



Emmett High School
Coach's Manual

Emmett High School
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Introduction (Mission and Vision)

At Emmett High School we believe in the benefits of being a student athlete. It is the responsibility of the administration, coaches, and anyone associated with sporting activities to ensure that the student athletes receive the best possible experience that can be provided. **Our mission** is to facilitate an experience that encourages academic success, personal growth, teamwork, mental fitness, physical fitness, etc. for our youth. hat

As a coach, you have agreed to be a part of this experience and to take on the responsibilities that the position entails. The standard set by administration and coaches at Emmett High School must be something that is upheld regardless of circumstances in order to provide our student athletes with a beneficial experience. Some of our main standards include the following:

- Following all policies and regulations set by the IDHSAA
- Following all school policies and regulations set by administration
- Understanding of all academic standards and requirements
- Sustainable fun fundraising
- Complete knowledge and understanding of fundamentals, techniques, strategies, etc. of program coached
- Ability to work with administration, other coaches, parents, kids, etc.

Our vision is to create sustainable programs that educate and encourage our youth to become the best people that they can be. While keeping education at the forefront, we want to promote the benefits of our athletic programs within our school. Having great leadership from the top down is key to making this vision a reality. Coaching is more than just a position or a title, it is something that can help create an everlasting impact on our youth and our community.

Policy and Regulation

All school policies in the Emmett School District Handbook must be followed. Policies and regulations within the handbook are to be upheld on a consistent basis. A copy of the handbook will be provided to all head coaches of every program within our school.

School Policy vs. Coaches policy

Within every program the head coach can create their own policies and regulations regarding issues as long as they are never in violation of the district handbook, as well as the IDHSAA handbook. All policies and regulations created by coaches must be approved by the administrator in charge. The athletic director is to be notified of any instance that a disciplinary action is being enforced.

Examples of policies and regulations include some of the following:

1. Discipline regarding attendance, participation, attitude, expectations, etc.
2. Expectations and standards pertaining to Varsity, J.V. etc.
3. Eligibility outside of the standard provided by the IDHSAA/school.
4. Equipment management
5. Academic standards

Coaches are encouraged to create policies and regulations that uphold standards that can benefit our student athletes. Please work with the appropriate administrators before implementing any policy or regulation outside of the policies and regulations provided by the ISHAA and Emmett High School.

Fundraising/Protocol

All coaches are expected to provide adequate fundraising for their programs. Fundraising is essential in ensuring the proper finances needed to run a program. Any coach that does not provide adequate fundraising is subject to a disciplinary review from the athletic director.

Examples of fundraising activities includes:

1. Raffles
2. Car washes
3. Cookouts
4. Youth camps
5. Auctions
6. Sales
7. Sponsorship

All money raised must be accounted for and processed through Emmett High School unless other arrangements have been made through the athletic director. An example of an alternative arrangement would be if a program had a 501c3 non-profit account that they utilize.

When handling money, all parties involved must never do the following:

1. Run donations through personal accounts (venmo, paypal, checking, etc.)
2. Spend money before notifying the school and filling out the appropriate paperwork.
3. Keep money raised in personal possession for an extended period of time without notifying the school.
4. Use fundraising money for personal use.

5. Make any payment to any party directly from fundraising funds that have not been appropriately deposited or approved by administration.

Any misappropriation of funds will be reported to the administration and the proper authorities will be contacted if necessary.

Purchases - Coaches are required to contact an administrator prior to any purchase that uses school funds or is going to be reimbursed. If there is no one available to contact, an email is to be sent so that the appropriate people are aware of the purchase being made and there is record of contact between the two parties. Coaches may make purchases for less than \$100 with personal funds and be reimbursed after providing the receipt as well as filling out a requisition form.

Spending money that has not been approved or accounted for by the district is a violation of policy and the coach or party responsible for the spending will accept all responsibility. The district is not responsible for spending outside of their jurisdiction and policy. Coaches need to be responsible when dealing with finances. Any questions or concerns need to be brought to the administration immediately to ensure the proper handling of the situation.

All requisition and/or purchase forms can be found on the Emmett School District website. www.emmettschools.org. They are also available in the office at the high school.

Scheduling/Transportation

All schedules are to be approved by the athletic director. If any coach is contacted personally by another school to schedule an event, before any commitment is made, the athletic director is to be notified and approval must be granted in order to schedule the event.

Coaches are responsible for knowing and understanding how many events are allowed within their sport/program. For example, wrestling is allowed to schedule 16 events per season. If they attend more than 16 events, it is a violation of IDHSAA policy. Coaches need to understand the requirements and policies for making a proper schedule. Contact the athletic director with any questions regarding scheduling.

Coaches are responsible for having the schedule finalized by whatever deadline given to their program.

Bussing - Coaches are responsible for maintaining communication with the athletic director as well as the bus shop in order to ensure that the proper people are notified to provide transportation. It is necessary to notify all parties of an upcoming event that requires transportation and to provide enough time for scheduling to be done in order to avoid transportation conflicts.

Students are required to travel with the team on the bus to any away venue. Student athletes must be checked out to their parents or legal guardian due to school liability. Students are only allowed to be transported by their parents or legal guardian!!! Any extenuating circumstances may be reviewed by the High School Administration.

Parent/Guardian Interactions

When dealing with parents/guardians of the student athletes, coaches are expected to conduct themselves professionally and appropriately in all situations. Both good and bad interactions must be handled with the appropriate protocol and actions.

Examples of issues that may occur can be the following:

1. Playing time
2. Performance expectations not met
3. Results (score)
4. Handling of a situation (benching, yelling, ignoring, etc.)

These are just a few examples to provide you with an idea of what coaches may face. **Coaches are not to meet or interact with upset or angry parents/guardians immediately after an event. This is where the 24-hour rule applies.**

The 24-hour rule is a rule designed to give both parties time to assess the issue/situation of an event with enough time to calm down any emotions that may negatively impact the interaction between both parties.

If a parent/guardian would like to address an issue they are to contact the athletic director the following day to schedule a meeting. The athletic director, as well as the coaches are to make this known to all parents prior to the season.

The 24-hour rule applies to all coaches as well. Coaches are not to approach parents/guardians immediately after an event when upset or angry. All coaches are to report any issue to the athletic director and a meeting will be scheduled if necessary after a 24-hour period.

Coaches are responsible for establishing appropriate office hours in which they can be reached by parents/guardians. Establishing a time in which coaches can be reached helps keep communication between coaches and parents/guardians open and functioning.

It is the coaches responsibility to ensure that communication happens between parents/guardians and coaches.

Establishing appropriate times for communication helps avoid inappropriate interactions. For example, a call is made by either party late at night. Regardless of the content of the call, one party may view the timing as inappropriate.

Parents need to be made aware of how communication will be handled within your program. Applications, social media, and emails are great ways to communicate with large groups of people. Schedule updates, equipment needs, fundraising events, directions, etc. can all be made available through the tools listed above.

Any issue with communication is to be reported to the athletic director. Establishing a consistent communication system is vital in order to run a successful program.

General Requirements/Responsibilities

In order to keep coaches and players in good standing with the state/district, coaches and student athletes must complete the following:

1. Fingerprints/background check through district office
2. CPR training/certification
3. Concussion baseline testing (student athletes/coaches)
4. Pay to play/athletic registration
5. Practice/event schedule changes
6. Concussion acknowledgement form
7. Family ID registration
8. Physical exams on file with athletic director

The athletic director will notify coaches as to what requirements need to be done, as well as when these requirements need to be done. It is the responsibility of all coaches to ensure that it is done by the given deadline. Whether it is your first certification or a renewal, all coaches are expected to keep up on any certification needed in order to continue to be able to coach.

Pay to play needs to be kept track of by coaches and communicated with the athletic director in order to ensure that the student athletes have paid the necessary amount. The athletic director will keep track of pay to play as well, but it is key for both parties to communicate the progress made by the student athletes regarding payment.

Any schedule change with practice or an event needs to be communicated with the athletic director and/or administration.

We are limited in gym space, so any cancellation or any extra practice can make a huge difference to another party.

Physical forms - The IDHSAA requires that participants have a new physical form on file prior to the first day of practice in the 9th and 11th grades. Sophomores or Seniors who received a physical the previous year AND the physical is on file at EHS, will not require a new physical. This physical must be completed on or after May 1 of the preceding school year.

Communication is the key in keeping everything up to date and in keeping everyone in good standing with their certifications, etc. When you accept a coaching job at Emmett High School, **it is necessary that you check and respond to your emails, messages, phone calls, etc** in order to keep everything up to date and in good standing. This helps ensure that any requirements or changes that need to be made, are taken care of, as well as handled appropriately with IDHSAA/district policies.

Any coach that is going to be out of contact for an extended period of time during the season/off-season workouts, please make the athletic director aware.

“The single biggest problem with communication is the illusion that it has taken place.” - George Bernard Shaw

Please make sure that communication is taking place regularly.

Assistant/Volunteer Coaches

Head coaches are responsible for hiring and assembling their staff. Stipends are limited per program. They are designated to assistant coaches through the request from the head coach, but require the athletic director's approval.

Head coaches are encouraged to utilize volunteers when needed. Any volunteer (unpaid) needs to be reported to the athletic director for approval. Upon approval, they are required to comply with all district standards in order to be able to be a part of the program.

District standard/policy requires that all volunteers/assistant coaches receive a fingerprint/background check before they are allowed to work with the student athletes. This will be done through the district office and is scheduled directly with the district office.

A CPR training course is to be completed or proof of CPR certification is to be provided prior to being on staff.

Under no circumstances is there to be any person assisting with coaching or running a program that has not completed the necessary requirements/training.

Head coaches are responsible for their staff. Any situation that is in violation of the head coach's policies or the IDSHAA/district policies is to be reported to the administration immediately.

All hires, as well as terminations need to be reported to the athletic director immediately. If a situation has reached a point where the termination of an assistant coach or volunteer

*is going to take place, the athletic director is to be notified
prior to the situation to ensure that all policies are followed i
compliance with the IDHSAA/district.* n

All staff need to be educated in the program or field that they are assisting in. Assistant coaches must be in positions that can enhance the experience for the student athletes.

All coaches play a vital role in helping us accomplish our mission. Showing high integrity and professionalism will help ensure the success of our athletic programs here at Emmett High School. Thank you for putting your time and effort into helping build our athletic programs as well as instilling values in our student athletes that will benefit them for years to come.

Our foundation is built on the following principles:

Sportsmanship
Character
Integrity
Dignity
Communication

Contact Information

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