

Wishkah Valley School District Coaches Handbook and Code of Conduct

TABLE OF CONTENTS

| | |
|------------------------------------------|---------------------------------|
| Section 1 | WIAA Handbook |
| Section 2 | WVAA Contract |
| Section 3 | Code of Conduct |
| Section 4 | Coaches Handbook |
| Section 5 | Extracurricular Salary Schedule |
| Section 6 | Forms |
| 1. Activity Request Form for Fundraising | |
| 2. ASB Purchase Order | |
| 3. District Purchase Order | |
| 4. ASB Reimbursement Approval Form | |
| 5. Booster Club Funds Request Form | |
| 6. Budget Form | |
| 7. Bankcard Request Form | |

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 coach student-athletes are, first and foremost, teachers 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 (the "Six Pillars of Character"). 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

1. Trustworthiness — be worthy of trust in all I do and teach student-athletes the importance of integrity, honesty, reliability and loyalty.

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 —don't 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.

2. Primacy of Educational Goals — be faithful to the educational and character-development missions of the school and assure that these objectives are not compromised to achieve sports performance goals; always place the academic, emotional, physical and moral well-being of athletes above desires and pressures to win.

3. Counseling — be candid with student-athletes and their parents about the likelihood of getting an athletic scholarship or playing on a professional level. Counsel them about the requirement of many colleges preventing recruitment of student-athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.

4. College Recruiters — be honest and candid with college recruiters about the character and academic abilities and interest of student-athletes.

RESPECT

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

6. Class — 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.
7. Taunting — don't engage in or allow trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
8. Respect Officials — treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.
9. Respect Parents — treat the parents of student-athletes with respect; be clear about your expectations, goals and policies and maintain open lines of communication.
10. Profanity — don't 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.
11. 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.
12. 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.
13. 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

14. Life Skills — always strive to enhance the physical, mental, social and moral development of student-athletes and teach them positive life skills that will help them become well-rounded, successful and socially responsible.
15. Advocate Education — advocate the importance of education beyond basic athletic eligibility standards and work with faculty and parents to help student-athletes set and achieve the highest academic goals possible for them.
16. Advocate Honor — prominently discuss the importance of character, ethics and sportsmanship in materials about the athletic program and vigorously advocate the concept of pursuing victory with honor in all communications.
17. Good Character — foster the development of good character by teaching, enforcing, advocating and modeling (T.E.A.M.) high standards of ethics and sportsmanship and the six pillars of character.

18. Role-Modeling — be a worthy role-model, always be mindful of the high visibility and great influence you have as a teacher-coach and consistently conduct myself in private and coaching situations in a manner that exemplifies all I want my student-athletes to be.
19. 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.
20. Competence — strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, character-building techniques, and first-aid and safety.
21. Knowledge of Rules — maintain a thorough knowledge of current game and competition rules and assure that my student-athletes know and understand the rules.
22. 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.
23. Safety and Health — be informed about basic first aid principals and the physical capacities and limitations of the age-group coached.
24. 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.
25. Eating Disorders — counsel students about the dangers of and be vigilant for signs of eating disorders or unhealthy techniques to gain, lose or maintain weight.
26. Physician’s Advice —seek and follow the advice of a physician when determining whether an injured student-athlete is ready to play.
27. Privilege to Compete — assure that student-athletes understand that participation in interscholastic sports programs is a privilege, not a right and that they are expected to represent their school, team and teammates with honor, on and off the field. Require student-athletes to consistently exhibit good character and conduct themselves as positive role models.
28. Self-Control —control my ego and emotions; avoid displays of anger and frustration; don’t retaliate.
29. Integrity of the Game — protect the integrity of the game; don’t gamble. Play the game according to the rules.
30. Enforcing Rule — enforce this Code of Conduct consistently in all sports–related activities and venues even when the consequences are high.
31. Protect Athletes — put the well-being of student-athletes above other considerations and take appropriate steps to protect them from inappropriate conduct.

32. Access — help make your sport accessible to all diverse communities.

33. Improper Commercialism — be sensitive to and avoid unwholesome commercialism including inappropriate exploitation of my name or the name of the school and undue financial dependence on corporate entities. Make sure any affiliation or association with a corporate entity is approved by school and district officials.

FAIRNESS

34. Fair and Open — be fair in competitive situations, selecting a team, disciplinary issues and all other matters; and be open-minded and willing to listen and learn.

CARING

35. Safe Competition — put safety and health considerations above the desire to win; never permit student-athletes to intentionally injure any player or engage in reckless behavior that might cause injury to themselves or others.

36. Caring Environment — consistently demonstrate concern for student-athletes as individuals and encourage them to look out for one another and think and act as a team

CITIZENSHIP

37. Honor the Spirit of Rules — observe and require student-athletes to observe the spirit and the letter of all rules including the rules of the game and those relating to eligibility, recruitment, transfers, practices and other provisions regulating interscholastic competition.

38. Improper Gamesmanship — promote sportsmanship over gamesmanship; don't cheat. Resist temptations to gain competitive advantage through strategies or techniques (such as devious rule violations, alteration of equipment or the field of play or tactics designed primarily to induce injury or fear of injury) that violate the rules, disrespect the highest traditions of the sport or change the nature of competition by practices that negate or diminish the impact of the core athletic skills that define the sport.

I have read and understand the requirements of this Code of Conduct. I will act in accord with this code. I understand that school (and district) officials as well as league and section officials will and should expect that I will follow this code.

Coach Signature

Date

Wishkah Valley School Coaches Handbook

Coaches Training/Coaches Hours and Requirements

- 1) Hold a valid current First Aid Certification or have completed a School District approved Athletic Training/Sports Medicine course equivalent to the Red Cross First Aid Card training or be enrolled in a First Aid class. If a Sports Medicine course is used to fulfill this requirement, it must be renewed every three (3) years.
- 2) Hold a valid current “hands-on” CPR Certification or be enrolled in a “hands-on” CPR Course.
- 3) 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 certification program must be approved by the Washington State Cheer Coaches Association, the Washington State Dance/Drill Coaches Association, and the WIAA. Coaches must be recertified every three (3) years with “hands on” training to be required the first year and either the “hands on” training or completion of WIAA-approved online courses in subsequent years.
- 4) The WIAA recommends, but does not require, that the head coach at the middle level or junior high level and the assistant coaches at both the high school and middle level or junior high level annually complete the WIAA general rules clinic and the WIAA approved rules clinic for the sport being coached prior to the end of the third week of the sports season
- 5) **ENTRY LEVEL COACH REQUIREMENTS (Paid and/or Volunteer Coaches)**—an entry level coach is in his/her first two (2) years of coaching employment.
 - a) **Paid Coaches:** Before the beginning of the third year of coaching employment, a member school coach (paid or volunteer) must meet the entry level coaching standard by either completing the class and successfully passing the test of the ASEP Coaching Principles Course or the NFHS Coaches Fundamentals Course, or attending all sessions of the WIAA Coaches School or other Coaches Schools as approved by the WIAA or must have completed a total of at least thirty (30) hours of coaches education courses. A paid coach remains at the entry level and earns an additional fifteen (15) hours of coaching education courses within the next three (3) years of coaching and then advances to the continuous training level. (NOTE: Volunteer coaches are exempt from the continuous training standard.)
 - b) **Volunteer Coaches:** Must complete a coaching effectiveness training class as provided by the WIAA or a school district approved coaching course equivalent to the ASEP Coaching Principles Course or the NFHS Coaches Fundamentals Course and approved by the WIAA, or complete a total of at least thirty (30) coaches education hours. Training must be completed before the beginning of the third year of coaching. Volunteer coaches are encouraged to obtain a minimum of fifteen (15) clock hours of coaching standard courses during any three (3) year period of coaching.
- 6) **CONTINUOUS TRAINING LEVEL REQUIREMENTS:** Paid Coaches: After completion of the entry coach level, during each subsequent three (3) year period of coaching, must obtain a minimum of fifteen (15) coaches education hours of approved coaches standards courses selected or prescribed by the employing school district shall be completed by all coaches. An individual who has earned a Physical Education major or minor and/or a Coaching major or is considered to have completed the WIAA Entry Coach Level requirements and shall only be required to meet the Continuous Training Level. An individual who coached 5 of 7 years prior to the 1994-95 school year, a cheer coach prior to the 1996-97 school year, or a dance-drill coach prior to the 1998-99 school year, shall be grandfathered and is considered to have completed the WIAA Entry Coach level requirements shall only

be required to meet the Continuous Training level. (*see section 23.0.0 COACHES in the WIAA handbook for more information*)

- 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. Unused training allowance money can be banked up to two years but will not exceed \$400 per coach.

Pre-Season

1. Anytime prior to the start of your season you may put a sign up 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 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 or 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. 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.
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.
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.
Coach should try and give notice to parents if you plan on stopping so that the athlete can bring money for food.
12. Boys and girls 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.
3. Head coach is required to call in all games (home and away) to the Daily World.
 - a. Daily World Phone Number: 360-532-4000
 - b. Option 3
 - c. Option 2

Facilities

1. Upon hire a coach should receive keys 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 and warm ups if required
 - 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.

Booster Club

1. The Wishkah Booster Club may purchase items to support Wishkah Valley School District sports through Wishkah Booster Club if approved by the group.
 - a. Fill out Booster Club request form
 - b. Take it to the next scheduled Booster Club meeting and present your request.
 - c. If approved purchase your item as instructed by the Booster Club.

Emergencies, First Aid and Injuries

1. A team first aid kit must be present at all home and away sporting events and should 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 for girls sports
 - 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 and 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. Athletes must maintain a 2.0 GPA with no more than 1 "F"
2. The Athletic Director will run a grade check every Monday after school to check grade eligibility and distribute reports to the coaches.
3. If an athlete is not grade eligible on the Monday after grade checks he/she will not be eligible again until the following Monday after grade checks.
4. Eighth graders could be used to salvage the high school varsity team if at any time during the season the number of participants on the high school team is at or below these specified numbers.
 - 1) Baseball: 16
 - 2) Basketball: 9
 - 3) Football, 8 man: 14
 - 4) Football, 11-man: 19

- 5) Softball: 16
- 6) Volleyball: 11

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.
 - c. Food: Will be paid by school credit card, or students, coaches and bus driver will be given a per diem amount.
 - i. Breakfast \$10 limit by credit card or per diem (cash allotment)
 - ii. Lunch \$10 limit by credit card or per diem (cash allotment)
 - iii. Dinner \$15 limit by credit card or per diem (cash allotment)
 - d. Any money not used for food will be turned in. 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 5 awards (determined by coaches). Examples: MVP, Coaches Award, Offensive, Defensive, Leadership, Inspirational etc. and give to the Athletic Director so plaques can be ordered
 - c. Certificates from the Athletic Director
 - d. Athletic Director will set up refreshments for the banquet

6. It is required that a head coach attend the end of the season league meeting (pending League enrollment) to determine all-league selections.

**EXTRACURRICULAR SALARY SCHEDULE
2015 - 2018**

| Position | | Step 1 | Step 2 | Step 3 |
|--------------------|------------|--------|--------|--------|
| HS Head Coach | per Season | 3,500 | 4,000 | 4,500 |
| HS Assistant Coach | per Season | 2,500 | 3,000 | 3,500 |
| MS Coaches | per Season | 1,500 | 2,000 | 2,500 |
| Cheer/Pep Coach | Yearly | 4,500 | 5,000 | 6,000 |
| Activities | | | | |
| CTE Leadership | | 500 | 500 | 500 |
| Honor Society | | 300 | 300 | 300 |
| Knowledge Bowl | | 500 | 515 | 530 |

All members who have previously held a position in the Wishkah Valley School district which is listed on the WVEA salary schedule (Appendix A), and who take a similar position (same sport or related sport in high school, any other sport in middle school) shall be placed in the same step. Movement to the next step on the salary schedule is based on two years of satisfactory service within the Wishkah Valley School District at the same level. Any employee who takes a leave of absence from his or her WVEA position may return to the same step on the salary schedule. All other employees will begin at step one of the salary schedule. For 2015-2018 all coaches and advisors above will begin with Step 1.

Post regular season salary shall be awarded on a per-diem basis contingent upon the number of participants. The length of time between the end of the regular season and the first play-off competition shall be no longer than one week, with the exception of split season sports. Coaches and assistant coaches taking contestants to post season play-offs shall be only those necessary for the safe and effective participation of students. They shall be paid consistent with the following schedule:

| | |
|------------------------|------------------|
| 1 participant | 25% of per diem |
| 2-3 participants | 50% of per diem |
| 4-5 participants | 75% of per diem |
| 6 or more participants | 100% of per diem |

No coach shall be paid for extended season pay and a subsequent season, at the same time. Employees who substitute for coaches who are participating in an extended season will receive the per diem rate or the extended season pay for the missing coach, whichever is less. Extended season will not include league tournaments, or pigtail competition that are used to seed team into playoffs.