**Spartanburg School District Six**

**Coaches’ Manual 2013-14**

**“Success…A Cavalier Tradition”**

 Congratulations on being a member of the District Six coaching staff. You were chosen to join our staff because **we believe you are one of the best in your profession** and that you will be an effective leader of the student athletes in our school district. As a coach, you have a tremendous opportunity to mold the character and development of your student athletes. Your influence is much greater than just instructing your athletes on the technique of their sport. You are teaching life lessons such as discipline, commitment, work ethic, responsibility, overcoming adversity and teamwork that are so vital but yet so lacking in our society today. Thank you for taking on one of the most challenging, yet exciting and rewarding professions that exists today – that of being a coach!

**Administration of the District Six Athletic Program**

1. The superintendent of schools is ultimately responsible for all phases of the public school program. General administration of the Interscholastic Athletics Program is delegated to the Director of Athletics.
2. **The principal of each school is specifically responsible for all school activities that effect students in his/her school.** It is important that he/she is closely involved in the operation of the athletic program.
3. Head varsity coaches are responsible for properly administering all rules governing their particular sport.
4. Assistant varsity, junior varsity and middle school coaches are responsible to the head varsity coach of that particular sport.
5. All coaches at every level are expected to be familiar with the region or conference regulations and the South Carolina High School League handbook regarding the rules of their particular sport both in season and out of season.

**Guidelines and Procedures for Coaches**

Preseason

* Once you have completed your schedule please submit it to the athletic director for approval and inclusion on the master athletic calendar. **Do not release the schedule to your athletes, media or other parties until you have the approval from the athletic director**. The athletic department will then submit the schedule to the SCHSL.
* Send Tournament/Invitational/Jamboree request information to the athletic director for approval and submission to the SCHSL. If out of state teams will be involved, be reminded of deadlines for NFHS applications.
* **Submit Teacher Release Prior Approval Request Forms for trips that would involve missing school time. Be reminded that these forms must be approved by the principal and district office.**
* As soon as possible, coaches should email a copy of the roster to Flynn Harrell, Erroll Morgan and Paula Kirkland.
* **Head coaches should provide a copy of team rules and requirements for lettering to the athletic director so that they will be on file in case a question arises during the course of the season.**
* As you are developing your lettering criteria please begin with the following: “For any athlete to be eligible for an athletic letter or team award, they must first complete the entire season (including play-off events) in good standing.”
* Head coaches should fill out a transportation request form for the season and submit it to Bob Crocker in the transportation department. Also send a copy of the transportation form to Flynn Harrell and Erroll Morgan.
* For eligibility, coaches should turn in all physicals and birth certificates immediately to the sports medicine staff or the athletic director. On the eligibility form, coaches should fill out (typed preferably):
1. the athlete’s full name (as it is on the birth certificate)
2. birthdate
3. grade (give the middle school attended if a 7th or 8th grader)

This information should be given or emailed to Flynn Harrell and Erroll Morgan.

* Concussion forms signed by parents should be turned into Molly Anderson for inclusion in the athletic files. An athlete should not be allowed to participate until a signed concussion form is on file.
* If an athlete did not attend District Six schools last year, he/she should take a “Form A” sheet home to be completed by his/her parent or guardian. Include the parent’s phone number on the sheet in case a question arises. This sheet should be returned to the athletic director as soon as possible.
* Once the eligibility form has been sent to the SCHSL, coaches can contact Erroll Morgan for the website and password to be able to view and print a copy of the form. **Coaches must verify that all athletes have been included on the eligibility sheet prior to participation in games/matches/meets.**  No athlete can participate in a contest unless they are included on the eligibility roster.
* All head varsity coaches are required to attend the SCHSL Rules Clinic for their particular sport. If a coach does not attend the Rules Clinic he/she will be responsible for paying the fine from the SCHSL.
* All coaches (both head and assistants) are required by the SCHSL to take the Concussion Course and the Heat Acclimatization Course at [www.nfhslearn.com](http://www.nfhslearn.com) A copy of the completion certificate for both courses must be sent to Flynn Harrell for filing.

In season

* You are encouraged to send a copy of your practice schedules (times/locations) to Erroll Morgan, Molly Anderson and to the DHS switchboard (Kathy Smith at smithkm@spart6.org). These schedules are helpful in answering questions parents may have. When considering practice length, remember to be mindful of the maturity, ability and academic requirements that our student athletes face. Many studies have shown that a two or two and a half hour practice is about as long as a young athlete can handle physically and mentally.
* Should you need to cancel or change a contest, contact the following as soon as possible:

Flynn Harrell

Erroll Morgan

Paula Kirkland

Molly Anderson

DHS switchboard

Transportation office (if a road contest)

DFC and middle schools if applicable

If possible, let the athletic director and Erroll Morgan know of changes **by 1:30pm** so that an announcement can be made school wide.

* We will be honoring a Dorman High School Male and Female Athlete of the Week during the fall and spring seasons and an Athlete of the Week during the winter season. Weekly winners will receive a framed certificate, a t-shirt and recognition on the athletic bulletin board and announcements. Varsity coaches should send nominations (including stats and comments for the previous week) for Athlete of the Week to Paula Kirkland by noon on Mondays. Athletes of the Week will be selected by mid-day on Tuesdays. A varsity player may only be selected for Athlete of the Week once per season and should be a student at either DHS or DFC.
* Varsity coaches should report their contest results to area newspapers in a timely fashion win or lose!! When you are on the road make sure to verify that the home team will call the results in.
	+ Spartanburg Herald-Journal 562-7240, 562-7243, 562-7244

Or email sports@shj.com Kevin Melton’s cell is 680-0645 and his email is kevin.melton@shj.com

* + Greenville News 298-4306, 1800-395-8326 or email sports@greenvillenews.com
	+ WSPA-TV 576-7777
	+ WYFF-TV 1-800-453-9933
* The Athletic Director will prepare daily announcements that will be used at DHS and DFC. The announcements will include results from the previous day and the athletic schedule for that day. Varsity and JV coaches should email Flynn Harrell (copy to Erroll Morgan) their scores **by 8:10am** for inclusion in the announcements.
* Any player or coach that is ejected from a contest must notify the athletic director either on the night of the incident or first thing the next morning. The athletic director must file a report with the SCHSL on the morning after an ejection. The penalty for a coaching ejection is a one game suspension and a $100 fine. The coach will be responsible for paying the fine.
* Teams that travel to a contest longer than an hour away or an all day event may receive up to $5.00 per athlete/coach/manager for meal money. **Coaches should present a requisition request to the Athletic Director well in advance of the trip.** Coaches may elect to purchase pizzas or sandwiches in lieu of meal money.
* Teams traveling on activity buses should not use the side emergency doors to load and unload team members or gear. These doors can be easily damaged and are costly to repair.
* Teams that travel to an overnight tournament or invitational should send a hotel expense request to the athletic director well in advance of the event so that a check can be prepared. Up to one regular season overnight trip will be paid for per varsity team upon approval by the athletic director. Additional regular season overnight trips would need approval by the athletic director and accommodations would have to be paid for by the athletes. Play-off accommodations will be handled on an as needed basis.
* If your team is staying overnight in a hotel for any event, a coach must check each room (a walk through inspection) for any damages before checking out. The coach should discuss with hotel personnel about any type room damages that the school may be charged for.
* Anyone that will be working PA systems for athletic events will need to meet with and be approved by the athletic director. No derogatory remarks towards the opposing teams or officials will be tolerated. **Any music that will be played on PA systems will need to be cleared by the athletic director**. Profanity or inappropriate lyrics are not allowed before, during or after contests.
* It is the strong preference of the athletic department that athletes should ride home from away contests on the team bus unless it is an emergency situation. If it is necessary for an athlete not to ride the bus home, he/she must complete the athletic travel release form (with parent/guardian signature) in advance of the trip. The request must be approved by the coach and athletic director.
* When on the road, coaches should be the last to leave a visiting locker room and should make sure that it is clean and orderly.
* Coaches will need to schedule a team picture day. The following photographers are recommended:

Sport Photo – Jerry Hatley 864-268-0567

Carolina Sports – 1-800-951-3686

If you decide to go with another photographer, make sure that they can provide at no cost to the athletic department, a picture and frame that will match the ones in the arena hallway. Also, ask them for an extra team photo for the athletic director’s files.

* **Coaches must have advanced permission from the athletic director and principal for early dismissals for athletes on gamedays**. Coaches should be sure to notify the attendance offices at all schools that are applicable and to Erroll Morgan in the athletic department.
* Any time a coach receives money from an athlete or parent, he/she must receipt it and turn the money in to the school office. Money should not be kept on the coach or in a coaches’ personal bank account. Please remember that the mishandling of money is a sure fire way to get fired!!
* If a coach is ordering shirts, hats or other apparel items for your team to purchase – he/she is encouraged to get design approval from the athletic director in advance. When figuring the charge to athletes, coaches should allow for extra costs such as tax, freight, set up fees ect.

Post-Season

* Following the season, each team will need to schedule a date, time and location for an award’s ceremony. These items must be approved by the athletic director and added to the master calendar. The DHS and DFC cafeterias are available for ceremonies. It is important to remember the appropriateness of off campus restaurants or venues. Absolutely no alcoholic beverages are to be allowed at ceremonies by anyone attending including adults who are of legal drinking age.
* Each varsity team will be allowed to give up to five awards and a highest GPA award at the end of season ceremony. Varsity athletes will receive a letter or participation certificate and JV and “C team” athletes will receive a participation certificate. Teams that win region championships will receive a t-shirt for each player/coach/manager or a letter jacket patch for each letterman on the team. Funds are available for food at awards’ ceremonies up to $7.00 per player, manager and coach. Dessert style ceremonies have been highly successful and are encouraged.
* State Championship Rings will be provided by the athletic department to the following (except for track and cross country teams which have their own guidelines):
	+ Anyone who lettered on the championship team
	+ Anyone who played in the championship contest
	+ A senior that did not letter but who has been on the team for at least two years

 Any other team member that did not meet the above criteria will be

allowed to purchase a ring if they wish. Coaches **may allow** athletes to upgrade their ring, but the athlete will be required to pay the additional cost.

* Head varsity coaches should schedule an end of season meeting with the athletic director within two or three weeks of the conclusion of the season. Topics for the season will include:
	+ a review of the season
	+ equipment in need of repair
	+ a list of needs/wants for the future
	+ ideas/suggestions for the future
* Coaches are responsible for the collection of all uniforms and equipment immediately following the season. Appropriate equipment and gear should be taken down, cleaned and placed in the proper storage area.
* There is some money in the athletic budget for coaches’ clinics. The South Carolina Athletic Coaches Association’s summer clinic is covered in the budget. If a coach would like to attend an additional clinic, he/she must make an advanced request to the athletic director. The athletic director will determine if there are funds available for some or all of the following: registration, lodging, meals, and travel.
* When possible, athletic gear, equipment and uniforms will be ordered in May or early June for the following school year. Coaches will meet with the athletic director to place orders.

General Policies

* If a parent has a question or concern about a particular team or coach, he or she should discuss the situation with the appropriate personnel in the following order:
	+ the head coach
	+ the athletic director
	+ the school principal
	+ the superintendent
* **All athletes should be reminded that hazing is a serious offense and will be dealt with accordingly.** This includes any type of verbal or physical abuse and may include any type of “initiations” that team members may attempt to conduct. If an athlete is caught being involved in a hazing incident, he/she may find themselves facing punishment from the athletic department, the school and even the police.
* If an athlete quits a sport or is removed from a team, he/she may not participate in another sport (including conditioning) until the regular season of the sport from which he/she quit is completed. This can only be waived if the head coach of the sport that the athlete quit and the athletic director approve. Encourage athletes to finish what they start!
* All purchases pertaining to athletics must be approved in advance by the athletic director. Coaches will be responsible for paying for items purchased without approval from the athletic director.
* **Coaches are responsible for the supervision of their athletes before, during and after practices, contests and workouts.** Athletes should not just hang out in the building or in athletic facilities. Athletes must also be supervised during off-season and summer workouts. The athletic department hallway is not to be used as an unsupervised waiting area before or after workouts.
* Any outside team or group that wishes to use the athletic facilities must complete a facilities use form and provide a copy of proper insurance coverage. This form must be approved by the principal and district office and added to the master calendar by the athletic director.
* Any volunteer coach must be an employee of School District Six and must be approved by the athletic director.
* All members of the coaching staff are encouraged to join and support the Dorman High School All Sports Booster Club. **Coaches should also encourage team parents to join and participate in the club’s activities including the selection of a team representative and concession stand work nights.** The booster club supports all of our teams with equipment, meal money, award’s ceremonies expenses and much more.
* Coaches should not discourage an athlete from participating in another sport if the athlete chooses to. District Six coaches should support all athletic programs in the district. Your attendance at other sporting contests will mean the world to our athletes and coaches and will help to form a family atmosphere within the athletic department.
* **All coaches should be extremely cautious when communicating with athletes by cell phone, email or text messaging or twitter.** These communications should only pertain to general team issues (practice times, schedule changes ect.) and not include personal issues including but not limited to: playing time, critique of performance, relationship issues, other athletes, problems or complaints. If an athlete wants to discuss those issues, it should be done in an appropriate meeting in which a parent or assistant coach is present.
* Coaches are responsible for setting and monitoring the boundaries between a working relationship and a friendship with their performers. The coach must realize that certain situations or friendly words and actions could be misinterpreted, not only by the performer, but also by outsiders (or other members of a squad) motivated by jealousy, dislike or mistrust, and could lead to allegations of misconduct or impropriety.
* No District Six employee should transport student(s) in their personal vehicle.

**Lightning Detection System**

 The new lightning detection system is in operation on the DHS/DFC campus between 7:00am and 11:00pm each day.

1. The actual radar detection unit is located on top of the football stadium fieldhouse. This system measures kinetic activity in the atmosphere within a 12 mile range. Warning horns and orange strobe lights are located on the top of the timing board unit on the football/soccer practice fields, on the football stadium scoreboard, on the band practice field and on the scoreboard located at the track.
2. When the system detects a lightning threat, the horn siren will blow continuously for 15 seconds. This means that you should immediately move all athletes, coaches, officials and fans to safety. Safety means an enclosed structure such as the fieldhouse, school building, lockeroom or automobiles. Dugouts or underneath bleachers are not adequate protection from lightning threats. Please review with your athletes where to go in case the alarm system is triggered.
3. **The orange strobe light will be flashing continuously during the threat period. Do not allow anyone to return to the outside facility while the orange light is flashing.** The system is programmed to wait ten minutes after the last detectable lightning threat on the back end of a storm before giving the all clear signal. The all clear signal is identified by three, five second blasts from the warning horn. Once you hear the three short blasts, everyone may return safely to the outdoor venue.
4. You will need to review this information with referees, umpires, officials and coaches from visiting teams in your pre-game meeting so that they understand that when the horn sounds, it is time to move people to safety. Umpires and visiting teams need to be instructed as to where to go when the alarm sounds.
5. The system horn will be tested occasionally by blowing the all clear signal (three short blasts). Unless you are notified otherwise, a 15 second horn blast from the warning system is not a test – move to safety!!