

Rock Hills



Athletic Handbook

2022-2023

Philosophy of Athletics – Junior High

Junior High athletics will emphasize the teaching of fundamentals and maximum participation. The goal should be to develop as a feeder program for the high school. Coaches should adhere to the general philosophy, terminology and technique progressions as the high school program. Participation of the Junior high program should be the foundation for high school performance. Low emphasis will be placed on Win/Loss records. Coaches shall be evaluated on athletes fundamental development, broad participation, and observances of the expectations outlined in this handbook.

Philosophy of Athletics – High School

Sub Varsity- The JV Program will continue to place emphasis on development of fundamentals and broad participation. Sub varsity programs will be used as opportunities for student athletes to develop their skills to prepare them for varsity participation. Low emphasis will be placed on the win/loss record. Coaches will be evaluated on their ability to continue the development of fundamental skills to prepare student athletes to be successful at the varsity level, participation of players, and observances of the expectations outlined in this handbook.

Varsity- Varsity squads shall provide the best combination of individuals possible for competition. Excellence of performance and results should largely determine participants. Broad participation deserves low emphasis and a favorable win/loss record is desired. Coaches will be evaluated on level of performance, win/loss record, and observances of the expectations outlined in this handbook.

KSHSAA Rule #52 (Sportsmanship)

All actions are to be for – not against; positive – not negative!

- Be courteous to all.
- Know the rules, abide by and respect the official's decisions.
- Win with character and lose with dignity.
- Display appreciation for good performance regardless of the team.
- Exercise self-control and reflect positively upon yourself, team and school.
- Permit only positive sportsmanlike behavior to reflect on your school or its activities.

Coaching Expectations

All coaches are required to uphold high ethical and moral standards. As professional coaches, you are role models for our student athletes on and off the field or court. It is your duty to portray an image that is acceptable for Rock Hills Jr/Sr High School. The following are values and concepts to enforce in your coaching program:

- The safety and welfare of players will always be uppermost in the coaches' minds.
- The coach should be fair and unprejudiced with players, considering their individual

differences, needs, interests, temperaments, aptitudes and environments.

- Conduct your actions with maturity and dignity at all times.
- A student must never be exploited by any coach, sponsor, or director. Sponsors, directors, and coaches are expected to remain professional in their relations with their athletes and in the performance of their duties. In addition, they are expected to serve as good examples for students in their charge. The use of vulgar or profane language, negative comments in regard to athletes, students, or school personnel, as well as the encouraging of students to disobey school rules are examples of actions deemed detrimental to the education of the student. When in doubt of policy, check with the administration.
- The attitude of the crowd at athletic contests is greatly influenced by the conduct of the coaches. Coaches of all sports head and assistant are representatives of the school and should conduct themselves in such a manner as to always be a credit to the athlete, school and community.
- One coach should never criticize another coach in front of players or the public. All coaches are expected to be loyal and committed to the program; when a decision has been made by the head coach all assistants are expected to openly support that decision.
- Coaches will maintain professional conduct when working with student athletes, parents, fellow coaches, and officials.
- Examples of, but not limited to, uncontrolled settings include: practice, during or after games. If you are accosted by a parent or patron at any time, you are to set an appointment for a later time so cooler heads may prevail.

Hazing of other players is not allowed in any form. Nor shall demeaning tasks be placed on any certain demographic of a team. A quality team is one where all parties share the responsibility of the team equipment and environment. This is of the utmost importance

A coach must stay at the facility until all your athletes/participants have been picked up by a parent or guardian.

Head Coaches

As the Head Coach of an Athletic Program, it is your responsibility to administer all levels within the program, and to coordinate with your assistant coach(s) to ensure that all school policies are being followed. It is the Head Coaches responsibility to ensure player safety, communication, and sport instruction for all levels of the program.

- Head coaches will be evaluated by administration at least one time at practice and at least one time at a game.
- Head coaches will self-evaluate themselves using the evaluation form prior to post conference with administration.
- Post conference will be held at the conclusion of the season.

Assistant Coaches

The assistant coach is responsible for assisting the head coach to facilitate a well-rounded program.

- Will be evaluated throughout the season by the head coach, using the Assistant Coach Evaluation Form.
- Head coach will summarize the assistant coach's performance throughout the season on the evaluation form.
- Assistant coaches will self-evaluate themselves using the assistant evaluation form prior to post meeting with the head coach.
- Head coach will discuss the evaluation summary with the assistant coach. Both coaches will sign the form and a copy given to administration at the completion of the season.

Parent Meetings

A parent meeting must be held prior to the start of your first practice unless an alternate plan is approved by administration.

Coaches Dress

Coaches will be expected to dress for competitions in a manner that proudly represents their team and serves as an example of the professionalism of a coach from Rock Hills.

Accidents/injury protocol

If a student is removed from a practice or a game that requires professional medical treatment, that player is not to return to practice or games until cleared by a medical professional. KSHSAA concussion protocol will be followed

Requisition procedure

The process for making any purchases must be as follows. Fill out a requisition. Once that requisition has been approved by administration, a purchase order will be created. Once the purchase order is created, either the building secretary, Clerk of the Board, or Athletic Director can authorize the purchase. Any purchases that are made without the prior authorizations as listed above are subject to the coach being financially responsible for the purchase.

Lettering

Lettering for each sport will be at the discretion of the coach. Transparent criteria needs to be communicated at the beginning of each sports season.

Check out/Check in equipment and inventory

Coaches are responsible for keeping an accurate inventory of all items related to your sport or activity. Any items that are checked out to students must be done so through accurate documentation and the items must be checked back in. Any item that is not checked back in or is returned damaged or unusable will be the responsibility of the student to pay replacement value of the item.

Communication with players and parents

All USD 107 Coaches will use the Remind App to communicate with players and parents. Coaches will not use snapchat or other social media to communicate directly with players and parents.

Uniform rotation policy

Uniforms will be on a 6 year rotation listed below.

ROCK HILLS UNIFORM ROTATION		
ROTATION YEAR	UNIFORMS	ORDER PLACED
2021-2022	No Orders	Spring 2021
2022-2023	No Orders	Spring 2022
2023-2024	Band shirts, HS/JH Football Uniforms	Spring 2023
2024-2025	HS Basketball Uniforms, HS Volleyball Uniforms, Cheer/Dance Uniforms	Spring 2024
2025-2026	HS/JH Track Sweats + Uniforms	Spring 2025
2026-2027	JH Volleyball Uniforms HS Golf Shirts JH Basketball Uniforms	Spring 2026
2027-2028	No Orders	Spring 2027
2028-2029	No Orders	Spring 2028
2029-2030	Rotation Begins again with 2023-2024 list	Spring 2029

** Updated 12/14/2021

EVALUATION OF HIGH SCHOOL ATHLETIC COACHES

Being a successful coach requires a person to be many of the following:

- A. A teacher
- B. A motivator
- C. One who can discipline in a positive manner
- D. One who can demonstrate organizational skills
- E. A communicator
- F. Many, many others

Three of the main reasons for the school to evaluate coaches:

- A. Coach improvement
- B. Program improvement
- C. To be able to support coaches better by obtaining facts

A coach must realize that he/she must continue to improve. The evaluation of coaches will be used to show the following:

- A. The coaches strengths, weaknesses
- B. Areas that need to be targeted for improvement for the next season.
- C. An effort to show why both positive and negative things may have happened in the previous season, and what can be learned from them.
- D. Discussion of common goals for the upcoming year.

Evaluation Procedure:

- A. At the conclusion of the sports season, the head coach will be given the following by the Athletic Director.
 - 1. Assistant coach(s) evaluation forms (Appendix C) The head coach is to complete an evaluation of each assistant coach. The head coach may request assistance from the athletic director and /or building principal in completing this evaluation. These evaluations are to be given to the Athletic Director at the formal evaluation meeting.
 - 2. Review of Season form (Appendix A) This form is to be filled out by the head coach and brought to the formal evaluation meeting.
 - 3. Head Coach's self-Evaluation Form. (Appendix B) This form is to be completed at the end of the season and turned in to the Athletic Director within one week after the close of the season.
- B. The Athletic Director, Head Coach (principal if he/she so desires) will have a conference as soon as possible following the competition of the season; however, no sooner than five days following the season's end. The coach will present his Assistant Coach(s) evaluation, the Review of Season form and his/her completed self-evaluation form at this meeting.

APPENDIX A

REVIEW OF SEASON REPORT

HEAD COACH

SPORT:

DATE REPORT COMPLETED:

CURRENT YEAR:

PREVIOUS SEASON:

Season Record: W _____ L _____

W _____ L _____

League Record: W _____ L _____

W _____ L _____

League Finish: _____

FACTORS THAT INFLUENCED THE OUTCOME OF THE SEASON:

1. How many lettermen did you have returning this year?
2. Schedule:
 - a. How many league schools ended this season with a winning record?
 - b. How many of the teams you played this year ended up in State Competiton?
 - c. How many State Ranked Teams did you play?
3. How many starters missed at least one game due to injuries?
4. How many All-League or All-State players did this year's team have?
All-State _____ All-League _____
5. What was the attitude of this year's team?
Poor - Average - Good - Excellent Comments:
6. What was the work ethic of this year's team? What can you do to change the work ethic?
Poor - Average - Good - Excellent Comments:
7. Did the team make steady improvement in reducing errors as the season progressed?
YES _____ NO _____ Please Explain:
8. How would you rate the school spirit and support during your season? What could you do to improve school spirit?
9. Comment on the athleticism of your athletes.

10. Discuss your strengths as a head coach.

11. Identify a minimum of three accomplishments that were made this season.

12. List a minimum of three areas of improvement for next season and how practice can address these deficiencies.

13. What are your goals for the team next season?

14. What are your personal goals as a coach next season?

15. Did you feel, as a coach, that you received the kind of Administrative support you needed? Yes _____ No _____ Please Explain. What could the administration do to be more helpful? Please explain.

16. Additional comments about the season.

17. In reference to Rule 10 coaches: What are your plans for next year? Do you plan on coaching next season?

APPENDIX B

SELF-EVALUATION FORM FOR HEAD COACH

NAME

SPORT

CIRCLE EACH RESPONSE THAT YOU FEEL BEST APPLIES TO YOU.

Improvement Needed

Meets Expectation

Exceeds Expectation

1

2

3

4

5

6

I. PROFESSIONAL AND PERSONAL RELATIONSHIPS:

1. Cooperation with AD in regard to submitting participant lists, parent permission, and physical forms, Ect.

1 2 3 4 5 6

2. Rapport with other coaching staff.

1 2 3 4 5 6

3. Appropriate dress at practices and games.

1 2 3 4 5 6

4. Participation in a reasonable number of professional and in-service meetings.

1 2 3 4 5 6

5. Cooperation with newspapers, radio, Booster Club, parents and interested spectators.

1 2 3 4 5 6

6. Understanding and cooperation with rules and regulations governing agencies of your sport, school, conference, and state.

1 2 3 4 5 6

7. Participation and cooperation with Parent's Night Activities, Athletic Banquets, Pep Club, and Pep assemblies.

1 2 3 4 5 6

8. Sideline Conduct at games towards players, officials and contest workers.

1 2 3 4 5 6

9. Works cooperatively with AD in budget matters, including coaching salary matters, contracts and related items.

1 2 3 4 5 6

II. COACHING PERFORMANCE

1. Develops respect by example in appearance, manners, behavior, language, and interest.

1 2 3 4 5 6

2. Supervision and administration of locker and training room.

1 2 3 4 5 6

3. Well versed and knowledgeable in matters pertaining to his/her sport.

1 2 3 4 5 6

4. Has individual and team discipline and control.

1 2 3 4 5 6

5. Prepares for daily practices with staff so maximum instruction is presented utilizing all opportunities for instruction and plans for contests.

1 2 3 4 5 6

6. Provides for individual as well as group instruction.

1 2 3 4 5 6

7. Helps other coaches become better coaches, including collaboration with 7-12.

1 2 3 4 5 6

8. Develops integrity within the coaching staff and among fellow coaches.

1 2 3 4 5 6

9. Is fair, understanding, tolerant, sympathetic and patient with team members.

1 2 3 4 5 6

10. Is innovative using new coaching techniques and ideas; in addition to using sound, already proven methods.

1 2 3 4 5 6

11. Is prompt in meeting the team for practices and games.

1 2 3 4 5 6

12. Shows an interest in athletes in off-season activities and classroom effort.

1 2 3 4 5 6

13. Provides leadership and attitudes that produce winners and winning efforts by participants.

1 2 3 4 5 6

III. RELATED COACHING RESPONSIBILITIES

1. Care of equipment, including issue, inventory and storage.

1 2 3 4 5 6

2. Is cooperative in preparation of non-league scheduling.

1 2 3 4 5 6

3. Is cooperative in sharing the use of facilities.

1 2 3 4 5 6

4. Shows self-control and poise in all areas related to coaching responsibilities.

1 2 3 4 5 6

5. Displays enthusiasm and vitality in assignments as a coach.

1 2 3 4 5 6

6. Keeps Athletic Director informed about all events within the sports activity.

1 2 3 4 5 6

7. Appreciates the value of students in being in class and cooperates in creating as little loss of class time by athletes as possible.

1 2 3 4 5 6

8. Keeps Athletic Director and Administration informed about possible problems or conflicts with assistant coach(s), players, parents, and fans so measures can be taken to improve situations prior to them becoming major concerns.

1 2 3 4 5 6

COMMENTS:

Signature of Head Coach _____ DATE _____

APPENDIX C
EVALUATION FORM FOR ASSISTANT COACHES TO BE
FILLED OUT BY HEAD COACH

NAME _____
SPORT _____

CIRCLE THE NUMBER BEST DESCRIBING EACH CATEGORY

Improvement Needed

1 2

Meets Expectations

3 4

Exceeds Expectation

5 6

I. PROFESSIONAL AND PERSONAL RELATIONSHIPS:

1. Rapport with other coaching staff.

1 2 3 4 5 6

2. Appropriate dress at practices and games.

1 2 3 4 5 6

3. Participation in a reasonable number of professional and in-service meetings.

1 2 3 4 5 6

4. Understanding and cooperation with rules and regulations governing agencies of your sport, school, conference, and state.

1 2 3 4 5 6

5. Participation and cooperation with Parent's Night Activities, Athletic Banquets, Pep Club, and Pep assemblies.

1 2 3 4 5 6

6. Sideline Conduct at games towards players, officials and contest workers.

1 2 3 4 5 6

II. COACHING PERFORMANCE

1. Develops respect by example in appearance, manners, behavior, language, and interest.

1 2 3 4 5 6

2. Supervision and administration of locker and training room.

1 2 3 4 5 6

3. Well versed and knowledgeable in matters pertaining to his/her sport.

1 2 3 4 5 6

4. Has individual and team discipline and control.

1 2 3 4 5 6

5. Helps other coaches become better coaches.

1 2 3 4 5 6

6. Develops integrity within the coaching staff and among fellow coaches. Is fair, understanding, tolerant, sympathetic, and patient with team members.

1 2 3 4 5 6

7. Is prompt in meeting the team for practices and games.

1 2 3 4 5 6

8. Shows an interest in athletes in off-season activities and classroom efforts by participants.

1 2 3 4 5 6

9. Provides leadership and attitudes that produce winners and winning efforts by participants.

1 2 3 4 5 6

III. RELATED COACHING RESPONSIBILITIES:

1. Care of equipment, including issue, inventory and storage.

1 2 3 4 5 6

2. Is cooperative in sharing the use of facilities.

1 2 3 4 5 6

3. Understands place in line of authority in relationship to : (A) Athletic Director, (B) Head Coach, (C) Assistant Coach(s), (D) Administration.

1 2 3 4 5 6

4. Shows self-control and poise in all areas related to coaching responsibilities.

1 2 3 4 5 6

5. Displays enthusiasm and vitality in assignments as a coach.

1 2 3 4 5 6

6. Keeps Athletic Director informed about all events within sport activity.

1 2 3 4 5 6

7. Appreciates the value of students being in class and cooperates in creating as little loss of class time by athletes as possible.

1 2 3 4 5 6

COMMENTS:

CIRCLE ONE (1)

SUCCESSFUL: To be recommended for continued assignment.

NEEDS IMPROVEMENT: To be recommended for continued assignment, provided an understanding can be reached in areas where improvement is suggested.

UNSATISFACTORY: Not to be recommended for continued assignment.

Athletic Director Signature: _____

Date: _____

Principal Signature (if involved in evaluation process) _____

Date: _____

Coach Signature: _____

Date: _____

(The coach's Signature does not necessarily indicate agreement, but only that all phases of the evaluation have been conducted with full knowledge of the coach.)