



FORT PAYNE CITY SCHOOLS

HANDBOOK FOR COACHES

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ATHLETIC STATEMENT

This coaches' handbook is designed to inform coaches of the rules, regulations and information that helped develop the rich tradition of competition in Fort Payne Athletics. Participation in athletics is a privilege, which carries with it varying degrees of honor, responsibility and sacrifice. Since competition is a privilege and not a right, those who choose to participate shall be expected to follow the rules established by the Athletic Department and other specific coaches' rules for their sport. Each student athlete represents his/her school and student body. It is the student athlete's duty to conduct himself/herself in a manner becoming the student athlete, his/her family, Fort Payne City Schools and the community.

While an attempt has been made to answer as many questions as possible and provide information on all aspects of athletic participation, it is possible that you may have some questions that are not answered here. Please contact the principal and/or athletic director for this information.

The Athletic Department will enforce all rules and regulations as described in this Coaches Handbook. Coaches are asked to sign an acknowledgement document located at the end of this handbook stating that they have read and understand the information included in the Handbook and that the coach is subject to disciplinary measures should he/she violate the rules and regulations set forth in this Coaches Handbook.

DEPARTMENTAL PHILOSOPHY

The goal of the Athletic Department is to provide the best opportunities for student athletes to excel in teamwork, sportsmanship, self-discipline and character. In addition to developing skill in a sport, the purpose is to provide each participant with experiences that will be positive and memorable and that help develop the capacity for commitment to a cause, acceptance of responsibility and loyalty toward any chosen endeavor.

SPORTSMANSHIP

The following policy statement from the **National Federation of State High School Associations** expresses the concept of sportsmanship as follows:

“The ideals of good sportsmanship, ethical behavior, and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior, which are characterized by generosity and genuine concern for others. Further, awareness is expected of the impact of an individual's influence on the behavior of others. Good sportsmanship is viewed as a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity.”

One of the main goals of the athletic program is to teach the concept of sportsmanship. Good sportsmanship requires that everyone be treated with respect. This includes members of the opposing team, officials, coaches and spectators.

Good sportsmanship includes showing courtesy and kindness toward your opponent as well as fellow team members. The contest is judged by the effort of the participants and not by putting down your opponent.

Winning is exciting, but winning at any cost is not the goal. Negative treatment of any participant is outside the spirit and interest of the contest.

The “Conduct Rule” which was adopted in 2006-2007 by the AHSAA carries the following penalties:

- (a) **First Ejection** – Minimum penalty of a \$300 fine.
- (b) **Second Ejection** - Minimum penalty of one-game suspension and a \$500 fine.
- (c) **Third Ejection** - Minimum penalty of suspension for the remainder of the season plus a \$750 fine.

**Coaches of Fort Payne High School and Fort Payne Middle School students are expected to be excellent examples and role models of exemplary behavior on the field and in the arenas of competition. Should a conduct rule infraction occur with a member of the coaching staff, the coach may pay for one ejection from his/her school activity account if agreed upon by the athletic director and coach, but any subsequent ejection violation must be paid by the coach.*

All AHSAA sanctioned events are a reflection of our community and school. The conduct of the team is extended to parents and fans before, during, and after athletic events.

Assault of Sports Officials, Coaches, or Administrators (SB-16): This bill became law on March 31, 2002, and creates new crimes of harassing, menacing and assaulting sports officials, coaches and administrators. The punishments are harsher than normal for convictions of harassment, menacing and assault. For example, a second-degree assault can carry a sentence of up to 10 years in prison, but under the new law, a second-degree assault of a sports official, coach, and administrator could result in a sentence of up to 20 years.

HEAD COACH RESPONSIBILITIES

By accepting a position of Head Coach with Fort Payne City Schools, a person inherently assumes the responsibility and obligation of establishing and maintaining an athletic program of the highest caliber that his/her abilities will permit. In assigning an individual to a head coaching position, the administration of Fort Payne City Schools has placed its trust and confidence in that individual to assume and carry out each of the following responsibilities. Each coach will be directly responsible to the Athletic Director and/or Principal for all coaching duties and responsible to his/her Principal for all teaching duties.

Coaching duties include but are not limited to the following duties:

1. Before allowing any prospective athlete to participate in his/her program (including practice) the following will be on file in the AD office.
 - (1) **Birth Certificate** (must be issued by the Bureau of Vital Statistics/Health of the birth state with an individual identification number; cannot accept hospital certificates);
 - (2) **Current Physical** (must be issued by a MD or DO)
 - (3) **Concussion Form** - make sure the document has printed name and signature of student and parent, and is dated.

- (4) **AHSAA Release/Consent Form** – make sure the document has printed name and signature of student and parent, and is dated.
 - (5) **Star Certificate/Sportsmanship Certificate** or a copy of their student search record.
 - (6) **FPHS Drug Testing Consent Signed Form**
 - (7) **FPHS Athletic Handbook Signed Form**
 - (8) ****Proof of Insurance (to be kept on file by the coach and office)**
2. Explain and discuss the Fort Payne City Schools Athletic Handbook with the athletes and parents in his/her program.
 3. Prepare and submit to the Athletic Director’s Office and/or Principal’s Office:
 - A. A list of all potential athletes (alphabetical order) participating in his/her program **at least ten (10)** days prior to practice date (for physical checks and eligibility purposes). Also, please submit a numeric roster when numbers are assigned and ready for publication (must be completed a minimum of two weeks before the first contest).
 - B. Athletic trip request forms for all away events (including practice and off-season). Distribute to all faculty members, administration and attendance office a list of athletes who are to be excused from school on each road trip at least two days in advance of trip. Note: A charter bus is the only type of vehicle that may be rented for student transport.
 - C. A travel list/bus manifest of all persons traveling with the team; if more than one bus is used, designate which bus each individual will be riding.
 - D. A yearly budget with estimated incomes and expenses.
 - E. A complete inventory of equipment at the end of the season.
 - F. All requests for new equipment for the next year by the deadline set by the Athletic Director and/or Principal.
 - G. A list of all lettermen in his/her program at the end of the season.
 4. Check with Athletic Office and/or Principal **and posted in Transfinder at least 10 days prior** to all road trips to confirm the date and time of your scheduled departure. If you wish to adjust your departure time, it can be done at that time.
 5. Explain and discuss your travel policies with your student-athletes and parents. Coaches will establish travel policies for the return trip from athletic contests. If athletes are permitted to travel home other than on the bus, they must have a parent/guardian present to sign them out. Each coach should have a sign-out sheet for parents to sign which states that they have chosen to take their child and accept full responsibility of their child. The head coach (or a designated assistant coach) should be in charge of the “sign-out” sheet; make the parent sign, not the student-athlete.
 6. Insure that all equipment is properly cleaned and stored at the end of the season.
 7. Provide a lockable, safekeeping place for valuables during practice and game time.
 8. Demand that our athletes conduct themselves as gentlemen/ladies at all times when they are representing our city and school. All coaches are expected to model this positive behavior.

9. Monitor and be proactive in the student's athletic/academic eligibility.
10. Insure that all athletes under his/her jurisdiction are well informed as to all athletic eligibility rules and regulations.
11. Limit the time athletes will be out of school to a minimum.
12. Insure that the Athletic Director and Principal, using the fundraiser form, approve all fundraising activities at appropriate time as requested by the Athletic Director
13. Supervise his/her assistant coaches and all of the athletic teams that are a part of his/her program.
14. Schedule all regular season contests and submit schedule to the Athletic Director and/or Principal for approval.
15. Be knowledgeable of rules and regulations regarding his/her sport as presented in the AHSAA handbook/sport season book.
16. Keep abreast of rules and rule changes in his/her sport. All Head Coaches (JH, JV, or V) are required to attend a rules clinic or take the on-line rules course (will cost \$40 per head coach) for his/her appropriate sport.
17. Conduct him/herself at all times in a manner that would not cause any embarrassment to the team, school, or community. Demand the same expectations of all of his/her assistant coaches.
18. Encourage athletes to participate in as many sports as possible.
19. Develop criteria for earning a letter in the sport coached.
20. It is the coach's responsibility to ensure the maintenance of clean facilities at all times.
Ex: Dressing rooms, gyms, fields, etc.
21. Operate as the CEO of your respective sport related booster club and ensure compliance with all Fort Payne City Schools' policies and procedures regarding the operation of the club.
22. Before purchasing or ordering any items, request and receive an approved purchase order signed by the appropriate parties (**Principal**). Do not add items to a Purchase Order without the permission of the Principal. **Also, remember if you or your Booster club places an order without a Purchase Order, you will be personally responsible for this item.** Keep in mind the difference between public and non-public funds. All Athletic Department funds are public money and must be used to directly benefit the student. Any purchase related to non-public funds must be purchased through the booster club or non-public account.

ALL FPHS COACHES

The following coaching requirements **MUST** be completed **BEFORE** any services rendered to student athletes and before ordering or receiving an AHSAA Coaching Card.

(1) **Coaching Principles Certificate**

(2) **Sport Safety First Aid Certificate**

* (if a coach is “Grandfathered” - been coaching **PREVIOUS to 2002** - and has been coaching continuously as a member of the AHSAA with **no break in service**, please have a **signed statement from the principal verifying “Grandfathered status”** . **If courses were taken in college, please have a copy of college transcript with courses highlighted**. Coaching Principles must be a principles class, theory class or survey/research class; *coaching individual sports classes are not acceptable.*)

(3) **Concussion Course Certificate**

(4) **Star Sportsmanship/ or NFHS Sportsmanship Certificate**

(5) **Valid CPR & AED Card** – must have a copy of CPR & AED Card in folder.

(6) **Heat Illness and Prevention Course Certificate**

(7) **Sudden Cardiac Arrest Certificate**

JUNIOR HIGH SCHOOL PARTICIPATION (AT HIGH SCHOOL LEVEL)

Junior High School athletes may participate on a High School team at the request of the head coach of that particular sport if it is in the best interest of the individual athlete and the athletic team. Unless it is absolutely in the best interest of the athlete and the program, all students should remain with their grade level program.

Current Decisions to Address the Issue of Junior High Students Playing on High School Teams are as Follows:

1. Junior high school students will meet all academic, attendance and conduct eligibility requirements identified by the Fort Payne City Schools as outlined in the Athletic Handbook.
2. The junior high and high school administrators, the athletic director, the junior high coach, and the high school coach who is interested in having the junior high student(s) participate on his/her team will discuss eligibility requirements for the identified student(s) **PRIOR** to any discussion of team participation with the parent and/or student(s).
3. If administrators and coaches decide that the junior high school student is to participate on the high school team, the high school coach will communicate participation conditions to the student and parent. The parent and student must agree to the conditions.

4. Parents must provide transportation to all team practices (junior high school students will not be excused before the dismissal bell in order to provide them extra time to arrive at the high school for practice/competition).

High school coaches should not talk to junior high school students/ parents about participation on the high school team until the Athletic Director, the high school and junior high school administrators and coaches have agreed that the identified student(s) are eligible and meet all requirements for participation at the high school level. Part of this discussion will focus on the maturity of the student and the student's need for extended challenge beyond what can be offered at the junior high school level.

CAMPS AND CLINICS

Clinics and camps are only allowed during the summer. This excludes clinics held immediately prior to tryouts held by that school for a particular sport or activity. Example: Cheerleader clinic the week before tryouts so students can learn the tryout routines. Request for clinic/camp must be submitted to the Athletic Director for approval. Clinics/camps that will be held between the time school is dismissed for summer and the end of July should be submitted by May 1st. The proposal will be considered after the complete proposal (with all required information) is received. No information about a camp/clinic may be distributed before approval from the Athletic Director is granted. Request should be submitted using the camp/clinic form to the Athletic Director before the deadline. The camp/clinic form should be completed fully before it is submitted to the Athletic Director.

CODE OF ETHICS

It is the duty of all concerned with school activities:

1. To encourage and promote friendly relationships and good sportsmanship throughout each school by requiring courtesy and proper decorum at all times.
2. To encourage and promote positive race relations, cross cultural understanding and human rights with respect to race, culture, ethnicity, gender, ability, lifestyle, diversity, and religion.
3. To insist upon implicit compliance with all rules and regulations of the Alabama High School Athletic Association and Fort Payne City Schools.
4. To secure approved officials for all contests.
5. To recognize that good sportsmanship is as important as victory, by approving and applauding good team play, individual skill, and outstanding examples of sportsmanship and fair play exhibited by either team.
6. To take special care to treat visiting teams and officials as guests, extending to them every courtesy.
7. To be modest in victory and gracious in defeat.
8. To respect the judgment and integrity of referees, judges and other officials, realizing that their decisions are based upon game conditions as they observed them.

9. To identify any member school suspected of recruiting student athletes from other schools for the purpose of participating in their interscholastic program.

Note: Recruiting is considered to be contact by a coach or other school representative intended to influence a student to attend a school for the purpose of athletics other than the school he/she would normally attend.

Contact is permissible for a coach, or anyone else connected with a school, to talk or speak with a student(s) or parent(s), only if they, on their own, visit your school office.

Recruiting is a serious breach of the Code of Ethics as such should be brought to the attention of the Superintendent through the Principal and/or Athletic Director.

Individuals found to be involved in recruiting shall be liable for suspension.

10. To educate student-athletes concerning the dangers and ethical violations of the use of performance enhancing drugs. Individuals found to be involved with using performance enhancing drugs shall be liable for suspension.

The coach, in addition, should:

1. Maintain self-control at all times, accepting adverse decisions without excessive public display of emotion or of dissatisfaction with the official.
2. Employ accepted educational methods in coaching, giving all players an opportunity to use and develop initiative, leadership, and judgment.
3. Take a strong stand against profanity, abusive language, gambling and similar violations of true sportsman's code.
4. Pay close attention to the physical condition and well being of all players, refusing to jeopardize the health of any individual for the sake of improving the team's chances to win.
5. Promote and demonstrate respect for the diversity among participants as it relates to race relations, cross cultural understanding, and human rights.

There is no place in school athletics before, during or after competition for the use of drugs or alcohol of any kind. Any use of alcohol or drugs that can be directly associated with any school athletic event must be reported to the Athletic Director. The athletic director shall make full report to the Principal who shall take whatever appropriate action is necessary. This would include any post game celebrations at the site of the event or traveling home from the event.

The Principal and Athletic Director shall investigate and report to the Superintendent breaches of the Code of Ethics and/or Regulations governing behavior of student and/or coaches of the school for which he/she is responsible.

COACHING CODE OF CONDUCT

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as the athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sport organization are channeled. Thus how an athlete regards his/her sport is often dependent on the behavior of the coach. The following Code of Conduct has been developed to aid coaches in achieving a level of behavior, which will allow their athletes in becoming well-rounded, self confident and productive human beings. Although this code is directed toward coaching conduct it equally applies to other members of the "Team Leadership Staff" i.e. volunteers and assistants. It is assumed that these people act in cooperation with one another to construct a suitable environment for the athlete.

COACHES HAVE A RESPONSIBILITY TO:

1. Be the major influence in instilling the values and beliefs of the school in the sport you are coaching. All athletes and coaches are expected to reflect the values stated in the mission, philosophy and code of conduct. Become familiar with the Fort Payne City Schools' mission, philosophy and code of conduct as outlined at the beginning of this handbook.
2. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
3. Direct comments or criticism at the performance rather than the athlete.
4. Consistently display high personal standards and project a favorable image of their sport and coaching.
 - a. Refrain from public criticism of fellow coaches, athletes, officials and volunteers especially when speaking to the media or recruiting athletes within our school.
 - b. Abstain from the use of tobacco products while in the presence of her/his athletes and while on school property.
 - c. Abstain from drinking alcoholic beverages when working with athletes.
 - d. Never use alcohol in conjunction with athletic events or victory celebrations.
 - e. Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
5. Ensure that the activity being undertaken is suitable for the age, experience, and ability and fitness level of the athlete and educate athletes as to their responsibilities in contributing to a safe environment.
6. Communicate and cooperate with registered medical practitioners in the diagnoses, treatment and management of their athletes' medical and psychological problems. Consider the athletes' future health and well being as foremost when making decisions regarding injured athletes and their ability to continue playing or training.

CONCUSSIONS: Major point of emphasis. If an athlete has any symptom(s) of a concussion, they must sit and cannot return to games or practice without a release from a doctor. **When in doubt, hold them out!!!**

7. Regularly seek ways of increasing professional development and self-awareness. Each coach should complete eight (8) hours of athletic professional development yearly.
8. Treat opponents and officials with due respect both in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules.
9. In the case of minors, communicate and cooperate with the athletes' parents or legal guardians, involving them in management decisions pertaining to their child's development.
10. Be aware of the many pressures placed on athletes as they strive to balance the physical, mental, emotional and spiritual aspects of their lives and conduct practice and game in a manner so as to allow optimum success.

COACHES MUST:

1. Ensure the safety of the athletes with whom they work. This includes on the field, in the gym, in the dressing room, or in the weight room (never leave students unattended in the weight room).
2. Respect athletes' dignity; verbal or physical behaviors that constitute harassment or abuse are unacceptable.
3. Never advocate or condone the use of drugs or other banned performance enhancing substances.
4. Never provide athletes with alcohol; never encourage its use.
5. Never leave an athlete waiting for parents to pick them up; stay until everyone has a ride and has left the athletic/school premises.
6. Be present at the athletic facility at least fifteen to thirty minutes prior to the time which athletes are to be present; never leave them unattended.
7. Ensure that locker rooms are properly supervised at all times. "Hazing" is a critical issue which has been publicized a great deal in recent months/years. Hazing cannot and will not be tolerated in public education. Ensure that our student athletes have proper supervision at all times. (*Coaches must supervise very strongly and sternly to insure hazing does not take place at camps, as well as your local facilities. If students attend an individual camp, he/she should attend on their own; coaches who attend with the student athletes open themselves up to supervisory questions and situations.)
8. Submit to your Athletic Director a roster of the students participating on your team.

9. Parent consent forms and medical releases are required of all students participating in Fort Payne City Schools' sports; please give these out and collect them from you players, then give a copy to the Athletic Director.
10. Publish in writing the expectations you have of student participation in practices and attendance at games, meets, etc. A copy of your handouts should be given to the Athletic Director and approved by the school.
11. Schedules will be posted on a Sports Bulletin Board in the office of the school; however, it is advisable that each player be given a schedule to take home.
12. Develop and establish procedures for distributing and collecting school uniforms and equipment for your sport. The head coach will be responsible for all equipment issued; if equipment is lost, damaged, or stolen and problems occur in collection of uniforms or fees, the Athletic Director will assist you.
13. Please see that the gym/fields is left in order after practice; equipment is returned to its proper place, lights are out, showers turned off, dressing room lights are out, doors are closed and locked, etc.
14. If your sport involves games or meets in gyms, please communicate with your Athletic Director as to who will be responsible for opening the building, having necessary help for scoring, setting up tables, chairs, etc.
15. Never, never, never loan your keys for any athletic facility to anyone under any circumstances; if someone needs to enter your facility, you must go with them.
16. You will also work with your Athletic Director in preparing for the end-of-season awards ceremony; dates, locations, and other pertinent information need to be cleared through the Athletic Director.

GREAT COACH

A coach is a teacher, part of the education process. Everyone else sees a coach in action. Visibility gives a coach the chance to influence positive attitudes about sport amongst students, spectators, and the community.

A coach can do many things, including:

- *Provide players and spectators with a good example to follow*
- *Respect officials; understand their important contribution to school athletics*
- *Abide by the rules of the game, in letter and in spirit*
- *When victorious, be modest, when defeated, be gracious – in public and with the media*
- *Talk about being a true sport, teach it and encourage athletes to play the right way*
- *Do what you say, exemplify high moral character, leadership and behavior*
- *Respect opposing players and coaches*
- *Abstain from using profanity or obscene gestures*

FOURTEEN DUTIES/MUSTS FOR FORT PAYNE CITY SCHOOLS COACHES

1. **DUTY TO PLAN** – This is a comprehensive requirement. Inherent in this duty is the need to continually develop responsive strategies that prevent or reduce the potential for injury and loss in the following areas: coaching competence; medical screening; appropriate activities that consider age, maturity, and environmental conditions; facility and equipment evaluation and improvement; injury response; warnings to athletes and their families; insurance of athletes; child advocacy in cases of alcohol and other drug abuse or family neglect or abuse.
2. **DUTY TO SUPERVISE** – A coach must be physically present, provide supervision and control of impulsive behavior, competent instruction, structured practices, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors/coaches ensure that facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise.
3. **DUTY TO ASSESS ATHLETES READINESS FOR PRACTICE AND COMPETITION** – 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 have a current AHSAA physical issued by a medical doctor on file 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 specific to a sport and inherent in defective equipment or hazardous environments. Weather conditions must also be considered. Athletes should not be subjected to intense or prolonged periods of conditioning during periods of extreme heat and humidity or when frostbite might be a factor. In addition, a plan for monitoring and responding to dangerous weather conditions is necessary.
5. **DUTY TO PROVIDE PROPER EQUIPMENT** – Coaches and athletics administrators must ensure athletes are properly equipped with equipment that is appropriate for the age and maturity of the athletes and that is clean, durable and safe. Fitting should be carried out in accordance with manufacturer’s specifications. This is especially important for protective equipment which must carry a National Operating Commission on Safety in Athletics Equipment (NOCSAE) certification and must be checked for proper fit and wearing. Athletes must wear protective equipment any time they are exposed to the full rigors of contact in practice or competition.
6. **DUTY TO INSTRUCT PROPERLY** – Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that consider the developmental level of the athlete and that lead to an enhanced progression of player knowledge, skill and capability. Instruction must move from simple to complex and from known to unknown. Instructor-coaches must be properly prepared to provide appropriate and sequential instruction and to identify and avoid dangerous practices or conditions. Instruction must demonstrate appropriate and safe techniques and must include warning about unsafe techniques and prohibited practices.
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 musculo-skeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities. Consider student readiness and maturation. In addition, consideration should include weather conditions and their impact on student health.
9. **DUTY TO WARN** – Coaches are required to warn parents and athletes of unsafe practices that are 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 INSURANCE** – Athletic 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. Deductible and co-payment requirements are the responsibility of the family and this should be clearly explained to your athletes and parents. Students must provide medical insurance information (family/Medicaid/All Kids) prior to beginning practice, or they must purchase insurance from the school to show proof of insurance. The AHSAA provides a catastrophic insurance policy for each child entered on the eligibility for a minimal cost to the school.

11. **DUTY TO PROVIDE EMERGENCY CARE** – Coaches are expected to administer accepted, prioritized, standard first aid procedures in response to a range of traumatic injuries – especially those that are life-threatening. All coaches must be CPR and **AED** certified and ready to use CPR if necessary. All coaches must complete the NFHS Concussion Course and be aware of all concussion signs, symptoms, and procedures. When in doubt, hold them out! Stand tall, make the call! No play until OK!
12. **DUTY TO DEVELOP AN EMERGENCY ACTION PLAN** – Athletic administrators and coaches must develop site-specific plans for managing uninjured team members while emergency care is being administered to the injured athlete. In addition, plans must be in place to: ensure access to a telephone; a stocked first aid kit, other emergency response equipment. The plan should also account for a timely call to EMS and an expedited access by EMS to the injured athlete by stationing coaches or team members at driveways, parking lots, entry doors, and remote hallways.
13. **DUTY TO PROVIDE PROPER TRANSPORTATION** – All travel to out-of-town Fort Payne City Schools’ athletic competitions/events must be on Fort Payne City Schools’ buses or an approved charter transport company. Any exceptions to this must be approved by the Athletic Director and/or Principal and Transportation Director of Fort Payne City Schools. No athlete may drive to an out-of-town competition/event to meet the team. Transportation to practices off the Fort Payne High School campus is provided by the Fort Payne City Schools transportation department, and all students must ride the bus to an off-campus practice location unless a waiver is signed by the student athlete’s parent which releases him/her to drive himself/herself to that location. No student may ride with another student unless it is a sibling of the driver.
14. **DUTY TO SELECT, TRAIN, AND SUPERVISE COACHES** – Athletic administrators will be expected to ensure coaches are capable of providing safe conditions and activities as outlined in the previous duties.

ACKNOWLEDGEMENT OF ATHLETIC HANDBOOK

I acknowledge receipt of a copy of the Coaches Athletic Handbook and have read the rules concerning conduct for Fort Payne City Schools Coaches. I understand the rules and expectations and realize that I am subject to disciplinary measures should I violate them. I do agree to conduct myself in accordance with the rules and expectations of our athletic program.

- I. The Coach agrees to provide:**
 - A. Supervision**
 - B. Instruction**
 - C. Proper equipment (This includes equipment or uniforms provided by the participant)**
 - D. Proper safety precautions**

- II. The Coach agrees to abide by all written rules and expectations regarding behavior and safety.**

- III. I will make parent/guardian aware that the school offers a school accident insurance plan. It is the responsibility of the parent/guardian to enroll in the school insurance plan. I will make the parent/guardian aware that any difference in the basic coverage, deductibles, or other related expenses will be paid by the parent/ guardian. (Always be aware that some student- athletes who do not have insurance may qualify for ALL KIDS insurance plan.)**

- IV. I will give an opportunity for parent/ guardian to attend a meeting that addresses the following areas :**
 - A. Hazards and danger associated with athletics**
 - B. Promoting safety in athletics**
 - C. School's insurance plan**
 - D. Maintenance of equipment**
 - E. Transportation**

- V. A question and answer session will be held to address any areas of concern.**

I the undersigned, agree that I will give the aforementioned information to the parent/guardian.

SIGNATURE OF COACH

Fort Payne City Schools Coaches Handbook

DATE