Humboldt USD 258

# COACHES HANDBOOK





Revised 2026

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## General Responsibilities of Coaches

All coaches are regarded as teachers and receive payment for their services in accordance with a schedule which takes into account the duties and responsibilities of different coaching assignments. As a teacher, coaches recognize the difference between coaching a team and managing a team. Coaching includes management but emphasis is on teaching and developing players rather than discovering and managing them.

Athletic coaches enjoy a very favorable position in the eyes of students and patrons. The coach must exemplify that which is best at all times in his/her conduct and emotional control, and he/she must not seek personal recognition.

At times during an athletic contest, all eyes are focused on the coach to see how he/she reacts to a play or a decision. Immediately, reactions of the students and other spectators reflect his/her actions. Under no circumstances should a coach display uncontrolled

emotion. The only reason a coach should enter the court or playing field while a contest is in progress is to assist an injured player.

The principal and staff (including the coach) are responsible for the conduct of the students who are spectators. The principal delegates the responsibility for the players' conduct to the coach.

The principal and staff should conduct an on-going public relations program that emphasizes the purpose and values of the athletic program. Attention should also be given to the matter of parental acceptance of the coaches' judgment in the selection, training and strategy of the team.

Coaches should exercise care and judgment in the language they use with athletes and avoid ridiculing an athlete in public in an audible or visible way.

It is our responsibility to see that high standards are maintained throughout the entire athletic program. The coach's foremost duty is to the student athlete who comes out for the team. Whether a student is on the first or last team of the squad, he/she is as important in the program as the "star" member. The educational development of the student athlete must be the first and foremost consideration of the entire athletic program.

If the athletic program is to be considered an integral part of our school curriculum, school does not end for the athlete at the conclusion of the academic schedule. The school day will end for those participating in athletics at the close of practice session, game or at the time of dismissal by his/her coach.

It is the full responsibility of the coaches of an activity to educate themselves on the policies and rules that govern the activity they are coaching.



## Event Scheduling

All sports will be scheduled by the athletic director with input from head coaches when circumstances allow.

## Forms

Coaches will make sure all forms are in and names are on the eligibility list prior to the student athlete's first practice. Forms needed to be turned in by each student include, but are not limited to:

1. Physical Examination
2. Medical Release Form
3. Concussion Form

## Equipment & Uniforms

1. All items are to be properly accounted for at the beginning and end of the season. 2. Inventories should be meticulous and kept on file with the athletic

director. 3. All equipment is to be used properly.
4. All equipment is to be maintained & stored securely.
5. All equipment, regardless of size, cost, etc., should have identification so athletes can identify the equipment if misplaced.
6. A list of students who fail to turn in issued equipment will be given to the athletic director.
7. Equipment is NOT to be given to athletes at the close of the season, regardless of its condition.

## Practice and Practice Times

1. Every coach is expected to be at every practice and game.
2. Practice times should always be of a reasonable length.
3. No Sunday practices are allowed unless cleared through the Athletic Director.
4. Practices may not begin until after the last regular scheduled instructional period. 5. Seasons start and end according to KSHSAA rules.

## Facilities

1. Keep facilities clean and safe.
2. Remove hazards or see they are corrected.
3. Fill out proper forms for repairs.
4. Lock all facilities prior to leaving.



## Before Leaving the Facility

1. Make sure all students have departed.
2. Check that locker rooms are in proper order.
3. Check that players' equipment is accounted for and in the proper place. 4. Check facilities for damage.
5. Check that storage rooms are locked if applicable.

## Communication with Athletes/Parents/Guardians

1. Communication is a cornerstone to relationships. This is especially true in the coach-athlete relationship. Within this relationship, difficult issues must be dealt with at times, including discipline, player performance and player dissatisfaction. Proper communication results in the positive resolution of such issues, stronger coach-player relations, and other benefits such as the student learning how to solve problems.
2. Parents also have a relationship with their child's coach, and communication is equally important to this relationship. Parents may feel the need to step in on their child's behalf. Whatever the motive, proper communication will enhance coach parent and coach-player relations.
3. In order to maintain a professional and appropriate relationship with students, personal social media communication (including, but not limited to, Facebook, Twitter, Snap Chat, and Instagram) between coaches/sponsors and USD 258 students is discouraged. If an emergency situation requires such communication, the coach/sponsor should notify the athletic director as soon as possible.

4. The following is a guide for coaches, parents and student-athletes. This guide provides a chain of communication that will maintain and build positive relationships.

Step One: Coach-Athlete Session
If a player or his/her parent has any issue or problem with the sport experience, the student athlete is expected to address the coach. Students are also encouraged to talk with a coach about any issue in their personal or academic life. The district's expectations of coaches include open communication and positive relations.

Step Two: Coach-Parent-Athlete Session
If an issue has not been resolved in Step One, the next step in the communication process is a meeting with parents. The guideline here is to make an appointment at the coach's discretion. If the issue is emotional, the appointment should be scheduled at a later time so parties are calm and problem-solving can occur. Also, the parent or player should define the purpose of the session when the
appointment is made. In this step, there may be rare cases when it may be best if the athlete does not participate in the session. If either the parent or coach feels this is the case, this decision should be discussed when making the appointment and purpose of the meeting.



Step Three: Administrator-Coach-Parent-Athlete Session
If an issue is not resolved in Step Two, the next step may be initiated by any party. Using the same process as above, an appointment is set and all parties define the purpose of the meeting.

## Athletic Trips

1. Submit a list of all athletes who will attend the event to the building secretary at least one day in advance of the event.
2. Coaches are responsible for players' conduct en route to and from the event and at the event site.
3. Coaches are responsible for informing players that all school rules apply while on athletic trips.
4. Coaches will follow all Transportation Department rules and regulations. 5. Coaches will use the liability release from to sign students out after events that require school transportation.

## Locker Rooms

1. Coaches are expected to use locker rooms as a place to develop pride. 2. Coaches are responsible for supervision of the locker rooms.
3. Students must never be assigned to locker room supervision.
4. Coaches should see that undesirable conditions are eliminated as quickly as possible.

## Officials

1. The athletic director will contract for all officials for athletic events except where assigned by the league commissioner.

2. The athletic director will get input for official selection from coaches and principals. 3. Coaches should maintain a businesslike relationship with officials.
4. Coaches are not to engage in lengthy conversations with officials before, during or after the contest as this is questionable practice.
5. Coaches should be courteous to officials as guests at our school.

## Inventory

1. Coaches can submit requisitions for athletic equipment only after an inventory has been provided to the athletic director.
2. Inventories should include the following information:
   i. what equipment is on hand for the season
   ii. what equipment needs repaired or replaced
   iii. how much new equipment (practice or game) must be purchased for next year



   iv. how much equipment has been worn out, lost or stolen

## Purchasing Equipment

1. The athletic director and principal must approve all equipment requisition forms in advance of any purchase.
2. Purchases requiring bids will be done according to accepted school district procedures.
3. Articles purchased without the proper requisition will be the responsibility of the purchaser.

4. Coaches must complete requisition forms with all pertinent information. 5. Coaches must inspect all equipment when received to ensure the order was properly filled and equipment is in good condition.
6. Coaches should submit all invoices and delivery tickets to the athletic director to ensure proper payment.

## Chain of Command

Coaches are expected to discuss athletic-related concerns with the athletic director prior to approaching the principal and/or superintendent.

## Participation

USD 258 provides an athletic program to encourage participation for all students that want to be a part of an athletic team. Coaches will encourage large squads and will make every effort to play everyone at some level. Squad sizes will be determined by the facilities, equipment and coaching personnel available.

## Dress Code on Game Day

Each individual coach will decide his/her team dress code for game days. Game days are special days for everyone connected with the school and team. Our participants

must project a positive image to their classmates and public. The coach must take the responsibility for the way his/her team looks and acts when representing the team and school.

## Public Relations

1. Coaches should report game results immediately to the media after the completion of the game.
2. Coaches should not discuss individual players with anyone except the coaching staff.
3. Coaches should not criticize players' mistakes except to coaches, who should rectify the players' mistakes.
4. Coaches are expected to use professional ethics in speaking about the athletic program.



5. Coaches should be aware they are in the public light and act accordingly.
6. Coaches should congratulate players and members of the coaching staff on their achievement and sportsmanship, regardless of whether the team wins or loses.
7. Coaches are expected to make parents, players, media, etc. feel welcome and free to come again.
8. The team's actions, attitude, behavior and appearance reflect on the school and town, and coaches are to instruct the coaching staff accordingly.
9. Coaches are expected to cooperate fully with members of the media and school paper, on matters of athletic publicity. Accurate information should be given at all times.
10. Coaches should exhibit good sportsmanship at all athletic contests, regardless of the outcome of the game.
11. Coaches should stress cooperation between the athletic staff and other members of the faculty.
12. Coaches should generate the idea of winning with team effort and good sportsmanship.

## RULE 52-Citizenship/Sportsmanship

1. PHILOSOPHY – Activities are an important aspect of the total education process. They provide an arena which fosters maturation, promotes quality performance, and teaches the value of teamwork for participants to grow, to excel, to understand and to value the concepts of sportsmanship and teamwork. They are an opportunity for coaches and school staff to teach and model sportsmanship, to build school pride, and to increase student/community involvement; this ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of sportsmanship for our youth. Sportsmanship is good citizenship in action!
2. All actions are to be for, not against; positive, not negative or disrespectful.
3. Be courteous to all participants, coaches, officials, staff and fans.
4. Know the rules, abide by and respect the official's decisions.
5. Win with character and lose with dignity.
6. Display appreciation for good performance regardless of the team.

7. Exercise self-control and reflect positively upon yourself, team and school.

## Awards

1. Awards to athletes will be governed by the KSHSAA handbook.
2. Coaches will turn in a complete list of all letter winners to the athletic director no later than one week after the final contest of the season of each sport.
3. Award letters to the athletes will be based upon but not limited to:
   i. The amount of participation in an interscholastic varsity sport by an athlete ii. The athlete's attendance at practices



   iii. Whether the athlete has participated in a sport for four years and never lettered
   iv. The recommendation of the team coach in cases where there is special circumstances

4. Types of awards
   i. First-year letter winner will receive a letter, sport emblem, bar and certificate ii. Second-, third- and fourth-year letter winner will receive a bar and certificate
5. The presentation of the letter, sport emblem and bar will be made after the season of each sport officially ends.

6. The criteria for lettering in each sport will be submitted to the athletic director for approval.

## Record Keeping

1. All head coaches will turn in a copy of the final team record, finish in the league, and finish in post season play to the athletic director no later than one week after the conclusion of the season
2. All head coaches will turn in relevant individual statistical records at the conclusion of the season.

## Coaches Evaluations

All head coaches, certified and Rule 10, will be evaluated at the completion of each season.

## Coaches Areas of Liability

Failure to Teach (Coaches must teach fundamentals in their particular sports and protective skills.)

1. Coaches must teach the athlete to protect himself/herself.
2. Coaches must teach proper fundamentals of the game.
3. If an athlete is praised or encouraged for performing an improper skill, it will come back to haunt the coach.
4. Negligent entrustment means entrusting authority/activity to one who is not qualified to carry out that particular authority/activity, which includes:
5. Assistant coaches

i. Volunteer coaches

Failure to Properly Supervise

1. If the coach is not present, the coach will be liable.
2. Activities that are more hazardous or that have more contact need to be supervised more closely. Captains must never supervise any drill.
3. Coaches must be at least immediately accessible. Accessible to all aspects of practice or activity.
4. Systematic overseeing of the practice or activity; the head coach moves around.



i. Systematic supervision
ii. Written itinerary
iii. Emergency policies
iv. Locker room rules/regulations posted

School and Activities Association Policy

1. Coaches must know the school policy in every situation.
2. If no school policy, go to the athletic director/principal.
3. If you fulfill school policy, you automatically fulfill your duties as a reasonably prudent administrator or coach.
4. Know if you have school policy and do not deviate from it.
5. Adopt the policy and rules of the superior administrative agencies.

## Equipment involved in an Injury Incident

Once an injury occurs:

1. Keep the equipment and label it; get evidence of the purchase and sequester the equipment.
2. If the incident is on film, study the film and save it.
3. Get witnesses immediately.

Duties of a Coach

1. Provide safe environments.
2. Properly plan an activity.
3. Evaluate the athletes or students for injury.
4. Match or equate athletes.
5. Provide or maintain proper effective equipment.
6. Warn of inherent risks of a sport.
7. Supervise closely.
8. Know and use emergency procedures and first-aid.
9. Keep adequate records.
10. Know, document, post and operate school policies.

# Regional Meal Reimbursement

Only if required to stay overnight due to distance and schedule.
Number of Students: _____ Number of Coaches Traveling with Team: _____
Total: _____

Evening Meal $16. All additional meals are $13 each. Any provided meals (breakfast @ hotel, event-provided meals, etc) will not be funded. For an event on a school day, lunch should be covered by school lunches taken on the trip.

Total people * $16 = _____
Total people * $13 = _____

Total Meal Allowance: _____

**Tip is a maximum of 15% UNLESS it is directly added to the ticket by the restaurant due to a group. If the district credit card is used, any amounts over the approved amount will need to be reimbursed by the individual or group. You are responsible for returning the credit card the day after you return. All receipts must be itemized and attached to this form.

To be completed by the coach/sponsor:

| Restaurant Name | Cost | Tip | Total |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

Signature: _____

# State-Qualified Individuals/Team Meal Reimbursement

Number of Qualified Students: _____

- For Team Sports, students on the official roster plus the manager.
- For Individual Sports, students who qualified for state at a regional contest.

Number of Coaches Traveling with Team: _____

Number of APPROVED Additional Students: _____

Total: _____

1 Meal is paid at $20. All additional meals are $13/$16 each. Any provided meals (breakfast @ hotel, event-provided meals, etc) will not be funded.

Total people * $20 = _____

Lunch Meals * Total people * $13 = _____

Dinner Meals Total people * 16 = _____

Total Meal Allowance: _____

**Tip is a maximum of 15% UNLESS it is directly added to the ticket by the restaurant due to a group. If the district credit card is used, any amounts over the approved amount will need to be reimbursed by the individual or group. You are responsible for returning the credit card the day after you return. All receipts must be itemized and attached to this form.

To be completed by the coach/sponsor:

| Restaurant Name | Cost | Tip | Total |
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Coach or Sponsor Signature: _____