

**MONROVIA HIGH/MIDDLE  
SCHOOL ATHLETIC  
DEPARTMENT**



**COACHES' HANDBOOK**

## **School Information**

### **Address**

Monrovia High School  
205 S Chestnut Street  
Monrovia, IN 46157  
317-996-2258

Monrovia Middle School  
215 S Chestnut Street  
Monrovia, IN 46157  
317-996-2352

**Nickname** Bulldogs

**Colors** Green and White

### **Conference Affiliation**

Indiana Crossroads Conference

### **IHSAA District 3**

#### **Enrollment**

527 - (2A) (3A Football)

### **High School Principal**

Mike Springer

### **Middle School Principal**

Micah Elliott

### **Athletic Director**

Brian Lewis (cell - 812-630-2736)

### **Assistant Athletic Director**

Todd Fakes  
Kyle Swafford

### **Athletic Secretary**

Gina Speck  
(cell - 317-341-5493)

### **Athletic Department Phone Number**

317-996-2638

**Fax** 317-996-2429

## **Purpose of Handbook**

This handbook has been developed to facilitate communication and consistency between all individuals associated with Monrovia Athletics. It explains the duties, responsibilities, expectations, and policies for all coaches employed by the Monroe-Gregg School District, as well as sanctioned volunteers. Coaching personnel will adhere to all IHSAA by-laws, ICC Bylaws, as well as the guidelines established in the Monrovia High/Middle School Athletic Handbook and Coaches Handbook.

## **Monrovia High/Middle School Athletic Department Philosophy**

Interscholastic athletics is historically a significant part of the total educational program. They offer the opportunity for students to be a part of a team, to serve their school, to enjoy fellowship, and to develop intellectually, physically, and emotionally. We believe that Monrovia High/Middle School athletics provide a unifying influence within our student body and between our school and community. The athletic staff will strive to provide each participant with positive experiences that will help them develop their own philosophy toward commitment, responsibility, and loyalty which will guide them for post-school competition in society. We believe that the will to win is a natural human trait and entirely desirable, but this urge whether individual or collective, is not to be attained at the price of unfair advantage or gained through violation of established rules and principles. The desire to win is important, but will never outweigh the welfare of the athlete and will be kept in perspective toward the balance of what is good for the team and the individual player. The most significant aspect of athletic achievement is quality effort itself. Being a winner is not always recorded on the scoreboard or in the win-loss records. Being an athlete at Monrovia High/Middle School is a privilege, we therefore have the right to expect higher standards of behavior from our athletes than we do the general student body. We expect positive leadership at all times, as well as high levels of achievement academically and athletically. Monrovia High/Middle School will strive to offer the best personnel and facilities possible. Its coaching leadership will aspire to provide a positive example for the athletes by following ethical standards and presenting a professional attitude in all endeavors. They, along with parents and teachers, will help to instill a sense of pride in our school through supporting individual athletes, teams, and the Athletic Department and its policies. Monrovia High/Middle School athletics purpose is not to develop college or professional players or to prepare gifted athletes for Olympic competition. Those areas, however, are by-products of the interscholastic athletic program. Monrovia Bulldog athletes and spectators can be proud of a program that is helping our athletes become the best that they can be in many aspects.

# Interscholastic Sports Offered at Monrovia High/Middle School

## Men's

### Fall

Varsity Football  
Junior Varsity Football  
Freshman Football  
Middle School Football  
Varsity Cross Country  
Middle School Cross Country  
Varsity Soccer

### Winter

Varsity Basketball  
Junior Varsity Basketball  
Freshman Basketball  
Middle School Basketball  
Varsity Wrestling  
Middle School Wrestling

### Spring

Varsity Baseball  
Junior Varsity Baseball  
Middle School Baseball  
Varsity Golf  
Middle School Golf  
Varsity Track  
Junior Varsity Track  
Middle School Track

## Women's

### Fall

Varsity Volleyball  
Junior Varsity Volleyball  
Middle School Volleyball  
Varsity Cross Country  
Middle School Cross Country  
Varsity Soccer  
Junior Varsity Soccer  
Varsity Golf  
Middle School Golf

### Winter

Varsity Basketball  
Junior Varsity Basketball  
Middle School Basketball

### Spring

Varsity Softball  
Junior Varsity Softball  
Middle School Softball  
Varsity Track  
Junior Varsity Track  
Middle School Track

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## **Duties and Responsibilities of the Administration and Athletic Staff**

### ***High/Middle School Principal***

The Principal is the administrative head of all Monrovia High/Middle School programs. He/She is responsible to the Superintendent and School Board for the operation of the Athletic Department. He/She is also responsible to the IHSAA for the adherence of the guidelines of that organization. The Principal delegates authority to the Athletic Director for the everyday administration of the Athletic Department. The Principal is responsible for the conduct of adult fans, students, players, and coaches at all athletic events in which Monrovia High/Middle School is a participant. He/She is also Monrovia High/Middle School's representative to the Indiana Crossroads Conference. The Principal is also responsible for the staffing of the Athletic Department, as well as coordinating the Athletic Department with other school activities.

### ***Athletic Director***

The Athletic Director acts as the Principal's designee in all matters concerning the athletic program. He/She will have the immediate responsibility of the direction, administration and decision making within the athletic program. Responsibilities include, but are not limited to:

- 1) Establishing schedules for all sports.
- 2) Contracting competent, licensed officials for all home events.
- 3) Assisting coaches and administration in checking the eligibility of all participants.
- 4) Collecting and filing all required forms, including:
  - a. physicals
  - b. athletic green book
  - c. emergency medical forms
- 5) Scheduling transportation to all away events.
- 6) Securing workers, team physician, police, and any other essential personnel for all home events.
- 7) Schedule all athletic facilities for use by school and non-school groups.
- 8) Direct liaison with the Monrovia High/Middle School Booster Club.
- 9) Supervision of athletic contests as deemed necessary.
- 10) Assists the Principal in selection, supervision, and evaluation of coaches.
- 11) Encourages communication and cooperation among all MHS/MMS coaches, and in doing so, fosters an overall atmosphere of sportsmanship, positive attitudes, and wholesome standards.
- 12) Submits entry forms to the IHSAA for tournaments.
- 13) Approves and disburses athletic funds for all purchases and obligations.
- 14) Keeps records of all financial transactions.
- 15) Oversees the athletic facilities, making requests or suggestions for maintenance and additions with safety as top priority.
- 16) Responsible for publicity for MHS/MMS Athletics. Some of these responsibilities may be delegated to the coaches of their respective sports.
- 17) Develops and implements appropriate rules and regulations governing the conduct of athletic activities.
- 18) Approves and supervises fund-raising events connected with the athletic program, and delegates responsibility for proper handling and accounting of monies involved.
- 19) Accurately prepares and submits according to established deadlines all required and requested local, conference, state, regional, and national forms and reports.
- 20) Responsible for the printing of tickets, schedules, rosters, etc. as needed.

- 21) Assumes the responsibility for conducting MHS Athletic Council meetings.
- 22) Supervises the sale of tickets, and receipts therein.
- 23) Serves as a resource to all coaches in all athletic matters.
- 24) Assumes the responsibility of seeing that rules pertaining to training, conduct, and discipline are followed and handled fairly and consistently.
- 25) Works to evaluate, survey, and recommend salaries that are fair and consistent.
- 26) Assumes the responsibility for developing and updating the athletic handbook and coaches handbook.
- 27) Establishes style, number, and type of awards to be given, orders awards, determines with respective coaches how awards will be earned, prepares awards, plans and supervises recognition programs to distribute awards, and maintains a record of all award winners.
- 28) Works with the MHS Athletic Trainer to determine training supply needs, training budget, training policies, and dissemination to coaches of training information.
- 29) Serves as meet director for any IHSAA hosted tournaments or local school hosted tournaments.
- 30) Encourages positive relationships with parents, community, newspapers, radio stations, and other communications media.
- 31) Provides orientation to coaching responsibilities.
- 32) Maintains inventories with the assistance of the head coaches, of athletic supplies and equipment.
- 33) Assumes responsibility for the recognition of deserving teams, individuals, and coaches by providing information to the public and making arrangements, for the display of pictures and trophies.
- 34) Works closely with custodial and maintenance staff to insure that facilities are safe and ready for contests.
- 35) Responsible for reporting all violations of the coaches handbook to the Principal.
- 36) Performs such other responsibilities as the principal may designate.
- 37) Responsible for website information, updates and other social networking provided by the athletic department.

### ***Assistant Athletic Director***

Assistant(s) to the Athletic Director performs duties and tasks as assigned by the Athletic Director. These duties will include contest supervision, assistance at award nights and department meetings, athletic council, contest set-up, and delegation by the Athletic Director of any of his/her responsibilities. The Assistant Athletic Director will attempt to treat all sports and coaches equally, assume the authority of the athletic department in the absence of the Athletic Director, and strive to be a liaison between the coaching staff and the Director of Athletics.

### ***Athletic Secretary***

The athletic secretary is an integral part of the Athletic Department. In addition to performing numerous duties assigned by the Athletic Director, she functions as a ticket manager, receptionist, and assistant to the coaches to insure that all appropriate MHS and IHSAA paperwork is handled in a timely and organized fashion.

### ***Coaches Education***

Beginning with the 2015-16 School year, all coaches must complete certain education courses and be accredited. Mandatory Coach Certification will have three levels commensurate upon experience and licensure. Prior to contact with any student athlete in a team practice setting, coaches will be required to have successfully completed the requirements to possess a level of certification.

The entry level will be the Registered Coach. A Registered Coach will have an initial certification for three (3) years. Upon renewal, the certification will be in effect for five (5) years. To attain the **Registered** certification, a

coach will have to complete the NFHS Concussion course plus one additional approved course from the NFHS Learning Center (Initial Courses.) The course options include: Sportsmanship, A Guide to Heat Acclimatization and Heat Illness Prevention, Sports Nutrition, Engaging Effectively with Parents, Creating a Safe and Respectful Environment, and Coaching Unified Sports. All of these courses are free of charge currently.

Subsequent renewals of the **Registered** level of certification will require the candidate to complete two additional courses from the initial open catalog. The renewal certification will be valid for five (5) years.

The mid-accreditation level will be the **Certified** Coach. The **Certified** Coach will have an initial certification of three (3) years. The **Certified** Coach will have a valid teaching license and will have completed two approved courses from the NFHS Learning Center. The course options include: Sportsmanship, A Guide to Heat Acclimatization and Heat Illness Prevention, Sports Nutrition, Engaging Effectively with Parents, Creating a Safe and Respectful Environment, and Coaching Unified Sports. All of these courses are free of charge currently.

Subsequent renewals of the **Certified** level of certification will require the candidate to complete two additional courses from the initial option catalog. The renewal certification for a **Certified** Coach will be valid for five (5) years.

The top accreditation level of the IHSAA Coach Certification program will be the **Professional** Coach. The **Professional** Coach will have an initial certification of five (5) documented years of head coaching experience at the high school varsity level. The Professional Coach will have completed three approved courses from the initial option catalog of the NFHS Learning Center. The course options include: Sportsmanship, A Guide to Heat Acclimatization and Heat Illness Prevention, Sports Nutrition, Engaging Effectively with Parents, Creating a Safe and Respectful Environment, and Coaching Unified Sports. All of these courses are free of charge currently.

Subsequent renewals of the **Professional** level of certification will require the candidate to: Attend/Present at State Coaches Association Conference, Attend four (4) meetings of an Officials' Association, and pass one Rules Exam with a score of **80 or better**, and complete an advanced level course on the NFHS Learn site. The list of approved Courses may include courses submitted by member Schools and approved by the IHSAA. The renewal certification for the Professional Coach will be valid for five (5) years.

### ***MHS/MMS Head Coaches***

Head coaches are key individuals in our school's athletic program and are selected because of their ability to accomplish the aims of the over-all program. The head coach is given the responsibility of maintaining, building, and providing direction in the sport to which they have been assigned, as well as monitoring the behavior, safety, and welfare of the participants. They are to be responsible to the Athletic Director in all aspects of their respective programs. The head coaches at Monrovia High/Middle School are expected to conduct themselves in a professional manner at all times. They are responsible for fielding teams which our school and community can be proud of, both on and off the field. Teaching the values of good conduct, attitude, scholarship, sportsmanship, and responsibility, are as important as win-loss records in determining the success of the program. Specific tasks include, but are not limited to:

- 1) Coordinate the total program with the aid of their assistant coaches. Assign duties, develop a positive working relationship, and give guidance to all on the coaching staff.
- 2) Communicate any problems which might occur with the Athletic Director.
- 3) Complete Rules Interpretation Meeting for his/her sport.
- 4) Assist the Athletic Director with scheduling contests if needed.
- 5) Suggest officials to the Athletic Director for hiring.
- 6) Communicate with the Athletic Director in requisitioning school maintenance for the necessary repair of facilities.

- 7) Promote the highest type conduct for each athlete.
- 8) Has a thorough knowledge of Coaches and Athlete Handbooks and is responsible for their implementation by his/her staff.
- 9) Has up to date knowledge of school, sport, ICC, and IHSAA regulations.
- 10) Understand the proper administrative chain of command, and refers all requests and grievances through proper channels.
- 11) Attend all required Athletic Department, ICC, and IHSAA meetings.
- 12) Establish the fundamental philosophy, skills and techniques to be taught by the staff.
- 13) Encourage professional growth & memberships in state and national organizations, and attendance at appropriate clinics and functions.
- 14) Schedule facility requests in a timely manner, and adheres to scheduled times.
- 15) Provide documentation in regard to physicals, consent, rosters, awards, eligibility, emergency medical cards, and any other requested information in the time frame set by the Athletic Department.
- 16) Provide a safe practice and contest environment.
- 17) Be present at all practices and contests, providing assistance, guidance and safeguards for each participant. Insure that athletes are supervised at all times.
- 18) Communicate all procedures in regard to medical assistance to staff, athletes, and parents.
- 19) Work in cooperation with the Athletic Trainer for the treatment of your athletes, and to complete required paperwork on athletic injuries. The Athletic Trainer and supervising physician have the final determination of when an athlete can return to practice or a contest following injury.
- 20) Administer discipline in a fair and consistent manner using due process and established guidelines. Inform parents of incidences and action taken.
- 21) Does not allow any type of hazing to occur at any time.
- 22) Attend a pre-season meeting with all athletes and parents to explain expectations and guidelines, the Athletic Handbook, sportsmanship, and lines of communication procedures. Shall have in writing: criteria for team selection, lettering, and rules.
- 23) Participate with the Athletic Director in establishing needs for the upcoming season, and recommends appropriate equipment.
- 24) Accountable for all equipment and uniforms, in care, safety, inventory and storage. Submits an annual update of inventory to the Athletic Director promptly after the season has ended.
- 25) Secure all doors, lights, windows, and locks before leaving the area in which the staff or squad uses each day.
- 26) Instill in each athlete, a respect for school equipment, facilities, and property, its care and proper usage.
- 27) Promote your sport within the schools and community, taking consideration not to encourage students to specialize in one sport, but rather participating in other sports.
- 28) Responsible for the professionalism, quality, and validity of any oral or written release or statement to the media. Report game results in a timely fashion.
- 29) Properly organize and plan out all activities and practices.
- 30) Strive to match or equate athletes with others of the same size or talent level to maximize safety.
- 31) Warn athletes of the inherent risk of a sport.
- 32) Maintain appropriate and accurate records of contests and the season.
- 33) Know, document, and enforce school regulations.
- 34) Help prepare for, and assist in set-up for home events as needed.

- 35) Supervise, evaluate, and foster improvement in assistant coaches.
- 36) Conduct an off-season conditioning program within the scope of the total MHS athletic program.
- 37) Establish a positive relationship with the parents of your athletes. Communicate with parents any problem or concern you have with their son/daughter.
- 38) Choose managers, and assign them duties to aid the progress of the team.
- 39) Communicate with college recruiters, and help to arrange appropriate meetings.
- 40) Recommend that coaches complete a Coaches Education Program.
- 41) Establish an equitable scouting schedule with the assistant coaches or other approved staff if warranted.
- 42) Assume duties which the Athletic Director or Principal deems necessary for the improvement of the program.
- 43) Participate in, and run their portion of the post-season Recognition Night, which properly provides a positive end to the season. Head coaches will recognize all lettermen, coaches, and support personnel.
- 44) Check with the Athletic Office to verify transportation. Notify athletes as to how they are to dress for away contests.
- 45) Show respect to the athlete, recognizing his/her strengths. Avoid demeaning the athlete before his/her peers.
- 46) Maintain emotional control and use appropriate language at both practice and contests.
- 47) Exemplify and teach discipline, sportsmanship, loyalty to team/school/coaches, and a respectful attitude towards opponents and officials.
- 48) Any other duty which the Athletic Director or Principal deems necessary

### ***MHS/MMS Assistant Coaches***

Assistant coaches are charged with the basic responsibility of being loyal to his/her head coach. He/She is to be committed to the direction of the program, and work towards the same goals set forth by the head coach. When assistant coaches are in charge of their own team, they are to adhere to the same philosophies and rules that are expected of a head coach. Assistant coaches duties include:

- 1) Assist and support the varsity head coach and work with him/her as directed.
- 2) Assume control of the team in the absence of the head coach.
- 3) Supervise athletes as directed by the head coach.
- 4) Assist the varsity coach in scouting responsibilities as directed.
- 5) Make recommendations to the varsity head coach regarding team members, game plans, and the development of the total program.
- 6) Work cooperatively with any other assistant coaches in any task assigned.
- 7) Be diplomatic in relationships with parents, fans, and the community with regards to the school and its athletic teams.
- 8) Be responsible for the use, care, and storage of equipment.
- 9) Exhibit acceptable personal conduct and appearance before, during, and after practices and contests.
- 10) Inform the head coach or Athletic Director of any unusual event within sports activity.
- 11) Teach the proper fundamentals of his/her sport, keeping safety as top priority.
- 12) Strive to improve coaching through attendance at clinics, rules meetings, and professional memberships.
- 13) Recommend that coaches complete a Coaches Education Program.
- 14) Comply with all MHS/MMS, ICC, and IHSAA policies.
- 15) Attend season ending Recognition Night.

- 16) Discuss productively any complaints with the head coach.
- 17) Perform any other specific duties as assigned by the head coach, Athletic Director, or Principal.

### ***Volunteer Coaches***

A volunteer coach will be considered as any coach who is not assigned to any building, and not paid by the Monroe-Gregg School District. Duties and responsibilities of each individual volunteer coach will vary depending on the volunteer's capabilities. Volunteer coaches will appropriately represent Monrovia High/Middle School, and abide by all the guidelines contained in the Athletic and Coaches Handbooks. He/She will positively represent MHS/MMS in action and behavior. Head Coaches are responsible in all school-related aspects, for their volunteer coaches. Before a volunteer can actively be allowed to help any head coach's staff, they must be approved. This approval must be initiated by that sport's head coach. The procedure is as follows:

- 1) A request for a volunteer coach is made to the AD by the specific sport head coach.
- 2) A Criminal History Information form needs to be completed.
- 3) The potential volunteer coach may be asked to complete a Coaches Education Program.
- 4) After completion of all forms a recommendation from the head coach to the director of athletics will be made.
- 5) Recommendation of the Director of Athletics.
- 6) Recommendation of the building Principal.
- 7) School Board notification and support

### ***Head Coaches should follow these guidelines with approved volunteer coaches:***

- 1) Volunteer coaches should not be put in the position of being the only coach present at practices or contests, and therefore have sole authority and responsibility without the expressed consent of the MHS/MMS Administration.
- 2) Volunteers should be fully informed of the responsibilities of the position, and especially the delicate relationships between athletes, coaches, parents, and community.
- 3) Emergency and safety situations, such as injury, weather conditions, fire and other life-threatening situations should be covered thoroughly with your volunteer coach so that appropriate action can be promptly taken.
- 4) Before asking approval, consider carefully the ramifications of using parents and post-graduate athletes as volunteer coaches. Be prepared to defend and explain your recommendations

### ***Game Supervisor***

The Monrovia High/Middle School Athletic Department makes every effort to properly supervise athletic contests. In the event that one of the Athletic Department staff cannot be at a contest where a supervisor is needed, or additional staff is required as deemed necessary by the Athletic Director, a game supervisor may be asked to provide assistance. This individual would be able to handle emergency situations, help with crowd control, check officials and game workers, and be available if any need arises. The Athletic Department will strive to solicit the help of its off-season coaches or school faculty in this scenario. In the event that an Athletic Department representative is not present, a coach of the contest sport or game worker may be needed to handle an unusual situation.

### ***Certified Athletic Trainer***

The Certified Athletic Trainer at Monrovia High/Middle School is provided in conjunction with Athletico. He/she will work under the supervision of the Athletic Director, the Head Coaches, and the team physician. He/she will supervise, direct, and be responsible for:

- 1) the treatment and supervision of treatment for all athletic injuries and conditions.
- 2) giving basic instruction to athletic staff members in the prevention and care of injuries.
- 3) training, supervising, and scheduling student trainers for athletic contests and practices.
- 4) referring athletic injuries to physicians for diagnosis and/or treatment, after parental notification.

- 5) collecting, receiving, and filing all doctors' notes and release forms relative to an athlete's injury or illness.
  - 6) carrying out appropriate instructions and treatment as directed by the (athlete's) physician.
  - 7) developing and supervising appropriate rehabilitation programs for athletes
  - 8) assisting and advising the coaching staff regarding injury prevention, conditioning programs, and the selection, care, and fitting of protective equipment.
  - 9) the final word in determining whether a player is capable of continued participation in a game and/or practice if the player is injured.
- \* If a licensed medical doctor is present, the order of decision making is: 1) Doctor, 2) Trainer, 3) Coach
- 10) the organization, inventory, and requisition of all training room supplies. Requisition of equipment and/or supplies must be submitted to the Athletic Director.
  - 11) communicating with Accelerated Rehab regarding additional coverage of athletic events and practices as needed.
  - 12) being in attendance at all home events including practices. High injury risk events will take precedence relative to the attendance of the Certified Athletic Trainer in both home and away contests. When doubt exists, the Athletic Director will be consulted relative to attendance of the ATC.
  - 13) the care and cleanliness of the training rooms.
  - 14) reporting significant injuries to the athletic office, and keeping injury reports and records on the proper forms.
  - 15) maintaining training room hours before, during, and after practice as the situation permits.
  - 17) keeping medical kits fully stocked and issued to all athletic teams.
  - 18) insuring that all athletes have an Emergency Medical Card with the training staff on duty for information in the event of an incident.

### ***Important Medical Numbers and Information***

Coaches should carry this information to have available when needed:

Tim Lappin  
 904-861-7787  
 Timothy.Lappin@athletico.com

## **General Responsibilities of all Coaches**

### ***To The Corporation***

As a coach, you are a frequent topic of conversation among members of the community. You and your reputation are under constant scrutiny. Your actions and statements should reflect confidence in, and respect for, the Monroe-Gregg School District. Through your personal and business contacts, much can be done to maintain the community's confidence in our schools and Athletic Department. Corporation policies and procedures pertaining to athletics, and school business, must be adhered to.

### ***To The School***

Since a coach is a teacher first, your proficiency and enthusiasm in the classroom will establish a sense of appreciation between yourself and other members of the faculty. Coaches are expected to give their support to all endorsed activities of the school, if they expect fellow faculty members to support him/her. They should also urge students, and others associated with Monrovia High/Middle School, to be polite and fair to officials and the opposing team. This, in turn, develops confidence from the general public. Your job as a coach will be much easier

with the entire school community working with you. Be on constant guard, in the pursuit of your duty, against the possibility of creating a negative impression of yourself, our school, or our coaches, with others.

A coach owes to his/her school 100% of his/her efforts and loyalty at all times. This work ethic, along with the example that he/she sets, will earn respect. Being respected is much more significant than being well liked. All coaches must strive to treat players, students, fellow coaches, and faculty with the same consistency and respect with which you wish to be treated. Coaches must maintain an open line of communication with peers, so that problems may be solved with a minimum of confusion and misunderstanding.

The work of a coach should always be concerned with the principles of education. Consequently, you should strive for continual improvement in both teaching and coaching. As in the classroom, a coaches team will be dealt with, in disciplinary matters, in a firm, fair, and consistent manner. The coach should be loyal and cooperative to superiors in making athletics fit into the general school program.

### ***To The Athlete***

The main reason for having athletic teams is to help the regular educational process to develop young men and women into better people. The development of proper attitudes is the best way to accomplish this goal. Promote and teach only clean, aggressive, fair play. Insist on good sportsmanship and clean speech at all times. This can only be accomplished by the example of the coach. Show an interest in the lives of your athletes. Support them in their endeavors as you would expect them to support your program.

Be fair and unbiased with your players. Coaches should consider their individual differences, needs, interests, attitudes, and environments. Players and their parents have the right to expect the coach to have a sound and up-to-date knowledge of all aspects of teaching your sport. Safety and the physical condition of a coach's players will be of highest priority at all times.

### ***To The Profession***

Coaches impact the lives of Monrovia High/Middle School students every day. Do not underestimate the influence that you have on our community. The coach must be the leader, and set the example. A coach should continue his/her professional growth in coaching as well as teaching. To accomplish this, coaches should belong to the coaching associations that are open to them. Be a student of the strategies of your sport, as well as sport psychology, and strength/training techniques.

## **General Information, Policies, and Procedures**

### ***Amateurism***

Coaches should keep abreast of the IHSAA policies regarding the status of their student-athletes. Athletes should be made aware of what they can and cannot do in preserving their amateur status. They cannot play under assumed names, accept payment directly or indirectly for athletic participation, or participate in athletic activities, tryouts, auditions, practices, and games held or sponsored by professional athletic organizations, clubs or their representatives. These policies are in affect year-round.

### ***Athletic Training***

Monrovia High/Middle School (in conjunction w/ Accelerated Rehab) provides a Certified Athletic Trainer. Coaches are to work closely with him/her, with the well-being of the athlete as top priority. Scheduling of the training staff should be worked out in advance, through the proper channels. Coaches who have the services of the trainer are also responsible to notify him/her of changes in practice or contest times. The Certified Athletic Trainer will have regular hours for all athletes availability, yet will be in attendance at practices and contests on a priority basis. Priority of ATC coverage is: 1) Collision Sports, 2) Contact Sports, 3) Non-contact Sports.

### ***Announcements***

Coaches are encouraged to keep their athletes informed on all matters pertaining to their sport. In the event that there is information that needs to get to them, an announcement can be made over the PA at the High/Middle school. Announcements must have 24 hour notice to be read. School announcements are read at the beginning of school. Occasionally, announcements pertaining to athletics (cancellations, & change of practice plans) are read at the end of the day before the bell rings. Coaches should aspire to keep athletes, parents, fellow coaches, and the Athletic Department well-informed, with organized communication skills.

### **Attendance**

Monrovia High/Middle School student-athletes are expected to be at all of their classes every day. Coaches should work closely with the Athletic Department to monitor their athletes' attendance. Athletes cannot practice or participate in a contest unless they have been in school for the last 3 hours of the day. The only exceptions are when this time is excused (i.e.: funeral, dentist appointment). Coaches should be aware of who was at school, so as to not allow an athlete to practice/play when they have not met the criteria.

### **Awards**

It is the responsibility of each head coach to establish criteria for lettering. This is covered in a latter section. Athletic plaques that are specific to the sport, and that are presented at Recognition Night need to be turned in to the Athletic Office promptly so that the nameplates can be made. These awards are intended to be very special. It is the desire of the Athletic Department for coaches to avoid having "co"- winners. These decisions are admittedly difficult, yet essential to keeping the integrity of the awards. The winners of these plaques (MVP, Mental Attitude, etc.) should not be made public until they are presented with the award.

*Letter Jacket, Numerals, and Letter M: Awarded to an athlete who earns their 2<sup>nd</sup> Varsity Letter.*

If there is any question by an athlete or parent on awards, have them check in the Athletic Office during school hours.

### **Award Ceremony**

The Athletic Department will not be having a recognition night for all sports. Each individual sport needs to have an awards ceremony to honor their award winners. All awards should be presented to the athletes at the ceremony. It is the individual sport's determination of the type of ceremony. A sport may conduct a simple ceremony by announcing the award winners; or the sport may have a banquet in the process of honoring their athletes.

### **Camps**

All camps run by individual sports will operate under the guidelines set forth by MHS/MMS Athletics. These camps will be run through the Athletic Director's office, and all finances must be reported and documented with the Athletic Department.

### **Cancellations**

If school is canceled due to weather conditions, the Superintendent and/or MHS Principal will make the final decision on whether a contest will be canceled. Practice at the High/Middle school may continue at the discretion of the Principal/Athletic Director. Coaches should keep the lines of communication open, keeping the athletes informed. Insuring the safety of the students will be top priority in these matters.

If a contest is canceled due to no school or poor conditions after a complete day of school, every effort will be made by the Athletic Department to reschedule the event at an appropriate future date. In the event that a contest is canceled when both teams and coaches are at the site, it is possible for the coaches to work out an

appropriate future date. No plans are final, however, until there has been consultation with the Athletic Director. This insures proper arrangements for transportation, workers, officials, etc.

In matters of rescheduling, an Indiana Crossroads Conference game will take priority over any other contest.

### ***Changing a Sport***

If an athlete is "cut" from a team, he/she may join another team or program in the same sport season. However, an athlete cannot quit or be removed due to disciplinary action and join another sport until the original sport's regular season has concluded. Coaches must be on guard as to not let an athlete lift, work out, or practice with their team if they are in violation of this policy. Any exceptions to this rule are rare, yet must be cleared specifically by the Athletic Director.

### ***Cheerleaders***

Cheerleaders at Monrovia High/Middle School are under the jurisdiction of the Athletic Department. The athletes in these groups will abide by the same policies as any other sport. Scheduling of these groups must be first cleared through the Athletic Director.

### ***Clinics***

As with the teacher in the classroom, coaches are encouraged to keep up to date on strategies, techniques, and current trends in their sport. The best way to do this is to attend coaches' clinics. Other areas covered at clinics which can be beneficial to all coaches, would include: safety issues, conditioning, legal issues, parent-coach relationships, etc... Coaches are also encouraged to join their sport's state association, and attend the state conference. This is an opportunity to have a voice in policies established by each sports committee, which is your link to the IHSAA. Requests to attend clinics must be approved by submitting the proper paperwork to the building Principal. The Athletic Director should be consulted on matters pertaining to possible partial reimbursement.

### ***College Bound Athletes/ Recruiting***

All prospective student-athletes should be monitored closely by their coaches and counselors to insure that the proper courses and requirements are met for graduation and eligibility. Head Coaches should be familiar with NCAA guidelines for those athletes who aspire to compete at the college level. Each Head Coach should work with recruiters as much as possible, within the proper parameters, when interest is shown in one of their athletes. Coaches need to remember that it is part of our jobs to promote our athletes, yet it is the college coach's job to find the athletes which best fit into their system. Athletics at the High/Middle school level fit into the overall school experience. The opportunity to play at the college level is a desirable, yet uncommon, by-product of High/Middle school sports.... not the driving factor.

### ***Communication with Parents***

Both parenting and coaching are extremely difficult vocations. Clear lines of communication should be established between coaches and parents. The Athletic Department will conduct a parents' meeting in the spring for parents to attend. Items that will be covered in the cafeteria with all teams, coaches, and parents present:

1. Green Book
3. Supplemental Insurance
4. NCAA Clearinghouse
5. Doctors Release to Play
6. Sportsmanship
7. Grades

## 8. Parent - Coach Communication

All Head Coaches will conduct individual parent meetings separately to discuss individual issues, policies, and information that is specific to that sport prior to the beginning of their sports season.. The following list covers those items that each coach must discuss:

- A. Team guidelines (rules) regarding: practice, attendance, physical appearance, and consequences.
- B. Warn parents of potential injuries, some serious, that are inherent with all athletic participation. Review common injuries in your sport, treatment, and how they may be avoided.
- C. Inform parents that you are open to their concerns, and how they can contact you to voice those concerns. Remember to do it on your own time, and avoid confrontational meetings following contests or practices. Emphasize that playing time and/or coaching strategy is not negotiable.
- D. Discuss the equipment and uniforms that will be used in your sport, and what the expectations are for their care.
- E. Inform the parents of your requirements for earning a varsity letter.
- F. Discuss practice length and transportation. Explain when parents can expect to pick up their athlete from practice and/or athletic contests. Reinforce our philosophy that athletes should ride to and from away contests with the team.
- G. Discuss working out conflicts, if applicable, that could arise (band, drama, academic competitions, vacations, etc.).
- H. Make sure parents are aware of practice, contest, and tournament schedules.
- I. Make sure that parents are fully aware of these issues regarding fund-raisers:
  - 1. what fund- raiser(s) you are doing
  - 2. the purpose of the fund-raiser
  - 3. what the expectations of the athlete will be
  - 4. how the athletes will benefit

*Other items that would be appropriate to discuss would include:*

- Coaching staff introductions
- Player introductions
- Team and program goals
- Sportsmanship: athletes, parents, and coaches

Hopefully, communicating effectively prior to, and during, your sport season will help limit the number of crisis management items that occur during the season. Coaches should strive to be thorough so as to alleviate questions and problems concerning potential policy violations.

## **Conduct (Athlete)**

Athletes at Monrovia High/Middle School are expected to adhere to three (3) levels of conduct:

- 1. The rules according to the IHSAA in regards to the conduct of athletes. (8-1) "Athletes conduct, in and out of school, shall be such as (1) not to reflect discredit upon their school or the IHSAA, or (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the school. Athletes who violate this rule may be excluded from representing their school on interscholastic teams". (8-2) "Athletes ejected from a contest for an unsportsmanlike act shall be suspended from the next interschool contest at that level of competition, and all other interschool contests at any level in the interim, in addition to any other penalties assessed".
- 2. The MHS/MMS Athletic Code of Conduct guidelines, also referred to as the "Green Book". These expectations are in the best interest of our school, athletic department, individual teams, and student-athletes.
- 3. The team rules and expectations of their individual sports.

### **Conduct (Coaches)**

Coaches are the role models for all that their program represents. This includes: observation of school codes, training rules, rules of the game, ideals of good sportsmanship, and behavior of participants. A coach should be in control at all times, and language, actions, and emotional display come under close scrutiny. Swearing and/or inappropriate comments which directly attack the character of athletes are examples of conduct which will not be tolerated. Coaches will also be expected to positively represent MHS/MMS athletics in their treatment of athletes, fans, parents, officials, opponents, and the media. The quality of leadership provided very often makes all the difference.

The Head Coach is also responsible for the conduct of his/her team. Any student-athlete who shows disrespect for an official, opponent, his/her own teammate or a coach should be removed from the contest by the Head Coach until he/she can conduct himself/herself properly.

Any Coach or Athlete that is ejected from a contest will serve a 1-Game Suspension for the IHSAA and an additional 1-Game Suspension for Monrovia High/Middle School.

### **Contest Management**

Each sport, by its nature, differs in the way that it is managed. Some sports require many workers and supervisors at its contests, some require none, and the majority fall somewhere in between. Each Head Coach will have his/her unique duties pertaining to contest management, that differ from others. Issues such as paying officials, taking tickets, setting up the contest, supervision, and crowd control are dealt with on a sport by sport basis. Coaches are expected and encouraged to take the initiative in running their programs, and doing whatever is necessary in terms of contest preparation, contest management, and post-contest procedures. Coaches should confer with the Athletic Director on what is expected of them, and issues pertaining to the managing of contests.

### **Contest Season**

All coaches are to begin their season on the date set by the IHSAA. These dates are available on the IHSAA website or at the athletic office.

#### **Boy's Sports Seasons** *Maximum Number of Events*

C-Country	14
Football	9
Soccer	16 (no tournaments) or 14 + 1 tournament
Wrestling	18
Basketball	22 (no tournaments) or 20 + 1 tournament
Track	16
Golf	18
Baseball	28 (no tournaments) or 26 + 1 tournament

#### **Girl's Sports Seasons** *Maximum Number of Events*

Golf	18
C-Country	14
Volleyball	25 + 2 tournaments
Soccer	16 (no tournaments) or 14 + 1 tournament
Basketball	22 (no tournaments) or 20 + 1 tournament
Track	16
Softball	28 (no tournaments) or 26 + 1 tournament

### **Dress**

Coaches are expected to lead by example in dressing in appropriate attire for their sport. Dressing properly is an extension of one's professionalism, and will gain the respect of athletes, peers, parents, and other observers.

Athletes are to dress in appropriate attire for away contests. Coaches are to set their own standards regarding student-athlete's dress as long as it is a positive representation of Monrovia High/Middle School. If you have a dress

code, it must be included in writing with your other team rules and given to the athletes and athletic office at the beginning of the season.

### ***Due Process***

Every coach is expected to follow procedures which allow for the due process of a student-athlete. Be sure to document problems—(date, time, witnesses, problem, and attempted solution). Speak with the athlete concerning the problem. At the appropriate time, contact the parents to make them aware of the concerns. Let them know of the problem, the attempts to solve the situation, and the possible consequences if the issue is not resolved. Coaches should notify the Athletic Director of problems, if your instinct tells you that the problem might reach the administrative level.

### ***Indiana Crossroads Conference***

The Indiana Crossroads Conference members include Beech Grove, Indianapolis Cardinal Ritter, Indianapolis Lutheran, Indianapolis Secina, Monrovia, Park Tudor, Speedway, and Triton Central.

The purpose of Indiana Crossroads Conference shall be to stimulate excellence in well-rounded academic and athletic programs, promote a friendly understanding among member schools in all interschool relations, and to affirm our belief in growth through academic and athletic challenges.

#### Section 2      Championships

- Clause 1      In order for a team sport to have a championship, 50% of the schools must field a varsity team in that sport.
  
- Clause 2      The sports championships in baseball, basketball, football, softball, and volleyball will be determined on a percentage basis. Each team shall play every other team.
  
- Clause 3      Soccer championships will be determined on a percentage basis, with the use of the IHSAA overtime procedures, to determine the outcome of tied games.  
  
                  ( 2 – 7 minute overtime periods) - followed with the IHSAA penalty kick procedures. Each team shall play every other team.
  
- Clause 4      Championship meets will be held for cross country, golf, swimming and diving, tennis, track and field, and wrestling.

All Monrovia High/Middle School coaches will strive to positively represent our conference to the best of their ability.

### ***Emergency Medical Cards***

Emergency Medical Cards serve a dual purpose. First, they are used in emergency situations by both the Coach and Athletic Trainer. Second, they are used by the athletic office to keep track of student information, team rosters, and athletic awards. These forms must be turned in and on file before any athlete is able to compete. These forms are very important to all parties involved and must be checked by the coach to make sure that all blanks have been filled. Coaches will notify the Athletic Office when athletes are no longer on the team, and also when a new athlete has been added. A form should be filed immediately when a new athlete is added to your roster.

### ***Evaluation***

Head Coaches will follow the guidelines set by the Athletic Office in being evaluated by the Athletic Director. Head Coaches will evaluate their assistants in a timely manner, before their meeting with the AD to be reviewed. The forms for this process will be given to each Head Coach by the AD. The evaluations will be a review of the performance done, and will hopefully challenge and encourage each Coach to improve their skills. Copies of completed evaluations will be kept in the athletic office.

### ***Facility Scheduling***

The facilities at Monrovia High/Middle School are used by many groups. High school, middle school, elementary school as well as groups from the community all vie for precious space to perform and practice. Because of this high demand for our facility space, the following criteria shall be used by coaches to reserve space:

1st priority: Athletic teams that are in their authorized contest season

2nd priority: Athletic teams that are in their authorized practice season

3rd priority: Athletic teams that are in their pre-season conditioning

4th priority: Non-athletic groups

Coaches must get a "Facility Request Form" in the Athletic Office. This form will be filled out, with special attention to what facility you wish and when. Return these forms to the Athletic Secretary in charge of facility scheduling. Please be prompt with your requests, as equal priority requests will be met at a first-come first-serve basis.

DO NOT practice, meet, or stretch in the hallways if you cannot secure a facility

DO NOT switch to a "preferred" area after you have been scheduled

DO NOT leave student-athletes unattended or unsupervised

### ***Facility Security / Lock-up***

With times as they are, we must ALL take seriously the issue of security. We expect all coaches to be aware of what is going on around you and your athletes. The best approach is to keep all doors locked, and only authorized personnel should be able to enter. DO NOT prop open doors. Key open the crash bars during practice time. Confront immediately, any person who does not belong. If they are not supposed to be there, and pose any threat at all, call the police or get an administrator. Keys should be only in the hands of coaches. Do not give to students, parents, or make copies for anyone. Keys must be issued by the administration only. All coaches will properly lock up their facility every time it is used.

### ***Fundraising***

Coaches will refer to the fundraising packet for all rules and regulations pertaining to fund-raising for athletic teams.

### ***Gender Equity***

One of the purposes of the IHSAA is to assure that every student-athlete has a fair opportunity to compete. That purpose can only be achieved when there is true equality of opportunity to participate in athletics. Athletic participation in an IHSAA member school is an extension of and an integral part of the educational experience for those young people who become student-athletes. These educational experiences should not be reduced in scope and significance by disparities which limit the participation of any athlete.

The IHSAA and Monrovia High/Middle School believe that gender equity is more than being in compliance with the law. It is a spirit and personal ethic. It is a commitment to do what is right and fair for all student-athletes. It means creating an atmosphere where no person experiences discrimination on the basis of gender. It is the position of

the IHSAA that its member schools must monitor their athletic programs to ensure that athletic offerings are equitable and meet the interests and abilities of student-athletes. While the IHSAA does not have the authority to provide specific interpretations or to rule on compliance issues regarding Title IX, it does believe that all concerned should take steps to be sure that the spirit and intent of gender equity is met.

### ***Grade Checks/ Eligibility***

Eligibility is an area of great concern to all parties involved. Coaches should make every effort to assist their athletes and programs by keeping a watch on their progress and scheduling of courses.

Although this is the responsibility of each individual athlete, the Athletic Office will help each Head Coach to monitor these issues. Shortly after the grading period ends, each coach must check the grades and make sure that your athletes are passing 5 solids and/or if their eligibility is in danger. Final eligibility will be checked by the Athletic Director on the Declaration Date submitted to the IHSAA. Any area of concern or uncertainty by a coach or athlete should be directed to a Guidance Counselor for clarification.

### ***Handbook (Student-Athlete)***

The Athletic Handbook will be given to each athlete in your sport. Each coach will encourage their athletes and parents to read the entire book, and to fill out the forms at the end. These forms will be collected by the coach and turned in to the Athletic Office. If an athlete and parent has already filled them out for that season, they do not need to do it again. They should tell the coach that they are on file, and what sport it was with, and this will be checked by the Athletic Secretary. Athletes are not allowed to participate until the handbook is read, signed, and turned in by the athlete and parent.

### ***Harassment***

The school board recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the Corporation.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal and physical contacts of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age and/or disability. The harassment by a student of a staff member or fellow student of this Corporation is strictly prohibited. Any student who is found to have harassed a staff member or student will be subject to discipline in accordance with law and the Code of Conduct. If a student reports that s/he is being harassed by a member of the staff, or witnesses harassing behavior by a staff member against a student, the matter is to be reported immediately to the Athletic Director, who shall then contact the Principal, who shall then contact the Superintendent. Detailed information regarding the harassment and the reporting of such can be found in the Monrovia High/Middle School Student Planner.

### ***Hazing***

Hazing takes its shape in many forms. It can be physical, verbal, sexual, or emotional, and can involve a combination of these elements. Some hazing has wrongly taken place in schools across the country for years. Extreme examples are carried out in secret, without the coach's knowledge. Simple forms are sometimes thought of as "harmless", and occasionally with the knowledge of the Coach. It is the policy of the Monrovia High/Middle School Athletic Department that there are no "rituals" that any athlete must participate in to play sports or be on an athletic team. Hazing in any way, shape, or form will not be tolerated. There will be no "dares", "dressing up", "duty", "tradition", "test", or any physical challenge. Head Coaches are in charge of their programs, and must make it clear to all of their athletes and assistant coaches that "hazing" (in ANY form) will NOT occur at MHS/MMS. What is considered simple and harmless to one person might not be to another. It is not only the conduct itself, which may make certain behaviors inappropriate, but the context or way in which it is delivered, or its repetitive nature. All athletes must be informed by each Head Coach that any incident of, or talk of, hazing should be reported to the Athletic

Director. The coaches are the most influential participants in preventing harassment, hazing, and abuse during their season.

### ***IHSAA Entry Lists***

Entry lists for each of the IHSAA Tournaments will be e-mailed to each Head Coach. These lists should be filled out as directed and completed ASAP. Grades and birthdays will be filled in by the Athletic Office.

### ***Injuries***

The Certified Athletic Trainer (ATC) at Monrovia High/Middle School should be made aware of all injuries when he/she is not in attendance at a particular game or practice. He/she may be informed in writing (note in mailbox, on training desk, or e-mail), by phone, in person, or by sending the injured athlete to see the ATC for injury follow-up after physician evaluation.

All injuries sustained while involved in athletics at Monrovia High/Middle School must have injury reports on file for insurance documentation purposes. The ATC will complete and maintain these reports.

### ***Medical Protocol***

For all practical purposes, if the ATC is available, emergencies will be deferred to the ATC. If the ATC is not available, the supervising coach will assume responsibility of the situation.

In the event of an emergency, immediately call 911, and do not attempt to delay the situation by contacting the ATC first. If an ambulance is contacted, have the athlete's Emergency Medical Card available to present to the EMS personnel. The card also contains phone numbers where a parent/guardian can be reached. If you are unsuccessful in contacting a parent/guardian, the card contains authorizing signatures, which will allow medical personnel to perform needed and appropriate treatment. Have a coach, trainer, manager, or athlete wait at the entrance to the facility to assist in directing EMS personnel upon their arrival. UNDER NO CIRCUMSTANCE should any student-athlete be encouraged or advised to assume responsibility in an emergency situation. Head Coaches should inform the Athletic Director of any athlete that has been sent to the hospital for treatment as soon as possible after the situation has been taken care of.

### ***Return to Play***

The IHSAA's Medical Disqualification and Return to Play Policy states, "A licensed physician shall have the final responsibility to determine when a student/athlete is removed or withheld from practices, as well as competition, due to an injury, and illness, or pregnancy. In addition, clearance for that individual to return to activity is the sole responsibility of the licensed physician or that physician's designated representative. If there is no licensed physician available and the High/Middle school utilizes the services of a certified/licensed athletic trainer, then he/she shall assess the student/athlete's injury/illness and make a determination as to restriction of activity and return to play. However, parents may choose to withhold their child if they so desire. If there is no licensed physician or certified/licensed athletic trainer available, then the coach should use his/her discretion with regard to the participation of an injured or ill student/athlete. The safety and welfare of the student/athlete should always be the primary consideration."

If a physician withholds a student/athlete from competition, that student athlete must present a physician's note, clearing the student /athlete to return to competition. This note of clearance shall be attached to the injury report, and kept on file with the ATC. If this note of clearance is to return an athlete from an extended illness, the coach may keep this on file at his/her discretion. The IHSAA also is clear on the number of practices required to return to competition after an injury or illness. If an athlete misses 5 (five) to 10 (ten) consecutive days, he/she is required to have 4 (four) practices prior to game participation. If an athlete misses more than 10 (ten) consecutive days, he/she is required to complete 6 (six) practices prior to game participation.

### ***Inventory***

Every Head Coach is expected to keep an accurate inventory of all items pertaining to their sport. At the conclusion of their season, the Head Coach will turn in this inventory to be used to determine the needs for next season. The Athletic Director and Head Coach shall be authorized to dispose of equipment that has been mutually agreed upon as not usable.

## **Keys**

Any coach requesting a key for themselves or an assistant, should first contact the Athletic Director. If the need is valid, then the request will go to the Principal. Keys should be kept only in the possession of the Coach and not given to any student, manager, or athlete. Any lost key should be reported immediately to the Athletic Director. Fob Keys are issued to coaches who must get into the High/Middle school during "off-hours". These also must be run first through the AD, and then through the Principal.

## **Legal Duties of Coaches**

Along with the duties of organization, teaching and training for competition, coaches must be aware that the attitude of today's society forces all professional educators to always keep in mind their legal duties as well. All coaches need to know and understand their legal obligations, which are being more clearly defined with each court case. The following information should be helpful to understand one's responsibilities and will, therefore, help to protect coaches and our school corporation from litigation.

LEGAL DUTIES THAT HAVE BEEN ESTABLISHED BY COURTS THROUGH LITIGATION INCLUDE THE FOLLOWING:

1. Properly plan the activity
  - develop a season plan, including daily practice plans
  - keep a copy of your season plans
2. Provide proper instruction
  - consider readiness and move from simple to complex
  - know and practice proper skill progression
  - include these factors on the written season plan
  - document your attendance at coaching courses and clinics
3. Provide a safe physical environment
  - inspect courts, fields, and locker rooms
  - warn athletes and others of misuse
4. Provide adequate and proper equipment
  - check regularly for fit and wear
  - repair and replace regularly
  - keep inspection checklists, including age and repair dates
5. Match your athletes
  - match according to size, strength, ability, and maturity
  - document on practice plans
  - keep written skill test records
6. Evaluate athletes for injury or incapacity
  - know and practice proper procedures for injury evaluation
  - complete CPR/AED Training
7. Supervise the activity closely
  - check or establish standard coach-athlete ratios for the sport with the AD
  - insure locker rooms are supervised

- never leave athletes unattended
- stay until the last athlete is gone
- include supervision notes on practice plans

#### 8. Warn of inherent risks

- require a signature on a pre-participation form detailing risk
- post the appropriate signs
- keep copies of pre-participation forms
- practice plans should reflect what and when things were said
- repeat warnings on several occasions

#### 9. Provide appropriate emergency assistance

- create and follow an emergency medical plan
- have emergency medical cards and plan on file and at practices/contests

Coaches also have the duty of taking reasonable care of the student-athlete. This legally means that each coach is to act in a way that avoids creating unreasonable risk of injury to others. No performing to a standard of care/performance can result in negligence. Standard is the conduct expected of an ordinary reasonable person (coach) under like circumstances. Coaches should also have plans for: allowing adequate warm up and cool down time, consistently and fairly enforcing rules, and dealing with potentially dangerous situations (storms, equipment failure, facility).

### ***Lettering Criteria***

Coaches should inform the parents and athletes the specific criteria that has been set for earning a letter in your sport. Criteria should be on file in the Athletic Office, and be of a nature that it is a challenge to letter, and not just given away to participants. Coaches should be aware to equate corresponding sports. For example, it would not be fair that you only had to participate in 2 boys track meets to earn a letter, but have to participate in 10 girls track meets to earn one. Lettering criteria should be fair, consistent, and not subjective.

### ***Meals***

Overnight trips may require the need for assistance from the Athletic Office regarding meals. Each coach should communicate this need to the AD for pre-approval.

### ***Officials***

**HIRING**—Depending on the sport, officials will be hired in 3 ways. 1) Some sports have assignment chairpersons who do all the hiring of officials, 2) Some sports will be required to assign their own officials for contests, and 3) Some sports have officials assigned by the Athletic Office. In the case of the Athletic Office hiring officials for your sport, it is the desire of the Athletic Office to get input from the Head Coach of certain officials that you wish to re-hire, and ones that you do not.

**CONDUCT TOWARD**—All coaches will treat IHSAA licensed officials with courtesy, respect, and a positive attitude. Coaches are representing Monrovia High/Middle School, and unprofessional behavior towards the judgment of an official or his/her decision will not be tolerated. Officials are human beings that are trying to do the best job possible. It is easy to second guess a decision that, for them, must be made in an instant. Competitive contests are won and lost by the performance of the athletes and the decisions of the coaches, not by a few “bad calls” by the officials.

### ***Parent / Senior Nights***

All Coaches who wish to have a “parent night”, a “senior night”, or any other special occasion must first have it approved by the Athletic Director. Contest management will change with the addition of a special event, and all aspects of the contest, as well as all parties involved, must be organized by the coaches in advance. Head Coaches

must also be aware that it is the position of the Athletic Office that, if so approved, these special events WILL NOT force a delay upon the opponent or disrupt the normal timeframe of the scheduled contest.

### ***Participation***

Monrovia High/Middle School student-athletes are encouraged to participate in as many sports as possible. Coaches are to encourage this involvement, and are not to discourage any athlete from participating in other sport/activity. This behavior on the part of our coaches on any level would be in direct violation of our philosophy. If a student-athlete is not involved in a sport during a particular season, he/she should be encouraged to be involved in a conditioning program.

### ***Physicals***

All student-athletes are required by state law to have a physical exam completed and on file with the Athletic Office before practicing/conditioning in any sport. Physical exams are the responsibility of the athlete and his/her family. Coaches are responsible for making sure that the forms are filled out correctly, properly signed, and on file in the Athletic Office prior to the athlete's first practice. Coaches will not allow an athlete to practice/condition without this requirement fulfilled.

### ***Pictures***

All Monrovia High/Middle School teams are required to have pictures taken for the athletes and parents to purchase as well as for the Athletic Office and yearbook. Pictures are to be organized in advance with a local photographer. Teams are to be uniformly dressed in their school-purchased uniforms. Each picture should be set up in a professional manner. Coaches are discouraged from having pictures taken with players laying down, arm in arm, holding stuffed animals, etc.

### ***Public Relations***

Each coach is responsible for the public relations, advertisement of achievements, news releases, sports previews and game results. Coaches are encouraged to use local radio, TV, and newspapers to gain positive recognition for their athletes. The key word when dealing with the media is positive. We are in the business of building self-esteem, not breaking it down. Negative comments to the media, regarding individuals or an entire team, do nothing to enhance a program or the confidence of our athletes.

*\*note\* - Coaches should be aware, and have a known policy with their team concerning the media talking (and in some cases calling at home) with athletes.*

### ***Purchasing***

All purchasing of any kind will be done by the head coach of each program. All of these purchases will be run through the Athletic Director and ECA Treasurer. The Athletic Director will meet with each head coach after completion of the season, at which time purchasing issues and needs for the next season should be discussed. Every acquisition that requires a purchase order needs to be approved by the Athletic Director.

### ***Release from Class***

It is sometimes necessary to release teams or individuals early from class to get to an event on time. This should be a last resort and not a habit. If this is necessary, coaches should remember that we are asking for their early release. It is not guaranteed. If an early release is desired, the Athletic Director needs to be consulted first. If approved, each coach must ask every teacher in the building in a memo. This can be on paper or an email. The memo should have everything explained properly, including the team, date, the roster, and wording that states that each teacher must let the coach know if there is a problem, or if an athlete cannot go. The Athletic Department wishes all coaches to know that academics come first, and if a particular athlete is not allowed to release early by a teacher they will not be released.

Class time should also not be interrupted for coaches to discuss athletic matters with athletes or other coaches. Recruiting visits should also be made in advance. Athletes should not be “pulled out” of class without notice, because a recruiter or coach did not have the courtesy to make plans in advance. Any recruiter without previously scheduled appointments should be directed to the Athletic Directors Office. If his visit is cleared by the Athletic Director as an exception, it is up to the discretion of the individual classroom teacher to allow it to take place or not.

### ***Reporting Game Results***

Upon completion of either a home or away contest, each Head Coach is expected to report the results to the proper media. Each sport is different, and results will be sent to the radio, newspaper, and television stations that apply. If there are any questions about who to send results to, or the phone/fax number, please see the Athletic Office. Coaches should remember that good relations with the media are expected. You are promoting your program with each form of media that will report it. There are times, however, when a coach might feel that they are not being covered properly, even though results are getting to them in the proper timeframe. The urge to not report results is strong when you are not feeling like the media is interested or fair in their reporting. Our job as coaches is to report our scores and statistics to the media on time. It is the job of the media to announce, print, or televise it as they see fit. The media is not obligated to report results, yet we are obligated to cheerfully get the information to them. Also, please send all scores to the Athletic Director to get information out on Twitter. Try to do this as soon as possible after your contest.

### ***Rosters***

Coaches will submit a completed roster to the Athletic Office as soon as is possible. This roster is needed for transmission to other schools, emergency medical card verification, and many other necessary areas. Coaches will keep an accurate record, and keep the Athletic Office informed of changes to this roster. This is VERY important. The Athletic Office must be informed promptly of every time an athlete is added, or leaves the team.

### ***Schedules***

Coaches are encouraged to work with the Athletic Director to secure the best schedule for their athletes. Our goal is to play the best available opponents at all times. Competitive schedules help develop competitive teams.

### ***Season Ending Summaries***

At the conclusion of each season, each Head Coach will receive a Season Ending Summary form. This form is intended to keep the Athletic Office up to date with team records and statistics. On many occasions, the need arises to quickly find out who a captain was, or what the ICC record for a particular team was, or did someone make all-conference. This form filled out at every post season will let us have a running record of these items. The sheets will be put in order by year in a separate folder for that sport. Any other team records or all-time things can also be added to this folder for permanent referral. Please fill the Season Ending Summary form out as soon as possible after your season is over, and turn it in to the Athletic Office.

### ***Summer Guidelines***

With the advent of the ruling by the IHSAA on summer participation, it is necessary to address potential concerns and possible abuses pertaining to Monrovia High/Middle School. It is our belief that students and their families must continue to be the number one priority. All Monrovia High/Middle School coaches must work together to provide a total program in which our student-athletes can develop individual skills as well as team concepts, without placing unnecessary pressure on them or their families. The Athletic Department supports a summer program that is aimed at helping our students become better athletes within the parameters upon which we all agree. Summer activities are voluntary and open to all Monrovia High/Middle School students as the nature of the sport permits. MHS/MMS will provide our facilities, equipment, and coaching for summer sport activities, but will not provide financial support for officials, additional coaching salaries, insurance, supervision, trainers, or transportation. All MHS/MMS coaches will adhere to the IHSAA required moratorium in which no contact between coaching staffs

and student-athletes may take place. Moratorium will be declared by the MHS/MMS Athletic Department well in advance of summer activities. The Monrovia HS/MS coaching staff has agreed to the following parameter so as to share our athletes without putting undue pressure on them to make decisions of which sport activity to attend. The coaches need to work together in order to resolve any conflicts. A player should not be put in the middle of making a decision of which sport to attend. Any other issues regarding sharing of athletes and scheduling should be resolved in a professional and fair manner by the coaches involved. We have always had a cooperative and supportive coaching staff, and the Athletic Department believes that a consensus can be reached concerning any situation. Coaches will be expected to discuss any changes in their summer programs with the Athletic Director so abuses in monopolizing student-athlete's time do not occur.

### ***Support Organizations***

All support groups or organizations must be approved by the Athletic Director. Coaches are not encouraged to organize individual support groups for his/her sport. Our philosophy is to have one main booster organization for the entire athletic program, under the guidelines and supervision of the Athletic Department.

### ***Supervision***

All coaches are expected to supervise their athletes at all times. This includes before, during, and after a practice, event, or meeting on school grounds. Coaches are expected to arrive before their athletes so as to not have them unsupervised. All practice and dressing must also be supervised until all athletes leave each area. Each coach is responsible for his/her student/athletes until they leave the sport's facility. This includes not allowing an athlete to sit alone after a practice or contest waiting for a ride. Coaches will wait until all athletes have left. Lack of supervision can result in the coach being viewed as negligent.

### ***Team Selection***

Coaches of athletic teams are to have their own policy on how they will choose their teams. In some sports, "cutting" a team down to manageable size is a necessity. These policies will be made clear to the players and parents of your sport prior to the season. Coaches should take note that an athlete may be cut from a team anytime during a season with just cause.

### ***Telephones in an Emergency***

The Monrovia High/Middle School Athletic Department insists on the safety of our athletes as our top priority. Coaches should have an emergency plan in place that will insure them quick access to assistance. A cell phone will be needed if there is not a phone available. A coach should bring a cell phone with them in case of an emergency. If a coach does not have access to a cell phone, contact the Athletic Department before the season starts to develop a line of communication. In an emergency, if the Certified Athletic Trainer is not available at the particular facility, do not attempt to contact him/her first. Immediately call for medical assistance by dialing 911.

### ***Tickets***

All Monrovia High/Middle School coaches are given an ICC pass to get into each event. Coaches are reminded to use these passes for only you and your spouse/child. Passes are not to be given to others to get into contests.

### ***Transfer Students***

Any student who is transferring to Monrovia High/Middle School and wishes to participate in athletics must first go to the Athletic Office and follow the proper procedures to become eligible. Coaches are not to allow any such athlete to participate in any practices until the Athletic Director has given permission.

### ***Transportation***

The Monroe-Gregg School District has been very generous and cooperative in their facilitation of transportation for athletics. Please adhere to all policies regarding this area as to insure this.

- Busses and vans will be scheduled in accordance to each athletic schedule. The Transportation Director will copy a list of this transportation well in advance of the season and give it to the Head Coach. This transportation schedule should be scrutinized and either corrected or approved and sent

back to the Athletic Office. Each Head Coach should keep a copy of this schedule for themselves and distribute it to assistants, parents, and team if appropriate. Any questions about transportation should be directed to the Transportation Director.

***Tournaments & Post-Season:***

Many of these events will not have a firm time or site when turned in to the Transportation Director. Please make sure that you communicate with the Athletic Office as to your specific schedule and needs.

***Short Notice Needs***

It is the desire of the Athletic Office to work out issues of transportation well in advance. In certain situations, transportation is needed on a short notice. This type of situation is not guaranteed, but will be honored in athletic situations if possible. The nature of athletics with weather cancellations and unpredictable tournament changes sometimes creates a need for transporting athletes with a short time frame. Coaches will be expected to make sure that it is not something that happens on a habitual basis. Do not abuse this policy.

***Protocol for the cancellation/postponement of athletic events at the High/Middle School***

**1. School canceled because of weather**

- Practices may or may not be held depending on the conditions.
- All practices are optional—This should be addressed at pre-season parent meetings with athletes and their parents.
- Athletic contests may or may not be held—This is evaluated throughout the day and a decision is generally made after conversations between the Athletic Office, Principal's Office and the Superintendent's Office.
- Local media notified of any cancellations.
- Contests and practices are not automatically canceled because we have experienced days when the weather warranted the cancellation of school at 5:30 a.m., but by early morning or afternoon the weather conditions had changed and traveling was not considered dangerous.

**2. Early dismissal of students because of weather**

- All practices and contests automatically canceled.
- Competing schools contacted.
- Local media notified.
- All use of athletic facilities is canceled.

**3. Starting time of school delayed because of weather**

- All pre-school practice and conditioning programs are held with the understanding that athletes will not be penalized if, due to weather conditions, they are unable to attend. Athletes and their parents are asked to use good judgment and to not take any chances if the weather is questionable.
- If notification of a school delay occurs the night before, pre-school conditioning programs are canceled.

**4. Saturday or non-school day contests**

- If the forecast calls for questionable weather on a Saturday or a day when there is no school, the Athletic Office will contact the school(s) Monrovia will be competing against and exchange contact numbers.
- The Athletic Office will also be in contact with the Transportation Department concerning any out of town contests and the following procedures will be followed:
  - A. The Director of Athletics and the Director of Transportation will both survey the weather and road conditions one hour prior to the first departing bus for that day.
  - B. The Director of Athletics and the Director of Transportation will discuss and mutually determine if athletic buses should be allowed to proceed.
  - C. If it is determined that all buses should be canceled the Athletic Director will contact:

1. the driver of the bus(es)
2. the coaches involved
3. the local media
4. the opposing schools

— The Monrovia High/Middle School coaching staff is expected to develop a “phone tree” with their athletes in order to quickly notify them of any changes in contests or practice schedules. All of the Head Coaches will have in place a standard procedure, specific to their sport, for when school is delayed or canceled.

*If weather is an issue after you have left for a contest:*

1. In a bus, if there is a dispute between a bus driver and a sponsor as to whether a bus should leave for a contest, or to cancel the bus because of inclement weather, the Director of Athletics should be notified. Coaches will make safety the top priority in their mutual decision.
2. In an Activity Bus, coaches must make the decision to leave or continue on, unless advised by the Athletic Office.

### ***-Weather Procedures***

***Transportation:*** The Transportation Director and/or AD is the final word on the status of traveling to an away event in a time of extreme weather conditions. If there is a question, coaches should contact the Athletic Director.

***Practice:*** The Head Coach is responsible for assessing the weather and making prudent decisions regarding the safety of Monrovia High/Middle School athletes. Coaches should also consider the safety factors involved with athletes and staff traveling home from practice in severe weather.

***Contests:*** The contest officials are in charge of weather situations that occur during an event. If a contest is delayed or canceled due to the weather, the head coach should seek out the administrator from the opposing school for assistance in keeping our athletes safe until the contest is either resumed or travel home is possible.

### ***Travel Release Forms***

The Athletic Department wants to emphasize the importance of student-athletes riding the team bus to and from athletic events. The riding of the team bus creates a bond and team unity amongst teammates and coaches. It is a sanctuary where athletes can commiserate after a loss or celebrate after a victory. It is an educational classroom where coaches can discuss team goals, strategies, give skill, game, or practice instruction. A place where a coach can console, congratulate, or motivate an athlete without any interruptions or outside interference. It is an environment that cannot be duplicated or recaptured at any other time than at that moment. Taking these types of experiences away from our athletes is undesirable. Under certain circumstances or exceptional situations, athletes may be excused from riding either to or from a contest on school authorized transportation. Examples of possible reasons are: funerals, medical emergencies, religious observances, weddings, etc. If the release is approved, it is the Head Coach's responsibility to make sure that the athlete who has made the request actually leaves with the parent or guardian. It is unacceptable to allow an athlete to leave your area of responsibility with a friend, or fellow student.

### ***Overnight Trips***

Coaches who must take an overnight trip with their team are to follow these procedures:

1. Provide an itinerary for athletes, parents, and the Athletic Office which includes:
  - Hotel - name, address, and phone number
  - Transportation - arrival and departure times, route map contest information - where, when, who
  - Food - arrangements, money if needed
  - Conclusion - estimated return time to Monrovia & pick-up location
2. Have a team meeting to discuss behavior, room assignments, etc.
3. Room checks during non-contest and evening hours
4. Provide an adequate number of chaperones
5. Make proper arrangements with the Athletic Director before the trip, regarding procedures, number of rooms, method of payment, etc.

### ***Vacations During Season***

In certain cases, an athlete is told by his/her family that they will be out of town on vacation during the season. Although we ask for a commitment from our athletes, we do not want to put them in the middle between parents and coaches. A firm and consistent policy is needed to handle this (or any other similar) situation. All athletes are to be treated equally with consequences in this matter. Coaches are to remember that other athletes who are in attendance are ready to step in, if others are absent. Coaches and athletes must adhere also to IHSAA return to play guidelines if the absence is longer than 5 days.

### ***Weight Room Policy***

1. Athletes must have a coach from their sport in attendance when they are using the Weight Room. A single athlete without a supervisor must leave. A coach from their sport must be present.
2. Supervisors must be inside the Weight Room!
3. Please pick up weights and put them in the proper racks! Do not leave weights on the bars or machines. Do not leave the weights on the floor.
4. Put all weight belts on the proper racks. Do not leave them lying around the Weight Room.
5. Teams using the Weight Room must first sign up for it in the Athletic Office by completing a facility request form.
6. Pick up after yourself and your team. Take the extra effort to keep this facility in order.
7. Coaches may use the Weight Room for their own personal use, as the facility permits.

# MONROVIA ATHLETIC DEPARTMENT

## NON-NEGOTIABLES AND COACHING GUIDELINES

### 1. PROFESSIONALISM

- *ALWAYS REPRESENT YOUR SCHOOL, FAMILY, AND COMMUNITY*
- *UNDERSTAND YOU ARE ALWAYS BEING WATCHED (ie...players, parents, media, etc...)*

### 2. RELATIONSHIPS

- *BUILD RAPPORT WITH STUDENT-ATHLETES - MAKE YOUR PROGRAM ENTICING*
- *MAINTAIN GOOD STANDING WITH ADMINISTRATION AND STAFF (PROFESSIONAL / FRIENDLY COMMUNICATION...BE COURTEOUS)*

### 3. OWNERSHIP

- *CARE FOR FACILITY, EQUIPMENT AND ALL ASPECTS OF THE ENTIRE PROGRAM AS IF THEY ARE YOUR PERSONAL PROPERTY*
- *TAKE RESPONSIBILITY FOR EVERYTHING; DON'T EXPECT ANYONE TO DO IT FOR YOU*

### 4. BUILDING A PROGRAM / ESTABLISHING NUMBERS

- *GET THEM OUT / KEEP THEM OUT*
- *MAKE CERTAIN ALL ASSISTANTS UNDERSTAND THEIR ROLE AND KNOW YOUR EXPECTATIONS*

### 5. WINNING

- *TEACH (PLAYERS AND COACHES) AND COACH YOUR PROGRAM HOW TO BE SUCCESSFUL*
- *EXPECT THE BEST*
- *NEVER BE SATISFIED / NEVER GET COMPLACENT*