

# Southern Lehigh School District

## Coaching Handbook

### I. INTRODUCTION

The Southern Lehigh School District has developed this handbook in order to communicate department procedures, PIAA, League and District regulations, and other pertinent information that will assist coaches in administering, promoting, and maintaining the athletic program. In addition to this handbook, all coaching staff members must familiarize themselves with the rules of the sports they coach, as well as the rules and regulations found within the constitution of the Pennsylvania Interscholastic Athletic Association (P.I.A.A.) and the Colonial League for Interscholastic Sports Incorporated, as well as the Coaches' Code of Conduct.

### II. ATHLETIC PHILOSOPHY

The athletic program at Southern Lehigh High School is an integral part of the total educational program, in which the athletic department aims to give students the opportunity to develop their athletic skills and the qualities needed to become a positive contribution to society. Everyone involved in the Athletic Program should have a sincere belief in the value of athletics and be willing to spend the time and effort necessary to influence the lives others in a positive way. This is only possible if our main purpose is to help athletes understand the importance of the following:

1. Accepting personal responsibility
2. Dedicating themselves to a set of beliefs and goals
3. Developing team unity and pride
4. Accepting discipline
5. Associating and working with others
6. Learning to deal with success and failure
7. Achieving full potential
8. Developing good sportsmanship

### III. DUTIES AND RESPONSIBILITIES OF THE COACH

**All coaches at all levels are responsible for fulfilling the following duties and responsibilities.**

#### A. General Duties

- Organize and coordinate the various sport levels (Varsity, J.V., Jr. High, and Middle School) by participating in the selection, assignment, and evaluation of assistant coaches and delegate duties and responsibilities to assistant coaches as appropriate.
- Review and follow the rules and regulations contained in the P.I.A.A. Handbook, Colonial League Interscholastic Sports Constitution, Southern Lehigh School District Coaching Handbook, and the Southern Lehigh Athletic Code of Conducts.

- Attend P.I.A.A. pre-season rules interpretation meetings and the end-of-season Colonial League sport meetings.
- Submit a list of volunteer coaches to the Director of Athletics before the start of the season. Prepare team rules and regulations for the Director of Athletics to approve before distribution to team members in the preseason. Submit an electronic team roster upon final team selection to the Director of Athletics.
- Direct and accompany the team at the various practices and contests, both home and away; provide the necessary supervision for transportation for away trips. It is understood that a member of the coaching staff will be the first to arrive and the last to leave the site of a practice or game.
  - Student-athletes must be supervised at all times during team-organized events (practice, competitions, weight room, training room, locker room, etc.)
  - Head coaches must provide appropriate transportation forms to their student-athletes, if necessary
- Work directly with the Director of Athletics in scheduling independent scrimmages, games and/or tournaments.
- Abide by the participation list prepared by the Athletic Department at the beginning of the season. Failure to comply with this list of approved participants may result in a liability situation.
- Maintain the level of building security by ensuring access doors and windows are properly shut and secured before leaving and the equipment is properly put away. **“Propping” open doors is strictly prohibited. All paid coaches will be provided an Access Card via the Athletic Department.**
- Assist the Director of Athletics in the care, management, and inventory of supplies and equipment.
  - Parents can be utilized to assist in this process, but the ultimate responsibility lies with the head coach.
  - Any missing or damaged uniforms must be brought to the attention of the Athletic Department by the head coach at the conclusion of your season.
- Maintain a professional working relationship with students, parents, school personnel, booster club (if one exists), officials and members of the media. Facilitate the college recruiting process by writing recommendation letters, completing forms and meeting with college coaches, etc.
- Submit all post season report forms to the Director of Athletics within **14 DAYS** of the conclusion of the season or by the date of your post-season evaluation; schedule a post-season evaluation with the Director of Athletics as requested.
- At athletic contests, in the absence of the Principal, Director of Athletics, Assistant to the Director of Athletics and/or Game Manager, the Head Coach or acting Head Coach is the acting authority of the school district.
- Perform other duties as assigned by the High School Principal and/or Director of Athletics.

#### B. Team Management

- Develop a procedure for squad selection and specific team assignment.
  - Communicate that procedure to all stakeholders (athletic department, student-athletes, and parents).

- Give student the opportunity to objectively discuss with the coaching staff reasons why they have not been selected for the team. Coaches will not post a list of names of students who have not made the team. Coaches should offer suggestions to students not selected concerning those skills that need improvement. Underclassmen who are not selected should be encouraged to try out for the team next season. Students not selected for one team may be permitted to try out for another sport during the same season provided the selection process for that team has not been completed and the head coaches and the Director of Athletics are agreeable to the tryout.
- Produce rosters which include each student athlete's name, class, position/event, height, weight and jersey number. Rosters may also include team captains, managers and assistant coaches. These rosters are used to assist competing schools and in helping the media in identifying our players.
- Update the roster and submit changes to the Athletic Department as soon as they occur.
- Enforce the display of proper sportsmanship, by coaches and student athletes at all practices and contests.
- Consult with the Director of Athletics on practice location arrangements. Any organized activity happening on campus needs to be communicated to the Athletic Department well ahead of time.
- Organize and supervise practice sessions; including overseeing and supervising the locker rooms, field house, etc., and supervise these areas until the student athletes leave the campus. Student athletes must be instructed not to roam in any building before, during, or after practice sessions.
- Open and close buildings for practice sessions and check showers, lights, etc., before leaving the building after a practice session is completed. This is only applicable if a custodian is not on duty.
- Monitor the enforcement of all school policies that pertain to athletics. This includes attendance, academic eligibility, and suspension from school and drug/alcohol policy violations.
- Any discipline issue that involves harm to an individual or fellow participant should be immediately reported to the Director of Athletics (fighting, substance abuse, bullying, hazing, etc.)
- Restrict unauthorized personnel from team area (sidelines, benches, locker rooms) unless prior approval is obtained from the Principal and/or Director of Athletics.
- Develop a method of communication for contacting team members in the event of a cancellation of a practice or contest.
  - All communication with student-athletes or parents should be via email or a third-party application (Team App, Remind, etc.). Cell phone communication should only occur in an emergency situation.
- Inform the Director of Athletics immediately of any student athlete who quits the team or is suspended from play or practice.
- The use of college students and/or alumni for the purpose of scrimmaging/practicing is not permitted under P.I.A.A. rules.
- Prevent the use of violence, physical force and/or threatening behavior.
- Prevent the use of tobacco products or alcohol by coaches during practice sessions, athletic contests and athletic trips.