to provide consistency.

School Announcements

Any sports related announcements should be given to the athletic director and secretary by 11AM on the day of the announcement. Front office staff share end-of-the-day announcements over the intercom prior to the 3:30 bell. Staff can write the announcement on a student bulletin to be read at lunch, so the announcement should be given before 11AM.

Inventory, Equipment and Supplies

The varsity coach of each sport is responsible for requesting all the equipment and supplies for that sport. The Athletic Director will provide the coach with the necessary requisition forms for making the requests which will indicate the quantity, sizes, colors, approximate price, manufacturer, and order numbers with complete descriptions. The coach is not to order any equipment or uniforms, without prior consent from the Athletic Director. All equipment and uniform orders are processed and placed by the district office, unless permission is given by the Athletic Director.

At the start of the season, before any equipment or uniforms are distributed, the coach will check equipment and give an inventory list to the Athletic Director.

No athletic equipment issued to student athletes may be worn in physical education classes or worn outside of practice or game situations unless an exception is made such as for a pep rally, spirit week, etc. Coaches must instruct their student athletes of this regulation.

Coaches should give the Athletic Director at least 24 hour notice when equipment or uniforms are needed. This request should be in written list form so that the equipment may be made ready for the coach. Any student athlete failing to return or pay for any equipment issued will not be eligible for any athletic activity until the equipment is returned or paid for.

TRAVEL

Road games and tournaments are some of the most exciting experiences for both athletes and coaches. However, these times also present liabilities and concerns that clear expectations and follow through can lessen.

- All athletes are required to ride the team bus to any away competition. Bus times should be shared with both athletes and parents and it should be made clear that the bus leaves on time.
- Athletes need to be reminded that they are representing Lapwai High School at all times, not just on the field or the court. When they enter a game venue they should be polite and respectful and certainly mindful of appropriate language.
- Coaches need to be aware of where their athletes are at all times when on the road. This means in an away gym or field, in restaurants, or hotels. Teams should stick together as much as possible.
- Coaches and assistants need to check rosters when busses are boarded after games and be sure that athletes not on the bus have followed the proper check out procedure.
- Upon arriving back in Lapwai, coaches are required to be absolutely sure that players have transportation to get home. Under no circumstances should an athlete be left without supervision while waiting for a ride.
- Busses should be picked up and garbage thrown away when they return. There is no excuse for leaving a bus in a messy state.
- Coaches should be aware of any bullying or hazing that may go on during bus trips. If there is more than one coach, disperse among the athletes and have the lights on at all times.
- Please also see State Tournament below for additional information regarding travel.

State Tournament

- Bus times, itinerary and other details should be shared with parents and athletes.
- Time should be allotted for coaches to check bags before boarding the bus.
- There are a couple of ways to handle dispersing money to athletes. Many kids do not have extra money and might be tempted to spend their food money at the mall. Each morning it is good to disperse daily allotments to insure kids have food money. All athletes should sign for their money and the coach should be sure the bookkeeper gets the signing sheet.
- Mall trips are, of course, an issue. It is best to get it out of the way upon arriving in Boise. Set a certain amount of time to shop and eat and be sure student athletes know what time to be back on the bus. There really should be only one mall trip.

The following roles qualify for district sponsored attendance to state championships:

- Student Athletes
- One Student Team Manager
- District-Paid Coaches
- One Bookkeeper
- Athletic Director
- One Admin Game Manager
- Administrators
- Bus Drivers

The team may fund raise to bring board-approved volunteers only.

Hotel Rules

- Athletes should be aware of hotel rules, quiet times, hall noise and certainly of appropriate language at all times

- Room assignments are to be made by the coach and adhered to throughout the stay. It is imperative that the school is aware where each student is supposed to be should any issue arise. Coaches should do several room checks before lights out and continue to check if necessary.
- Share a firm set of hotel rules with both athletes and parents before leaving including who is allowed in athlete rooms, following directions, etc. as well as possible consequences should athletes fail to follow the rules. Anticipate any scenario.
- It is the job of the coach supported by the principal and AD to monitor athlete behavior in the hotel, in restaurants and any place else the team may go. Under no circumstance should coaches leave team under the care of someone else. Again, anticipate any scenario.

Out of State Trips

Any trip that includes student athletes leaving the state for a game must be scheduled and approved at the start of the season. School district out of state trips require school board approval, and these meetings only occur once each month. No special list minute considerations will be made. Schedule and plan well in advance for any out of state trips. (This excludes the usual Asotin, Clarkston, Pomeroy, and Pullman games.)

Overnight Trips

Any trip that includes student athletes staying overnight requires specific planning and must have the approval of the Superintendent prior to booking the trip. Provisions must be made to provide for adequate supervision throughout the duration of the trip.

Practices and Sunday Participation

There will be no practices on Sundays or holidays without the approval of the Athletic Director and/or Principal.

Scheduling

The Athletic Director will schedule all interscholastic athletic contests. Any schedule suggestions or changes requested by a coach will be given consideration. No coach is to reschedule an athletic contest without prior approval of the Athletic Director.

Facilities Use: Gym, Weight Room, Shower and Locker Rooms

The following will be expected:

1. The in-season sports teams have the priority use of the locker and shower facilities.
2. The coaches' room is off-limits to unauthorized personnel. This includes all student athletes and team managers unless invited there for counseling or special instruction.
3. No student is to be given keys to run an errand for a coach.
4. Coaches must be present and provide supervision as long as members of their teams are still present in the building. If parents/guardians are aware of the times that practice ends, they can be expected to be prompt and therefore cause no more than minor inconveniences. Parents/guardians should be aware of the student supervision times. It is in your best interest to stick to your practice schedule so that parents can provide timely transportation.
5. The coach, being the last person to leave the building or area, must make sure that the following has been accomplished:
 - a. All showers are turned off.
 - b. All lights have been turned off.
 - c. The locker room and gymnasium are in proper order and neat.
 - d. All doors are locked including the locker room, coaches' room, gymnasium, and outside doors.

Transportation

All buses will be ordered by the Athletic Director. Coaches are responsible for communicating bus departure times and return times so student athletes may arrange for transportation drop-off and pick-up times.

It is the responsibility of the coaches to have their teams ready to board the buses at the designated times. Student athletes not riding on school approved transportation may be ineligible for participation in that event. As per Lapwai High School Student Handbook-

The school has provided a parent/guardian sign-out sheet, which needs to be used by coaches on road games and then turn into the Athletics office the day after return. The parent/guardian sign-out form needs to be kept for insurance liability concerns.

The coaches are completely responsible for the conduct and actions of their players on the bus. Coaches should inspect the bus before and after the game to check for damage and articles that have been left.

Sportsmanship

Coaches, students and fans representing the Lapwai School District are expected to exemplify the highest standards for good sportsmanship. Sportsmanship is showing the qualities of courtesy, fairness, and respect to officials, teammates, opponents, coaches, and all others associated with the sport or contest. All participants in activities owe both their supporters and their competitors their best effort. Fighting, unsportsmanlike-like conduct, or profanity- related to activities may result in probation, suspension, or dismissal from participation in the activity and/or school. Such action shall be the decision of the coach/advisor, the principal, and the athletic director. In efforts to improve sportsmanship across the entire athletic department, coaches are being asked to complete the NFHS Sportsmanship class while parents/guardian and students will be shown several sportsmanship videos.

Modeling sportsmanship for our student athletes includes demonstrations of fairness for our competitors. Avoid excessive scoring and make every attempt to rotate athletes. Please ensure learning opportunities for all student athletes with playing time during times where our lead is significant. Our loyal fans attend events to watch everyone participate.

Fall/Winter and Spring Awards Banquet

Fall/ Awards Banquet:

Time: December

Sports: volleyball, football, cheer leading.

Winter Awards Banquet:

Time: March

Sports: basketball, wrestling

Spring Awards Banquet:

Time: May

Sports: baseball, softball, track and field, golf.

Awards banquets provide an opportunity for coaching staff to honor the participation and efforts of their athletes, and allow parents to celebrate their student's achievements. While we currently have 7 different sports, it is important that each sport have consistent, fair, and equitable awards events. In the spirit of ensuring each sport is equally honored, we will host a fall, winter and a spring banquet.

- The District will provide drinks, cake, plates, napkins, utensils, etc.
- The coaching staff will create and provide participation certificates and any other special certificates.
- Coaches will coordinate with their parents and/or community clubs to provide additional resources, such as a potluck, etc.
- If a coach wants to do another meeting, event, or dinner, it is up to that individual coach, but fair and equity in participation is expected.
- The District will provide a Letter and pins when an athlete letters.

Banners, Awards, and Memorials:

- State *team* championship banners may be displayed in the gymnasium indefinitely.
- *Individual* state and national awards and honors may be displayed in the gymnasium for one calendar year. Following that calendar year, those individual awards and honors may be taken by the student. The student may also select for the award or honor to continue to be displayed in the gymnasium lobby.
- Items for tournaments and memorials may be displayed in the gymnasium during the event only. Following the event, these displays must be removed. With approval by the principal and athletic director, these items may be moved to the gymnasium lobby for continued display.

Section 6: Key District Policy References, www.lapwai.org, under “policy” section

- 503.01 Definition of Good Standing
- 503.3 Drug & Alcohol Program Policy and Procedure
 - 503.3.3.1 Student Activities Drug Testing
- 503.6 Detention
- 503.7 Possession of Weapons
 - 503.7.1 Reports/False Reports of Bombs, Firearms, Deadly Weapons
- 503.8 Suspension
 - 503.8.1 Expulsion
- 503.9 Destruction of Property
- 503.10 Zero Tolerance Violence Policy
- 503.12 Internet Acceptable Use Policy
 - 503.12.1 District-Provided Access to Electronic Info., Services & Networks
- 503.13 Gangs and Gang Activity
- 504.1 District Approval of Activities
- 504.2 Scheduling, Supervision of Events
- 504.3 Transportation to Events Outside of School
- 504.5 Extracurricular Eligibility
 - 504.5.1 Private and Home School Athletic Eligibility
- 504.6 Sunday Activities
- 504.7 Athletic Code of Conduct
- 504.8 Concussion Guidelines/Education/Protocol
 - 504.8.A Acknowledgment of Receipt of Concussion Guidelines - Form
 - 504.8.B Authorization to Return to Play/Participate in Student Sports - Form
- 505 Student Health and Safety Regulations
 - 505.1 Adherence to District Safety Policy
 - 505.3 Supervision During Non-School Hours, Days
 - 505.10 Sexual Harassment, Discrimination, and Retaliation
 - 505.10P Title IX Sexual Harassment Grievance Procedure
 - 505.10F1 Title IX Sexual Harassment Investigation Form
 - 505.10F2 Title IX Sexual Misconduct Reporting Form
- 506.6.1 Group Activity or Associations
- 506.7.1 Equal Education, Nondiscrimination and Sex Equity
- 506.8 Student Uniform Grievance Procedure & Harassment Reporting Form
- 506.10 Student Sexual Harassment Policy
- 506.11 Zero Tolerance Violence Policy
- 506.12 Bullying Awareness

- 506.13 Hazing, Harassment, Intimidation, Bullying, Cyber Bullying, Menacing
- 506.13F Hazing, Harassment, Intimidation, Bullying, Cyber Bullying Menacing Form
- 506.14 Student Sex Offenders

All policies may be referenced at: <http://www.lapwai.org> under “policy” section.

Section 7: ATTACHMENTS MENTIONED IN THE HANDBOOK

IHSAA Code of Ethics for Athletic Coaches and Officials

Believing that mine is an important part in the nationwide school athletic program, I pledge to act in accordance with these principles:

1. I will honor contracts regardless of possible inconvenience or financial loss.
2. I will study the rules of the game, observe the work of other coaches or officials and will, at all times, attempt to improve myself and the game.
3. I will conduct myself in such a way that attention is drawn not to me, but to the young people playing the game.
4. I will maintain my appearance in a manner befitting the dignity and importance of the game.
5. I will cooperate with the news media in the interpretation and clarification of rules and/or other areas related to good sportsmanship, but I will not make statements concerning “calls” after a game.
6. I will uphold and abide by all rules of the IHSAA and the National Federation.
7. I will shape my character and conduct so as to be a worthy example to the young people who play under my jurisdiction.
8. I will give my complete cooperation to the school that I serve and to the IHSAA that I represent.
9. I will cooperate and be professional in my association with other coaches or officials and will do nothing to cause them public embarrassment.
10. I will keep in mind that the game is more important than the wishes of any individual.

Post-season Evaluation: Assistant Coach

Scale: 1 = Effective/Satisfactory
2 = Needs Improvement/More Training
3 = Unsatisfactory/Refer to Comments
4 = Not Applicable

Professional Qualifications

- _____ Cooperates with athletic director(s) and head coach
- _____ Understands and follows the policies and rules established by the board of education and the state athletic association.
- _____ Develops a rapport with the entire coaching staff.
- _____ Attends athletic dept. meetings, awards programs, pep assemblies, etc.
- _____ Maintains a professional and dignified sideline conduct, especially toward officials, athletes, opponents, parents, and fans.
- _____ Works cooperatively with other assistant coaches.
- _____ Knows CPR and first aid procedures.
- _____ Is prompt to meetings, practices, and competitions.
- _____ Uses the appropriate language, behavior, and manners with athletes and parents.
- _____ Completes necessary paperwork effectively and promptly

Coaching Skills

- _____ Communicates effectively the rules of the sport.
- _____ Provides proper supervision of athletes at practice, in the locker room, on the bus, and after a competition.
- _____ Displays a competent knowledge of the sport.
- _____ Maintains discipline with athletes.
- _____ Accepts the philosophy, policies, and techniques taught by the head coach.

Personal Characteristics

- _____ Remains fair, understanding, and tolerant with athletes and staff.
- _____ Displays a well-groomed appearance.
- _____ Shows a sincere interest in all athletes.
- _____ Provides honest, positive, and confident leadership.

_____ Is cooperative and receptive to suggestions from the athletic director(s) and head coach.

Additional Comments

Assistant Coach's Signature

Date

Head Coach's Signature

Date

Athletic Director's Signature

Date

Principal's Signature

Date



Lapwai High School Athletic Department

P.O. Box 247, Lapwai, Idaho 83540
(208) 843-2241

*Athletic Director: William Big Man
Principal: Dr. D'Lisa Penney
Superintendent: Dr. David Aiken*

COACH EVALUATION FORM

Coach: _____ **Sport:** _____ **Date:** _____

1-Good 2- Needs Improvement 3- Unsatisfactory 4- Not observed

ADMINISTRATIVE RESPONSIBILITIES:

	Cooperates with the athletic office regarding preseason paperwork (coaches' paperwork, player registration compliance, practice schedules, team rosters, etc.)
	Communicates with assistant coaches in regards to roles, duties, and expectations. Cooperates with requests for information from the athletic office.
	Abides by all relevant school policies, administrative directives, IHSAA rules / regulations, and league rules / regulations.
	Consults and communicates with the athletic director regarding any player discipline / issues, practice/game scheduling requests, parent concerns / problems, officiating concerns / problems, etc.
	Provides proper supervision of athletes at all times / venues (locker rooms, fields, gyms, travel vessel and vehicles, practice area, etc.) whenever athletes are present.
	Follows proper budget and purchase order procedures with regards to any equipment/ uniform purchases. Demonstrates proper care of school facilities and equipment.
	Maintains a detailed inventory of team equipment / uniforms and provides an updated report to the athletic department at the conclusion of each season.
	Submits an end-of-season report including a list of award winners in a timely fashion at the conclusion of each season of play.
	Maintains and updates team and individual student-athlete records regularly and in a timely manner. Works with the athletic department and media to publicize team and individual accomplishments.

RELATIONSHIPS:

	Demonstrates enthusiasm for working with student-athletes.
	Communicates effectively with all participating student-athletes and their parents.
	Establishes and maintains good relations with school administration, faculty,

	and coaching staff.
	Communicates effectively with and demonstrates respect for all opponents Communicates effectively with and demonstrates respect for game officials.
	Promotes all school activities and encourages student-athletes to participate in a variety of activities. Maintains cooperative relations with the media regarding team information, statistics, and interviews Shows an interest in the student-athletes' academic experiences.
	Communicates and cooperates with the athletic director in regards to student-athletes' physical well-being.
	Communicates and works with coaches of upper / lower level programs to the betterment of the overall program and future participating student-athletes.

COACHING PERFORMANCE:

	Keeps the sport interesting and fun for participating student-athletes. Conducts themselves in a professional and sportsmanlike manner at all times.
	Teaches the fundamental philosophy, skills, and knowledge essential to the sport.
	Develops and communicates a well-organized practice plan/schedule.
	Uses personnel (participating student-athletes) and strategies effectively in game situations.
	Praises student-athletes for positive performances.
	Offers constructive criticism to student-athletes for poor performances.
	Maintains effective individual and team discipline at all practices and in games.
	Provides opportunities for all team members to participate, depending upon their ability and effort, while maintaining a competitive team.
	The team's performance reflects enthusiasm, motivation, proper fundamentals, and good sportsmanship.
	Works to learn new strategies and trends in the sport by attending coaches clinics and reading coaching publications.

ATHLETIC DIRECTOR'S/PRINCIPAL'S COMMENTS:

(The coach's signature indicates he/she has read this evaluation. The coach has five days to respond to any portion of this evaluation to which he/she does not agree.)

Coach's Signature, date

Principal's Signature, date

STATE OF IDAHO: Supplemental Extra Duty Contract

THIS CONTRACT, made this «day»st day of «month», year of «year», by and between Lapwai School District No. 341, Lapwai, Idaho ("the District"), and «First» «Last» ("the Employee").

WITNESSETH:

1. The District hereby contracts to hire the Employee to perform an extra duty assignment or extra days as provided in the job description as the following for the term of the **2021-2022 School year**, at the compensation rate or fixed amount until this Contract has been fulfilled.

**«Assignment1» - «AMOUNT1»
«ASSIGNMENT2» «and2» «AMOUNT2»
«ASSIGNMENT3» «and3» «AMOUNT3»
«ASSIGNMENT4» «and4» «AMOUNT4»**

- 2. The Employee will, at all times, faithfully perform all of the duties that may be required pursuant to the express and implicit terms hereof, to the reasonable satisfaction of the District. Such duties shall be rendered at District premises and such other place or places as the District shall in good faith require or as the interests, needs, business, or opportunity of the District shall require.
- 3. The Terms of Employment of this Contract shall remain in effect for the period set forth above and concerns the extra duty described herein. This Contract is separate and apart from any certificated employee’s regular duties and any Category 1, 2, 3, Renewable, or Retired Certified Personnel Contract.
- 4. It is understood and agreed between the parties that this Contract is subject to the applicable laws of the State of Idaho, the duly adopted rules of the State Board of Education and the policies of the District which are, by reference, incorporated herein and made a part of this Contract the same as if fully set forth herein, and that no property rights attach to this Contract beyond the term of this Contract. It is further understood that this Contract excludes any expectation of employment beyond the terms given herein, and the procedural requirements of Section 33-515A, Idaho Code.

IN WITNESS WHEREOF the District has caused this Contract to be executed in its name by its proper officials and the Employee has executed the same all on the date first above written.

LAPWAI SCHOOL DISTRICT NO.341 in NEZ PERCE COUNTY, STATE OF IDAHO

_____ EMPLOYEE

_____ CHAIRMAN, BOARD OF TRUSTEES

Attest: _____ SUPERINTENDENT OR CLERK

LAPWAI SCHOOL DISTRICT #341

Memorandum of Agreement

This agreement is made on «Date» by and between:

«First» «Last»

and Lapwai School District #341 for the 2021-2022 School Year for the following assignment and amount:

«Assignment»«a2p» «Amount»
«Assignment2»«a2p» «Amount2»

This agreement is entered into with the understanding that this appointment is made on annual basis only, that no property right is attached to the position, and that it is contingent on sufficient numbers of students participating in the activity.

Payment for this assignment will be made in equal monthly installments during the activity season or in one lump sum after the conclusion of the activity, as the employee wishes.

LAPWAI SCHOOL DISTRICT NO. 341, NEZ PERCE COUNTY, IDAHO

EMPLOYEE

By _____, BOARD CHAIR
BOARD OF TRUSTEES

Attest: _____
SUPERINTENDENT OR CLERK

Coaches' Pre-Season Checklist

- Procure and review the current copy of the IHSAA Rules and Regulations Manual, as it pertains to your sport from www.Idhsaa.org or the HHS athletics office.
- Plan and hold a coaches' meeting. Invite employed and volunteer coaches to discuss expectations, roles and goals.
- Attend the IHSAA rules interpretation meeting. The IHSAA requires that a coach from each program attend this meeting annually.
- Secure needed keys from the district business manager. Coaches are never to allow a student to use these keys, whether supervised or unsupervised.
- Collaborate with other coaches who are in-season to determine facility space for practices. Provide practice schedule and practice space requests to Athletic Director.
- Review practice and competition schedule with the Athletic Director.
- Gather and inventory, using district Pre-Season Equipment Inventory form, all equipment needed for practice. Recommend in writing the purchase of equipment, supplies and uniforms as appropriate.
- Develop a packet for distribution to parents at the pre-season meeting that contains goals, expectations, practice and game schedules and any other pertinent information. Submit to Athletic Director for approval prior to Pre-Season Athlete/Parents meeting.
- Collect the following forms from student athletes and submit completed copies to the Athletic Director. Note, all forms must be completed and on file with the Athletic Director before the student athlete may participate in practices.
 - Acknowledgement of receipt of Concussion Guidelines
 - Acceptance of Activity Code
 - Physical Form
 - Emergency Contact form
 - Payment of ASB Activity fee
- Coordinate with Athletic Director as to the organization and completion of organizational meeting for returning and prospective student athletes and their parents/guardians.
- Provide roster, using Athletics Roster form, one week prior to first scheduled completion, to Athletic Director which includes the following: player name, position, uniform number, year in school and height.
- Determine whether any participants are involved in other activities during the season. If so, meet with the other coach or advisor to determine at which practice sessions and contests/events the student will attend. In the event a student is scheduled for a practice and a contest/performance on the same day or evening, the contest/performance should always take precedence with no penalty to the student in the activity in which he/she cannot participate.
- Plan and hold a captains' meeting. Invite captains and assistant coaches to discuss expectations, roles and goals.
- Ensure that all coaches, including volunteer coaches' paperwork is on file with the Athletic Director.

Coaches' In-Season Checklist

- Issue uniforms and equipment to participants, using the equipment check out form.
- Report roster changes to the Athletic Director within 48 hours of any change.
- Maintain locker room, gym and facility security by locking all doors and turning off all lights to each facility after its use. Do not leave lights on and doors unlocked; assuming that another team will be arriving soon.
- Support Lapwai School Districts participant eligibility rules. Review academic eligibility reports provided by Athletic Director.
- Student athletes are supervised at all times
- Student athletes are ready promptly for away games.
- All coaches are present at the school at least one-half hour before departure time for away games.
- All coaches and student athletes appear neat and well groomed for all trips.
- All trips leave as scheduled. Any person(s) not on the bus ready to leave on schedule is to be left behind.
- All student athletes must ride to an event on transportation approved by the school. Coaches have the discretion to release a student to ride home with their parents or legal guardian from an event providing the student is signed out, after the game, by the parent or legal guardian.
- Please Note:** Parents may release their child to another adult by providing a note stating who will be responsible for their child's transportation home from the activity. This note must be given to the coach/advisor one day prior to the day of travel.
- Report scores of all contest to local media.
- Disciplinary action involving suspension of a team member must be reported to the Athletic Director within 24 hours.
- Within 24 hours of an accident, report participants' injuries by submitting a complete accident report for to the office. Immediately make contact with the student's parent/guardian.

Coaches' Post-Season Checklist

- After last game or during uniform turn-in, discuss and poll team members on team awards (MVP, Offensive POY, and Defensive POY).
- Implement a procedure to ensure that each participant returns all uniforms and equipment that was provided by the school.
- Keep an accurate record of returned uniforms and equipment and report lost or damaged equipment to the Athletic Director with one week of your last competition.
- Complete the season end equipment and uniform inventory within one week of your last competition.
- Ensure that all equipment is washed, repaired, and safely stored; make arrangements for receipt of equipment during the off-season, if sent to a commercial repair company.
- Vacate locker rooms at the conclusion of the program's season. Ensure that program's areas are returned to pre-season condition and ready for the next program's season.
- Submit a list of award winners for the Awards Banquet to the Athletic Director using the **Banquet Information Sheet**.
- Submit a list of special awards to the local media after the program's awards banquet.
- Submit the **Coach Self-Assessment** to the Athletic Director within 5 days after the program's last contest. Include your one, three, and five year Special Funding requests with this document. You may also include a self-assessment, parent assessments, and athlete assessments with your report.
- Submit any requested changes for next season's schedule to the athletic director within 15 days after the program's last contest.
- Return all keys issued for the season to the business manager.
- Submit end of season team and individual statistics to the Athletic Director within one week of last competition.
- Schedule an appointment with the Athletic Director for the purpose of evaluation.
- Inform the team about and promote the Awards Banquet.

Coach's Self-Assessment and Improvement Plan

Lapwai School District Athletic Program Coach Self-Assessment

We truly appreciate the time, effort and experience each coach brings to our program. In an effort to ensure that our coaching staff's performance is in alignment with our program expectations, we ask that you read and complete this self-assessment. The purpose of this assessment is to ensure that our program expectations are clearly communicated and to encourage discussion between coaches and the Athletic Director if there are any questions or concerns. This assessment also provides the Athletic Director a vehicle to communicate any needed improvements.

Name: _____ Team: _____ Season: **Fall/Winter/Spring**

Did you contribute to the success of our athletic program?	Y/N
Did you provide the team with a coach who encouraged their participation?	
Were you knowledgeable enough as a coach to provide the students with the best available training and skills?	
Were you an excellent role model for our student athletes?	
Did you encourage your student athletes to be excellent role models for other students; good grades, good behavior in and out of school, etc.	
Were you able to advance or improve the experience and skills of your student athletes during the course of the season?	
Were your students encouraged and supported in their efforts to be the best that they could be?	
Were you student athletes mentally and physically prepared for the demands of their sport?	
Were you able to affect a positive relationship with the student athletes, their parents and the other coaches?	
Were you able to encourage younger student athletes to participate in the athletic program?	
Are you able to maintain or increase the number of students interested in participating on your team?	
Were you able to address and resolve issues with student athletes, parents, or other coaches in a timely manner?	
Were you able to communicate effectively and in a timely manner with the Athletic Director and the athletic department staff?	
Are you planning on hosting or organizing a summer camp to be held at HHS this coming summer?	
Are you planning to attend a team summer camp this upcoming summer?	

Have you fulfilled your role and responsibilities?	Y/N
Were you able to fulfill your Coach's Contract?	
Were you able to fulfill your role and responsibilities as described in the Coaches Handbook?	
Were you able to abide by the Lapwai School District policies, rules and regulations as described in the Coaches Handbook?	
Were you able to abide by the Coaches Code of Ethics?	
Did you support Lapwai Athletics fundraising efforts?	
Did you portray your team and the Athletic Department in a positive manner in the public and with the media?	

List planned professional coaching development or certifications to be completed prior to next season.	Date Scheduled

**Lapwai School District Athletic Program
Coach Self-Assessment**

To be completed by the Coach:

Coach Feedback: (Concerns, Comments, Support Needs, etc.)

To be completed by the Athletic Director:

Coach Overall Rating:

Student Athlete Feedback: (Summary of Feedback Forms)

Head Coach Feedback: (If applicable)

Additional Athletic Director Feedback: (Based on AD observations)

To be completed by the Athletic Director as required:

Coach Improvement Plan:

Recommended Improvement

Date to be Re-Evaluated

Coaches Commitment

Coaches Commitment

As a coach, I understand my responsibilities for coaching in the Lapwai School District #341 athletic programs. I have received, read, and understand the coach's handbook. Failure to comply with the guidelines outlined in this Coaches Handbook will result in probation, suspension, or termination.

I, _____, will follow the guidelines outlined in this Coaches Handbook.

Coaches Signature: _____

Date: _____

Administrator: _____

POST-SEASON STUDENT ATHLETE SURVEY

Student voice is important in improving the athletic programs of the Lapwai School District. Your responses are completely anonymous. You are encouraged to add additional comments. Thank you for your honest feedback.

A. COACHING EXPECTATIONS

1. My coach(es) were leaders and positive sportsmanship role models for student athletes on and off the field/court.

Completely Disagree Somewhat Agree Absolutely Agree

Comments:

2. My coach(es) were proactive with college recruitment education including campus visits.

Completely Disagree Somewhat Agree Absolutely Agree

Comments:

3. My coach(es) developed teamwork, morale, sportsmanship, courtesy, fair play, academic excellence, and strict adherence to the rules of training and conduct.

Completely Disagree Somewhat Agree Absolutely Agree

Comments:

4. My coach(es) provided me with consistent and positive feedback regarding my strengths and areas for improvement.

Completely Disagree Somewhat Agree Absolutely Agree

Comments:

5. My coach(es) showed respect for officials, the media, opposing coaches, visiting teams, parents, fans, students, athletes, fellow coaches, and teachers.

Completely Disagree Somewhat Agree Absolutely Agree

Comments:

6. My coach(es) communicated with myself and my parents frequently and alerted them of schedules and events well in advance.

Completely Disagree

Somewhat Agree

Absolutely Agree

Comments:

B. OVERALL ATHLETIC PROGRAM

7. The overall athletic program assisted in establishing life-long educational standards and goals for myself.

Completely Disagree

Somewhat Agree

Absolutely Agree

Comments:

8. The overall athletic program provided me with self-discipline, positive self-esteem, and self-motivation that can be applied after high school.

Completely Disagree

Somewhat Agree

Absolutely Agree

Comments:

9. The overall athletic program has contributed to my physical, mental, moral, social and emotional well-being.

Completely Disagree

Somewhat Agree

Absolutely Agree

Comments:

10. The overall athletic program emphasizes sportsmanship, ethical conduct, and fair play.

Completely Disagree

Somewhat Agree

Absolutely Agree

Comments:

11. On the following page your feedback on any other topics are welcome. Please be honest regarding the strengths and opportunities for improvement of the athletic programs of the Lapwai School District. Your opinion matters and your responses are completely anonymous.

LAPWAI ATHLETIC PROGRAM
Travel Parent Sign-Out Form
Lapwai School District #341



Sport: _____
Date: _____

Coach: _____
Location: _____

	STUDENT NAME	PARENT SIGNATURE
		<u>I certify that I am personally transporting or give permission to the adult listed below to transport my son/daughter.</u>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
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The Lapwai School District is responsible for transporting athletes to and from school sponsored activities. If an unusual circumstance arises in which a parent/guardian desires to transport his/her son/daughter from a contest, the student must obtain permission from the athletic director by signing this form.

This form **MUST** be signed by the parent/guardian, prior to the team's departure from an event in order for a student to be cleared to travel with his or her parent/guardian from an activity. Under **NO** circumstances will permission be given allowing athletes to transport themselves to or from a contest, or be transported by other minors.

I understand that the Lapwai School District Activity rules require that students ride the bus to and from all activities and any departure from this requirement will release the Lapwai School District from all liability with reference to the above stated transportation.