

TWIN FALLS SCHOOL DISTRICT ATHLETIC PROGRAM MANUAL

MISSION STATEMENT

The mission of the Twin Falls School District is to coordinate, supervise, and direct interscholastic activities that enhance and protect the total educational process of all student participants. All activities programs shall be formulated to promote citizenship and the academic mission of the school.

ATHLETIC PROGRAM GOALS AND OBJECTIVES

1. To be one of the most successful athletic programs in the State of Idaho.
2. All participants including players, coaches, administrators, trustees and parents shall provide a positive image of school athletics.
3. To strive for excellence that will produce quality teams and nurture sportsmanship and personal growth for the student athlete.
4. To provide an environment where students develop athletic and life time skills including but not limited to:
 - Development of team play that encourages loyalty, cooperation, accountability, honesty and commitment.
 - Leadership that stresses discipline, self-motivation, trust, excellence, and the ideal of good sportsmanship.
 - Emphasizing programs for the entire student body, faculty and community that will generate a feeling of unity.
 - Providing an opportunity for achievement of individual goals as set by the participant.
 - Developing an appreciation for athletics that promotes life long participation and a healthy life style.
 - Development of high standards of fairness and honesty.
 - Nurturing self-discipline, emotional maturity, and proper social behavior while learning to make decisions under pressure.
 - Creating an environment that allows participants to reach full personal athletic potential while achieving their personal goals and objectives.

CODE OF ETHICS FOR ADMINISTRATORS AND COACHES

The Twin Falls School District Athletic Program endorses the Idaho High School Activities Association (I.H.S.A.A.) code of ethics and responsibilities. In addition, all Twin Falls School District Administrators and coaches subscribe to the following core values:

- Accept the responsibilities of the job.
- Take pride in and promote the programs.
- Adhere to policies and procedures.
- Generate trust by being truthful and sincere.
- Be accountable in action and attitude.
- Lead by example.

ADMINISTRATIVE POLICY

Tryouts

The program head coach, with the assistance of the coaching staff, shall implement an evaluation process in written form. This tool can aid in the justification process when reducing participant numbers during tryouts for those sports that necessitate smaller numbers. The evaluation process and requirements need to be discussed with each athlete and a written copy made available for participants and parents. A pre-season parent meeting is required by all sports. During the tryout period, participants should be given equal attention with daily progress of skill, attitude, and ability documented. This is valuable when either student or parent expresses concerns.

Scheduling

Scheduling of all games and contests will be directed and finalized by the building athletic director. Consultation with program and team head coaches and the building principal will take place when warranted.

Attendance at Team Practices

A student must practice with the team in order to represent the school on that team. Each student must attend all practices unless excused by the coach. If special practice schedules are required, the building athletic director and head coach must approve said practices.

Practice Schedules

The athletic practice schedules are determined by the head coach and building athletic director in accordance with the rules and regulations of the I.H.S.A.A. Practices and training regulations must be carefully planned in order to minimize the potential for detrimental effects upon the health of the participants. It is recommended that one and one-half hours of practice time be used as a guideline at the junior high school level and two hours for the high school level. This length of time is exclusive of dressing, showering and meetings.

After Practice and Games

Participants are not allowed to linger about the schools after practice sessions, games or upon return from away contests. They should be encouraged to leave the buildings via the dressing room doors as soon as they have collected personal belongings. Coaches need to make sure all participants are gone before the coaches leave the area.

Equipment

Equipment will be issued as specified by the head coach and in accordance to I.H.S.A.A. rules and regulations.

Supervision

Supervision of all activities by the assigned coach and/or district employee is necessary to reduce the risk of injury and assure proper handling of emergency situations. The following guidelines should be observed:

1. Proper supervision requires the immediate physical presence of an authorized adult during all period of activity.
2. Emergency occurrences require the suspension of all student activity until proper supervision is provided. Primary attention must be given to an injured athlete.
3. Unique situations must be covered by a supervision plan as developed and authorized by the building principal for the supervision of locker rooms and all other facilities.
4. Primary supervision responsibilities must be completed prior to becoming involved in other assigned duties or unassigned personal or school activities.

Travel Policy

1. School District approved transportation must be used at all times.
2. A positive image and conduct is necessary to properly represent the school and our community.
3. Any out of state transportation must have prior approval on file in building principal's office in accordance to district policy.
4. In accordance to Idaho Code, at any time that school district approved transportation is being driven by a coach or other authorized individual, the driver must possess a valid Idaho Commercial Drivers License when the occupant load, including the driver, is 16 or more individuals.
5. Participants must travel together to and from contests away from their school in transportation provided by the school. The exceptions are
 - Injury to a participant which would require alternate transportation.
 - Prior arrangements between the participants parent/guardian and the coach for the student participant to return with his/her parent/guardian.
 - Participants are *not* allowed to ride with friends or family members other than a parent or guardian.

After Game Procedures

The following procedures will be adhered to after the conclusion of each contest:

1. No team member should linger behind to take issue with anyone.
2. It is important that supervising personnel be sent ahead of the team to insure that the dressing area is open and secure before and during the scheduled contest.
3. Coaches must provide supervision for their team at all times.
4. Coaches shall always check for any injuries and advise the trainer or take appropriate action.

Athletic Awards

The building athletic director, principal and coaches should meet prior to the season and determine a procedure for awards. Students are to be informed of this procedure prior to the first season game. Parents need to be informed of this procedure at the pre-season meeting.

Individual awards should conform to the Idaho Interscholastic Activities Association regulations.

The head coach and staff shall determine the number of individual awards with aid from the building athletic director.

The program head coach should meet with the building athletic director and building principal to choose a time and location for banquets and season ending socials.

Awards will conform to the Idaho High School Activities Association Regulations. Maximum value of \$25.00 per athlete.

Varsity Lettering

The head coach of each sport will determine the requirements necessary to receive a varsity letter in said sport. These requirements will be communicated to the students by the head coach in writing at the pre-season player/parent meeting.

Days with No School

When school is closed due to transportation hazards, contests will be canceled. All gyms will remain closed this day. Exceptions may be permitted by the building athletic director or building principal for practices only.

Funds Solicitation

No fund drives or solicitations of funds from businesses or individuals are permitted without administrative approval. Reference District Policy J14.

Budgets and Purchasing

Budgets shall be prepared by the head coach for that particular sport using the proper budget request format with remittance to the building athletic director or principal. Budget requests shall reflect all planned expenses to be incurred in the respective sports season. The principal or his designee and the athletic director will approve budgets and provide the information to the coaches.

No purchases can be made without a purchase order, which must be obtained from the building principal or his designee prior to making a purchase. Before a purchase order can be obtained from the business office, an approved budget must be on file in the building athletic director's office or in principal's office. No purchase of goods, service, merchandise, or equipment can be made prior to obtaining a signed purchase order from the business office. Inquiry as to cost, quality, quantity, and location of goods, service or equipment may be made at any time. The purchase order must be complete and must be signed by the coach and either the building athletic director or building principal.

Pre-season Staff Orientation

The program head coach of each sport will schedule and facilitate an orientation meeting for staff prior to the beginning of each sport season. Attendance of all coaching staff is required.

The following are required agenda items:

1. Alignment: Grades 7-12
2. Identify specific goals and objectives for each program that are measurable; time sensitive; and support the mission statement of district athletic programs.
3. Staff input.
4. Review athletic manual.

Preparation of the Athlete

An athlete who is mentally, emotionally and physically conditioned for an activity is less susceptible to injury. Preparation requirements include the following:

1. An Idaho High School Interscholastic physical examination is a requirement for participation in any sport.
2. Prior to participation, each coach must be satisfied that every athlete is mentally and emotionally suited for the particular activity.
3. Coaches shall distribute written recommendations for off-season conditioning programs to all interested parties within two weeks of the conclusion of the respective sport season.
4. To properly prepare athletes all coaches should participate in continuing education including attendance at seminars, clinics, and workshops and studying appropriate materials related to safety procedures, sportsmanship, coaching techniques, and medical concerns.
5. Athlete preparedness is of concern throughout the season. Athletes must not be required to perform beyond their level of ability with regard to physical condition, performance techniques, or level of competition.
6. ADEQUATE BODY FLUIDS ARE CRITICAL. Provide an adequate water supply at all times. Individual fluid needs vary so do not limit fluid intake of the participant. Carefully monitor fluid loss.
7. Return to activity after serious injury or illness requires written consent of the athlete's physician. Even then, the final discretion rests with the coach. Special concerns are head injuries, heat illness, diabetes, and mononucleosis.

Instructions to Athletes and Parents

Keeping athletes and parents well informed encourages an environment that greatly reduces the potential for injury.

- A. Parents and athletes must accept a degree of risk from participation in any sport.
- B. Staff members must communicate to athletes the full extent of and reason for rules of safety related to their sport.
- C. Safety regulations appropriate to each sport shall be established for every activity, and taught to all participants.
- D. Open lines of communication (through meetings, written materials, phone calls, e-mail) must be established and maintained between staff and parents to make them aware of risks and how to reduce them.
- E. Parents shall be informed in writing that minimal health requirements for full participation are:
 - 1. Satisfactory medical history and a physical examination.
 - 2. Medical insurance coverage, or signed waiver by parent or guardian on file.
 - 3. Acclimatization period. (7 to 10 days with gradually increasing activity.)
 - 4. Proper nutrition and hydration before and during season.
 - 5. Strict adherence to safety rules and regulations.
 - 6. It is strongly recommended that students participate in a year-round conditioning program.
- F. Provide information between parents, athletes, and staff regarding all injuries and illnesses.

Student Participation Policies, Standards, and Requirements

Participation Policies

Sportsmanship

All schools and athletic programs will comply with Twin Falls School District policies and with the Idaho High School Activities Association (I.H.S.A.A.) sportsmanship guidelines manual. Sportsmanship, as defined by the I.H.S.A.A., is those qualities of behavior which are characterized by generosity and genuine concern for others. Further, awareness is expected of the impact of an individual's influence on others' behavior as well. Coaches, administration, athletes, and spectators should exhibit sportsmanship.

Authorized Practice Days

There will be no practice on Sundays. Each sport will follow I.H.S.A.A. rules and guidelines for authorized dates to begin and end sports seasons.

Use of Equipment and Facilities

The use of equipment and facilities are to be cleared with the building principal (in accordance with, I.H.S.A.A. rule 17-2-4) or their designee.

Qualification for Team Membership

In order for a student-athlete to participate in the district and/or state tournament they must have been part of the school team having practiced at least ten days prior to the I.H.S.A.A. eligibility certification dates for the season of participation: Fall, 3rd week in September; Winter, 3rd week in January; and Spring, 3rd week in April. The only exceptions to this policy will be transfers from a school outside of the school district, illness or injury that is certified by a physician, nurse practitioner, chiropractor, physician's assistant, or naturopath.

Participation Standards

Intramural activities will be open to all students while interscholastic athletics will be administered according to the following standards:

1. The principals of each school shall certify the eligibility of all interscholastic participants in accordance to the participation requirements stated herein and pursuant to I.H.S.A.A. rules. This includes home schooled and dual enrolled students.
2. To be academically eligible for interscholastic activities a student must be enrolled full-time and must have received passing grades and earned credits in full-credit subjects in the previous semester or grading period as follows:

5 classes available	must pass at least 4
6 classes available	must pass at least 5
7 classes available	must pass at least 5
8 classes available	must pass at least 6

3. A student on a school team shall be enrolled in the school sponsoring that team (see 9th grade participation policy exemption below.)
4. The student must enroll in and attend school no later than the eleventh day of the semester during which the sport is played.

7-8 graders who don't pass enough credits the previous semester must have an academic administrative approved program to compete the next semester. Each athlete may only be eligible for (1) one academic program contract per year.

Ninth Grade Participation

Reference Policy J.24 Ninth Grade Athletes Participating in the High School Athletic Program

Other Participation Requirements

Age: According to IHSAA Rule 8-2, a student becomes ineligible for athletics upon completion of the sport season in which he/she turns twenty years of age. This rule cannot be appealed to the State.

Attendance: A student must be in attendance at least one-half day the day of a contest. Truant or suspended students are not allowed to participate.

Forms: All athletes must have the following forms completed and on file in the athletic director's office:

- A. Physical
- B. Pledge sheet signed
- C. Release and participation
- D. Emergency information sheet

10 Day Practice Rule: A student must have ten days of practice prior to the first interscholastic athletic competition in the sports season. Football players must have 2 days of practice with helmet and no pads and 2 days of practice with helmet and shoulder pads before practicing with full pads.

Amateur Status: A student who represents a school in an interscholastic sport must be an amateur in that sport.

Non-school Sport Participation: A student who is a member of any team may not participate during that sport season on any non-school team in that sport.

Two Sport Participation: Athletes may participate in two activities during a current sport season. Agreement must be received from both sport coaches and the building athletic director.

Athlete Insurance: The District does not insure the individual athlete against injury. All athletes turning out for sports of any kind are recommended to carry some type of acceptable insurance protection or have a waiver on file signed by the parent/guardian. Student accident insurance is available to all students.

Non-traditional Student Athletes: Must be in compliance with current I.H.S.A.A. regulations.

Sanctioning

Interscholastic competitions in band, choir, orchestra, debate, speech, drama, football, cross country, tennis, volleyball, basketball, wrestling, track, golf, baseball, softball, soccer, cheerleading, dance/drill team require district and state sanction in the following situations:

- Sanction is required for any inter-district competition in which any school competes against three or more schools. Intra-district (any schools in the same district) competition does not require sanctioning, regardless of number of school invites.
- Sanction is required for any out-of-state competition in which an Idaho school competes against three or more schools. (Schools should check the list in the most recent issue of the I.H.S.A.A. "Bulletin" or call the I.H.S.A.A. office to make certain the event has been approved.)

Game Management

General Admission Policy

Varsity, Junior Varsity and Junior High Athletic Admission Costs: Students shall be admitted without charge with a valid activity card. The price of adult admission and student admission without activity card is per conference agreement.

Idaho High School Activities Association Card is good for the cardholder and one guest.

Season pass holders will be admitted free to all regular season athletic events.

Each building athletic director will arrange for adequate game management at home contests. The building athletic director or designee will meet officials and provide any necessary communications.

Tournament contest are subject to additional charge.

Sportsmanship Announcement before Contest

The following announcement will be read prior to all athletic contests where a public address (PA) system is available:

Activity programs at (name) School are primarily for the student participants. The purpose of this activity is to provide positive learning experiences and opportunities for personal growth of the participants. We are pleased to host our guests from (name) school. This competition is being conducted according to the rules of the Idaho High School Activities Association. Cheerleaders, officials and spectators can, and are expected, to assist in the promotion and achievement of good sportsmanship ideals by taking personal responsibility for keeping this contest at a high level of fair, clean, wholesome competition. Good luck to both teams! Welcome to Twin Falls!

Problem Resolution Protocol

If patrons, parents, students and employees have concerns that need to be expressed, and in order to maintain continuity and best resolve issues of concern, the following district protocol is to be followed:

1. The first step is to take the concern to the assistant/head coach of the specific sport at that level. It is the goal to resolve the issue at this level.
2. If there is still a concern, it will be taken to the building athletic director.
3. If the concern persists, it will be taken to the principal.
4. If the concern still has not been resolved to the satisfaction of all concerned, then it will be taken to the superintendent.
5. If the interested party still feels the concern has not been properly resolved, then he/she may appeal to the board of trustees by calling or writing the superintendent and asking to have the item placed on the agenda of the next regularly scheduled business meeting of the board.

Emergency Procedure Preparation

Handling all injuries requires detailed preparation including emergency information, instruction for staff and athletes, proper equipment, and coordination with authorized medical personnel, fire department, and emergency response units. All coaches and athletic directors will have available:

Phone Numbers

- | | |
|-----------------------------|--------------------------------|
| 1. Emergency Response Units | 1. District Office |
| 2. Hospital/Clinic | 2. Poison Control |
| 3. Police | 3. Parents/Guardian of Athlete |
| 4. Building Principal | 4. Building Athletic Director |

Instruction and drills for staff and athletes: Establish periodic instruction and follow-up drills for all staff and athletes.

Cardiopulmonary Resuscitation and First Aid Certification: It is strongly recommended that all coaches have current CPR and First Aid certification cards.

All **home football games** shall have trained medical personnel and an ambulance present at all times.

The head coach or designee must have at all times the district approved list of all related **emergency equipment and supplies** for the proper care of the athlete.

Building athletic director will provide an **emergency pocket card** with emergency phone numbers to each coach prior to the beginning of each season (updated each season).

Emergency procedure for **away contests**:

1. Predetermine the medical assistance available.
2. Adapt district emergency plan to fit host schools' facilities and medical staff available.
3. Initiate basic emergency procedures.

Emergency Follow-up

- A. A written report of material facts and eyewitnesses, and the impounding of involved equipment and photographic evidence must immediately follow a catastrophic injury.
- B. File district accident report form.
- C. Prepare independently a narrative supplement which reports factual observation of all events leading to, during, and following the injury within 24 hours. (Do not include opinions.)
- D. List all witnesses including name, address, and phone numbers. Attach a roster of any team involved in the event, as well as all assigned staff and officials.
- E. Impound involved equipment and any photographic record, with identifying tag indicating date, event, occurrence, and names of persons in chain of possession.
- F. Notify proper authorities immediately.

Basic First Aid and Communicable Diseases

First Aid Treatment

- A. Basic Treatment for injuries
 1. Treat for life first, but respect other injuries.
- B. If in doubt, do not move victim.
 1. Monitor vital signs (breathing, etc.)
 2. Be prepared to administer necessary life support (CPR, rescue breathing).
 3. Activate E.M.S.
 4. Treat life threatening injuries and shock (keep lying down)
- C. For general injuries:
 1. **Rest – Ice – Compression – Elevation**
- D. For bleeding using a barrier (latex gloves):
 1. Direct pressure
 2. Elevation – above heart, if possible

3. Pressure point (arm/thigh)
 4. Pressure bandage
- E. Never be afraid to activate E.M.S. When E.M.S. is contacted, the following information should be given:
1. Where the emergency is
 2. Phone number you are calling from
 3. What happened?
 4. How many people are involved?
 5. What is being done?
- B. Emergency Action Principles
1. Survey the scene
 - a. Is it safe?
 2. Do a primary survey
 - a. Check for unresponsiveness
 - b. Airway
 - c. Breathing
 - d. Circulation
 3. Phone E.M.S.
 4. Do secondary survey
 - a. Interview (what happened?)
 - b. Vital signs (breathing, pulse, temperature)
 - c. Head-to-toe exam

HANG UP LAST!

Communicable Disease Precautions

- A. Care and handling
1. Routine use of gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.
 2. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
 3. The bloodied portion of the uniform must be properly disinfected or the uniform changed before the athlete may participate.

4. Clean all contaminated surfaces and equipment with a solution made from a 1-10 dilution of household bleach or other disinfectants before competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels, and other sharp instruments, or devices.
6. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
7. Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
8. Contaminated towels should be properly disposed of/disinfected.
9. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth guards, and other articles containing body fluids.
10. Refer to the specific sport rules for additional information.

B. Coaches Responsibilities

1. Parents will be notified immediately.
2. A coach or any responsible member of the school's personnel should accompany the student to the hospital unless doing so would leave other players without supervision. This person should remain in attendance until the parent or doctor arrives. The student should not be left at the hospital at the completion of the activity unless the parent/guardian has arrived or there is first hand confirmation that they are en route.
3. If the athlete requires attention beyond minor first aid, the principal, athletic trainer, and/or athletic director will be notified immediately.
4. Students receiving an injury that may warrant future professional medical care must be transported home by a parent/legal guardian or other arrangements approved by the school administration.
5. All accidents involving medical attention should be reported on a district student accident report form and turned into the school district athletic director and principal within twenty four hours.

BUILDING PRINCIPAL

Requirements And Responsibilities

Qualifications: See district personnel manager for detailed job requirements.

Job Summary: This person is responsible for managing the building athletic director that serves in this capacity in the principal's school(s) and supervises this individual in his/her pursuit of meeting the mission statement, goals, and objectives of the district and the athletic program. Building principals are the catalyst to vibrant and successful athletic programs in their respective schools.

Responsibilities:

- Prepare a list of goals and objectives with each group involved and develop strategies that will be pursued in order to meet the goals and objectives of the district athletic programs.

- Outline standards of sportsmanship reflecting the board’s policies, objectives and the I.H.S.A.A directives in this area. Included are behavioral criteria for each student group, spectators, school personnel (coaches, game staff, sponsors, etc.) and standards of conduct expected of each.
- Provide adequate game supervision.
- Insure that parents, players, students, coaches and fans have an understanding of their roles and what is expected of them.
- Assist in the recruitment and hiring of athletic coaches for employment who have a sound understanding of their role and are primarily concerned with the accomplishment of goals and objectives of the athletic program and the district.
- Establish and maintain a working relationship with the media and encourage support of good sportsmanship by featuring positive behavior at every opportunity.

BUILDING ATHLETIC DIRECTOR

Requirements And Responsibilities

Qualifications: See district personnel manager for detailed job requirements.

Job Summary: This person is responsible for initiation and management of a comprehensive athletic program that achieves the goals and objectives of the athletic programs and the district. The building athletic directors serve as leaders and catalysts. All details essential to the success of meeting the mission statement and goals of athletics as defined herein require the efforts of individuals committed to the ideals of sportsmanship, respect, accountability, and honesty.

Responsibilities:

1. Manage all coaches and insure achievement of program goals and objectives.
2. Schedule opponents which reflect high standards of sportsmanship.
3. Initiate, nurture, and manage a comprehensive intramural and competitive sports program which encourages participation from all students in the school.
4. Provide sufficient staff and security supervision for spectator control.
5. Inform students and adult spectators of the rules.
6. Encourage sportsmanship.
7. Insure that all facilities and equipment are safe for the use of all concerned.
8. Maintain a positive relationship with the media.
9. Conduct regular staff and coaches meetings that will inform and review the goals, objectives and mission statement of the athletic programs of the district.
10. Arrange for uniformed law enforcement officers to be on duty for games as necessary.
11. Provide administrative supervision at game sites.
12. Regularly inform the building principal and other administrators on program status and any problems that occur.
13. Establish contact with the opponent’s athletic director in advance of each contest to offer assistance with arrangements and equipment.

14. Implement a continuous process to educate the entire public served by the program.

COACHING

Requirements And Responsibilities

General Requirements: Compliance with the required competencies as identified in the job descriptions contained herein. Volunteer coaches may attend practices or games provided that the following forms are completed and are on file in the district personnel office.

- A. Current application
- B. Current W-4
- C. Two forms of identification
- D. Copy of current first aid and CPR card (if applicable)
- E. Criminal background check (State law)
- F. Official college or university transcript, if applicable
- G. NFICEP class (volunteer coaches can take the abbreviated class)

General Responsibilities:

- 1. Continue professional growth by attending classes, clinics, workshops, and affiliations with professional organizations.
- 2. Insure that rules violations or suspected violations will be reported to the school athletic director in writing. The athletic director will ensure that the proper authorities, principal, Fourth District Board of Control and/or state organizations are notified.
- 3. Insure that all students have the necessary forms completed for eligibility.
- 4. Be supportive of the administration and the established policies and procedures.
- 5. Teach and practice good sportsmanship toward opponents, officials, team members, coaches and spectators.
- 6. Conduct oneself in a professional manner.
- 7. Refrain from using profanity.
- 8. Observe the following:
 - Use of alcohol, drugs, and tobacco products in the presence of athletes in an official capacity is strictly prohibited.
 - Each coach is responsible to have athletic fines resolved before a student can register at the beginning of each school year.
 - Removal of athletes from teacher's classes is not allowed for athletic purposes without administration approval.

Team Supervision

- A. Coaches will insure appropriate team conduct at practices, contests and while athletes are transported.

- B. A staff coach must be present with the team at all practices and contests and remain at the practice or contest until all participants have left the facilities.
- C. Remain at practice or contest until all athletes have left the athletic area.
- D. Ride the team bus to and from practices or contests.

Public Relations:

All coaches should have information about their programs and athletes ready to release to the press, radio, and television. Each home and away contest should be phoned or electronically transmitted to the news media the day of the contest. Coaches must openly communicate with parents, patrons, and other interested individuals regarding the sports program.

Pre-Season Team/Parent Meeting:

All coaches in charge of a program will have a pre-season meeting with their team members and the parents to explain their program, rules, regulations and procedures pertaining to practices, games, and academic issues.

Changing Scheduled Games:

Coaches must clear with the athletic director any scheduled contest changes. The athletic director will notify the member school(s) involved. Game date changes should be avoided.

Evaluations:

Each coach will receive a written performance evaluation conducted by their immediate supervisor within thirty (30) days from the completion of the respective sport season. Said evaluations will focus on the achievement of the goals, objectives, and standards of the athletic program manual and will be retained in the individuals personnel file.

Coaching Staff Job Descriptions

Job qualifications, lines of supervision and authority, job goal, and essential duties and responsibilities under Coaching Staff Job Descriptions are sport specific. **Program Head Coach** refers to the coaching position in charge of a specific sport or activity. **Team Head Coach** refers to the coaching position in charge of a single team under the supervision of the Program Head Coach. **Assistant Coach** refers to the coaching position under the supervision of the Program Head Coach and/or a Team Head Coach.

Qualifications

Program Head Coaches:

MINIMUM:

- High School Diploma or equivalent.
- Proven ability to work with students, coaches, administrators, and parents.
- Two years experience coaching in that specific sport or participating in a college or high school program specific to that sport.
- State Teaching Certificate or Certification by American Sports Education Program.
- Such alternatives to the above as the board may find appropriate and acceptable.

DESIRED:

- Five years experience coaching in that specific sport or participating in a college or high school program specific to that sport.
- Advanced study in the area of coaching.
- Bachelor's degree.

Team Head Coaches and Program Assistant Coaches:

MINIMUM:

- High School Diploma or equivalent.
- Proven ability to work with students, coaches, administrators, and parents.
- State Teaching Certificate or Certification by American Sports Education Program.
- One year experience coaching in that specific sport or participating in a college or high school program specific to that sport.
- Such alternatives to the above as the board may find appropriate and acceptable.

DESIRED:

- Two years experience coaching in that specific sport or participating in a college or high school program specific to that sport.
- Advanced study in the area of coaching.
- Bachelor's degree

Lines of Supervision and Authority

Building Athletic Directors:

Report to respective Building Principals

Supervise Programs and Coaches in their respective buildings.

Program Head Coach:

Reports to high school building athletic director.

Supervises high school coaches and directs district program activities in cooperation with building athletic directors.

Team Head Coach:

Reports to building athletic director and program head coach.

Supervises team assistant coaches.

Assistant Coach:

Reports to team head coach and program head coach.

Job Goal

Administrators and coaches: Promote and manage an exemplary sports program.

Coaching Position Terms of Employment

For duration of approved annual athletic season.

Coaching Position Evaluations

Performance of these positions will be evaluated in accordance with the requirements stated in this manual and with the board's policy on evaluation of personnel.

Coach Essential Duties and Performance Responsibilities

Program Head Coach:

1. Acts as liaison person in relating the district program to the staff, administration, and the public and local news media.
2. Conducts personnel evaluations as required.
3. Advises and assists all interested participants in obtaining college scholarships.
4. Maintains and inventories all equipment and supplies.
5. Assists in scheduling, development, and administration of the program budget, and making travel arrangements.
6. Plans and instructs district in-service at the beginning of the sport season.
7. Delegates staff assignments to program coaches.
8. Conducts a pre-season team-parent meeting and provide all required information as stated in the athletic manual.
9. Promotes the district program and recruits participants at all levels.
10. Manages all player instruction and conditioning.
11. Develops and administers a continuous off-season conditioning and recruitment program.
12. Acts as the head coach for the varsity team and attends practices and contest.
13. Coordinates and analyzes scouting reports.
14. Manages the district program to achieve the goals, objectives, and mission statement in this manual.
15. Follows and insures compliance of the coaches' code of ethics in this manual.
16. Teaches and practices good sportsmanship toward opponents, officials, team members, and spectators.
17. Maintains professional growth through attendance at clinics and conferences.
18. Will perform other tasks and responsibilities as the building athletic director, superintendent and/or board may assign.

Team Head Coach:

1. Communicates and advises program head coach on all matters related to the team.
2. Assists the program head coach in conducting personnel evaluations as required.
3. Assists the program head coach in supporting athletes in obtaining college scholarships.
4. Assists in maintaining and taking inventories of all equipment and supplies.
5. Assists in scheduling, development, and administration of the program budget, and making travel arrangements.

6. Attends district in-service as arranged by program head coach.
7. Conducts a pre-season team-parent meeting and provides all required information as stated in the athletic manual.
8. Promotes the district program and recruits participants at all levels.
9. Manages team instruction and player conditioning.
10. Assists in development and administration of a continuous off-season conditioning and recruitment program.
11. Attends practices and contests.
12. Coordinates assistant coaches and other team personnel.
13. Assists in coordinating and analyzing scouting reports.
14. Manages the team to achieve the goals, objectives, and mission statement in this manual.
15. Follows and insures compliance of the coaches' code of ethics in this manual.
16. Teaches and practices good sportsmanship toward opponents, officials, team members, and spectators.
17. Maintains professional growth through attendance of clinics and conferences.
18. Will perform other tasks and responsibilities as the building athletic director, superintendent and/or board may assign.

Assistant Coach:

1. Assists in maintaining and taking inventories of all equipment and supplies.
2. Attends district in service as arranged by Program Head Coach.
3. Attends the pre-season team-parenting meeting.
4. Promotes the District program and recruits participants at all levels.
5. Assists in team instruction and player conditioning.
6. Attends practices and contests.
7. Assists in coordinating and analyzing scouting reports.
8. Assists in managing the team to achieve the goals, objectives and mission statement in this Manual.
9. Follows and insures compliance of the Coaches Code of Ethics in this manual.
10. Teaches and practices good sportsmanship toward opponents, officials, team members, and spectators.
11. Maintains professional growth through attendance of clinics and conferences.
12. Performs other tasks and responsibilities as the building athletic director, superintendent and/or board may assign.

High School Athletic Trainer Job Description

Qualifications

MINIMUM:

- Experience in athletic training
- Registration/Certification with the Idaho State Board of Medicine as an athletic trainer
- Such alternatives to the above qualifications as the board may find appropriate and acceptable.

DESIRED:

- Bachelors degree in athletic training or related field of study
- National athletic trainer's association certification

Lines of Supervision and Authority

Reports to the building athletic director at the high school.

Job Goal

To provide quality instruction to participants and coaches in the prevention, recognition, and treatment of athletic injuries. Provide quality treatment of injuries to all athletes participating in high school athletic programs.

Essential Duties and Performance Responsibilities

1. Facilitates athletic training activities that assists in the achievement of the goals, objectives and mission statement of the district as stated in this manual.
2. Complies with the Code of Ethics as stated in this manual.
3. Promotes and carries out a program of safety and injury prevention in those assigned areas of interscholastic athletics.
4. Provides necessary prophylactic wrapping, strapping and padding procedures for practice and completion for all participants.
5. Provides continuing surveillance for hazardous conditions on playing areas.
6. Provides safe practices that do not cause undue jeopardy to the health and well being of the athlete.
7. Facilitates instruction to all coaching staff on matters of nutrition, conditioning, and training.
8. Advises participants of accepted health and safety practices.
9. Assists all coaches in selecting, fitting, and maintaining protective and safety equipment.
10. Provides on site coverage and injury care to participants in assigned activity during practice sessions and competition by:
 - Determining the level of severity of the injury.
 - Administering first aid, emergency treatment, and follow-up care to the level of individual competence.
 - Referring with parental consent, significant athletic disability to an appropriate physician.

- Administer, to the level of his/her competence, treatment procedures for injury or disability to participants and to seek out and rely on consultative support from physical therapists physicians.
11. Maintains a program of record keeping and data collection on designated reporting forms by:
- Maintaining accurate records of injuries sustained by members of assigned teams.
 - Maintaining a record of the first-aid procedures administered.
 - Maintaining a record of all treatment procedures provided.
12. Provides the care and maintenance of the treatment facilities, training areas, and the equipment modalities utilized in treatment procedures.
- Attends coaching, administrative and team meetings so that he/she will
 - Be active in improving and achieving program goals and objectives.
 - Be active in a program of in-service training.

Football Commissioner (7th Grade) Job Description

Qualifications

MINIMUM:

- High school diploma or equivalent.
- Proven ability to work with students, coaches, administrators, and parents.
- Two years experience coaching or participating in a football program.
- State Teaching Certificate or Certification by American Sports Education Program.
- Such alternatives to the above as the board may find appropriate and acceptable.

DESIRED:

- Two years experience coaching football or participating in a college or high school football program.
- Advanced study in the area of coaching.
- Bachelor's degree.

Lines of Supervision and Authority

Reports to program head coach

Supervises volunteer coaches

Job Goal

Promote and manage an exemplary 7th grade football program.

Essential Duties and Performance Responsibilities

1. Coordinates the 7th grade football program involving the participants, sponsoring service clubs, the district athletic program and the community.
2. Delegates staff assignments to volunteer coaches.
3. Develops and organizes a practice program.

4. Acts as a liaison person in relating the district 7th grade football program to the staff, administration, general public, and local news media.
5. Evaluates volunteer coaches and compiles required statistics and records.
6. Assumes responsibility for maintaining and inventorying all 7th grade equipment and supplies.
7. Assists in scheduling, development and administration of the 7th grade football budget.
8. Plans and coordinates game responsibilities including officials, locations, and equipment.
9. Conducts league meetings, collects team fees, coordinates 7th grade jamboree, and makes arrangements for trophies.
10. Attends all district football orientation and in-service meetings.
11. Conduct a pre-season team/parent meeting with the necessary information published in the athletic manual.

Terms of Employment: For duration of the approved athletic season.

ATHLETIC TRAINING SUPPLIES FOR THE BENCH

Stretcher	Towels (wet & dry)
Padded Wood Splint Kit	Ice Bags & Cold Wraps
Crutches	Water
Bolt Cutters	Arm Sling
Blanket	

CONTENTS OF FIELD FIRST AID KIT

Assortment of Tape	Sterile 3" x 3" Pads
1½" White	Sterile Eye Pads
1" White	Cotton
2" Conform	Cotton Tipped Applicators
3" Elastikon	Tongue Depressors
Pre-Wrap	Alcohol
Ace Wraps (6", 4" & 3")	Betadine
Tape Adherent	Tropical Antibiotic
Skin Lube	Hydrogen Peroxide
Heel & Lace Pads	Eyewash
Ankle Wrap Material	Powder
Band Aids	Shoe Strings
Butterfly	Bandage Scissors
1" x 3" Strips	Shark Tape Cutter
XL	Emergency Numbers
Gauze or Kling	Change for Phone Call/Cell Phone
Latex Gloves	

OTHER

Physician
Sideline Ambulance Service (IHSAA Requirement for Football Only)

Athletic Program Advisory Committee

The Twin Falls School District #411 Board of Trustees will appoint a standing committee whose purpose will be to provide advice and counsel to athletic program coordinators and secondary school principals in the district. The committee's purpose will be:

- a. to review the athletic program manual and recommend revisions and/or updates that will keep the manual aligned with state athletic association rules and regulations.
- b. to review the athletic program manual and recommend revisions and/or updates that will address new program issues as they surface.
- c. to research material and procedures that can be used to improve program or personnel evaluations, enhance revenues for athletic programs, and increase program efficiencies.
- d. to serve as a sounding board for new ideas that will better meet the needs of students while maintaining the fiscal integrity of the athletic program.
- e. to accomplish other assignments as stipulated by the Board of Trustees.

The advisory committee will be comprised of the following eleven (11) members:

Member of TFHS or MVHS Student Council	1 member
Parents of TFHS or MVHS students involved in athletics	2 members
Parent of Robert Stuart students involved in athletics	1 member
Parent of O'Leary students involved in athletics	1 member
TFHS or MVHS Coach	1 member
Junior High Coach	1 member
Patrons whose children are not involved in athletics	1 member
School Trustee	1 member
High School Athletic Director	1 member
Secondary School Administrator	1 member

One of the coaches on this committee should be a certified teacher.

Each committee member will serve without compensation for a one year term that can be extended a second year at the committee member's choice. Candidates representing parents should come from each school's booster group and/or PTA/PTO. Candidates from the school district should be made by building principals. No member other than the high school athletic director may serve more than two consecutive terms. Terms will begin on August 1st and end on July 31st of each calendar year. The chairperson and vice-chairperson will be elected by the committee members at the first meeting of the year and will take office upon election.