

Cooperative Coaching Handbook

GRW
Rangers



WGR
Rams



2023-24

All provisions of this Document are subject to the laws of the State of Montana, federal laws, and valid rules, regulations and orders of state and federal laws, and governmental agencies. Any provision of this Document found to be in violation of any such laws, rules, regulations, directives and orders shall be null and void and without force and effect.

INTRODUCTION AND PURPOSES OF THE ACTIVITIES HANDBOOK FOR COACHES/SPONSORS

The purpose of this handbook is threefold:

1. To create uniformity in dealing with each coach/sponsor and activity.
2. To acquaint all coaches/sponsors with the proper procedures to follow.
3. To have a set of policies available for students, parents, and coaches/sponsors.

Our philosophy for every program is success, growth, and participation. Success—every time a student competes, he/she strives to win. Growth—through practice, fundamentals and skills are improved and values such as sportsmanship, character, and leadership are stressed. Participation—all students will feel they are part of a team when they are given the opportunity to participate to the best of their ability.

The interscholastic athletic program shall be conducted in accordance with existing Cooperative Board policies, rules, and regulations. While the cooperative boards take great pride in winning, they discourage any and all pressures that might tend to neglect good sportsmanship and good mental health. At all times, athletic programs must be conducted in such a way so as to justify them as educational activities. Young people learn a great deal from their participation in activities/athletics. Activities play an important part in helping an individual student develop a healthy self-concept as well as a healthy body. Activities add to schools' spirit and help all students and spectators develop pride in their schools.

Every effort will be made to support the activities program with the best facilities, with the necessary equipment, and with the most qualified staff available. The ultimate goals of the activities should be:

1. To realize the value of participation including, but without overemphasizing, the importance of winning.
2. To develop and improve positive citizenship traits among the program's participants.

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COOPERATIVE PHILOSOPHY

Our cooperatives support participation in extracurricular activities. The participant is to meet his/her responsibilities as a student first and as an activities participant second.

We expect the highest standards of sportsmanship and ethical behavior from our athletes, activities participants, and their sponsors and coaches. We expect sanctions to be imposed if these standards are not upheld. As a coach you are a role model of these standards and also must be willing to hold your players/participants to these same standards.

We expect all of our team/groups, whether athletic, academic, or musical, to be well organized, well trained, well-conditioned, and fundamentally sound.

SCOPE OF RESPONSIBILITY

The Cooperatives-The Cooperatives' Administration, coaches, and activity sponsors have specific responsibilities for the operation of the activity program. For a properly functioning program, each must assume his/her respective responsibilities.

The Board of Trustees has overall responsibility for the operation of the interscholastic activities programs.

The Administration has the responsibility to develop procedures that reflect the expectations of the board and comply with MHSA rules and regulations.

Coaches/sponsors are expected to comply with the policies and procedures of the Districts and MHSA. As part of their responsibilities, coaches/sponsors are expected to:

1. Provide a safe environment
2. Properly plan the activity
3. Evaluate students for injury or incapacity, document and submit to administration
4. Match or equate students
5. Provide adequate and proper equipment
6. Warn of inherent risks in the sport or activity
7. Instruct the students in the proper safety procedures for the activity
8. Know emergency procedures and require First Aid/CPR certification
9. Keep adequate records
10. Provide supervision of students at all times
11. Complete the MHSA Coach Education/Rules Clinic requirements
12. Have a copy of player physicals and medical release forms at all times
13. Submit Rosters to AD in a timely manner

What a Participant Can Expect from His/Her Coach/Sponsor-

- A. The coach/sponsor will possess a genuine and up-to-date knowledge of the sport.
- B. The coach will give fair, unprejudiced relationships with the players during the entire activity season.
- C. The coach will expect firm disciplinary action if a participant displays unsportsmanlike or inappropriate conduct, the breaking of training rules, or the breaking of rules and procedures outlined in the handbook or

those established by the coach/sponsor.

- D. The coach will be supportive to help you reach your maximum potential.
- E. The coach will give attention to student academic responsibilities and community commitment.

What Does the Administration Expect of Coaches/Sponsors-

Personal and Professional Relationships:

- A. Rapport-A coach/sponsor must early on develop good rapport with any number of individuals and groups, with activity personnel, with the student body, with members of the professional staff (grounds, medical, police, etc.), the community as a whole, and particularly with the spectator and support constituents, with the media, with the officials, and with other coaches/sponsors in the league and district. Under no circumstance does this become a mere popularity contest, but there is no denying the value of good public relations where winning, losing, success, and failure are concerned. Good rapport is invaluable.
- B. Cooperation-The Administration expects give and take between all individuals associated in any way with the comprehensive program. Coaches/Sponsors must work hand-in-hand with the AD and the superintendent. Cooperation to manage limited budgets, activity schedules, gym time, etc., is key.
- C. Leadership-Under the heading of leadership are a number of specific items; diligence, enthusiasm, and enjoyment are all part of the professional pride that should be exhibited by every coach/sponsor. Personal appearance, dress, decorum should be professional.
- D. Improvement-A coach/sponsor must constantly take advantage of opportunities presented for self-improvement including but not limited to attendance at district meetings, clinics, special workshops, etc.

Coaching and Techniques-

- A. Uses sound and acceptable teaching practices and also plans and runs a well-organized practice.
- B. Completes pre-season planning well in advance to the starting turnout date.
- C. Adheres to highly efficient and technically sound program of injury prevention. When injuries do occur, follows a prescribed routine and maintains good communications with patient, doctor, and parent.
- D. Prepares for and constructs a well-organized game plan.
- E. Develops a sound system for equipment accountability, including season inventory, reporting needs for repairs, reconditioning, and replacement. All purchasing should be accomplished within the bounds of the regular school purchasing procedures, stay within the allocated budget and work with the AD.
- F. Keeps assistant coaches, student managers, and statisticians well informed as to what is expected and cooperates with the maintenance staff, transportation staff, and others similarly involved in the program.
- G. All coaches/sponsors are expected to respond to the same degree and will be held to the same standards.

Staff Development- Reimbursement will be allowed up to \$100 per activity season for attendance at approved optional clinics and workshops to be paid by the respective school districts. NFHS online coaching clinics are required for all coaches and volunteers. It is highly recommended, but not mandatory to attend MHSAA sponsored clinics.

Required NFHS coaching education prior to coaching student-athletes:

- Fundamentals of Coaching core course every 5 years
- Concussion in Sports course once

- Every coach (all head, assistant and school-approved volunteer coaches) must meet the following requirements:
 1. Completion of the Fundamentals of Coaching core course prior to contact with student-athletes. Certification is good for a five-year period, inclusive of the first season in which the course is completed. www.nfhslearn.com
 2. Completion of the Concussion in Sports course prior to contact with student-athletes. Certification is good for a one-year period. www.nfhslearn.com
 3. Completion of the sport-specific online rules clinic. These clinics are available through the MHSAs website at www.mhsa.org.

In addition, coaches are encouraged to utilize the other available elective or sport-specific NFHS courses.

Other advisors: There may be other NFHS modules that are required for other advisors (for example, copyright training for music teachers). The AD will communicate those requirements to the relevant advisors, as well as a timeframe for completing.

Coaches are responsible for insuring that the AD receives verification that the courses are completed, who will in turn communicate with the appropriate school administrator(s). The school administrator is responsible for reporting to the MHSAs annually that all their coaches have completed the requirements successfully.

School Athletic Equipment-The coach is ultimately responsible for the equipment from the beginning of the season until the activity has ended. The coach needs to have a method of recording what equipment is checked out to each player. Stealing of school equipment should be dealt with firmly by the coach/sponsor. The student has a choice of returning the equipment in good condition or reimbursing the school for the replacement cost for that piece of equipment. The school does not supply clothing for the athlete's personal use. Uniforms or parts of uniforms should only be worn for practice, contests, or game day dress for the entire squad. Your enforcement of this is mandatory.

All purchases need to have a signed purchase order prior to the purchase being made. Coaches/sponsors will be held responsible financially for purchase of equipment that was not purchased through the AD/superintendent.

Practice Sessions-We are scheduling facilities and transportation for multiple teams and it is important that you respect the start time and end time for practices. Times and locations of practices should be established before the activity season begins. No session should be longer than two (2) hours. The following are the established times to follow:

All practice end times will be before 6:15pm, buses returning students will leave by 6:30pm

All teams/groups are to be supervised by the head coach/sponsor or his/her designee at all times. If the coach/sponsor is not able to be present the practice session should be canceled. Any person left alone with players/participants must have completed required courses along with passed a background check.

The Coach/sponsor is required to be the last one out of the building after making certain that all equipment is put away and all doors are locked.

Sundays and holidays cannot be required by coaches/sponsors for practicing.

Please help each other out—field/gym space and time are limited.

Unsportsmanlike Conduct-Coaches are expected to teach and model proper sportsmanship during all practices, activities, and events. This includes a coach's own behavior. All players should be held to the same standard and consequences should be consistent regardless of amount of playing time or ability level of the participant.

A coach needs to have established rules of how they will deal with behavior such as unsportsmanlike conduct. If rules are not present the following will be enforced:

First offense: Benched for the remainder of the game with possible suspension from the following contest. Repeated offenses may result in suspension from the activity for the next scheduled contest through suspension from the team for the rest of the season.

Travel Policy for Extracurricular Activities-Each student is expected to travel with his/her team or group in a vehicle provided by the school. A student may be excused to ride with a parent to or from an event provided that the parent sign a dated release form which each coach/sponsor will carry. In extenuating circumstances prior arrangements may be made with the superintendent to release a student to a non-custodial adult. In that event, the coach/sponsor will be notified by the superintendent before leaving for the event/contest. Final discretion in the event that he/she believes it is unsafe to release the student is given to the superintendent, the coach, or the sponsor in charge.

All activity travel will be chaperoned by a coach or sponsor. The chaperone will be responsible for appropriate seating arrangements as well as other disciplinary issues that may arise. Co-ed travel will require seating arrangements. Each gender will be separated by the coach(es) or sponsor(s) of the group. Girls/boys may not sit together on the bus.

No student vehicles and/or student drivers will be allowed on school sponsored activity trips.

Physical Appearance-Coaches/sponsors should dress professionally as a good role model to students. Coaches will also require participants to follow school dress code, student activity participants will wear dress pants or colored jeans, which are new looking and not faded, button down shirts, dress polo shirts, or sweaters. Girls may wear dresses or skirts that are in compliance with the school dress code. Additional requirements may be set forth by the coach/sponsor.

Activity Bus Delay-If an activity bus is delayed, the coach/sponsor will notify the superintendent or the AD, if possible, as to the changes in arrival time. Parents and guardians will be notified of the situation when possible.

Buses-The bus should be clean and left in good condition following travel. Coaches will have participants pick up trash and take all equipment, gear, etc. off of the bus. It is the responsibility of the coach or advisor, not the bus driver, to know where students are and make sure they are signed out appropriately.

Behavior-As the coach you are the figurehead of your program. You must model appropriate behavior at all times. Also, coaches/sponsors need to reinforce to their team/group that they are representing our school and our community. Good behavior and appearance will always be expected. Coaches/sponsors should control their team's conduct both on and off the field of competition, on the bus, and in public during travel times. They will communicate with the bus driver when problems arise. Impress upon the athletes/group that rowdiness and foul language will not be tolerated. Set the standard of behavior and hold the participants to it.

Other Rules-We expect each coach/sponsor to go over the training rules with the participants, and to cover

additional coaches' rules, which have been approved by the AD or the superintendent. Coach/Sponsor's rules should be consistent with school/cooperative policy and handbooks and cover issues such as curfew, association with activities detrimental to team success, inappropriate behavior during practices, on buses, or at games, seating arrangements on activity buses, etc.

The superintendent in conjunction with the AD and coach/sponsor will handle all discipline problems resulting in suspension from the team. The coach/sponsor will handle minor problems; if problems continue the superintendent and/or AD must be kept notified. Records must be kept in order to justify recommendations as related to minor offenses. Remember, a phone call home in a timely manner will help to eliminate most small problems.

As a coach/sponsor, you are an integral part of the staff. Coaching the system means that each member of the coaching staff needs to pull together in order to function as a unified staff. Head coaches/sponsors support each other; **assistant coaches follow the directions of the head coaches and help to coach their philosophy.**

Cell Phones and Other Electronic Equipment-The administration or a coach/teacher/sponsor may grant permission for individual students to use cellular phones if such use is necessary. Neither the school nor the coach/teacher/sponsor will be liable for cell phones if students choose to bring them to school or on activity trips.

Coaches/Advisors must determine a method to collect cell phones before students enter locker rooms or on overnight trips.

Cell phone policy for activity trips will be determined by the coach/teacher/sponsor of the sport or activity. It will be the coach or activity sponsor's responsibility to share his/her policy and consequences for misconduct with the administration, students, and parents before the first activity trip.

Absolutely no cell phones or cameras will be allowed in the locker rooms and bathrooms!

Film and Video-Coaches/Sponsors should use film and video in their programs as a teaching instrument. Make sure to follow all MHSA regulations when taking or when viewing tapes of other teams.

Emergencies-In the event of an injury, call the parents and have them notify the participant's family doctor. If the parent/guardian cannot be reached, you can only act for the parent if you have a medical release form with you. Coaches/Sponsors should, at all times, keep the medical release forms with them in the First Aid Kit. Either you or your assistant will need to remain with the student until the parent/guardian arrives.

News Coverage-It is the responsibility of the coach/sponsor to contact the press about the results of all contests. When you do, make sure that you have all the necessary information. Be professional on all comments made in interviews with reporters.

AWARDS AND LETTERING

At the end of the season, an annual "Awards Banquet" will be held for students participating in extracurricular activities, quiz bowls, math meets, music, etc. Every effort will be made to make sure that it is a fitting end to the season. Each coach/sponsor will be prepared to introduce his/her participants and present certificates of participation and/or award letters and awards.

General Guidelines-

1. A student-athlete will letter providing he/she meets these general guidelines as well as the below mentioned specifics for each of the individual activities.
2. A student-athlete will not letter if he/she is expelled from the team for disciplinary reasons or if he/she quits prior to the end of the season.
3. A student-athlete will not letter if he/she fails to attend a practice or competition without valid reason as determined by the coach and administration.
4. A student-athlete will be required to attend the highest level of competition when a conflict exists between two or more activities.
5. A student-athlete may earn or be denied a varsity letter at the coach's discretion if there are extenuating circumstances beyond the criteria listed below.

Awards and letters will be considered for all students completing their school year in good standing. Managers of team sports will letter at the discretion of the coach. First year lettermen earn their letter and sport emblem. Succeeding years lettering will earn a gold bar.

Specific Activity Requirements-

- Basketball:** Lettering will be for twelve (12) quarters of varsity play during the basketball season and/or tournament playing time at the discretion of the coach.
- Cheerleading:** MHSА sanctioned varsity cheerleaders will letter providing they have fulfilled all requirements at the discretion of the advisor.
- Cross Country:** Lettering will be based on qualifying for state, or in extenuating circumstances, at the discretion of the coach.
- Football:** Participate in at least one-half (1/2) of all varsity quarters during the regular season.
- Music:** Lettering in music will be earned by participating in the state music festival, pep band, or any other group as specified by the music teacher.
- Track and Field:** Lettering will be earned by representing WGR in an event at the divisional track meet, or in extenuating circumstances, at the discretion of the coach.
- Volleyball:** Participate in at least one-half (1/2) of all varsity matches during the regular season.

CONTRACTS AND SALARY SCHEDULE

Contracts will be issued after the Joint Board concludes the employment procedure for that season. No employment of an individual will take place until a recommendation of the administration has been presented to the Board. A recommendation will be made to the board by the coop committee comprised of the Superintendents and ADs of the cooperative. The coop committee will complete an evaluation of each coach at the conclusion of each season. An end of season meeting will be held with each coach/sponsor and members of the committee to go over the season and the coach/sponsor evaluation and notify the coach/sponsor if the contract will be recommended for renewal or non-renewal to the joint board. This end of season meeting will take place within three (3) weeks of the team's final contest. At the next scheduled meeting, the joint board will vote to renew or non-renew the contract. If the contract is non-renewed the position will be considered open and will then be posted for a minimum of 15 calendar days. The position will also be considered open and will

be posted if the incumbent notifies the administration in writing that they are resigning or will not be returning to the position. The Superintendents and ADs will screen applications and hold interviews. A recommendation will be presented to the Joint Board at the next scheduled meeting. The position will be considered open until a contract is given by the Joint Board. Contracts are due back 20 days from the date of issue.

The Superintendents and ADs of the cooperative will be responsible for making a recommendation to the board for hiring head coaches. Input from the head coach will be considered when making the recommendation for assistant coaches. When the head coaching position becomes open, either due to resignation or non-renewal, the assistant coaching position will also be opened. Every effort will be made to hire at least one coach in each community.

Hiring Timelines-

December meeting(s) will be held in Grass Range
Volleyball
Football

April meeting(s) will be held in Winnett
Boys' Basketball
Girls' Basketball

Summer meetings will alternate between Winnett and Grass Range.

Hiring of Track, and Junior High positions will take place at the respective individual School Board meetings.

Chairman- GRW Coop Board Date

Chairman- WGR Coop Board Date

Secretary- GRW Coop Board

Secretary- WGR Coop Board

GRW & WGR COOPERATIVES

PHONE and ADDRESS LIST

(Updated as needed)

Grass Range High School

Box 58, Grass Range, MT 59032
428-2341, fax: 428-2235

Tim Majerus, Superintendent
Grass Range, MT 59032
W 428-2341
tmajerus@grps.k12.mt.us

Verna Jessen, Activity Director
Grass Range, MT 59032
W 428-2341
ad@grps.k12.mt.us

Winnett High School

Box 167, Winnett, MT 59087
429-2251, fax: 429-7631

Teri Harris, Superintendent
Winnett, MT 59087
W 429-2251
tharris@winnettschool.org

Kate Johnson, AD
Winnett, MT 59087
W 429-2251
kjohnson@winnettschool.org

PHONE LIST – COACHES

(Updated as needed)

Head Football Coach - Derek Lear

Head/Assistant Football Coach-

Assistant Football Coach -

Assistant/JH Football Coach-

Jr. High Football Coach - Brandon Bantz 366-0923

Head Volleyball Coach - Reba Ahlgren

Assistant Volleyball Coach - Tori Thomas

Assistant/JH Volleyball Coach- Shana Grant 366-9689

JH Volleyball Coach - Kate Johnson

Head Boys' Basketball Coach - Brandon Bantz

Assistant Boys' Basketball Coach- Mitch Thompson

Head JH/EL Boys' Basketball Coach- LJ Olson

Assistant JH/EL Boys' Basketball Coach- Adam Tholt

Head Girls' Basketball Coach - Vic Westphal

Assistant Girls' Basketball Coach- Jenni Hedman

Head JH/EL Girls' Basketball Coach- Kaylyn Malecek

Assistant JH/EL Girls' Basketball Coach- Jada Bantz

Head Track Coach-(W); (GR) Mitch Thompson

Assistant/JH Track Coach-(W); (GR)

Cross Country Coach -(W); (GR) Angie Matovich 428-2535

Cheerleader Advisor-

GRW/WGR Cooperative Coaching Application

(Available at school office)

Please provide the following information.

Name: _____

Phone: _____ **Email:** _____

Address: _____

Position you are applying for: _____

Previous experience relevant to the position:

List 3 references relevant to the position whom we may contact:

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

Other Comments:

Cooperative Coaching Evaluation

Name _____ Sport _____ Date _____

Code: Scale of 1-5, with 5 being highest competency, 1 being unsatisfactory. NA = Not Applicable

A. ADMINISTRATION

1. Organization of practice	1	2	3	4	5	NA
2. Organization of staff	1	2	3	4	5	NA
3. Communication with administration	1	2	3	4	5	NA
4. Supervision	1	2	3	4	5	NA
5. Care of equipment-inventory and reporting needs	1	2	3	4	5	NA
6. Adherence to district/cooperative policy and handbooks	1	2	3	4	5	NA
7. Paperwork- rosters, scores reported, medical release, physicals	1	2	3	4	5	NA
8. Public relations	1	2	3	4	5	NA
9. Attend required coaches meetings	1	2	3	4	5	NA
10. Time management, adhere to a schedule	1	2	3	4	5	NA
11. Willingness to accept school, conference, MHSAA governing regulations	1	2	3	4	5	NA

B. SKILLS

1. Knowledge of presentation of fundamentals	1	2	3	4	5	NA
2. Conditioning	1	2	3	4	5	NA
3. Game preparation	1	2	3	4	5	NA

C. RELATIONS

1. Enthusiasm						
a. For working with students	1	2	3	4	5	NA
b. For working with staff	1	2	3	4	5	NA
c. For working with academic staff	1	2	3	4	5	NA
d. For the sport itself	1	2	3	4	5	NA
2. Discipline						
a. Firm but fair	1	2	3	4	5	NA
b. Consistent	1	2	3	4	5	NA
c. Follows proper procedures in handling discipline	1	2	3	4	5	NA
3. Communication with players						
a. Individual	1	2	3	4	5	NA
b. As a team	1	2	3	4	5	NA
c. Conflict resolution	1	2	3	4	5	NA
4. Communications with parents						
a. Scheduling, any player issues or injuries	1	2	3	4	5	NA
b. Conflict resolution	1	2	3	4	5	NA

D. PERFORMANCE

1. Appearance and execution of team on field and court	1	2	3	4	5	NA
2. Attitude of team	1	2	3	4	5	NA
3. Conduct of the coach during the game	1	2	3	4	5	NA
4. Attitude of the coach	1	2	3	4	5	NA
5. Motivation of players to excel	1	2	3	4	5	NA
6. Interactions with officials	1	2	3	4	5	NA
7. Supervision of bus, locker room, home and away contests	1	2	3	4	5	NA
8. Ability to resolve conflict concerns during the season	1	2	3	4	5	NA

E. SELF-IMPROVEMENT

1. Keeps update on current knowledge of sports	1	2	3	4	5	NA
2. Completion and submittal of a self-reflection statement within two weeks of the end of the season	1	2	3	4	5	NA
3. Complete required coaching courses	1	2	3	4	5	NA

NARRATIVE: _____

Scores: Administration _____ Skills _____ Relations _____
 Performance _____ Self-Improvement _____

Overall score: _____ / _____

Remedial Action Required: Yes _____ No _____

Suggested Remedial Action: _____

Suggested Recommendation: Renew _____ Non-renew _____

Signing below does not indicate agreement with the evaluation and/or the recommendation. By signing you agree that you have reviewed and received a copy of the evaluation.

Coach's Signature _____ Date _____

Administration Signature _____ Date _____