

# **Wishkah Valley Coaches Code of Conduct & Handbook**



*"Home of the Loggers and Loggerettes"*

## **Wishkah Valley Coaches Code of Conduct**

We, in the Wishkah Valley School District, believe that high school athletic competition should be fun but that it must also be a significant part of a sound educational program. We believe that those who train student-athletes are, coaches who have a duty to assure that their sports programs promote important life skills and the development of good character. We believe that the essential elements of character-building are embodied in the concept of sportsmanship and six core ethical values: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. We believe, further, that the highest potential of sports is achieved when teacher-coaches consciously Teach, Enforce, Advocate and Model (T.E.A.M.) these values and are committed to the ideal of pursuing victory with honor. Finally, we believe that sincere and good faith efforts to honor the words and spirit of this Code will improve the quality of our programs and the well-being of our student-athletes. This Code of Conduct applies to all full-time and part-time coaches involved in interscholastic sports.

I understand that in my position as a coach, I must act in accord with the following code:

### **TRUSTWORTHINESS**

Integrity — model high ideals of ethics and sportsmanship and always pursue victory with honor; teach, advocate and model the importance of honor and good character by doing the right thing even when it's unpopular or personally costly.

Honesty —do not lie, cheat, steal or engage in or permit dishonest or unsportsmanlike conduct.

Reliability —fulfill commitments; I will do what I say I will do; be on time.

Loyalty —be loyal to my school and team; put the team above personal glory.

### **RESPECT**

Respect — treat all people with respect all the time and require the same of student-athletes

Sportsmanship — be a good sport, teach and model class, be gracious in victory and accept defeat with dignity; encourage student-athletes to give fallen opponents a hand, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.

Taunting — do not engage in or allow trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.

Respect Officials — treat contest officials with respect; It is OK to want an explanation for a decision you might not understand or agree with, it is not OK to berate an official.

Respect Parents — treat the parents of student-athletes with respect; be clear about your expectations, goals and policies and maintain open lines of communication.

Profanity — do not engage in or permit profanity or obscene gestures during practices, sporting events, on team buses, or any other situation where the behavior could reflect badly on the school or the sports program.

Positive Coaching — use positive coaching methods to make the experience enjoyable, increase self-esteem and foster a love and appreciation for the sport. Refrain from physical or psychological intimidation, verbal abuse, and conduct that is demeaning to student-athletes or others.

Effort and Teamwork — encourage student-athletes to pursue victory with honor, to think and play as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness and put less emphasis on the final outcome of the contest, than upon effort, improvement, teamwork, and winning with character.

Professional Relationships — maintain appropriate, professional relationships with student athletes and respect proper teacher-student boundaries. Sexual or romantic contact with students is strictly forbidden, as is verbal or physical conduct of a sexual nature directed to or in view of student-athletes.

## **RESPONSIBILITY**

Personal Conduct —refrain from profanity, disrespectful conduct, and the use of alcohol or tobacco in front of student-athletes or other situations where my conduct could undermine my positive impact as a role model.

Competence — strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, character-building techniques, and first aid and safety.

Knowledge of Rules — maintain a thorough knowledge of current game and competition rules and assure that my student-athletes know and understand the rules.

Positive Environment — strive to provide a challenging, safe, enjoyable, and successful experiences for the athletes by maintaining a sports environment that is physically and emotionally safe.

Safety and Health — be informed about basic first aid principals and the physical capacities and limitations of the age group coached.

Unhealthy Substances — educate student-athletes about the dangers and prohibit the use of unhealthy and illegal substances including alcohol, tobacco and recreational or performance-enhancing drugs.

Self-Control —control my ego and emotions; avoid displays of anger and frustration; do not retaliate.  
Personal Conduct —refrain from profanity, disrespectful conduct, and the use of alcohol or tobacco in front of student-athletes or other situations where my conduct could undermine my positive impact as a role model.

# **Wishkah Valley School Coaches Handbook**

## **Coaches Training/Coaches Hours and Requirements**

1. Hold a valid, current First Aid/CPR Certification, have completed a school district approved Athletic Training / Sports Medicine course equivalent to the Red Cross First Aid training, or be enrolled in a first aid class. First aid training must be renewed every 2 years.
2. Have successfully completed Concussion recognition and management with Return to Play Protocols training as required by Washington State Law that must be completed every 3 years.
3. Have successfully completed Sudden Cardiac Arrest Awareness and Training as required by Washington State Law that must be completed every 3 years.
4. Before the beginning of the third year of coaching, a member school coach (paid or volunteer) must complete a school district approved Coaching Principles training. This requires a minimum of five (5) hours of instruction, complete the NFHS Coaches Fundamentals Course, or attend all sessions of the WIAA Coaches School, or other Coaches School as approved by the WIAA or the local school district. After initial completion, coaches will be required to repeat this training every three (3) years. The training must include a minimum of one (1) hour in each of the following categories:
  - a. Medical aspects of coaching - Health and Welfare
    - i. Care and Prevention of student injury
    - ii. Athletic Training/Sports Medicine
    - iii. Chemical and Substance Abuse
    - iv. Injury Rehabilitation
    - v. Nutrition
    - vi. Kinesiology
    - vii. Exercise Physiology
  - b. Legal Aspects of Coaching Litigation, Liability
    - i. School Physical Education, Sports, or Athletic Law
    - ii. Annual review of rule changes and application of rules
    - iii. School Board Policies, WIAA Rules, School Law
    - iv. Bullying, Hazing, Harassment
  - c. C. Psycho/Social Foundations
    - i. Sociology and Psychology of Sports (adolescent psychology, sports sociology and psychology, motivation, dealing with substance abuse.)
    - ii. Philosophy of Interscholastic Activities Programs
    - iii. Coaching Techniques
    - iv. Instructional methods in physical education/activities
    - v. Instructional methods in physical education for handicapped
    - vi. Instructional methods in interscholastic sports
    - vii. Philosophy/Sports Management/Pedagogy
    - viii. Social, Emotional Learning strategies and procedures
    - ix. Restorative Practices

- x. Mental Health
    - xi. Suicide Prevention
  - d. Diversity, Equity and Inclusion
    - i. Anti-Racism
    - ii. Discrimination in Sport / Examining implicit bias
    - iii. Gender equity
    - iv. LGBTQ and Gender Identity
    - v. Recognizing and eliminating barriers to participation
    - vi. Supporting students from diverse backgrounds
    - vii. Supporting students impacted by income disparities
    - viii. Unified Sports / Including students with disabilities
- 5. All Middle School and High School football coaches must complete school-district approved technique specific safety training similar to “Heads Up Football”. The training must include, but is not limited to, “hands on” Safer Tackling Techniques and Drills, Helmet and Shoulder Pad fitting, Concussion management with Return to Play Protocols following a concussion, Heat and Hydration training and Sudden Cardiac Arrest training. Football coaches will be required to repeat this training every two (2) years.
- 6. “Hands on” stunt Certification is required for cheer coaches and dance/drill coaches who intend to have their cheer or dance/drill squad(s) perform stunts. The Washington State Cheer Coaches Association, the Washington State Dance/Drill coaches Association, and the WIAA must approve the certification program. Coaches must be certified every (2) years with “hands on” training during the first 2 two-year cycles and either the “hands on” training or completion of WIAA –approved online courses during the next two year cycle. Each team must have a stunt certified coach on site during practice and competition in order for athlete(s) to be eligible to stunt.
- 7. Each coach, head coach and assistant, will receive a \$200 training allowance per coach for each sport coached per year. Training allowances may be used for clinics and expenses related to attending clinics such as food, lodging or transportation. Training allowances may also be used to purchase training materials such as books or DVD’s as well as online classes. If a coach holds a head coaching position for more than one sport they will receive \$200 for each sport coached.

### **Pre-Season**

1. The Athletic Director will put a signup sheet in the district office to see what kind of interest you have for your sport.
2. One month prior to start of the season, get a current physical report from the Athletic Director.
3. One month prior to the start of the season, the Athletic Director will give coaches a tentative game schedule for their sport.

4. One month prior to start of the season, check the end of the previous season's inventory and place any equipment orders such as game balls, safety equipment, scorebooks etc.
5. One coach led informational meeting (not required) 2 weeks prior to the start of the start of the season to get a head count of players.
  - a. Held during school for any players thinking of turning out
  - b. Give info and explain what your sport is about, goals etc.
6. One parent meeting approximately 1 week before season start.
  - a. Hand out schedules
  - b. Give fundraising information
  - c. Go over team and school rules
7. Get all of your equipment, uniforms and supplies from the storage room and organize in the coaches' room in the main building.
8. Before the first practice coaches must have a current first aid and CPR card.
9. Before the first practice coaches must complete the WIAA online rules clinic in Final Forms. Login information and password will be set up and given to you by the Athletic Director.
10. Assign uniforms prior to the first game.

## **Travel**

1. The bus may drop athletes off at Swanson's in South Aberdeen, Robert Gray in Aberdeen or Masco in Montesano as long as it is on the route for that event and only if there is someone present to pick student up.
2. Only parents may sign athletes off the bus on away games without prior approval from the superintendent.
3. It is the coach's responsibility to have an athlete sign out sheet and to make sure that athletes are signed out properly at away events.
4. No changing clothes on the bus
5. Coaches are responsible for monitoring student's behavior on the bus. It is not the driver's duty.
6. No cleats on the bus
7. No glass of any kind on the bus
8. No sprays of any kind are to be used on the bus. (Perfume, cologne, hair spray etc.)
9. It is the coach's responsibility to check the bus for trash when you arrive back at the school.
10. Students/coaches must get prior approval before moving on the bus.

11. It is the coach's choice whether or not to stop for food when returning from an away game.
  - a. Coach should try to give notice to parents if you plan on stopping so that the athlete can bring money for food.
12. Boys and girls and "couples" sit separately on the bus.

### **Practices**

1. The coach shall set times, days and the length of each practice.
2. There shall always be a coach or adult present at all practices.
3. Coaches may not leave until every student has been picked up after practice or a game.

### **Games**

1. Coach dress code will be determined by each set of coaches for the sport they coach.
2. Player's dress code will be determined by the coaches of the sport they coach.

### **Facilities**

1. Upon hire, a coach should receive keys and door code to the main school building, old gym, locker room, coaches' room and equipment storage room.
2. If a coach shares his/her school keys with another individual, the coach is responsible.
3. The "in season" sport always has facility and field priority. If there is more than one in season, sport running at the same time the Athletic Director will set up a rotating schedule with equal facility time for all "in season" sports. Open gym for out of season sport or community use is on a first come first serve basis and will only be available if the "in season" sports are not currently using the facility or field. Under no circumstances shall an out of season sport or community group take facility or field space away from an "in season" team.
4. Coaches are responsible to make sure their team cleans up the locker room at the end of every practice and game. No garbage, clothing, shoes, socks or sports equipment is to be left out.
5. Absolutely NO CLEATS or track spikes in the building. Athletes are to remove their shoes before entering the locker rooms.
6. Make sure your athletes know not to bring or leave valuables in any locker rooms, home or away.

## **Sports Equipment and Uniforms**

1. As Wishkah Valley School District funds are available, the Wishkah Valley School District will be responsible for paying for all safety related sports equipment and items necessary to be able to compete. Examples but not limited to:
  - a. Game balls
  - b. Helmets for football, baseball, and softball
  - c. Catcher's gear
  - d. Football pads
  - e. Padding for goal posts and volleyball standards.
  - f. Bats for baseball/softball
  - g. Discus, shot put and javelin
  - h. Scorebooks for all sports
  - i. Uniforms
  - j. School Ball and Equipment bags
  - k. First aid kits and supplies
2. Uniforms will be purchased on a rotating schedule and each team will be eligible for new district purchased uniforms once every five years.
3. Teams will be responsible for any purchases that are not a direct necessity to play their sport such as specialty practice equipment, team apparel other than uniforms.

## **Financial, Equipment Ordering and Fundraising**

1. The head coach will submit a budget as part of the plan that is submitted to the Athletic Director.
2. Requests for safety related sports equipment and items necessary to compete may be presented to Athletic Director for approval.
3. A coach may petition the Athletic Director for additional items if desired.
4. Each sport has an ASB account and you can get that balance at any time from the district secretary.
5. Each sport is required to do one ASB fundraiser per season that will go into that sports ASB account for team purchases
6. An activities form needs to be filled out and approved by the district prior to beginning your fundraiser. Try to keep your fundraisers planned out and be conscious of other group's fundraiser.
7. To make a purchase for district paid items: Fill out the District Purchase Order and print out the information on the item(s) you are purchasing.



8. To make a purchase for ASB paid items: Fill out an ASB Purchase Order and print out the information on the item(s) you are purchasing.
9. If a business will not accept a Purchase Order or if you are purchasing from an online business you will need to fill out a bankcard request form specifying if it is a district or ASB purchase and print out the information on the item(s) you are purchasing. On approval, you will receive a school credit card to make the purchase. Print out receipt and turn in with credit card when transaction is complete.

### **Emergencies, First Aid and Injuries**

1. A team first aid kit must be present at all home and away sporting events and will include but not limited to:
  - a. Band aids
  - b. Wound cleaning wipes
  - c. Athletic tape, under wrap and scissors
  - d. Ice packs
  - e. Feminine products
  - f. Large and small gauze pads
  - g. Exam gloves
  - h. Biohazard bag
  - i. CPR mouth shield
2. Each sport has their own first aid kit; it is the coaches' responsibility to check the first aid kit prior to the start of the season and replenished throughout the season. First aid supplies for replenishing kits can be obtained through the Athletic Director.
3. The coaches must have Permission to Treat forms for every athlete and student manager participating. Forms must be taken to every game and be readily available in case of a medical emergency.
4. In case of a medical emergency, a coach or school official must accompany the athlete to the locker room and be present while athlete is receiving aid from an on-site EMT. If the athlete is transported to the hospital a coach or school official must go with them if the parent is not present and must have the athlete's permission to treat form with them.
5. In the case of any injury or illness, you must contact the parents as soon as possible.

## **Eligibility and Academics**

1. Grades will be checked in Skyward for eligibility every week.
2. Teachers will have grades updated in Skyward by 3:30 pm on Friday.
3. The Principal or his/her designee will check grades and declare athletes ineligible by 3:30 on Friday. A co-curricular eligibility list will be given to coaches/advisors.
4. A student who is found to be below the minimum standard will get a warning on Monday the week before they become ineligible. They have until Wednesday to submit work to improve their grade, which allows teachers to get their grades recorded by Friday. When grades are checked on Friday, if the minimum standard has not been achieved, the student will become ineligible the following Monday. They will be ineligible for a period of one week. Until the minimum standard is reached, the student will be ineligible weekly, Monday to Monday. Skyward is available for the student to monitor his/her grade.
5. A Student who is found to be below the minimum standard may be allowed to play if the teacher and athletic director meet and decide there is improvement shown by the student. This will be handled on a case-by-case situation.
6. Academically ineligible students will be given a grade tracking sheet, to be completed daily by their teachers for review by their coach. Students must present the tracking sheet to their teachers outside of normal class time.
7. Ineligible students may practice, but cannot participate in any competition/formal activity. Ineligible students may not travel to away games. When a new grade report is generated, the coaches/advisors will be notified of the updated results.

## **Post Season Play**

1. If your team makes it to the state tournament the coach needs to fill out a travel itinerary including:
  - a. Leave day/time
  - b. Hotel information (reservations will be made by the Athletic Director).
  - c. Restaurants you will be eating at for every meal while away.
2. State tournament play shall be paid for by the district and will include:
  - a. Transportation to and from district and state tournaments
  - b. Lodging
    - i. Students will be assigned rooms with a maximum of 4 students per room.
    - ii. Coaches, bus driver's and school administrators that will be attending will each get their own room unless they prefer to share a room with another school official.
    - iii. Rooms will be reserved for the day preceding the state competition with a check-out date on the day following the state competition. Participants may travel to the site of their competition the day before the actual event in which they are engaged. If the final event in which they are engaged concludes before noon, the

group should return to Wishkah that same day following their last participation. If the final event in which the individual/group is participating occurs after noon, they may stay an additional night before returning depending on the events distance from the school.

- c. Food: Will be paid by school credit card, or students, coaches and bus driver will be given a per diem amount.
  - i. Breakfast \$15 limit by credit card or per diem
  - ii. Lunch \$15 limit by credit card or per diem
  - iii. Dinner \$20 limit by credit card or per diem
- d. All expenditures will have receipts.

### **End of Season Checklist and Awards Banquet**

1. At the end of your season all uniforms need to be collected
2. At the end of your season, an itemized inventory needs to be completed for all items stored on school property. Inventory sheet needs to be turned into the Athletic Director
3. After inventory has been completed, all equipment and uniforms are to be stored in the individual sport storage in the Old Gym annex room.
4. Any equipment and/or uniforms purchased by the district that is no longer being used must be pulled aside and given to the Athletic Director to put in a surplus sale.
5. End of season awards banquet.
  - a. Athletic Director will set the date
  - b. Team/coaches vote on up to 3 awards (determined by coaches). Examples: MVP, Coaches Award, Offensive, Defensive, Leadership, Inspirational etc. and given to the Athletic Director so plaques can be ordered
  - c. Certificates from the Athletic Director

Coaching contracts are valid for one year and may be renewed or non-renewed based on a season evaluation conducted by the Wishkah Valley Administration and the needs and/or direction of the District. A violation of any article of the Wishkah Valley Coaching Code of Conduct could result in my immediate dismissal and non-renewal for the following season or both.

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Coach Signature

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Date

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Athletic Director Signature

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Date

***Please sign this page and return to Athletic Director prior to the start of your season***

