



MERCER CO. SENIOR HIGH SCHOOL TITANS COACHES' HANDBOOK

Go Titans!

Great Leaders... by Jon Gordon

- Small ego, big mission
- We before me
- A lot of love and accountability
- A lot of grace and truth
- Demanding but not demeaning
- Loving but not enabling
- Shout praise. Whisper criticism
- High Standards, low tolerance for excuses

“When you believe in others more than they believe in themselves you become more than a leader, coach or teacher. You become a transformer of lives! – Jon Gordon

GENERAL INFORMATION

PHILOSOPHY

It is the philosophy of the Mercer County Board of Education and Mercer County Senior High School Site Based Decision Making Council that the student athlete can excel and honor our school system in many ways on and off the playing field. Their opportunity to participate in athletics is achieved through meeting academic, as well as, athletic expectations. The Board and Council will provide our student/athletes with the necessary foundations for academic and athletic success. The student athlete must provide the desire, determination, and discipline to build on these foundations. They must also conduct themselves as an exemplary role model for their peers and the community. This philosophy also recognizes the important role of sportsmanship in athletics and we expect and will accept only the highest levels of sportsmanship from players, coaches, and fans in relation to Mercer County Athletics.

Coaches' Responsibilities

The head coach is responsible for the following:

- Maintain proper athletic conduct, ensure proper actions of his/her team and assistant coaches and actively support all programs at MCSH.
- The coach must demonstrate and demand good sportsmanship at all times.
- The coaching staff should use appropriate language and the use of profanity is NOT acceptable by anyone affiliated with the athletic program.
- Immediately report, log, and follow-up needed maintenance, repairs or safety hazards.
- Ensure that medical supplies are available, injured athletes get the appropriate medical attention, and parents are notified of the injury as soon as possible. Accident reports are filled out and returned to the certified athletic trainer or athletic director within 24 hours of injury by head coach.
- Relay appropriate information to the assistant coaches and players.
- Keep within the budget given at the beginning of the year and keep an accurate inventory of all equipment.
- Newly hired coaches will be required to complete the appropriate online clinics. These clinic dates (window) will be given to the athletic director by the KHSAA assigned instructor.
- Communicate roles and responsibilities of the program to all assistant coaches.
- Pre-game preparations should be coordinated with the athletic director, including items such as pre-game music, (must be approved,) gym set-up, special needs, etc. Athletic director will approve and designate responsible parties.
- Any disqualifications of any coach or player during a contest should be reported immediately to the Athletic Director after the contest. The player and/or coach in question should not participate in any future contests without permission of Athletic Director or Principal. KHSAA fines applied to coach ejections will be paid by the coach.
- Coaches are expected to check their school Email on a regular basis...

PRE-SEASON

Paperwork

Coaches should distribute / collect / verify from each player the following forms: KHSAA Sports Physical, Random Drug Testing Form, (parent/player agreements,) and \$50.00 participation fee, per Athletic Director discretion. KHSAA Physicals and RDT Form must be submitted before a player may tryout. All other forms and participation fee may be collected after final cuts. Checks for fees must be made payable to Mercer County Senior High. All checks and fees must be given to the bookkeeper and a multiple receipt form must be submitted with the money.

Tryouts

Tryout guidelines must be submitted to all participants and the athletic director prior to the tryouts. The coach must go over these guidelines prior to conditioning and practice with the athletic director. Upon his/her approval the coach will share these guidelines with the participants and their parents/guardians. Each coach is responsible for advertising and announcing tryouts at Mercer County Senior High, as well as at King Middle School, if applicable, concerning when tryouts will take place and distribute the appropriate paperwork.

Policy on Cuts

The Head Coach must meet with each athlete and explain why he/she was cut. Under no circumstances should a list of cuts be posted within the school.

Parent / Player Informational Meeting

Coaches are expected to conduct a player / parent meeting prior to their first practice of the season. Coaches should review player / parent expectations and review all necessary paperwork such as the KHSAA Sports Physical and Random Drug-Testing Form, etc.

Practice schedules

Practice schedules must be submitted to the athletic director two weeks prior to the start of the season to help coordinate practice facilities. Your detailed practice schedule times should be distributed to students and parents/guardians at a parent meeting prior to tryouts and/or the start of the season. Coaches are responsible for updating this practice schedule when changes occur. Coaches need to respect the busy family schedules of our student athletes and communicate these times / changes diligently.

Game Schedules

Schedule games and officials as directed and approved by the Athletic Director. It is the responsibility of the Head Coach to submit to Athletic Administration a copy of their game schedule. Game schedules must be submitted to Arbiter for game officials. In addition, game

schedules must be uploaded / submitted to the KHSAA web site. Submit a list of departure times for away contests on the season schedule to the Transportation Department one month prior to the first departure. Send completed contracts to athletic director to approve and send to opposing teams when the schedule is completed.

Rosters

It is the responsibility of the Head Coach to submit to the Athletic Administration a copy of their roster and enter it into the KHSAA web site. NOTE: Post-Season roster is important, so a current and updated roster is essential. Your post-season roster will need to be entered into the KHSAA web site prior to post-season play.

Purchase Requests

It is the responsibility of the Head Coach to submit to the Athletic Director any and all equipment and supply needs. The Athletic Department will provide the necessities for each coach. The luxury items for each team must be financed through individual fundraising. Luxury items would include travel to tournaments (exception being regional or state competition), team sweats, team shoes, coaches apparel, banquet dinners, etc. *The athletic department will pay for nothing ordered by the Head Coach without completing a purchase order request before the order is submitted.*

Medical Symposium/Rules Clinics

It is the responsibility of the head coach that he or she, as well as their assistant coaches, complete the mandatory KHSAA Medical Symposium and Rules Clinics in the timeline set forth by the organization. Athletics Administration will oversee this process. If fined for non-compliance, the coach will be responsible for the payment.

Media

It is the responsibility of the head coach to accommodate the media with statistical and score information or designate an assistant coach/staff member with this task.

Transfer Students

It is the responsibility of the guidance department/attendance office to inform the Athletic Director of any transfer students that wish to pursue athletics at Mercer County Senior High.

Clinics

It is recommended that the Head Coach and assistants attend instructional clinics in the off-season to learn more about their sport and improve as a coach. At this time clinics shall be paid out of the individual coaches funds. Requests must be submitted well in advance for Athletic Director approval.

Warm-Up Music

Warm-up and game playlists **must be submitted** to the Athletic Administration **two-weeks prior** to the start of your season. Music should be “family-friendly” understanding that there are a diverse set of folks in the stands - including children. A great resource for checking the lyrics of songs is AZ Lyrics located here: <https://www.azlyrics.com/>

IN-SEASON

Out-of-State Sporting Events

All out-of-state athletic events must be approved by the Mercer County Board of Education. The proper forms must be submitted to the Principal three weeks prior to the board meeting at which approval for the trip is requested.

Game Set-Up

Each coach is responsible for game-day facilities set-up. Please coordinate any custodial or other pre and post-game / clean-up needs with the Athletic Administration.

Bus Requests

All transportation requests (bus reservations) must be submitted to the Athletic Director and Transportation Director (bus garage) prior to the start of your season. If you need to cancel a bus, either inform the Athletic Director or your bus driver directly.

Transporting Students

Current policy prohibits coaches from transporting any student/athlete for any reason unless they have completed the district drivers training course and are using a school vehicle.

Inclement Weather

It is mandatory that all outdoor athletic teams must stop practice or playing when thunder or lightning is noticed, per KHSAA policy and Athletic Administration.

Snow Days

Practice on snow days when school has been cancelled cannot take place without approval of Athletic Director. Game decisions will be made by the Principal, Athletic Director, and Head Coach.

Titan Learning Days

Practice on Titan Learning days, when school has been cancelled cannot take place without approval of Athletic Director. **If approved, practice may not be held between the hours of 9 am - 12 pm and 4 pm - 6 pm** Game decisions will be made by the Principal, Athletic Director, and Head Coach.

Holidays

There will be no practice or games scheduled on the following holidays unless approved by Principal, or Athletic Director: New Year's Day, Martin Luther King Day, Thanksgiving, and Christmas.

Locker Room

It is the responsibility of the Head Coach to make sure that they help our custodial staff with keeping your locker room clean.

Supervision of Athletes

It is the responsibility of the Head Coach and assistants to supervise their athletes before, during, and after practice. ***This includes practice, weight training, locker room, -AND- athletes waiting for rides home, etc.***

Profanity

Under no circumstances is any coach or assistant to use profanity. This is a directive from the Mercer County Board of Education. The Superintendent has informed the athletic department that use of profanity could be grounds for discipline, suspension, or termination.

POST-SEASON

Evaluation/Reprimand/Grievance Review

Evaluation of a head coach will be performed at the end of the season by the athletic director and principal. A standard evaluation form will be used for all head coaches. The head coach will evaluate their assistants on a standard form with a copy submitted to the athletic director. All coaches will also include their intentions for next year in relation to their assigned duties. If any coach is not satisfied with his/her evaluation, they may appeal to the next level in the chain of command. This request should be made in writing to the Athletic Director.

Inventory / Collection of Uniforms

It is the responsibility of each Head Coach to maintain an inventory of equipment, supplies, and uniforms. It is the responsibility of the Head Coach to collect all issued equipment and uniforms from each player. Two weeks after the conclusion of the season, the head coach must turn in to the athletic director, a list of any missing items.

KHSAA Summer Dead Period

Students may not receive coaching or training from school personnel (either salaried or non-salaried,) school facilities, uniforms, nicknames, transportation or equipment shall not be used each year in any KHSAA sanctioned sport or cheerleading squad during the period beginning with June 25, and going through July 9. School funds may not be extended in sport of interscholastic athletics in any KHSAA sanctioned sport during this period (KHSAA Bylaw 26; Section 25)

Varsity Lettering

In each varsity sport, the head coach will select awards to be presented at a banquet at the end of the season. Award categories are subject to Athletic Director approval.

Hiring of New Coaches

The selection of the athletic staff will be in accordance with the Mercer County Board of Education policies. The procedures are outlined in the Board policy manuals.

Definition and Qualification of Coaches

The KHSAA recognizes two levels of coaches identified below:

Level 1 (Faculty Coach) - Faculty coaches shall be certified teachers and members of the regular school staff. They shall be employed a minimum of three regular periods for teaching classes, including physical education; supervision of study halls; and/or exercising responsibilities in other activity assignments within the school schedule.

Level 2 (Non-Faculty Coach) - If a Level 1 coach cannot be employed then the board may employ a Level 2 coach. The Level 2 coach must have a provisional or standard teaching certificate or completed a minimum of 64 semester hours of college credit as non-teaching paraprofessional. They can also be someone who has been approved as a substitute teacher in a program approved by the Department of Education.

It is our philosophy and a KHSAA recommendation to fill all coaching vacancies with Level 1 coaches whenever possible and we continue to support the hiring of the outstanding teacher/coach.

Coaches can now be hired without 64 college credit hours, however they must complete all required courses set forth by the KHSAA and all other district hiring procedures.

Assistant Coaches

The number of paid assistants for the high school should be the same as it is now. These are listed below. The employment of all assistants must go before the board of education. All volunteer coaches must go before the board of education as well. These positions may be combined or split with approval of Athletic Director, Building Principal and Superintendent.

Sport	Number		Sport	Number
Baseball	2		Girls Soccer	2
Girls Basketball	3		Boys Soccer	2
Boys Basketball	3		Softball	2
Cheerleading	1		Girls Tennis	1
Dance	1		Boys Tennis	1
Football	9		Girls Track	2
Girls Golf	1		Boys Track	2
Boys Golf	1		Volleyball	2

Volunteer Assistants

Each sport is allowed a set number of volunteer assistants approved through the board of education. These assistants must be 21 years old or older and are limited in their roles and cannot supervise students or represent themselves as coaches of the Mercer County School System. Exceptions would be for those volunteers who meet the requirements for a level one or two coach as defined above. Volunteers must meet with our board office Personnel Department and Athletic Director, prior to starting, to review job description and complete required paperwork.

Strength Coach: 1 Football; 2 Overall

The strength coaches will be in charge of the weight room and work out all usage schedules. This coach will work with all athletes on their conditioning. He/She will work with injured athletes on rehabilitation using weights. This coach will work with other athletic coaches on devising practice schedules, illustrating desired lifting techniques, etc. Specific sport coaches will need to help with the supervision of their teams in the weight room. This position is hired like all other head coaching positions.

Salaries

The salaries for all head and assistant coaches will be determined by the board of education.

Dress Code/Conduct

Coaches shall dress and conduct themselves in a professional manner at all times. They should use the language that they would in the classroom. The use of profanity is unacceptable.

Any coach that is ejected from a game, for whatever reason, will be held responsible for the fine as assessed by the KHSAA.

Athletic Line of Authority

When questions or concerns regarding athletics other than personnel issues arise that are not clearly defined in this handbook, seek guidance from the athletic director. The athletic director will then inform the principal/superintendent/board members if necessitated by the situation.

Athletic Insurance

The Mercer County School District provides a "secondary" insurance coverage for all students. All parents/guardians must sign the insurance memorandum stating that they understand the coverage of the policy prior to their child's participation in athletics.

If an athlete is injured then the athletic director must oversee the completion of the insurance claim form. The head coach must complete an accident report of the injury within 24 hours and submit it to the athletic director for documentation.

Medical/Athletic Training Services

Medical/Athletic Training services are provided by the athletic trainers in the athletic department. They provide services for all Varsity level programs at Mercer County Senior High School. Teams in season and playing at home take precedence over out of season teams and teams only participating at practice. These services are limited and further information can be obtained through the athletic department. Trainers must collaborate with coaches and the athletic director on developing weekly schedules of their athletic training assignments. These assignments cannot be changed unless approved by athletic director.

Athletic Seasons & Facilities

The length of the season is determined by KHSAA dates. A person is a participant of that sport if he/she dresses out for the first scrimmage game, regular game or match. A participant of one sport cannot quit and participate on another sport until the last regular season contest is over for the first sport. The same rule applies if a student is kicked off of a team for disciplinary actions. Extenuating circumstances can be evaluated by a committee of the coaches involved, athletic director, and building principal.

Priority of Facilities / Facility Needs

The sport in-season takes precedence when the needed facility involves sports off-season. Use of sports facilities must be coordinated by Athletics Administration.

Weight Room/Mercer Sports Complex

If new budgeted items are needed then they should come out of general athletic or general funds. All coaches will be involved in determining the needs process. In-season sports have priority in the weight rooms and schedules will be maintained by the strength coaches and athletic director. Off-season sports must coordinate around in-season sports schedules, in collaboration with the assigned strength coaches. Any teams wishing to use the weight room should contact their strength coach to set up a program and schedule. A summer schedule will be made before school is out for all coaches requesting summer usage.

In season sports have precedence in the complex. All off season conditioning must be scheduled through athletic administration and strength coaches.

Locker Rooms and Lockers

Student athletes will be assigned lockers by their coach at the start of a season and players are responsible for keeping their possessions in this secured area assigned to them. They should clean their lockers out and remove their possessions upon completion of their sport season. This should be done within one week after the season ends. Locks must also be returned to the coach at this time. The school nor athletic department is responsible for any stolen items.

Number of Participants

The maximum number of participants for each team (varsity, junior varsity, freshmen, etc.) will be determined by each head coach and athletic director. Each sport must have the minimum number of players needed for a team to participate. The KHSAA rules apply regarding the maximum number that can dress for a tournament.

New Sports

To add a sport, a petition must be submitted to the SBDM council and board of education. There must also be proof of need for the sport and the facility for the sport must be available. KHSAA survey will be conducted bi-annually.

Concurrent Sport Participation

An athlete can play two or more concurrent sports, only with the consent of the head coaches of the sports involved. It is highly encouraged that coaches will work together to allow student athletes to participate in multiple sports, with the understanding that a lot of variables are often involved. If the coaches cannot agree on a schedule, then the student must choose which event to participate in, and when there are conflicts, the student must communicate the decision to both coaches in advance.

Non-KHSAA Sports

Coaches and financial support will only be provided for sports that are covered in the KHSAA handbook and meet the guidelines set for those teams.

SPECIAL RECOGNITIONS

Gym Recognition Boards

Team: Any sport or activity which wins a district, regional, or state championship shall have a banner in the gym recognizing their accomplishment. This expense will come from the board of education and/or general athletics.

Individual: Any individual who wins a state championship shall have a banner recognizing his/her accomplishment. The expense of the banner will come from the board of education and/or general athletics.

Regional / State Competition (School Team)

The funding for overnight stay and meals will be decided on a per sport basis; the timing of the competition and distance needed for travel will be taken into consideration. If needed the coach and athletic director will go before the board of education.

State Championship Teams

Any team or individual that wins a state championship will have the opportunity to receive a state championship ring pending availability of funds from outside sources. The cost of the rings will be similar for all teams and individuals and will be determined by the athletic director and principal. These rings will be uniform and no variations will be purchased through the school.

Banquet/Awards Program

Each athletic team must have an awards program for his/her team. The athletic department will contribute towards award expenditures. The athletic department will also provide KHSAA Award certificates, bars, and letters for each deserving player. Individual teams or booster clubs must provide their own food for award banquets through fundraising. Please schedule your banquet date within a week of the conclusion of your season and inform Athletics Administration of the date and time. All other expenses will be incurred by the booster club. Equal amount of

money must be spent between comparable male and female sports. It is the responsibility of the head coach to oversee the banquet-planning process and maintain compliance with these Title IX guidelines.

Player Awards

A \$40 maximum will be used for the purchase of athletic awards for participants. A list of awards to be given and criteria for their distribution should be on file with the athletic department. If a participant receives more than one award the maximum may be combined to recognize all achievements on one award. Special recognitions/awards may be approved by the athletic director and principal upon request of the head coach. An example would be a player who is named to an All-State team.

Ticket Policy

Season passes will be sold to students and adults. These tickets will be available for purchase at the Mercer Co. Senior High School office. General admission tickets will be sold at the gate and students 6th grade and higher will pay the same as adults. No special discounts will be given to students with the exception of a lower student pass price or possibly special student nights during the school year. Season passes will be given for all home contests to the Mercer County Board of Education. Mercer County District Employees receive free admission to all regular-season home athletic events with the school ID (excluding tournaments and bowl games.)

Coaches Cards

All coaches will be entitled to a coaches' card. These cards will be paid with school board funds and the athletic director will maintain a list of coaches who receive cards.

Coaching Clinics

At this time all coaches' clinics must be funded by individual coaches accounts.

UNIFORM REPLACEMENT POLICY

- Uniforms will be reviewed for safety and condition on an annual basis by the coaches and athletic director.
- Varsity uniforms will be purchased on a need basis; usually every 4-6 years. Due to the nature of certain sports, some uniforms will last longer than 5 years and some less than 4 years.
- Whenever possible, varsity uniforms will be passed down to the junior varsity, and junior varsity uniforms will be passed down to the junior high. This will not be done if the uniforms are in poor condition or do not fit the majority of the team properly.

New Uniform Rotations

Uniforms will be provided approximately every four years to the following sports. When a booster organization purchases uniforms for a sport, with the principal's approval, this will start their four-year rotation again. Uniform purchases will be made out of general athletic funds and/or board funds. The following rotation will be followed:

Titan Athletics Uniform Replacement Schedule

Sport	2019-2020	2020-2021	2021-2022	2022-2023
Baseball				X
Girls Basketball			X	
Boys Basketball			X	
Cheerleading	X			
Cross Country		X		
Football	Jerseys		Pants	Jerseys
Girls Golf		X		
Boys Golf		X		
Girls Soccer	X			
Boys Soccer	X			
Softball				X
Girls Tennis		X		
Boys Tennis		X		
Girls Track		X		
Boys Track		X		
Volleyball			X	

MISCELLANEOUS

Mail

All mailings, for athletic purposes, must be given to the athletic administration. Please give ample time for mailing.

Tournaments (Host / Participant)

All tournaments hosted by the school should be self-funding. The scheduling of these must be handled by the head coach of the sport hosting the tournament. No coach should volunteer to host a tournament without prior authorization from the athletic director. The coach must arrange for the bus transportation when traveling to a tournament (that may not have been on the original bus schedule list). The head coach must be at the tournament drawing or designate some other school official to be present.

Fundraising/Booster Clubs

Booster clubs must request recognition annually from the Mercer County Board of Education. The forms for this request can be obtained from the athletic department web site. This request should be made on or before July 1st each year. All booster clubs must operate under the guidelines set-forth by the board, KHSAA, Redbook, and Federal/State Government. Failure to do so will result in the disassociation with the Mercer County School System. No funds or purchases can be utilized by any of our athletic programs unless the booster club is officially recognized by the board and operates according to the required policies. Coaches should not have direct involvement with boosters finances and cannot work with non-recognized booster groups. All fundraising must be done through an organized booster club. The selling of any items must have the principal's approval prior to selling. **No games of chance are permitted on the school grounds.** Any fund raising activities conducted by the athletic team should be reported on the End of Season Report. The coach can serve as a consultant to their booster organization and should ensure they comply with all policies and procedures. All booster clubs must submit end of the year reports according to board policy and procedures. Fundraising requests will only be approved once the appropriate booster club financial reports have been filed with the athletic department.

Mandatory Meetings/Training (Sports Medicine / CPR / Rules)

The athletic director will schedule local required clinics and inform all needed participants as to the time and place. The athletic director will give all information on other clinics to the interested parties when it is received. It is the responsibility of each coach to maintain eligibility and meet requirements of the KHSAA.

Transportation

Departure times prior to 4:00 p.m. must be approved by the Athletic Director and the Transportation Director for the Mercer County School System. These requests should be limited to unavoidable circumstances and should be approved 48 hours prior to departure. Scheduling of contests that require early departure of student athletes is prohibited according to legislative regulations. Exceptions are related to KHSAA required games and tournaments.

Transportation Costs

Mercer County Schools will provide transportation needs for all athletic teams when the athletic competition is against an opponent from the same region. Mercer County Schools will also provide athlete transportation to playoff competition immediately following the regular season. Student-athletes are required to ride the bus to and from all athletic events. The only exception will be extenuating circumstances that are approved in advance by the principal.

Inclement Weather Guidelines

Although all attempts to maintain the scheduled practices and games, the safety of students, staff, and fans will be the deciding factor involving postponements or cancellations. When weather conditions are potentially hazardous a decision regarding whether to have practices/contests will be made by the Head Coach, Athletic Director, Building Principal and Transportation Director. This decision will involve the opposing team and their administration. A decision will be made as soon as possible and all parties will be contacted regarding practice/contest status. Radio and social media will be used for local announcements.

Communication

Parent Communication... How are you communicating with your parents and team? It is very important that your parents hear from the head coach on a regular basis... Not the booster club president, not the assistant coach, not a parent, but the head coach. Weekly Email, Remind App, or Team App messages are vitally important. Updates, notes, pictures, and other information for your team's web site, is another important way to share information.

Athletics Administration: Who to Contact for Guidance / Help / Support:

Item	Donald	Sara	Tim	Casey
KHSAA Login / Site			X	
Scheduling Complex/Gyms		X		
Gate Workers		X		
CPR / First Aid				X
Game Schedules	X	X	X	
Athletics Web Site			X	
Arbiter Assigners	X		X	
KHSAA Trainings	X		X	
Accidents / Injuries	X			X
Contracts	X			
Purchasing	X			
Sports Physicals				X
Warm-Up Music		X		
Title IX Reports		X		
Booster Club Help		X	X	
Academics		X		
NCAA/NAIA Clearing House Info.	X			

Additional information can be found in the KHSAA Handbook or can be accessed online at www.khsaa.org

If you have further questions concerning athletics please see your athletic director.

My signature below verifies that I have read and understand all the policies set forth by Mercer County Senior High School and Athletics Department.

Print Name

Coach's Signature

Date