

Westfall Coaches Handbook Guidelines for Coaches



2016-2017

Table of Contents

Westfall Local Schools Administration	2
Mission Statement	2
OHSAA, District, and League Information	3
Sports Offerings	4
Athletic Council	5
Role and Responsibilities of Coaches	6
Coaching and Advisor Regulations and requirements	7-8
Job Description of the Coach	9-11
Hiring of Assistant Coaches/ Volunteers	12
Final Forms	12
Squad Selection Procedures	13
Practice Guidelines	14
Scheduling Contests, Officials, and Practices	15
Coaches Supervision Responsibilities	16-17
Use of Facilities	17
Coach Parent Relationships/24 Hour Rule	18
Parent Complaints/Conflicts	19
Athletic Conflict Resolution Form	20
Athletic Trainer	21
Treatment of Injuries	21
Concussion Protocol	22
Overnight Trips	23
Summer Activities	23
Off Season	23
Purchases/Budgets/Fundraising Procedures	24-25
Awards/Banquets	26
Public Relations	27
Athletic Website	28
Media Relations	29
Media Contacts	29
Coaching Clinics and Coaching Associations	30
Forms	31

Board of Education

Superintendent of Schools

Cara Riddel

High School Principal

Billy Dennis

High School Dean of Students

Ashley Kelly

Middle School Principal

Jason Fife

Middle School Dean of Students

Ruth Ann Sowers

District Athletic Director

Trevor Thomas

Middle School Athletic Director

Sherrie Wippel

HS Head Coaches

MS Head Coaches

HS Assistant Coaches

MS Assistant Coaches

District Mission Statement

The mission of the Westfall Local School District, as the educational hub of the community, is to produce responsible, emotionally and physically healthy students who excel in academics, technology, the arts, and graduate career or college ready. This will be accomplished in a safe, secure and nurturing environment by creatively using all resources; developing effective community partnerships; and, providing every student with appropriate, high quality, relevant education.

Athletic Mission Statement

The mission of the Westfall Local School District Athletic Department is to produce responsible, emotionally and physically healthy student/athletes who excel in the educational athletics environment. This will be accomplished by providing them with coaches who teach integrity, honor, and character through interscholastic athletics and providing our student/athletes with opportunities to be successful.

Westfall High School is a member of the Ohio High School Athletic Association. The rules and regulations developed by the OHSAA are designed to protect fair play and promote sportsmanship while ensuring the safety and welfare of all student-athletes. Westfall High School and Middle School agrees to abide by and cooperate with all rules and regulations set forth by the OHSAA.



Nickname: Mustangs

School Colors: Scarlet and Grey

District: Southeast

Boys Enrollment: 158(AA)

Girls Enrollment: 171(AA)



League: Scioto Valley Conference

Member Schools

Adena

Huntington

Paint Valley

Piketon

Southeastern

Unioto

Zane Trace



Sports at Westfall High School

Fall Sports

Boys
Football
Soccer
Cross Country
Golf

Girls
Volleyball
Soccer
Cross Country
Golf
Cheerleading

Winter Sports

Boys
Basketball
Wrestling
Swimming
Bowling

Girls
Basketball
Wrestling
Swimming
Bowling
Cheerleading

Spring Sports

Boys
Baseball
Track and Field

Girls
Softball
Track and Field



Westfall High School Athletic Council

Sport	Head Coach	email	Phone Number
Cross Country	Billy Dennis	billyd@westfallschools.com	740-497-1666
Football	Trent Olds	trent.olds@gmail.com	937-728-9451
Volleyball			
Girls' Golf	Kevin Shoults	kidsplaygolftoo@yahoo.com	740-703-3827
Boys' Golf	Matthew Greenlee	mgreenlee@westfallschools.com	614-753-7056
Girls' Soccer	Devin Schoonover	dschoonover@westfallschools.com	740-407-3142
Boys' Soccer	Blaine Bullock	bbullock@westfallschools.com	740-601-3680
Cheerleading	Lynn Huffer Shannon Nunemaker	lhuffer@westfallschools.com snunemaker@westfallschools.com	614-725-6020 740-542-2703
Girls' Basketball	Jennifer Blue	bluej2121@yahoo.com	614-774-8577
Boys' Basketball	Josh Rodich	coachrodich@yahoo.com	614-270-5204
Wrestling	Will Breyer	wbreyer@westfallschools.com	248-321-4979
Bowling	Alethea Heuer		
Baseball	Trevor Thomas	tthomas@westfallschools.com	740-412-7039
Softball	Fred Redman	frrdm@aol.com	740-571-1589
Girls' Track	Theresa Butts	tbutts@westfallschools.com	614-348-1653
Boys' Track	Brad Smith	bsmith@westfallschools.com	740-497-1005

The Athletic Council will meet throughout the school year and summer months to discuss upcoming seasons, the Code of Conduct and Substance Abuse Policy, and other information as deemed necessary by the athletic director. The Council will also meet to hear student/athlete appeals for denial of participation. These meetings are necessary for the operation of the athletic department and should be attended by all coaches.

THE ROLE OF COACHES

Coaches must demonstrate and apply leadership, integrity, responsibility, self-control, knowledge of sports rules and regulations, honesty, and sportsmanship at all times on and off the field/court. It is necessary that the coach acts in a responsible and professional manner at all times and represents the school, faculty, student body, and community in a positive manner. The coach must set the example for all participants and fans. The coach must remember athletics is an extension of the classroom and interscholastic athletics are an educational opportunity to all those involved.

RESPONSIBILITIES OF THE COACH

- **Exemplify the highest moral character, behavior and leadership, adhering to strong ethical and integrity standards.**
- **Respect the integrity and personality of the individual athlete.**
- **Set the example for players and fans to follow. Refrain from arguments in front of players and fans; do not make inappropriate gestures or comments to officials or opponents. Never throw items in disgust. Shake hands with officials and opposing coaches before and after contests in full public view.**
- **Respect the integrity and judgement of the contest officials. The officials are doing their best to promote athletics and the student athlete. Treating them with respect, even when you disagree, will only make a positive impression of you and your team in the eyes of those in attendance. Never berate an official to the media.**
- **Display modesty in victory and graciousness in defeat, when meeting with the public or the media.**
- **Teach sportsmanship and reward players that are good sports.**
- **Do not use profanity, obscene language, or inappropriate gestures or actions.**
- **Describe and define respectful and disrespectful behaviors. Make a point that disrespect, taunting, trash talk, hazing, and intimidation will not be tolerated.**
- **Treat opposing coaches, administrators, participants, and fans with the utmost respect.**
- **Require your team to treat opponents, opposing coaches, fans, schools, and officials with respect.**

Coaching and Advisor Regulations and Requirements

The following are regulations for any coach or cheerleading advisor involved in extracurricular activities at Westfall High School. All paid and unpaid coaches and advisors must meet these standards. Until all requirements are met your pay may be withheld.

- 1. Each coach/advisor must have a current CPR and Sports Medicine certificate on file with the Athletic Director.***
- 2. Each coach/advisor must have a FBI/BCI background check.***
- 3. Each coach/advisor is responsible for turning in the Preseason packet to the Athletic Director prior to the first official practice. Includes all potential participants.***
- 4. Each coach/advisor will turn in a list of players into the Athletic Director of any player not making the team/squad as soon as the team/squad is determined.**
- 5. Each coach/advisor will complete the end of season packet, including written inventory of all equipment and uniforms at the completion of their season. This will also include any equipment to be ordered for the next year.***
- 6. Each coach/advisor is responsible to get awards information to the Athletic Director in a timely manner.***
- 7. Each coach/advisor will attend the season ending reception/banquet.***
- 8. Each Head coach/advisor will be on the bus to and from all games and/or scrimmages, or have arrangements made with assistant coaches to be on the bus, unless prior approval is made with the Athletic Director.**
- 9. Each coach/advisor will remain at the school until all students have a ride, or make arrangements for them to be supervised until they are picked up.**
- 10. Each coach/advisor is responsible for the inventorying, issuing, collection, and storage of uniforms and equipment for their activity.**
- 11. Each coach/advisor is responsible for the care and upkeep of equipment involved in your activity.**
- 12. Each coach/advisor shall attend all league/district/state associations or coaching related meetings.**
- 13. Each coach/advisor will attend Athletic Council Meetings as called by Athletic Director or have prior permission from AD to be absent.**
- 14. Each coach/advisor will work with the Westfall Booster Organization.**
- 15. Each head coach/advisor will try and attend Westfall Booster meetings on a regular basis.**
- 16. Each head coach is responsible for the reporting of scores/results to the local media.**
- 17. Each head coach/advisor is responsible for the evaluations of their assistant coaches.**
- 18. Head coaches/advisors are responsible to meet with the Athletic Director for season ending evaluation.**

Requirements to Coach

In order to be approved by the Westfall Local School District Board of Education all coaches, including volunteer coaches, must complete the following:

1. Current Pupil Activity Permit(PAP)
2. Complete Pupil Activity Permit Application on Ohio Department of Education website.
3. NFHS Fundamentals of Coaching online course.
 - a. <http://www.nfhslearn.com>
 - b. Course Completed one time
4. Approved Online Concussion Education Course.
 - a. <http://www.nfhslearn.com>
 - b. Course must be taken each time you apply for a new PAP
5. Complete the First Aid for Coaches Training.
 - a. Adena Sports Medicine offers these trainings monthly, check with AD for upcoming dates.
 - b. Online course available at <http://www.nfhslearn.com>
 - c. Courses offered at most state coaching clinics as well.
 - d. Course must be completed each time you apply for a new PAP
6. CPR Certification
 - a. Current CPR Certification Card on file with district office
7. BCI and FBI Fingerprinting Services
 - a. The Pickaway Educational Service Center offers Webcheck Fingerprinting to obtain BCI and/or FBI Reports.
 - b. Webcheck Fingerprinting is by appointment only. Call ESC (740) 474-7529
 - c. Have Reports sent to ODE and Westfall Local Schools

Board Approval:

Once all documentation has been turned into the AD, a recommendation will be made to the board of education for your coaching position.

Volunteer coaches must complete all the same courses for PAP and be board approved.

ALL COURSES MUST BE COMPLETE BEFORE YOU BEGIN YOUR COACHING DUTIES.

COACHES JOB DESCRIPTION

BOARD APPROVED JOB DESCRIPTION

(5/17/10 Res. #10-170)

Title: Coach
Department: Athletic
Building/Facility: Middle School/ High School
Reports to: Athletic Director and Building Principal
Employment Status: Regular/Full Time

Description: Encourage, supervise, and inspire the student athlete while instructing him/her in the fundamentals, skills, and sense of fair play necessary to become a successful team member. Direct team Strategy.

Note: The below lists are not ranked in order of importance.

Essential Functions:

- Ensure the safety of students.
- Work within the district policies and procedures in development and maintenance of interscholastic athletic programs.
- Assign duties and responsibilities to assistants.
- Responsible for issuance, care and inventory of equipment, supplies, and uniforms.
- Assist the athletic director in purchasing equipment and supplies.
- Assist the athletic director in scheduling non-league games and officials.
- Ensure proper conduct and actions of team players at all times.
- Report the lineups, scoring plays, and other pertinent data of each game to the local newspaper and radio.
- Forward a list of all participants in the sport, along with all information necessary for the eligibility report, to the principal's office.
- Issue equipment and keep accurate records of all equipment issued.
- Collect all equipment at the end of the season.
- Assign lockers and oversee the condition of the locker room.
- Assist players in care and prevention of injuries.
- Attend rules interpretation meetings.
- Schedule assistant coaches meetings.
- Instruct players in proper use of body building equipment, training and nutrition.
- Prepare outside facilities for all practice sessions.
- Schedule, plan, and conduct all practice sessions and scrimmages.
- Develop and enforce training rules.
- Organize filming of all athletic competitions if applicable.
- Present and discuss films from previous scrimmages if applicable.
- Review and evaluate all game films if applicable.
- Schedule and conduct meetings to discuss future opponents.
- Attend reserve and other inter-district games.
- Assist in the selection of assistant coaches.
- Communicate with classroom teachers to determine the achievement level of each player.
- Participate in awards program by distributing awards to the players.
- Evaluate players after each game and at the end of the season.
- Schedule off season weight lifting and physical conditioning training.
- Attend clinics, camps and seminars.

- Make contacts with the public with tact and diplomacy.
- Maintain respect at all times for confidential information, e.g. student athlete grades for eligibility purposes etc.
- Interact in a positive manner with staff, students, and parents.
- Promote good public relations by personal appearance, attitude, and conversation.
- Attend meetings and in services as required.
- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- Instill in students the belief in and practice ethical principles and democratic values.
- Interact with superintendent and/or board of education and present information as requested.

Other Duties and Responsibilities:

- Correspond with college and university personnel to assist players in acquiring athletic scholarships.
- Instruct and supervise managers in game and practice preparation.
- Attend and participate in Athletic Booster Club Meetings.
- Schedule Fundraising activities.
- Schedule coaching clinics.
- Procure and distribute all medical supplies and equipment.
- Schedule, record, and assist with physical examinations for all players.
- Respond to routine questions and requests in an appropriate manner.
- Perform other duties assigned by the athletic director and or high school principal.

Qualifications:

- High School Diploma
- One to two years related experience

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others.
- Ability to communicate ideas and directives clearly and effectively both orally and in writing.
- Effective, active listening skills
- Organizational and problem solving skills
- Ability to recognize and treat minor athletic injuries.
- Knowledge of specific sport.
- Prior supervision of athletic program, budget, inventory, and transportation.
- CPR Certificate
- Pupil Activity Supervision Certification issued by the ODE.

Equipment Operated:

- Computer/Printer
- Calculator
- Typewriter
- Camcorder
- Overhead projector
- Head Phones
- Motor Vehicle
- Telephone
- TV/VCR
- Various Related SPorts Equipment
- Cell Phone

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue.
- Occasional operation of a vehicle under inclement weather conditions, i.e. Being prepared to come to school on all scheduled days except calamity days.
- Occasional interactions among unruly children.
- Occasional requirement to travel.
- Frequent evening/weekend/summerwork.
- Frequent requirement to lift, carry, push, and pull various items up to a maximum of 50 pounds, i.e. weights, equipment.
- Occasional requirement to perform duties in inclement weather, e.g. snow, rain, heat, cold, etc.
- Frequent requirement to stand, walk, talk, hear, use color vision, see, read, speak, stretch within arms reach.
- Occasional requirement to sit, stoop, kneel, or crouch.

This job description is subject to change and in no matter implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor and or appointing authority.

Hiring Assistant Coaches and Volunteer Coaches

- All assistant coaches should be recommended by the Head Varsity Coach of the sport. Assistant coaches must complete supplemental application on file in the district office.
- These recommendations should be submitted well in advance of the official starting date of the season. Assistant Coaches need board approval.
- Volunteer assistant coaches must be board approved and complete same documentation as paid assistant coaches.



The Westfall Athletic Department will use the internet company Final Forms for the collection and distribution of all student/athlete forms. All coaches are required to login to Final Forms and keep track of their team forms and fees through the site. Student/athletes not registered or on Final Forms are not eligible for participation until this takes place.

Final Forms is available by logging onto the Westfall Local Schools Website and clicking on the Final Forms Tab located on the Staff link.

Coaches can use Final Forms for creating a roster, checking eligibility, and tracking uniform inventory. A yearly training session is available to all coaches for Final Forms.

SQUAD SELECTION AND TRYOUT PROCEDURES

THE FOLLOWING GUIDELINES AND PROCEDURES ARE TO BE USED WHEN SELECTING A SQUAD OR TEAM FOR AN ACTIVITY.

1. It is appropriate for a coach/ advisor to determine the size of the team or squad based on the criteria of talent and work ethic of those trying out, number of individuals trying out, and optimum number determined by the coach/advisor to conduct productive practices and ensure adequate substitutes.
2. Prior to conducting tryouts/ selection of a squad, the coach/advisor must communicate the following items to the participants:
 - a. The length of the tryout/selection period.
 - b. The Procedure that will be used to determine the squad/team.
 - c. The criteria used to determine the squad/team.
 - d. The minimum and maximum number of participants who will be selected.
 - e. The commitments the participants are obligated to if they are selected to the squad/team.
3. "Cut" Lists should not be posted. Coaches should have a private meeting with each candidate during which the coach/advisor explains the reasons why the student did not make the squad/team and suggest possible alternatives for improvement and other possible activities.
4. If a player is cut from the squad/team, that player may join another squad/team during the same season if the opportunity is available within the rules of the athletic policy. If a player is kept on a squad/team and quits they are not permitted to join another team during the same season.

PRACTICE GUIDELINES

Coaches should create and distribute practice schedules to all participants and turn in a copy to the athletic director before the season begins. Practices should be planned and developed like a lesson plan for the development of individual and team skills. Additional guidelines are as follows:

- 1. NO PRACTICES OR COMPETITIONS ARE TO BE SCHEDULED ON SUNDAYS OR ON THE FOLLOWING HOLIDAYS: THANKSGIVING, CHRISTMAS EVE, CHRISTMAS DAY, EASTER, OR GOOD FRIDAY.** Students may observe their own religious holidays without punishment. Permission can be granted for Sunday practice and events if approved by the administration in the case of OHSAA tournament scheduled event only.
2. All practices should be concluded by 9:00PM.
3. Once the school year begins, morning practices for high school teams on days when school is in session must be approved by the administration.
4. Middle school teams are not permitted to have morning practice at any time after the school year has begun.
5. The following is a list of regulations for snow day early dismissal day or other weather conditions or school closing situation.
6. Coaches/advisors should have written practice plan and provide each participant with a copy prior to the season.
7. Scheduling of gym and facility time should be worked out between the head coaches and include the Athletic Director of any unusual circumstances.
8. Practice at off campus facilities must be approved by the Athletic Director and Administration in advance of practice date.

SCHEDULING, SCRIMMAGES, OFFICIALS

CONTESTS

A schedule plan should be presented to the Athletic Director before a schedule is completed. The Head Coach will assist the Athletic Director in creating the non-league schedule. The League schedules are established in all sports a year or more in advance of the actual season. The Athletic Director will consult with the coach on all scheduling matters including postponing, cancelling, and rescheduling contests. The Athletic Director will make the final decision in postponing, cancelling, and rescheduling all contests.

SCRIMMAGES

The head coaches are responsible for scheduling scrimmages for their respective sports at the high school level. Middle school coaches should also schedule their own scrimmages. The scrimmage dates, time, and location need to be reported to the Athletic Director well in advance of date so appropriate preparations can be made for the event. If officials are needed for the scrimmage a minimum of two weeks in necessary so the athletic office can secure officials.

OFFICIALS

All officials for events/contests/scrimmages will be hired by the Athletic Department. The Scioto Valley Conference does assign officials for all Varsity recognized sports. Coaches may be asked to deliver checks to officials after events/contests/scrimmages if the Athletic Director or Game managers are not present. Head coaches are required to rate officials on www.myohsaa.org in a timely manner. Officials will be voted on by the Athletic Director at the conclusion of each sport season with input from the head coach.

SUPERVISION RESPONSIBILITIES

EQUIPMENT

1. Most of the equipment and materials used by our athletes will be furnished by the school. This equipment is high grade and used to help avoid injuries. Personal equipment may be used but should be checked by Head Coach to meet necessary standards required. Some sports will require athletes to provide their own equipment.
2. The athletic budget only allows for a certain amount of equipment to be purchased each year. Remind athletes to care for equipment so others will be provided with the same benefits for years to follow.
3. Any school equipment issued is loaned to the athlete and they are under obligation to return all issued equipment in as good of condition as possible.
4. No athletic equipment should be worn on the street, in school, or any public place at anytime.
5. The coach is responsible for the inventory of all equipment. This inventory can be completed on Final Forms or inventory sheet in the index of this manual. The coach should turn in a copy of the sport/activity inventory to the Athletic Director at the time of their season evaluation.
6. Any and All equipment issued to an athlete is to be collected at the completion of the season. This is the combined responsibility of the head coach and the athlete. Equipment should be collected within 2 weeks of the completion of the season.
7. The athlete will be responsible for the cost of replacing any lost, stolen, or non-returned equipment at the cost of a new item. The athlete will also not be allowed to participate in a subsequent sports season until the equipment is returned or paid for by the athlete.

UNIFORMS

1. The uniforms for most teams/squads will be provided by the school. Teams/Squads may require the athlete to purchase items for the uniform and warm up apparel.
2. The athletic budget does not permit for uniforms to be replaced yearly, sports can fundraise for this if desired. Please remind students the care and upkeep of uniforms is important so future athletes can use the uniforms.
3. Coaches are responsible for the inventory of all apparel and uniforms. This can be completed on Final Forms or on inventory sheet in the index of this manual. The coach/advisor should turn a copy of uniform/apparel inventory to the athletic director at the time of their season evaluation.
4. Any uniform or apparel issued to an athlete is to be collected at the completion of the season. This is the combined responsibility of the head coach and the athlete. Uniforms and apparel should be collected within 2 weeks of the completion of the season.
5. Returned uniforms and apparel should be washed and stored.
6. Uniforms should not be worn in public unless permission is given by the head coach.
7. The athlete will be responsible for the cost of replacing any lost, stolen, or non-returned uniform or apparel at the cost of a new item. The athlete will also not be allowed to participate in a subsequent sports season until the uniform/apparel is returned or paid for by the athlete.

FACILITIES

1. Keys to the coach's office, locker room, training room, equipment room, school, and other areas are not to be given to anyone not authorized to have them without immediate supervision of the coach or advisor.
2. Students are not permitted to use the facilities(gym, weight room, etc.) without coaches/advisors supervision.
3. When athletes are in the school building they should be under supervision of a coach/advisor, do not allow athletes to roam the halls or loiter after school before or after practice and games.
4. The coaches are responsible for keeping the coaches offices clean and organized.
5. The team room is for in-season athletes only, athletes should keep personal items in the physical education locker room when not in season.
6. The cleanliness and organization of the locker and team room is the responsibility of the in season athletes and coaches.
7. The Athletic Director shall see that building maintenance and proper sanitation of the locker room is taken care of by the building maintenance department.
8. Game equipment/uniforms should only be in lockers on game days.
9. Players are responsible for their own equipment and keeping it stored and locked in lockers. Equipment and clothes should not be stored on top of lockers.
10. The coach/advisor should be the last one out of the locker rooms. It is the coach's responsibility to supervise all athletes in their sport from the time they dress for practice or games until the contest ends and all athletes have departed from school grounds. This includes managers, student trainers, and statisticians.
11. Students are not permitted to wear spikes/cleats in the gym, locker rooms, or school building.
12. Athletes will not be permitted to be released early for the purpose of dressing for practice or games unless travel time makes it necessary. Early dismissal must be approved by the athletic director and principal.
13. The locker room should be cleaned out and all equipment stored within a week of the end of the season to make room for the next sport athletes. All locks should be collected and lockers cleaned out completely. This includes spring sports.
14. Outdoor facilities should be kept neat and orderly as well as gates locked when not in use. The head coach will work with the athletic director and maintenance director to ensure proper maintenance is performed.
15. Head coaches will work with the athletic director to ensure that playing surfaces and facilities are safe and prepared for all contests and events.

USE OF FACILITIES

The use of school athletic facilities will be orchestrated by the Athletic Director with help from the head coaches. Scheduled times will be on file with the Athletic Director.

1. Sports in season(with contests still on their schedule) will have priority over out of season sports/activities.
2. The use of facilities by coaches of out of season sports shall not conflict with in season use of facilities.
3. Use of facilities for the summer will be filed with the Athletic Director before school dismisses each year on an available basis.
- 4.

COACH PARENT RELATIONSHIP

Coach/advisors and parents must have an open and honest relationship because each is directly involved in the athletes who are the center of the athletic department. This relationship must be built through open and honest communication between the coach/advisor, the athlete and the parent/guardian.

1. Coaches will schedule meetings with athletes' parents at the beginning of each season and explain all rules, procedures, practice and game schedules, and other important information for parents. Parents who can not attend should schedule a time to meet with the coach individually.
2. Coaches are not obligated to discuss playing time with parents of athletes or participants.
3. Coaches should be available to meet with parents as needed. However coaches will not meet with parents during practice time, after a game or other times when the coach has the duty to care for students or athletes.
4. Coaches should maintain professional relationships with parents. Avoid discussing other players, game situations, or team issues with parents.
5. Coaches should refrain from getting into verbal confrontations with parents in public settings and after games/contests.
6. Parents should be made aware of the District Policy on Fan behavior and the consequences that are involved.
7. Athletes and parents should instructed to use the **"Chain of Command"** and use it as it relates to parent-coach communication.
 - a. Player to Coach
 - b. Parent to Coach
 - c. Parent to Athletic Director
 - d. Parent to Principal
 - e. Parent to Superintendent
 - f. Parent to Board or Education

24 Hour Rule

Coaches and Parents should be advised and follow the 24 Hour Rule. Parents should wait 24 hours before talking with a coach about game related matters due to the highly intense situations that can occur before, during, and after an event.

PARENT COMPLAINTS AND CONFLICTS

If a parent has a complaint or conflict with the Athletic Department, the coach should instruct them to follow the Chain of Command and the Conflict Resolution Guidelines.

1. Complaints about an athletic program made verbally and in person to the athletic director without following this process will not be pursued.
2. Complaints that have not followed the Chain of Command will not be pursued by the Athletic Director until Chain of Commands have been exhausted.
3. All complaints must be submitted on the Conflict Resolution on the following page will be appropriated the necessary time for investigation.
4. Anonymous complaints issued by phone, mail, or email will be ignored.
5. The Athletic Director will not discuss playing time with a parent/guardian.
6. The Athletic Director will not discuss play calling with a parent/guardian.
7. The Athletic Director will not discuss substitution with a parent/guardian.
8. Only matters that involve a clear violation of school policy or mistreatment of a player will be investigated. Evidence supporting the claim must be included on the conflict resolution form.
9. A request can be made for the Athletic Director and or Principal to sit in on a parent/coach meeting by contacting the Athletic Department at 740-986-8830

**Westfall Local Schools
Athletic Conflict Resolution Form**

Parent/Guardian Name: _____

Date: _____

Email Address: _____

Phone: _____

Student/Athlete Name: _____

Athletic Policy and Rule that has been violated: _____

Section of Athletic Manual: _____ **Page # of Athletic Manual:** _____

Please Briefly explain the issue, along with supporting evidence:

Please send to Athletic Director by mail or drop off in main office of High School. The Athletic Director will review the issue and if deemed necessary, further inspection of the issue will take place and you will be notified.

ATHLETIC TRAINER

Westfall student athletes are fortunate the the the athletic department has a athletic trainer on staff provided by Berger Health. When injured, our student athletes are encouraged to visit the trainer for an evaluation and treatment of their injury. The training room is open immediately after school, and the trainer will be on duty until the last contest or practice is completed. The training room should be kept locked at all times unless the trainer is present or an student/athlete is accompanied by a coach or teacher.

Shannon Hegarty, ATC
Athletic Trainer
shegarty@westfallschools.com

TREATMENT OF INJURIES

1. All indications of injuries should be considered serious and not ignored until they have be taken care of or known to be false.
2. The Coach/Advisor, working with the Athletic Trainer has a strong legal and moral obligation to see that injuries get prompt and satisfactory treatment. Treatment of injuries should not be left to be cared for by a bystander or student manager.
3. Athletes do not all react to pain the same, making it difficult and sometimes impossible to determine the extent of an injury, The Head Coach/Advisor working through the trainer should be aware of this and dealing with athletes.
4. Coaches/advisors must have all athletes emergency medical forms with them during practice, on the bus to and from events and at games and competitions. Electronic version is suffice using Final Forms. It is also recommended that coaches keep a paper copy as well.
5. At the time of an injury, if there are indications of seriousness or need for early medical attention, attempt to contact parent/guardian for consultation. Contact EMS if necessary. If athlete is to be transported the head coach or other paid coach should accompany the athlete.

6. If injury is serious or any head/neck injury is suspected please report to Athletic Director and Principal immediately.(After Proper Medical Steps are taken)
7. Coaches/advisors should make a follow up call to parent/guardian and student/athlete after any injury.
8. Athletes must have release from a doctor in order to return to participation. The Athletic Trainer can also clear any athlete for return upon completion of rehab and treatment they have administered.

HEAD INJURY AND CONCUSSION PROTOCOL

Please hand out the following concussion information to all participants and their parents/guardians before practice begins. The following information is also available on the student page in Final Forms and must be verified that the student/athletes have read and understand the risk and dangers associated with concussions and head injuries. This is the district approved concussion protocol and is to be followed.

https://finalforms-documents.s3.amazonaws.com/states/OH/concussion_information.pdf

Sideline Management of Concussion

1. **Did a Concussion take Place?** Based on the mechanism of the injury, observation, history, and unusual behaviors or reaction of the athlete, even without the loss of consciousness, assume a concussion has occurred if the head was hit and even the mildest symptoms occur. Any athlete exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the contest or practice and shall not be returned to play until cleared with written medical authorization by an appropriate health care professional.
2. **Does the athlete need immediate referral for emergency care?** If confusion, unusual behavior, or responsiveness, deteriorating condition, or loss of consciousness, or concern for neck or spine injury exist, the athlete should be referred at once for emergency care.
3. **If no emergency is apparent.** The athlete should be monitored every 5-10 minutes, mental status, attention, balance, behavior, speech, and memory should be examined until stable over a few hours. If appropriate medical care is not available, an athlete even with the mildest symptoms should be sent for medical evaluation.

NO ATHLETE SUSPECTED OF HAVING A CONCUSSION SHOULD RETURN TO PRACTICE OR CONTEST ON THE SAME DAY OF SUSPECTED CONCUSSION.

ANY ATHLETE REMOVED FROM PRACTICE OR GAME MAY RETURN TO PARTICIPATION GAME OR PRACTICE UNTIL THEY HAVE APPROPRIATE MEDICAL CLEARANCE BY AN APPROPRIATE MEDICAL PROFESSIONAL.

UPON MEDICAL CLEARANCE THE STEP BY STEP PROCESS FOR RETURN TO PLAY MUST BE FOLLOWED

PARENTS/GUARDIANS OF THE ATHLETE MUST BE NOTIFIED BY THE COACH.

ANY SUSPECTED HEAD INJURY SHOULD BE REPORTED TO THE ATHLETIC DIRECTOR.

OVERNIGHT TRIPS

All athletic contests or events requiring overnight stays by student/athletes must be approved in advance by the Westfall Athletic Department and Westfall Local Board of Education.

All requests for approval for overnight trips involving athletic contests/events must be accompanied with a detailed itinerary outlining times, dates, and locations of contests, accommodations, meals, supervision, transportation, and arrival and departure schedules. Each coach should distribute the appropriate paperwork to parents and athletes once trip is approved.

SUMMER PLANS

All coaches/advisors should have a detailed practice/ conditioning plan on file with the athletic department for summer plans for their teams and programs. Include camps, weight lifting sessions, open gyms, and any other team events scheduled while school is out for summer break.

Coaches/ advisors should make these plans available to all possible participants and their parents in advance so parents and athletes have the opportunity to schedule personal vacations and time to spend with their families.

Coaches/advisors should be considerate of the time over the summer and use their 10 allotted days the best they can within the OHSAA rules and regulations. They should also be considerate of the time demands on both athletes and their families during the summer months.

OFF SEASON WORKOUTS

Coaches may conduct off season workouts for prospective athletes. The high school weight room is available for use after school hours for any program. The coach must provide direct supervision of athletes while using the weight room and other school facilities. Attendance should not be taken and cannot be required to any off season workout, this is a direct violation of OHSAA rules. These workout sessions should be designed for strength and conditioning and not skill development or introducing sport specific instruction.

The OHSAA does allow coaches to work with student/athletes in the offseason in sport specific instruction under the 4 player rule. This rule allows coaches to provide individual instruction to 4 players at a time during the off season. Note no more than four players are allowed at any session and it is not four players per coach at a session.

PURCHASES/BUDGETS/FUNDRAISERS

PURCHASES

1. Submit all requests for supplies and equipment by quote with estimated cost and shipping to the Westfall Athletic Office, allow time for processing the requisition and shipping to allow time for supplies and equipment to arrive.
2. Complete proper requisition process approved by the Westfall Board of Education.
3. Once requisition has been approved, by Athletic Director, and Superintendents Office, you will be notified and issued a Purchase Order Number.
4. Place the order include PO#
5. **IF YOU PLACE AN ORDER YOURSELF, BEFORE OFFICIAL APPROVAL, YOU MAY BE HELD FINANCIALLY RESPONSIBLE.**
6. Upon receipt of purchased supplies or equipment turn in signed invoice to the District Office, Tammy Cline, to issue payment.

BUDGETS

The Athletic Department works on a budget based on gate receipts and is subject to change on a yearly basis. Please do not anticipate the same budget each year, as it could change.

Each individual sport has its own account within the school district. Money raised through fundraisers and donations should be placed within these accounts and spent on items for each program. This money can be spent at the coach/ advisors discretion but can be used to offset bith equipment and supplies as well.

The Athletic Budget does not allow for uniform purchases for teams, each sport is responsible for raising the appropriate funds necessary to keep its athletes in the best quality uniforms. Teams should try and replace uniforms every 4-5 years with the old uniforms passed down to the JV and Freshman Levels whenever possible.

The Westfall Booster Club will also help offset costs associated with equipment and supplies for Westfall Athletics. Any request made to the Booster Club should go through the Athletic Director and then to the Booster Club. Coaches should include a written estimate and description of equipment and supplies requested from the boosters.

BOOSTERS CLUB

The Booster Club provides thousands of dollars each year to the athletic department and are instrumental in funding and providing quality equipment to our teams. They deserve the coaches support. Please make every effort to attend monthly booster meetings and help them at concession stands and other Booster sponsored events throughout the year.

FUNDRAISING GUIDELINES

1. Complete a Sales Project Potential form and have it approved. Athletic Fundraisers are approved by Athletic Director. See index for this form.
2. Forward to Tammy Cline in District Office for approval or disapproval by Superintendent.
3. Complete a requisition to the vendor which you are purchasing the items, if guessing always guess high. DO NOT ORDER WITHOUT THE PO.
4. Collect money from students each day and give them a receipt.
5. Any collected money must be turned into Tammy Cline in the DO on the day you collect it. Use FORM B. See index.
6. After sales project is complete fill out bottom portion of the Sales Project Potential Form and return to Tammy Cline in DO.

Additional Information

Please be aware of other fundraisers going on at school and what other groups are doing as not to oversaturate the market.

Do not force athletes to participate in an unnecessary amount of fundraising events.

Always take accurate counts when ordering and checking the order when delivered to avoid overages or shortages on items.

Always collect money upfront for items ordered and do not allow students/athletes to deliver items that are unpaid for before delivery.

AWARDS AND BANQUETS

Banquets

All Coaches are expected to attend the season ending awards reception for his/her team. The Awards reception will take place within 2 weeks of the conclusion of the varsity season. There will be one awards reception for each sport season.. The date of each reception will be scheduled by the athletic office with consideration given to the date, time and location as well as the conflicts with the school calendar, facilities in use, and customary holidays. Every effort will be made to eliminate possible conflicts in scheduling. The Booster club will provide refreshments and the athletic department will provide the awards. Coaches should have all awards to the Athletic Office at least one week before the scheduled sports award reception to allow time for awards to be ordered and received.

Awards

The Athletic Department will provide awards for all sports/activity participants as follows.

Participation Awards

Middle School Participation- Certificate

High School Participation- Certificate

Freshman Sports- Certificate

Junior Varsity Sports- Certificate

Varsity Sports

1st Year Letter- Chenile Letter and Sport Pin

2nd Year Letter- Certificate and 2 Bars

3rd Year Letter- 3rd Year Trophy and 1 Bar

4th year Letter- 4th year Trophy and 1 Bar

Special Recognition Awards

Mustang Award- 1 per Sport per level.

Freshman Mustang - Trophy(1)

JV Mustang- Trophy(1)

Varsity Mustang- Trophy(1)

Individual Awards-Dependent on Each Coach

Example- Senior Plaques or Awards(MVP, Most Improved, Coaches Award) Max4.

Academic Athlete- All Academic SVC: Jr/Sr with a 3.25 GPA and Earned Varsity letter that season.

Each sport/activity coach/advisor can determine criteria for awards based on playing time, points earned, participation, as they see best fit their sport/activity.

PUBLIC RELATIONS

All coaches should be prepared to deal with the public as much as dealing with the X's and O's of their sport. The job of public relations is vital in the coaching and running of a successful high school athletic program. There are 4 public groups that coaches will deal with and the interactions with these can determine the success of each program. These four can make or break a program.

- 1. Parents:** Parents are perhaps the most challenging of these groups to deal with as they have the most invested in the program. They all believe their child is the most important person and that is the way it should be. Make it a point to never discuss their child in the presence of others, Do not even jokingly tear down their child at awards receptions, booster's meeting, or in public. Be prepared to deal with questions about playing time, substitutions and other tough questions. Parents can be our greatest ally and our worst enemy, do your best to get them on our side.
- 2. Media:** The media and their representative should be our ally as well. However remember whatever you say can and will be used in the newspaper, on the radio, or internet. Be careful of "off the record" comments. Never criticize an official, opposing coach or team to the media. Keeping your actions and comments above the line will only strengthen your credibility.
- 3. Social Media:** In today's society social media has become an sticky area when it comes to coaching and athletics. Be aware of your posts, tweets, etc. as these can and are widely accessible to most anyone with internet access. Follow similar guidelines as you would with the media when posting, tweeting about your team. Also good advice may be to allow a little bit of time after typing before hitting the send button.
- 4. Civic Groups:** Coaches and Advisors may be asked from time to time to speak or attend civic organizations. This is an excellent chance to promote their program, the athletic department, and the school. Be prepared in advance and dress in a professional manner. Use this opportunity to build up Westfall Athletics, the school and Community and not tear down others.

ATHLETIC WEBSITE

The Westfall Athletic Department has a website specifically for athletics and high school sports. This website provides up to date information about sports, upcoming events, schedules, and other information provided by the coach/advisors. The Website is www.westfallathletics.com . Coaches and advisors have access to edit and add items to their sports page or link from the website. Coaches should add content and updates on a reasonable basis. This site will allow parents to follow sports and get text alerts in changes to schedules, practices, and other important information. Coaches/advisors can get their login information from the District Athletic Director.

MEDIA CONTACTS

Coaches should be alert to the possibilities of publicity in the: Circleville Herald, Columbus Dispatch, WKKJ 94.3 FM, Chillicothe Gazette, and the SVCSPORTSZONE.COM as well as various other media outlets.

The media will contact coaches with specific information on how to get game results and information to them. It is the coach's responsibility to contact and communicate results to the media-win, lose, or draw. Coaches should also be cooperative the media in sending stats and other information for their respective seasons.

Media	Contact	Phone	Email
Circleville Herald	Brad Morris	740-474-3131	sports@circlevilleherald.com
Columbus Dispatch	Steve Blackledge	614-461-5000	sblackle@dispatch.com
WKKJ	Mike Smith	740-773-3000	newsroom@wkkj.com
Chillicothe Gazette	Derrick Webb		dwebb@chillicothegazette.com
SVCSportszone.com	Shayne Combs		admin1@svcsportszone.com

COACHING CLINICS AND ASSOCIATIONS

Coaching Clinics

It is highly recommended that coaches and advisors attend clinics for their respective sports/activities. Coaches are responsible for the clinic registration fee and registering their staffs if necessary. Coaches are permitted professional leave to attend clinics during the school year. Hotels and meals are also the responsibility of the coach.

NFHSLearns.org

The National Federation for High Schools offers a variety of online courses to improve in all aspects of coaching. They offer sport specific courses in coaching as well as management and leadership courses. The NFHS offers coaches the opportunity to become accredited or certified coaches in their sport. Coaches are encouraged to visit and explore the site.

Coaching Associations

Coaches are highly encouraged to join their sports coaches association at all levels from the local association, the state associations, and national associations. Many of the coaches associations offer clinics, instructional video access, and other benefits to the coaches. It is also a valuable way to promote the school, your team, and individual players for awards and recognitions. Coaches are responsible for the membership dues and requirements for these associations.

COACHING FORMS AND OTHER IMPORTANT FORMS



**INVENTORY FORM
COACHES EVALUATION
ASSISTANT COACH EVALUATION
POST SEASON FORM
AWARDS FORM
SEASON RESULTS FORM
PROJECT POTENTIAL FORM
FORM B
REQUISITION FORM**

