

# **NEW RIEGEL LOCAL SCHOOL DISTRICT**

**New Riegel, Ohio**



## **COACHES HANDBOOK**

*Updated: June 2022*

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## **Introduction**

The Athletic Department is an integral part of the total education process of New Riegel High School. Being involved in athletics provides the student with opportunities to develop leadership skills and to learn the ideals of fair play and ethical behavior which are necessary for competition and cooperation in our society. It should also provide our students with the unique opportunities for self-discipline, self-sacrifice, and loyalty to the community, the school and the team.

New Riegel High School encourages all students to participate in athletics by offering a well-rounded program of interscholastic athletics for both young men and women.

Competition and cooperation are prized in our culture, and both are fostered by a well conducted athletic program under competent leadership. Athletics which are regulated to meet educational objectives can provide a major contribution to the physical and moral development of students.

The coach of an athletic team is primarily responsible for the compliance by his/her squad members to the rules, regulations, and policies governing athletics at New Riegel High School. Compliance is enhanced when athletes are informed of and understand the policies. All coaches and their direct support (assistant coaches and “walk-on” staff) are directly responsible to the Athletic Director for the application of these rules and regulations. The Athletic Director will administer these rules and regulations as they relate to inter squad and inter coach relationships.

This “Coaches’ Handbook” should answer many of the questions you might have, but by no means should it be considered the final word. No matter how trivial you feel an issue might be, you should always contact the Athletic Director if you need input or clarification.

You have chosen and accepted an honorable profession and must be an example of honor and dignity for our student athletes.

Sincerely,

*Jamie Lininger*

Jamie Lininger  
Athletic Director

## **Statement Of Goals**

The primary goals of the athletic program for the young men and women of New Riegel High School are as follows:

1. To provide an athletic program that is responsive to the expressed needs, interests, and abilities of the students and which is consistent with available facilities, equipment and staff.
2. To provide an athletic program that will satisfy both the competitive needs as well as recreational needs of students.
3. To provide equal opportunity for all students in our athletic programs.
4. To provide an athletic program that will promote physical well-being and desirable attitudes in leadership and sportsmanship for both the participants and spectators.
5. To provide an athletic program that is an integral part of the educational program.
6. To provide the students with a qualified staff to coach and supervise all aspects of the athletic program.

### **Codes of Ethics**

It is the duty of all concerned with high school athletics:

1. To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a positive relationship between visitors and hosts.
6. To respect the integrity and judgment of sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
8. To encourage leadership, use of initiative, and good judgment by the players.
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
10. To remember that an athletic contest is only a game.....not a matter of life and death for any player, coach, school, official, fan or community.

### **OHSAA**

As a member of the OHSAA, New Riegel High School is responsible for following the Constitution, Bylaws and Sports Regulations established by the OHSAA. Problems or concerns with any rule or regulation should be directed to the Athletic Director, who in-turn may then choose to refer the matter to the OHSAA.

***It is the coach's responsibility to become familiar with all OHSAA rules, bylaws and guidelines.***

### **Sandusky Bay Conference**

New Riegel High School is a member of the Sandusky Bay Conference. Management of the league is handled by the SBC Executive Council and/or Athletic Directors of member schools. Member schools include:

<b>Lake</b>	<b>Bay</b>	<b>River</b>
Bellevue	Edison	Calvert
Clyde	Huron	Danbury
Columbian	Margaretta	Gibsonburg
Norwalk	Oak Harbor	Hopewell-Loudon
Perkins	Port Clinton	Lakota
Sandusky	Willard	New Riegel
Vermilion		Old Fort
		St. Joseph CC
		St. Mary CC

As a member of the Sandusky Bay Conference, New Riegel High School is responsible for following the Constitution, Bylaws and Sports Regulations established by the SBC. Problems or concerns with any rule or regulation should be directed to the Athletic Director, who in-turn may then choose to refer the matter to the SBC Executive Council.

*It is the coach's responsibility to become familiar with all SBC rules, bylaws and guidelines.*

### **Spectator Conduct**

All SBC athletic events are considered an educational experience for our students and are conducted in an extended classroom environment. Sportsmanship is expected from all participants as well as from spectators.

New Riegel, as a member of the Ohio High School Athletic Association (OHSAA), will enforce the following sportsmanship rules as developed by the League, and the OHSAA. Spectators at all activities are expected to show respect and courtesy for all players, coaches, officials, and should refrain from the following behaviors:

- Berating your opponents, school, or mascot.
- Obscene cheers or gestures.
- Signs not promoting sportsmanship. (Run-throughs and banners are approved)
- Complaining about official's calls: verbal or gestures.
- Throwing shredded paper, confetti, any objects or articles.
- Vandalism or disorderly conduct.
- Any other behavior that reflects poorly upon New Riegel High School, its students or staff.

It is the responsibility of the coaches and other staff members at athletic events to enforce these rules. Persons unable to conduct themselves according to these rules of sportsmanship will be asked to leave. Anyone ejected from an athletic event is subject to the same punishment as a student-athlete (two game suspension).

### **Coach Conduct**

#### **Form of Address**

Require that athletes call you “Coach” or Mr., Miss, or Mrs. as appropriate. You should keep a professional distance between yourself and your athletes.

## **Language**

Please consider the language you use when speaking to or in the vicinity of any of our students, parents, and members of the community. Remember that New Riegel High School is an educational institution first and foremost, and that you are now part of a team of educators. The language and habits that your student-athletes observe will undoubtedly become a part of their make-up. If you lose control of your emotions, it is difficult to expect the athletes under your direction to maintain theirs.

Sport officials are becoming more sensitive to profane outbursts and those individuals who either use or tolerate the use of profanity are sure to be penalized. Let’s ensure a fair and positive experience for all!

## **Sportsmanship**

As the people “out front”, coaches have a unique opportunity to impact that which, in some areas, can determine the future health and support of high school athletics.....sportsmanship. Because the values we seek from athletics cannot exist without good sportsmanship we can insure support from educational institutions only if those involved in high school athletics promote the highest level of sportsmanship.

Good sportsmanship does not happen accidentally. It takes a lot of hard work, a great deal of courage and dedication to stand up and tell people when they are wrong or take the extra time to make sure things happen right. As coaches, this is one of our most important responsibilities and if we are successful in this effort, we will have attained a more positive and lasting mark than any championship could bring.

## **Ejection from a Game**

Ejection from a game is a serious offense. If it happens during league play, you are required to sit out the next two games. If it happens a second time, you are suspended for the season.

Any time a coach is ejected from a game, you will be required to turn in a written statement explaining your actions with a follow up discussion.

## **You Are the Coach, Not Their Peer**

Always remember, wherever you are with your athletes, you are an extension of New Riegel High School and all school rules follow. An example would be that at no time should there be alcohol provided to, or consumed by, underage students.

Failure to comply may result in a hearing and could get you dismissed from your coaching duty.

### **Never Be Alone With an Athlete**

It is important that we avoid finding ourselves in a closed room with just one athlete. While there may be times when this is unavoidable, such as talking about something that should only be done in private, it is in your best interest to avoid putting yourself in the position of being alone. Always keep a door open to protect yourself and the athlete.

### **Avoid an Inordinate Amount of Practice with One Athlete and Not Alone**

As a coach, you need to be careful in how you relate to your athletes. It is not in your best interest to spend an excessive amount of time with one athlete or to coach them alone. Other athletes will pick up that you favor one athlete, and it is not conducive to team chemistry.

### **Do Not Take Athletes to Your Residence**

Do not take an athlete to your residence, nor should you visit any athlete's residence. The only appropriate exception is when there is a team function at a residence, and the entire team is present as well as parents.

### **Do Not Allow Hazing of Athletes**

As a coach, you are liable if your athletes are involved in "hazing". This type of behavior is not considered as team building. As a coach of the team, you are responsible for the safety of all your athletes. If one of your athletes commits hazing to another athlete regardless of the circumstances, it is wrong and will be dealt with.

Examples of hazing would be: tying an athlete to a pole, any type of embarrassing dress, any type of physical attack, or anything that would make somebody uncomfortable or threaten their personal safety.

### **Multi-Sport Athletes (Back to Back Seasons)**

For athletes who wish to participate in more than one sport at New Riegel High School, coaches should try to find a way to accommodate back to back seasons. For an athlete, who is ending one season and immediately starting another sport, it is recommended they be allowed one week off between when one season ends and another season begins. The athlete must talk to the coach whose season he/she will be starting to confirm the practice schedule.

### **Coaching Varsity, JV, JH Teams**

If you are a varsity coach, it is recommended that you have an active partnership with your JV/JH program. If you are a JV/JH coach, it is expected that you will work with your varsity coach. A successful program must have cooperation between both teams. As a varsity coach, you need to support your JV/JH coach and his/her athletes because they are your future.

Additionally all coaches are to be evaluated. The varsity coach will within two weeks of the season ending evaluate all Assistant, JV and JH coaches. The athletic director will evaluate all varsity coaches. All evaluations will be turned in to the superintendent to be placed in the coach's personnel file.

### **Practice Times and Games Schedules**

Practices taking place in the gym will need to be coordinated with other coaches and school events that require the use of the gym. Inputting your practice times on the Master Calendar should be completed in a timely manner. Coaches are also required to schedule pre-season contests. Please get prior approval for tournaments or overnight road trips.

All New Riegel High School schedules will be online at [www.newriegelshools.org](http://www.newriegelshools.org). Please check the website to make sure your schedule is accurate. Scores will be added as they are available.

### **Pre-season Meetings**

It is recommended, that within 10 days of the start of the season, that the varsity coach/AD meets with all student-athletes under his/her guidance and discuss the following:

- a) Safety requirements ~ Facility rules/policies.
- b) Team rules ~Schedules ~Transportation arrangements
- c) Uniforms and equipment
- d) OHSAA Policies

*The coach will also need to schedule a pre-season meeting with parents (see Parent Involvement).*

### **Post-season Meetings**

Once the season has completely ended, including league and any post season playoffs, the coach should schedule a “wrap up” meeting to review the season and set expectations for the following year to include; team performance, individual player conferences, off season training suggestions, etc.

## **Parent Involvement**

Parents play an important role in our athletic program; however, there are guidelines on their role. Please make sure to follow the expectations set up by New Riegel High School to ensure the best athletic program for your team.

### **Parent – Coach Relationships**

Aside from the necessary additional communication between the coach and the Team Parent/s, no favoritism should be shown toward any particular parent. Parents have the right to ask questions about practice schedules, how playing time is decided, and what their child could do to improve. They should not put you on the defensive and say things such as “my child is a better athlete than the other child and should be playing,” or “the team should be playing zone rather than a man to man.” You have been hired to coach your sport and we trust your judgment in areas such as game strategy, position placement, substitution patterns, etc.

### **Parent Complaints**

Please inform the Athletic Director of any parent complaints and the AD will do the same for you. All coaches are expected to handle complaints in a mature fashion and listen to what the parent has to say. If you ever feel a situation warrants intervention, contact the AD immediately.

### **Safety**

There are inherent dangers in all sports activities. Coaches must alert student-athletes of potential injuries even though certain risks are consented to by students and parents. Coaches must inform the Athletic Director of faulty equipment and unsafe conditions in the practice or playing area immediately upon discovery. Culpability is assured if any of us are found negligent in our assignments.

Please review each of the following items carefully. While some responsibilities are subjective, most are just a matter of common sense. This is meant to serve as a reminder of the responsibility that we as coaches must carry. Thank you for your cooperation in these areas.

### **Medical Kits**

Each coach is responsible for restocking the team’s medical kit. Always check supplies before an away practice or tournament. The medical kit is also a great place to keep the Emergency Forms, which are to be kept with the coaches at all times. Please do not hand out medical supplies indiscriminately.

### **Accident / Injury Reports**

It is the responsibility of the supervising coach to fill out the report as soon as possible and present it to the trainer and Athletic Director within 24 hours of the accident. In general, a report of an accident should be filed if the athlete misses practice due to injury, sees a medical practitioner, or if, in the coach’s opinion, the situation warrants a report. Communicate with the parent/guardian of the student-athlete as soon as possible. If an athlete misses practice on the request of a physician, the athlete should have a note of clearance before returning to practice.

## **Concussions**

If a student athlete suffers an injury which could cause a concussion, the athlete should be immediately removed from the contest or practice. If the injury occurs at a practice the parents shall be notified by the coach of the injury. Additionally an accident report shall be filed with the principal.

No student athlete shall return to practice or a contest until they have been cleared **in writing** by either a MD, DO or licensed trainer. The written release should be copied and given to the principal who will then put it in the athlete's permanent file.

Coaches should familiarize themselves with the signs of a concussion by going to [www.nfhslearn.com](http://www.nfhslearn.com) and viewing the course. There should be a current concussion class completion form on file.

Remember: **When in doubt, sit them out.**

### **Report Any Suspicious Activities Immediately**

As a coach you have a unique relationship with your student athletes, much more than a classroom teacher. Because of this, you might be able to spot suspicious behavior earlier than others. If an athlete seems troubled, report this to the athletic director immediately.

## **Equipment & Facilities**

Use of facilities will be coordinated between the Athletic Director and the high school secretary. The New Riegel facilities are to be scheduled for use by completing a building use form and turning it into the high school office. Any use of the facility beyond games or normal practice hours must be approved in advance by the administration.

### **Coach's Room**

The coach's office is intended for coaches only. It is not a place for student athletes to hang out. Please respect this room and do your part by taking pride in keeping it clean and organized. Do your best to keep athletes out of the coach's office. See to it that all equipment is cleaned and neatly stored in its proper place.

### **Equipment**

Coaches will issue and collect game uniforms, and practice gear. Each coach is responsible for the collection and maintenance of equipment issued to their team. A complete inventory of all uniforms and equipment must be taken at the beginning and end of each season. Uniforms must be in wearable and clean condition when turned in by the athlete. All equipment and uniforms must be stored at New Riegel facilities. Advise the Athletic Director if new or replacement uniforms and/or equipment are needed. Purchases must be approved in advance by the Athletic Director.

A coach's season will not officially end until inventory has been confirmed.

## **Weight Room**

Coaches must supervise their athletes at all times in the weight room. There can be no exceptions. Straighten up the facility and lock securely upon leaving. Individuals or groups who are not members of our coaching staff are not to be allowed the use of this or any other facilities. New Riegel insurance policy requirements make this necessary.

## **Locker Rooms**

See that these areas are supervised as long as any of your team members are present. All athletes are to use the locker room to change and store personal belongings. ***Please do not tolerate athletes changing outside the locker rooms.*** The use of cellular telephones and other ECDs that contain built-in cameras is prohibited in locker rooms.

## **Team Transportation**

Student-athletes ***must*** ride in school provided transportation to and from all contests unless they receive permission from the coach to drive themselves and provide a written note to the principal. It is permissible to use Parent driven carpools if the proper paperwork has been completed. ***Under no circumstances may the coach provide transportation unless the proper paperwork is on file in the office.***

Students may be released to their parents/guardian after a contest, upon the approval of the coach. Coaches are to see that school vehicles are kept clean.

## **Summer Transportation**

Student-athletes may transport themselves or arrange carpools during the period of time in June, July, and August when school is not in session. Coaches are to designate the contest site for summer activities as the meeting site. Summer activities do not fall under the school umbrella.

*Respective coaches take full responsibility and assume liability for summer activities.*

## **Athletic Awards**

### **All-League Recognition**

In order for players to be recognized for the All League coaches must attend a post-season SBC meeting. Be sure to take complete statistics to the post-season meeting so members of your team will be selected to the all league team. If players are selected, certificates will be presented at the Awards Night.

## **Awards Night**

The purpose of Awards Night is three-fold;

- increase awareness and support of the athletic program,
- summarize the current sport season, and
- recognize outstanding performance by individual athletes.

New Riegel will sponsor an awards night for all sports following each season. It will take place after league play ends and before games begin for the subsequent season. All sports for that season will be represented.

Coaches will make a short presentation about the season and recognize outstanding athletic performance.

Approximately 3 weeks prior to Awards Night, each coach will give the Athletic Director a list of athletes who will receive their letter, certificate, and/or special award/s. Varsity coaches may request up to four special awards to be presented to their teams. Awards will not be purchased for junior high sports but certificates can be requested for special awards.

The Athletic Director and principal shall review all recommendations for awards by coaches.

## **Administrative Responsibilities**

### **Philosophy**

Interscholastic athletics is a voluntary program. Students are not obligated to participate and participation is not required for graduation. Thus, competition in *high school athletics is a privilege and not a right*. Accompanying this privilege is the responsibility to conform to standards established for the high school athletic program. This privilege may be revoked if the athlete fails or refuses to comply with applicable rules.

It has always been the nature of the New Riegel High School Coaching Staff to share athletes and, in general, to act in the best interest of each individual athlete and sport. It is expected that each member of this coaching staff will support the entire athletic program and see to it that each individual athlete is allowed the opportunity to participate as fully as possible.

### **High School Principal**

The Principal, as administrative head of the school, is the head of all activities in the school, including athletics. Responsibility for day-to-day operation of the athletic program is delegated by the Principal to the Athletic Director.

### **Athletic Director**

The Athletic Director reports to and assists the Principal in the supervision of coaches and others involved in the athletic program. The Athletic Director will provide for overall leadership and coordination among the various sports to facilitate programs that provide student athletes worthwhile learning experiences.

## **Coaching Staff**

All coaches must obtain a pupil activity certificate, CPR certification, have completed the Fundamentals of Coaching Class and have completed the concussion coursework. No coach will be paid until all of the proper paperwork is on file.

## **Coaching Contracts**

Your employment at New Riegel High School is on an “at will” basis. Your contract runs strictly on the days of your contract. For example: for a fall sport employee it would run approximately Mid-August to the conclusion of the season. Contracts are strictly on a season-to-season basis and may be terminated at any time (including during the season) if you are found to be in violation of the standards set forth in this handbook.

Coaching contracts are tendered for one year at a time for both certified staff (full and part-time teachers) and “walk-on” coaches (individuals from outside the school community). A coach will be judged on how well they performed once the season has concluded.

## **Coaching Evaluations**

The Athletic Director will evaluate each head coach at the end of their season. The Varsity coach will evaluate the remainder of his/her paid coaching staff. These evaluations are to be used as a tool for positive reinforcement and constructive criticism.

## **League Meetings**

Varsity head coaches are required to attend a pre-season and a post-season league meeting if held. If you are unable to attend, please notify the Athletic Director so a representative may attend the meeting.

## **Summer Programs**

Coaches who plan to have their teams participate during the summer months need to be fully aware of OHSAA policies regarding such participation. Coaches and players are financially responsible for all costs incurred. Coaches should not schedule ANY activities during the board approved “No Contact” period.

## **Public Relations**

Each head coach of a varsity sport is expected to report scores and the like to each of the local newspapers. Allow yourself at least ten minutes after the contest in order to “cool off” and formulate your thoughts. Be sure that you are calm and in control of your emotions whether speaking with members of the media in person or over the phone. Plan your comments from a positive perspective and in such a way that you can be proud of any quotes attributed to you concerning your program, a particular contest or individual.

- *Findlay Courier*: 419-422-5158
- *Tiffin Advertiser Tribune*: 419-448-3250
- *Fostoria Review Times*: 419-422-5151

- *Upper Sandusky Daily Chief-Union: 419-294-2332*
- *Toledo Blade: 419-724-6116*

Publicity is important to our athletes and our community. If you expect All-League recognition for any of your athletes then press relations, especially through the area newspapers, may be one of the more important items on your agenda.

## **Finances**

### **Remuneration**

Coaches will be paid twice during the season. The second and final paycheck will be paid when you have successfully completed your season which includes a final inventory of uniforms and equipment and returning your keys to the superintendent.

### **Separate Financial Accounts**

Coaches may not have a “team” financial account outside of the school program. It is against school policy to have an account that is not under the school umbrella. You cannot go to a bank and open up an account under the name of your team and have people write checks to it.

### **Fundraising**

Our budget is limited and funds must be wisely utilized. All fundraising activities must be cleared with the Superintendent and approved by the board.

## **General Awareness**

Please contact the Athletic Director if any problems or conflicts arise. None of us wish to be surprised by the actions of others. Take care to inform the Administration of anything which you think is noteworthy. No one likes to receive a phone call or a personal visit from a parent involving some aspect of athletic life of which we were not, but should have been informed.

Every item listed in this book is an assumed responsibility when you are coaching a team. Remember, you are not working alone and your actions, or lack of them, affect each member of this coaching staff. If everyone does their part, it will ensure that New Riegel Athletic Programs remain among the finest.

## **Treatment of Athletic Injuries**

In the interest of providing for the prudent care of any athlete who suffers an injury while participating in the New Riegel High School Interscholastic Athletic Program, the following policies and procedures will be followed by the members of the coaching staff at both the senior high and junior high level of participation.

- I. Under no circumstances will any student be permitted to participate (practice or play in a game) without having a physical examination and the parent permission card signed by both

the parent and the examining physician.

2. When an injury occurs and the trainer is immediately available, trainer services should be utilized to provide the first-aid care deemed necessary.
3. When the injury appears to be of a serious nature, the athlete should be immediately transferred to a hospital emergency room. Either the coach or the trainer should contact the athlete's parents and inform them of what has happened and to which hospital the athlete has been taken. **NOTE:** Coaches and/or the trainer should have available the home telephone number for all athletes.
4. No coach or trainer should go beyond administering basic first-aid and making a preliminary examination of an injury.
5. When an athlete goes home from practice or a game with a questionable injury, the parents should be notified that day or evening regarding the extent of the injury, how it occurred, and whether it would be in the athlete's best interest to see the family physician.
6. Once an athlete is placed under the care of their physician, they should not be permitted to return to any form of participation without a written release from the attending physician.
7. Any athlete who has been placed under the care of a physician will not be permitted to return to active participation without the physician's written consent even though the parents of the athlete may be willing to have their son or daughter return to active participation. However, should the parents decide to place their son or daughter under the care of another physician who is willing to authorize participation, the school will accept such a written statement granting permission to participate.
8. All members of the coaching staff (all sports) should make every effort to be as well informed about first-aid procedures as possible and to act in the most prudent manner when handling injuries.
9. If the student athlete is hospitalized, the coach or coaches in that sport should make a visit to the hospital or contact the family for an injury update.
10. Make sure you fill out an accident report as soon as possible after an injury occurs. (Form Attached)
11. New Riegel Schools require an appropriate sports-related first aid training course and CPR conducted pursuant to the guideline of the OHSAA and State Board of Education and approved by the Board of Education — and an annual update course.

### **Certifications**

Coaching or pupil activity permits are required for individuals (paid or volunteer) who will direct, supervise or coach a student activity program that involves athletics, routine or regular physical activity or activities with health and safety considerations. Those who wish to apply for a permit through the Ohio Department of Education's Office of Educator Licensure must complete the requirements outlined below:

1. Fundamentals of Coaching (One time)
2. CPR (Every two years)
3. First Aid for Coaches (whenever up for renewal)
4. FBI/BCI check (FBI every five years if up for renewal)
5. Concussion Training (every three years)
6. Sudden Cardiac Arrest Training (every year)

The New Riegel Board of Education will assume the costs of the following coursework needed for a certified employee to be eligible to coach:

- Fundamentals of Coaching
- CPR
- First Aid for Coaches

The Board of Education will also assume the cost of FBI/BCI checks for volunteer coaches.

### **Social Media**

Social media outlets such as Twitter and Facebook can be indispensable tools for high school teams and organizations. Sending game day weather updates via Twitter or replacing the traditional phone chain with a quick Tweet to all parents can be invaluable. Facebook can be great for school team photo contests, or for spreading the word about your team's other activities.

But alongside all of the benefits of social media come some important cautions—especially when it comes to contact between adults and kids.

1. Coaches who wish to engage with their team electronically should maintain separate professional and personal accounts. This includes separate email addresses, separate Twitter handles, and separate Facebook destinations. The first step for a responsible coach is to very clearly understand and practice a separation of your personal life and your coaching life.
2. Create a social media policies document. Distribute the document to both the parents and your team at the beginning of the season. Make sure parents are very clear on your approach to social media contact with their kids.
3. Consider creating your Facebook presence not as an individual account or as a group associated with an individual account, but rather as an interest page (access at [facebook.com/pages/create](https://facebook.com/pages/create)). Facebook offers 'School Sports Team' and 'Sports League' as categories under the entertainment pages. Facebook interest pages then allow athletes and parents to 'like' the team without having to friend you personally. Visitors to the team page can then see the content you post for this group—use the calendar feature and event tab for game days and practice times, use photo albums for team pictures and candid snapshots, and post to the wall of the team page an inspirational message to the team.
4. Closely monitor commenting within your team social media presence. Immediately remove any posts by athletes or parents that violate your team, league, or governing body's principles for appropriate behavior. Promptly inform the athlete or parents of the offending post about why the post was not appropriate, and make sure to copy your league administrator on all communication regarding the removal of the post and your policies.
5. Update your privacy settings for your personal social media sites to tightly maintain viewership. Your athletes will undoubtedly search for you on Facebook or Twitter. Under the

main menu bar, select “privacy options” in Facebook and change your default privacy to either friends or custom, not public. But be aware: There are limitations to privacy settings. Private communication published on the Internet can become public, and social media sites like Facebook have often changed their privacy settings and functions without much warning or explanation.

6. Responsible coaches should never post identifiable youth athlete information, including photographs, without the permission of both the athlete and the parent. Ever. You should not ‘tag’ photos of other coaches, parents, athletes, or league administrators without their prior permission. Even when you do have permission from athletes and parents to post team photos to your site, never post a child’s first and last name—use only first names.
7. Your social media presence must also comply with your league, association, and overall governing body policies. This includes the disclosure of confidential information and the prohibition of using harassing, obscene, discriminatory, defamatory, or threatening language. The rules for what you can say out loud apply to what you can say or write in social media.
8. As a community leader, you are also responsible for complying with the Children’s Online Privacy Protection Act whenever you engage in social media. Take a minute to review the rules.
9. ***Politely decline personal friend requests.*** If an athlete attempts to ‘friend’ you at your personal social media destinations or at your personal email address, experts advise to politely decline with a message to the effect of: “Please don’t be offended if I do not accept or respond to your request. Coaches should not engage with athletes through personal social media outlets. If you wish to connect, please contact me at my official coaching email address [insert email address] or by visiting our team Facebook page at [insert link].”
10. Exercise caution and common sense. The landscape of social media keeps changing. When in doubt, err on the side of caution. Better to be the slightly less tech-savvy coach than the coach embroiled in controversy.

### **Coaches’ Checklist**

1. Post open gym or conditioning sessions on the New Riegel master calendar and on bulletin boards. Include: coach, contact information, sport, dates, times, location, requirements.
2. Coaches need to emphasize the importance that all potential team athletes complete the Physical form. Emergency Medical Form and Handbook. Coaches should collect all forms at time of tryout. This is a New Riegel requirement. Any missing paperwork puts a coach, the Athletic Department and New Riegel Local School District at risk for legal action.
3. Collect Emergency Medical Forms and Physical Forms. Turn Physical Forms into AD.
4. Confer with AD on the date for the pre-season Athlete and Parent Meeting.
5. Know and understand the OHSAA bylaws that pertain to your sport.
6. Use only school approved-transportation to all games and practices.
7. Have a Medical Kit (including ice) and Emergency Cards for every player, all coaching staff, manager, and statistician at every practice and game.

8. Be concerned first and foremost for the health and safety of your athletes.
9. Look, act, and sound like a professional at all times.

**New Riegel High School**  
***Coaching Agreement***

This agreement is to be completed and submitted prior to beginning the sport season.

I, \_\_\_\_\_ have read the Coaches' Handbook and agree to  
*(Print full name)*

abide by the contents therein. I also acknowledge and will abide by those items noted

on the Coaches' Checklist and will contact the Athletic Director if I have any questions.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

