

Philosophy of Athletics at Gainesville High School:

At Gainesville High School we believe athletics is an integral part of a student's life. Winning is of great importance, and the goal is to give your best and try to win. Important as winning is, it does not replace all other goals. The program should not sacrifice an ethical-like quality to win a physical victory at every practice and competition. The main purpose of sports at Gainesville High School is to promote the physical, mental, moral, social and emotional well-being of the student-athletes through aspects of contests.

Athletics are an extension of the classroom; thus they should work to assist academic achievement. Athletics should also promote citizenship in both the school and community. Student-athletes and coaches are constantly observed. The goal of our program is that our student-athletes be role models both on and off the field, within the school and the community. Athletics is an opportunity to practice principles of life, such as subjecting one's self to authority, working together as members of a team, and controlling the emotions that arise in competition. It is important in life to learn to live with both success and adversity.

The coaches, teachers, and administrators are role models for the student-athletes. The best way to lead is to lead by example. The coach performs a critical role in the development of the student-athlete's desire to reach his or her fullest potential. Coaches should always be enthusiastic and prepared each day for practice and games and have a schedule of events to help all student-athletes reach their fullest potential. Athletes may feel cheated by a coach or official. This is when the coach should be in control and display leadership. The coach is in control of the team during all circumstances relating to competition and the school. The student-athletes are responsible each day to be prepared to work towards their fullest potential, respect others, and follow their coaches' directions.

The goal and motivation for each student-athlete should be to perform at his or her personal best to help the team achieve its goals. Student-athletes should strive to achieve goals through competition. However, they should pursue individual goals through the team concept. The student-athlete should not be pressured to perform for friends or family.

Please take the time to completely review this Coach's Handbook. I believe this will make the coming year progress with as much efficiency as possible as we work to promote the best athletic program possible.

After reading the Coach's Handbook, please complete the following and return this sheet to the athletic office.

1. I have read the Gainesville High School Coach's Handbook and agree to abide by the policies enclosed therein.
2. I will return this form by the August 1st of each year.

Coach _____

Sport(s) _____

Signature

Date

COACH'S RESPONSIBILITIES

I. Information Regarding Athlete

- A. Sports Physical Form (GHSA form)
 - 1. The coach should collect Gainesville High School sports physical forms the first day of practice. **No form. No practice** Form includes:
 - a. Student Information Section
 - b. Physician Portion of Physical
 - c. Athlete Eligibility
 - d. Concussion Form
 - e. Consent for Emergency Care
 - f. Transportation Permission
 - g. Medical Insurance Verification
 - 2. The coach should turn in the original physical form to the athletic training office. Coaches should keep these copies with them at all practices and games in the event of an accident. The form must accompany an athlete to the doctor or hospital.
- B. Athletic Injury Report
 - 1. The coach should submit an athletic injury report to the athletic director no later than the day following the accident.
 - 2. The coach should respect a doctor's decision to have an athlete sit out a game or practice.
 - 3. The coach should be aware of all injuries to the athlete during games or practices and have an incident report filled out immediately following practice
- C. Team Roster
 - 1. The coach should turn in a final roster and include managers, scorekeepers, all coaches, and all other information. Submit to the athletic office after final team selection.
 - 2. The coach should select scorekeepers and managers. The coach should communicate areas of responsibility, including behavior expected.
- D. Practice and Game Schedules
 - 1. Practice and game schedules, bus requests, and rainy day procedure must be communicated to the athletic office prior to the season beginning
 - 2. The coach should communicate practice schedules, game schedules, and rainy day procedure to the student's legal guardian(s).
 - 3. The coach should be considerate of Wednesday night services (potentially) and all practices should end at a reasonable time.
 - 4. The coach should be committed to practice and game times. This would include being on time, pre-game and post-game supervision, as well as ending practices at the time communicated to parents.
 - 5. The coach should be at practice area and pre-game area prior to announced time.
- E. Dress for Game Days for Athletes (FYI during Season)
 - 1. The coach should require and enforce proper dress for game day for the student athlete.
 - a. Male Athletes: Professional Dress
 - b. Female Athletes: Professional Dress

F. Early dismissal for games

1. The coach should make every effort to minimize early dismissal for contests home or away to protect the instructional time of our student-athletes.
2. The athletic director must approve all early dismissal for student-athletes and coaches
 - a. 4th period teachers will be only teachers notified; no Gainesville all emails
 - b. Athletic director will notify the teachers only
 - c. Coach should plan well in advance any potential early dismissals
 - d. Considerations for early dismissal
 1. Travel time and distance; athletic director will determine using MapQuest
 2. Safety with regards to warm-up needed by individual sport
 3. Start time of contest
 4. Ability to provide transportation if the sport does not have CDL certified staff member

G. A, B, C checks and attendance policy

1. Head coaches will be expected to run Attendance, Behavior, and Academic checks every 4 weeks and turn in to the athletic office.
2. The athletic director will provide an attendance check sheet daily via email
3. The 50% rule for practice and play is operational starting 8-3-16
 1. Unless excused for doctor, death, or uncontrollable situation all student-athletes will be expected to be in class for 50% of the school day (2 periods)
 2. Student-athlete cannot practice or be on campus after school if the 50% rule is violated for practice or games

II. Transportation Arrangements

- A. Bus Requests via the Gainesville City Schools portal
 1. The coach should submit to the athletic director for approval the bus needs for practices and games.
 2. The transportation requests in the portal must be submitted at least **1** week prior to the scheduled departure date; please know if the request is not made in a timely manner it could potentially be denied.
- B. Maximum capacities must be honored with all passengers
- C. There should be no eating or drinking allowed on the bus.
- D. When the buses are returned, the coach is responsible for making sure the buses are clean, doors locked, and windows closed and locked.

III. Bus General Policy

- A. Team travel will have priority over any other group requesting a bus.
- B. No student-athlete is permitted to drive the bus at any time.
- C. Extended trips: the coach should make sure all team parents, athletic office, and school switchboard operator have a complete itinerary, including hotel information, phone numbers, dates and times of departure and return.
- D. All vehicles are for school use only; at no time should they be loaned to off-campus organizations or schools.
- E. Sports Physical Form
 1. The coach should carry a copy of all sports physical forms for the team during travel on school vehicles.

- F. If a vehicle is turned in dirty, or damaged, the coach will be responsible.
- G. A bus accident report must be turned in to the athletic director in the event of an accident- major or minor. Acquire all the information requested. An accident report form will be in each glove compartment.
- H. Only official team members, coaches and support personnel are authorized to ride in a team bus. Other school personnel may ride if space is available.

IV. Equipment and Uniforms

- A. Uniform/Equipment Request
 - 1. The coach is responsible for filling out uniform/equipment requisitions for initial needs at the beginning of the season as well as for daily needs during the season. Minimum of 24 hours' notice is required.
- B. Equipment Issue/Return
 - 1. The coach or equipment manager will be responsible for issuing and returning all equipment and uniforms.
 - 2. All equipment must be turned in one week after the conclusion of the season.
 - 3. Lost Uniform Payment Request. Inform athletes at the beginning of the season that all uniforms will be turned in one week after the conclusion of the season. Failure to do so will result in grade holds and fines.
- C. Orders for Equipment/Uniforms
 - 1. The coach should inform the athletic director of any equipment and uniform needs and determine where the funds will be generated;
 - a. Budgeted item
 - b. Allocation/ GAC item
 - c. Stomp/Chomp request
- D. The coach should make sure the equipment room is locked during practices, games or other activities.
- E. The coach should make sure all equipment is put away after completion of practices, games or other activities.
- F. The coach should place equipment back in its proper location, so others may easily locate equipment when needed.
- G. The coach should supervise equipment care and use during the season.
- H. The coach should not receive any equipment with it being inspected for damage
- I. The coach should assign an equipment manager for each sport if appropriate
- J. The coach should make sure all uniforms are clean and free from damage
- K. The coach should do an updated inventory of supplies at the conclusion of each season. This should help in preparing your budget.
- L. The coach should inform athletes that no report cards will be issued until all uniforms and equipment are returned and monies received.

V. Facilities

- A. Key Request Form
 - 1. If keys to any facility on campus are needed, the coach should fill out a key request form and submit it to the athletic director for approval. The coach will be notified when keys are ready to be signed out from Mrs. Dorsey
 - 2. Campus buildings are open Monday through Friday. Before and after hours, the security system is in force. If access to campus buildings on the weekends is

- needed, a security code is required. The alarm system will sound and police will be alerted if access is gained without a code. *See Bryson Worley for access code.*
3. Community coaches should not be issued a key to any facility operated by Gainesville City Schools.
- B. Gym Requests.
1. Gym requests are to be filled out if the gym is needed for purposes other than regular practice and game times. Regular practice times for all teams using the gym will be assigned by the athletic department and distributed to coaches via Google Docs..*please see Bryson Worley for all requests*
- C. The coach should turn off all gym lights, lock all doors, and check every door accessible to athletes whenever the team has access to any building.
- D. The coach is responsible for the security of the buildings. The coach should not assume someone else will accomplish the security of any building to which the team has access.
- E. The coach should not leave the practice or game site unless all trash has been picked up, equipment picked up and put away, and building doors secured after each practice or game.
- F. The coach should check all dressing and shower areas, picking up any stray apparel and closing doors and lockers.
- G. The coach should not allow food, beverages, or snacks in the dressing areas, gymnasium, or buses at any time, under normal circumstances. If circumstances merit, the coach may choose to waive the procedure for the best interest of the students. The coach will be responsible for appropriate clean up.
- H. The coach should inspect the specific athletic facility pertaining to the coach's sport at least three or four times throughout the year and notify the athletic director of any problems or needs.

VI. Coaching Responsibilities in Regard to Athletes

- A. The coach should not allow athletes to loiter after games and practices or other activities.
- B. The coach should stay until each athlete has left the practice or game facility.
- C. The coach is held responsible for any personal items of the athlete for which he/she assumes responsibility.
- D. The coach should be available to counsel and advise team members.
- E. The coach should encourage and promote excellence in academics from student-athletes.
- F. The coach should keep teams in locker room or dressing area prior to competition. The athletes should not be roaming the gym or halls or fields once dressed out for competition.
- G. The coach is responsible for removing players who conduct themselves in an unsportsmanlike manner. This should be dealt with immediately.
- H. The coach should not allow a student-athlete an opportunity to interrupt the practice, game or activity of another team group.

VII. Coaching Responsibilities in Regard to Public Relations

- A. The coach should take time to speak to fans and friends of the school after practice or games as appropriate. The coach should remember we constantly want to project a positive image.
- B. The coach should engage in public relation activities and promote his/her specific sport.
- C. The coach should promote public relations with the press, general public, students, alumni, faculty, and staff.
- D. The coach should dress professionally. The athletic program should constantly project a positive image.

VIII. General Responsibilities of the Coach

- A. The coach should be well informed of rules and regulations of the GHSA and National Federation and must take the mandatory GHSA rules clinic associated with each sport. If the coach fails to complete the course, the sport will be billed for the fine.
- B. The coach should be aware of basic first aid and CPR and have at least 1 coach certified on staff
- C. The coach should be on time. This means the coach should be at the practice site or home game site prior to announced time that athletes arrive.
- D. Practice Plan
 - 1. The coach should have a detailed practice plan outlining activities for each day.
- E. The coach should confirm all arrangements for home and away contests. This includes travel, transportation and facilities use.
- F. The coach should dress and look professional during competition as appropriate for the sport.
- G. The coach should supervise all assistant coaches, managers, scorekeepers, and any other auxiliary personnel.
- H. The coach is responsible for obtaining approval of the athletic director for any community coaches. No one is allowed to coach until all classes and certifications are completed following the GHSA by-laws. We cannot have “volunteer” coaches
- I. Miscellaneous duties as assigned by the athletic director.
- J. Athletic Schedules
 - 1. The coach should complete the schedules for the upcoming seasons prior to departure of the previous school year
- K. Team Picture Day
 - 1. The Athletic Director or designee will notify the coach of picture day. The coach is responsible for ensuring that the team is in uniform dress. The coach distributes the picture order form as provided by the Athletic Office.
- L. Bus Use Information
 - 1. Condition of the bus when picked up should be clean. If it is not, please report condition before leaving campus. The coach is responsible for the condition of the bus upon return to the athletic parking lot. Make sure all trash is picked up. Any mechanical problems with the bus should be reported in writing
- M. The coach should convey schedule requests for the following season to the athletic director.

- N. The coach should submit a practice time and place listing for all practices and games to the athletic office. Please include inclement weather information as appropriate
- O. The coach should help maintain all school property
- P. The coach should always present a positive school image by helping to maintain clean and neat school property; including buildings, fields, interiors and exteriors

BUDGET/PURCHASING/RECEIVING

BUDGET

Annual Budget

The athletic department budget is composed of each individual sport. Each sport will become a cost center (example: Each sports head coach will become the manager.).

The head coach should analyze each projected purchase and make decisions based on the necessity of the purchase, future cost purchases, and priorities.

Each May the athletic director will issue each head coach a total budget for the coming year. The head coach will then prepare the budget with the dollar amount appropriated to each cost center.

The head coach will prepare each budget for presentation to the athletic director by May 15th of each year for review considering Athletic Contributions from:

- A. Gainesville Athletic Club Contributions
- B. Stomp/Chomp capital projects
- C. Athletic Admin.

BUDGET WORKSHEET CRITERIA

Criteria for Developing Budget Worksheet

1. Present Uniforms (date purchased)
2. Present Equipment
3. Present Inventory (must be completed annually)
4. Uniform Rotation (year replacement is scheduled)
5. Projected number of participants
6. Rule Changes
7. Future Needs
8. Entry Fees
9. Clinics/Tournaments

PURCHASE REQUISITION

The cost center manager should submit all purchase requisitions to the athletic director. All purchases must have a signed purchase order prior to ordering by:

- Coach
- Athletic Director
- Principal

Be sure to include all information: vendor, vendor phone number, quantity, price, total price, date requested, date required.

All funds must be verified prior to purchase, if the funds are not in your fundraiser or budget for the current school year the purchase cannot be made.

Any purchase made without a signed PO becomes the responsibility of the cost center manager and a non-compliance form must be signed.

PURCHASING

After approval the coach will place all orders to the correct vendor according to each cost center budget. The head coach will receive information regarding order, delivery dates, and amount of funds remaining.

The head coach should never obligate the school for any expenses not approved. Only the athletic director has the authority to sign-off on any purchases. This must be done by submitting a purchase order to the bookkeeper.

******Changes**

If a change needs to occur, the cost center manager should submit a new purchase requisition with the words **CHANGE ORDER** in bold print on the top of the purchase requisition.

RECEIVING

All equipment purchased for the department must be checked in by the head coach. The head coach must inspect merchandise after the merchandise is received. The head coach is responsible for insuring that all goods are received and in good condition.

If the order is complete, the head coach must sign and return the packing slip to the athletic director. If the order is incomplete or incorrect, notify the athletic director immediately for follow up

FACILITIES

I. Practice Fields

- A. The coach should help maintain the fields
- B. Athletic Maintenance Request
 1. The coach should inform the athletic director of maintenance needs, such as general cleanliness of facilities, gym problems, field markings, mowing, etc.
- C. The coach should inform the athletic director of practice field needs at least one season prior to season. Example:

1. Fall season needs have a spring deadline.
 2. Winter season needs have a summer deadline.
 3. Spring season needs have a fall deadline.
- D. The coach should verify that all equipment and fields meet safety standards.
- E. The coach should make sure that there are lines on the field at the beginning of each season.
- F. The coach should remove all practice materials from the practice site and place in equipment storage room.

II. Football/Soccer/Track Stadium (Track/Tennis/Softball/Baseball/Lacrosse; apply to appropriate sport)

- A. The coach should be responsible for all game materials at the correct location two hours prior to game or event. Example: Football/Soccer games:
1. Goal Post Pads
 2. Benches
 3. Scoring Equipment/Sound System
 4. Yard Markers
 5. Soccer Goals
 6. End Zone Markers
 7. Corner Flags
 8. Water Coolers
 9. Game Balls
 10. First Aid Equipment
 11. All Other Materials
- B. The coach should return all equipment to its proper location at the conclusion of the game.
- C. The coach should be sure the playing field is free of all trash, cups, water coolers, etc.
- D. The coach should schedule the stadium field use at the beginning of the season according to game schedule. The coach will be allowed to practice on the game field the day before a home game.

III. Gym

- A. The coach should help maintain the gym (example: clean up spills, roll-up goals, sweeping, leave gym in proper condition).
- B. Athletic Maintenance
1. The coach should inform athletic director of needs such as mopping, sweeping, goal maintenance and safety features in the gym.
- C. The coach should make sure the equipment and gym meet all safety standards.
- D. The coach should remove all trash and practice materials and make sure the floor is swept at the conclusion of practice whether using the main campus gym or another gym.
- E. The coach should inform the athletic director of gym needs at least one season prior to season. Example:
1. Winter season needs have a summer deadline.
- F. The coach should make sure all locker rooms and restrooms are clean and ready for the game visitors.
- G. The coach should keep all locker rooms locked prior to visitors arriving to the school.
- H. The coach should welcome the officials to the dressing area. The area should be clean. Drinks, snacks, and towels should be available.

- I. The coach should be responsible for all game materials at the correct location one hour and thirty minutes prior to game beginning. Example:
 - 1. Bleachers pulled out
 - 2. Chairs out for scoring table
 - 3. Table for scoring
 - 4. Scoring equipment/sound equipment
 - 5. Game balls
 - 6. First aid
 - 7. Water
 - 8. Warm up balls
- J. The coach should inform the athletic director of temperature control problems.
- K. Game management will make sure the admissions counter is properly located to ease traffic flow in and out of gym.
- L. Game management will make sure visiting coaches know all exits in case of an emergency.
- M. Game management will make sure all exits are unlocked, unblocked, and accessible to the crowd.
- N. Game management will work with the concession stand manager regarding concessions to ease traffic flow and lines.
- O. Gym Request Form
 - 1. The coach should work with the athletic department master gym schedule to book any out of season events in the gym.

IV. Supervision of Locker Rooms

- A. The locker rooms will be open each day *after* the completion of the school day. The team practicing at the school on a particular day should make sure the locker room is locked during practice and re-opened at the conclusion of practice, but it must be locked again after the team leaves. The locker room should always be locked unless occupied.

EQUIPMENT

- A. The coach should not receive any equipment with it being inspected for damage
- B. The coach should assign an equipment manager for each sport
- C. The coach should make sure all uniforms are clean and free from damage
- D. The coach should do an updated inventory of supplies at the conclusion of each season. This should help in preparing your budget.
- E. The coach should inform athletes that no report cards will be issued until all uniforms and equipment are returned and monies received.

TRAVEL/EXPENSE REPORTS

I. Travel Request

The coach must consult the athletic director on all tournaments and travel opportunities for the team.

II. Travel Expense Report

All travel expenses must be documented using the professional leave form, and the expense report. The head coach must keep all receipts for reimbursement if appropriate. All travel outside the regular season must be approved by the athletic director.

III. Away Game Travel

A. Late night travel: When traveling out of town, the coach in charge needs to make a determined effort to get athletes back at a reasonable hour, so the athletes will be rested for school the next day. This may mean that you will not stop for a post-game meal. In this case, you will need to emphasize to your players that they should bring a snack to be eaten in the locker room after the contest. Once they return to our campus, they have a personal option to eat out or go home.

***Obviously, this does not apply to Friday nights or holiday events, but the athletic department is held responsible to see that students return to school at a reasonable hour.

IV. Credit Card

A. The athletic department has a credit card issued to the athletic department and under no circumstances will the card be taken off campus without prior approval.

V. Hotel Accommodations

A. The coach will work directly with the athletic director on all hotel accommodations.

B. The coach and athletic director will choose a hotel that is safe and convenient to the playing site.

C. The coach will confirm rooms and other information with the hotel prior to departure.

1. Ask for a team rate and block off a few extra rooms to be available for parents.

2. Make sure that parents' billing is separate from school.

3. Stay near restaurants and malls. This makes transportation easy, since athletes may walk.

4. Have a curfew and a lights-out policy.

5. Try to make reservations at a hotel where the doors open to the inside hallway for a more secure environment.

VI. Sport Physical Forms

A. Each coach must carry with him/her all the Gainesville High School sports physical forms for each athlete. In the event of an emergency, the coach must have these forms for medical consent and insurance information at a medical facility.