

# Coach/Advisor Handbook

2023-2024

Argyle School District





# **ARGYLE SCHOOL DISTRICT**

## **CO-CURRICULAR**

### **VISION STATEMENT**

The teams, coaches, supervisors, athletes, and students competing for the Argyle School District are measured by the following vision:

#### **I. SUCCESS**

- ON the field of competition in terms of wins, losses, and success in relation to the skills of our teams/players/students and that of the opponent.
- Players/Students experience success in the classroom and the community.
- A positive atmosphere surrounds the program/activity.

#### **II. RESPECT**

- Players/Coaches/Students/Advisors demonstrate respect for each other and opposing coaches, players, and officials.
- Argyle athletes/students/coaches/advisors positively represent themselves, the team, the school, and the community.

#### **III. EFFORT**

- Argyle athletes/students/coaches give the maximum effort in games/activities regardless of the score. Everyone involved gives it all at practice and strives to improve throughout the season and between seasons.

**ARGYLE SCHOOL DISTRICT**  
**MIDDLE SCHOOL AND SENIOR HIGH COACH/ADVISOR**

**Job Description**

**General Responsibilities**

All athletic coaches and advisors will aid children in the Argyle School District to develop the skills necessary, to the extent of the child's ability, so that he/she can successfully compete in athletics or activity at the given level of competition. Therefore, knowledge of the sport/activity and communication skills that can motivate children is essential. It is also the role of the Athletic Coach/Advisor to emphasize the activity as a partner with other school activities in the total educational process and to formulate and maintain ideals of good citizenship and sportsmanship. A successful emphasis on the development of teamwork and cooperation is also vital to the overall development of the child within the school and community as a whole.

Reports To: Athletic Director and/or Principal

Qualifications:

- A. Professional preparation: either through employment as a teacher, college training, or previous experience.
- B. Background experience: possess working knowledge of all aspects of the activity.
- C. Personal: demonstrates interest in and an aptitude for performing tasks listed:
  - 1. At every opportunity urge the participants to be polite, courteous, and fair to visiting groups and teams.
  - 2. Display good conduct.
  - 3. Model poise and self-control at all times.
  - 4. Teach the participants to play fairly.
  - 5. Be a good host to the visiting teams, coach, participants, and spectators.
  - 6. Educate the players/participants on the sidelines to the fact that it is unsportsmanlike conduct to yell intimidating remarks at the visiting team, participants, or officials.
  - 7. Respect the officials' judgment and the interpretation of the rules. If an interpretation appeal is necessary, follow appropriate procedures.
  - 8. Let the officials control the game and the coach control the team.
  - 9. Publicly attempt to shake hands with the officials prior to the game and the opposing coach/advisor before and after the game.

10. Demonstrate a leadership style that communicates effectively with parents, players, and assistant coaches/advisors.
11. Enjoy working with middle and high school-age students.

## **Essential Functions**

### **Specific Responsibilities**

#### *Head Coaches/Advisors*

1. Represent the school and the students at all meetings, including All-Conference and WIAA Seeding meetings.
2. Set lettering criteria for all participants prior to the start of the season.
3. Is in charge of assigning all duties of assistant coaches/advisors working under his/her supervision.
4. Is responsible for keeping practice schedules for the activity within the confines of the times specified by the athletic director and with due consideration to the staff and welfare of participants.
5. Is responsible for the general upkeep and protection of supplies under the jurisdiction of the program.
6. Reports periodically while the activity is in the season to the athletic director/principal with regard to developments in the program.
7. Is responsible for compiling and submitting records (participation and season results for high school and participation for the middle school) to the athletic director/principal at the conclusion of the season.
8. Has a shared responsibility for striving to build positive attitudes and developing good public relations in the school and community and promoting the sport/activity.
9. Plans and schedules a regular program of practice and meetings in season that are communicated to the student-athletes and parents.
10. Work closely with the athletic director/principal to schedule contests/performances. This includes filling out facility usage and transportation forms.
11. Will conduct a preseason parents' meeting.
12. Makes recommendations to the athletic director in matters of scheduling.
13. Cooperates with all other staff in providing the optimum program possible under existing conditions.
14. Keep accurate financial records of all expenses during the season. The coach is responsible for collecting and managing money for all activities including athletic wear and tournament tickets.
15. Submits the following to the athletic director or principal:
  - A. An alphabetical roster as soon as it is set.

- B. A squad roster with all necessary personal data, at least one week before the first contest.
  - C. An alphabetical list of award winners and score sheets immediately following the season.
16. Keeps abreast of new developments, innovative ideas, and techniques by attendance at clinics, workshops, and reading in the field.
  17. Performs other duties as related to his/her assignments as designated by the building principal or athletic director.

#### *All Coaches/Advisors*

1. Provide to the Athletic Director, in writing, at the end of the season with an inventory list of all equipment and uniforms.
2. Provide the Athletic Director with uniform and equipment requests by March 1, so a proper athletic budget can be developed.
3. Communicate, in a positive manner, with children and parents when concerns arise.
4. Promote your sport/activity to the public by contacting newspapers, TV stations, radio stations, ECT, and your team's score and progress.
5. Follow all WIAA guidelines for the coach's/advisor's particular sport.
6. Complete a rules examination prior to the first regular season contest in a coach's particular sport.
7. Attend/View the WIAA Rules Interpretation Meeting for the coach's particular sport, if necessary.
8. Be aware of and enforce the guidelines of the Student Handbook and Co-Curricular Code as it applies to all co-curricular activities.
9. Are encouraged to attend clinics in the particular sport.
10. Are encouraged to join associations that promote the particular sport.
11. Follow ethical and professional procedures in dealing with student-athletes.
12. Cooperate with other coaches/advisors and the Athletic Director in dealing with daily and monthly scheduling of facilities.

### **Personnel Responsibilities**

#### *Coaches/Advisors*

1. Teaches individual participants the skills necessary for improvement in the activity.
2. Helps to establish performance criteria for eligibility in interscholastic competition in all activities.
3. Applies discipline in a firm and positive manner that aligns with the Student Handbook, Co-Curricular Code, and Team Handbook.
4. Determines the strategies for the program to be used.

5. Understands that he/she is continually on display and must exercise good judgment in portraying positive behavior. Be reminded of the fact that he/she is responsible for participants' conduct during practice and traveling, as well as when performing. All programs should be expected to project a professional image; coaches/advisors should lead by example.
6. Encourages good conduct and desirable pupil/teacher (coach) relationships. Advisors and coaches will not meet with students/athletes alone. They will have an assistant or other teacher involved in the meeting.
7. Is certain that no participant is permitted to participate until all appropriate procedures have been completed to participate in activities.
8. Thoroughly explains eligibility requirements and participation rules to all members. If a violation occurs, it is to be discussed with the Athletic Director/Principal, and family contact must be made. Due process must be utilized.
9. Is responsible for clearing, with the Athletic Director/Principal, the departure time for trips that involve loss of school time and for seeing that the faculty is given adequate and appropriate notice.
10. Sees that all participants have made necessary arrangements for their own transportation home when returning from road trips in the late evening hours.
11. Provides participants with an evaluation either through a meeting or written communication.
12. Ensures that concessions, donations, and/or fundraising for their given sport/activity are appropriately advertised. For example, if a concession stand is being run by AHS baseball, coaches must make sure to place a sign in the concession stand that notifies patrons that the proceeds are attributed to AHS baseball.
13. All school-sanctioned activities conducting fundraising or raising funds will run proceeds through the Student Activities Account (Fund 60).
14. Each individual school-sanctioned activity will have initial rights to all concessions and/or fundraising opportunities during their given events. If the specific school-sanctioned activity denies this opportunity, it will then be offered to other school-sanctioned activities under Fund 60. If no school-sanctioned activities elect to conduct the concession stand and/or fundraising during this school-sanctioned event, the opportunity would then be opened up to outside organizations.

### **GENERAL ARGYLE POLICIES AND CONCERNS**

1. All team apparel, equipment, and/or uniforms must be approved by the Athletic Director before being purchased or offered to students/families for purchase.
2. The head coach is in charge of the entire program, including the middle school program.
3. Winning is not the most important phase of coaching at Argyle. Athletes should be prepared to win but we are more concerned that students learn about life through

athletics and to become good people and citizens. We expect Argyle athletes to have respect for the school, coaches, opponents, team members, and themselves. Coaches must show respect for athletes, fellow coaches, officials, and themselves.

4. Profanity is not to be used by the coaches/advisors or athletes at any time.
5. If a coach is aware that an athlete has violated the Co-Curricular code, the Athletic Director and Principal must be notified as soon as possible.
6. Call Coaches and fellow teachers by their title "Coach" or Mr., Miss, Mrs., or Ms.
7. Do not air any petty grievances where students or others can overhear you. Talk to the person who can do something about your problem.
8. Dress-up days of interscholastic contests by team members will be up to the discretion of the head coach.
9. Managers and athletes are not to be allowed in the coaches' office. Do not allow any student or athlete to hand around the coaches' office.
10. No athlete should be allowed in the training room unless a coach or trainer is present.
11. The weight room is off-limits for ALL unless a qualified instructor or coach is present.
12. Some athletes have special medical problems and/or medical histories. You should make a point to the athletes that you and our trainer need to be made aware of these conditions.
13. Under WIAA regulations, an athlete must be an amateur in all sports in order to participate in any sports. They can violate their amateur standing if they:
  - a. Accept any amount of money or merchandise connected with sports
  - b. Sign a contract for athletic services
  - c. Permit their name, picture, or personal appearance to be used to promote anything
  - d. Play under another name
14. An athlete cannot attend a specialized game, clinic, or school unless the program is approved by the WIAA. Expenses of any clinic, game camp, etc., must be paid by the athlete's family or he/she will be declared ineligible.
15. A coach cannot provide transportation for an athlete to any camp, clinic, workshop, etc.

## **CONSEQUENCES**

Coaches found in violation of any or all of the above-stated policies or concerns, or other rules, regulations, or policies of the Board or the WIAA, may be subject to one or more of the following consequences at the discretion of the Administration and/or the Board of Education:

1. Conference with parent, student-athlete, and Argyle School District administration.
2. Conference with Argyle School District administration.
3. A written reprimand.



4. Written Plan of Improvement.
5. Suspension (paid or unpaid) from coaching duties.
6. Dismissal/termination from coaching duties.

**Coach/Advisor**  
**Handbook**  
**2023-2024**  
**Argyle School District**

This handbook has been developed to assist coaches and advisors of the Argyle School District. As a coach/advisor of the Argyle School District, I have read and understand the Co-Curricular Handbook's rules and regulations. My signature signifies that I will adhere to the regulations set forth in this handbook.

Coach/Advisor      Signature \_\_\_\_\_      Date  
\_\_\_\_\_

Print Name Here \_\_\_\_\_

Sport/Activity \_\_\_\_\_