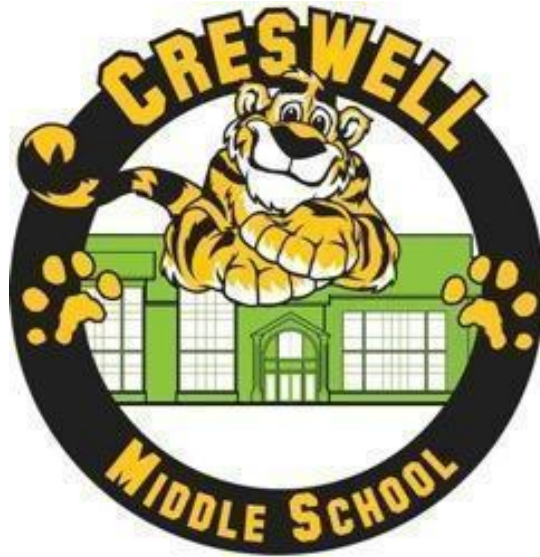


# 2025-2026 CSD



# Coaching Handbook

## Table of Contents

<u>Page</u>	<u>Content</u>
2	Table of Contents
3	Welcome
4	Creswell School District Personnel
5-6	Creswell School District (CSD) Extracurricular Philosophy
6-7	2025-2026 CHSD Pillars
7-9	14 Legal Duties of coaches
9-10	OSAA Rules To Remember
10-12	CSDAD Athletic Policy
11	Participation Requirements For Athletes
12	Team Assignment Philosophy
12	Athletes playing more than one sport
12	CSDAD Code of Conduct
13	Playing Time Philosophy
13-14	Tryout Criteria Recommendation
14-16	Communication Policy
16-17	Managing Medical Emergencies
17	Inclement Weather Closures
17-19	Parent Grievance/Complaint Procedures
19	Academics
19-20	Lettering Policy
20-22	Transportation Policy
22-23	Off Season Coaching Guidelines
23-24	Facilities Responsibilities/Use
24-25	Purchasing Procedures
25-27	Equipment Guidelines
27	Fundraising
27-28	Admission To Games
28	Team Support/Ceremony Guidelines
29-30	Head Coaches Job Description
30-31	Assistant Coaches Job Description
31-32	Promoting Healthy Lifestyles For Athletes
32-33	Role Modeling
33	Supervising Assistant Coaches
33	Coaches Evaluation Policy
33	Calendars Of Events
34	Coach Verification Signature Page

## **Welcome To The CSDAD**

Dear Coach,

Welcome to the 2025-2026 school year at Creswell School District! On behalf of the Administration of Creswell School District, we would like to say thank you for the sacrifices that you will be making throughout the next year with your decision to coach for us. We are also excited for the differences you will be making in the lives of our student-athletes.

Please feel free to reach out to myself or the principal with any concerns, issues, or frustrations that you may have throughout this year. We are here to help in any way we can, brainstorm ideas and make sure that you and your student-athletes remain safe.

We are presenting this Coaching Handbook to you as a tool to help guide you through this process, and help create more cohesiveness within the program, as well as helping you become more efficient. I hope that you are excited about this year as we are and look forward to working with you this year.

*The CHS Administrative Team*

*Chad Towe, CHS Principal*

*Julie Johansen, CMS Principal*

*Kyle Kordon, CHS Assistant Principal/CHS Athletic Director*

*Kara Freske, CMS Athletic Director*

## Creswell School District Personnel

### **Board of Directors:**

Mrs. Lacey Risdal, Board Chair  
Mrs. Debi Wilkerson  
Mrs. Kandice Lemhouse-Worsham  
Mr. Mike Anderson  
Mrs. Sarah Cox  
Mrs. Mary Stayton  
Mr. Tim Rogers

### **District Office Staff:**

**Accounts Payable:** Vickie Brown  
**Assistant Deputy Clerk/Human Resources:** Breanna Manzone  
**Business Manager:** Chanel Green  
**Director of Facilities and IT:** Joel Higdon  
**Director of Special Services:** Amy Aguero  
**District Secretary:** Marilyn Cruzan  
**Student Success/Community Engagement:** Bethany Scovil  
**Superintendent:** Mike Johnson  
**Transportation Supervisor:** Sarah Hanson

### **CHS Office Staff:**

**Principal:** Chad Towe  
**Assistant Principal/Athletic Director:** Kyle Kordon  
**Athletic and Attendance Secretary:** Kristin Bielskis  
**Office Manager/Registrar:** Angela Frieze

### **CMS Office Staff:**

**Principal:** Julie Johansen  
**Athletic Director:** Kara Freske  
**Office Manger:** Kerri Blomberg  
**Attendance and Athletic Secretary:** Angela Dennis

## **CSD EXTRACURRICULAR PHILOSOPHY**

### **Statement of Purpose**

The purpose of Creswell School District (CSD) is to provide a variety of experiences to aid in preparing all students for success. The athletic program of the CSD is an integral piece of that total educational structure and is funded and administered accordingly.

The athletic program of the CSD is to be administered in accordance with the best practices employed in a modern system of education. Additionally, the program will be conducted in accordance with the rules and regulations of the Oregon School Activities Association (at Creswell High School), the policies and regulations set forth by the CSD Board of Directors, and the standard operating procedures of the Mountain Valley Conference. (CSD Board Policy IGDA)

### **Philosophy**

The district-wide athletic program will prepare students for success by encouraging involvement, development of character, positive individual traits, and fulfillment of competitive desires. The student athlete will learn the value of practice, fair play, conditioning, self-discipline, adherence to rules and policies, willingness to work, ability to persist, and an ability to analyze why they lost and how to compensate for it. They will learn to win with class and lose with dignity. The student will garner an appreciation for teamwork and ethical conduct while fostering a sense of belonging to the school and community. In the effort to offer a cohesive and coordinated educational program, the district insists upon ethical behavior and good citizenship of its student athletes not only on the athletic field, but also in school, in the classroom, in the home, and amidst the community. As the needs of the community's children change in regards to athletics, the athletic program will be dynamic in its focus and consideration of new opportunities for student participation.

### **Extracurricular Program Goals In General**

1. The extracurricular program should realize the value of participation without overemphasizing the importance of winning or excelling. This will be particularly emphasized at the sub-varsity level (JV and JV2) and on the "B" teams of the Middle School.
2. The extracurricular program should develop and improve positive citizenship traits among the program's participants.
3. The extracurricular program should emphasize the total educational curriculum to participants.
4. The extracurricular program should constantly strive for the development of well-rounded individuals, capable of taking their place in modern society.
5. The extracurricular program should provide wholesome opportunities for students to develop favorable habits and attitudes of social and group living.
6. The extracurricular program should provide a superior program of student activities that includes appropriate activities for every boy and girl.

### **Extracurricular Objectives For Coaches/Advisors/Participants**

1. To provide a positive image of extracurricular activities at Creswell School District.
2. To continually strive for excellence that will produce success within the bounds of good sportsmanship and positive mental health of the students.
3. To ensure program growth and development that will raise the number of individual participants, and that will give impetus to increasing support within each activity.
4. To provide opportunities that will allow the program to serve as an environment where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world.
5. The extracurricular environment should provide adequate and natural opportunities for:
  - a. Physical, mental, social, emotional growth and development.
  - b. Acquisitions and development of special skills relevant to that program.
  - c. Teamwork through the development of values such as loyalty, cooperation, membership, fair play and other desirable social traits.
  - d. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
  - e. A focus on activity programs that creates a sense of unity for the student body, faculty and community.
  - f. Goal setting and achievement.
  - g. The development of worthy use of leisure time in later life, either as a participant or spectator.
  - h. Participation by the most skilled that will enable these individuals to expand possibilities for future vocational pursuits.
  - i. Foster positive culture within school community
6. To provide opportunities for a student to experience success in an activity they select.
7. To provide sufficient activities for a wide variety of student interests and abilities.
8. To provide student activities which offer the greatest benefits for the greatest number of students.
9. To create a desire in students to succeed and excel.
10. To develop a sense in students of responsibility and accountability for their actions.

### **2025-2026 CSDAD Pillars**

The following pillars are intended to provide coaches in the CSDAD with a sense of direction for the overall athletic department in the 2025-2026 school year. Coaches should construct their seasonal goals in congruence with the following guidelines, considering how their program, and they themselves, can contribute to the achievement of each.

### **Pillar #1: Positive Culture**

The CSDAD will strive to improve and instill a positive culture for our student-athletes that will permeate through our student body, school and community. We will focus on how we treat each other, inclusivity, and building leaders within our program.

### **Pillar #2: Building Relationships**

The CSDAD will continue to build relationships with their student-athletes with the understanding that positive, healthy relationships are a cornerstone of extra curricular activities. This will be especially true following the past two years where seasons were cut short, and interaction was extremely limited.

### **Pillar #3: Promote Participation**

The CSDAD philosophy is that students at a school our size should be able to participate in multiple sports and activities throughout the school year. It is imperative that coaches buy into the idea that multi-sport athletes are better for their program, and for the student-athlete. When we are working together as a department, it will lead to more participation in all sports, and ultimately greater on the field success. It is also important that student-athletes be given every opportunity to participate in a sport and not be cut without a conversation with the AD.

### **Pillar #4: Community Partnerships**

The CSDAD will continue to improve its relationship with the community during the 2025-2026 school year. Through public appearances and speaking engagements by coaches and athletes at various functions such as Pep Assemblies, Kiwanis Club, Rotary, American Legion, Masonic Lodge, Bulldog “Magic” Auction, the Hall of Fame Banquet, School Board Meetings, and during various school and community events, the CSDAD shall become a much more visible element of the community.

## **14 Legal Duties Of Coaches**

**Courts have recognized 14 broad duties that schools, athletic administrators, coaches, physical education teachers and other athletic personnel owe to the athletes in their charge.**

1. **Duty to Plan:** A coach must demonstrate awareness of the maturity, physical development and readiness of athletes with appropriate plans for instruction, conditioning and supervision.

2. **Duty to Supervise:** A coach must be physically present, provide competent instruction, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to make sure facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. This duty may also require coaches to control reckless player behaviors. Supervision responsibility also pertains to athletic administrators who are expected to be able to supervise coaches competently.

**3. Duty to Assess Athletes Readiness for Practice and Competition:** Athletic administrators and coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes. A progression of skill development and conditioning improvement should be apparent from practice plans. Athletes must also be medically screened in accordance with state association regulations before participating in practice or competition.

**4. Duty to Maintain Safe Playing Conditions:** Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury inherent in defective indoor and outdoor facilities or hazardous environments.

**5. Duty to Provide Safe Equipment:** Courts have held athletic supervisors responsible to improve unsafe environments, repair or remove defective equipment or disallow athlete access.

**6. Duty to Instruct Properly:** Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill, and capability.

**7. Duty to Match Athletes:** Athletes should be matched with consideration for maturity, skill, age, size and speed. To the degree possible, mismatches should be avoided in all categories.

**8. Duty to Condition Properly:** Practices must account for a progression of cardiovascular and musculoskeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities.

**9. Duty to Warn:** Coaches are required to warn parents and athletes of unsafe practices specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension.

**10. Duty to Ensure Athletes are Covered by Injury Insurance:** Athletics administrators and coaches must screen athletes to ensure that family and/or school insurance provides a basic level of medical coverage. Athletes should not be allowed to participate without injury insurance.

**11. Duty to Provide Emergency Care:** Coaches are expected to be able to administer standard emergency care (first aid, CPR) in response to a range of traumatic injuries.

**12. Duty to Design a Proper Emergency Response Plan:** Coaches must design plans to ensure an expedited response by EMS and an effective transition to the care and supervision of emergency medical personnel.

**13. Duty to Provide Proper Transportation:** In general, bonded, commercial carriers should be used for out of town transportation. Self or family transportation for local competition may be allowed if parents have adequate insurance coverage for team members other than their family members. (follow School District guidelines)

**14. Duty to Select, Train, and Supervise Coaches:** Administrators have responsibility to ensure that appropriate skill and knowledge levels exist among members of the coaching staff to ensure appropriate levels of safety and well being among athletes.

**Other areas of legal concern are:**

- Keep Records: Answers what, where, when and how, provides solidity against liability, shows prudence. DOCUMENT!!!!
- Evaluate: Written plan to audit facilities, equipment, uniforms, time done, procedures used and who is responsible.
- Follow Due Process: All students have a right to due process involving any consequences administered to the student
- Assess Understanding: Athletes must understand the risks involved in a sport

**OSAA Rules To Remember (Specific to CHS)**

The Oregon Schools Activities Association (OSAA) is the governing body for high school sports in Oregon. Creswell High School is a member of the OSAA and is therefore subject to the adherence of OSAA policies. *Coaches are advised to frequent the OSAA handbook located in the Athletic Directors office, or visit the OSAA website at [www.osaa.org](http://www.osaa.org) for information.* The following policies are common rules to remember for all coaches.

**1) The OSAA Calendar Year;**

The OSAA calendar year for the 2025-2026 school year is August 18, 2025 through May 25, 2026. During the calendar year coaches affiliated with any program at CHS may only work with (coach) their teams during their designated season (see 2025-2026 CHS sport offerings above for OSAA seasons, and OSAA handbook for first practice date/ending date of each sport). During the remainder of the calendar year coach/athlete interaction is governed by the rule of two.

**2) The Rule of 2**

The OSAA rule of two is a rule applied to team sports during the OSAA calendar year, but outside the designated season for that sport. The rule states that coaches of team sports may only work with two athletes at a time during these times of the year. The exception to this rule is an “open gym/field” opportunity that places no limit on whom may attend the function.

**3) Undue Influence**

The OSAA undue influence rule is the attempt by any person (including but not limited to coaches, boosters, teachers, administrators, parents, alumni) to induce

the attendance of a student at a public or a private member school for purposes of athletic participation. This includes off-season contact as well.

**4) Open Gym/Field**

The OSAA open gym/field policy allows coaches to open up the gym, or make a field available, to student-athletes during their sports off-season. However, there may be no coaching done whatsoever, the coach cannot limit who attends (meaning the coach can not determine who participates), nor can he/she require student-athlete attendance.

**5) Student Athlete Eligibility**

Generally speaking, the OSAA requires students to pass five of seven classes the semester prior to their participation in an OSAA sanctioned activity. In addition, the student must also be currently enrolled in at least five classes during the school day.

**6) Ejection Rule**

Any coach ejected from an OSAA contest will face fines and suspension of duties. The coach will pay any fines they are assessed. Any player ejected from an OSAA contest will face a suspension. Coaches and athletes will serve their suspension pending investigation of the events.

**ATHLETIC DEPARTMENT POLICY**

**Sources Of Athletic Policy**

The policies and guidelines in this handbook were constructed from CSD Board of Directors policy, discussions at head coaches meetings, Oregon Revised Statutes and Administrative Rules, the CSD Athletic Review Committee, OSAA rules and regulation, Mountain Valley Conference Policy, Willamette Valley Youth League and CSD past practices/policy/procedure.

**Interscholastic or Club Sport?**

The Creswell High School Athletic Department (CHSAD) provides administrative oversight for thirteen varsity sports. All thirteen of those sports maintain similar academic, attendance, behavioral, and athletic expectations for coaches and participants. The sole difference between a “club” sport (\* next to name below) and an “Interscholastic” sport is funding. The interscholastic sport receives its primary funding from the school district, while participants in club sports fund the program themselves. All athletic offerings at CHS are subject to the conditions, policy and expectations as outlined in this handbook, regardless of designation (Club or Interscholastic).

**2025-2026 Athletic Offerings**

**Fall:**

Football  
Volleyball  
Cross Country  
Cheerleading  
Girls Soccer  
Boys Soccer

**Winter:**

Girls Basketball  
Boys Basketball  
Wrestling  
Cheerleading  
Equestrian Team\*  
Bowling\* (Through CGHS)

**Spring:**

Baseball  
Softball  
Track and Field  
Equestrian Team\*  
Tennis  
Golf

Boys Volleyball\*  
Girls Flag Football\*

Due to the unique nature of some club sports, various club sports may receive more, or less, direct or indirect support from the school district as based on need.

**Adding or Dropping a Sport?**

The CSD has adopted procedures for the addition of a new sport to the CHSAD, or the subsequent elimination of a sport due to lack of interest in the program.

**Who Can Coach/Advise At CHS?**

Any adult working with CSD students must meet the following criteria prior to attending any team functions.

- A) They must have administrative approval from the CHS/CMS principal and/or AD.
- B) They must pass a background check at the district office.
- C) They must be NFHS and OSAA certified.
- D) They must have a current First Aid/CPR card or be in the process of attaining one if they are a paid coach.
- E) Head coaches are responsible to insure that criteria 1-4 above are met prior to any adult working with students under their supervision.

**Hiring Coaches/Advisors**

The CSDAD will endeavor to hire/retain the most qualified coaching applicants possible, whether a “club” or “interscholastic” coach. The AD and/or Principal will hire head coaches, while the AD/Head Coach will hire assistant coaches.

All vacant coaching positions in the CHSAD are subject to the hiring procedures and policies of the Creswell School District, and the collective bargaining agreement shared between the district and its staff. Head coaches should refrain from offering coaching positions to potential assistant coach candidates prior to consultation with the AD.

The CHSAD will make every effort to hire certified coaches when feasible.

**Participation Requirements For Athletes**

*Team Rosters:* Following the coaches first preseason meeting, and prior to the team’s first practice, each head coach must provide the athletic director's secretary with a team roster. This team roster will be used to determine athlete eligibility based on the criteria outlined below.

*Eligibility Clearance:* Coaches must be aware and communicate to the athletes in their program that prior to participation of any kind, each athlete must have the following items on file with the athletic directors secretary.

- 1) A completed and signed Parent Permission Form (R School Today)
- 2) A completed and signed CSD Code of Conduct (R School Today)
- 3) A completed and signed Medical Release Form (R School Today)

- 4) A current Physical on the OSAA approved physical form (required every other year in high school)
- 5) Receipt of Participation Fees Paid
- 6) Proof of Medical Insurance (R School Today)

*Eligibility Lists:* Coaches will be provided with an eligibility list from the athletic director's secretary prior to their first practice indicating which athletes are "cleared" to participate and which athletes are not. Athletes who have not completed the aforementioned criteria shall be withheld from participation until cleared by the AD.

*Scholarships:* Free and Reduced Lunch qualified student-athletes have a reduced participation fee. Student-athletes who articulate additional financial struggles need to talk with the coach as other arrangements can be made depending on the situation.

### **Athletes Playing More Than One Sport Per Season**

CHS student athletes may play more than one sport per season with the approval of the athletic director and the head coach of each sport the athlete wishes to participate in. When determining if a student athlete will be allowed to participate in two sports the following variables will be considered.

- A) The student athlete's academic standing must be stable enough to support participation in another sport without jeopardizing the students academic performance.
- B) The parent of the athlete must support the student's participation in both sports.
- C) The student athlete must be in good standing with the coaching staff and teammates in each program.
- D) Prior to approval one sport will be designated the student athletes primary sport. The student's commitment to their primary sport will have precedence over their commitment to the secondary sport.
- E) If the student athlete's role in their primary sport begins to suffer due to participation in a second sport, the head coach of the primary sport reserves the right to revoke the two sport privilege. Such revocation requires athletic director approval.
- F) Student athletes participating in more than one sport per season will be charged \$50 for the additional sport.
- G) Student athletes that wish to join teams after the tryout period is over, or after the second week of the season, must have athletic director approval.
- H) Student athletes may not start a season in one sport, quit that sport, and then participate in another sport during that same season without meeting with the AD and coach prior to starting. Student athletes that are removed from CHSAD teams for disciplinary reasons must abide by these same rules.

### **Creswell High School Student Athlete Code of Conduct**

*Copy on File in AD Office*

### **Creswell Middle School Student Athlete Code of Conduct**

*Copy on File in AD Office*

## **PLAYING TIME/TEAM ASSIGNMENT**

### **Playing Time Philosophy**

It shall be a goal at the varsity level to field the most competitive team possible, to win each contest, and to provide for long-term development of players. It shall also be a goal of the coach to maximize the playing time of each player (that is eligible to compete) in each contest. If these two goals come into conflict, it will be the coach's discretion which goal to pursue. At the sub-varsity level, playing time should be focused on skill and player development.

For CMS athletics, the goal is to have students participate and try new sports and school activities. As such, the middle school has a two-pronged need for athletics; getting students out and getting them prepared for high school athletics. Therefore, the "A" or top teams for middle school may mean that not everyone plays equally. However, the "B" or lower level teams coaches should strive for equal playing time.

### **Team Assignment Philosophy**

While the CSD emphasizes maximizing participation, it also understands the necessity for coaches to maintain a reasonable amount of autonomy in determining squad size, team membership, and individual program philosophy in terms of playing time and team assignments.

The following overview is a generalized view of how teams are constructed in various programs (it should also be understood that not all programs will field three teams due to a lack of participation or logistical complications).

JV2 – squad – composed primarily of freshmen who do not have the necessary skills to currently move up to the JV or varsity level.

JV1 – squad – composed primarily of juniors, sophomores, and freshmen.

Players on this team are considered to be the best available to fill varsity positions in the coming year, or due to injury or illness.

Varsity – composed of what is considered the most skilled and experienced players available. These athletes should have a high desire to succeed and excel.

### **Tryout Criteria Recommendations**

The following tryout criteria are universal to all sports and are provided as an example of ways to make the tryout process more objective (and less subjective) for coaches, athletes, and parents. Each domain listed below should be sub grouped into an evaluation rubric for each athlete that tries out. By separately evaluating each athlete on a scoring rubric, athletes and parents are provided with a quantified assessment of the athlete's qualifications for membership on the team as compared to other athletes that tryout. Furthermore, this differentiation assists in communicating that there are multitudes of variables considered when making team selections, thus lending support to athletes who

perform different roles in different contexts. Meanwhile, the rubrics also assist coaches in communicating what their program values in its members. Finally, even for players that make the team, evaluating players in this manner during tryouts provides the coach with an objective tool by which to begin to decide what role each athlete that makes the team will assume. The following list is not in any particular order:

*A) Athletic Potential*

Athletic potential refers to a student athlete's future in the sport they are trying out for. A simple way to account for this variable is that if an older student athlete has identical skills to a younger student athlete, the younger student athlete will be kept as they clearly have greater athletic potential. Secondly, if two student athletes are the same age, the one with greater athletic potential will be kept. Again, athletic potential is only one category to be assessed, but it may be the category that breaks a tie in the event that all the other categories are ties.

*B) Fundamental Skills*

The overall fundamental skills of each athlete should be comprehensively assessed during tryouts. Those athletes with a greater skill set should be shown favor for positions on the team. While some players may be masters of one skill, others may be masters of multiple. For instance, a player may be a great shooter, but that may be their only skill. Meanwhile, another player may not be a great shooter, but make their team better because they utilize several intangible fundamentals that may make their team better. It is the coach's responsibility to place value on all types of players based on the value that individual players' skill set brings to the game. Again, this is only one variable to consider when deciding who makes the team, but it may be a category that breaks a tie between players.

*C) Coachability*

An athlete's ability to follow directions, accept constructive criticism, take direction, execute the coaches strategy, and to work hard should also be assessed by coaches during tryouts. Coaches should assess a player's ability to be coachable compared to other players when determining who makes the team.

*D) Ability To Fill A Role*

All teams have a variety of roles they need filled in order to be successful. When evaluating players and deciding who makes the team, coaches should consider the student-athlete's ability to fill a current and/or future role within the program. In addition, coaches should communicate to athletes what roles they value and assess athletes on a personal basis per their ability to fill one of those roles within the program.

Within this framework it is important to know that the tryout scenario will be used mostly for the breakdown of teams, and that the practice of cutting students will be a last resort and will not take place until the head coach has had a conversation with the AD.

### **Communication Policy**

Effective communication is the cornerstone of any successful organization including the CSDAD. Therefore, members of the CSDAD will be diligent in their efforts to communicate in a proactive, constructive, and effective manner. The following guidelines will assist coaches in effectively communicating on behalf of the CSDAD.

## **Proactive Communication**

*Be Proactive!* Coaches should strive to communicate in a proactive manner at all times. Examples of times to communicate proactively include producing player/parent guidelines, holding a preseason player/parent meeting, designing/issuing/utilizing a season calendar that includes practice/game dates/times, utilizing a player/parent commitment and expectation sheet, and providing adequate notice for meetings or changes to schedules.

Keeping the AD/Principal informed of injuries, incidents and issues in a proactive manner shall also occur.

## **Communication Responsibilities**

A) *Professionalism*: As representatives of the CSDAD, all communications made by coaches shall demonstrate the utmost professionalism.

B) *Parent communications*: All coaches need to establish and communicate an operational method for parents and athletes to communicate concerns and needs. This operational method shall be documented and included in the parent/player handbook and commitment/expectation sheet. Coaches are advised to inform parents in their handbook that game day meetings with coaches will not occur, but appointments may be made for parents to share concerns at other times.

C) *Problem solving*: Parents will be encouraged by the coach and administration to seek resolution to issues beginning with the coach. If this meeting fails to resolve the matter, the parent may then ask for a meeting with the AD, who may also be supported by the principal. If the matter is still unresolved, coaches should understand that parents have the right to formally complain at the district level.

D) *Media*: Communication with the media is another responsibility of coaches. Following games the media will need to be notified and provided with statistics, quotes, and a brief description of the events of the game. The AD and/or principal may approve all information and materials released to the media, including article copy.

The following media shall be contacted following games.

1) The Register Guard (home or away), e-mail:

[sportsdesk@registerguard.com](mailto:sportsdesk@registerguard.com)

2) The Creswell Chronicle (Usually Once per week):

E) *Online*: Coaches are advised to maintain professionalism in their social media posts, even if it is a private account. Participation that is unprofessional is potentially damaging to the CSDAD and its coaching staff, and the student-athletes.

F) *Meetings*: Head coaches are also required to attend all Mountain Valley Conference meetings on behalf of their program and the CSDAD. While attending these meetings coaches should communicate concerns on behalf of the CSDAD as discussed with the AD. Furthermore, coaches should use discretion when nominating student-athletes for all-conference awards, ensuring that the accomplishments of the nominees truly encompass the merit of the award.

G) *Athletic Director*: Coaches are also responsible to ensure that they proactively communicate with the AD their fundraising plans, off-season programs/plans/schedules, purchasing/reimbursement/equipment needs, facility needs, parent/athlete complaints and any other needs/concerns pertinent to their program. They also need to keep the AD informed of any and all roster changes, injuries or safety concerns.

H) *Teachers*: Communication with the CSD teaching staff is another responsibility of all coaches in the CSDAD. The communication with teachers should be of a collaborative nature, and one that shows support of the teacher. The outcome of this meeting should be about improving the student-athlete standing in that class.

I) *Coaching Colleagues*. Proactive communication with coaching colleagues in the CHSAD is critical to establishing healthy and professional relationships. Coaches should never assume anything about one another, clear up concerns/issues immediately and face to face, and show public support for one another at all times.

J) *Player Communications*. Coaches should strive to communicate proactively and positively with players. Coaches shall understand that every individual player has different needs and backgrounds and need to take that into consideration when communicating with players. Therefore, motivating players may not look the same for everyone, but all players will be treated fairly and equitably.

### **Injury/Accident Communication**

Following an injury or accident involving a student the head coach, or his or her designee, needs to immediately complete a CSD accident/injury report (the same day). The information shared in this report needs to be as specific as possible. For instance, use the complete name of students, witnesses, and coach/supervisor. Provide descriptive, accurate information that is factual in nature. Give a detailed account of the incident, intervention taken, emergency contact communication that occurred, and any follow up information the administration might need.

*Notify Administration*. In addition to completing the report, ensure that the AD/principal is notified immediately and that the accident report is given directly to the AD/principal.

### **Managing Medical Emergencies**

**The following basic emergency medical guidelines are to be implemented in the event of an athletic injury:**

1. Coach in charge will make an immediate general assessment of the injury, checking for:
  - a) First, any sign of unresponsiveness
  - b) Second, ABCs (Airway, Breathing, Circulation)
  - c) Third, for gross deformities, i.e. apparent fractures
  - d) Fourth, for general athletic injuries
2. In the event of a serious injury, the coach in charge must decide whether or not to call an ambulance. **DO NOT MOVE A SERIOUSLY INJURED ATHLETE!!!**
3. If contacting the emergency medical staff:
  - a) Coach in charge will designate a responsible person to call the ambulance.
  - b) Coach in charge will stay with the injured athlete
  - c) Callers are to give the following information to the dispatcher:
    - Who is calling

- Where you are calling from (building/field/location)
  - Phone number you are calling from
  - What has happened
  - Assistance being given
  - Where to enter facility, if known
  - Don't hang up until dispatcher does
- d) Callers report back to coach in charge
- e) Coach in charge will send a responsible person to meet the EMTs and guide them to the location of the injured person.
4. Coach in charge will continue to give proper basic first aid procedures until qualified medical staff arrives and relieves the coach of that responsibility.
  5. A copy of the athlete's medical form should be available to be given to EMTs before leaving with the athlete.
  6. Contact the parents/guardians and notify them of the injury.
  7. Contact the AD and notify him/her of the injury.
  8. File a written accident report with the AD.

### **Inclement Weather Closures**

When the Creswell School District is closed due to inclement weather all after school programs, including athletic practices and games, are canceled for the day. The athletic director will notify in season coaching staff of school closures when they occur.

### **Grievance Procedures**

#### **Parent/Athlete Complaints**

Parents and athletes have the right (just like all district patrons) to raise concerns and/or complain about something they disagree with regarding the CSDAD and/or its employees.

Regardless of the nature of the complaint, resolution of the issue that led to the complaint will be the focus for rectifying the situation. Resolution will begin at the lowest level possible with the least intervention necessary to resolve the issue (player/parent with coach would be lowest). At each level of resolution the parent or athlete lodging the complaint reserves the right to appeal the resolution, or decision of the representative of the school (coach/AD/principal), to that person's supervisor.

Complaints against coaches fall under two categories, formal and informal. Formal complaints are when a parent completes a Creswell School District complaint form while an informal complaint occurs when a parent approaches a coach, the athletic director, or an administrator with a concern.

Formal complaints require the district to follow its grievance process as established by board policy. This process takes time, investigation, and has procedural requirements. Therefore, coaches may anticipate the administration to formally investigate complaints of this nature.

Informal complaints fall under the following levels.

- A) A level one informal complaint is typically of a procedural, philosophical, structural or minor behavioral/incidental nature against a member of the coaching staff. Complaints at this level can usually be resolved at or below the head coach level.
- B) A level two complaint is usually a complaint that results from an unresolved issue at level one. However, level two complaints can also be derived from accusations of ongoing or long term negative treatment of players or parents, conduct unbecoming a CSDAD employee, poor situational/circumstantial interpretation or management by a coach, or parent/player disagreement/dissatisfaction with the coaches management of their program/team. Complaints at this level will usually be resolved at the AD/principal level.
- C) Level three complaints involve an accusation of gross neglect and/or criminal behavior on behalf of the coach and will require the formal grievance process to be followed.

Despite the nature of any complaint, it will be the procedure of the CSDAD administration to provide due process for the accused and the accuser following any type of complaint.

Finally, philosophically speaking, the goal of this grievance process is to provide a constructive forum by which to resolve issues with the preservation of healthy relationships in mind.

### **Player/Parent Guidelines**

Each head coach will produce player/parent guidelines to be issued to each athlete participating in his or her program. The guidelines should be brief, but thorough, and include at least the following items.

- A) A brief description of the coach's philosophy regarding their sport.
- B) Contact information for the head coach.
- C) How/when to communicate concerns/suggestions/support/help with coaches.
- D) A commitment/expectation sheet to be signed by the parent and the athlete.
- E) The commitment/expectation sheet shall include attendance, academic, substance abuse, work ethic, behavioral, transportation, nutrition/rest, grooming/game day attire, sportsmanship, parent/player expectations in each regard as listed above, notice of due process rights, lettering policy, eligibility requirements, hazing/bullying/stereotyping moratorium, and grievance procedures for issues/problems.
- F) A practice and game schedule for the entire season.

- G) Lettering policy for the program shall also be included.
- H) Tryout criteria and rubrics.
- I) Cell phone/camera use in locker rooms.
- J) Anything else specific to the sport the head coach feels should be included in the handbook.

### **Academics-CHS**

The CHSAD places great emphasis on the academic achievement of their student athletes. With that in mind, the CHSAD will use the following guidelines to monitor student-athlete academic progress.

- 1) Student-athletes must pass three of four classes at the conclusion of the semester immediately preceding their participation in a sport.
- 2) Student-athletes must be enrolled in at least three classes to be eligible. Those enrolled in only three must be passing all three to be eligible.
- 3) Student-athletes must be enrolled in at least three classes while they are participating in a sport.
- 4) Grade checks will occur after the third week of each season and every week thereafter.
- 5) Coaches can institute measures within their program to support student athletes whose grades threaten their eligibility (if they have one 'D' or worse on a grade check). Suggestions include study halls, loss of practice/playing time, remedial instruction opportunities, tutoring, mentoring, etc.
- 6) Student-athletes who become ineligible during the season may not participate in games/contests until the athletic director reinstates eligibility.

*A copy of this eligibility section shall be included in the Code of Conduct*

Study halls are an effective method for student-athletes to pull up their grades. We offer athletic study halls from 3:25-3:50pm Monday-Thursday in the library. Requiring students who have grades that threaten their eligibility to attend these study halls (or lose playing time) is an invaluable tool in motivating athletes. This is also a time that athletes can check in with their coach and access other teachers (in the courses they need help in) in their rooms. This can be difficult, however, when the coach is off staff. In this case, making arrangements with classroom teachers for classes in which the athlete is struggling is an effective tool.

### **Lettering Policy-CHS**

Head coaches shall develop a rationale for earning an athletic varsity letter in their respective programs within the following guidelines. The rationale for earning a letter in the sport must be communicated in the player/parent guidelines issued prior to the season.

- A) Coaches should consider the athlete's contribution to the varsity team throughout the entire course of the season when determining whether or not to award a letter.
- B) The award of a varsity letter should have a quantifiable value of some kind (i.e. played half the quarters of total varsity games) that demonstrates the individual athlete's contribution to the varsity team.

- C) Coaches should remember that maintaining a higher value for a varsity letter (as demonstrated by a specific rationale for earning a letter) serves as greater motivation to athletes than maintaining a lower one.
- D) Athletes must complete their responsibilities for the season and be in good standing with the coach in order to receive a letter.
- E) All lettering policies and letters issued must have the approval of the AD.

Letter winners will be presented with their letter and certificate at the awards dessert at the conclusion of the season.

### **Transportation Policy**

Interscholastic sports are provided transportation via the CSD Transportation Department (CSDTD). Club sports are responsible for their own transportation (*see club sport transportation below*).

The following guidelines pertain to the transportation of student-athletes involved in interscholastic sports.

- A) The CSDTD, in conjunction with the AD, will schedule departure times to away contests. Departure times will be scheduled in order to have teams arrive at games one hour prior to game time.
- B) Student-Athletes will be released 15 minutes prior to departure by the Athletic Department.
- C) All student-athletes and managers/statisticians of the traveling program must ride school-sponsored buses to away events.
- D) Prior to departure to a contest, the head coach will submit a list of names of everyone traveling on the bus to the CHS or CMS office (the list will literally reflect exactly who is physically on the bus). The coach will keep a copy of this list on the bus for him/herself.
- E) Head coaches will ride buses to and from games unless approved by the athletic director.
- F) Parents/legal guardians may secure their student(s) from school supervision at the conclusion of any away contest by signing a release form with the athletic department. Parents/legal guardians wishing to release their student(s) to another responsible adult (at least 21 years of age) will need to obtain a signed release form by the AD prior to leaving for the contest.
- G) Stopping for meals is at the discretion of the head coach. The general rule is that if a trip is 30 minutes or less to the competition then there won't be a need to stop.
- H) Coaches should communicate an anticipated return time for buses coming back from away contests. It is further advised that once the bus is within thirty minutes of CHS, students should use their cell phones to schedule pick up by parents at CHS. Coaches must stay, and supervise students, until the last student is picked up by their parent/guardian.

### **Bus Procedure – Student Control/Conduct on District School Buses**

1. No glass containers of any kind are allowed on the bus. Plastic containers are okay.
2. No eating or drinking on the bus at anytime without approval of the bus driver.
3. Student/athletes are to be controlled by the supervisor/coach at all times while on the bus.
4. All school regulations pertaining to students/athletes or pertaining to the transporting of such people on buses for educational and athletic activities will be followed.
5. All loud and obnoxious behavior will be controlled.
6. All unnecessary movement from one part of the bus to another while the bus is moving will be controlled.
7. All destructive damage to the bus must be deterred.
8. Upon returning home from the trip, the supervisor/coach must have the bus cleaned by students/athletes for all garbage. No equipment is to be left on the bus. After the bus has emptied of students and their belongings, the coach/supervisor must then make a personal inspection of the bus to ensure it being left in a clean and proper way.
9. Conduct on all team buses, roter buses and field trips will be conducted as set by Creswell School District policy and the Oregon Department of Education rules and regulations at all times.

### **Club Sport Transportation**

Club sports within the CHSAD will provide private transportation for their student-athletes. The following guidelines pertain to transporting club sport participants.

- A) Anyone transporting CHS students in their private vehicles must have CSD approval
- B) The AD will schedule departure times to away contests. Departure times will be scheduled in order to have teams arrive at games one hour prior to game time.
- C) Coaches will instruct student athletes to ask permission for release from class 15 minutes prior to their scheduled departure time (only teachers can actually dismiss them). This time will also be published in the daily announcements.
- D) Head coaches will instruct drivers to pick up departing students on the east side of the school near the locker rooms.
- E) Prior to departure to a contest, the head coach will submit a list of names of everyone traveling (and with what driver) to the CHS office (the list will literally reflect exactly who is physically in each vehicle). The coach will keep a copy of this list for him/herself.
- F) Parents/legal guardians may secure their student(s) from school supervision at the conclusion of any away contest by signing a release form with the athletic department. Parents/legal guardians wishing to release their student(s) to another responsible adult (at least 21 years of age) will need to obtain a signed release form by the AD prior to leaving for the contest.
- G) Coaches should communicate to parents an anticipated return time for participants coming back from away contests. It is further advised that once

the traveling group is within thirty minutes of CHS, students should use their cell phones to schedule pick up by parents at CHS. Coaches must stay, and supervise students, until the last student is picked up by their parent/guardian.

### **Off-Season Program Guidelines**

The CHSAD recognizes the need to provide growth opportunities for student-athletes throughout the year. While the athletic department's emphasis is to encourage multi-sport athletes, it is understood by coaches in the department that off-season opportunities can be provided for student-athletes to work on a particular sport/skill.

However, it is also agreed upon by coaches that in-season sports take precedence over off-season offerings, and that coaches are expected to encourage athletes to participate in CHSAD programs throughout the year. Furthermore, the use of CHSAD facilities and equipment, as well as the scheduling of off-season opportunities will be of secondary importance in relation to in-season sports. Finally, coaches are directed to use the following guidelines when considering off-season developmental opportunities for their student-athletes.

- A) The athletic director, prior to their commencement, must approve all off-season developmental opportunities.
- B) Facility use forms must be used during the off-season to communicate facility needs.
- C) Only head coaches may organize off-season developmental opportunities. Once the opportunities are organized, assistant coaches may assist in supervision. Head coaches, however, remain responsible for the adherence to CHSAD policy.
- D) When scheduling offseason opportunities (open gym, weight room time, skill development workouts, etc.) coaches must avoid overlaps with in season practice/game times as this structurally discourages multi-sport athletes.
- E) Off-season development opportunities are also limited in scope to the following dates:
  - Fall training/open gym/field dates: **September 29 to November 16***
  - Winter training/open gym/field dates: **Dec 29 to March 1***
  - Spring training/open gym/field dates: **April 13 to May 25***
- F) Coaches providing off-season opportunities for athletes need permission of the in-season head coach prior to working with any athlete that is participating in an in-season sport at the time of the off-season developmental opportunity.
- G) Coaches shall adhere to all OSAA regulations when conducting off-season opportunities.
- H) Summer league contests, or play dates outside of the OSAA calendar year, are at the discretion of the head coach to schedule. Transportation, funding, and supervision of summer league contests are the responsibility of the head coach and/or patrons of the particular sport.

### **Scheduling**

During the OSAA calendar year the athletic director will schedule games and officials. Outside the OSAA calendar year head coaches are responsible for their own scheduling.

## Facility Use

### **Facilities Priorities**

The CSDAD values the contribution that all its members make in providing outstanding support for CSD programs. However, to prioritize the demand on facilities, the following guidelines will be used.

- A) In season activities at CHS/CMS will have top priority to CHS/CMS facilities.
- B) CMS in-season needs for CHS facilities will have next priority.
- C) Off-season activities involving CHS/CMS students will follow next.
- D) Youth programs designed to support CHS offerings will be next in line for access to CHS facilities.
- E) Community functions that CHS provides facilities for will, at times, take precedence over C/D above, as it is a duty of CHS to provide facilities for its patrons for important community events.
- F) Adult recreation groups may sign out CHS facilities for use when available.
- G) With the exception of groups (A/B) above, the remaining groups must obtain a facility use form from the athletic office prior to use of CHS facilities.

### **Care For Facilities**

It is the responsibility of each coach to care for the CHS/CMS athletic facility under their supervision. Care, in this context, means the facility is clean, groomed, properly maintained, safe for student-athlete use, used within district policy and expectation, and those using it are using it under the pretense they were provided the facility for.

Coaches should pay particular attention to materials, clothing, equipment and other items that may pose a risk to student-athletes, ensuring that the environment is “safe” prior to the start of any athletic activity. Specific mention should be given to student clothing, balls, and equipment that athletes may step or slip on. Removing these items from the immediate playing area will help insure a safe environment. In addition, pieces of metal, wood or glass that pose a danger to student athletes should be removed and reported to the AD/head custodian prior to placing participants in the area for competition.

Coaches must also monitor the facilities under their direction for vandalism, damages by athletes in their charge, and for proper upkeep. Coaches are advised to report any defacing of facilities to the AD/principal/head custodian.

### **Access To Facilities**

Of significant note in the care for facilities is the issuance of keys and access to CHS/CMS athletic venues.

Keys to CHS/CMS buildings and rooms are assigned to staff only, and are for the use of staff only. Keys are not to be reproduced by anyone except authorized CSD staff. Keys are never to be given to students unless the student is under the immediate supervision of a staff member, and the key is provided on a momentary basis.

Coaches should be sensitive to the areas of CHS/CMS they access as many areas around the building contain professional and private possessions of other staff members. Access by key for staff members, therefore, is limited in scope to access by need for that particular staff member.

In addition, coaches that need access to other areas of the campus need to attain permission for that access prior to using those areas. This would include the permission of a classroom teacher to use their classroom, the PE instructor to access his or her office, to enter some other coach's storage area, etc.

Finally, it is the responsibility of the head coach to ensure that all facilities accessed by players, coaches, parents and spectators are secured prior to the coach's departure from the CHS campus.

### **Locker Room Responsibilities**

The CSDAD expects student-athletes to maintain a clean and orderly locker room area at all times. Locker use, as well as team room use, is a privilege. The following guidelines will assist coaches in maintaining appropriate locker room decorum.

- A) Coaches will use the master Google Sheet of what locker is assigned to what student, and the combination of the lock on that locker. Lockers, combinations and locks can be retrieved from the PE instructor or AD.
- B) Coaches are to be present when student-athletes are in the locker room area. In the event of a male/female supervision conflict, coaches are expected to supervise as closely as possible (or within reasonable proximity).
- C) Coaches may not leave until the last student-athlete has left and the locker room area is secured from entry. To assist in expediting student departure, coaches are advised to limit the length of student shower and social time.
- D) Cleats are to be removed prior to entry into locker rooms when possible.
- E) Clothing, garbage, and all other items are to be picked up nightly by athletes prior to their departure. Athletes should insure they secure their lockers as well. The coach is responsible if the locker room is dirty.
- F) When the last athlete has left, the coach needs to check the locker room area for cleanliness and locker security, and ensure that the locker room is locked upon his/her departure.

### **Purchasing Procedures**

All purchases made by coaches/advisors are subject to the following policy.

- A) All purchases require prior approval of the AD. (Do not agree to a sale to a particular vendor prior to consulting with the AD)
- B) A legitimate rationale for the purchase must be provided to the AD.
- C) Funds must be available in the proper account (District budget, or the individual sport's ASB) before a purchase will be approved.
- D) The CHS purchase order process, available in the CHS office, will be used for purchases.

- E) Purchase orders must be submitted fourteen days prior to the need for the funds.
- F) CHS purchase order forms must be used for all purchases.
- G) Invoices, receipts, or other evidence proving the purchase must be returned to the CHS office for filing with the original purchase order. This is required, as invoices, receipts, or other evidence will be required in the event of an audit.
- H) Facility, equipment, staffing, and any other questions/ideas regarding purchases/needs must be presented to the AD. The AD will then communicate the needs to the building or district administration.

### **Equipment Guidelines**

All coaches are responsible for ensuring that equipment is properly used, appropriately cared for/maintained, and that all equipment used by student-athletes is safe for their use under national and state standards. Furthermore, it is the responsibility of the coach to insure that their sport-specific equipment meets state/national requirements pertinent to that sport. Finally, equipment may only be “lent” or issued to organizations not affiliated with CHS with the prior approval of the AD.

#### **Equipment Needs**

The CHS Booster Club can be used to help purchase equipment for extra curricular activities.

*Coaches of interscholastic sports* are subject to the following policy in regards to equipment needs/purchases.

- A) The district budget provided each year is a pool of money that does not carry over from year to year.
- B) The Booster Club meets on the first Wednesday of each month at 6:00PM in the CHS Commons (except for July). Head coaches are encouraged to attend and present rationale for requisitions.
- C) Head coaches need to present to the AD a list of equipment needs for the upcoming season three-months/booster meetings in advance. This will allow time for the Boosters to approve requisitions, and for equipment to be ordered in a timely manner.
- D) Coaches should understand that the Boosters may not approve all requisitions, and may want to consider using their ASB account for remaining purchases.

*Coaches of club sports* are subject to the following policy in regards to equipment needs/purchases.

- A) Use the purchasing procedures as outlined in “purchasing procedures” above.

#### **Uniform Replacement**

The CHSAD will observe a rotating uniform replacement schedule. It should be understood by coaches that new uniforms will be purchased, consistent with that schedule, for varsity teams, the varsity uniforms subsequently being handed down to the JV1 or JV2 teams in the affiliated program.

Coaches should also understand that when making decisions regarding the student-athlete purchase of uniforms, the coach/program sacrifices their position on the uniform replacement schedule until the next time they are scheduled.

Student athletes will replace uniforms they have lost at CHSAD cost.

### **Care of Equipment**

Head coaches are responsible for the care and storage of equipment affiliated with their program. The following policy establishes expectations in regards to the care and accountability of CHS athletic equipment.

- A) Head coaches are responsible for the issuance and recording procedures of CHS athletic equipment.
- B) Each coach needs to maintain a systematic, written record of equipment issued to students that facilitates retrieval of the equipment at seasons end.
- C) All equipment needs to be collected from student athletes by the last day of competition, not after. Coaches are advised to collect away uniforms at the last away contest, and home uniforms at the last home contest. All other equipment issued to students should be collected at the last contest. After the final collection of uniforms, coaches can wash the uniforms (and other equipment that can be washed) in the CHS laundry room and store them.
- D) At the conclusion of the season the head coach needs to inventory all equipment on the provided “equipment inventory list” and return a copy of this list to the AD.
- E) When completing the “equipment inventory list” coaches should also produce a list of needs for the following year and submit this list to the AD as well.

*A copy of the equipment inventory list is located in the appendix of this handbook.*

### **Lost/Missing Equipment**

Upon return of equipment issued to athletes the head coach should take note of equipment that was not returned and produce a list of missing equipment for the AD. Meanwhile, the coach should remind the athlete that the athlete is responsible for the replacement cost of the equipment that was missing, and provide the athlete with a prompt timeline for the equipment’s return. Athletes will be billed for missing equipment.

### **Storage of Equipment**

Each sport has its own storage area and CHS equipment needs to be stored and locked in the assigned storage area during the off-season. Coaches are advised to put their own lock on the storage unit, while also providing the AD, head custodian and Athletic Secretary a copy of the key for access. Equipment should also be stored in a manner that facilitates its longevity.

### **Medicine Kits**

Each head coach has the responsibility to make sure there is an adequately stocked medicine kit at the beginning of the season. They need to check in with the athletic trainer for additional supplies or if they run out of things. It is the head coach’s

responsibility to ensure that the medicine kit is returned in the same condition as it was issued. Furthermore, students, athletes and managers are not allowed to get into the medicine kit. Head coaches may assign an assistant coach to manage the medicine kit and the aforementioned expectations. Please communicate with the trainer regarding your first aid kit needs.

### **Fundraising**

Coaches must adhere to the following policies regarding fundraising when attempting to raise money for their program.

- A) All fundraising activities must have prior approval of the athletic director (AD).
- B) A legitimate rationale for raising the funds must be presented to the AD.
- C) The CHS fundraising form must be completed and submitted to the AD fourteen days prior to the beginning of the fundraising activity.
- D) All funds raised must be receipted at the CHS office and deposited into the individual programs Associative Student Body (ASB) account (i.e. ASB Volleyball).
- E) Door to door fundraisers are prohibited for safety reasons.

### **Admission To Games**

#### **Admission To Home Contests**

The following individuals will be allowed free admission to regular season home athletic events.

- A) CHS Passholders
- B) Oregon Coaches Gold Card Holders
- C) Mountain Valley Conference Pass Holders
- D) Staff and one guest

#### **Admission To Away Contests**

The Mountain Valley Conference issues passes to conference events. These passes will be issued based on need, at the discretion of the CHS AD.

#### **Admission To District/State Playoffs**

The Mountain Valley Conference and OSAA govern district and state playoff games respectively, and admission to these contests is regulated by these entities. See the AD for admission policies for these events as they differ from regularly scheduled games.

Coaches are also advised to share this information with parents, student-athletes and supporters.

#### **Oregon Athletic Coaches Association Gold Card**

All coaches are encouraged to join the OACA and acquire a Gold Card from this association. The Gold Card admits coaches to all games in the state of Oregon, as well as some collegiate events. Membership also includes a liability insurance policy for the member coach. This Gold Card can be purchased with District funds and is strongly

recommended by the Athletic Department. All paid coaches will get a Gold Card purchased by the district.

### **Team Support/Ceremony Guidelines**

#### **Cheerleaders**

Cheerleaders are to support Varsity Fall and Winter Sports and JV squads when possible.

#### **Pep Assemblies**

Pep rallies are scheduled by the AD and ASB advisor. Every attempt will be made to provide equal recognition for all sports at these assemblies. Coaches should anticipate being asked to speak at pep rallies on behalf of their team, and are expected to participate when asked.

#### **National Anthem**

The National Anthem will be performed before varsity games. Those wishing to perform the national anthem prior to games must have athletic director approval.

#### **Music During Warm Ups**

Head coaches are responsible to proactively screen music used during pre-game warm ups for content and language.

#### **Halftime Entertainment**

Any person or group wishing to perform a function at halftime must have the prior consent of the athletic director.

#### **Printed Programs**

The program will be printed by the Athletic Department.

#### **Rosters**

Player rosters are to be provided to the athletic secretary for fall and winter sports three days before the first contest. They should at least include the player's name, grade, number, position, height, and weight. Any changes in the roster need to be given to the Athletic Secretary by the next business day.

#### **Senior Night**

At the conclusion of each season it is traditional to honor senior athletes and their parents for their contributions to CHS. The AD is responsible for organizing these recognition ceremonies and presentations.

#### **Pep Band: Liz Lacey, Band Director**

The Creswell High School pep band will perform at as many fall and winter varsity games as they can.

## Head Coach Job Description

**Reports To:** Athletic Director as principal's designee.

### **Qualifications:**

1. Possesses and maintains a moral character that is consistent with being a positive role model for high school students.
2. Possesses a good knowledge of the sport assigned including, but not limited to, knowledge of training and conditioning techniques and the ability to diagnose player deficiencies and prescribe corrective activities.
3. Be a positive and effective communicator with various groups and people.
4. Know how to build healthy relationships with various groups and people.
5. Be able to effectively represent the assigned program publicly.
6. Possesses the ability to address medical situations that may occur as a result of participation in the sport they supervise.
7. Possesses a current First Aid/CPR card, NFHS certificate, and has been fingerprinted with our district office.

### **Goals and Performance Responsibilities:**

*Goal A: To manage and supervise the assigned athletic program, grades 9-12.*

1. Perform duties as outlined in the coach's handbook.
2. Assign duties and responsibilities to assistant coaches.
3. Coordinate the issuance, care and inventory of equipment, supplies and uniforms.
4. Assist the athletic director in purchasing equipment, supplies and uniforms for the particular sport.
5. Supervise students at all times from the time players report for practice or activity until students leave for home. At no time should students be without direct supervision of a coach.
6. Submit the following forms to the Athletic Director or their secretary:
  - a. Complete team rosters
  - b. Complete list of awards recipients, season records, and team accomplishment.
  - c. Inventory forms at the conclusion of the season.
  - d. Complete all other forms required by the athletic director.
7. Coordinate the distribution, collection, security, storage of athletic equipment, uniforms and supplies (during the season and at its conclusion), and for the collection of fees for lost equipment and uniforms by athletes.
8. Show respect for officials, press, opposing coaches, visiting teams, parents, students, athletes, fellow coaches, and teachers.
9. Be a leader among young student athletes as an athletic coach and as a teacher.
10. Be responsible for security at all facilities used by the team and coaching staff.
11. Attend coaches meetings as assigned by the athletic director.
12. Perform any other duties or responsibilities related to the coaching position as needed or directed by the high school principal and/or athletic director.

*Goal B: To establish an environment in which athletes can gain self-esteem and develop a positive self image.*

13. Be responsible for awards presentations made during annual awards programs.
  14. Demonstrate an interest in the classroom efforts and off-season activities of athletes.
  15. Provide leadership that promotes positive attitudes and good sportsmanship.
  16. Work with athletes in a fair, understanding, tolerant, sympathetic, and patient manner.
  17. Encourage students to participate in more than one sport.
  18. Promote school and community interest in the sport by:
    - a. Appearing and/or speaking at school pep rallies, community events, and various fundraisers as directed by the athletic director or personal interest.
    - b. Holding preseason parent meetings.
    - c. Attending booster club meetings.
    - d. Maintaining a pleasant, workable relationship with the news media.
    - e. Preparing public address announcements for in-school reading.
  19. Notify all members of the team of all policies, procedures, and training rules as they pertain to the team.
  20. Be responsible for the conduct of student athletes and other involved students at all times – practices, games, bus rides, other school, etc.
  21. Promote unity within the coaching staff and within the framework of the athletic department.
  22. Create practice and game settings that promote a sense of belonging and community to program members.
- Goal C: To establish winning teams within the bounds of good sportsmanship.*
23. Adhere to OSAA, Mountain valley Conference and CHSAD policies.
  24. Develop teamwork, morale, sportsmanship, courtesy, fair play, academic excellence and strict adherence to rules of training and conduct.
  25. Promote the attitude among athletes and coaches that winning is important but is secondary to good sportsmanship and overall welfare of the athlete.
  26. Develop fundamental skills, sport specific knowledge, and physical athletic growth for athletes at a mastery level consistent with state and national norms for high school athletes.

### **Assistant Coach Job Description**

**Reports To:** Head coach as athletic director’s designee.

**Qualifications:**

- A) Be of a moral character that is consistent with being a positive role model for high school students.
- B) Possess a reasonable knowledge of the sport at the high school level.
- C) Be able to take direction from the head coach.
- D) Know how to communicate effectively with athletes and parents.
- E) Possesses a current First Aid/CPR card, NFHS certificate, and has been fingerprinted with our district office.

**Goals and Performance Responsibilities:**

*Goal A: To assist with the management and supervision of the assigned athletic program.*

1. Perform duties as outlined in the coach's handbook.
2. Fulfill duties as assigned by the head coach.
3. Supervise, instruct and manage the players/team assigned by the head coach.
4. Assist the head coach with the varsity team.
5. Perform any other duties or responsibilities to the coaching position as needed or directed by the head coach, AD or principal.

*Goal B: To assist in the establishment of an environment in which athletes gain self esteem and develop a positive self-image.*

1. Assist with player recognition ceremonies.
2. Support student athletes holistically as athletes, students, and people.
3. Provide leadership that promotes positive attitudes and good sportsmanship.
4. Communicate program expectations, rules, and policies to athletes in your charge.
5. Be responsible for the conduct of student athletes at all times.
6. Be loyal to the school, program and coaching staff by promoting unity.
7. Work with athletes in a fair, understanding, tolerant, sympathetic and patient manner.

*Goal C: To establish winning teams within the bounds of good sportsmanship.*

1. Adhere to OSAA, Mountain Valley Conference, and CHSAD policies.
2. Promote a winning attitude and habits that are consistent with success.
3. Develop fundamental skills, sport specific knowledge, and physical athletic growth for athletes in a developmental way that supports the overall program and head coach's philosophy.

## **Promoting Healthy Lifestyles To Athletes**

### **Overview**

Coaches have a responsibility to promote healthy living and proper nutrition to their student athletes. Coaches in the CHSAD shall promote the following nutritional guidelines to the athletes in their charge.

### **Hydration**

Athletes should have ample opportunities for frequent water breaks during practices and games. Coaches should ensure that water is readily available at all times and that athletes are encouraged to hydrate frequently. Athletes should also be encouraged to ingest electrolytes (Gatorade, Powerade) on a regular basis to assist with water retention and rapidity of hydration.

A recent phenomenon regarding high school athletes is the trend to ingest drinks with lots of caffeine prior to competition. These "sports energy drinks" can have a negative effect on performance and athletes should be encouraged not to drink them.

## **Nutrition**

Athletes should be encouraged to eat a balanced diet with a reasonable daily caloric intake (2,000 to 3,500 calories per day for an average high school athlete). Athletes should be encouraged to eat a diet that emphasizes complex carbohydrates, healthy proteins, and fruits and vegetables. Coaches should avoid promoting artificial performance-enhancing foods that are viewed as a shortcut to athletic growth.

## **Sports Enhancing Drugs**

Contemporary athletics is ripe with all sorts of “quick fix” drugs that promise to enhance athletic performance. High school athletes, at a rate never seen before, are using steroids, creatine, and a litany of other substances in hopes of finding a shortcut to good training and great nutrition. Coaches not only have a responsibility to educate athletes about the dangers involved with using these substances, but also have a responsibility to provide student athletes with healthy alternatives to these substances.

## **The Image Of Athlete**

The image of the modern athlete often has a negative effect on the nutritional behaviors of high school athletes. Therefore, high school athletes should be educated to look beyond the glamor of high profile athletics, and focus on athletics as a supplemental activity to a lifetime of good health.

## **Rest And Recovery**

High school athletes are still growing physically, mentally and emotionally. Many recent studies have proven that high school students do not get enough rest. Coaches should encourage their athletes to get adequate rest on a daily basis. Given the strains and rigors of high school athletics, athletes should also be instructed how to treat their body following athletic competition or training.

## **Role Modeling**

The CSDAD expects its coaches to be exemplary role models for the student athletes in their charge, while also conducting themselves with utmost professionalism at all times. The following guidelines will serve as minimum role modeling and professional expectations for all coaches in the CSDAD.

- A) Using profanity at students, officials, parents or others involved in a sporting event is not an effective way to communicate nor will it be tolerated by the CSDAD.
- B) No tobacco products used on school grounds or when supervising student athletes.
- C) No alcohol use before or during contact with student athletes.
- D) No use of illegal drugs.
- E) Dress professionally. No profane, sexually suggestive, exposing, or inappropriate attire.
- F) Act professionally. Be punctual, professional, and appropriate during all interactions.

### **Supervising Assistant Coaches**

It is the responsibility of the head coach to supervise his or her assistant coaches in a manner consistent with the expectations set forth in this handbook. Head coaches shall be responsible to communicate these expectations, supervise their execution, and take corrective action when necessary, to ensure that assistant coaches are being compliant and performing their duties.

Head coaches shall also communicate their program expectations to assistant coaches including, but not limited to, loyalty to the coach/program/school, professional relationships with athletes/parents/colleagues/faculty/community members, problem solving strategies, short/long term program goals, assistant coaches job descriptions, and how to communicate concerns.

It will also be the head coach's responsibility to evaluate their assistant coaches at the conclusion of the season.

### **Evaluation Policy**

The CSDAD maintains an ongoing evaluation process for all paid coaches. While some methods of evaluation are informal, the CSDAD also utilizes a formal evaluation process for all paid coaches. Within this process head coaches will be evaluated annually by the AD, while head coaches, under the direction of the AD, will evaluate their assistant coaches.

### **Athletic Department Calendar of Events**

#### **Important Dates**

OSAA Calendar Year: August 18, 2025-May 25, 2026

First Practice For Fall Sports: August 18, 2025

First Practice For Winter Sports: November 17, 2025

First Practice For Spring Sports: March 2, 2026

#### **Coaches Meeting Calendar**

Coaches shall also attend Mountain Valley Conference meetings as scheduled. Coaches can anticipate an annual meeting at the beginning of August, followed by preseason meetings for their sport, and post-season meetings to select all-conference teams (volleyball, football, basketball, baseball and softball coaches should anticipate these meetings).

**Handbook Sign Off**

*Please read, sign below, and return to the athletic director.*

**Terms of Employment:** The job description listed is meant as a guideline and in absence of specific direction, I understand that I must make reasonable decisions and must act on those decisions to ensure the athletic departments goals are met. I also understand that extra duty coaching positions are assigned on a one-year contract. My signature below signifies that I have reviewed the contents of my job description, including the contents of this handbook, and that I am aware of the expectations of my position. I understand that I must maintain these qualification requirements and will be evaluated directly in accordance with the performance responsibilities as stated herein.

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date**